

Sammilani Mahavidyalaya



E.M. Bypass, Baghajatin, Kolkata - 700094. Ph. No. 033 24626869

Email ID: principal.sammilani@gmail.com

CRITERION - VI

Governance, Leadership and Management

QIM: 6.3.1 - The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression.

Sammilani Mahavidyalaya



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**CHILD CARE LEAVE/MATERNITY LEAVE STATEMENTS
ENROLMENT IN WBHS
EMPLOYEE WELFARE (BONUS AND PROVIDENT FUND LOAN)
GOVERNMENT ORDERS ON CAS
SAMPLE OF PERFORMANCE BASED APPRAISAL SYSTEM
SAMPLE RECORD OF CLASSES ALLOTTED AND TAKEN
SAMPLES OF GB RESOLUTION ON CAS**

Sammilani Mahavidyalaya



E.M. Bypass, Baghajatin, Kolkata - 700094. Ph. No. 033 24626869

Email ID: principal.sammilani@gmail.com

CHILD CARE LEAVE/MATERNITY LEAVE STATEMENTS



Sammilani Mahavidyalaya

GOVT. AIDED COLLEGE AFFILIATED
TO UNIVERSITY OF CALCUTTA
NACC ACCREDITED B++ IN 2016 (2ND CYCLE)
& ISO 9001 : 2015 CERTIFIED
E. M. Bypass, Baghajatin, Kolkata - 700 094

Phone : (033) 2462-6869
E-mail : principal.sammilani@gmail.com
info@sammilanimahavidyalaya.ac.in
Website : https://www.sammilanimahavidyalaya.ac.in

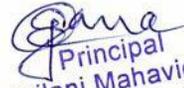
Ref. No.....

Date 23.04.2024

Child Care Leave Record of 2018-19 to 2022-23

Name	Designation	Leave Period
BANANI GANGOPADHYAY	ASSOCIATE PROFESSOR	15.2.19 ---14.3.19= 28 days 3.9.19 ----17.3.19 = 15 days 2.1.20 -----16.1.20 = 15 days 17.2.20 ----14.4.20 =58 days
SANGITA DEY SARKAR	ASSOCIATE PROFESSOR	28.9.18 ----12.10.18 = 15 days 30.1.19 ----27.3.19 = 57 days 7.2.20 ---3.3.20 =26 days 20.8.22. --- -15.9.22 = 27 days 28.10.22 ----11.11.22 = 15 days 6.2.23 ----14.3.23 = 37 days
SHARMILA CHAKRABORTY	ASSOCIATE PROFESSOR	4.9.18 ----18.9.18 = 15 days 6.2.19 ----1.4.19 =55 days 15.2.22 ----7.3.22 = 21 days 17.2.23 ----30.3.23 = 21 days
SWAGATA SAHA SAU	ASSISTANT PROFESSOR	1.2.19 ----28.2.19 = 21 days 20.8.19 ----8.9.19 =28 days 2.3.19----- 16.3.19 = 15 days 3.2.20 ----2.3.20 =29 days 24.11.21 ----20.12.21 =27 days 26.3.22 ----22.5.22 =56 days 17.2.23 ----30.3.23 =42 days
LUPSY MOHANTY ROY	ASSISTANT PROFESSOR	12.4.22 ----26.4.22 = 15 Days
SIPRA TUDU	ASSISTANT PROFESSOR	7.11.19 ---21.11.19 =15 Days
MARISHA CHAKRABORTY	ASSISTANT PROFESSOR	2.3.19 ----16.3.19 = 15 Days

Attested


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Website : https://www.sammilanimahavidyalaya.ac.in

Ref. No.....

Date 23.04.2024

Few examples of G.B Resolutions regarding the leaves approved in G.B Meeting:

Resolution no 13 (iv) dated 19.12.18 regarding Sangita Dey Sarkar's CCL of 28.9.18 to 12.10.18

Resolution no 13 (iii) dated 19.12.18 regarding Sharmila Chakraborty's CCL of 4.9.18 to 18.9.18

Maternity Leave Record of 2018-19 to 2022-23

Name	Designation	Leave Period
MARISHA CHAKRABORTY	ASSISTANT PROFESSOR	18.8.22 -----10.2.23 =180 DAYS
SAHELI GHOSH	SACT	13.4.21 -----12.10.21 =180 DAYS

One example of G.B Resolution Regarding the Maternity leave approved by G.B:

Maternity leave of Saheli Ghosh from 13.4.2021 to 12.10.2021 approved by G.B. Resolution no Misc. dated 13.11.2021

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ENROLMENT IN WBHS



Sammilani Mahavidyalaya

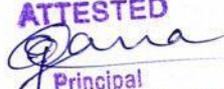
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6.3.1 The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression:

List of Teachers enrolled in West Bengal Health Scheme

Name of the Employee	Designation and Department
BANANI GANGOPADHYAY	Associate Professor, Department of History
KALPANA SANTRA MAJI	Associate Professor, Department of Physics
SUMITA DAS	Associate Professor, Department of Mathematics
UTTAM KUMAR GHOSH	Associate Professor, Department of Commerce
SRIKANTA MALAKAR	Associate Professor, Department of Commerce
DEBASHIS ROY	Assistant Professor, Department of Zoology
LUPSY MOHANTY ROY	Assistant Professor, Department of Political Science
KAMONASISH MISTRY	Assistant Professor, Department of Geography
MOUSUMI DAS	Assistant Professor, Department of Zoology
MALAY ROY	Assistant Professor, Department of Mathematics
MARISHA CHAKRABARTI	Assistant Professor, Department of Education
RANJIT SHAW	Assistant Professor, Department of Philosophy
PAVEL MONI	Assistant Professor, Department of English

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6.3.1

Higher Education Department
Govt. of West Bengal
SAMMILANI MAHAVIDYALAYA
E.M. Bypass, Baghajatin,, Kolkata-700094, Kolkata

Certificate for Enrolment
West Bengal Health Scheme for beneficiaries of Grant-in-Aid Colleges

Memo No. WBHS/SMV/01/19-20

Date: 01/04/2019

Information of Employee					
1.	Name (In Block Letter)	RANJIT SHAW	2.	HRMS ID.	G2017000667
3.	Application ID	G201700066701011982	4.	Gender	MALE
5.	Designation of Employee	Assistant Professor	6.	Date of Entry into Service	03/11/2016
7.	Address of Employee	VILL+PO- SATYANARAYANPUR PS- GOSABA DIST-SOUTH 24PGS PIN-743370	8.	Date of Superannuation	31/12/2046

Hospital Accommodation Entitlement :

1.	Pay Bed in Government Hospital run by Govt. of West Bengal	DOUBLE OCCUPANCY LARGE CABIN
2.	Tata Medical Centre, Rajarhat	GENERAL
3.	Other Private Empanelled HCOs	SEMI-PRIVATE

Information of All Beneficiaries (Including Employee)

1	RANJIT SHAW	Beneficiary ID : G2017000667/1 Relation with Employee : SELF Date of Birth : 01/01/1982 Blood Group : B+		Enrollment w.e.f. : 01/05/2019 Mobile No : E-mail Address : Pan Card No : CRTPS5899B	<i>Ranjit Shaw</i>
2	LIPIKA MONDAL	Beneficiary ID : G2017000667/2 Relation with Employee : WIFE Date of Birth : 10/11/1984 Blood Group : AB+		Enrollment w.e.f. : 01/05/2019 Mobile No : E-mail Address : Voter Card No : BFZ2525590	<i>Lipika Mondal</i>

Certified that above mentioned employee been enrolled under the “West Bengal Health Scheme for beneficiaries of Grant-in-Aid Colleges” along with above mentioned family members to get medical treatment under the scheme.

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Higher Education Department
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Certificate for Enrolment
West Bengal Health Scheme for beneficiaries of Grant-in-Aid Colleges

Memo No. WBHS/SMV/02/19-20

Date: 01/04/2019

Information of Employee					
1.	Name (In Block Letter)	MALAY ROY	2.	HRMS ID.	G2010000256
3.	Application ID	G201000025604021984	4.	Gender	MALE
5.	Designation of Employee	Assistant Professor	6.	Date of Entry into Service	12/05/2010
7.	Address of Employee	FLAT NO-1B, 461 PANCHANAN DEY ROAD, WEST RAJAPUR, P.O.- JADAVPUR UNIVERSITY	8.	Date of Superannuation	28/02/2049

Hospital Accommodation Entitlement :

1.	Pay Bed in Government Hospital run by Govt. of West Bengal	SINGLE OCCUPANCY SMALL CABIN
2.	Tata Medical Centre, Rajarhat	GENERAL
3.	Other Private Empanelled HCOs	PRIVATE

Information of All Beneficiaries (Including Employee)

1	MALAY ROY	Beneficiary ID : G2010000256/1 Relation with Employee : SELF Date of Birth : 04/02/1984 Blood Group : O+		Enrollment w.e f.: 01/05/2019 Mobile No : E-mail Address : Pan Card No : APXPR9588L	<i>Malay Roy</i>
2	SOMA BISWAS	Beneficiary ID : G2010000256/2 Relation with Employee : WIFE Date of Birth : 20/06/1995 Blood Group : A+		Enrollment w.e f.: 01/05/2019 Mobile No : E-mail Address : Adhar Card No : 353790635299	<i>Soma Biswas</i>

Certified that above mentioned employee been enrolled under the “West Bengal Health Scheme for beneficiaries of Grant-in-Aid Colleges” along with above mentioned family members to get medical treatment under the scheme.

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[Signature]
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Certificate for Enrolment
West Bengal Health Scheme for beneficiaries of Grant-in-Aid Colleges

Memo No. WBHS/SMV/03/19-20

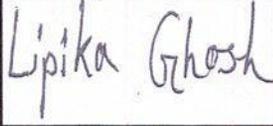
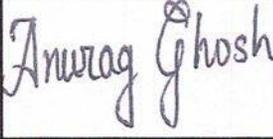
Date: 01/04/2019

Information of Employee					
1.	Name (In Block Letter)	UTTAM KUMAR GHOSH	2.	HRMS ID.	G2000000097
3.	Application ID	G200000009730111967	4.	Gender	MALE
5.	Designation of Employee	Associate Professor	6.	Date of Entry into Service	01/03/2000
7.	Address of Employee	SARADA HOUSE, FLAT-B1, 221 MONDALPARA, KHIRISHTALA, PO- SONARPUR, WB-700150	8.	Date of Superannuation	30/11/2032

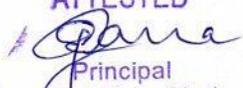
Hospital Accommodation Entitlement :

1.	Pay Bed in Government Hospital run by Govt. of West Bengal	SINGLE OCCUPANCY LARGE CABIN
2.	Tata Medical Centre, Rajarhat	PRIVATE
3.	Other Private Empanelled HCOs	SUITE

Information of All Beneficiaries (Including Employee)

1	UTTAM KUMAR GHOSH	Beneficiary ID : G2000000097/1 Relation with Employee : SELF Date of Birth : 30/11/1967 Blood Group : B+		Enrollment w.e.f. : 01/05/2019 Mobile No : E-mail Address : Aadhar Card No : 864776611649	
2	LIPIKA GHOSH	Beneficiary ID : G2000000097/2 Relation with Employee : WIFE Date of Birth : 08/06/1977 Blood Group : B+		Enrollment w.e.f. : 01/05/2019 Mobile No : E-mail Address : Adhar Card No : 200849690173	
3	ANURAG GHOSH	Beneficiary ID : G2000000097/3 Relation with Employee : SON(UPTO 25 YEARS) Date of Birth : 11/07/2000 Blood Group : O+		Enrollment w.e.f. : 01/05/2019 Mobile No : E-mail Address : Adhar Card No : 310460403058	

Certified that above mentioned employee been enrolled under the "West Bengal Health Scheme for beneficiaries of Grant-in-Aid Colleges" along with above mentioned family members to get medical treatment under the scheme.

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Higher Education Department
Govt. of West Bengal
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Certificate for Enrolment
West Bengal Health Scheme for beneficiaries of Grant-in-Aid Colleges

Memo No. WBHS/SMV/04/19-20

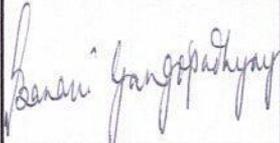
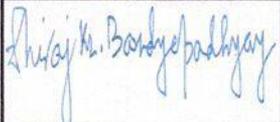
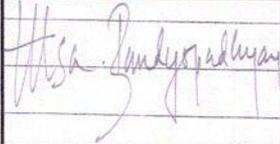
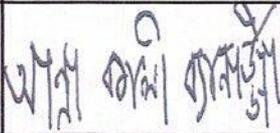
Date: 05/04/2019

Information of Employee					
1.	Name (In Block Letter)	BANANI GANGOPADHYAY	2.	HRMS ID.	G1987000045
3.	Application ID	G198700004521091961	4.	Gender	FEMALE
5.	Designation of Employee	Associate Professor	6.	Date of Entry into Service	03/07/1987
7.	Address of Employee	A-2/8 BAITALIK COOPERATIVE HOUSING SOCIETY, KMDA HOUSING COMPLEX, PANCHASAYAR, KOLKATA - 700094	8.	Date of Superannuation	30/09/2026

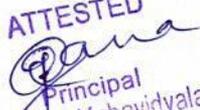
Hospital Accommodation Entitlement :

1.	Pay Bed in Government Hospital run by Govt. of West Bengal	SINGLE OCCUPANCY LARGE CABIN
2.	Tata Medical Centre, Rajarhat	PRIVATE
3.	Other Private Empanelled HCOs	SUITE

Information of All Beneficiaries (Including Employee)

1	BANANI GANGOPADHYAY	Beneficiary ID : G1987000045/1 Relation with Employee : SELF Date of Birth : 21/09/1961 Blood Group : O+		Enrollment w.e f. : 01/05/2019 Mobile No : E-mail Address : Aadhar Card No : 700402625377	
2	DHIRAJ KUMAR BANDYOPADHYAY	Beneficiary ID : G1987000045/2 Relation with Employee : HUSBAND Date of Birth : 07/03/1956 Blood Group : A+		Enrollment w.e f. : 01/05/2019 Mobile No : E-mail Address : Adhar Card No : 957295173214	
3	UTSA BANDYOPADHYAY	Beneficiary ID : G1987000045/3 Relation with Employee : UNMARRIED DAUGHTER Date of Birth : 15/04/2002 Blood Group : A+		Enrollment w.e f. : 01/05/2019 Mobile No : E-mail Address : Adhar Card No : 758018628467	
4	ANNAKALI BANERJEE	Beneficiary ID : G1987000045/4 Relation with Employee : MOTHER Date of Birth : 01/01/1929 Blood Group : A+		Enrollment w.e f. : 01/05/2019 Mobile No : E-mail Address : Adhar Card No : 751968478596	

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Memo No. WBHS/SMV/05/19-20

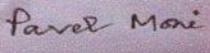
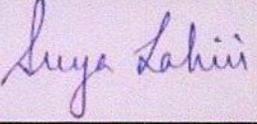
Date: 08/04/2019

Information of Employee					
1.	Name (In Block Letter)	PAVEL MONI	2.	HRMS ID.	G2018000001
3.	Application ID	G201800000121061989	4.	Gender	MALE
5.	Designation of Employee	Assistant Professor	6.	Date of Entry into Service	29/04/2017
7.	Address of Employee	VILL.- DIHIMEDANMALLA (MATIPARA), P.O.- D/GOBINDOPUR,P.S.- BARUIPUR, PIN-700145, WEST BENGAL	8.	Date of Superannuation	30/06/2054

Hospital Accommodation Entitlement :

1.	Pay Bed in Government Hospital run by Govt. of West Bengal	DOUBLE OCCUPANCY LARGE CABIN
2.	Tata Medical Centre, Rajarhat	GENERAL
3.	Other Private Empanelled HCOs	SEMI-PRIVATE

Information of All Beneficiaries (Including Employee)

1	PAVEL MONI	Beneficiary ID : G2018000001/1 Relation with Employee : SELF Date of Birth : 21/06/1989 Blood Group : O+		Enrollment w.e f. : 01/05/2019 Mobile No : E-mail Address : Pan Card No : BEBPM2322H	
2	SREYA LAHIRI	Beneficiary ID : G2018000001/2 Relation with Employee : WIFE Date of Birth : 04/05/1988 Blood Group : B+		Enrollment w.e f. : 01/05/2019 Mobile No : E-mail Address : Voter Card No : XYR1943158	

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Certificate for Enrolment
West Bengal Health Scheme for beneficiaries of Grant-in-Aid Colleges

Memo No. WBHS/SMV/06/19-20

Date: 18/04/2019

Information of Employee					
1.	Name (In Block Letter)	SUMITA DAS	2.	HRMS ID.	G2001000093
3.	Application ID	G200100009316091965	4.	Gender	FEMALE
5.	Designation of Employee	Associate Professor	6.	Date of Entry into Service	15/02/2001
7.	Address of Employee	244B VIVEKANANDA ROAD	8.	Date of Superannuation	30/09/2030
Hospital Accommodation Entitlement :					
1.	Pay Bed in Government Hospital run by Govt. of West Bengal	SINGLE OCCUPANCY LARGE CABIN			
2.	Tata Medical Centre, Rajarhat	PRIVATE			
3.	Other Private Empanelled HCOs	SUITE			
Information of All Beneficiaries (Including Employee)					
1	SUMITA DAS	Beneficiary ID : G2001000093/1 Relation with Employee : SELF Date of Birth : 16/09/1965 Blood Group : O+		Enrollment w.e.f. : 01/05/2019 Mobile No : E-mail Address : Pan Card No : AFZPD9167R	<i>Sumita Das</i>
2	UTPAL DAS	Beneficiary ID : G2001000093/2 Relation with Employee : HUSBAND Date of Birth : 08/08/1956 Blood Group : B+		Enrollment w.e.f. : 01/05/2019 Mobile No : E-mail Address : Pan Card No : ADEPD4712D	<i>Utpal Das</i>
3	URBIJITA DAS	Beneficiary ID : G2001000093/3 Relation with Employee : UNMARRIED DAUGHTER Date of Birth : 05/12/1995 Blood Group : B+		Enrollment w.e.f. : 01/05/2019 Mobile No : E-mail Address : Pan Card No : BXLDP1043B	<i>Urbijita Das</i>

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Higher Education Department
Govt. of West Bengal
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E.M. Bypass, Baghajatin,, Kolkata-700094, Kolkata

Certificate for Enrolment
West Bengal Health Scheme for beneficiaries of Grant-in-Aid Colleges

Memo No. WBHS/SMV/07/19-20

Date: 31/05/2019

Information of Employee					
1.	Name (In Block Letter)	KALPANA SANTRA MAJI	2.	HRMS ID.	G2000000116
3.	Application ID	G200000011616061963	4.	Gender	FEMALE
5.	Designation of Employee	Associate Professor	6.	Date of Entry into Service	01/03/2000
7.	Address of Employee	77/5/1E BADERAI PUR ROAD, PO-JADAVPUR UNIVERSITY, KOLKATA - 700032	8.	Date of Superannuation	30/06/2028

Hospital Accommodation Entitlement :

1.	Pay Bed in Government Hospital run by Govt. of West Bengal	SINGLE OCCUPANCY LARGE CABIN
2.	Tata Medical Centre, Rajarhat	PRIVATE
3.	Other Private Empanelled HCOs	SUITE

Information of All Beneficiaries (Including Employee)

1	KALPANA SANTRA MAJI	Beneficiary ID : G2000000116/1 Relation with Employee : SELF Date of Birth : 16/06/1963 Blood Group : AB+		Enrollment w.e.f. : 01/06/2019 Mobile No : E-mail Address : Aadhar Card No : 537701826498	<i>Kalpana Santra (Maji)</i>
2	PRANAB KUMAR MAJI	Beneficiary ID : G2000000116/2 Relation with Employee : HUSBAND Date of Birth : 18/05/1958 Blood Group : B+		Enrollment w.e.f. : 01/06/2019 Mobile No : E-mail Address : Adhar Card No : 443953236607	<i>Pranab Kumar Maji</i>
3	TANIYA MAJI	Beneficiary ID : G2000000116/3 Relation with Employee : UNMARRIED DAUGHTER Date of Birth : 07/11/1994 Blood Group : AB+		Enrollment w.e.f. : 01/06/2019 Mobile No : E-mail Address : Adhar Card No : 246696033205	<i>Taniya Maji</i>
4	MENAKA SANTRA	Beneficiary ID : G2000000116/4 Relation with Employee : MOTHER Date of Birth : 01/01/1931 Blood Group : B+		Enrollment w.e.f. : 01/06/2019 Mobile No : E-mail Address : Voter Card No : WB/27/183/018149	 ATTESTED S. Palit Principal 29.05.19 Sammilani Mahavidyalaya E.M. Bypass, Baghajatin Kolkata-700094 L.T.I. OF MENAKA SANTRA

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Higher Education Department
Govt. of West Bengal
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Certificate for Enrolment
West Bengal Health Scheme for beneficiaries of Grant-in-Aid Colleges

Memo No. WBHS/SMV/08/19-20

Date: 31/05/2019

Information of Employee					
1.	Name (In Block Letter)	MARISHA CHAKRABARTI	2.	HRMS ID.	G2014000114
3.	Application ID	G201400011415051985	4.	Gender	FEMALE
5.	Designation of Employee	Assistant Professor	6.	Date of Entry into Service	03/09/2014
7.	Address of Employee	B1, L2, 9A (901), SOUTHWINDS, 132 GHOSAL PARA ROAD, MANIKPUR, KOLKATA- 700148	8.	Date of Superannuation	31/05/2050

Hospital Accommodation Entitlement :

1.	Pay Bed in Government Hospital run by Govt. of West Bengal	DOUBLE OCCUPANCY LARGE CABIN
2.	Tata Medical Centre, Rajarhat	GENERAL
3.	Other Private Empanelled HCOs	SEMI-PRIVATE

Information of All Beneficiaries (Including Employee)

1	MARISHA CHAKRABARTI	Beneficiary ID : G2014000114/1 Relation with Employee : SELF Date of Birth : 15/05/1985 Blood Group : O+		Enrollment w.e f.: 01/06/2019 Mobile No : E-mail Address : Aadhar Card No : 624428252427	<i>Marisha Chakrabarti</i>
2	PRABIR GHOSH	Beneficiary ID : G2014000114/2 Relation with Employee : HUSBAND Date of Birth : 28/12/1984 Blood Group : A+		Enrollment w.e f.: 01/06/2019 Mobile No : E-mail Address : Aadhar Card No : 677081670497	<i>Prabir Ghosh</i>
3	OLIVIA GHOSH	Beneficiary ID : G2014000114/3 Relation with Employee : UNMARRIED DAUGHTER Date of Birth : 14/05/2015 Blood Group : O+		Enrollment w.e f.: 01/06/2019 Mobile No : E-mail Address : Aadhar Card No : 824057540114	<i>Marisha Chakrabarti</i>

Certified that above mentioned employee been enrolled under the “West Bengal Health Scheme for beneficiaries of Grant-in-Aid Colleges” along with above mentioned family members to get medical treatment under the scheme.

ATTESTED
Parva
Principal
Sammilani Mahavidyalaya
E.M. Bypass, Baghajatin
Kolkata-700 094



Higher Education Department
Govt. of West Bengal
SAMMILANI MAHAVIDYALAYA
E.M. Bypass, Baghajatin,, Kolkata-700094, Kolkata

Certificate for Enrolment
West Bengal Health Scheme for beneficiaries of Grant-in-Aid Colleges

Memo No. WBHS/SMV/09/19-20

Date: 05/12/2019

Information of Employee					
1.	Name (In Block Letter)	SRIKANTA MALAKAR	2.	HRMS ID.	G2001000094
3.	Application ID	G200100009415031975	4.	Gender	MALE
5.	Designation of Employee	Associate Professor	6.	Date of Entry into Service	12/05/2001
7.	Address of Employee	2/35 VIVEKNAGAR, SUBARNAREKHA APARTMENT, FLAT NO. 04, 1ST FLOOR, KOLKATA- 700075	8.	Date of Superannuation	31/03/2040

Hospital Accommodation Entitlement :

1.	Pay Bed in Government Hospital run by Govt. of West Bengal	SINGLE OCCUPANCY LARGE CABIN
2.	Tata Medical Centre, Rajarhat	PRIVATE
3.	Other Private Empanelled HCOs	SUITE

Information of All Beneficiaries (Including Employee)

1	SRIKANTA MALAKAR	Beneficiary ID : G2001000094/1 Relation with Employee : SELF Date of Birth : 15/03/1975 Blood Group : AB+		Enrollment w.e f.: 01/01/2020 Mobile No : E-mail Address : Pan Card No : AIBPM7617A	<i>Srikanta Malakar</i>
2	RITAJA CHAKRABORTY	Beneficiary ID : G2001000094/2 Relation with Employee : WIFE Date of Birth : 07/07/1976 Blood Group : O+		Enrollment w.e f.: 01/01/2020 Mobile No : E-mail Address : Adhar Card No : 961018688237	<i>Ritaja Chakraborty</i>
3	OISHEE CHAKRABORTY MALAKAR	Beneficiary ID : G2001000094/3 Relation with Employee : UNMARRIED DAUGHTER Date of Birth : 19/10/2005 Blood Group : A+		Enrollment w.e f.: 01/01/2020 Mobile No : E-mail Address : Adhar Card No : 389062106923	<i>Oishee Chakraborty Malakar</i>

Certified that above mentioned employee been enrolled under the “West Bengal Health Scheme for beneficiaries of Grant-in-Aid Colleges” along with above mentioned family members to get medical treatment under the scheme.

ATTESTED
[Signature]
Principal
Sammilani Mahavidyalaya
E.M. Bypass, Baghajatin
Kolkata-700 094



Higher Education Department
Govt. of West Bengal
SAMMILANI MAHAVIDYALAYA
E.M. Bypass, Baghajatin,, Kolkata-700094, Kolkata

Certificate for Enrolment
West Bengal Health Scheme for beneficiaries of Grant-in-Aid Colleges

Memo No. WBHS/SMV/12/20-21

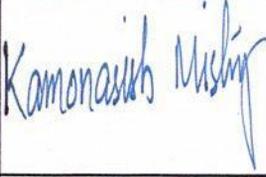
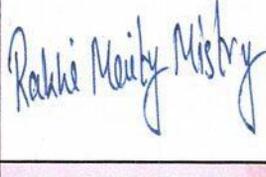
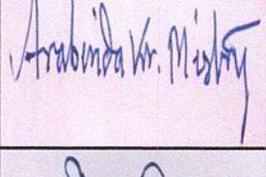
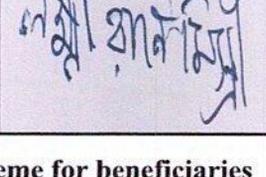
Date: 19/03/2021

Information of Employee					
1.	Name (In Block Letter)	KAMONASISH MISTRY	2.	HRMS ID.	G2005000111
3.	Application ID	G200500011128081979	4.	Gender	MALE
5.	Designation of Employee	Assistant Professor	6.	Date of Entry into Service	26/05/2005
7.	Address of Employee	NATUNPALLY, N. R. ROAD, PACHIM PARA, SONARPUR, KOLKATA-700150	8.	Date of Superannuation	31/08/2044

Hospital Accommodation Entitlement :

1.	Pay Bed in Government Hospital run by Govt. of West Bengal	SINGLE OCCUPANCY SMALL CABIN
2.	Tata Medical Centre, Rajarhat	GENERAL
3.	Other Private Empanelled HCOs	PRIVATE

Information of All Beneficiaries (Including Employee)

1	KAMONASISH MISTRY	Beneficiary ID : G2005000111/1 Relation with Employee : SELF Date of Birth : 28/08/1979 Blood Group : B+		Enrollment w.e f.: 01/04/2021 Mobile No : 9062411003 E-mail Address : kamonasish79@gmail.com Aadhar Card No : 298544691849	
2	RAKHI MAITY MISTRY	Beneficiary ID : G2005000111/2 Relation with Employee : WIFE Date of Birth : 10/12/1992 Blood Group : B+		Enrollment w.e f.: 01/04/2021 Mobile No : 9830504427 E-mail Address : kamonasish79@gmail.com Aadhar Card No : 452016996709	
3	ARABINDA KUMAR MISTRY	Beneficiary ID : G2005000111/3 Relation with Employee : FATHER Date of Birth : 01/05/1949 Blood Group : B+		Enrollment w.e f.: 01/04/2021 Mobile No : 8902489047 E-mail Address : kamonasish79@gmail.com Aadhar Card No : 399285803855	
4	LAKSHMI RANI MISTRY	Beneficiary ID : G2005000111/4 Relation with Employee : MOTHER Date of Birth : 10/07/1961 Blood Group : O+		Enrollment w.e f.: 01/04/2021 Mobile No : 9432420507 E-mail Address : kamonasish79@gmail.com Aadhar Card No : 590222710187	

Certified that above mentioned employee been enrolled under the “West Bengal Health Scheme for beneficiaries of Grant-in-Aid Colleges” along with above mentioned family members to get medical treatment under the scheme.

ATTESTED

Principal
Sammilani Mahavidyalaya
E.M. Bypass, Baghajatin
Kolkata-700094



Higher Education Department
Govt. of West Bengal
SAMMILANI MAHAVIDYALAYA
E.M. Bypass, Baghajatin,, Kolkata-700094, Kolkata

Certificate for Enrolment
West Bengal Health Scheme for beneficiaries of Grant-in-Aid Colleges

Memo No. WBHS/SMV/13/20-22

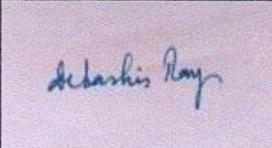
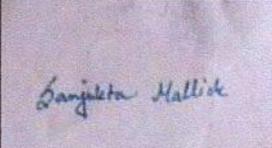
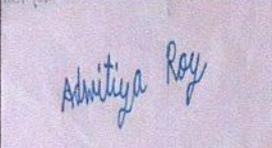
Date: 24/08/2021

Information of Employee					
1.	Name (In Block Letter)	DEBASHIS ROY	2.	HRMS ID.	G2005000110
3.	Application ID	G200500011017101975	4.	Gender	MALE
5.	Designation of Employee	Assistant Professor	6.	Date of Entry into Service	01/06/2005
7.	Address of Employee	675 RAMKRISHNA PALLY, SONARPUR KOLKATA 700150	8.	Date of Superannuation	31/10/2040

Hospital Accommodation Entitlement :

1.	Pay Bed in Government Hospital run by Govt. of West Bengal	SINGLE OCCUPANCY SMALL CABIN
2.	Tata Medical Centre, Rajarhat	GENERAL
3.	Other Private Empanelled HCOs	PRIVATE

Information of All Beneficiaries (Including Employee)

1	DEBASHIS ROY	Beneficiary ID : G2005000110/1 Relation with Employee : SELF Date of Birth : 17/10/1975 Blood Group : B+		Enrollment w.e f. : 01/09/2021 Mobile No : 9433142118 E-mail Address : debashis675@gmail.com Pan Card No : AEYPR6132C	
2	SANJUKTA MALLICK	Beneficiary ID : G2005000110/2 Relation with Employee : WIFE Date of Birth : 28/01/1982 Blood Group : O+		Enrollment w.e f. : 01/09/2021 Mobile No : 9432069917 E-mail Address : sanjuktaiora84@gmail.com Pan Card No : AYGPM1453P	
3	AGNIMITRA ROY	Beneficiary ID : G2005000110/3 Relation with Employee : UNMARRIED DAUGHTER Date of Birth : 04/01/2008 Blood Group : O+		Enrollment w.e f. : 01/09/2021 Mobile No : 9433142118 E-mail Address : debashis675@gmail.com Aadhar Card No : 429436072334	
4	ADWITIYA ROY	Beneficiary ID : G2005000110/4 Relation with Employee : UNMARRIED DAUGHTER Date of Birth : 01/09/2014 Blood Group : B+		Enrollment w.e f. : 01/09/2021 Mobile No : 9433142118 E-mail Address : debashis675@gmail.com Pan Card No : AEYPR6132C	

Certified that above mentioned employee been enrolled under the “West Bengal Health Scheme for beneficiaries of Grant-in-Aid Colleges” along with above mentioned family members to get medical treatment under the scheme.

ATTESTED

Principal
Sammilani Mahavidyalaya
E.M. Bypass, Baghajatin
Kolkata-700094



Higher Education Department
Govt. of West Bengal
SAMMILANI MAHAVIDYALAYA
E.M. Bypass, Baghajatin., Kolkata-700094, Kolkata

Certificate for Enrolment
West Bengal Health Scheme for beneficiaries of Grant-in-Aid Colleges

Memo No. WBHS/SMV/14/21-22

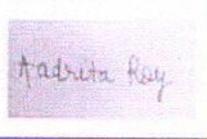
Date: 06/01/2022

Information of Employee					
1.	Name (In Block Letter)	LUPSY MOHANTY ROY	2.	HRMS ID.	G2006000126
3.	Application ID	G200600012628121974	4.	Gender	FEMALE
5.	Designation of Employee	Assistant Professor	6.	Date of Entry into Service	13/12/2006
7.	Address of Employee	FLAT NO 206, BLOCK B, UMA NIVAS, 103, RPM ROAD, UTTARPARA-712258 HOOGHLY	8.	Date of Superannuation	31/12/2039

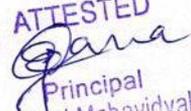
Hospital Accommodation Entitlement :

1.	Pay Bed in Government Hospital run by Govt. of West Bengal	SINGLE OCCUPANCY SMALL CABIN
2.	Tata Medical Centre, Rajarhat	GENERAL
3.	Other Private Empanelled HCOs	PRIVATE

Information of All Beneficiaries (Including Employee)

1	LUPSY MOHANTY ROY	Beneficiary ID : G2006000126/1 Relation with Employee : SELF Date of Birth : 28/12/1974 Blood Group : AB+		Enrollment w.e.f. : 01/02/2022 Mobile No : 9830798534 E-mail Address : lupsy@rediffmail.com Aadhar Card No : 713611296565	
2	SAURAV ROY	Beneficiary ID : G2006000126/2 Relation with Employee : HUSBAND Date of Birth : 14/05/1975 Blood Group : A+		Enrollment w.e.f. : 01/02/2022 Mobile No : 9830566805 E-mail Address : sauravroy.75@gmail.com Aadhar Card No : 838689891174	
3	AADRITA ROY	Beneficiary ID : G2006000126/3 Relation with Employee : UNMARRIED DAUGHTER Date of Birth : 20/09/2007 Blood Group : A+		Enrollment w.e.f. : 01/02/2022 Mobile No : 7044096805 E-mail Address : aadritaroy3@gmail.com Aadhar Card No : 353916097392	

Certified that above mentioned employee been enrolled under the "West Bengal Health Scheme for beneficiaries of Grant-in-Aid Colleges" along with above mentioned family members to get medical treatment under the scheme.

ATTESTED

Principal
Sammilani Mahavidyalaya
E.M. Bypass, Baghajatin
Kolkata-700 094

 , 06.01.2022

Signature of the Head of the Institution / DDO



Higher Education Department
Govt. of West Bengal
SAMMILANI MAHAVIDYALAYA
E.M. Bypass, Baghajatin,, Kolkata-700094, Kolkata

Certificate for Enrolment
West Bengal Health Scheme for beneficiaries of Grant-in-Aid Colleges

Memo No. WBHS/SMV/15/2023-24

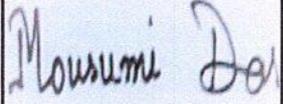
Date: 26/08/2023

Information of Employee					
1.	Name (In Block Letter)	MOUSUMI DAS	2.	HRMS ID.	G2010000257
3.	Application ID	G201000025721041982	4.	Gender	FEMALE
5.	Designation of Employee	Assistant Professor	6.	Date of Entry into Service	29/04/2010
7.	Address of Employee	F-11, ANANDA NAGAR P.O THAKURPUKUR KOLKATA-700063	8.	Date of Superannuation	30/04/2047

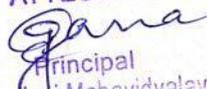
Hospital Accommodation Entitlement :

1.	Pay Bed in Government Hospital run by Govt. of West Bengal	SINGLE OCCUPANCY SMALL CABIN
2.	Tata Medical Centre, Rajarhat	GENERAL
3.	Other Private Empanelled HCOs	PRIVATE

Information of All Beneficiaries (Including Employee)

1	MOUSUMI DAS	Beneficiary ID : G2010000257/1 Relation with Employee : SELF Date of Birth : 21/04/1982 Blood Group : A+		Enrollment w.e.f.: 01/09/2023 Mobile No : 9163998404 E-mail Address : mousumidas21@gmail.com Aadhaar No : 992896674959	
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Certified that above mentioned employee been enrolled under the “West Bengal Health Scheme for beneficiaries of Grant-in-Aid Colleges” along with above mentioned family members to get medical treatment under the scheme.

ATTESTED

Principal
Sammilani Mahavidyalaya
E.M. Bypass, Baghajatin
Kolkata-700 094



Higher Education Department
Govt. of West Bengal
SAMMILANI MAHAVIDYALAYA
E.M. Bypass, Baghajatin,, Kolkata-700094, Kolkata

Certificate for Enrolment
West Bengal Health Scheme for beneficiaries of Grant-in-Aid Colleges

Memo No. WBHS/SMV/01/19-20

Date: 01/04/2019

Information of Employee					
1.	Name (In Block Letter)	RANJIT SHAW	2.	HRMS ID.	G2017000667
3.	Application ID	G201700066701011982	4.	Gender	MALE
5.	Designation of Employee	Assistant Professor	6.	Date of Entry into Service	03/11/2016
7.	Address of Employee	VILL+PO- SATYANARAYANPUR PS- GOSABA DIST-SOUTH 24PGS PIN-743370	8.	Date of Superannuation	31/12/2046

Hospital Accommodation Entitlement :

1.	Pay Bed in Government Hospital run by Govt. of West Bengal	DOUBLE OCCUPANCY LARGE CABIN
2.	Tata Medical Centre, Rajarhat	GENERAL
3.	Other Private Empanelled HCOs	SEMI-PRIVATE

Information of All Beneficiaries (Including Employee)

1	RANJIT SHAW	Beneficiary ID : G2017000667/1 Relation with Employee : SELF Date of Birth : 01/01/1982 Blood Group : B+		Enrollment w.e f.: 01/05/2019 Mobile No : E-mail Address : Pan Card No : CRTPS5899B	<i>Ranjit Shaw</i>
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ATTESTED
Gana
Principal
Sammilani Mahavidyalaya
E.M. Bypass, Baghajatin
Kolkata-700 094



Higher Education Department
Govt. of West Bengal
SAMMILANI MAHAVIDYALAYA
E.M. Bypass, Baghajatin,, Kolkata-700094, Kolkata

Certificate for Enrolment
West Bengal Health Scheme for beneficiaries of Grant-in-Aid Colleges

Memo No. WBHS/SMV/02/19-20

Date: 01/04/2019

Information of Employee					
1.	Name (In Block Letter)	MALAY ROY	2.	HRMS ID.	G2010000256
3.	Application ID	G201000025604021984	4.	Gender	MALE
5.	Designation of Employee	Assistant Professor	6.	Date of Entry into Service	12/05/2010
7.	Address of Employee	FLAT NO-1B, 461 PANCHANAN DEY ROAD, WEST RAJAPUR, P.O.- JADAVPUR UNIVERSITY	8.	Date of Superannuation	28/02/2049

Hospital Accommodation Entitlement :

1.	Pay Bed in Government Hospital run by Govt. of West Bengal	SINGLE OCCUPANCY SMALL CABIN
2.	Tata Medical Centre, Rajarhat	GENERAL
3.	Other Private Empanelled HCOs	PRIVATE

Information of All Beneficiaries (Including Employee)

1	MALAY ROY	Beneficiary ID : G2010000256/1 Relation with Employee : SELF Date of Birth : 04/02/1984 Blood Group : O+		Enrollment w.e f. : 01/05/2019 Mobile No : E-mail Address : Pan Card No : APXPR9588L	<i>Malay Roy</i>
2	SOMA BISWAS	Beneficiary ID : G2010000256/2 Relation with Employee : WIFE Date of Birth : 20/06/1995 Blood Group : A+		Enrollment w.e f. : 01/05/2019 Mobile No : E-mail Address : Adhar Card No : 353790635299	<i>Soma Biswas</i>

Certified that above mentioned employee been enrolled under the “West Bengal Health Scheme for beneficiaries of Grant-in-Aid Colleges” along with above mentioned family members to get medical treatment under the scheme.

ATTESTED
Gane
Principal
Sammilani Mahavidyalaya
E.M. Bypass, Baghajatin
Kolkata-700 094



Higher Education Department
Govt. of West Bengal
SAMMILANI MAHAVIDYALAYA
E.M. Bypass, Baghajatin,, Kolkata-700094, Kolkata

Certificate for Enrolment
West Bengal Health Scheme for beneficiaries of Grant-in-Aid Colleges

Memo No. WBHS/SMV/03/19-20

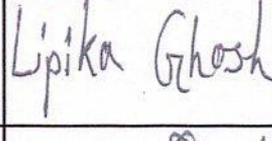
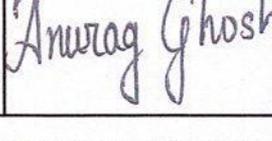
Date: 01/04/2019

Information of Employee					
1.	Name (In Block Letter)	UTTAM KUMAR GHOSH	2.	HRMS ID.	G2000000097
3.	Application ID	G200000009730111967	4.	Gender	MALE
5.	Designation of Employee	Associate Professor	6.	Date of Entry into Service	01/03/2000
7.	Address of Employee	SARADA HOUSE, FLAT-B1, 221 MONDALPARA, KHIRISHTALA, PO-SONARPUR, WB-700150	8.	Date of Superannuation	30/11/2032

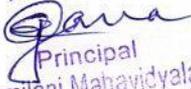
Hospital Accommodation Entitlement :

1.	Pay Bed in Government Hospital run by Govt. of West Bengal	SINGLE OCCUPANCY LARGE CABIN
2.	Tata Medical Centre, Rajarhat	PRIVATE
3.	Other Private Empanelled HCOs	SUITE

Information of All Beneficiaries (Including Employee)

1	UTTAM KUMAR GHOSH	Beneficiary ID : G2000000097/1 Relation with Employee : SELF Date of Birth : 30/11/1967 Blood Group : B+		Enrollment w.e f. : 01/05/2019 Mobile No : E-mail Address : Aadhar Card No : 864776611649	
2	LIPIKA GHOSH	Beneficiary ID : G2000000097/2 Relation with Employee : WIFE Date of Birth : 08/06/1977 Blood Group : B+		Enrollment w.e f. : 01/05/2019 Mobile No : E-mail Address : Adhar Card No : 200849690173	
3	ANURAG GHOSH	Beneficiary ID : G2000000097/3 Relation with Employee : SON(UPTO 25 YEARS) Date of Birth : 11/07/2000 Blood Group : O+		Enrollment w.e f. : 01/05/2019 Mobile No : E-mail Address : Adhar Card No : 310460403058	

Certified that above mentioned employee been enrolled under the “West Bengal Health Scheme for beneficiaries of Grant-in-Aid Colleges” along with above mentioned family members to get medical treatment under the scheme.

ATTESTED

Principal
Sammilani Mahavidyalaya
E.M. Bypass, Baghajatin
Kolkata-700 094

Sammilani Mahavidyalaya



E.M. Bypass, Baghajatin, Kolkata - 700094. Ph. No. 033 24626869

Email ID: principal.sammilani@gmail.com

EMPLOYEE WELFARE (BONUS AND PROVIDENT FUND LOAN)

Permitted and forwarded to the Accountant
to do the needful.

h31
S. Chakraborty
8/9/22

To
The Teacher-in-Charge
Sammilani Mahavidyalaya
Baghajatin, E.M. Bypass
Kolkata-700094.

Date : 08/09/2022

Sub : Prayer for Durga Puja Bonus

Respected Madam ,

We, the undersigned signatories, would like to state with respect that we are the college appointed staff rendering our services to your esteemed organization. Every Year College grants us bonus amount during Durga Puja festival.

Please oblige us by granting the puja bonus for the current year, 2022.

Thanking you ,

Sincerely yours ,

- 1) Mohit Sardar
- 2) Amit Mukherjee
- 3) Ujjwal Patra
- 4) Tapan Kar
- 5) Karmabodh Halder

08/9/22

ATTESTED

Gana

Principal
Sammilani Mahavidyalaya
E.M.Bypass, Baghajatin
Kolkata - 700 094



Sammilani Mahavidyalaya

(NAAC ACCREDITED B++)

[AFFILIATED TO CALCUTTA UNIVERSITY]
E. M. BYPASS, BAGHAJATIN,
KOLKATA - 700 094

Phone : 2462-6869

E-mail :

principal.sammilani@gmail.com
info@sammilanimahavidyalaya.org

Website :

www.sammilanimahavidyalaya.org

Ref.No.....

Date 15/9/22

To
The Manager,
Punjab National Bank,
Sammilani Mahavidyalaya Branch,
Baghajatin, E.M. By-Pass,
Kolkata -700094.

**Sub: Transfer of Accounts for Disbursement of Remuneration
for the month of September, 2022.**

Sir,

I have the honour to inform you that please transfer Rs. 1,16,700/- (Rupees One lakh sixteen thousand and seven hundred only) from *Sammilani Mahavidyalaya A/C No. 52072010001440* to individual Accounts as per our attached list on **30.09.2022** towards disbursement of Remuneration of College appointed Teaching and Non - teaching Staff of the college for the month of **September, 2022.**

Thanking you,

Yours faithfully,

Ananya Tareja
Sammilani Mahavidyalaya A/C

Ananya Tareja
President Teacher-in-Charge & Secretary Member

ATTESTED

Gana
Principal
Sammilani Mahavidyalaya
E.M.Bypass, Baghajatin
Kolkata - 700 094

Received
29/9/2022



Sammilani Mahavidyalaya

(NAAC ACCREDITED B++)

[AFFILIATED TO CALCUTTA UNIVERSITY]
E. M. BYPASS, BAGHAJATIN,
KOLKATA - 700 094

Phone : 2462-6869

E-mail :

principal.sammilani@gmail.com

info@sammilanimahavidyalaya.org

Website :

www.sammilanimahavidyalaya.org

Ref.No.....

Date 15/9/22

Statement of amount transferred to individual savings Bank Accounts of the college appointed Teaching & Non - Teaching Staff of the college towards disbursement of Remuneration for the month of September, 2022.

Sl. NO.	NAME	BANK NAME	BRANCH NAME	Account No.	IFSC CODE	Amount Rs.	Bonus Rs.	TOTAL PAYABLE AMOUNT
1	DR.CHITTARANJAN CHANDA	PNB	SMV	52072010008090	PUNB0520710	7000		7000
2	MALAY ROY	PNB	SMV	52072150001490	PUNB0520710	1000		1000
3	Ujjwal Patra	PNB	SMV	52072193000128	PUNB0520710	18000	4800	22800
4	MOHIT SARDAR	PNB	SMV	52072010011260	PUNB0520710	18700	4800	23500
5	SRI TAPAN KAR	PNB	SMV	52072151002502	PUNB0520710	7000	4800	11800
6	KARNADEB HALDER	CBI	RAGUNATHPUR	3120849401	CBIN0282640	5000	4800	9800
7	AMIT MUKHERJEE	UCO	SANTOSHPUR	17700110020746	UCBA0001770	22000	4800	26800
8	MAMATA SARKAR	PNB	SMV	52072010007900	PUNB0520710	7000		7000
9	SHIBANI BHATTACHARYA	PNB	SMV	52072010007560	PUNB0520710	7000		7000
	TOTAL					92700		116700

(Rupees one lakh sixteen thousand seven hundred only)

Ananya Tarejee
Sammilani Mahavidyalaya A/C

Ananya Tarejee

President

Teacher-in-Charge & Secretary

Member

ATTESTED

Gana

Principal

Sammilani Mahavidyalaya
E.M.Bypass, Baghajatin
Kolkata - 700 094



Sammilani Mahavidyalaya

GOVT. AIDED COLLEGE AFFILIATED
TO UNIVERSITY OF CALCUTTA
NACC ACCREDITED B++ IN 2016 (2ND CYCLE)
& ISO 9001 : 2015 CERTIFIED
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E-mail : principal.sammilani@gmail.com
info@sammilanimahavidyalaya.ac.in
Website : https://www.sammilanimahavidyalaya.ac.in

Ref. No.....

Date

SAMILANI MAHAVIDYALAYA
E.M.By Pass, Baghajatin , Kolkata-700 094
PROVIDENT FUND LOAN ACCOUNT FOR THE YEAR 2018- 2019.

SL.NO	NAME	P.F.LOAN Op. BALANCE	P.F.LOAN WITHDRAWAL REFUNDABLE	P.F.LOAN WITHDRAWAL NON- REFUNDABLE	TOTAL	P.F.LOAN RECOVERY	P.F. LOAN DUE
1	Dr. Archana Biswas (Dhar)	0		511	511		0
2	Sri Maheswar	11250			11250	11250	0
3	Sri Parimal Mondal	12500			12500	12500	0
4	Smt.Sangita Dey	35000			35000	30000	5000
5	Smt. Lupsy Mohanty	333600			333600	199200	134400
6	Dr. Mrinal Ch. Halder	0			0		0
7	Sri Kamal Ch. Naskar	25000			25000	25000	0
8	Smt. Banani Gangopadhyay	0		500000	500000		0
9	Barun Ghorai	19000		100000	119000	19000	0
10	Sri Tarun Singha	0		150000	150000		0
11	Sri Prabir Debnath	0		150000	150000		0
12	Sri Chandan Das	0		200000	200000		0
13	Sri Rabindranath Das	0		235010	235010		0
14	Sri Shyamal Sinha	0	50000		50000	22500	27500
15	Smt. Rina Chakraborty	0	50000		50000	10000	40000
16	Sri Paritosh Paik	7000	72000		79000	10000	69000
17	Sri Ombir Balmiki	32000	130000		162000	48500	113500
18	Ms. Mithu Murmu	0		120097	120097		0
19	Sri Pravakar Sikder	0	40000		40000	6000	34000
	TOTAL	475350	342000	1455618	2272968	393950	423400

24.04.24.


Principal
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Date

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PROVIDENT FUND LOAN ACCOUNT FOR THE YEAR 2019- 2020.

SL.NO.	NAME	P.F. LOAN Op. BALANCE	P.F.LOAN WITHDRAWAL REFUNDABLE	P.F.LOAN WITHDRAWAL NON- REFUNDABLE	TOTAL	P.F. LOAN RECOVERY	P.F. LOAN DUE
1	Dr. Archana Biswas(Dhar)	0			0		0
2	Dr. Krishnakali Basu (Niyogi)	0			0		0
3	Sri Sandip Majumder	0		53789	53789		0
4	Smt.Sangita Dey (Sarkar)	5000	50000		55000	15000	40000
5	Smt. Lpsy Mohanty	134400			134400	134400	0
6	Dr. Mrinal Ch. Halder	0			0		0
7	Sri Dipak Dhara	0			0		0
8	Smt. Banani Gangopadhyay.	0			0		0
9	Barun Ghorai	0	30000		30000	12000	18000
10	Sri Sahadev Murmu.	0		200000	200000		0
11	Sri Tarun Singha	0			0		0
12	Sri Prabir Debnath	0		50000	50000		0
13	Sri Chandan Das	0			0		0
14	Sri Gobinda Ray	0	24000		24000	3000	21000
15	Sri Shyamal Sinha	27500			27500	27500	0
16	Smt. Rina Chakraborty	40000			40000	24000	16000
17	Sri Paritosh Paik	69000			69000	36000	33000
18	Sri Ombir Balmiki	113500			113500	66000	47500
19	Sri Parimal Mondal	0	50000		50000	16000	34000
20	Sri Pravakar Sikder	34000			34000	24000	10000
	TOTAL	423400	154000	303789	881189	357900	219500

25.04.24.


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Date.....

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PROVIDENT FUND LOAN ACCOUNT FOR THE YEAR 2020- 2021.

SL.NO.	NAME	P.F. LOAN Op. BALANCE	P.F.LOAN WITHDRAWAL REFUNDABLE	P.F.LOAN WITHDRAWAL NON- REFUNDABLE	TOTAL	P.F. LOAN RECOVERY	P.F. LOAN DUE
1	Dr. Archana Biswas(Dhar).	0			0		0
2	Dr. Krishnakali Basu(Niyogi).	0			0		0
3	Sri Sandip Majumder	0			0		0
4	Smt.Sangita Dey (Sarkar)	40000			40000	30000	10000
5	Smt. Lpsy Mohanty	0			0		0
6	Dr. Mrinal Ch. Halder	0			0		0
7	Sri Dipak Dhara	0		441080	441080		0
8	Smt. Banani Gangopadhyay.	0			0		0
9	Barun Ghorai	18000		100000	118000	18000	0
10	Sri Sahadev Murmu.	0			0		0
11	Sri Tarun Singha	0			0		0
12	Sri Prabir Debnath	0			0		0
13	Sri Chandan Das	0			0		0
14	Sri Gobinda Ray	21000			21000	12000	9000
15	Sri Shyamal Sinha	0			0		0
16	Smt. Rina Chakraborty	16000			16000	16000	0
17	Sri Paritosh Paik	33000			33000	33000	0
18	Sri Ombir Balmiki	47500	180000		227500	47500	180000
19	Sri Parimal Mondal	34000			34000	24000	10000
20	Sri Pravakar Sikder	10000			10000	10000	0
	TOTAL	219500	180000	541080	940580	190500	209000

25-04-24


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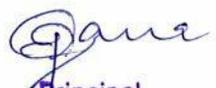
Ref. No.....

Date

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PROVIDENT FUND LOAN ACCOUNT FOR THE YEAR 2021- 2022.

SL.NO.	NAME	P.F. LOAN Op. BALANCE	P.F.LOAN WITHDRAWAL REFUNDABLE	P.F.LOAN WITHDRAWAL NON- REFUNDABLE	TOTAL	P.F. LOAN RECOVERY	P.F. LOAN DUE
1	Smt.Sudeshna Basu	0		400000	400000		0
2	Smt. Susmita Mondal	0		375269	375269		0
3	Sri Uttam Kumar Ghosh.	0		600000	600000		0
4	Smt.Sangita Dey (Sarkar)	10000		200000	210000	10000	0
5	Smt. Lupsy Mohanty	0		650000	650000		0
6	Dr. Mrinal Ch. Halder	0			0		0
7	Sri Dipak Dhara	0			0		0
8	Smt. Banani Gangopadhyay.	0			0		0
9	Barun Ghorai	0		80000	80000		0
10	Sri Sahadev Murmu.	0			0		0
11	Sri Tarun Singha	0			0		0
12	Sri Prabir Debnath	0			0		0
13	Sri Satyajit Das	0	280000		280000	96000	184000
14	Sri Gobinda Ray	9000			9000	9000	0
15	Sri Shyamal Sinha	0	60000		60000	36000	24000
16	Smt. Rina Chakraborty	0			0		0
17	Sri Paritosh Paik	0			0		0
18	Sri Ombir Balmiki	180000			180000	108000	72000
19	Sri Parimal Mondal	10000			10000	10000	0
20	Sri Pravakar Sikder	0			0		0
	TOTAL	209000	340000	2305269	3E+06	269000	280000

25.04.24


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SL.NO.	NAME	P.F. LOAN Op. BALANCE	P.F.LOAN WITHDRAWAL REFUNDABLE	P.F.LOAN WITHDRAWAL NON- REFUNDABLE	TOTAL	P.F. LOAN RECOVERY	P.F. LOAN DUE
1	Smt.Sudeshna Basu	0		200000	200000		0
2	Dr. Santiranjan Palchaudhuri	0		2391266	2391266		0
3	Dr. Sanjib Roy.	0		4340703	4340703		0
4	Smt.Sangita Dey (Sarkar)	0			0		0
5	Smt. Lupsy Mohanty	0			0		0
6	Dr. Mrinal Ch. Halder	0	600000		600000	175000	425000
7	Sri Dipak Dhara	0			0		0
8	Smt. Banani Gangopadhyay.	0			0		0
9	Barun Ghorai	0	30000	60000	90000	6000	24000
10	Sri Sahadev Murmu.	0	72000		72000	27000	45000
11	Sri Tarun Singha	0		60000	60000		0
12	Sri Prabir Debnath	0		50000	50000		0
13	Sri Satyajit Das	184000		207850	391850	184000	0
14	Sri Gobinda Ray	0			0		0
15	Sri Shyamal Sinha	24000	60000		84000	39000	45000
16	Smt. Rina Chakraborty	0			0		0
17	Sri Maheswar Dasadhikary	0	72000		72000	18000	54000
18	Sri Ombir Balmiki	72000	200000		272000	102000	170000
19	Sri Parimal Mondal	0			0		0
20	Sri Pravakar Sikder	0	60000		60000	27000	33000
	TOTAL	280000	1094000	7309819	8683819	578000	796000

25.04.24.


Principal
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Sammilani Mahavidyalaya



E.M. Bypass, Baghajatin, Kolkata - 700094. Ph. No. 033 24626869

Email ID: principal.sammilani@gmail.com

GOVERNMENT ORDERS ON CAS

**GOVERNMENT OF WEST BENGAL
HIGHER EDUCATION, SCIENCE & TECHNOLOGY
AND BIOTECHNOLOGY DEPARTMENT
(C. S. BRANCH)
BIKASH BHABAN, SALT LAKE
KOLKATA-700091**

No. 1373–Edn (CS)/5P-52/98

Date: 07.12.2017

NOTIFICATION

Consequent upon the Notification of the University Grants Commission's (4th Amendment) Regulations published vide Number F.1-2/2016 dated 11.07.2016, and in continuation of the Department's Order vide No. 920-Edn(CS) dated 31.12.2012, the matter regarding adoption of the Regulations was under active consideration of this Department for sometime past.

After careful consideration of all the aspects in this regard, the Governor, in exercise of the powers conferred by section 18 of the West Bengal Universities and Colleges (Administration and Regulation) Act, 2017, has now been pleased to direct that the teachers and librarians of Government-aided Colleges in West Bengal, who come under the administrative jurisdiction of this Department, shall be guided by the Career Advancement Scheme (CAS) detailed in the Annexures to this notification.

In this connection, the Governor is further pleased to direct that if the assessment period of any incumbent for the purpose of Career Advancement falls under both the UGC's Regulations, 2010 and Regulations 2016, then for the purpose of computation of API score, the period prior to issuance of this notification shall be guided by the Department's Order vide No. 920-Edn(CS) dated 31.12.2012 and all corresponding orders issued in this regard, and for the period falling after the date of issuance of this Notification shall be guided by the scheme provided in the Annexures to this notification.

This notification shall take immediate effect from the date of its issuance.

By Order of the Governor,
SD/-
(Madhumita Ray)
Secretary
Government of West Bengal

To G.O. No. 1373–Edn (CS) dated 07.12.2017

Guidelines and terms and conditions towards Career Advancement Scheme subject to fulfillment of required API scores as prescribed in the UGC Regulations (4th Amendment) 2016 for the teachers, librarians of Government-aided Colleges in West Bengal.

APPENDIX – III: TABLE I(Please refer to UGC notification no. F.1-2/2016 dated 11th July, 2016)

**ACADEMIC PERFORMANCE INDICATORS (API) FOR CAREER
ADVANCEMENT SCHEME (CAS) PROMOTIONS FOR ASSISTANT
PROFESSOR, ASSOCIATE PROFESSOR IN COLLEGES.**

	Direct Teaching Hours per week
Assistant Professor	16
Associate Professor	14
Professor	14

Based on the teacher's self-assessment, API scores are proposed for (a) teaching related activities; domain knowledge; (b) participation in examination and evaluation; and (c) contribution to innovative teaching, new courses etc. The minimum API score required by teachers from this category is different for different levels of promotion. The self- assessment score should be based on objectively verifiable records. It shall be finalized by the screening cum evaluation / selection committee. Universities may detail the activities, in case institutional specificities require, adjust the weightages without changing the minimum total API scores required under this category.

CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

Category	Nature of Activity	Assistant Professor		Associate Professor	
		Max.	Actual Score	Max.	Actual Score
I	a. Direct Teaching	70	Actual hours spent per academic year $\div 7.5$	60	Actual hours spent per academic year $\div 7.75$
	b. Examination duties (question paper setting, Invigilation, evaluation of	20	Actual hours spent per academic year $\div 10$	20	Actual hours spent per academic year $\div 10$

	answer scripts) as per allotment				
	c. Innovative Teaching – learning methodologies, updating of subject contents/courses, mentoring etc.	10	Actual hours spent per academic year ÷10	15	Actual hours spent per academic year ÷10

Note:

1. Direct Teaching 16/14/14 hours per week include the Lectures/Tutorials/Practical /Project Supervision/Field Work.
2. University may prescribe minimum cut-off, say 75%, below which no scores may be assigned in these sub-categories.
3. In consonance with established academic and teaching traditions, and with a view to reinforcing a student-centric and caring approach the teachers are encouraged to work with students, beyond the structure of classroom teaching. Indicatively, this could entail mentoring, guiding and counseling students. In particular teachers would be the best placed to identify and address the needs of students who may be differently abled, or require assistance to improve their academic performance, or to overcome a disadvantage. There are no prescribed hours for such efforts, measured either in weeks or months, or in the context and calculation of the API scores, these are nevertheless important and significant activities that could be carried out by teachers.

CATEGORY II: PROFESSIONAL DEVELOPMENT, CO-CURRICULAR AND EXTENSION ACTIVITIES

Based on the teacher’s self-assessment, Category II API scores are proposed for Professional development, co-curricular and extension activities; and related contributions. The minimum API required by teachers for eligibility for promotion is fixed in Table II (A). A list of items and scores is given below. The self-assessment score should be based on objectively verifiable records and shall be finalized by the screening cum evaluation committee for the promotion of Assistant Professor to higher grades and selection committee for the promotion of Assistant Professor to Associate Professor.

The model table below gives groups of activities and API scores. Universities may detail the activities or, in case institutional specificities require, adjust the weightages without changing the minimum total API score required under this category.

Category II	Nature of Activity	Maximum API Score	Actual Score
a.	Student related co-curricular, extension and field based activities (i) Discipline related co-curricular activities (e.g. remedial classes, career	15	Actual hours spent per academic year ÷10

	counseling, study visit, student seminar and other events.) (ii) Other co-curricular activities (Cultural, Sports, NSS, NCC etc.) Extension and dissemination activities (public /popular lectures/talks/seminars etc.)		
b.	Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities. i). Administrative responsibility (including as Dean / Principal / Chairperson / Convener / Teacher-in-charge/similar other duties that require regular office hrs for its discharge) (ii). Participation in Board of Studies, Academic and Administrative Committees	15	Actual hours spent per academic year ÷10
c.	Professional Development activities (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures in refreshers/faculty development courses, dissemination and general articles and any other contribution)	15	Actual hours spent per academic year ÷10

CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

Based on the teacher's self-assessment, API scores are proposed for research and academic contributions. The minimum API scores required for teachers from this category are different for different levels of promotion in universities and colleges. The self-assessment score shall be based on verifiable records and shall be finalized by the screening cum evaluation committee for the promotion of Assistant Professor to higher grades and Selection Committee for the promotion of Assistant Professor to Associate Professor.

Category	Activity	Faculty of Sciences / Engineering / Agriculture / Medical / Veterinary Sciences	Faculties of Languages / Humanities / Arts / Social Sciences / Library / Physical education / Management	Maximum score for University / College teacher*
III (A)	Research Papers published in:	Refereed Journals as notified by the UGC#	Refereed Journals as notified by the UGC#	25 per Publication
		Other Reputed Journals	Other Reputed Journals as	10 per

		as notified by the UGC#	notified by the UGC #	Publication
III (B)	Publications other than journal articles (books, chapters in books)	Text/Reference, Books published by International Publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	Text/Reference, Books published by International Publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	30 per Book for Single Author
		Subject Books, published by National level publishers, with ISBN/ISSN number or State/Central Govt. Publications as approved by the University and posted on its website. The List will be intimated to UGC	Subject Books, published by National level publishers, with ISBN/ISSN number or State/Central Govt. Publications as approved by the University and posted on its website. The List will be intimated to UGC	20 per Book for Single Author
		Subject Books, published by other local publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimate to UGC	Subject Books, published by other local publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimate to UGC	15 per Book for Single Author
		Chapters in Books published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimate to UGC	Chapters in Books published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimate to UGC	International -10 per Chapter National – 5 per Chapter
III (C)	RESEARCH PROJECTS			
III (C) (i)	Sponsored Projects:	(a) Major Projects with grants above Rs. 30 lakhs	Major Projects with grants above Rs. 5 lakhs	20 per Project
		(b) Major Projects with grants above Rs. 5 lakhs up to Rs. 30 lakhs	Major Projects with grants above Rs. 3 lakhs up to Rs. 5 lakhs	15 per project

		(c) Minor Project with grants above Rs. 1 lakh up to Rs.5 lakhs	Minor Project with grants above Rs. 1 lakh up to Rs. 3 lakhs	10 per project
III (C) (ii)	Consultancy Projects	Amount mobilized with a minimum of Rs.. 10 lakhs	Amount mobilized with a minimum of Rs. 2 lakhs	10 for every Rs. 10 lakhs and Rs. 2 lakhs
III (C) (iii)	Projects Outcome/ Outputs	Patent/Technology transfer / Product / Process	Major Policy document prepared for international bodies like WHO/UNO/UNESCO /UNICEF etc. Central / State Govt./Local Bodies	30 for each International / 20 for each national level output or patent. Major policy document of International bodies – 30 Central Government – 20, State Govt.-10 Local bodies – 5
III (D)	RESEARCH GUIDANCE			
III (D) (i)	M. Phil.	Degree awarded	Degree awarded	5 per candidate
III (D) (ii)	Ph.D.	Degree awarded / Thesis submitted	Degree awarded / Thesis submitted	15/10 per candidate
III E	Fellowships, Awards and Invited lectures delivered in conferences / seminars			
III (E)(i)	Fellowships/ Awards	International Award/Fellowship from academic bodies	International Award/Fellowship from academic bodies/Associations	15 per award / 15 per Fellowship
		National Award/Fellowship from academic bodies	National Award/Fellowship from academic bodies/Associations	10 per award / 10 per Fellowship
		State/University level award from academic bodies	State/University level award from academic bodies/ Associations	5 per award
III (E)(ii)	Invited lectures/ papers	International	International	7 per lecture /5 per paper presented
		National level	National level	5 per lecture /3 per paper presented
		State/University level	State/University level	3 per lecture /2 per paper

			presented
	The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period		
III (F)	Development of e-learning delivery process/material		10 per module

* Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) paper with impact factor less than 1 - by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 20 points; (v) papers with impact factor above 10 by 25 points. The API for joint publications shall be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the First and Principal / corresponding author /supervisor / mentor would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors.

The University shall identify the journal subject wise through subject expert committees and forward the recommendations to UGC in the format prescribed by UGC for approval of the UGC Standing Committee. The journal approved from the list, by the UGC Standard Committee shall be included "List of Journal" notified by the UGC.

APPENDIX - III TABLE - II (A)

(Please refer to UGC notification no. F.1-2/2016 dated 11th July, 2016)

MINIMUM APIS AS PROVIDED IN APPENDIX - III TABLE I TO BE APPLIED FOR THE PROMOTION OF TEACHERS UNDER CAREER ADVANCEMENT SCHEME (CAS) IN COLLEGES, AND WEIGHTAGES FOR EXPERT ASSESSMENT

Category	Activity	Assistant Professor / equivalent cadres: (Stage 1 to Stage 2)	Assistant Professor / equivalent cadres: (Stage 2 to Stage 3)	Assistant Professor (Stage 3) to Assoc. Professor/equivalent cadres (Stage 4)
I	Teaching-learning, Evaluation Related Activities	80/Year	80/year	75/year
II	Professional Development and Extension activities - Minimum score required to be assessed cumulatively	50/ Assessment period	50/ Assessment period	50/ Assessment period

III	Research and Academic Contributions- Minimum Score required - to be assessed cumulatively	20/ Assessment period	50/ Assessment period	75/ Assessment period
II + III	Minimum total API score under Categories II and III*	90/ Assessment period	120/ Assessment period	150/ Assessment period
IV	Expert Assessment system	Screening cum evaluation committee	Screening Cum evaluation committee	Selection Committee
	Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage = 100. Minimum required for promotion is 50)	No separate points. Screening committee to verify API scores	No separate points. Screening committee to verify API scores	30% - Research Contribution 50% - Assessment of domain knowledge & teaching practices. 20% - Interview performance

* Teachers may score the balance of points from either Category II or Category III to achieve the minimum score required under Category II + III.

APPENDIX-III - TABLE: III

(Please refer to UGC notification no. F.1-2/2016 dated 11th July, 2016)

MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION OF TEACHERS IN COLLEGES

Sl.	Promotion of Teachers through CAS	Service requirement	Minimum Academic Performance Requirements and Screening/Selection Criteria
1.	Assistant Professor/ Equivalent cadres from Stage 1 to Stage 2	Assistant Professor in Stage 1 and completed four years of service with Ph.D. or five years of service who are with M.Phil / PG Degree in Professional Courses such as LLM, M.Tech, M.V.Sc., M.D., or six years of service who are without Ph.D/ M.Phil / PG Degree in	(i) Minimum proforma developed by the UGC as per the norms provided in Table II (A). (ii) One Orientation and one Refresher course/ Research Methodology Course of 2/3 weeks duration. (iii) Screening cum Verification process for recommending promotion.

		Professional courses	
2.	Assistant Professor/equivalent cadres from Stage 2 to Stage 3	Assistant Professor with completed service of five years in Stage 2.	(i) Minimum cumulative API scores using the PBAS scoring proforma developed by the UGC as per the norms provided in Table II(A) (ii) One course / programme from among the categories of refresher courses, methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes and Faculty Development Programmes of 2/3 week duration. (iii) Screening cum Verification process for recommending promotion.
3.	Assistant Professor (Stage 3) to Associate Professor (Stage 4)	Assistant Professors with three years of completed service in Stage 3.	(i) Minimum cumulative API scores using the PBAS scoring proforma developed by the UGC as per the norms provided in Table II (A). (ii) At least three publications in the entire period as Assistant Professor (twelve years). However, in the case of College teachers, an exemption of one publication may be given to M. Phil. holders and an exemption of two publications may be given to Ph. D. holders. (iii) One course / programme from among the categories of methodology workshops, Training, Teaching-Learning -Evaluation Technology Programmes, Soft Skills development Programmes and Faculty Development Programmes of minimum one week duration. (iv) A selection committee process as stipulated in the regulation and in Tables II(A).

APPENDIX- III TABLE VII

(Please refer to UGC notification no. F.1-2/2016 dated 11th July, 2016)

ACADEMIC PERFORMANCE INDICATORS (API) FOR PROMOTIONS OF ASSISTANT LIBRARIAN / COLLEGE LIBRARIAN UNDER CAREER ADVANCEMENT SCHEME (CAS).

Direct Work load and weightage to be given to different levels of Librarians

	Direct working hours per week	Direct working hours per week
Assistant Librarian/College Librarian (Stage 1 to 2 & Stage 2 to 3)	40	100
Assistant Librarian / College Librarian (Stage 3 to 4)	36 + 4*	90

Based on the Librarian Cadre's self-assessment, API scores are proposed for (a) Library resources organization and maintenance of books, journals, reports, Development, organization

and management of e-resources; User awareness and instruction programmes, (b) ICT and other new technologies' application for upgradation of library services and

(c) Additional services such as extending library facilities on holidays, shelf order maintenance, library user manual, building and extending institutional library facilities to outsiders through external membership norms. The minimum API score required by Library Personnel from this category is different for different levels of promotion. The self assessment score should be based on objectively verifiable records. It shall be finalized by the screening cum evaluation / selection committee. Universities may detail the activities, in case institutional specificities require, adjust the weightages without changing the minimum total API scores required under this category.

***Hours spent on administrative responsibilities, innovation, upgradation of services, extension services etc.**

CATEGORY-I: PROCUREMENT, ORGANIZATION, AND DELIVERY OF KNOWLEDGE AND INFORMATION THROUGH LIBRARY SERVICES

Nature of Activity	Assistant Librarian/College Librarian (Stage 1 to 2 & Stage 2 to 3)		Assistant Librarian/College Librarian (Stage 3 to 4)	
	Max. Score	Actual Score	Max. Score	Actual Score
<p>a) Library resources organization and maintenance of books, journals, reports; Provision of library reader- services, literature retrieval services to researchers and analysis of reports; Provision of assistance to the departments of University/College with the required inputs for preparing reports, manuals and related documents; Assistance towards updating institutional website with activity related information and for bringing out institutional Newsletters, etc. (40 Points)</p> <p>Development, organization and management of e-resources including their accessibility over Intranet/Internet, digitization of library resources, e-delivery of information, etc. (15 Points)</p> <p>User awareness and instruction programmes (Orientation lectures, users' training in the use of library services as e-resources, OPAC; knowledge resources user promotion programmes like organizing book exhibitions, other interactive latest</p>	70	Actual Score (Actual hours spent per Academic Year ÷20)	60	Actual Score (Actual hours spent per Academic Year ÷20)

learning resources, etc. (15 Points)				
b) ICT and other new technologies' application for upgradation of library services such as automation of catalogue, learning resources procurement functions, circulation operations including membership records, serial subscription system, reference and information services, library security (technology based methods such as RFID, CCTV), development of library management tools(software), Intranet management	15	Actual Score (Actual hours spent per Academic Year ÷10)	15	Actual Score (Actual hours spent per Academic Year ÷10)
c) Additional services such as extending library facilities on holidays, shelf order maintenance, library user manual, building and extending institutional library facilities to outsiders through external membership norms	15	Actual Score (Actual hours spent per Academic Year ÷10)	15	Actual Score (Actual hours spent per Academic Year ÷10)

CATEGORY II: PROFESSIONAL DEVELOPMENT, CO-CURRICULAR AND EXTENSION ACTIVITIES

Based on the Librarian Cadre's self-assessment, category II API scores are proposed for co-curricular and extension activities; and Professional development related contributions. A list of items and scores is given below. The self-assessment score should be based on objectively verifiable records and shall be finalized by the screening cum evaluation committee for the promotion of Assistant Librarian / College Librarian to higher grades and selection committee for the promotion of Assistant Librarian/College Librarian (Stage 3) to Assistant Librarian / College Librarian (Stage 4).

Nature of Activity	Maximum API Score	Actual Score
a) Student related co-curricular, extension and field based activities (such Cultural exchange and Library service Programmes (various level of extramural and intramural programmes); extension, library-literary work through different channels.	15	Actual hours spent per academic year ÷10
b) Contribution to Corporate life and management of the library units and institution through participation in library and administrative committees and responsibilities.	15	Actual hours spent per academic year ÷10

c) Professional Development activities (such as participation in seminars, conferences, short term, e- library training courses, workshops and events, talks, lectures, membership of associations, dissemination and general articles, not covered in Category III below)	15	Actual hours spent per academic year ÷10
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CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

Based on the self-assessment, API scores are proposed for research and library contributions. The minimum API scores required from this category are different for different levels of promotion in universities/colleges. The self-assessment score shall be based on verifiable records and shall be finalized by the screening cum evaluation committee for the promotion of Assistant Librarian/College Librarian to higher grades and Selection Committee for the promotion of Assistant Librarian/College Librarian (Stage 3 to Stage 4).

Category	Activity	University/College Librarian	Maximum score*
III (A)	Research Papers published in:	Refereed Journals as notified by the UGC#	25 per Publication
		Other Reputed Journals as notified by the UGC#	10 per Publication
III (B)	Publications other than journal articles (books, chapters in books)	Text/Reference, Books published by International Publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	30 per Book for Single Author
		Subject Books, published by National level publishers, with ISBN/ISSN number or State/Central Govt. Publications as approved by the University and posted on its website. The List will be intimated to UGC	20 per Book for Single Author
		Subject Books, published by other local publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimate to UGC	15 per Book for Single Author
		Chapters in Books published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimate to UGC	International-10 per Chapter National – 5 per Chapter
III (C)	RESEARCH PROJECT		
III (C) (i)	Sponsored Projects:	(a) Major Projects with grants above Rs. 5 lakhs	20 per Project

		(b) Major Projects with grants above Rs. 3 lakhs up to Rs. 5 lakhs	15 per project
		(c) Minor Project with grants above Rs. 1 lakh up to Rs.3 lakhs	10 per project
III (C) (ii)	Consultancy Projects	Amount mobilized with a minimum of Rs.. 2 lakhs	10 for every Rs. 2 lakhs
III (C) (iii)	Projects Outcome/ Outputs	Major policy document prepared for International bodies like WHO/UNO/UNESCO/UNICEF etc. Central / State Govt./ Local bodies prepared	Major policy document of International bodies – 30 Central Government – 20, State Govt.-10 Local bodies – 5
III (D)	RESEARCH GUIDENCE		
III (D) (i)	M. Phil.	Degree awarded	5 per candidate
III (D) (ii)	Ph.D.	Degree awarded / Thesis submitted	15/10 per candidate
III (E)			
III (E)(i)	Awards / Fellowship	International Award/Fellowship from academic bodies	15 per Award/15 per Fellowship
	Awards / Fellowship	National Award/Fellowship from academic bodies/ association	10 per Award/10 per Fellowship
	Awards / Fellowship	State/University level award from academic bodies/ association	5 per Award
III (E)(ii)	Invited lectures/ papers	International	7 per lecture/ 5 per paper presented
		National level	5per lecture/3 per paper presented
		State/University level	3 per lecture/2 per paper presented
	The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period		
III (E)(iii)	Development of e-learning delivery process/material		10 per module

* Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) paper with impact factor less than 1 - by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 20 points; (v) papers with impact factor above 10 by 25 points. The API for joint publications shall be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the

First and Principal / corresponding author /supervisor / mentor would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors.

The University shall identify the journal subject wise through subject expert committees and forward the recommendations to UGC in the format prescribed by UGC for approval of the UGC Standing Committee. The journal approved from the list, by the UGC Standard Committee shall be included “List of Journal” notified by the UGC.

APPENDIX - III TABLE - VII (A)

(Please refer to UGC notification no. F.1-2/2016 dated 11th July, 2016)

MINIMUM APIs FOR THE CAREER ADVANCEMENT SCHEME (CAS) OF PROMOTION OF FOR PROMOTIONS OF ASSISTANT LIBRARIAN / COLLEGE LIBRARIAN AND WEIGHTAGES FOR EXPERT ASSESSMENT IN SELECTION COMMITTEES, IN COLLEGES

Category	Activity	Assistant/ College Librarian: (Stage 1 to Stage 2)	Assistant/ College Librarian: (Stage 2 to Stage 3)	Assistant/ College Librarian (Stage 3 to Stage 4)
I	Procurement, organization, and delivery of knowledge and information through Library services	80/Year	80/year	75/year
II	Professional Development and Extension activities - Minimum score required to be assessed cumulatively	50/ Assessment period	50/ Assessment period	50/ Assessment period
III	Research and Academic Contributions- Minimum Score required - to be assessed cumulatively	20/ Assessment period	50/ Assessment period	75/ Assessment period
II + III	Minimum total API score under Categories II and III*	90/ Assessment period	120/ Assessment period	150/ Assessment period
	Expert Assessment system	Screening cum evaluation committee	Screening cum evaluation committee	Selection Committee
IV	Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage = 100. Minimum required for promotion is 50)	No separate points. Screening committee to verify API scores	No separate points. Screening committee to verify API scores	30% - Library related research papers evaluation 50% - Assessment of domain knowledge on Library automation and Organizational skills 20% - Interview performance

* One may score the balance of points from either Category II or Category III to achieve the minimum score required under Category II + III.

APPENDIX-III - TABLE: IX

(Please refer to UGC notification no. F.1-2/2016 dated 11th July, 2016)

**MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR
PROMOTION OF LIBRARIAN CADRES IN COLLEGES**

S N	Promotion of Librarian Cadres through CAS	Service (as prescribed by the MHRD Notification) requirement	Minimum Academic Performance Requirements and Screening/Selection Criteria
1	Assistant Librarian/College Librarian to Assistant Librarian (Senior Scale)/College Librarian (Senior Scale) (Stage 1 to Stage 2)	Assistant Librarian/College Librarian completed four years of service in Stage 1 with Ph. D or five years of service in Stage 1 with Ph.D or five years of service with M.Phil or six years of service without Ph.D./M.Phil	(i) Minimum API scores using PBAS scoring proforma developed by the university as per the norms provided in Table VIII(A) of Appendix III for Librarian cadres in universities and for college Librarian cadres. (ii) One Orientation and one Refresher Course of 3/4 weeks duration (iii) Screening cum Verification process for recommending promotion.
2	Assistant Librarian (senior scale) / College Librarian (senior scale) to Assistant Librarian (selection grade) / College Librarian (selection grade) (Stage 2 to Stage 3)	Assistant Librarian (senior scale)/College Librarian (senior scale) with completed service of five years in Stage 2	(i) Minimum API scores using the PBAS scoring proforma developed by University as per the norms provide in Table VIII(A) of Appendix III for Librarian Cadres in universities and for college Librarian cadres. (ii) Additionally, two refresher courses, for a minimum period of 3 to 4 week duration to have been undergone during the assessment period. (iii) Screening cum Verification process for recommending promotion.
3	Assistant Librarian (Selection Grade)/College Librarian (Selection Grade) (stage 3 to stage 4)	Deputy Librarian/Assistant Librarian (Selection Grade)/College Librarian (selection Grade) with three years of completed service in stage 3.	(i) Minimum API scores using the PBAS scoring proforma developed by university as per the norms provided in Table VIII (A) of Appendix- III Three publications over 12 years. In Colleges, a exemption of one publication may be given to M. Phil. holders and an exemption of two publications may be given to Ph.D. holders. (ii) Additionally one course/training under the categories of Library automation/Analytical tool Development for Academic documentation. (iii) A selection committee process as stipulated in the regulation and in Tables VIII(A).

Note: The explanatory note provided for Table IIA for CAS for teachers is also applicable for the Librarian cadres as per the API score specified for this cadre.

A format for Annual Self-Assessment for the performance Based Appraisal System (PBAS) in respect of Teachers is annexed for ready references to frame the same for Assistant/College Librarian in Colleges.

ANNEXURE (B)

To G.O. No. 1373–Edn (CS) dated 07.12.2017

This FORMAT for Annual Self-Assessment for the Performance Based Appraisal System (PBAS) is required to be filled up at the end of each Academic Year during the period of promotion and filled in Format along with all documents will be placed to the Screening / Selection Committee after duly approved by the IQAC and Principal/TIC/OIC of the concerned college.

Annual Self-Assessment for the performance Based Appraisal System (PBAS)

Session/ Year _____

(To be completed and submitted at the end of each academic year)

PART A: GENERAL INFORMATION

1. Name (Block letters) :
2. Father's /Mother's name/
Husband's name :
3. Department :
4. Current Designation & Grade Pay :
5. Date of last Promotion :
6. Address for correspondence :
(with pin code)
7. Permanent Address :
(with pin code)
Telephone No. :
E-mail :
8. Whether acquired any degrees or fresh academic qualifications during the year:
9. Academic Staff College Orientation/ Refresher Course attended during the year:

Name of the Course/Summer School	Place	Duration	Sponsoring Agency

10. Date of Appointment :
11. For which position & AGP you are applying under CAS :
12. Date of eligibility for Promotion :
13. Educational Qualification (Graduation onwards):

Examination	Name of the University	Year of passing	Marks obtained (%)	Class/ grade
BA/B.Sc./ B.Com.				
MA/M.Sc./ M.Com.				
Other examination, if any				

14. Research Degree(s):

Degree	Name of the University	Date of award	Title
M.Phil			
Ph.D/ D.Phil			
D.Sc./ D.Lit			

15. Details of Teaching/ Research/Academic Experience:

Designation	Employer	Period of service		Scale of pay
		From	To	

I declare that the particulars given above are correct to the best of my knowledge and belief.

Signature of the Candidate

All entries made above are checked and verified and found to be correct.

Signature of the Co-ordinator, IQAC

Date:

Seal:

Signature of the Principal/TIC

Date:

Seal:

Part B: Academic Performance Indicators (API)

(Please see detailed instruction of the **PBAS-I** Proforma before filling out this section)

CATEGORY 1: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

(a) Direct teaching (16/14) hours per week as applicable) including Lectures, Tutorials, Practical, Project Supervision and Field work

Sl. No.	Course/Paper	Level	Mode of Teaching*	Actual hours spent per Academic Year	Actual Score (Actual hours spent per Academic Year ÷ 7.5 for Assistant Prof. & ÷ 7.75 for Associate Prof.)	API Score
	Maximum API Score :					
	i) Assistant Professor Stage I :					
	70					
	ii) Assistant Professor Stage II :					
	70					
	iii) Assistant Professor Stage III:					
	70					

* Lectures, Tutorials, Practical, Project Supervision and Field Work

- Workload as per UGC Regulations 2016:

	Direct Teaching Hours per week
Assistant Professor	16
Associate Professor	14

b) Examination duties (question paper setting, evaluation of answer scripts) as per allotment

Sl. No.	Type of Examination Duties	Actual hours spent per Academic Year	Actual Score (Actual hours spent per Academic Year ÷ 10 for all Teachers)	API Score

	Maximum API Score : i) Assistant Professor Stage I : 20 ii) Assistant Professor Stage II : 20 iii) Assistant Professor Stage III : 20			

(c) Innovative teaching- learning methodologies; updating of subject content/ course, mentoring etc.

- (a) Updating of Courses/Curriculum Design:
- (b) Participation/Innovative – Interactive courses:
- (c) Participn./Innovative – Learning Modules
- (d) Participn./Innovative – Case Studies prepared:
- (e) Use of ICT or Computer-aided methods – ppt:
- (f) Use of ICT – Multi-media/Simulation etc:
- (g) Dev/Teaching Remedial/Bridge Courses:
- (h) Dev/Teaching Soft skill/Communication/Personality Dev:
- (i) Special Programs in Phys. Edn./Library:
- (j) Innovative Composition/Creation in Music, Fine Arts, Perf Arts:
- (k) Organizing & cond. of popular Prog. /Teaching Web-based/E-Library/IT-asst teaching:

Sl. No.	Short Description (in terms of items) as listed above	Actual hours spent per Academic Year	Actual Score (Actual hours spent per Academic Year ÷10)	API Score
	Maximum API Score : i) Assistant Professor Stage I : 10 ii) Assistant Professor Stage II : 10 iii) Assistant Professor Stage III : 10			

In consonance with established academic and teaching traditions, and with a view to reinforcing a student-centric and caring approach the teachers are encouraged to work with students, beyond the structure of classroom teaching. Indicatively, this could entail mentoring, guiding and counseling students. In particular teachers would be the best placed to identify and address the needs of students who may be differently abled, or require assistance to improve their academic performance, or to overcome a disadvantage. There are no prescribed hours for such efforts, measured either in weeks or months, or in the context and calculation of the API scores, these are nevertheless important and significant activities that could be carried out by teachers.

Minimum API Score required for promotion under CAS for CATEGORY I (to be assessed yearly):

i)	Stage I to II	80/ Year
ii)	Stage II to III	80/Year
iii)	Stage III to IV	75/Year

CATEGORY 2 : CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITY

Sl.No.	Type of Activity	Actual hours spent per Academic Year	Actual Score (Actual hours spent per Academic Year ÷10)*	API Score
(a)	Student related Extension, Co-curricular & field based Activities			
	i) Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events.)			
	ii) Other co-curricular activities (Cultural, Sports, NSS, NCC etc.)			
	iii) Extension and dissemination activities (public /popular lectures/talks/seminars			
	(Max API Score : 15)			
(b)	Contribution to Corporate life and management of the sports units and institution through participation in through participation in responsibilities(including as Principal / Director responsibilities(including as Principal / Director that require regular office hrs for its discharge)			
	i) Administrative Responsibility (including Dean/Principal/Chairperson/Convenor/Teacher-in-charge/ similar other duties that require regular Office hours for its discharge)			

	iii) Participation in Board of Studies, Academic and Administrative committees			
	(Max API Score : 15)			
(c)	Professional Development activities (such as participation in seminars activities (such as participation in seminars talks, lectures in refresher / faculty development courses membership of associations, dissemination and general articles and any other contribution)			
	(Max API Score : 15)			
	*For all categories of Teachers (Assistant/Associate) Total Score (a + b +c) (Max : 45)			

Minimum API Score for CATEGORY II, required to be assessed cumulatively –

i)	Stage I to II	50/Assessment Period
ii)	Stage II to III	50/Assessment Period
iii)	Stage III to IV	50/Assessment Period

CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS:

Minimum API Score for CATEGORY III, required to be assessed cumulatively –

i)	Stage I to II	20/Assessment Period
ii)	Stage II to III	50/Assessment Period
iii)	Stage III to IV	75/Assessment Period

III (A) Research Papers Published in

**- Refereed Journals as notified by UGC in ‘List of Journals’ –
25/publication**

-Other Reputed Journals as notified by UGC in ‘List of Journals’ -10 per publication

Sl. No.	Title with page no.	Journal	ISSN/IS BN No.	Whether peer Reviewed. Impact factor, if any	No. of Co-author	Whether you are the main author	API score

* Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) paper with impact factor less than 1 - by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 20 points: (v) papers with impact factor above 10 by 25 points. The API for joint publications shall be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the First and Principal / corresponding author /supervisor / mentor would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors.

III (B) Publications other than journal articles (books, chapters in books) as prescribed in UGC Regulation 2016.

- Text /Reference Books published by International Publisher with ISBN/ISSN number as approved by University : 30 per book for single author
- Subject Books published by National level Publisher with ISBN/ISSN number or State /Central Govt. Publications as approved by University :20 per book for single author
- Subject Books published by other local Publisher with ISBN/ISSN number as approved by University :15 per book for single author
- Chapter in Books published by National /International level Publisher with ISBN/ISSN number as approved by University :
 International -10 per chapter
 National – 05 per chapter

Sl. No.	Title of the publication with page no. and year of publication	Name of the of publisher	ISSN/ ISBN No.	No. of Co-author	Whether you are the main author	API score

III (C) RESEARCH PROJECTS

III (C) (i) Sponsored Projects:

(a)Major Project with grants above Rs.30 lakhs (science)/above Rs.5 lakhs (Arts) - 20 per project

(b) Major Project with grants Rs.05 lakhs up to Rs.30 lakhs (science)/Rs.03 lakhs up to Rs.05 lakhs (Arts) - 15per project

(c) Minor Project with grants above Rs. 01 lakh up to Rs.05 lakhs (science)/Rs.01 lakh up to Rs.03lakhs (Arts) -10 per project

Sl. No.	Title of the Major /Minor Project	Sponsoring Agency	Period	Grant/ Amount mobilized	API score

III (C) (ii) Consultancy Projects:

Amount Mobilized with a minimum of Rs.10 lakhs(Science)/Rs. 02 lakhs (Arts)- 10 for every Rs.10 lakhs and Rs.02 lakhs

Sl. No.	Title of the Consultancy Project	Agency	Period	Grant/ Amount mobilized	API score

III (C) (iii) Projects outcome/outputs

- **API score:**

Patent / Technology transfer / Product/Process **(for Science)**-
 International level output--30 / each output
 National level output--- 20/each output

(a) For Science: Patent / Technology transfer / Product/Process:

Sl. No.	Details of the Patent / Technology transfer / Product/Process	Date and year of acceptance of the patent/Technolo	National /International	API score

(b) For Arts: Major Policy document prepared for International bodies WHO/UNO/UNESCO/UNICEF ETC.) / Central/State Government /local Bodies

- Major Policy document prepared for International bodies like WHO/UNO/UNESCO/UNICEF etc. Central/State Government /local Bodies **(for Arts)—**
 - a) Major Policy document prepared for International bodies- 30
 - b) Central Government-20
 - c) State Government --10
 - d) Local Bodies---05

Sl. No.	Title of Major Policy document prepared	Date and year of acceptance of the Major Policy documents	Name of the body for which the policy was prepared	International/National/Central Govt./State Govt./Local Bodies.	API score

III(D) Research Guidance

API Score – (i) Ph.D. awarded/ Thesis Submitted – 15 / 10 (for both Science & Arts) per candidate

(ii) M. Phil Degree Awarded/Thesis Submitted –5 (for both Science & Arts)/ candidate.

Sl. No.	Number enrolled	Degree awarded	Thesis Submitted	API score
	M.Phil. or equivalent			
	Ph.D.or equivalent			

III(E) Fellowships, Awards and Invited lectures delivered in conferences/seminar

(III)E.(i) Fellowship /Award :

- International Award/Fellowship from academic bodies- 15/award & 15 / fellowship
- National Award/Fellowship from academic bodies- 10/award & 10 / fellowship
- State /University level Award from academic bodies- 05/award

Sl. No.	Title of the Award /Fellowship	International /National/ State /University level	Name of the ward or Fellowship awarding Academic Body	Date &Year of achievement of Award/Fellowship	API Score

III)E.(ii) Invited Lectures/papers.

- a) International-7/lecture or 5/paper presented
- b) National-5/lecture or 3/paper presented
- c) State /University level-3 /lecture or 2/paper presented

Sl. No.	Title of the invited lecture /paper presented	Title of Conference/ Seminar with date	Organized by	Whether International/ National/State or University	API score
	Total* :				

***The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period**

i)	Stage I to II	04/Assessment Period
ii)	Stage II to III	10/Assessment Period
iii)	Stage III to IV	15/Assessment Period

III(F) Development of e-learning delivery process /material

API score -10/ Module

Sl. No.	Title of the Module	Course/Paper for which the module was prepared	Year and Date of presentation	API Score

***Minimum total API scores required for promotion under CATEGORY I + CATEGORY II*:**

i)	Stage I to II	90/Assessment Period
ii)	Stage II to III	120/Assessment Period
iii)	Stage III to IV	150/Assessment Period

*** Teachers may score the balance of points from either Category II or Category III to achieve the minimum score required under Category II + III**

IV. Summary of API scores: Name of the applicant:

Subject:

	Criteria	API Score for previous 3 / 4 / 5 / 6 academic years as applicable for specific proposed stage of promotion from Stage I/II/III to Stage II/III/IV.					Total-API score for assessment period	Percentage Distribution of Weightage Points in the Expert Assessment (applicable only for selection committee)
I	CATEGORY I: Teaching, learning and evaluation related activities (to be assessed yearly)							
II	CATEGORY II: Co- curricular, extension and professional development related activity (to be assessed cumulatively for assessment period)							
III	CATEGORY III: Research and Academic Contributions (to be assessed cumulatively for assessment period)							
II + III	Total API score (Category II + Category III)/ Assessment Period)							
	<i>Signature of the incumbent</i>	<i>Signature of the Coordinator, IQAC with date and Seal</i>					<i>Signature of the Principal /TIC / OIC with date and seal</i>	
	<i>Date of Screening Committee / Selection committee and Venue</i>	<i>Date:</i>					<i>Venue:</i>	
	<i>Recommendation of the Screening/Selection Committee for promotion on CAS with date of effect of promotion</i>	<ul style="list-style-type: none"> • <i>Recommended for promotion from Stage I/II/III to Stage II/III/IV (Strike out which are not applicable)</i> • <i>Date of effect</i> 						
	<i>Signature of the Principal/TIC/OIC with date and seal</i>	<i>Signature of the DPI Nominee with date and seal</i>						
					<i>Signature of the Subject Expert/s with date and seal</i>			<i>Signature of the Subject Expert/s with date and seal</i>

SUMMARY OF API SCORE: FOR THOSE WHERE ASSESSMENT PERIOD COVERS BOTH UGC REGULATIONS, 2010 AND UGC REGULATIONS, 2016 (4th AMENDMENT)

• Date of Screening Committee / Selection committee :

• Venue:

• Name of the applicant:

Subject:

• Date of RC/OP/ WORKSHOP :

Assessment period						
API score up to 06.12.2017			API score w.e.f 07.12.2017			
		API (A)		API (B)	Total API score in Assessment period (A +B)	Percentage Distribution of Weightage Points in the Expert Assessment (applicable only for selection committee for Associate Professor)
CAT I	CATEGORY I: Teaching, learning and evaluation related activities (to be assessed yearly)		CATEGORY I: Teaching, learning and evaluation related activities (to be assessed yearly)			
CAT II	CATEGORY II: Co-curricular, extension and professional development related activity (to be assessed yearly)		CATEGORY II: Co-curricular, extension and professional development related activity (to be assessed cumulatively for assessment period)			

CAT III	CATEGORY III: Research and Academic Contributions (to be assessed cumulatively for assessment period)		CATEGORY III: Research and Academic Contributions (to be assessed cumulatively for assessment period)			
Recommendation of the Screening/Selection Committee for promotion on CAS with date of effect of promotion			Recommended for promotion from Stage I/II/III to Stage II/III/IV (Strikeout which are not applicable) • Date of effect			
Signature of the Principal/TIC/OIC with date and	Signature of the DPI Nominee with date and seal					
		<i>Signature of the Subject Expert/s with date and seal</i>	<i>Signature of the Subject Expert/s with date and seal</i>			

Part C: For use of the Screening/ Selection Committee

Name of the College:

Date of the Meeting:

Venue:

Name of the Incumbent: Shri/Smt/Dr.

Present designation: Assistant Professor (Stage 1/ Stage 2/ Stage 3) of

Date of joining:

Awarded Ph. D. on:

Date of Confirmation:

Scale of Pay: Rs. 15600-39100/- with AGP of Rs. 6000 / 7000 / 8000

Designation after promotion: Assistant Professor (Stage 2 / Stage 3) /Associate Professor (Stage 4) Scale of Pay: Rs. 15600-39100/- or Rs. 37400-67000/- with AGP of Rs. 7000 / 8000 / 9000

Date of effect:

Score for Interview (for Stage 3 to Stage 4) [F.M. 20]:

The Screening/Selection Committee has considered the proposal for promotion under CAS in respect of the incumbent mentioned above from the post of Assistant Professor (Stage 1/ Stage 2/ Stage 3) to the post of Assistant Professor (Stage 2/ Stage 3) / Associate Professor (Stage 4). As the incumbent has fulfilled all conditions as laid down in G.O. No. dated for promotion under CAS , the Committee recommends that the incumbent be promoted to the post of Assistant Professor (Stage 2/ Stage 3) /Associate Professor (Stage 4) with AGP of ` 7000 /

8000 / 9000 with effect from

The Committee further recommends that the post held by the incumbent be upgraded to the post of Assistant Professor (Stage 2/ Stage 3) /Associate Professor (Stage 4) with AGP of ` 7000 / 8000 /

9000 with effect from and the same would be reverted back to the post of Assistant Professor (Stage 1) as soon as it would fallen vacant due to superannuation or any other reason.

Necessary particulars with all relevant documents be sent to the Government for approval.

Signature of the Expert with Date and Seal
(Nominated by the VC of the affiliating University)

Signature of the Expert with Date and Seal
(Nominated by the VC of the affiliating University)

Signature of Govt. Nominee with Date and Seal
(Nominated by the DPI, West Bengal)

Signature of the Principal/ TIC of
College with Date and Seal

Part D: for use of the Governing Body / Administrator of the College

The Governing body in its meeting held on Resolved that on the basis of the recommendation of the screening/selection committee for the purpose of considering the matter of promotion under CAS, Sri/Smt./Dr..... of the Department of of this college be promoted to the post of Assistant/ Associate Professor in the scale of pay Rs. 15600/- - 39100/- or Rs. 37400/- - 67000/- with AGP of Rs. 7000/8000/9000 with effect from

It is resolved that the post held by Sri/Smt./Dr. be upgraded to the post Assistant/ Associate Professor in the scale of pay Rs. 15600/- - 39100/- or Rs. 37400/- - 67000/- with AGP of Rs. 7000/8000/9000 and the same will be reverted to the post of Assistant Professor (Stage 1) as soon as it falls vacant.

Resolved further that the Principal/TIC/Secretary would take up the matter with the DPI, West Bengal by providing with the following in respect of the incumbent:

- i. All Pay Fixation memos countersigned by the Principal/TIC.
- ii. Year-wise detailed leave statement countersigned by the Principal/TIC.

Date:

Signature of the President/ Administrator

Seal

Copy forwarded for information and for necessary action to:–

- (1) Accountant General, (A&E), West Bengal,
- (2) Finance Department, Group – P (Pay) of the State Government,
- (3) Finance Department (Group –B) of the State Government,
- (4) Director of Public Instruction, West Bengal, Bikash Bhavan, Kolkata – 91.
- (5) The Director of Treasuries and Accounts, 4, Lyons Range, Kolkata – 700 001.
- (6) The Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kol-700012.
- (7) The Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, P-1, Hyde Lane, Jahar Building, Kolkata – 73.
- (8) The Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, IB Block, Sector III, Salt Lake City, Kolkata – 106.
- (9) The Treasury Officer, _____ Treasury,
- (10) Joint Secretary, Budget Branch of this Department,
- (11) Joint Secretary, College Sponsored Branch of this Department,
- (12) P.S. to Hon'ble MIC, Higher Education Department, Government of West Bengal.
- (13) Sr. P.A. to the Additional Chief Secretary of this Department,
- (14) Sr. P.A to the Secretary of this Department,
- (15) Computer Cell of this Department,
- (16) Guard File.

Joint Secretary

Sammilani Mahavidyalaya



*E.M. Bypass, Baghajatin, Kolkata - 700094. Ph. No. 033 24626869
Email ID: principal.sammilani@gmail.com*

SAMPLE OF PERFORMANCE BASED APPRAISAL SYSTEM

To

The Teacher-in- Charge
Sammilani Mahavidyalaya
Baghajatin, E.M. Bypass
Kolkata-700094

Date: 12.05.2022

Respected Sir,

I Dr. Marisha Chakrabarti Asst. Professor of your institution (Department of Education) do hereby submit all the relevant papers along with the relevant enclosures regarding my promotion under the CAS from **Assistant Professor Stage I to Stage II (A.G.P 7000/-)**.

Kindly do the needful.

Thanking you.

Marisha Chakrabarti 12/05/22

Yours sincerely

Dr. Marisha Chakrabarti
Assistant Professor in Education
Sammilani Mahavidyalaya

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Principal
Sammilani Mahavidyalaya
E.M. Bypass, Baghajatin
Kolkata-700094

To

The Co-ordinator (IQAC)
Sammilani Mahavidyalaya
Baghajatin, E.M. Bypass
Kolkata-700094

Date : 12.05.2022.

Respected Madam,

I Dr. Marisha Chakrabarti Asst. Professor of your institution (Department of Education) do hereby submit all the relevant papers along with the relevant enclosures regarding my promotion under the CAS from **Assistant Professor Stage I to Stage II (A.G.P 7000/-)**.

Kindly do the needful.

Thanking you.

Marisha Chakrabarti
12/05/22
Yours sincerely

Dr. Marisha Chakrabarti
Assistant Professor in Education
Sammilani Mahavidyalaya

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Sammilani Mahavidyalaya
E.M. Bypass, Baghajatin
Kolkata-700094

Appendix II

Annual self –Assessment for the Performance Based appraisal System (PBAS)

(For the period 03.09.2014 to 06.12.2017)

PART A: GENERAL INFORMATION

1. Name (block letters) : **Dr. Marisha Chakrabarti**
2. Father's/Mother's name/
Husband's name : **Late Dinesh Kumar Chakrabarti**
3. Department : **Education**
4. Current Designation & Grade Pay : **Assistant Professor (Stage I) & Rs. 6000
(15600/- --39100/- With AGP 6000/-)**
5. Date of last promotion : **Not Applicable**
6. Address for correspondence (with pin code) : **Block 1, Lobby 2, Flat: 901, Southwinds,
132 Ghoshal Para Road, Manikpur, Kolkata-700148**
7. Permanent address (with pin code) : Do
Mobile No.: **9433898580**
E-mail: marishachakrabarti@gmail.com
8. Whether acquired any degree or fresh academic qualifications during the year: **Ph.D awarded on
07.06.2019**
9. Academic Staff College Orientation / Refresher Course attended during the year: **(Annexure - I)**

Course	Place	Duration	Sponsoring agency
Short Term Course	Vijaygarh Jyotish Ray College Jadavpur University	20 th Sep, 2016 to 26 th Sept, 2016	IQAC Vijaygarh Jyotish Ray College and CCSSS, Jadavpur University.
Refresher Course	Department of Education, University of Calcutta	6 th March ,2017 to 25 th March, 2017	UGC Sponsored
Orientation Programme	Rajabazar Science College University of Calcutta	4 th February, 2019 to 4 th March ,2019	UGC Sponsored

10. (a) Date of Appointment : **3rd September 2014 (Annexure - II)**
(b) Date of Confirmation : **3rd September 2014 (Annexure - III)**
11. Past service, if any (Please attach specific G.O. for

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Kolkata-700094

12. For which position & AGP you are applying under CAS : Assistant Professor Stage I to Stage II

AGP Rs 7000/-

13. Date of eligibility for promotion

Ad: 07.06.2019
08.

14. Educational Qualification (Graduation onward) (Annexure - IV)

Examination	Name of the University	Year of	Marks obtained (%)	Class/ Grade
B..A. Hons in Education	University of Calcutta	2007	62	I
M.A in Education	University of Calcutta	2009	71.7	I
M.Phil	University of Calcutta	2012	76	I
NET (Education)	University Grant Commission	2011	NA	NA

15. Research Degree(s): (Annexure - IV) (Pg: 58)

Degree	Name of the University	Date of Award	Title
P.h.D.	University of Calcutta	07.06.2019	Academic Involvement and Rehabilitation of the Children of Sex Workers in Kolkata: An Analytical Study

16. Details of Teaching / Research / Academic Experience: NIL

Designation	Employer	Period of service	Scale of pay
Assistant Professor of Education	Principal, Sammilani Mahavidyalaya Baghajatin, E.M. ByPass, Kolkata- 700094	03.09.2014 to till date	15600/- --39100/- With AGP 6000/-

I declare that the particulars given above are correct to the best of my knowledge and belief.

Maisha Chakrabarti

Signature of the Candidate

All entries made above are checked and verified and found to be correct.

Srikanta Malakar

Signature of the Coordinator, IQAC
24.04.2023.

Date:

Seal :

Coordinator
IQAC

Sammilani Mahavidyalaya
E. M. By Pass, Baghajatin
Kolkata-700 094

Schakraborty 24/4/23

Signature of the Principal / TIC

Date:

Seal : Teacher-In-Charge

Sammilani Mahavidyalaya
E.M. Bypass, Baghajatin,
Kolkata- 700 094

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Part B: Academic Performance Indicators (API)

(For the period (03.09.2014 to 30.06.2015))

(Please see detailed instruction of the PBAS proforma before filling out this section)

CATEGORY 1: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

(a) Lectures, seminars, tutorials, practical, contact hour's undertaken, taken as percentage of lectures allotted

Sl. No.	Course/Paper	Paper	Level	Mode of Teaching	Class allotted as per schedule (Hrs.)	% of classes taken as per documented record	API Score
1.	B.A. Education Honours	I,II	UG I	L, T	27	24 = 88.88%	45
2.		III,IV	UG II	L, T	26	24 = 92.3%	
3.		V,VI	UG III	L, T	17	15 = 88.2%	
4.		VIII		L, P	12	11 = 91.66%	
5.	B.A. Education General	I	UG I	L, T	14	13 = 92.85%	
6.		II	UG II	L, T	8	7 = 87.5%	
7.		IV	UG III	L, T	6	5 = 83.3%	
TOTAL		No. of classes allotted			110	90%	
		No. of classes taken			99		
		Class allotted (hours)			82.5		
		Class taken (hours)			74.25		

#Lecture(L), Seminar(S), Tutorial (T), Practical (P), Contact Hours (C).

- Duration of each period 45 min

(ib) Lectures and other teaching duties in excess of UGC norms

	CALCULATION OF APIScore FOR (i) ABOVE	API
a)	Classes taken (Maximum 50 for 100% performance & Proportionate score upto 80% performance, below which no score may be	45
b)	Teaching load in excess of UGC norms/Special Lectures/ Classes taken at the study centre located in the District	

(ii) Reading/ Instructional material consulted and additional knowledge resources provided to students

Sl. No.	Course	Consulted	Prescribed	Additional Resource Provided	API Score
1.	B.A. Education Part 1 Honours	Annexure XI	Annexure XI	Annexure XI	
2.	B.A. Education Part 2 Honours	Annexure XI	Annexure XI	Annexure XI	
3.	B.A. Education Part 3 Honours	Annexure XI	Annexure XI	Annexure XI	
4.	B.A. Education General	Annexure XI	Annexure XI	Annexure XI	
Total					

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[Signature]
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(iii) Use of participatory and innovative teaching-learning methodologies; Updating of subject content, course improvement etc.

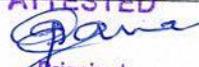
- (a) Updating of Courses/Curriculum Design: 5 per course- Max10
- (b) Participation/Innovative-Interactive courses: 5
- (c) Participation. /Innovative-Learning Modules: 5 Max10
- (d) Participation. /Innovative- 5
- (e) Use of ICT or Computer -aided methods-ppt: 5
- (f) Use of ICT-Multi-media/Simulation etc: 5 Max10
- (g) Dev/Teaching Remedial/Bridge Courses: 5each Max10
- (h) Dev/Teaching Softskill/Communication/Personality Dev:5each Max10
- (i) Special Programs in Phys.Edn. /Library: 5each Max10
- (j) Innovative Composition/Creation in Music, Fine Arts, Perf Arts:5each:Max10
- (k) Organizing&cond. Of popul. Prog./Teaching Web-based/E-Library/IT-asst teaching: Workshop/Training-10 points; Popularization program-5 points

Sl. No.	Short Description (in terms of items) as listed above	API Score
I.	Participn./Innovative - Learning Modules, (lecture notes,assignments, discussions have been grouped into units & chapters maintaining academic calendar). (Annexure- X)	5
II.	Use of ICT or Computer-aided methods -Power point presentation for honours students (Annexure- XI)	5
III.	Dev/Teaching Remedial/Bridge Courses, Remedial classes have taken specifically for honours students who, for whatever reason are not yet at the level they should be for their grade (Annexure- XII)	5
IV.	Seminar library- for Hons. students for searching different books related to topics, providing e-Books for different subjects (Annexure- XIII)	5
	(Max. API Score : 20) Total Score:	20

(iv) Examination duties Assigned and Performed

- (a) Invigilation.-10, Evalua.-5, Q. Paper setting/ moderation-5;Max :20[100% compliance] (b Internal/Continuous Assessment works allotted-10 [100%compliance];
- (c) Exam Coordination Cell/Outstation or Flying Squad:10 [100% compliance] (Annexure - VIII)

Sl.No.	Type of Examination Duties	Duties Assigned	Extent to which Carried out (%)	API Score
1.	B.A. 1 st , 2 nd & 3 rd year college Examination B.A. Part-III University Examination-2014	Invigilator Examiner	100%	20
2	Internal assessment	Invigilator Examiner Paper Setter	100%	10
3	B.A./B.Sc. Part-II University Examination -2015	Member	100%	10
	(Max API Score:25)			25

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**CATEGORY 2: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT
RELATED ACTIVITIES (For the period 03.09.2014 to 30.06.2015)**

Please mention your contribution to any of the following:

Sl.No.	Type of Activity	Average Hrs/week	API Score
	(I) Extension, Co-curricular & field based Activities (5 points each)		
	a) Field Study/Ed. Tours/ Placement: 5 each Max 10		
	b) NSS/NCC/NSO etc: each activity 10 points Max 10	Member of NSS Committee (Annexure – VI)	10
	c) Student/Staff Sports Campus Publetc: (dept. level 2 points, Instn. Level 5 points) Max 10	Member of College Sports Committee (Annexure – VI)	05
	d) Community work (Env, Human Rights, Scientific temper, Peace/Relief etc): Max 10		
	(Max API Score: 20)		15
	(II) Contribution to Corporate Life and Management of the Institution		API Score
	a) Governance Responsibility (PG/IQAC/NAAC coordinator/Bursar/ Warden etc.): Max 10	Yearly/Semester wise responsibilities	
	b) Academic/Administrative Committees like Admission/Campus Dev/Library Comm: 5 each Max 10	Member of Admission & Academic Committee (Annexure – VI)	10
	c) Student Welfare/Placement/ counselling/Discipline 5 each Max 10	Member of Psychological Council Cell (Annexure – VI)	5
	d) Conf. Organization/Chair Secretary/Treasurer (I) International: 10 (II) National/Reg: 5 (III) Member: 1 each		
	(Max API Score: 15)		15
	(iii) Professional Development		
	a) Member in Professional Committees (I) National 3 (II) State 2; Max 10		
	b) Participation in Conf/Seminars Without paper: 2 each; Max 10		
	c) Short-term Courses/ Training less than a week: 5 each Max 10		
	d) Membership/Participation in State/ Central Bodies/Committees: 5 each Max 10		
	e) Newspaper/Magazine/Radio-TV progr (Not covered in Category III): 1 each; Max 10		
	(Max API Score: 15)		
	Total Score (I+ II+III) (Max: 50)	(15+15)	30
	Minimum API Score required-15		

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Part B: Academic Performance Indicators (API)

(For the period (01.07.2015 to 30.06.2016)

(Please see detailed instruction of the PBAS proforma before filling out this section)

CATEGORY 1: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

(ia) Lectures, seminars, tutorials, practical, contact hour's undertaken, taken as percentage of lectures allotted

(Annexure-V)

Sl. No.	Course/Paper	Paper	Level	Mode of Teaching	Class allotted as per schedule (Hrs.)	% of classes taken as per documented record	API Score	
1	B.A. Education Honours	I,II	UG I	L, T	57	52 = 91.22%	45.85	
2		III,IV	UG II	L, T	56	53 = 94.64%		
3		V,VI	UG III	L, T	53	49 = 92.45%		
4		VIII		L, P	52	48 = 92.30%		
5	B.A. Education General	I	UG I	L, T	29	25 = 86.20%		
6		II	UG II	L, T	29	26 = 89.65%		
7		IV	UG III	L, T	38	35 = 92.10%		
TOTAL		No. of classes allotted			314	91.7%		
		No. of classes taken			288			
		Class allotted (hours)			235.5			
		Class taken (hours)			216			

#Lecture(L),Seminar(S),Tutorial (T), Practical (P),Contact Hours (C).

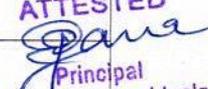
- Duration of each period 45 min

(ib) Lectures and other teaching duties in excess of UGC norms

CALCULATION OF APIScore FOR (i) ABOVE		API
a)	Classes taken (Maximum 50 for 100% performance & Proportionate score upto 80% performance, below which no score may be given)	45.85
b)	Teaching load in excess of UGC norms/Special Lectures/ Classes taken at the study centre located in the District	

(ii) Reading/ Instructional material consulted and additional knowledge resources provided to students

Sl. No.	Course	Consulted	Prescribed	Additional Resource Provided	API Score
1.	B.A. Education Part 1 Honours	Annexure XI	Annexure XI	Annexure XI	
2	B.A. Education Part 2 Honours	Annexure XI	Annexure XI	Annexure XI	
3	B.A. Education Part 3 Honours	Annexure XI	Annexure XI	Annexure XI	
4	B.A. Education General	Annexure XI	Annexure XI	Annexure XI	
Total					

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 Kolkata-700094

(iii) Use of participatory and innovative teaching-learning methodologies; Updating of subject content, course improvement etc.

- (a) Updating of Courses/Curriculum Design: 5 per course- Max10
 (b) Participation/Innovative-Interactive courses: 5
 (c) Participation./Innovative-Learning Modules: 5 Max10
 (d) Participation./Innovative- 5
 (e) Use of ICT or Computer -aided methods-ppt: 5
 (f) Use of ICT-Multi-media/Simulation etc: 5 Max10
 (g) Dev/Teaching Remedial/Bridge Courses: 5each Max10
 (h) Dev/TeachingSoftskill/Communication/Personality Dev:5eachMax10
 (i) Special Programs in Phys.Edn./Library: 5each Max10
 (j) Innovative Composition/Creation in Music, Fine Arts,PerfArts:5each;Max10
 (k) Organizing&cond. Of popul. Prog./Teaching Web-based/E-Library/IT-asst teaching:
 Workshop/Training-10 points;Popularization program-5 points

Sl. No	Short Description (in terms of items) as listed above	API Score
I.	Participn./Innovative - Learning Modules, (lecture notes,assignments, discussions have been grouped into units & chapters maintaining academic calendar). (Annexure- X)	5
II.	Use of ICT or Computer-aided methods -Power point presentation for honours students (Annexure- XI)	5
III.	Dev/Teaching Remedial/Bridge Courses. Remedial classes have taken specifically for honours students who. for whatever reason are not yet at the level they should be for their grade (Annexure- XII)	5
IV.	Seminar library- for Hons. students for searching different books related to topics, providing e-Books for different subjects (Annexure- XIII)	5
	(Max. API Score : 20) Total Score:	20

(iv) Examination duties Assigned and Performed

- (a) Invigilation.-10, Evalua.-5, Q. Paper setting/ moderation-5;Max:20[100% compliance] (b) Internal/ContinuousAssessmentworksallotted-10 [100%compliance];
 (c) Exam Coordination Cell/Outstation or Flying Squad:10 [100% compliance] **(Annexure - VIII)**

Sl.No.	Type of Examination Duties	Duties Assigned	Extent to which Carried out (%)	API Score
1.	B.A. 1 st , 2 nd & 3 rd year college Examination B.A. Part-III University Examination-2016	Invigilator Examiner	100%	20
2	Internal assessment	Invigilator Examiner Paper Setter	100%	10
3.	B.A./B.Sc. Part-II University Examination -2016	Member	100%	10
	(Max API Score:25)			25

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 Principal
 Sammitani Mahavidyalaya
 E.M. Bypass, Baghajatin
 Kolkata-700094

**CATEGORY 2: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT
RELATED ACTIVITIES (For the period 01.07.2015 to 30.06.2016)**

Please mention your contribution to any of the following:

Sl.No.	Type of Activity	Average Hrs/week	API Score
(I) Extension, Co-curricular & field based Activities (5 points each)			
	a) Field Study/Ed. Tours/ Placement: 5 each Max 10		
	b) NSS/NCC/NSO etc: each activity 10 points Max 10	Member of NSS Committee Annexure – VI	10
	c) Student/Staff Sports Campus Pub etc: (dept. level 2 points, Instn. Level 5 points) Max 10	Member of College Sports Committee Annexure – VI	05
	d) Community work (Env, Human Rights, Scientific temper, Peace/Relief etc): Max 10		
	(Max API Score: 20)		15
(II) Contribution to Corporate Life and Management of the Institution		Yearly/Semester wise responsibilities	API Score
	a) Governance Responsibility (PG/IQAC/NAAC coordinator/Bursar/ Warden etc.): Max 10		
	b) Academic/Administrative Committees like Admission/Campus Dev/Library Comm: 5 each Max 10	Member of Admission & Academic Committee Member of Seminar Committee Annexure – VI	10
	c) Student Welfare/Placement/ counselling/Discipline 5 each Max 10		
	d) Conf. Organization/Chair Secretary/Treasurer (I) International: 10 (II) National/Reg: 5 (III) Member: 1 each		
	(Max API Score: 15)		10
(iii) Professional Development			
	a) Member in Professional Committees (I) National 3 (II) State 2; Max 10		
	b) Participation in Conf/Seminars Without paper: 2 each; Max 10		
	c) Short-term Courses/ Training less than a week: 5 each Max 10		
	d) Membership/Participation in State/ Central Bodies/Committees: 5 each Max 10		
	e) Newspaper/Magazine/Radio-TV progr (Not covered in Category III): 1 each; Max 10		
	(Max API Score: 15)		
	Total Score (I+ II+III) (Max: 50)	(15+10)	25
	Minimum API Score required-15		

ATTESTED

[Signature]

Principal
Sammitani Mahavidyalaya
E.M. Bypass, Baghajatin
Kolkata-700044

Part B: Academic Performance Indicators (API)

(For the period (01.07.2016 to 30.06.2017))

(Please see detailed instruction of the PBAS proforma before filling out this section)

CATEGORY 1: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

(ia) Lectures, seminars, tutorials, practicals, contact hours undertaken, taken as percentage of lectures allotted

Sl. No.	Course/Paper	Paper	Level	Mode of Teaching	Class allotted as per schedule (Hrs.)	% of classes taken as per documented record	API Score
1	B.A. Education Honours	I,II	UG I	L, T	65	62 = 95.38%	47.2
2		III,IV	UG II	L, T	56	53 = 94.64%	
3		V,VI	UG III	L, T	77	72 = 93.5%	
4		VIII		L, P	72	68 = 94.44%	
5	B.A. Education General	I	UG I	L, T	45	42 = 93.33%	
6		II	UG II	L, T	40	38 = 95 %	
7		IV	UGIII	L, T	41	39 = 95.12%	
TOTAL		No. of classes allotted			396	94.44%	
		No. of classes taken			374		
		Class allotted (hours)			297		
		Class taken (hours)			280.5		

#Lecture(L),Seminar(S),Tutorial (T), Practical (P),Contact Hours (C).

- Duration of each period 45 min

(ib) Lectures and other teaching duties in excess of UGC norms

CALCULATION OF APIScore FOR(i) ABOVE		API
a)	Classes taken (Maximum 50 for 100% performance & Proportionate score upto 80% performance, below which no score may be given)	47.24
b)	Teaching load in excess of UGC norms/Special Lectures/ Classes taken at the study centre located in the District	

(ii) Reading/ Instructional material consulted and additional knowledge resources provided to students

Sl. No.	Course	Consulted	Prescribed	Additional Resource Provided	API Score
1.	B.A. Education Part 1 Honours	Annexure XI	Annexure XI	Annexure XI	
2	B.A. Education Part 2 Honours	Annexure XI	Annexure XI	Annexure XI	
3	B.A. Education Part 3 Honours	Annexure XI	Annexure XI	Annexure XI	
4	B.A. Education General	Annexure XI	Annexure XI	Annexure XI	
Total					20

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(iii) Use of participatory and innovative teaching-learning methodologies; Updating of subject content, course improvement etc.

- (a) Updating of Courses/Curriculum Design: 5 per course– Max10
 (b) Participation/Innovative–Interactive courses: 5
 (c) Participation./Innovative–Learning Modules: 5 Max10
 (d) Participation./Innovative– 5
 (e) Use of ICT or Computer -aided methods–ppt: 5
 (f) Use of ICT–Multi-media/Simulation etc: 5 Max10
 (g) Dev/Teaching Remedial/Bridge Courses: 5each Max10
 (h) Dev/TeachingSoftskill/Communication/Personality Dev: 5eachMax10
 (i) Special Programs in Phys.Edn./Library: 5each Max10
 (j) Innovative Composition/Creation in Music, Fine Arts, PerfArts: 5each; Max10
 (k) Organizing&cond. Of popul. Prog./Teaching Web-based/E-Library/IT-asst teaching:

Workshop/Training–10 points; Popularization program–5 points

Sl. No	Short Description (in terms of items) as listed above	API Score
I.	Participn./Innovative – Learning Modules, (lecture notes,assignments, discussions have been grouped into units & chapters maintaining academic calendar). (Annexure- X)	5
II.	Use of ICT or Computer-aided methods –Power point presentation for honours students (Annexure- XI)	5
III.	Dev/Teaching Remedial/Bridge Courses, Remedial classes have taken specifically for honours students who, for whatever reason are not yet at the level they should be for their grade (Annexure- XII)	5
IV.	Seminar library- for Hons. students for searching different books related to topics, providing e-Books for different subjects (Annexure- XIII)	5
	(Max. API Score : 20) Total Score:	20

(iv) Examination duties Assigned and Performed

- (a) Invigilation.-10, Evalua.-5, Q. Paper setting/ moderation-5; Max: 20[100% compliance] (b) Internal/ContinuousAssessmentworksallotted-10 [100%compliance];
 (c) Exam Coordination Cell/Outstation or Flying Squad: 10[100% compliance] (Annexure - VIII)

Sl.No.	Type of Examination Duties	Duties Assigned	Extent to which Carried out (%)	API Score
1.	B.A. 1 st ,2 nd & 3 rd year college Examination B.A. Part-III University Examination-2014	Invigilator Examiner	100%	20
2	Internal assessment	Invigilator Examiner Paper Setter	100%	10
3.	B.A./B.Sc. Part-II University Examination -2015	Member	100%	10
	(Max API Score:25)			25

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**CATEGORY 2: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT
RELATED ACTIVITIES (For the period 01.07.2016 to 30.06.2017)**

Please mention your contribution to any of the following:

Sl.No.	Type of Activity	Average Hrs/week	API Score
(I) Extension, Co-curricular & field based Activities (5 points each)			
	a) Field Study/Ed. Tours/ Placement: 5 each Max 10		
	b) NSS/NCC/NSO etc: each activity 10 points Max 10	Member of NSS Committee (Annexure – VI)	10
	c) Student/Staff Sports Campus Publetc: (dept. level 2 points, Instn. Level 5 points) Max 10	Member of College Sports Committee (Annexure – VI)	05
	d) Community work (Env, Human Rights, Scientific temper, Peace/Relief etc): Max 10		
	(Max API Score: 20)		15
(II) Contribution to Corporate Life and Management of the Institution			
	a) Governance Responsibility (PG/IQAC/NAAC coordinator/Bursar/ Warden etc.): Max 10		
	b) Academic/Administrative Committees like Admission/Campus Dev/Library Comm: 5 each Max 10	Member of Library, Seminar & Academic Committee (Annexure – VI)	10
	c) Student Welfare/Placement/ counselling/Discipline 5 each Max 10		
	d) Conf. Organization/Chair Secretary/Treasurer (I) International: 10 (II) National/Reg: 5 (III) Member: 1 each		
	(Max API Score: 15)		10
(iii) Professional Development			
	a) Member in Professional Committees (I) National 3 (II) State 2; Max 10		
	b) Participation in Conf/Seminars Without paper: 2 each; Max 10		
	c) Short-term Courses/ Training less than a week: 5 each Max 10		
	d) Membership/Participation in State/ Central Bodies/Committees: 5 each Max 10		
	e) Newspaper/Magazine/Radio-TV progr (Not covered in Category III): 1 each; Max 10		
	(Max API Score: 15)		
	Total Score (I+ II+III) (Max: 50)	(15+10)	25
	Minimum API Score required-15		

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Part B: Academic Performance Indicators (API)

(For the period (01.07.2017 to 06.12.2017)

(Please see detailed instruction of the PBAS proforma before filling out this section)

CATEGORY 1: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

(ia) Lectures, seminars, tutorials, practical, contact hour's undertaken, taken as percentage of lectures allotted
(Annexure-V)

Sl. No.	Course/Paper	Paper	Level	Mode of Teaching	Class allotted as per schedule (Hrs.)	% of classes taken as per documented record	API Score
1	B.A. Education Honours	I,II	UG I	L, T	22	20= 90.9%	45.31
2		III,IV	UG II	L, T	21	20= 95.23%	
3		V,VI	UG III	L, T	24	22 = 91.66%	
4		VIII		L, P	21	19 = 90.47%	
5	B.A. Education General	I	UG I	L, T	13	11=84.61%	
6		II	UG II	L, T	15	13= 86.66%	
7		IV	UGIII	L, T	12	11= 91.66%	
TOTAL		No. of classes allotted			128	90.62%	
		No. of classes taken			116		
		Class allotted (hours)			96		
		Class taken (hours)			87		

#Lecture(L),Seminar(S),Tutorial (T), Practical (P),Contact Hours (C).

- Duration of each period 45 min

(ib) Lectures and other teaching duties in excess of UGC norms

CALCULATION OF APIScore FOR(i)ABOVE		API
a)	Classes taken (Maximum 50 for 100% performance & Proportionate score upto 80% performance below which no score may be given)	45.31
b)	Teaching load in excess of UGC norms/Special Lectures/ Classes taken at the study centre located in the District	

(ii) Reading/ Instructional material consulted and additional knowledge resources provided to students

Sl. No.	Course	Consulted	Prescribed	Additional Resource Provided	API Score
1.	B.A. Education Part 1 Honours	Annexure XI	Annexure XI	Annexure XI	
2	B.A. Education Part 2 Honours	Annexure XI	Annexure XI	Annexure XI	
3	B.A. Education Part 3 Honours	Annexure XI	Annexure XI	Annexure XI	
4	B.A. Education General	Annexure XI	Annexure XI	Annexure XI	
Total					

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(iii) Use of participatory and innovative teaching-learning methodologies; Updating of subject content, course improvement etc.

- (a) Updating of Courses/Curriculum Design: 5 per course- Max10
 (b) Participation/Innovative-Interactive courses: 5
 (c) Participation./Innovative-Learning Modules: 5 Max10
 (d) Participation./Innovative- 5
 (e) Use of ICT or Computer -aided methods-ppt: 5
 (f) Use of ICT-Multi-media/Simulation etc: 5 Max10
 (g) Dev/Teaching Remedial/Bridge Courses: 5each Max10
 (h) Dev/Teaching Softskill/Communication/Personality Dev: 5eachMax10
 (i) Special Programs in Phys.Edn./Library: 5each Max10
 (j) Innovative Composition/Creation in Music, Fine Arts, PerfArts: 5each: Max10
 (k) Organizing&cond. Of popul. Prog. /Teaching Web-based/E-Library/IT-asst teaching:
 Workshop/Training-10 points; Popularization program-5 points

Sl. No	Short Description (in terms of items) as listed above	API Score
I.	Participn./Innovative - Learning Modules, (lecture notes, assignments, discussions have been grouped into units & chapters maintaining academic calendar). (Annexure - X)	5
II.	Use of ICT or Computer-aided methods -Power point presentation for honours students (Annexure - XI)	5
III.	Dev/Teaching Remedial/Bridge Courses, Remedial classes have taken specifically for honours students who, for whatever reason are not yet at the level they should be for their grade (Annexure - XII)	5
IV.	Seminar library- for Hons. students for searching different books related to topics, providing e-Books for different subjects (Annexure - XIII)	5
	(Max. API Score : 20) Total Score:	20

(iv) Examination duties Assigned and Performed

- (a) Invigilation.-10, Evalua.-5, Q. Paper setting/ moderation-5; Max: 20[100% compliance] (b) Internal/Continuous Assessment works allotted-10 [100% compliance];
 (c) Exam Coordination Cell/Outstation or Flying Squad: 10[100% compliance] (Annexure - VIII)

Sl.No.	Type of Examination Duties	Duties Assigned	Extent to which Carried out (%)	API Score
1.	B.A. 1 st , 2 nd & 3 rd year college Examination B.A. Part-III University Examination-2014	Invigilator Examiner	100%	20
2	Internal assessment	Invigilator Examiner Paper Setter	100%	10
3.	B.A./B.Sc. Part-II University Examination -2015	Member of Centre committee	100%	10
	(Max API Score:25)			

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**CATEGORY 2: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT
RELATED ACTIVITIES (For the period (01.07.2017 to 06.12.2017)**

Please mention your contribution to any of the following:

Sl.No.	Type of Activity	Average Hrs/week	API Score
(I) Extension, Co-curricular & field based Activities (5 points each)			
	a) Field Study/Ed. Tours/ Placement: 5 each Max 10		
	b) NSS/NCC/NSO etc: each activity 10 points Max 10	Member of NSS Committee Annexure – VI	10
	c) Student/Staff Sports Campus Publetc: (dept. level 2 points, Instn. Level 5 points) Max 10	Member of College Sports committee Annexure – VI	05
	d) Community work (Env, Human Rights, Scientific temper, Peace/Relief etc): Max 10		
	(Max API Score: 20)		15
(II) Contribution to Corporate Life and Management of the Institution		Yearly/Semester wise responsibilities	API Score
	a) Governance Responsibility (PG/IQAC/NAAC coordinator/Bursar/ Warden etc.): Max 10		
	b) Academic/Administrative Committees like Admission/Campus Dev/Library Comm: 5 each Max 10	Member of Admission & Academic Committee Member of Cultural Committee Annexure – VI	10
	c) Student Welfare/Placement/ counselling/Discipline 5 each Max 10	Member of Psychological Council Cell Annexure – VI	5
	d) Conf. Organization/Chair Secretary/Treasurer (I) International: 10 (II) National/Reg: 5 (III) Member: 1 each		
	(Max API Score: 15)		15
(iii) Professional Development			
	a) Member in Professional Committees (I) National 3 (II) State 2; Max 10		
	b) Participation in Conf/Seminars Without paper: 2 each; Max 10		
	c) Short-term Courses/ Training less than a week: 5 each Max 10		
	d) Membership/Participation in State/ Central Bodies/Committees: 5 each Max 10		
	e) Newspaper/Magazine/Radio-TV progr (Not covered in Category III): 1 each; Max 10		
	(Max API Score: 15)		
	Total Score (I+ II+III) (Max: 50)	(15+15)	30
	Minimum API Score required-15		

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CATEGORY-3: RESEARCH AND ACADEMIC CONTRIBUTIONS

(03.09.2014 to 06.12.2017)

A) (i) Published Papers in Journals

(Annexure - VII)

API Score – Category 1- Refereed – 15/publication

Category 2- Non-Refereed – 10/publication

Sl. No.	Title with page no.	Journal	ISSN/IS BN No.	Whether peer reviewed. Impact factor, if any	No. of Co-author	Whether you are the main author	API score
1	Rehabilitation and Educational Status of the Children of Sex Workers in Kolkata Page no: 95 – 107 December,2017	Evolving Horizons – An Inter disciplinary Journal of Education, Humanities Social and Behavioural Sciences	2319-6521	Peer Reviewed	1	Yes	9

A) (ii) Public Displays/Exhibitions/Performances with or without outputs in CD/DVD/Online/E-form/E-book [for Art/Music College]

API Score – Category 1 – 15

Category 2 – 10

Sl. No.	Title of Show/ Exhibition/ Performance with or without CD/DVD/ Tape/ Online /E-form/E-book version or Brochures	Company/ Agency/ Instt Name (Including TV/Radio etc)	Categorization I. International 15 each/ II. National 10 each (Venues/ event/ gallery/ studio/ museums)	Whether reviewed/ Impact factor (Reporting/ Coverage/ Reviews/ Hits/sales/ citations/ Commendations/ etc)	No of Co-performer or Co-authors (10 each)	Whether you are the Solo artist/ performer (15 each)	API Score
			NA				

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B (i) Articles/ Chapters published in Books

API Score (Per Art/Chap) Category 1: International Publisher – 10

Category 2: National/ State/ Central/ Societies Publisher – 5

Category 3: Subject books by other/ Local Publisher – 3

Category 4: Chapters in Knowledge-based Volumes – 5

i) Full papers in Conference Proceedings

Sl. No.	Title with page no.	Book title, editor & publisher	ISSN/ISBN No. (Or. Renowned publishers) See Cat 1-4 as above for scores	Whether peer reviewed.	No. of Co-author	Whether you are the main author	API score

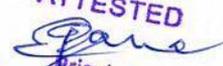
ii) Conf. proceedings as full paper: 1 International Conference - 10/publication

2 National - 7.5/each

3 Regional/State level – 5/ each

4 Local- Univ./College level – 3/each

Sl. No.	Title with page no.	Details of Conference Publication	ISSN/ ISBN No.	No. of Co-author	Whether you are the main author	API score
1.						
2.						
Total						

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iii) Books published as single author or as editor

API Score – Category 1 Text/Reference Books by International Publisher – 50

Category 2 Text/Reference Books by National/Soc/Univ Publ – 25

Category 3 Subject Books by Other/Local Recognized Publ – 15

Sl. No.	Title with page no.	Type of Book, & authorship	Publisher & ISSN/ ISBN No. (I. International II. National III. Regional)	Whether peer reviewed.	No. of Co-author	Whether you are The main author	API score
Total							

(iv) Solo Performance/Exhibition as an Artist on invitation

API Score – Cat. I /International – 50

Cat. II /National – 25

Cat. III /Regional –15

Sl. No.	Title of Programme/ Exhibition with details of venue	Organized or Sponsored by Institution/ Company/ Agency, incl AIR/TV etc	Categorization – (I) International/ (II) National/ (III) Regional	Whether peer-reviewed/ Impact	No of Co-artists or Performers	Whether you are the Solo artist/ performer	API Score
			NA				

C) Ongoing and Completed Research Projects and Consultancies

API Score for **Projects-**

Cat I: (Sc -Rs 30 lakhs+ Non-Sc: Rs 5 lakhs +): 20

Cat II: (Sc -Rs 5 lakhs+ Non-Sc: Rs 3 lakhs +): 15

Cat III: (Sc -Rs 0.5 lakhs+ Non-Sc: Rs 0.25 lakhs+): 10

Other approved projects of Univ/Other agencies: 5

API Score for **Consultancies-**

(Sc -Rs 10 lakhs+ Non-Sc: Rs 2 lakhs +): 10

API Score for **Quality Evaluation-**

Major (Completed) Project Eval: 20

Minor (Completed) Project Eval: 10

C.(i) & (ii) Ongoing Projects/ Consultancies: NA

Sl. No.	Title	Agency	Period	Grant/ Amount mobilized (Rs. lakh)	API score
		NA			

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C.(iii) & (iv) Completed Projects/ Consultancies :NA

Sl. No.	Title	Agency	Period	Grant/ Amount mobilized (Rs. lakh)	Whether policy document. Patent as outcome	API score

D) Research Guidance

(i) **Degree-oriented:** API Score – Ph.D. awarded – 10; Ph.D. Submitted – 7;

M.Phil. awarded – 3;

(ii) **Non-Degree Products:** API Score – Post-Doctoral – 7; National Scholar – 5;

Guidance to Scholars & Master's level – 3;

Sl. No.	Number enrolled	Thesis submitted	Degree awarded	API score
Non-Degree products		NONE		
M.Phil. or equivalent				
Ph.D. or equivalent				

E) (i) Training Courses, Teaching-Learning –Evaluation Technology Programmes, Faculty Development Programme (not less than one week duration)

Cat I : (Not less than two week duration): 20

Cat II : (Not less than one week duration): 10

(Annexure - I)

Sl. No.	Programme	Duration	Organized by	API Score
1.	Short Term Course	20 th Sep, 2016 to 26 th Sept, 2016	Vijaygarh Jyotish Ray College Jadavpur University UGC Sponsored	10
2.	Refresher Course	6 th March ,2017 to 25 th March, 2017	Department of Education, University of Calcutta UGC Sponsored	20
Total				30

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E)(ii) Papers presented in Conferences, Seminars, Workshops, Symposia

API Score – Category 1 International – 10

Category 2 National – 7.5

Category 3 Regional – 5

Category 4 Local – 3

(Annexure - VI)

Sl. No.	Title of the Paper Presented	Title of Conference / Seminar	Organized By	Whether International/ National/ State/ College or University level	API Score
1.	Professional Growth: Complementary Issues in Teachers Education	Theme: Exploring Horizons in Teacher Education	Kamala Devi Sohan Raj Singhvi Jain College of Education 4 th & 5 th March, 2016	International Seminar	10
2.	Globalization and Teacher Education – Perspectives and New Networks in Teacher Education	Globalising Teacher Education – Agenda for Action	Jyotirmoy School of Education and Kunming University, China 9 th & 10 th April, 2016	International Conference	10
3.	Role of NGO's in Educating the Children of Sex Workers in Kolkata	Education in the Age of Globalization: Policy, Practice and Perspectives	Satyapriya Roy College of Education 14 th September, 2017	International Seminar	10
Total					30

E) (iii) Invited lectures/ Chairing the session or presentation for conferences/symposia etc.

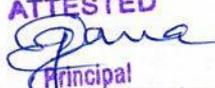
API Score – Category 1 International – 10

Category 2 National – 7.5

Category 3 Regional /State level – 5

Category 4 Univ/Endowment Lect – 3

Sl. No.	Title of the Lecture/ Academic session	Title of Conference/ Seminar	Organized by	Whether International/ National/State/ Regional/College or University level	API score
1.					

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IV. Summary of API scores

	Criteria	03.09.2014 to 06.12.2017				Total API score for assessment period	Annual Average API Score for Assessment period
		03.09.2014 to 30.06.2015	01.07.2015 To 30.06.2016	01.07.2016 To 30.06.2017	01.07.2017 To 06.12.2017		
I	Teaching ,learning Evaluation related	110	110.85	112.24	110.31	443.4	110.85
II	Co-curricular, Extension and Professional Development related Activities	30	25	25	30	110	27.5
	Total(I+II)	140	135.85	137.24	140.31	553.4	138.35
III	Research and Contributions	03.09.2014 -06.12.2017				69	

Marisha Chakrabarti

Signature of the incumbent with designation and date

Assistant Professor in Education

Smranta Halakar

Signature of the 24.04.2023. Coordinator

IQAC with Seal

Coordinator IQAC

Sammilani Mahavidyalaya
E. M. By Pass, Baghajatin
Kolkata-700 094

Schikuboy 24/4/23

Signature of the Principal/OC with date and Seal

Teacher-In-Charge
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ANNEXURE (B)

To G.O. No. 198 EH (CG) dated 07.12.2017

Annual self –Assessment for the Performance Based appraisal System (PBAS) Session/
Year 07.12.2017 to 07.06.2019
(To be completed and submitted at the end of each academic year)

PART A: GENERAL INFORMATION

1. Name (block letters) : **Dr. Marisha Chakrabarti**
2. Father's/Mother's name/
Husband's name : **Late Dinesh Kumar Chakrabarti**
3. Department : **Education**
4. Current Designation & Grade Pay : **Assistant Professor (Stage I) & Rs. 6000
(15600/- --39100/- With AGP 6000/-)**
5. Date of last promotion : **Not Applicable**
6. Address for correspondence (with pin code) : **Block 1, Lobby 2, Flat: 901, Southwinds,
132 Ghoshal Para Road, Manikpur, Kolkata-700148**
7. Permanent address (with pin code) : Do
Mobile No.: **9433898580**
E-mail: marishachakrabarti@gmail.com
8. Whether acquired any degree or fresh academic qualifications during the year: **Ph.D awarded on
07.06.2019**
9. Academic Staff College Orientation / Refresher Course attended during the year: **(Annexure - I)**

Course	Place	Duration	Sponsoring agency
Orientation Programme	Rajabazar Science College University of Calcutta	4 th February, 2019 to 4 th March ,2019	UGC Sponsored

10. (a) Date of Appointment : **3rd September 2014 (Annexure - II)**
- (b) Date of Confirmation : **3rd September 2014 (Annexure - III)**
11. For which position & AGP you are applying under CAS : **Assistant Professor Stage I to Stage II
AGP Rs 7000/-**
12. Date of eligibility for promotion : **07.06.2019**

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13. Educational Qualification (Graduation onward) (Annexure - IV) (Pg-52-58)

Examination	Name of the University	Year of	Marks obtained (%)	Class/ Grade
B..A. Hons in Education	University of Calcutta	2007	62	I
M.A in Education	University of Calcutta	2009	71.7	I
M.Phil	University of Calcutta	2012	76	I
NET (Education)	University Grant Commission	2011	NA	NA

14. Research Degree(s): (Annexure - IV) (Pg: 58)

Degree	Name of the University	Date of Award	Title
P.h.D.	University of Calcutta	07.06.2019	Academic Involvement and Rehabilitation of the Children of Sex Workers in Kolkata: An Analytical Study

15. Details of Teaching / Research / Academic Experience:

Designation	Employer	Period of service	Scale of pay
Assistant Professor of Education	Principal, Sammilani Mahavidyalaya Baghajatin, E.M. ByPass, Kolkata- 700094	03.09.2014 to till date	15600/- --39100/- With AGP 6000/-

I declare that the particulars given above are correct to the best of my knowledge and belief.

Marisha Chakrabarti
Signature of the Candidate

All entries made above are checked and verified and found to be correct.

Srikanta Malakar.

Signature of the Coordinator, IQAC

Date: 24.04.2023

Seal : *Coordinator IQAC*

Sammilani Mahavidyalaya
E. M. By Pass, Baghajatin
Kolkata-700 094

Schakabarty

Signature of the Principal / TIC 24/4/23

Date:

Seal :

Teacher-In-Charge
Sammilani Mahavidyalaya
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Kolkata-700094

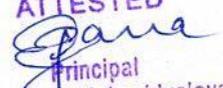
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Part B: Academic Performance Indicators (API)
(For thr period–2017–2018 (07.12.2017 to 30.06.2018))

CATEGORY 1: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

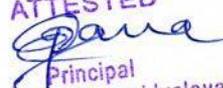
(a) Direct teaching (16/14) hours per week as applicable) including Lectures, Tutorials, Practical, Project Supervision and Field work

Sl. No.	Course	Paper	Level	Mode of Teaching	Actual hours spent per Academic Year	Actual Score (Actual hours spent per Academic Year ÷ 7.5 for Assistant Prof.)	API Score
1.	B.A/EDUCATION HONOURS	I		L,T	39	$269 / 7.5 = 35.86$	35.86
2.		II		L,T,	29		
3.		III		L,T,	35		
4.		IV		L,T	27		
5.		V		L,T	32		
6.		VI		L,T,	31		
7.		VIII		L,P	35		
8.	B.A. EDUCATION GENERAL	I		L,T	22		
9.		II		L,T	19		
Total hours					269		
Maximum API Score Maximum API Score : i) Assistant Professor Stage I:70 ii) Assistant Professor Stage II:70 iii) Assistant Professor Stage III:70							

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 E.M. Bypass, Baghajatin
 Kolkata-700094

b) Examination duties (question paper setting, evaluation of answer scripts) as per allotment

Sl.No	Type of examination duties	Actual hours spent per academic year	Actual Score (Actual hours spent per Academic Year ÷ 10 for all teachers)	API Score
1.	Setting of Question Papers of Education Hons. Test Exam. & University examination (Annexure - VIII)	32	3.2	20
2.	Invigilation duty (college+university)	(16+40) =56	5.6	
3.	Evaluation of Answer Scripts of Education Hons Test Exam (UG) & University Examination (Annexure – VIII)	122.5	12.25	
Total Hours		210.5	21.05	
Total Maximum API Score : i) Assistant Professor Stage I :20 ii) Assistant Professor Stage II:20 iii) Associate Professor:20				

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 E.M. Bypass, Baghajatin
 Kolkata-700094

C. Innovative teaching learning methodologies; updating of subject content/course, mentoring etc.

- (a) Updating of Courses/Curriculum Design:
- (b) Participation/Innovative-Interactive courses:
- (c) Participn./Innovative- Learning Modules
- (d) Participn./Innovative-Case Studies prepared:
- (e) Use of ICT or Computer-aided methods-ppt:
- (f) Use of ICT-Multi-media/Simulation etc:
- (g) Dev/Teaching Remedial/Bridge Courses:
- (h) Dev/Teaching Softskill/Communication/Personality Dev:
- (i) Special Programs in Phys.Edn./Library:
- (j) Innovative Composition/Creation in Music, Fine Arts, Perf Arts:
- (k) Organizing & cond. of popul. Prog./Teaching Web-based/E-Library/IT-asst teachin

Sl. No.	Short Description (in terms of items) as listed above	Actual hours spent per Academic Year	Actual Score (Actual hours spent per Academic Year ÷ 10 for all Teachers) API Score	API Score
1	Use of ICT or computer based methods (Annexure - XI)	25	2.5	5.7
2.	E-library for Hons and PG students for searching different sites related to topic	18	1.8	
3.	Participn./Innovative - Learning Modules, (lecture notes, assignments, discussions have been grouped into units & chapters maintaining academic calendar (Annexure - X)	14	1.4	
Total			5.7	

Total
Maximum API Score :
i) Assistant Professor Stage I: 10
ii) Assistant Professor Stage II: 10
iii) Assistant Professor Stage III: 10

Computation of the total API Score of Category - I for the Academic Year 07.12.2017-30.06.2018

Total Score (a+b+c) (Max : 80/ year)	35.86 + 20 + 5.7 = 63.06	61.56
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Marisha Chakrabarti
Signature of the incumbent

Srikanta Kalakar
Signature of the Coordinator, IQAC

Date: 24.04.2023

Coordinator
IQAC
Sammitani Mahavidyalaya
E. M. By Pass, Baghajatin
Kolkata-700 094

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gane
Principal
Sammitani Mahavidyalaya
E. M. By Pass, Baghajatin
Kolkata-700094
Signature of the Principal/TIC

Date:

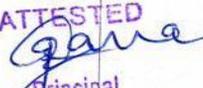
Teacher-in-Charge
Sammitani Mahavidyalaya
E.M. Bypass, Baghajatin
Kolkata-700094

**CATEGORY 2:
COCURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED
ACTIVITIES**

Please mention your contribution to any of the following

Year: - 07.12.2017- 30.06.2018

Sl. No.	Type of Activity	Actual hour spent per academic year	Actual Score (Actual hour spent per academic year ÷10)	API Score
a.	Student related Extension, Co-curricular & Field based activity			
	i) Discipline related co-curricular activities(e.g. remedial classes, career counselling, study visit, student seminar and other events.) 1. Student Seminar 2. Remedial Class (Annexure – XII)	20 hrs 16 hrs	02 1.6	3.6
	ii) Other co-curricular activities (Cultural, Sports, NSS, and NCC etc.) 1.NSS 2.Sports Annexure – VI	40 hrs 06hrs	4 0.6	4.6
	iii) Extension and dissemination activities (public /popular lectures/talks/seminars)	-	-	00
	Max. API Score: 15			8.2
b.	Contribution to Corporate life and management of the sports units and institution through participation in responsibilities (including as Principal/ Director that regular office hours for its discharge)			
	i)Administrative Responsibility (including Dean/Principal / Chairperson/ Convenor/ Teacher-in-charge / similar other duties that require regular office hours for its discharge)			
	ii) Participated in Board of Studies, Academic and Administrative committees • Member, NSS Unit ,SammilaniMahavidyalaya Member -Sports Committee • Member- Examination Committee • Member- Student's Welfare & support Cell Annexure – VI	18hrs 05hrs 60hrs 20hrs	18+05+60+20=103 103/10=10.3	10.3
	Max. API Score: 15			

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 Kolkata-700094

c.	Professional Development activities (such as participation in seminars activities (such as participation in seminars talks, Refresher/ Faculty development courses, membership of associations, dissemination and general articles and any other contribution			
	Max. API Score: 15			00

Computation of the total API Score of Category – II *For all categories of Teachers (Assistant/Associate)	Total Score (a + b +c) 8.2+10.3+00=18.5	18.5
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Marisha Chakrabarti

Signature of the incumbent

Designation: *Assistant Professor*

Date:

Sukanta Kalakar

Signature of the Coordinator, IQAC

Date: *24.04.2023*

Coordinator
IQAC

Sammilani Mahavidyalaya
E. M. By Pass, Baghajatin
Kolkata-700 094

Schubarty 24/4/23

Signature of the Principal /T.I.C

Date:

Teacher-in-Charge
Sammilani Mahavidyalaya
E.M. Bypass, Baghajatin
Kolkata-700094

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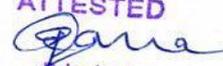
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Principal
Sammilani Mahavidyalaya
E.M. Bypass, Baghajatin
Kolkata-700094

Part B: Academic Performance Indicators (API)
(For thr period-2018-2019 (01.07.2018 to 07.06.2019))

CATEGORY 1: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

(a) Direct teaching (16/14) hours per week as applicable) including Lectures, Tutorials, Practical, Project Supervision and Field work

Sl. No.	Course	Paper	Level	Mode of Teaching	Actual hours spent per Academic Year	Actual Score (Actual hours spent per Academic Year ÷ 7.5 for Assistant Prof.)	API Score
1	B.A/EDUCATION HONOURS	I		L,T	62	519/7.5=69.2	69.2
2		II		L,T,	68		
3		III		L,T,	59		
4		IV		L,T	62		
5		V		L,T	61		
6		VI		L,T,	57		
7		VIII		L,P	54		
8	B.A EDUCATION GENERAL	I		L,T	49		
9		II		L,T	47		
Total hours					519		
Maximum API Score Maximum API Score : iv) Assistant Professor Stage I:70 v) Assistant Professor Stage II:70 vi) Assistant Professor Stage III:70							

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 Kolkata-700094

b) Examination duties (question paper setting, evaluation of answer scripts) as per allotment

Sl.No	Type of examination duties	Actual hours spent per academic year	Actual Score (Actual hours spent per Academic Year ÷ 10 for all teachers)	API Score
1.	Setting of Question Papers of Education Hons. Test Exam. & University examination (Annexure – VIII)	45	4.5	20
2.	Invigilation duty (college+university)	21 + 62 = 83	8.3	
3.	Evaluation of Answer Scripts of Education Hons Test Exam (UG) & University Examination (Annexure – VIII)	114	11.4	
Total Hours		242	24.2	
Total Maximum API Score : i) Assistant Professor Stage I : 20 ii) Assistant Professor Stage I : 20 iii) Assistant Professor Stage II : 20 iv) Associate Professor : 20				

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 Principal
 Sammilani Mahavidyalaya
 E.M. Bypass, Baghajatin
 Kolkata-700094

C. Innovative teaching learning methodologies; updating of subject content/course, mentoring etc.

- (a) Updating of Courses/Curriculum Design:
- (b) Participation/Innovative-Interactive courses:
- (c) Participn./Innovative- Learning Modules
- (d) Participn./Innovative-Case Studies prepared:
- (e) Use of ICT or Computer-aided methods-ppt:
- (f) Use of ICT-Multi-media/Simulation etc:
- (g) Dev/Teaching Remedial/Bridge Courses:
- (h) Dev/Teaching Softskill/Communication/Personality Dev:
- (i) Special Programs in Phys. Edn./Library:
- (j) Innovative Composition/Creation in Music, Fine Arts, Perf Arts:
- (k) Organizing & cond. of popul. Prog./Teaching Web-based/E-Library/IT-asst teaching

Sl. No.	Short Description (in terms of items) as listed above	Actual hours spent per Academic Year	Actual Score (Actual hours spent per Academic Year ÷ 10 for all Teachers) API Score	API Score
1	Use of ICT or computer based methods (Annexure - XI)	31	3.1	9
2.	E-library for Hons and PG students for searching different sites related to topic	24	2.4	
3.	Participn./Innovative - Learning Modules, (lecture notes, assignments, discussions have been grouped into units & chapters maintaining academic calendar (Annexure - X)	35	3.5	
Total			9	

Total
Maximum API Score :

- i) Assistant Professor Stage I: 10
- iv) Assistant Professor Stage II: 10
- v) Assistant Professor Stage III: 10

Computation of the total API Score of Category - I for the Academic Year 07.12.2017 - 07.06.2019

Total Score (a+b+c) (Max : 80/ year)	69.2 + 20 + 9 = 98.2	98.2
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Harisha Chakrabarti

Signature of the incumbent

Smranta Malakar

Signature of the Coordinator, IQAC

Date: 24.04.2023.

Coordinator
IQAC
Sammilani Mahavidyalaya
E. M. By Pass, Baghajatin
Kolkata-700 094

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ATTESTED

Pana
Principal

Sammilani Mahavidyalaya
E.M. Bypass, Baghajatin
Kolkata-700094

Shobabati 24/4/23
Signature of the Principal/TIC

Date:

Teacher-In-Charge
Sammilani Mahavidyalaya
E.M. Bypass, Baghajatin
Kolkata-700094

**CATEGORY 2:
COCURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED
ACTIVITIES**

Please mention your contribution to any of the following

Year: - 01.07.2018 to 07.06.2019

Sl. No.	Type of Activity	Actual hour spent per academic year	Actual Score (Actual hour spent per academic year ÷10)	API Score
a.	Student related Extension, Co-curricular & Field based activity			
	i) Discipline related co-curricular activities (e.g. remedial classes, career counselling, study visit, student seminar and other events.) 3. Student Seminar 4. Remedial Class (Annexure – XII)	20 hrs 16 hrs	02 1.6	3.6
	ii) Other co-curricular activities (Cultural, Sports, NSS, and NCC etc.) 1.NSS 2.Sports Annexure – VI	40 hrs 06 hrs	4.6	4.6
	iii) Extension and dissemination activities (public /popular lectures/talks/seminars)	-	-	00
	Max. API Score: 15			8.2
b.	Contribution to Corporate life and management of the sports units and institution through participation in responsibilities (including as Principal/ Director that regular office hours for its discharge)			
	i)Administrative Responsibility (including Dean/Principal / Chairperson/ Convenor/ Teacher-in-charge / similar other duties that require regular office hours for its discharge)			
	ii) Participated in Board of Studies, Academic and Administrative committees <ul style="list-style-type: none"> • Member, NSS Unit ,SammilaniMahavidyalaya • Member -Sports Committee • Member- Admission Committee • Member- Student's Welfare & support Cell • Member of Library Committee Annexure – VI (Pg:67)	24 hrs 06 hrs 50 hrs 20hrs 30 hrs	130 130/10=13	13
	Max. API Score: 15			

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Kolkata-700094

c.	Professional Development activities (such as participation in seminars activities (such as participation in seminars talks, Refresher/ Faculty development courses, membership of associations, dissemination and general articles and any other contribution				
	Max. API Score: 15				00

Computation of the total API Score of Category – II *For all categories of Teachers (Assistant/Associate)	Total Score (a + b +c) 8.2+13+00=21.2	21.2
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Marika Chakrabarti

Signature of the incumbent

Designation: *Assistant Professor*

Date:

Sukanta Kalakar

Signature of the Coordinator, IQAC

Date: *24.04.2023.*

Coordinator
IQAC

Sammilani Mahavidyalaya
E. M. By Pass, Baghajatin
Kolkata-700 094

Schikabaty 24/4/23

Signature of the Principal /T.I.C

Date:

Teacher-In-Charge
Sammilani Mahavidyalaya
E.M. Bypass, Baghajatin
Kolkata-700094

ATTESTED

Jane
Principal
Sammilani Mahavidyalaya
E.M. Bypass, Baghajatin
Kolkata-700094

CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS:

Assessment Period 07.12.2017 – 07.06.2019

(A) Research Papers Published in

Refereed Journals as notified by UGC in 'List of Journals' – 25 / publication

Other Reputed Journals as notified by UGC in 'List of Journals' -10 / publication

Sl. No.	Title with page nos.	Journal	ISSN / ISBN No.	Whether peer reviewed. Impact Factor, if any	No. of Co-authors	Whether you are the main author	API Score

(B) Publications other than journal articles (books, chapters in books) as prescribed in UGC Regulation 2016.

- Text /Reference Books published by International Publisher with ISBN/ISSN number as approved by University : 30 per book for single author
- Subject Books published by National level Publisher with ISBN/ISSN number or State /Central Govt. Publications as approved by University :20 per book for single author
- Subject Books published by other local Publisher with ISBN/ISSN number as approved by University :15 per book for single author
- Chapter in Books published by National /International level Publisher with ISBN/ISSN number as approved by University :

International -10 per chapter / National – 05 per chapter

(Annexure – VII)

Sl. No.	Title of the publication with page Nos. and year of publication	Name of the publisher	ISSN / ISBN No.	No of Co-author	Whether you are the main author	API Score
1	Importance of Soft Skill in Teaching Learning Page No. 98-106 Year, 2018	Cognizance – Perspective of Modern Issues of Education and Development, Dr. Prabir Ghosh, Paschimbanga Anchalik Itihas O Loksanskriti Charcha Kendra	978-93-88207-08-09	Nil	Yes	5
2.	Role of Non- Government Organizations in Educating the Children of Sex Workers in Kolkata March, 2018	Indian Journal of Educational Research (peer Reviewed)	ISSN-2277-2817	1	yes	7

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(C) RESEARCH PROJECTS

(i) Sponsored Projects:

- (a) Major Project with grants above Rs.30 lakhs (science)/above Rs.5 lakhs (Arts) - 20 per project
- (b) Major Project with grants Rs.05 lakhs up to Rs.30 lakhs (science)/Rs.03 lakhs up to Rs.05 lakhs (Arts) - 15per project
- (c) Minor Project with grants above Rs. 01 lakh up to Rs.05 lakhs (science)/Rs.01 lakh up to Rs.03lakhs (Arts) -10 per project

(ii) Consultancy Projects:

Amount Mobilized with a minimum of Rs.10 lakhs(Science)/Rs. 02 lakhs (Arts)- 10 for every Rs.10 lakhs and Rs.02 lakhs

Sl. No.	Title of the Consultancy Project	Agency	Period	Grant/ Amount mobilized	API score

(iii) Projects outcome/outputs

API score:

Patent / Technology transfer / Product/Process (for Science)-
International level output--30 / each output
National level output--20/each output

(a) For Science: Patent / Technology transfer / Product/Process:

Sl. No.	Details of the Patent / Technology transfer / Product / Process	Date and year of acceptance of the patent / Technology	National / International	API score

(b) For Arts: Major Policy document prepared for International bodies WHO/UNO/UNESCO/UNICEF ETC.) / Central/State Government /local Bodies

- Major Policy document prepared for International bodies like WHO/UNO/UNESCO/UNICEF etc. Central/State Government /local Bodies

(for Arts) —

- a) Major Policy document prepared for International bodies-30
- b) Central Government-20
- c) State Government --10
- d) Local Bodies---05

Title of Major Policy documents prepared	Date and year of acceptance of the Major Policy documents	Name of the body for which the policy was prepared	International/ National/ Central Govt./ State Govt. / Local bodies	API score

(D) Research Guidance

- API Score – (i) Ph.D. awarded/ Thesis Submitted—15 / 10 (for both Science & Arts) / candidate
- (ii) M. Phil. Degree awarded/ Thesis Submitted—5 (for both Science & Arts) / candidate

Sl. No.	Number enrolled	Degree awarded	Thesis Submitted	API score
	M.Phil. or equivalent			
	Ph.D. or equivalent			

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 E.M. Bypass, Baghajatin
 Kolkata-700094

(E) Fellowships, Awards and Invited lectures delivered in conferences/seminar

(i) Fellowship /Award :

- a) International Award/Fellowship from academic bodies- 15/award & 15 / fellowship
b) National Award/Fellowship from academic bodies- 10/award & 10 / fellowship
c) State /University level Award from academic bodies- 05/award

Sl. No.	Title of the Award/ Fellowship	International / National / State / University level	Name of the ward or Fellowship awarding Academic Body	Date & Year of achievement of Award / Fellowship	API Score

(ii) Invited Lectures / papers:

- a) International-7/ lecture or 5 / paper presented
b) National-5/lecture or 3/paper presented
c) State /University level-3 /lecture or 2/paper presented

(Annexure – VII)

Sl. No.	Title of the invited lecture /paper Presented	Title of Conference/Seminar with Date	Organized Whether by International/ National/State Or University	API Score
1.	Contemporary Perspective of Teacher Education	International Seminar on New Horizons in Teacher Education	West Bengal University of Teachers Training Education Planning and Administration Date: 15 th and 16 th , January 2018	International Seminar 5
2	Impotance of Soft Skill in Teaching Learning	Indian Social Science and Humanities Congress 2018, Fourth Annual International Conference	PaschimbangaAnchalik Itihas O Loksankriti And Asutosh College Date: 14 th and 15 th July, 2018	International Seminar 5
3	Maulana Abul Kalam Azad: An Inspiration for our Country	National Seminar on Life and Educational Policy of Maulana Abul Kalam Azad: Contribution and Relevance in the Society	Department of Education Alia University Date: 17th and 18th December, 2018	National Seminar 3

Computation of the total API Score of Category – III
for the period from 07.12.2017 to 07.06.2019

Total Score (A + B + C + D + E)	0+12+0+0+4	16
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Harisha Chakrabarti

Signature of the incumbent

Designation: Assistant professor, Department of Education

Date:

Smanta Malakar

Signature of the Coordinator, IQAC

Date: 24.04.2023

Seal:

Coordinator
IQAC
Sammilani Mahavidyalaya
E. M. By Pass, Baghajatin
Kolkata-700 094

S Chakrabarty
Signature of the Principal /TIC

Date: 24/4/23

Seal Teacher-In-Charge

Sammilani Mahavidyalaya
E.M. Bypass, Baghajatin,
Kolkata- 700 094

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Parva
Principal
Sammilani Mahavidyalaya
E.M. Bypass, Baghajatin
Kolkata-700094

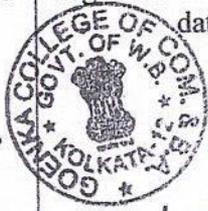
**Summary of API score for those whose assessment period covers both UGC regulations, 2010 & 2016
(4th amendment)**

Date of screening committee:

Venue: **Sammilani Mahavidyalaya**

Name of the applicant: **Dr Marisha Chakrabarti**

Subject: **Education**

		Assessment period			Total API score in the assessment period (A+B)	Percentage Distribution of Weightage Points in the Expert Assessment (applicable only for selection committee for Associate Professor)
API Score from 03.09.2014 to 06.12.2017		API Score from 07.12.17 to 07.06.2019				
CATEGORY	API (A)	API (B)				
CAT I	CAT I (Teaching, learning and evaluation related activities) [to be assessed yearly] 443.4	Category I: (Teaching, learning and evaluation related activities) (to be assessed yearly) 159.76		603.16		
CAT II	CAT II (co-curricular, extension professional development activity)[to be assessed yearly] 110	Category II (co-curricular, extension and professional development activity) [to be assessed cumulatively] 39.7		149.7		
CAT III	CAT III: Research and Academic Contributions (to be assessed cumulatively for assessment period) 69	Category III 16		85		
	CAT II + III 179	CAT II + III 55.7		234.7		
Recommendation of the Screening Committee for promotion on CAS with date of effect of promotion		Recommended for promotion from Stage I to Stage II: Date of effect: <u>07.06.2019</u> 08.06.2019 <i>ad</i>				
Signature of Principal/TIC with date & seal		Signature of DPI nominee with date & seal		Signature of subject expert with date & seal		
<i>Selubusarty 24/4/23</i> Teacher-In-Charge Sammilani Mahavidyalaya E.M. Bypass, Baghajatin, Kolkata- 700 094		 <i>A. Das</i> 29/09/2023 Principal Goenka College of Com. & B.A. Govt. of W.B., Kol-12		<i>Jayanti Das</i> 29/9/23 Prof (Dr) Jayanti Das Professor Department of Education University of Calcutta		

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Principal
Sammilani Mahavidyalaya
E.M. Bypass, Baghajatin
Kolkata-700094

Part C: For use of the Screening/ Selection Committee

Name of the College: **Sammilani Mahavidyalaya**

Date of the Meeting: **29.9.23**

Venue: Principal's Room

Name of the Incumbent: **Dr. Marisha Chakrabarti**

Present designation: **Assistant Professor (Stage 1) of Education**

Date of joining: **03.09.2014**

Date of Confirmation: **03.09.2014**

Date of award of Ph.D.: **07.06.2019**

Scale of Pay: **15600-39100/- with AGP of 6000**

Designation after promotion: **Assistant Professor (Stage 2)** Scale of Pay: **15600-39100/- with AGP of 7000.**

Date of effect: ^{08.} **07.06.2019**

Score for Interview (for Stage 3 to Stage 4) [F.M. 20]: **NA**

The Screening/Selection Committee has considered the proposal for promotion under CAS in respect of the incumbent mentioned above from the post of **Assistant Professor (Stage 1)** to the post of **Assistant Professor (Stage 2)**. As the incumbent has fulfilled all conditions as laid down in **G.O. No. 920-Edn (CS) dated 31.12.2012** and **1373-Edn (CS)/5P-52/98 dated 07.12.2017** for promotion under CAS, the Committee recommends that the incumbent be promoted to the post of **Assistant Professor (Stage 2)** with AGP of **7000** with effect from ^{08.} **07.06.2019**.

The Committee further recommends that the post held by the incumbent be upgraded to the post of **Assistant Professor (Stage 2)** with AGP of **7000** with effect from ^{08.} **07.06.2019** and the same would be reverted to the post of Assistant Professor (Stage 1) as soon as it would fall vacant for any reason whatsoever.

Necessary particulars with all relevant documents be sent to the Government for approval.

Jayanti Das.

29.9.23

Signature of the Expert with
Date and Seal

(Nominated by the VC of the affiliating University)

Prof (Dr) Jayanti Das
Professor
Department of Education
University of Calcutta

Jana

29/09/2023

Signature of Govt. Nominee with
Date and Seal

29/09/2023

Principal
Goenka College of Com. & B.A.
Govt. of W. B., Kol-12



Jana

29.9.23

DR. CHANDAN KR. JANA
Principal
Sammilani Mahavidyalaya
E.M. Bypass, Baghajatin
Kolkata - 700 094

S Chakrabarty 24/11/23

Signature of the Principal/ TIC of
the College with Date and Seal

Teacher-In-Charge
Sammilani Mahavidyalaya
E.M. Bypass, Baghajatin,
Kolkata- 700 094

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Jana
Principal
Sammilani Mahavidyalaya
E.M. Bypass, Baghajatin
Kolkata-700094

Part D: For use of the Governing Body/ Administrator of the College

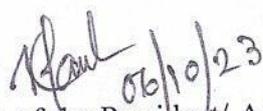
The Governing Body in its meeting held on resolved that on the basis of the recommendation made by the Screening constituted for the purpose of considering the matter of promotion under CAS, **Dr. Marisha Chakrabarti** of the Department of **Education** of this College be promoted to the post of **Assistant Professor (Stage 2)** in the scale of pay of ` **15600 - 39100/-** with **AGP of 7000/-** with effect from **07.06.2019**.

It is also resolved that the post held by **Dr. Marisha Chakrabarti** be upgraded to the post of **Assistant Professor (Stage 2)** in the scale of pay of ` **15600-39100/-** with **AGP of 7000/-** and the same will be reverted to the post of Assistant Professor (Stage 1) as soon as it falls vacant.

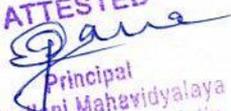
Resolved further that the **Principal / T.I.C./ Secretary** would take up the matter with the **DPI, West Bengal** by providing with the following in respect of the incumbent:

- i. All Pay Fixation memos countersigned by the **Principal/T.I.C.**
- ii. Year wise detailed leave statement countersigned by the **Principal/T.I.C.**

Date:


Signature of the President/ Administrator Seal:

Member, Govt. Nominee
Governing Body
Sammilani Mahavidyalaya
E.M.By Pass, Baghajatin, Kolkata - 700094

ATTESTED

Principal
Sammilani Mahavidyalaya
E.M. Bypass, Baghajatin
Kolkata-700094

To
The Teacher-in-Charge,
Sammilani Mahavidyalaya,
Baghajatin, E. M. Bypass,
Kolkata-700094.

Dated: 2nd April, 2022

Sub: Application for seeking promotion under CAS from Assistant Professor Stage – II to III w.e.f 01.12.2019

Respected Madam,

I, Dr. Malay Roy, Assistant Professor in Mathematics of your institution completed the required service period (5 years) for promotion under CAS from **Asst. Professor Stage – II (AGP – 7000/-) to Stage – III (AGP – 8000/-) is due on 01.12.2019**. So, I am submitting all the relevant papers along with the relevant enclosures regarding my promotion.

My promotional eligibility details:

Name & Date of Joining	Ph.D. awarded on	Last promotion	Date of Last Promotion & Memo No.	Seeking Promotion	Duration of RC	Eligible date of seeking promotion
Dr. Malay Roy DOJ:12.05.2010	28.05.2014	Assistant Prof. Stage – I to II	28.05.2014 & 216-UGC dt. 16.02.2022	Assistant Prof. Stage – II to III	18.11.2019 to 30.11.2019	01.12.2019

I would therefore request you kindly do the needful at your earliest convenience.

Thanking you.

Yours sincerely

Malay Roy

Dr. Malay Roy
Assistant Professor
Department of Mathematics
Sammilani Mahavidyalaya

ATTESTED
Gane
Principal
Sammilani Mahavidyalaya
E.M. Bypass, Baghajatin
Kolkata-700094

To
IQAC Coordinator,
Sammilani Mahavidyalaya,
Baghajatin, E. M. Bypass,
Kolkata-700094.

Dated: 25th April, 2022

Sub: Application for seeking promotion under CAS from Assistant Professor Stage – II to III w.e.f. 01.12.2019

Respected Sir,

I, Dr. Malay Roy, Assistant Professor in Mathematics of your institution completed the required service period (5 years) for promotion under CAS from **Asst. Professor Stage – II (AGP – 7000/-) to Stage – III (AGP – 8000/-)** is due on **01.12.2019**. With due permission of Teacher-in-Charge, I am submitting all the relevant papers along with the relevant enclosures regarding my promotion.

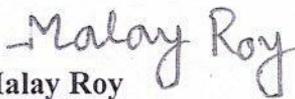
My promotional eligibility details:

Name & Date of Joining	Ph.D. awarded on	Last promotion	Date of Last Promotion & Memo No.	Seeking Promotion	Duration of RC	Eligible date of seeking promotion
Dr. Malay Roy DOJ:12.05.2010	28.05.2014	Assistant Prof. Stage – I to II	28.05.2014 & 216-UGC dt. 16.02.2022	Assistant Prof. Stage – II to III	18.11.2019 to 30.11.2019	01.12.2019

I would therefore request you kindly do the needful at your earliest convenience.

Thanking you.

Yours sincerely


Dr. Malay Roy
Assistant Professor
Department of Mathematics
Sammilani Mahavidyalaya

ATTESTED

Principal
Sammilani Mahavidyalaya
E.M. Bypass, Baghajatin
Kolkata-700094

APPENDIX II

Annual Self-Assessment for the Performance Based Appraisal System
(PBAS) Session/ Year (29.05.2014 - 06.12.2017)
(To be completed and submitted at the end of each academic year)

PART A: GENERAL INFORMATION

1. Name (in Block Letters) : **DR. MALAY ROY**
2. Father's Name / Mother's Name / Husband's Name : **(LATE) MONOHAR ROY**
3. Department : **MATHEMATICS**
4. Current Designation & Grade Pay : **Assistant Professor(Stage II) & Rs.7000**
(Rs. 15,600/- - 39,100/- with AGP 7.000/-)
5. Date of last Promotion : **28.05.2014**
6. Address for correspondence : **1B, 461, Panchanan Dey Road, West Rajapur, P.O.-Jadabpur**
University, Dist.-South 24PGS, Kolkata - 700032
7. Permanent Address (with pin code) : **Vill+P.O.-Parbati Danga, P.S.-Habibpur, Dist.-Malda**
W.B. - 732138

Telephone No.: : **9830509029**

E-mail: : **malaydear@gmail.com**

8. Whether acquired any degrees or fresh academic qualifications during the year: **No**
9. Academic Staff College Orientation / Refresher Course attended during the year:

Name of Course/ Summer School	Place	Duration	Sponsoring agency
Refresher Course on "Algebra Analysis and their Applications" (Annexure-A1)	Department of Mathematics, Jadavpur University	2 weeks (18.11.2019 - 30.11.2019)	UGC-HRDC- JU

10. a. Date of appointment : **12. 05. 2010** (Annexure A2a, A2b, A2c)
b. Date of confirmation : **12. 05. 2010** (Confirmed in the G B meeting
dated - 11.05.2011) (Annexure A3)
11. Past Service, if any : **Annexure - A8a & A8b**

(Please attach specific GO for counting of past service for promotion under CAS)

12. For which position & AGP you are applying under CAS: **Assistant Professor, Stage - III & AGP Rs.8000/-**

13. Date of eligibility for Promotion : **01.12.2019**

14. Educational Qualification (Graduation onwards): **See Annexure - A4, A5, A6**

Examination	Name of the University	Year of Passing	Marks obtained(%)	Class/grade
B. Sc.	University of Calcutta	2005	41.87	2 nd class
M. Sc.	IIT KGP	2007	68.40	1 st class
UGC-CSIR NET	NET	2007	NA	NA

ATTESTED
Pare
Principal
Samtani Mahavidyalaya
E.M. Bypass, Baghajatin
Kolkata-700094

15. Research Degree(s):

Degree	Name of the University	Date of award	Title of Thesis
Ph.D. (Annexure A7)	Jadavpur University	28.05.2014	On the Study of Bio-fluid Dynamics: Mathematical Models and Applications

16. Details of Teaching/Research/Academic Experience:

Designation	Employer	Period of service From 12.05.2010 To 30.11.2019	Scale of pay
Assistant Professor Stage –I (Annexure A8a)	Principal, Sammilani Mahavidyalaya, Baghajatin, E.M. By Pass, Kolkata - 700094	4 Years 15 Days	(15600/- -- 39100/- with AGP 6000/-)
Assistant Professor Stage – II (Annexure A8b)	Principal, Sammilani Mahavidyalaya, Baghajatin, E.M. By Pass, Kolkata - 700094	5 Years and Continuing	(15600/- -- 39100/- with AGP 7000/-)

I declare that the particulars given above are correct to the best of my knowledge and belief.

Malay Roy
Signature of the Incumbent

All entries made above are checked, verified, and found to be correct.

Srikanta Malakar.

Signature of the Coordinator, IQAC

Date: 09.08.22.

Seal: *Coordinator*
IQAC
Sammilani Mahavidyalaya
E. M. By Pass, Baghajatin
Kolkata-700 094

S. Chakrabarty
Signature of the Principal/TIC

Date: 12/8/22

Seal: *Teacher-In-Charge*
Teacher-In-Charge
Sammilani Mahavidyalaya
E.M. Bypass, Baghajatin
Kolkata-700094

ATTESTED
Gana
Principal
Sammilani Mahavidyalaya
E.M. Bypass, Baghajatin
Kolkata-700094

SUMMARY OF API SCORE: FOR THOSE WHERE ASSESSMENT PERIOD COVERS BOTH UGC REGULATIONS, 2010 AND UGC REGULATIONS, 2016 (4th AMENDMENT)

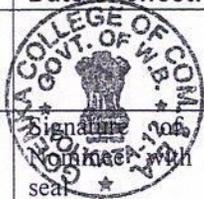
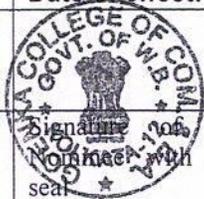
Date of Screening Committee / Selection committee: 05/01/2023

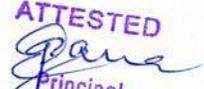
Venue: **Principal's Room**

Name of the applicant: **Dr. Malay Roy**

Subject: **Mathematics**

Date of RC/OP/ Workshop: **18.11.2019 to 30.11.2019**

Assessment Periods						
API score up to 06.12.2017			API score w.e.f. 07.12.2017			
		API (A)		API (B)	Total API score in Assessment period (A +B)	Percentage Distribution of Weightage Points in the Expert Assessment (applicable only for selection committee for Associate Professor)
CAT – I	CATEGORY I: Teaching, learning and evaluation related activities (to be assessed yearly)	98.27	CATEGORY I: Teaching, learning and evaluation related activities (to be assessed yearly)	90.16	188.43	
CAT – II	CATEGORY II: Cocurricular, extension and professional development related activity (to be assessed yearly)	33.14	CATEGORY II: Co-curricular, extension and professional development related activity (to be assessed cumulatively for assessment period)	65.80	98.94	
CAT – III	CATEGORY III: Research & Academic Contributions (to be assessed cumulatively for assessment period)	59.0	CATEGORY III: Research & Academic Contributions (to be assessed cumulatively for assessment period)	33.0	92.0	
Recommendation of the Screening/ Selection Committee for promotion on CAS with date of effect of promotion		Recommended for promotion from Assistant Professor Stage II to Stage III. Date of effect: 01.12.2019				
Signature of the Principal/ TIC/ OIC with date and seal		Signature of the DPI with date and seal		Signature of the Subject Expert/s with date and seal		Signature of the Subject Expert/s with date and seal
 Signature of the Principal/ TIC/ OIC 5/1/23 Teacher-In-Charge Sammilani Mahavidyalaya E.M. Bypass, Baghajatin Kolkata-700094		 Signature of the DPI 5/1/23 Principal Goenka College of Com. & B.A. Govt. of W. B., Kol-12		Signature of the Subject Expert/s Atasi Deb Roy 05/01/2023 Associate Professor Department of Pure Mathematics University of Calcutta		Signature of the Subject Expert/s 05/01/2023

ATTESTED

 Principal
 Sammilani Mahavidyalaya
 E.M. Bypass, Baghajatin
 Kolkata-700094

Part C: For use of the Screening/ Selection Committee

Name of the College: **Sammilani Mahavidyalaya**

Date of the Meeting: **05/01/2023** Venue: **Principal's Room**

Name of the Incumbent: **Dr. MALAY ROY**

Present designation: Assistant Professor (Stage 2) of **Mathematics**

Date of joining: **12.05.2010**

Date of award of Ph.D: **28.05.2014**

Date of Confirmation: **11.05.2011**

Scale of Pay: **Rs. 15600/- - 39100/-** with AGP of **Rs. 7000/-**

Designation after promotion: **Assistant Professor (Stage 3)** Scale of Pay: **Rs 15600-39100/- with AGP of Rs 8000**

Date of effect: **01.12.2019**

Score for Interview (for Stage 3 to Stage 4) [F.M. 20] :

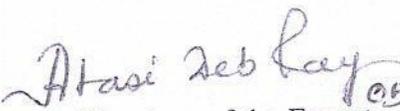
The Screening/Selection Committee has considered the proposal for promotion under CAS in respect of the incumbent mentioned above from the post of **Assistant Professor (Stage - 2)** to the post of **Assistant Professor (Stage 3)**. As the incumbent has fulfilled all conditions as laid down in G.O. No. **920-Edn(CS)** dated **31.12.2012** and **1373-Edn (CS)/5P-52/98** dated **07.12.2017** for promotion under CAS, the Committee recommends that the incumbent be promoted to the post of Assistant Professor (**Stage 3**) with AGP of **Rs. 8000** with effect from **01.12.2019**.

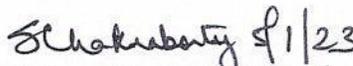
The Committee further recommends that the post held by the incumbent be upgraded to the post of Assistant Professor (**Stage 3**) with AGP of **Rs. 8000** with effect from **01.12.2019** and the same would be reverted to the post of Assistant Professor (Stage 1) as soon as it would fallen vacant for any reason whatsoever.

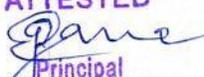
Necessary particulars with all relevant documents be sent to the Government for approval.


Signature of Govt. Nominee
With Date and Seal
(Nominated by the DPI, West Bengal) Principal
Goenka College of Com. & B.A.
Govt. of W.B., Kol-12




Signature of the Expert
with Date and Seal
(Nominated by the Vice-Chancellor, University of Calcutta)
Associate Professor
Department of Pure Mathematics
University of Calcutta


Signature of the Principal/ TIC of
the College with Date and Seal

ATTESTED

Principal
Sammilani Mahavidyalaya
E.M. Bypass, Baghajatin
Kolkata-700094

Teacher-In-Charge
Sammilani Mahavidyalaya
E.M. Bypass, Baghajatin
Kolkata-700094

To The TIC

Sammilani Mahavidyalaya

Bagha Jatin Rly Station, E. M. Bypass

Kolkata-94

Respected Madam,

I Smt. Kasturi Kar an Asst. Prof of your institution (Deptt of History) do hereby submit all relevant papers along with relevant enclosures after providing you intimation vide letter dated 9th April 2022 regarding my promotion under the CAS from Asst. Prof Stage III to Associate. Prof (A.G.P 9000/) as I have completed 3 years of my service in Stage III on 31/08/2021.

Hope to hear from you at the earliest.

Date: 5. 5. 22.

Email: kasturi.kar@rediffmail.com

Phone: 9433900809

Thanking you.

Kasturi Kar.

Sammilani Mahavidyalaya.

Deptt. Of History

Baghajatin Rly Stn/ E.M. Bypass

Kolkata: 94

ATTESTED
Gana
Principal
Sammilani Mahavidyalaya
E.M. Bypass, Baghajatin
Kolkata-700094

To The Co-ordinator(IQAC)

Sammilani Mahavidyalaya

Bagha Jatin Rly Station, E. M. Bypass

Kolkata-94

Respected Sir,

I Smt. Kasturi Kar an Asst. Prof of your institution (Deptt of History) do hereby submit all relevant papers along with relevant enclosures regarding my promotion under the CAS from Asst. Prof Stage III to Associate. Prof (A.G.P 9000/) as I have completed 3 years of my service in Stage III on 31/08/2021.

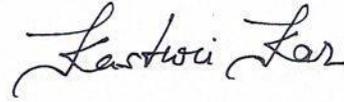
Hope to hear from you at the earliest.

Date: 5.5.22.

Email: kasturi.kar@rediffmail.com

Phone: 9433900809

Thanking you.

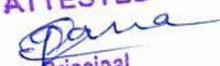


Sammilani Mahavidyalaya.

Deptt. Of History

Baghajatin Rly Stn/ E.M. Bypass

Kolkata: 94

ATTESTED

Principal
Sammilani Mahavidyalaya
E.M. Bypass, Baghajatin
Kolkata-700094



Sammilani Mahavidyalaya

(NAAC ACCREDITED B++)

[AFFILIATED TO CALCUTTA UNIVERSITY]
E. M. BYPASS, BAGHAJATIN,
KOLKATA - 700 094

Phone : 2462-6869

E-mail :

principal.sammilani@gmail.com

info@sammilanimahavidyalaya.org

Website :

www.sammilanimahavidyalaya.org

Ref.No.....

Date

TO WHOM IT MAY CONCERN

This is to certify that Smt Kasturi Kar an assistant professor of Sammilani Mahavidyalaya, Bagha Jatin, Kolkata: 94, who joined the institution on 01/09/2008 has been involved with the following activities in the prescribed manner for the period of 1.09.2018 to 31.08.21.

S. I N O	Particulars	2018-19 01.09.18-30.06.19	2019-20 01.07.19-15.3.20	2019-20 16.03.20-30.06.20	2020-21 01.07.20- 30.06.21	2021-2021 01.07.21-01.08.21
1	Total no of working days in the period	193	156	lockdown	lockdown	Lockdown
2	Total no of days present	148	140	lockdown	lockdown	Lockdown
3	Casual leave/any other leave taken during the period	10 C.L. 07 E.L.	07C.L. 09 E.L.	lockdown	lockdown	Lockdown
4	Total no of classes allotted during the academic period	358	350	100 (online)	523 (online)	45 (online)

ATTESTED

Gana
Principal
Sammilani Mahavidyalaya
E.M. Bypass, Baghajatin
Kolkata-700094

Sukhbaraj 28/9/22
Teacher-In-Charge
Sammilani Mahavidyalaya
E.M. Bypass, Baghajatin
Kolkata-700094

APPENDIX II

Annual Self-Assessment for the Performance Based Appraisal System (PBAS) Session/Year For the period 01.09.2018 to 31.08.2021)

PART A: GENERAL INFORMATION

1. Name (Block letters) : KASTURI. KAR
2. Father's name : Late Purnendu Kumar Kar
3. Department : History
4. Current Designation & Grade Pay : Asst. Professor
8000/-
5. Date of last Promotion : 01/09/2018
6. Address for correspondence (with pin code) : 55A/8 R.K. Chatterjee Road. Kolkata: 700042
7. Permanent Address (with pin code) : Do
- Telephone No.: 9433900809
E-mail: kasturi.kar@rediffmail.com
8. Whether acquired any degrees or fresh academic qualifications during the year: No
9. Academic Staff College Orientation/Refresher Course attended during the year:

Name of the Course/Summer School	Place	Duration	Sponsoring Agency
UGC Sponsored Specific Refresher course	C.U	19 th November to 2 nd December 2019	U.G.C.

Annexure I Pg. No. 1

10. a. Date of Appointment in College: 01.09.2008 Annexure II Pg. No. 2, 3, 4
- b. Date of confirmation : 01.09.2008 (W.E.F 01.09.2008 confirmed by G.B resolution dated 14.09.2009) Annexure III Pg. No. 5
11. For which position & AGP you are applying under CAS : Associate. Prof. (AGP 9000/)
12. Date of eligibility for Promotion : 01.09.2021

ATTESTED

Gane
Principal
Sammasi Mahavidyalaya
E.M. Bypass, Baghajatin
Kolkata-700094

13. Educational Qualification (Graduation onwards):

Examination	Name of the University	Year of passing	Marks obtained (%)	Class/grade
B.A.	University of Burdwan	2000	51.75%	II
M.A.	University of Burdwan	2002	55.38%	II
M.PHIL	University of Burdwan	2006	AWARDED	

14. Research Degree(s):

Degree	Name of the University	Date of award	Title
M.Phil.	University of Burdwan	2006	Jewellery & Mankind; A brief historical engagement with special reference to Bengal

Annexure IV Pg. No. 6, 7, 8, 9, 10

15. Details of Teaching/Research/Academic Experience:

Designation	Employer	Period of service	Scale of pay
Assistant Professor Stage I	Principal, Sammilani Mahavidyalaya	Since 01.09.2008	15600-6000-39100
Assistant Professor Stage II			15600-7000-39100
Assistant Professor Stage III			15600-8000-39100

I declare that the particulars given above are correct to the best of my knowledge and belief.

Kesturi Das.

Signature of the Incumbent

All entries made above are checked and verified and found to be correct.

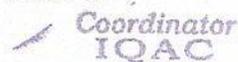
Sankar Kalam

Signature of the Coordinator, IQAC

S Chakrabarty

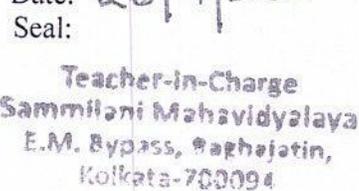
Signature of the Principal/TIC

Date: 23.09.22

Seal: 

Sammilani Mahavidyalaya
E. M. By Pass, Baghajatin
Kolkata-700 094

Date: 28/9/22

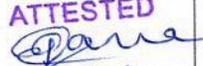
Seal: 
Teacher-in-Charge
Sammilani Mahavidyalaya
E.M. Bypass, Baghajatin,
Kolkata-700094

ATTESTED

Pana
Principal
Sammilani Mahavidyalaya
E.M. Bypass, Baghajatin
Kolkata-700094

Summary of API scores: Name of the applicant: Kasturi Kar. Subject: History

	Criteria	API Score for previous 3 / 4 / 5 / 6 academic years as applicable for specific proposed stage of promotion from Stage I/II/III to Stage II/III/IV.					Total API score for assessment period	Percentage Distribution of Weightage Points in the Expert Assessment (applicable only for selection committee)
I	CATEGORY I: Teaching, learning and evaluation related activities (to be assessed yearly)	66.041	79.548	82.297	16.226		244.112	
II	CATEGORY II: Co-curricular, extension and professional development related activity (to be assessed cumulatively for assessment period)	23.15 + 30 + 18.3 + 3					74.45	
III	CATEGORY III: Research and Academic Contributions (to be assessed cumulatively for assessment period)						110	
II + III	Total API score (Category II + Category III)/ Assessment Period)						184.45	

ATTESTED

 Principal
 Sammilani Mahavidyalaya
 E.M. Bypass, Baghajatin
 Kolkata-700094

<p>Signature of the incumbent</p> <p><i>Zasturi Sar</i></p>	<p>Signature of the Coordinator, IQAC with date and Seal</p> <p><i>Sankar Halder</i></p> <p>Coordinator IQAC Sammilani Mahavidyalaya E. M. By Pass, Baghajatin Kolkata-700 094</p>	<p>Signature of the Principal / TIC / OIC with date and seal</p> <p><i>S Chakrabarty</i></p> <p>Teacher-In-Charge Sammilani Mahavidyalaya E.M. Bypass, Baghajatin, Kolkata-700094</p>
<p>Date of Screening Committee / Selection committee and Venue</p>	<p>Date: 23.09, 2022.</p>	<p>Venue: <i>Sammilani Mahavidyalaya</i></p>
<p>Recommendation of the Screening/Selection Committee for promotion on CAS with date of effect of promotion</p>	<p>• Recommended for promotion from Stage I/II/III to Stage II/III/IV (Strike out which are not applicable)</p> <p>• Date of effect : 1.9.21.</p>	
<p>Signature of the Principal/TIC/OIC with date and seal</p> <p><i>S Chakrabarty</i></p>	<p>Signature of the DPI Nominee with date and seal</p> <p><i>S Chakrabarty</i></p>	<p>Signature of the Subject Expert/s with date and seal</p> <p><i>Shouvik Mukhopadhyay</i> 18/09/22 Shouvik Mukhopadhyay, Ph.D Associate Professor Department of History University of Calcutta</p> <p>Signature of the Subject Expert/s with date and seal</p> <p><i>Ritwick Bhowmik</i> 18.09.22 Professor Department of History University of Calcutta</p>

Teacher-In-Charge
Sammilani Mahavidyalaya
E.M. Bypass, Baghajatin
Kolkata-700094

Joint Director of Public Instruction
Education Directorate
Government of West Bengal

ATTESTED
Jana
Principal
Sammilani Mahavidyalaya
E.M. Bypass, Baghajatin
Kolkata-700094

Part C: For use of the Screening/ Selection Committee

Name of the College: *Sammilani Mahavidyalaya*
Date of the Meeting: *18.3.23* Venue: *Sammilani Mahavidyalaya*
Name of the Incumbent: *Shri/Smt/Dr. Kasturi Kar*
Present designation: Assistant Professor (Stage 1/ Stage 2/ Stage 3) of *Stage 3*
Date of joining: *01.09.2008* Awarded Ph. D. on:
Date of Confirmation: *01.09.2008*
Scale of Pay: Rs. 15600-39100/- with AGP of Rs. 6000 / 7000 / 8000
Designation after promotion: Assistant Professor (Stage *2* / Stage 3) / Associate Professor (Stage 4) Scale of Pay: Rs. 15600-39100/- or Rs. 37400-67000/- with AGP of Rs. 7000 / 8000 / 9000
Date of effect: *01.09.2021*

Score for Interview (for Stage 3 to Stage 4) [F.M. 20]: *13*

The Screening/Selection Committee has considered the proposal for promotion under CAS in respect of the incumbent mentioned above from the post of Assistant Professor (Stage 1/ Stage 2/ Stage 3) to the post of Assistant Professor (Stage 2/ Stage 3) / Associate Professor (Stage 4). As the incumbent has fulfilled all conditions as laid down in G.O. No. *920/EDN/21* dated *21.12.21*, for promotion under CAS, the Committee recommends that the incumbent be promoted to the post of Assistant Professor (Stage 2/ Stage 3) / Associate Professor (Stage 4) with AGP of ` 7000 / 8000 / 9000 with effect from *01.09.2021*

The Committee further recommends that the post held by the incumbent be upgraded to the post of Assistant Professor (Stage 2/ Stage 3) / Associate Professor (Stage 4) with AGP of ` 7000 / 8000 / 9000 with effect from *01.09.2021* and the same would be reverted back to the post of Assistant Professor (Stage 1) as soon as it would fall vacant due to superannuation or any other reason.

Necessary particulars with all relevant documents be sent to the Government for approval.

Shouvik Mukhopadhyay 18/3/23

Signature of the Expert with Date and Seal
(Nominated by the VC of the affiliating University)
the affiliating University)

Shouvik Mukhopadhyay, Ph.D
Associate Professor
Department of History
University of Calcutta

Ritwika Biswas 18.03.2023

Signature of the Expert with Date and Seal
(Nominated by the VC of

Professor
Department of History
University of Calcutta

Sharmabati 18.3.23
Signature of Govt. Nominee with Date and Seal
(Nominated by the DP, West Bengal)

JOINT DIRECTOR OF PUBLIC INSTRUCTION (JDI)
Education Directorate
Government of West Bengal

Sehatabai
Signature of the Principal/TIC of

College with Date and Seal

Teacher-in-Charge

ATTESTED
Sammilani Mahavidyalaya
E.M. Bypass, Baghajatin
Kolkata-700094

ATTESTED

Pana
Principal
Sammilani Mahavidyalaya
E.M. Bypass, Baghajatin
Kolkata-700094

To
The Teacher-in-Charge,
Sammilani Mahavidyalaya,
Baghajatin, E. M. Bypass,
Kolkata – 700094.

Dated: 25th April, 2022

**Sub: Application for seeking promotion under CAS from Assistant
Professor Stage – II to III w.e.f 23.01.2019**

Dear Madam,

I would like to bring your notice that I, Dr. Susmita Mondal, has completed the requisite service periods (5 years) in stage II and my promotion from stage II (AGP-7000) to stage III (8000) is due on 23.1.2019 under Career Advancement Scheme (CAS). With due permission of Teacher-in-Charge, I am submitting all the relevant papers along with the relevant enclosures regarding my promotion.

Name & Date of Joining	Ph.D. awarded on	Last promotion	Date of Last Promotion & Memo No.	Seeking Promotion	Duration of RC	Eligible date of seeking promotion
Dr. Susmita Mondal DOJ:10.09.2008	13.06.2012	Assistant Prof. Stage – I to II	09.09.2012 & 1210-UGC dt. 20.072022	Assistant Prof. Stage – II to III	02.01.2019 to 22.01.2019	23.01.2019

10.09.2012

In this regard, I request you to do the needful at your earliest convenience.

Thanking You,
Sincerely Yours,

Susmita Mondal
Dr. Susmita Mondal 25/04/22

Assistant Professor, Stage-II
Department of Microbiology
Sammilani Mahavidyalaya

ATTESTED
[Signature]
Principal
Sammilani Mahavidyalaya
E.M. Bypass, Baghajatin
Kolkata-700094

To

The IQAC Coordinator,
Sammilani Mahavidyalaya,
Baghajatin, E. M. Bypass,
Kolkata – 700094.

Dated: 25th April, 2022

**Sub: Application for seeking promotion under CAS from Assistant
Professor Stage – II to III w.e.f 23.01.2019**

Dear Sir,

I would like to bring your notice that I, Dr. Susmita Mondal, has completed the requisite service periods (5 years) in stage II and my promotion from stage II (AGP-7000) to stage III (8000) is due on 23.1.2019 under Career Advancement Scheme (CAS). With due permission of Teacher-in-Charge, I am submitting all the relevant papers along with the relevant enclosures regarding my promotion.

Name & Date of Joining	Ph.D. awarded on	Last promotion	Date of Last Promotion & Memo No.	Seeking Promotion	Duration of RC	Eligible date of seeking promotion
Dr. Susmita Mondal DOJ:10.09.2008	13.06.2012	Assistant Prof. Stage – I to II	09.09.2012 & 1210-UGC dt. 20.07.2022	Assistant Prof. Stage – II to III	02.01.2019 to 22.01.2019	23.01.2019

In this regard, I request you to do the needful at your earliest convenience.

Thanking You,

Sincerely Yours,

Susmita Mondal
25/04/22

Dr. Susmita Mondal

*Assistant Professor, Stage-II
Department of Microbiology
Sammilani Mahavidyalaya*

ATTESTED
Pana
Principal
Sammilani Mahavidyalaya
E.M. Bypass, Baghajatin
Kolkata-700094

APPENDIX II

Annual Self-Assessment for the Performance Based Appraisal System (PBAS)

PART A: GENERAL INFORMATION

1. **Name (in Block Letters)** : DR. SUSMITA MONDAL
2. **Father's Name** : Late Sri. Lakshman Chandra Mondal
3. **Department** : Microbiology
4. **Current Designation & Grade Pay** : Assistant Professor (Stage II) & Rs. 7000
5. **Date of last Promotion** : 10.09.2012
6. **Address for correspondence** : Sarangabad, Budge-Budge, Kolkata-137
7. **Permanent Address (with pin code)** : Sarangabad, Budge-Budge, Kolkata-137
Telephone No.: : 8420284185
E-mail: : susmi1981@gmail.com
8. **Whether acquired any degrees or fresh academic qualifications during the year:** Yes
Two-year post-doctoral fellowship in Mayo Clinic, USA (*Annexure A1a & b*) availing study leave granted by Governing body of the college (*Annexure A2*) and the Higher Education Department, Govt. of West Bengal (*Annexure A3*).
9. **Academic Staff College Orientation / Refresher Course attended during the year:**

Name of Course/ Summer School	Place	Duration	Sponsoring agency
Refresher Course in Life Sciences (<i>Annexure A4</i>)	UGC-Academic Staff College, Jadavpur University	3 weeks (02.01.2019- 22.01.2019)	UGC-HRDC-JU

10. a. **Date of appointment** : 10.09.2008 (*Annexure A5*)
b. **Date of confirmation** : Confirmed in the G B meeting dated 14.09.2009 with effect from 10.09.2008 (*Annexure A6*)
11. **Past Service, if any** : N.A.
12. **For which position & AGP you are applying under CAS:** Assistant Professor, Stage III & AGP Rs. 8000/-
13. **Date of eligibility for Promotion** : 23.01.2019
14. **Educational Qualification (Graduation onwards):** (*Annexure A7*)

Examination	Name of the University	Year of Passing	Marks obtained (%)	Class/grade
B. Sc.	University of Calcutta	2003	65.75	1 st Class
M. Sc.	University of Calcutta	2005	64.30	1 st Class
NET	CSIR-UGC	2005	CSIR-JRF	NA

ATTESTED
Susmita
Principal
Sammitani Mahavidyalaya
E.M. Bypass, Baghajatin
Kolkata-700094

15. Research Degree(s):

Degree	Name of the University	Date of award	Title
Ph.D. (Annexure A8)	Jadavpur University	13.06.2012	Investigation for new targeted therapy in Leukemia: Modulation of Sialic acid regulating enzymes and activation of multi-directional signaling by natural products.

16. Details of Teaching/Research/Academic Experience:

Designation	Employer	Period of service From 10.09.2008 To 22.02.2019	Scale of pay
Assistant Professor, stage I (Annexure A9)	Sammilani Mahavidyalaya	10.9.2008 to 09.09.2012 (4 years)	15600-39100 with AGP 6000/-
Post-Doctoral Fellow (Annexure A1a&b)	Mayo Clinic, Rochester, USA	31.01.2013 to 30.01.2015 (2 years)	On Study Leave (Annexure A2 & A3)
Assistant Professor, stage II	Sammilani Mahavidyalaya	5 years and continuing	15600-39100 with AGP 7000

I declare that the particulars given above are correct to the best of my knowledge and belief.

Susmita Kundal 6/7/22
Signature of the incumbent

All entries made above are checked and verified and found to be correct.

Sukanta Kalavan
Signature of the Coordinator, IQAC
Date: 31.10.22.
Coordinator
IQAC
Seal: Sammilani Mahavidyalaya
E. M. By Pass, Baghajatin
Kolkata-700 094

Sthakabarty
Signature of the Principal/TIC
Date: 31.10.22
Seal: Teacher-in-Charge
Sammilani Mahavidyalaya
E.M. Bypass, Baghajatin
Kolkata-700094

ATTESTED
Sana
Principal
Sammilani Mahavidyalaya
E.M. Bypass, Baghajatin
Kolkata-700094

IV. Summary of API Scores

	Criteria	Last 3 / 4 / 5 / 6 academic years						Total - API Score for Assessment Period	Annual Average API Score for Assessment Period
		2012	2013	2014	2015	2016	1.7.17		
		- 13	- 14#	- 15	- 16	- 17	- 6.12.17*		
I	Teaching, Learning and Evaluation related activities	104.21	NA	100	97.5	113.5	41.62	456.83	101.5
II	Co-curricular, Extension, Professional development etc	15	NA	20	25	27	14.58	101.58 ≅101.6	22.6
	Total I + II	119.2		120	122.5	140.5	56.2	558.6	124.1
III	Research and Academic Contribution				44.13			44.13	9.80

In 2013-2014 academic, the incumbent was completely in study leave, therefore, the average of API score has been calculated using 4.5 years excluding 2013-14.

* In 1.7.17 - 6.12.17 academic year, 5 months was taken in account as 0.5 year while calculating average API.

Sneha Khandal

Signature of the incumbent with
Designation and date

Sankar Malakar
31.10.2022

Signature of the Coordinator

IQAC with seal

Coordinator
IQAC
Sammilani Mahavidyalaya
E. M. By Pass, Baghajatin
Kolkata-700 094

S. Chakraborty

Signature of the Principal/TIC

with date and Seal

Teacher-In-Charge
Sammilani Mahavidyalaya
E.M. Bypass, Baghajatin
Kolkata-700094

ATTESTED

Jana
Principal
Sammilani Mahavidyalaya
E.M. Bypass, Baghajatin
Kolkata-700094

ANNEXURE (B)

To G.O. No. 198-EH (CG) dated 07.12.2017

Annual Self-Assessment for the performance Based Appraisal system (PBAS)
Session/ Year 07.12.2017 TO 22.01.2019

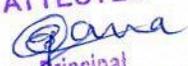
PART A: GENERAL INFORMATION

1. Name (Block letters) : Dr. Susmita Mondal
2. Father's /Mother's name/ Husband's name: Late Lakshman Chandra Mondal
3. Department : Microbiology
4. Current Designation & Grade Pay : Assistant Professor (Stage – II) & AGP Rs. 7000/-
5. Date of last Promotion : 10.09.2012
6. Address for correspondence:
7. Permanent Address:
Telephone No.: 8420284185
E-mail: susmi1981@gmail.com
8. Whether acquired any degrees or fresh academic qualifications during the year: No
9. Academic Staff College Orientation/ Refresher Course attended during the year:

Name of the Course/ SummerSchool	Place	Duration	Sponsoring Agency
Refresher Course in Life Sciences (<i>Annexure A4</i>)	UGC-Academic Staff College, Jadavpur University	3 weeks (02.01.2019- 22.01.2019)	UGC-HRDC-JU

10. Date of Appointment: 10.09.2008 (Annexure A5)
11. For which position & AGP you are applying under CAS: Assistant Professor (Stage - III) & AGP Rs. 8000/-
12. Date of eligibility for Promotion: 23.1.2019
13. Educational Qualification (Graduation onwards): (Annexure A7)

Examination	Name of the University	Year of Passing	Marks obtained (%)	Class/grade
B. Sc.	University of Calcutta	2003	65.75	1 st Class
M. Sc.	University of Calcutta	2005	64.30	1 st Class
NET	CSIR-UGC	2005	CSIR-JRF	NA

ATTESTED

 Principal
 Sammilahi Mahavidyalaya
 E.M. Bypass, Baghajatin
 Kolkata-700094

14. Research Degree(s):

Degree	Name of the University	Date of award	Title of Thesis
Ph.D. (Annexure A8)	Jadavpur University	13.06.2012	Investigation for new targeted therapy in Leukemia: Modulation of Sialic acid regulating enzymes and activation of multi-directional signaling by natural products.

15. Details of Teaching/Research/Academic Experience:

Designation	Employer	Period of service From 10.09.2008 To 22.02.2019	Scale of pay
Assistant Professor, stage I (Annexure A9)	Sammilani Mahavidyalaya	10.9.2008 to 09.09.2012 (4 years)	15600-39100 with AGP 6000/-
Post-Doctoral Fellow (Annexure A1a&b)	Mayo Clinic, Rochester, USA	31.01.2013 to 30.01.2015 (2 years)	On Study Leave (Annexure A2 & A3)
Assistant Professor, stage II	Sammilani Mahavidyalaya	5 years and continuing	15600-39100 with AGP 7000

I declare that the particulars given above are correct to the best of my knowledge and belief.

Susmita Kundari 6/7/22
Signature of the incumbent

All entries made above are checked and verified and found to be correct.

Sukanta Halakar.
31.10.22
Signature of the Coordinator, IQAC

Date: *Coordinator*
IQAC
Seal: Sammilani Mahavidyalaya
E. M. By Pass, Baghajatin
Kolkata-700 094

Scheksbarty 31/10/22
Signature of the Principal/TIC

Date: *31/10/22*
Seal:

Teacher-In-Charge
Sammilani Mahavidyalaya
E.M. Bypass, Baghajatin
Kolkata-700094

ATTESTED
Jana
Principal
Sammilani Mahavidyalaya
E.M. Bypass, Baghajatin
Kolkata-700094

SUMMARY OF API SCORE: FOR THOSE WHERE ASSESSMENT PERIOD COVERS BOTH UGC REGULATIONS, 2010 AND UGC REGULATIONS, 2016 (4th AMENDMENT)

Date of Screening Committee / Selection committee:

Venue: **Principal's Room**

Name of the applicant: **Dr. Susmita Mondal**

Subject: **Microbiology**

Date of RC/OP/Workshop: **02.01.2019 to 22.01.2019**

Assessment Periods						
API score up to 06.12.2017			API score w.e.f. 07.12.2017			
		API (A)		API (B)	Total API score in Assessment period (A +B)	Percentage Distribution of Weightage Points in the Expert Assessment (applicable only for selection committee for Associate Professor)
CAT - I	CATEGORY I: Teaching, learning and evaluation related activities (to be assessed yearly)	101.5	CATEGORY I: Teaching, learning and evaluation related activities (to be assessed yearly)	81.8	183.3	
CAT - II	CATEGORY II: Cocurricular, extension and professional development related activity (to be assessed yearly)	22.6	CATEGORY II: Co-curricular, extension and professional development related activity (to be assessed cumulatively for assessment period)	53.3	75.9	
CAT - III	CATEGORY III: Research & Academic Contributions (to be assessed cumulatively for assessment period)	44.13	CATEGORY III: Research & Academic Contributions (to be assessed cumulatively for assessment period)	12	56.13	
Recommendation of the Screening/ Selection Committee for promotion on CAS with date of effect of promotion		Recommended for promotion from Stage II to Stage III. Date of effect: 23.1.2019 <i>due to late completion of R.C. (22.01.2019)</i>				
Signature of the Principal/ TIC with date and seal		Signature of the DPI Nominee with date and seal		Signature of the Subject Expert/s with date and seal		Signature of the Subject Expert/s with date and seal
<i>S. Mondal</i> 30/08/2023 Principal		<i>Susmita Mondal</i> 30/08/2023 Principal		<i>S. Mondal</i> 30/08/2023		

Teacher-in-Charge
Sammilani Mahavidyalaya
E.M. Bypass, Baghajatin
Kolkata-700094

Goenka College of Com. & B.A. SAGARMOY GROUP
Govt. of W.B., Kol-12

Department of Microbiology
Calcutta University

ATTESTED
Gana
Principal
Sammilani Mahavidyalaya
E.M. Bypass, Baghajatin
Kolkata-700094

Part C: For use of the Screening/ Selection Committee

Name of the College: **Sammilani Mahavidyalaya**

Date of the Meeting:

Venue: **Principal's Room**

Name of the Incumbent: **Dr. Susmita Mondal**

Present designation: Assistant Professor (Stage II) of Microbiology

Date of joining: **10.09.2008**

Date of award of Ph.D: **13.06.2012**

Scale of Pay: Rs. 15600-39100/- with AGP of Rs. 7000 Designation after promotion: **Assistant Professor (Stage III) Scale of Pay: 15600-39100/- with AGP of Rs. 8000/-**

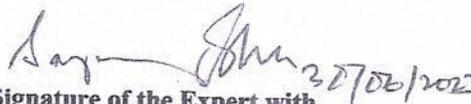
Date of effect: **23.01.2019**

Score for Interview (for Stage 2 to Stage 3) [F.M. 20] :

The Screening/Selection Committee has considered the proposal for promotion under CAS in respect of the incumbent mentioned above from the post of Assistant Professor (Stage 2) to the post of Assistant Professor (Stage 2). As the incumbent has fulfilled all conditions as laid down in G.O. No. 920-Edn(CS) dated 31.12.2012 for promotion under CAS, the Committee recommends that the incumbent be promoted to the post of Assistant Professor (Stage 3) with AGP of 8000 with effect from **23.01.2019**

The Committee further recommends that the post held by the incumbent be upgraded to the post of Assistant Professor (Stage 3) AGP of 8000 with effect from **23.01.2019** and the same would be reverted to the post of Assistant Professor (Stage 1) as soon as it would fall vacant for any reason whatsoever.

Necessary particulars with all relevant documents be sent to the Government for approval.


Signature of the Expert with
Date and Seal

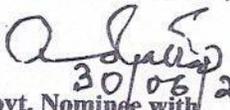
(Nominated by the VC of the affiliating University)

Signature of the Expert
with Date and Seal

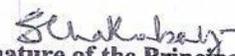
(Nominated by the VC of the affiliating University)



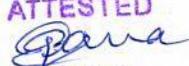
Dr. Sagarimoy Ghosh
Department of Microbiology
Calcutta University


30/06/2023

Signature of Govt. Nominee with
Date and Seal
Principal
Goenka College of Com. & B.A.
Govt. of W.B., Kol-12


Signature of the Principal/ TIC of the College with
Date and Seal

Teacher-In-Charge
Sammilani Mahavidyalaya
E.M. Bypass, Baghajatin
Kolkata-700094

ATTESTED

Principal
Sammilani Mahavidyalaya
E.M. Bypass, Baghajatin
Kolkata-700094

Sammilani Mahavidyalaya



*E.M. Bypass, Baghajatin, Kolkata - 700094. Ph. No. 033 24626869
Email ID: principal.sammilani@gmail.com*

SAMPLE RECORD OF CLASSES ALLOTTED AND TAKEN

① 25

SAMMILANI MAHAVIDYALA

Daily Attendance Register of Teachers

FOR THE MONTH OF Nov. 2

Name of the Teacher : Dr. S. Palchowhuri
 Designation and Department : Principal
 Date of Joining in this College : 01.04.2008

Date	Arrival Time	Signature	Class Alloted Theory / Practical	Classes taken a) Regular - b) Special Class if any	Classes not taken due to	Departure Time	Signature
1	11:45	S. Palchowhuri				6:45	S. Palchowhuri
2				H.D.			
3				S.D.			
4				H.D.			
5	3:00	S. Palchowhuri	Collegial Univ. Teachers get together at West Bengal			6:30	S. Palchowhuri
6				Holiday			
7	11:50	S. Palchowhuri				6:45	S. Palchowhuri
8	12:00	S. Palchowhuri				7:00	S. Palchowhuri
9	12:10	S. Palchowhuri				5:45	S. Palchowhuri
10				SUNDAY			
11	11:00	S. Palchowhuri				7:25	S. Palchowhuri
12				Holiday			
13				ab.			
14	11:50	S. Palchowhuri				8:30	S. Palchowhuri
15	3:55	S. Palchowhuri	Bikash Bhawan for official purpose RUSA Office			7:15	S. Palchowhuri
16	12:05	S. Palchowhuri				7:05	S. Palchowhuri
17				SUNDAY			
18	12:05	S. Palchowhuri				7:35	S. Palchowhuri
19	12:05	S. Palchowhuri				6:35	S. Palchowhuri
20	2:55	S. Palchowhuri	Bikash Bhawan for official matter			6:45	S. Palchowhuri
21	11:55	S. Palchowhuri				7:05	S. Palchowhuri
22	2:50	S. Palchowhuri	Bikash Bhawan for official matter			7:20	S. Palchowhuri
23	12:25	S. Palchowhuri				6:45	S. Palchowhuri
24				SUNDAY			
25	11:50	S. Palchowhuri				7:05	S. Palchowhuri
26	3:15	S. Palchowhuri	Bikash Bhawan for official matter			5:50	S. Palchowhuri
27	12:05	S. Palchowhuri				7:05	S. Palchowhuri
28	12:05	S. Palchowhuri				6:05	S. Palchowhuri
29	12:15	S. Palchowhuri				6:15	S. Palchowhuri
30	12:05	S. Palchowhuri				7:00	S. Palchowhuri

Principal
 Sammilani Mahavidyalaya
 E.M. Bypass, Bahajalain
 Kolkata-700094

Daily Attendance Register of Teachers

FOR THE MONTH OF Nov.2019

Teacher : Dr. R. Chakraborty
 and Department : Asso. Prof. Bengali
 Working in this College :

Signature	Class Allotted Theory/ Practical	Classes taken a) Regular - b) Special Class if any	Classes not taken due to	Departure Time	Signature	Remarks	Principal Signature
<u>R</u>	<u>3</u>	<u>3</u>		<u>4:00</u>	<u>R</u>		<u>[Signature]</u>
		<u>Holiday</u>					
		<u>Sunday</u>					
		<u>Holiday</u>					
<u>R</u>	<u>3</u>	<u>3</u>		<u>4:00</u>	<u>R</u>		
		<u>Holiday</u>					
<u>R</u>	<u>4</u>	<u>4</u>		<u>4:10</u>	<u>R</u>		
<u>R</u>	<u>3</u>	<u>3</u>		<u>4:30</u>	<u>R</u>		
		<u>Prep. day</u>					
		<u>Sunday</u>					
<u>R</u>	<u>4</u>	<u>4</u>		<u>4:15</u>	<u>R</u>		
		<u>Holiday</u>					
<u>R</u>	<u>3</u>	<u>3</u>		<u>3:30</u>	<u>R</u>		
		<u>ab.</u>					
<u>R</u>	<u>3</u>	<u>3</u>		<u>4:10</u>	<u>R</u>		<u>[Signature]</u>
		<u>Prep day</u>					
		<u>Sunday</u>					
<u>R</u>	<u>4</u>	<u>4</u>		<u>4:00</u>	<u>R</u>		
<u>R</u>	<u>3</u>	<u>3</u>		<u>4:15</u>	<u>R</u>		
<u>R</u>	<u>3</u>	<u>3</u>		<u>4:00</u>	<u>R</u>		
<u>R</u>	<u>3</u>	<u>3</u>		<u>4:00</u>	<u>R</u>		
<u>R</u>	<u>3</u>	<u>3</u>		<u>4:15</u>	<u>R</u>		
		<u>Prep day</u>					
		<u>Sunday</u>					
<u>R</u>	<u>4</u>	<u>4</u>		<u>4:10</u>	<u>R</u>		
<u>R</u>	<u>3</u>	<u>3</u>		<u>4:10</u>	<u>R</u>		
<u>R</u>	<u>3</u>	<u>3</u>		<u>4:00</u>	<u>R</u>		
<u>R</u>	<u>3</u>	<u>3</u>		<u>4:10</u>	<u>R</u>		
<u>R</u>	<u>3</u>	<u>3</u>		<u>4:15</u>	<u>R</u>		

ATTESTED
[Signature]
 Principal
 Sammilani Mahavidyalaya
 E.M. Bypass, Baghajatin
 Kolkata-700094

SAMMILANI MAHAVIDYALAYA 77

Daily Attendance Register of Teachers

FOR THE MONTH OF Nov.2019

Name of the Teacher : Dr. A. Mukherjee.
 Designation and Department : Asso. Prof. Commerce.
 Date of Joining in this College : 06.11.1997

Sl. No.	Arrival Time	Signature	Class Alloted Theory/ Practical	Classes taken a) Regular - b) Special Class if any	Classes not taken due to	Departure Time	Signature	Remarks	Principal Signature	
	3-20	<i>M</i>	01	01		6-30	<i>M</i>		<i>[Signature]</i>	
				HOLIDAY						
				SUNDAY						
				HOLIDAY						
				To Netaji Indoor Stadium for get together with C.M.						
				HOLIDAY						
	11-35	<i>M</i>	01	01		6-45	<i>M</i>			
	11-40	<i>M</i>	01	01		7-00	<i>M</i>			
	11-35	<i>M</i>	04	04		4-00	<i>M</i>		<i>[Signature]</i>	
				SUNDAY						
	11-40	<i>M</i>	03	03		6-50	<i>M</i>			
				HOLIDAY						
				PREP DAY						
	3-00	<i>M</i>	01	01		7-30	<i>M</i>			
	11-45	<i>M</i>	B. Com. Sem III Int. Exam. Invigilation			7-15	<i>M</i>	RUSA work		
	11-25	<i>M</i>	B. Com. Sem III Int. Exam. Invigilation			5-30	<i>M</i>	RUSA work		
				SUNDAY						
	11-50	<i>M</i>	B. Com. Sem III Int. Exam. Invigilation			7-35	<i>M</i>	RUSA work		
	1-00	<i>M</i>	03	03		6-00	<i>M</i>	RUSA work		
				PREP DAY						
	1-40	<i>M</i>	01	01		7-15	<i>M</i>	RUSA work		
	11-25	<i>M</i>	01	01		5-55	<i>M</i>	Finance Comm. Work		
	1-00	<i>M</i>	02	02		6-00	<i>M</i>			
				SUNDAY						
	2-45	<i>M</i>	03	03		6-00	<i>M</i>	RUSA work		
	2-15	<i>M</i>	03	03		5-45	<i>M</i>	Finance & RUSA work		
				PREP DAY						
	11-50	<i>M</i>	01	01		6-05	<i>M</i>	TC meeting Adma. work		
	3-00	<i>M</i>	B. Com. Sem I Int. Exam. Invigilation			4-30	<i>M</i>	H.E. Work	<i>[Signature]</i>	

ATTESTED

Principal
 Sammilani Mahavidyalaya
 E.M. Bypass, Bagmati
 Kolkata-700094

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SAMMILANI MAHAVIDYALAYA

Daily Attendance Register of Teachers

FOR THE MONTH OF Nov. 2019

Name of the Teacher : Dr. S. Roy
 Designation and Department : Asso. Prof. Commerce
 Date of Joining in this College :

Date	Arrival Time	Signature	Class Alloted Theory / Practical	Classes taken a) Regular - b) Special Class if any	Classes not taken due to	Departure Time	Signature	Remarks
1			Prep-Day					
2			Holiday					
3			Sunday					
4			Holiday					
5	10:45	Sanyal	4	4		3:30pm	Sanyal	
6				Holiday				
7	10:40	Sanyal	2	2		3:50pm	Sanyal	
8				Prep-Day				
9	11:00	Sanyal	Administrative work.			3:35pm	Sanyal	
10				Sunday				
11				Prep-Day				P-day
12				Holiday				
13	10:20	Sanyal	4	4		3:45pm	Sanyal	
14	11:00	Sanyal	2	2		4:05pm	Sanyal	
15	11:00	Sanyal	Departmental Exam			3:45pm	Sanyal	
16	10:45	Sanyal	Departmental Exam			4:00pm	Sanyal	
17				Sunday				
18	10:45	Sanyal	Departmental Exam			3:30pm	Sanyal	
19	10:50	Sanyal	4	4		3:30pm	Sanyal	
20				ab.				
21	11:00	Sanyal	2	2		3:50pm	Sanyal	
22				Prep-Day				
23	10:40	Sanyal	Departmental work.			6:00pm	Sanyal	
24				Sunday				
25	10:15	Sanyal	4	4		3:20pm	Sanyal	
26	10:35	Sanyal	4	4		3:50pm	Sanyal	
27				ab.				
28	10:50	Sanyal	2	2		3:25pm	Sanyal	
29				Prep-Day				
30	10:50	Sanyal	Departmental work			5:05pm	Sanyal	

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ATTES
 Principal
 Sammilani Mahavidyalaya
 E.M. Bypass, Baghatpalli
 Kolkata-700094

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SAMMILANI MAHAVIDYALAYA

Daily Attendance Register of Teachers

FOR THE MONTH OF Nov. 2010

Name of the Teacher : B. Gangopadhyay.
 Designation and Department : Asst. Prof. History
 Date of Joining in this College : 03.07.1999

Date	Arrival Time	Signature	Class Alloted Theory / Practical	Classes taken a) Regular - b) Special Class if any	Classes not taken due to	Departure Time	Signature	R
1	10.15	ba	3	3		4.35	ba	
2					HOL			
3								
4					Days			
5	10.20	ba	2	2		4.50	ba	
6							Holiday	
7	10.10	ba	3	3 + Academic Meeting		4.15	ba	
8	10.05	ba	3	3		3.45	ba	
9	2.30	ba	Prep. for Seminar			6.05	ba	
10								
11	9.45	ba	Seminar (Departmental)			6.00	ba	
12							HOLIDAY	
13	12.05	ba	2	2		5.00	ba	
14	10.00	ba	2	2 + Adm. wk.		4.25	ba	
15	10.00	ba	3	3		4.45	ba	
16							Prep day	
17							Sunday	
18	11.40	ba	3	3		4.40	ba	
19	12.00	ba	2	2		3.50	ba	
20	12.00	ba	2	2		4.50	ba	
21	12.05	ba	H.E.'s job (Review)			4.45	ba	
22	11.55	ba	2	2 + 11		4.40	ba	
23							Prep. day	
24							Sunday	
25	11.00	ba	3	3 (Int-Assem)		4.40	ba	
26	12.40	ba	2	2 + H.E.'s job		4.10	ba	
27	12.05	ba	2	2		4.50	ba	
28	11.10	ba	2	2 + Adm. wk		4.45	ba	
29	11.55	ba	2	2 + Adm. wk		4.00	ba	
30								

ATTESTED
 [Signature]
 Principal
 Sammilani Mahavidyalaya
 E.M. Bypass, Baghatatin
 Kolkata-700094

SAMMILANI MAHAVIDYALAYA

Daily Attendance Register of Teachers

FOR THE MONTH OF Nov. 2019

Name of the Teacher : U. K. Ghosh
 Designation and Department : Asso. Prof. Commerce.
 Date of Joining in this College : 01.03.2000

Date	Arrival Time	Signature	Class Alloted Theory / Practical	Classes taken a) Regular - b) Special Class if any	Classes not taken due to	Departure Time	Signature	Remarks
1	11=30	<i>U.K. Ghosh</i>	02	02		4=00	<i>U.K. Ghosh</i>	
2				HOLIDAY				
3				SUNDAY				
4				HOLIDAY				
5	11=30	<i>U.K. Ghosh</i>	04	04		4=00	<i>U.K. Ghosh</i>	
6				HOLIDAY				
7	11=00	<i>U.K. Ghosh</i>	03	03		4=00	<i>U.K. Ghosh</i>	
8	11=00	<i>U.K. Ghosh</i>	02	02		4=00	<i>U.K. Ghosh</i>	
9				<u>ab.</u>				
10				SUNDAY				
11				PREP. DAY				
12				HOLIDAY				
13	11=00	<i>U.K. Ghosh</i>	03	03		3=30	<i>U.K. Ghosh</i>	
14	11=00	<i>U.K. Ghosh</i>	03	03		4=00	<i>U.K. Ghosh</i>	
15	11=00	<i>U.K. Ghosh</i>	Inveigation	Duty, Sem III		4=00	<i>U.K. Ghosh</i>	
16	11=00	<i>U.K. Ghosh</i>	Inveigation	Duty, Sem II		4=00	<i>U.K. Ghosh</i>	
17				SUNDAY				
18				PREP. DAY				
19	11=00	<i>U.K. Ghosh</i>	04	03		4=00	<i>U.K. Ghosh</i>	
CL 20	11=00	<i>U.K. Ghosh</i>		<u>ab.</u>				
21	11=00	<i>U.K. Ghosh</i>	03	03		4=00	<i>U.K. Ghosh</i>	
22	11=00	<i>U.K. Ghosh</i>	02	02		4=00	<i>U.K. Ghosh</i>	
23	11=00	<i>U.K. Ghosh</i>				5=30	<i>U.K. Ghosh</i>	
24				SUNDAY				
25				PREP. DAY				
26	11=00	<i>U.K. Ghosh</i>	04	04		4=00	<i>U.K. Ghosh</i>	
27	11=00	<i>U.K. Ghosh</i>	03	03		4=00	<i>U.K. Ghosh</i>	
28	11=30	<i>U.K. Ghosh</i>	03	03		5=30	<i>U.K. Ghosh</i>	
29	11=15	<i>U.K. Ghosh</i>	Internal Exam.	SEM-V		4=00	<i>U.K. Ghosh</i>	
30	11=00	<i>U.K. Ghosh</i>	02	02		4=00	<i>U.K. Ghosh</i>	
31								
Total								

ATTESTED
[Signature]
Principal

Sammilani Mahavidyalaya
E.M. Bypass, Baghajatin
Kolkata-700094

SAMMILANI MAHAVIDYALAYA

Daily Attendance Register of Teachers

FOR THE MONTH OF _____ 20

Name of the Teacher : DR. PARANITA SAIGURTA
 Designation and Department : Associate Professor in Geography
 Date of Joining in this College : _____

Date	Arrival Time	Signature	Class Alloted Theory / Practical	Classes taken a) Regular - b) Special Class if any	Classes not taken due to	Departure Time	Signature	Remarks	Principal
1	11:45	RAB	03	03		4:30	RAB		
2				PREP DAY					
3				SUNDAY					
4				HOLIDAY.					
5	11:42	RAB	03	03		4:30	RAB		
6				HOLIDAY.					
7	10:55	RAB	02	02 + IQAC		5:00	RAB		
8	11:50	RAB		work					
9				Prep. day					
10				SUNDAY					
11	10:55	RAB	03	03		3:30	RAB		
12	10:55	RAB	03	03 HOLIDAY		3:10	RAB		
13	10:55	RAB	03	03		3:10	RAB		
14	12:00	RAB	02	02		3:30	RAB		
15				Ab.					
16				PREP DAY					
17				SUNDAY					
18	10:40	RAB	III rd Sem	Internal Exam + IQAC		4:10	RAB		
19	11:00	RAB	03	03 + IQAC work		4:30	RAB		
20	11:15	RAB	03	03 + IQAC work		4:40	RAB		
21	11:25	RAB	02	+ IQAC work		4:40	RAB		
22	12:00	RAB		Internal Exam + IQAC		4:30	RAB		
23				PREP DAY					
24				SUNDAY					
25	11:55	RAB	03	+ 03 + IQAC work		4:40	RAB		
26									
27									
28	11:55	RAB	02	02		4:00	RAB		
29				PREP DAY					
30				SUNDAY					

ATTESTED
[Signature]
 Principal
 Sammilani Mahavidyalaya
 E.M. Bypass, Baghajatin
 Kolkata-700094

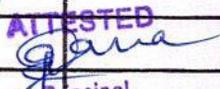
SAMMILANI MAHAVIDYALAYA

Daily Attendance Register of Teachers

FOR THE MONTH OF Nov. 2019

Name of the Teacher : Dr. S. Pal
 Designation and Department : Asso. Prof. Chemistry.
 Date of Joining in this College :

Date	Arrival Time	Signature	Class Alloted Theory / Practical	Classes taken a) Regular - b) Special Class if any	Classes not taken due to	Departure Time	Signature	Remarks
1	11:10	slal	01(T) + 03(P)			4:30	slal	
2		H O	L I	D A	Y			
3		S	U	N D		A	Y	
4		H	O	L I	D A	Y		
5	11:10	slal	Prepday	03(P) special		5:40	slal	
6		H	O L	I D A	Y			
7	12:20	slal	02(T)	Academic com. meeting		5:00	slal	
8	11:45	slal	03(P)	Dept. routine		4:30	slal	
9	12:00	slal	02(T)	Academic work		3:15	slal	
10		S	U N	D	A	Y		
11	1:00	slal	02(T)	Dept. work		4:50	slal	
12		H. O	L	I	D A	Y		
13	12:00	slal	03(P)			3:00	slal	
14	12:00	slal	04 (P) special			4:45	slal	
15	11:40	slal	03(P)			3:45	slal	
16	C.L.			ab.				
17		S U	N	D A	Y			
18		Prepday						
19	12:10	slal	03(P) special			5:30.	slal	
20	12:30	slal	03(P)			5:35	slal	
21	11:45	slal	Internal Examinatory			4:35	slal	
22	12:10	slal	Internal Exam + 03 (P)			4:50	slal	
23	C.L.			ab.				
24		S	U	N	D A	Y		
25		Prepday						
26	11:45	slal	Dept. work			4:55	slal	
27	12:00	slal	Lab-work			5:00	slal	
28	12:00	slal	Sample prep for C.V. Exam	meeting		5:00	slal	
29	11:50	slal	Internal assessment test			5:00	slal	
30	C.L.			ab.				

ATTESTED

 Principal
 Sammilani Mahavidyalaya
 E.M. Bypass, Baghajatin
 Kolkata-700094

SAMMILANI MAHAVIDYALAYA

Daily Attendance Register of Teachers

FOR THE MONTH OF Nov. 2019

Name of the Teacher : Dr. S. Das
 Designation and Department : Asso. Prof. Mathematics.
 Date of Joining in this College :

S.D.

Date	Arrival Time	Signature	Class Alloted Theory/ Practical	Classes taken a) Regular - b) Special Class if any	Classes not taken due to	Departure Time	Signature	Remarks
1	11:50 11:40	<i>[Signature]</i>	04	04		4:00	<i>[Signature]</i>	
2		H	0	L I	D		A Y	
3		S	U	N D		A	Y	
4		H	0	L I		D	A Y	
5	10:50	<i>[Signature]</i>	02	02		4:00	<i>[Signature]</i>	
6	H	O	L	I	D		A Y	
7	11:00	<i>[Signature]</i>	03	03		4:00	<i>[Signature]</i>	
8	11:00	<i>[Signature]</i>	04	04		3:30	<i>[Signature]</i>	
9	11:30	<i>[Signature]</i>	03	03		2:15	<i>[Signature]</i>	
10		S	U	N D		A	Y	
11		P	R	E P	D	A	Y	
12		H O	L	I D		A	Y	
e.l 13				Sub.				
e.l 14				ab.				
15	11:00	<i>[Signature]</i>	Internal Exam (CC5+CC6)			3:40	<i>[Signature]</i>	
16	10:55	<i>[Signature]</i>	- DO - (CC7+SBCE)+MTMG			3:00	<i>[Signature]</i>	
17		S	U	N	D	A	Y	
18		P	R	E P	D	A	Y	
19	11:00	<i>[Signature]</i>	02	02		2:30	<i>[Signature]</i>	
20	11:00	<i>[Signature]</i>	03	03		4:00	<i>[Signature]</i>	
21	11:00	<i>[Signature]</i>	03	03		3:00	<i>[Signature]</i>	
22	11:20	<i>[Signature]</i>	02	02		3:45	<i>[Signature]</i>	
23	11:15	<i>[Signature]</i>	02	02		3:00	<i>[Signature]</i>	
24		S	U	N	D	A	Y	
25		P R	E	P	D	A	Y	
26	11:15	<i>[Signature]</i>	02	02		1:30	<i>[Signature]</i>	Going c.
27	11:10	<i>[Signature]</i>				3:30	<i>[Signature]</i>	
28	10:45	<i>[Signature]</i>	Internal Exam for Sem-I			3:45	<i>[Signature]</i>	
29	10:50	<i>[Signature]</i>	Internal " (MTMG) for Sem-III			4:00	<i>[Signature]</i>	
30	11:30	<i>[Signature]</i>				3:00	<i>[Signature]</i>	
31								

ATTESTED
[Signature]
 Principal
 Sammilani Mahavidyalaya
 P.M. Bypass, Baghajatin
 Kolkata-700094

SAMMILANI MAHAVIDYALAYA

Daily Attendance Register of Teachers

FOR THE MONTH OF NOV. 2019

Name of the Teacher : Dr. S. Das
 Designation and Department : Asst. Prof., Mathematics.
 Date of Joining in this College :

Arrival Time	Signature	Class Allotted Theory/ Practical	Classes taken a) Regular - b) Special Class if any	Classes not taken due to	Departure Time	Signature	Remarks	Principal Signature
	Signature	04	04		4:00	Signature		Signature
	H	0	L I D		A Y			
	S	U	N D		A Y			
	H	0	L I D		A Y			
10:50	Signature	02	02		4:00	Signature		
	H	0	L I D		A Y			
11:10	Signature	03	03		4:00	Signature		
11:10	Signature	04	04		3:30	Signature		
11:30	Signature	03	03		2:15	Signature		Signature
	S	U	N D		A Y			
	P	R	E P D		A Y			
	H	0	L I D		A Y			
			Sub.					
			ab.					Signature
11:10	Signature	Internal Exam (CC5+CC6)			3:40	Signature		
11:55	Signature	- DO - (CC7+SEC)+MTMG			3:00	Signature		
	S	U	N D		A Y			
	P	R	E P D		A Y			
11:20	Signature	02	02		2:30	Signature		
11:10	Signature	03	03		4:00	Signature		
11:00	Signature	03	03		3:00	Signature		
11:20	Signature	02	02		3:45	Signature		
11:15	Signature	02	02		3:00	Signature		
	S	U	N D		A Y			
	P R	E P D			A Y			
11:15	Signature	02	02		1:30	Signature	going to C.U	
11:10	Signature				3:30	Signature		
11:45	Signature	Internal Exam for Sem-I			3:45	Signature		
11:50	Signature	Tutorial " (MTMG) for Sem-III			4:00	Signature		
11:30	Signature				3:00	Signature		

ATTESTED

 Principal
 Sammilani Mahavidyalaya
 E.M. Bypass, Baghajatin
 Kolkata-700094

SAMMILANI MAHAVIDYALAYA

Daily Attendance Register of Teachers

FOR THE MONTH OF Nov. 2019

Name of the Teacher : S. Malakar.
 Designation and Department : Asso. Prof, Commerce.
 Date of Joining in this College : 12.05.2001

Date	Arrival Time	Signature	Class Alloted Theory/ Practical	Classes taken a) Regular - b) Special Class if any	Classes not taken due to	Departure Time	Signature	Remarks	Principal
1	10:20	<u>SM</u>	01	01		4:35	<u>SM</u>		
2			HOLIDAY						
3			SUNDAY						
4			HOLIDAY						
5			PREP. DAY						
6			HOLIDAY						
7	9:50	<u>SM</u>	04	04		3:30	<u>SM</u>		
8	9:55	<u>SM</u>	02	02		3:35	<u>SM</u>		
9	12:00	<u>SM</u>	01	01		3:50	<u>SM</u>		
10			SUNDAY						
11	9:55	<u>SM</u>	04	04		3:05	<u>SM</u>		
12			PREP. DAY					Holi day.	
13	10:20	<u>SM</u>	03	03		3:30	<u>SM</u>		
14	10:20	<u>SM</u>	04	04		3:15	<u>SM</u>		
15	9:55	<u>SM</u>	Insulation Duty - Sem III (Dept)			3:25	<u>SM</u>		
16	11:50	<u>SM</u>	Insulation Duty - Sem III (Dept)			3:00	<u>SM</u>		
17			SUNDAY						
18	9:50	<u>SM</u>	Insulation Duty - Sem III (Dept)			3:30	<u>SM</u>		
19			PREP. DAY						
20	9:45	<u>SM</u>	03	03		3:30	<u>SM</u>		
21	9:50	<u>SM</u>	04	04		3:20	<u>SM</u>		
22	10:20	<u>SM</u>	02	02		3:30	<u>SM</u>		
23	10:30	<u>SM</u>	01	01		2:30	<u>SM</u>		
24			SUNDAY						
25	9:50	<u>SM</u>	04	04		3:50	<u>SM</u>		
26			PREP. DAY						
27	9:55	<u>SM</u>	03	03		3:30	<u>SM</u>		
28	9:50	<u>SM</u>	04	04		3:45	<u>SM</u>		
29	10:25	<u>SM</u>	Insulation Duty - Internal Sem IV			3:40	<u>SM</u>		
30	12:35	<u>SM</u>	01	01		2:55	<u>SM</u>		
31									

ATTESTED
[Signature]
 Principal

Sammilani Mahavidyalaya
 E.M. Bypass, Baghajatin
 Kolkata-700094

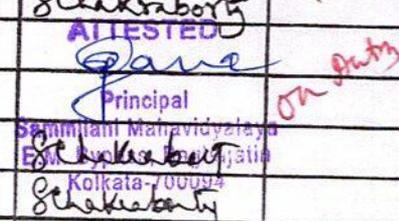
SAMMILANI MAHAVIDYALAYA

Daily Attendance Register of Teachers

FOR THE MONTH OF Nov. 2019

Name of the Teacher : Dr. S. Chakraborty
 Designation and Department : Asso. Prof, Microbiology.
 Date of Joining in this College : 08.08.2001

Date	Arrival Time	Signature	Class Alloted Theory / Practical	Classes taken a) Regular - b) Special Class if any	Classes not taken due to	Departure Time	Signature	Remarks
1	11:00	Schakraborty	3T	3T		4:15	Schakraborty	
2				HOLIDAY				
3				SUNDAY				
4				PREP DAY (HOLIDAY)				
5	11:00	Schakraborty	3T	3T		4:00	Schakraborty	
6				HOLIDAY				
7	11:10	Schakraborty	2T 2P	1T 2P Academic Meeting		4:45	Schakraborty	
8			To call for	HE Meeting (Sem 3)				On Duty
9				ab.				
10				SUNDAY				
11				PREP DAY				
12				HOLIDAY				
13	11:00	Schakraborty	3P	3P To call S. Group for Examiners' Meet		2:00	Schakraborty	
14	11:10	Schakraborty	1T 2P	1T 2P To call for BOS		1:45	Schakraborty	
15			To call for	Confidential work.				On Duty
16	11:40	Schakraborty	1T	1T		3:30	Schakraborty	
17				SUNDAY				
18				PREP DAY				
19	11:10	Schakraborty	3T	2) Internal Assessment		6:00	Schakraborty	
20	11:20	Schakraborty	3P	3P		5:30	Schakraborty	
21	11:15	Schakraborty	2T 2P	2T 2P		3:40	Schakraborty	
22	11:10	Schakraborty	3T	3T		3:50	Schakraborty	
23	11:30	Schakraborty	1T	SUNDAY 1T		3:30	Schakraborty	
24				SUNDAY				
25				PREP DAY				
26	10:40	Schakraborty	3T	3P		4:10	Schakraborty	
27			To St. Xavier's College (for Practical Examiners of Sem I) as External Examiner					On Duty
28								
29	10:50	Schakraborty	3T	3T		4:10	Schakraborty	
30	11:30	Schakraborty	Academic work	+ BOOST Rep. Preps		3:30	Schakraborty	


 ATTESTED
 Principal
 Sammilani Mahavidyalaya
 Kolkata-700024

SAMMILANI MAHAVIDYALAYA

Daily Attendance Register of Teachers

FOR THE MONTH OF Nov.

2019

Name of the Teacher : S. Day Sarkar.
 Designation and Department : Asso. Prof.
 Date of Joining in this College : 1.9.2003

Date	Arrival Time	Signature	Class Alloted Theory/ Practical	Classes taken a) Regular - b) Special Class if any	Classes not taken due to	Departure Time	Signature	Remarks
1				PREP DAY				
2				Holi day				
3				SUNDAY				
4				Holiday				
5	11-10	<u>SSE</u>	2	2		4.00	<u>SSE</u>	
6				HOLIDAY				
7	11-20	<u>SSE</u>	2	2+A.c.meeting		4.10	<u>SSE</u>	
8				P DAY				
9				ab.				
10				SUNDAY				
11	11-15	<u>SSE</u>	3	3		4.00	<u>SSE</u>	
12				HOLIDAY				
13	11-15	<u>SSE</u>	2	2		4.10	<u>SSE</u>	
14	11-10	<u>SSE</u>	3	3		4.00	<u>SSE</u>	
15				PREP DAY				
16	11-15	<u>SSE</u>	Internal	Examst 1		3.15	<u>SSE</u>	
17				SUNDAY				
18	11-05	<u>SSE</u>	2	2		4.00	<u>SSE</u>	
19	11-00	<u>SSE</u>	2	2		4.00	<u>SSE</u>	
20	11-15	<u>SSE</u>	2	2		4.00	<u>SSE</u>	
21	12-00	<u>SSE</u>	2	2		4.40	<u>SSE</u>	
22				PREP DAY				
23	12-00	<u>SSE</u>	2	2		4.30	<u>SSE</u>	
24				SUNDAY				
25	11-20	<u>SSE</u>	2	2		4.00	<u>SSE</u>	
26	11-15	<u>SSE</u>	2+ internal	Examination		4.30	<u>SSE</u>	
27	11-30	<u>SSE</u>	3+ Tutorial			5.00	<u>SSE</u>	
28	12-00	<u>SSE</u>	Academic Work			4.00	<u>SSE</u>	
29				PREP DAY				
30	12-00	<u>SSE</u>	Academic Work			3.35	<u>SSE</u>	
31				SUNDAY				

ATTESTED

Pankaj
Principal
Sammilani Mahavidyalaya
E.M. Bypass, Baghobatin
Kolkata-700094

SAMMILANI MAHAVIDYALAYA

Daily Attendance Register of Teachers

FOR THE MONTH OF Nov 2019

Name of the Teacher : S. Saha Sau
 Designation and Department : Computer Sc.
 Date of Joining in this College :

Date	Arrival Time	Signature	Class Alloted Theory/ Practical	Classes taken a) Regular - b) Special Class if any	Classes not taken due to	Departure Time	Signature	Remarks
1	1115	<i>JS</i>	2Pr	2Pr.		0415	<i>JS</i>	
2				← Holiday →				
3				← Sun Day →				
4				← Holiday →				
5	0950	<i>JS</i>	2Th.	2Th.		0310	<i>JS</i>	
6				← Holiday →				
7	1020	<i>JS</i>	Confidential	Job at C.U.		0600	<i>JS</i>	
8	1120	<i>JS</i>	2Pr.	2Pr.		0330	<i>JS</i>	
9			← Prep Day →	ab.				
10				← Sunday →				
11	1040	<i>JS</i>	2Th	2Th		0345	<i>JS</i>	
12				← Holiday →				
13				← ab. →				
14	1130	<i>JS</i>	2Th	2Th		0400	<i>JS</i>	
15				← ab. →				
16				← Prep Day →				
17				← Sun Day →				
18	1130	<i>JS</i>	2Pr.	2Pr. and Assign check and comp Int Exm		0450	<i>JS</i>	
19	1020	<i>JS</i>	2Pr. 2Th	2Th, 2Pr. Sen-3		0450	<i>JS</i>	
20	0945	<i>JS</i>	c.u. Confri.	Job, Dept Job		0500	<i>JS</i>	
21				← ab. →				
22	1110	<i>JS</i>	Lab	Academic Job Setup		0445	<i>JS</i>	
23				← Prep Day →				
24				← Sun Day →				
25	1000	<i>JS</i>		c.u. Practical Exm Sen-III		0440	<i>JS</i>	
26	1045	<i>JS</i>	1st Sem Internal	c.u. Practical Exm. Sen-III		0445	<i>JS</i>	
27	1030	<i>JS</i>	1st Sem Internal	c.u. Practical Exm		0500	<i>JS</i>	
28	1030	<i>JS</i>	TE Meeting	c.u. Practical Exm		0505	<i>JS</i>	
29	1115	<i>JS</i>	Academic work	c.u. Practical Exm. CC 5		0505	<i>JS</i>	
30				← Prep Day →				

ATTESTED
JS
 Principal
 Sammilani Mahavidyalaya
 E.M. Bypass, Bagmati
 Kolkata-700094

Daily Attendance Register of Teachers

FOR THE MONTH OF Nov. 2019

Name of the Teacher : D. Roy
 Designation and Department : Asst. Prof., Zoology.
 Date of Joining in this College :

Arrival Time	Signature	Class Alloted Theory / Practical	Classes taken a) Regular - b) Special Class if any	Classes not taken due to	Departure Time	Signature	Remarks	Principal Signature
10:5	Debarshi Roy		NIST Department work		17:15	Debarshi Roy		<i>[Signature]</i>
		Holiday						
		Sunday						
		Prep day						
11:15	Debarshi Roy	4 Pr	4 Pr / 2 NSS Prs.		17:30	Debarshi Roy		
		Holiday						
11:30	Debarshi Roy	4 Pr	4 Pr +		16:55	Debarshi Roy		
11:20	Debarshi Roy	2	2		17:55	Debarshi Roy		
11:15	Debarshi Roy	4 Th	4 Th		17:00	Debarshi Roy		<i>[Signature]</i>
		Sunday						
		Prep day						
		Holiday						
	cl		ab					<i>[Signature]</i>
11:15	Debarshi Roy	4	4		17:10	Debarshi Roy		
11:15	Debarshi Roy	2	2		16:35	Debarshi Roy		
10:50	Debarshi Roy	3	3		15:30	Debarshi Roy		
		SUNDAY						
		Prep Day						
11:20	Debarshi Roy	4 Pr	4 Pr		17:10	Debarshi Roy		
11:15	Debarshi Roy	2 Th	2 Th		16:00	Debarshi Roy		
11:20	Debarshi Roy	4	4		17:05	Debarshi Roy		
11:20	Debarshi Roy	4 (Pr)	4 (Pr)		17:30	Debarshi Roy		
11:15	Debarshi Roy	4 (Pr)	4 Pr		17:10	Debarshi Roy		
		SUNDAY						
		Prep Day						
11:05	Debarshi Roy	4	4		17:10	Debarshi Roy		<i>[Signature]</i>
			ab					
11:20	Debarshi Roy	4 HE Daily Serv II	4 (Re-examine)		16:30	Debarshi Roy		
11:20	Debarshi Roy	4 Pr	4 Pr		16:30	Debarshi Roy		
11:15	Debarshi Roy	3 Th	3 Th		16:30	Debarshi Roy		

ATTESTED
[Signature]
 Principal
 Sammilani Mahavidyalaya
 E.M. Bypass, Baghbatan
 Kolkata-700094

SAMMILANI MAHAVIDYALAYA

Daily Attendance Register of Teachers

FOR THE MONTH OF Nov. 2019

Name of the Teacher : K. Mishra
 Designation and Department : Asst. Prof., Geography
 Date of Joining in this College :

Date	Arrival Time	Signature	Class Alloted Theory/ Practical	Classes taken a) Regular - b) Special Class if any	Classes not taken due to	Departure Time	Signature	Remarks
1	9.50	<i>[Signature]</i>	2(1st), 2(3rd)			5.10	<i>[Signature]</i>	
2			HOLIDAY					
3			SUNDAY					
4			HOLIDAY					
5	10.50	<i>[Signature]</i>	3(3rd)			4.20	<i>[Signature]</i>	
6			HOLIDAY					
7								
8								
9								
10								
11								
12								
13			HOLIDAY					
14	11-11	<i>[Signature]</i>	2(3rd), 2(3rd)			5.05	<i>[Signature]</i>	
15	12.00	<i>[Signature]</i>	2(1st)			1.05	<i>[Signature]</i>	
16	11-00	<i>[Signature]</i>	2(3rd), 1(3rd)			4.00	<i>[Signature]</i>	
17			SUNDAY					
18								
19	10.45	<i>[Signature]</i>	2(3rd)			4.30	<i>[Signature]</i>	
20			PREP DAY					
21	12.00	<i>[Signature]</i>	2(3rd), 2(3rd)			3.20	<i>[Signature]</i>	
22	11-10	<i>[Signature]</i>	Internal	assessment exam Sem 1 - G + H		5.10	<i>[Signature]</i>	
23	11-10	<i>[Signature]</i>	2(3rd), 1(3rd)			4.15	<i>[Signature]</i>	
24			Sunday					
25	11.55	<i>[Signature]</i>				3.35	<i>[Signature]</i>	
26								
27			External	Examiners Bhanganpur Mahavidyalaya				
28								
29	11-10	<i>[Signature]</i>	2(3rd), 1(1st)			5.45	<i>[Signature]</i>	
30	11-00	<i>[Signature]</i>				4.35	<i>[Signature]</i>	
31								

Educational Pro-
 Extension
 2nd year work
 to be done

ATTESTED
[Signature]
 Principal
 Sammilani Mahavidyalaya
 E.M. Bypass, Baghatia
 Kolkata-700094

SAMMILANI MAHAVIDYALAYA

Daily Attendance Register of Teachers

FOR THE MONTH OF Nov 2019

Name of the Teacher : L. Mohanty Roy
 Designation and Department : Asst. Prof., Political Sc.
 Date of Joining in this College : 13.12.06

Date	Arrival Time	Signature	Class Alloted Theory / Practical	Classes taken a) Regular - b) Special Class if any	Classes not taken due to	Departure Time	Signature	Remarks
1	12-00	L.M.	02			4.30	L.M.	
2			Holiday					
3			Sunday					
4			Holiday					
5			college and University Teachers Meet at Nepaji Indoor Stadium					
6			Holiday					
7	12-25	L.M.	03	02 + Academic Meeting		4.25	L.M.	
8	12-01	L.M.	02 +	Departmental work		5.00	L.M.	
9			Preparatory Day					
10			Sunday					
11	11-50	L.M.	04			4.30	L.M.	
12			Holiday					
13	12-05	L.M.	03			5.10	L.M.	
14	11-40	L.M.	03	+ Submission of Script at Andhra		5.10	L.M.	
15	12-30	L.M.	02			4.50	L.M.	
16			Preparatory Day					
17			Sunday					
18	12-00	L.M.	Inauguration of Sem III			4.25	L.M.	
19	11-55	L.M.	01 +	Inauguration of Sem III (Honors) + SEC		4.55	L.M.	
20	12-15	L.M.	Sem III	Internal Assessment		4.50	L.M.	
21	12-22	L.M.	01	01		4.30	L.M.	
22	12-15	L.M.	01 + 01 (extra)	+ Internal Assessment		4.45	L.M.	
23			Preparatory Day					
24			Sunday					
25	12-00	L.M.	Internal Assessment			4.05	L.M.	
26	12-20	L.M.	01	1 + 3		4.25	L.M.	
27	12-15	L.M.	Internal Assessment			5.00	L.M.	
28	11-15	L.M.	01	01 PLSG P.C. Meeting		4.45	L.M.	
29	12-15	L.M.	Internal Assessment			4.06	L.M.	
30			Preparatory Day					
31			01					

ATTESTED
 Gana
 Principal
 Sammilani Mahavidyalaya
 E.M. Bypass, Baghepatin
 KALIA-700094

SAMMILANI MAHAVIDYALAYA

Daily Attendance Register of Teachers

FOR THE MONTH OF Nov. 2019

Name of the Teacher : K. Kar.
 Designation and Department : Asst. Prof., History.
 Date of Joining in this College :

Sl. No.	Arrival Time	Signature	Class Alloted Theory / Practical	Classes taken a) Regular - b) Special Class if any	Classes not taken due to	Departure Time	Signature	Remarks	Principal Signature
1				Prep day					
2				Holi day					
3				Sun day					
4				Holi day					
5	11:50	<i>[Signature]</i>	2	2		4:30	<i>[Signature]</i>		<i>[Signature]</i>
6				Holi day					
7	11:30	<i>[Signature]</i>	2	2		5:30	<i>[Signature]</i>		
8	1:00	<i>[Signature]</i>	Seminar related work			4:45	<i>[Signature]</i>		
9	11:30	<i>[Signature]</i>	4	4		6:5	<i>[Signature]</i>		
10				Sun day					
11	9:45	<i>[Signature]</i>	One day Workshop on Seminar			6:00	<i>[Signature]</i>		
12				Holiday					
13	11:50	<i>[Signature]</i>	4	4		5:00	<i>[Signature]</i>		
14			C.L.	ab.					<i>[Signature]</i>
15				Prep day					
16	11:45	<i>[Signature]</i>	4	4		4:10	<i>[Signature]</i>		
17				Sun day					
18	11:50	<i>[Signature]</i>	3	3		3:45	<i>[Signature]</i>		<i>[Signature]</i>
19									
20									
21									
22									
23									
24									
25									
26									
27									
28									
29									
30									
31									

ATTESTED
[Signature]
 Principal
 Sammilani Mahavidyalaya
 E.M. Bypass, Baghajatin
 Kolkata-700094

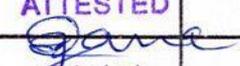
SAMMILANI MAHAVIDYALAYA

Daily Attendance Register of Teachers

FOR THE MONTH OF Nov 2019

Name of the Teacher : Dr. M.C. Halder.
 Designation and Department : Asst. Prof, Bengali
 Date of Joining in this College :

Date	Arrival Time	Signature	Class Alloted Theory / Practical	Classes taken a) Regular - b) Special Class if any	Classes not taken due to	Departure Time	Signature	Remarks
1	10.0	meh	02	02		3.30	meh	
2				- HOLIDAY -				
3				- SUNDAY -				
4				- HOLIDAY -				
5			Go to the Netaji Indira Stadium during the E.M					
6				- HOLIDAY -				
7	9.50	meh	04	02 (A/Medical)		3.53	meh	
8	9.45	meh	02	02		2.40	meh	
9				- Ab. -				
10				- SUNDAY -				
11				- PREP DAY -				
12				- HOLIDAY -				
13	10.0	meh	04	04		4.15	meh	
14	10.0	meh	04	04		4.20	meh	
15	9.50	meh	02	02		3.45	meh	
16	11.30	meh	03	03		3.10	meh	
17				- SUNDAY -				
18				- PREP DAY -				
19	10.35	meh	04	04		4.35	meh	
20	10.50	meh	02	02		4.30	meh	
21	10.30	meh	01	01 (Internal Exam Duty)		5.0	meh	
22	11.45	meh	01	01		5.30	meh	
23	11.0	meh	Internal Exam. Duty			5.15	meh	
24	11.30	meh		- SUNDAY -				
25				- PREP DAY -				
26	11.30	meh	Dept. work			4.30		
27	10.30	meh	Internal Exam. Duty			3.50		
28	10.45	meh	Dept. work			3.45	meh	
29	11.30	meh	??	??		3.0	meh	
30	11.30	meh	Internal Exam. Duty			3.10	meh	
31								
Total								

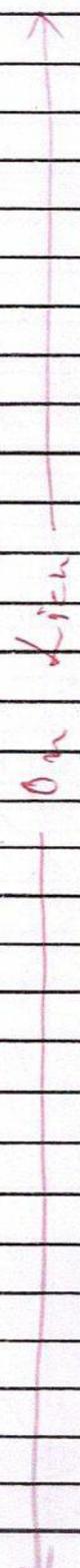
ATTESTED

 Principal
 Sammilani Mahavidyalaya
 E.M. Bypass, Baghatin
 Kolkata-700094

SAMMILANI MAHAVIDYALAYA

Daily Attendance Register of Teachers

FOR THE MONTH OF Nov. 20

Name of the Teacher : Dr. S. Mondal.
Designation and Department :
Date of Joining in this College :

Date	Arrival Time	Signature	Class Alloted Theory / Practical	Classes taken a) Regular - b) Special Class if any	Classes not taken due to	Departure Time	Signature	Remarks
1								 On Leave
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								

SAMMILANI MAHAVIDYALAYA

Daily Attendance Register of Teachers

FOR THE MONTH OF Nov. 2019

Name of the Teacher : K. Sandra (Maji)
 Designation and Department : Asso. Prof., Physics.
 Date of Joining in this College :

Date	Arrival Time	Signature	Class Alloted Theory / Practical	Classes taken	Classes not taken due to	Departure Time	Signature	Remarks
				a) Regular - b) Special Class if any				
1	11-45	KS (Maji)	2P	2P		16-45	KS (Maji)	
2		HD						
3		SD						
4	11-20	HD						
5	11-20	KS (Maji)	1+2P	1+2P		15-55	KS (Maji)	
6		HD						
7	11-35	KS (Maji)	2+2P	2+2P		17-00	KS (Maji)	
8	11-35	KS (Maji)	2P	2P		15-40	KS (Maji)	
9				<u>ab.</u>				
10		SD						
11	11-20	KS (Maji)	2+2P	2+2P		16-10	KS (Maji)	
12		KS (Maji) HD	HD					
13		PD						
14	11-20	KS (Maji)	2+2P	2+2P		16-27	KS (Maji)	
15	11-35	KS (Maji)	Internal assessment of 3rd Sem			16-20	KS (Maji)	
16	11-45	KS (Maji)	Internal assessment 'concept' work.				KS (Maji)	
17		SD						
18	12-00	KS (Maji)	1+2P	1+2P		15-30	KS (Maji)	
19	11-40	KS (Maji)	1+2P	1+2P		15-50	KS (Maji)	
20		PD						
21	11-50	KS (Maji)	1+2P	1+2P		15-45	KS (Maji)	
22	12-00	KS (Maji)	2P	2P		15-30	KS (Maji)	
23	11-45	KS (Maji)	2	2		14-45	KS (Maji)	
24		SD						
25	12-00	KS (Maji)	2+2P	2+2P		16-40	KS (Maji)	
26	11-25	KS (Maji)	2P	2P		17-20	KS (Maji)	
27		PD						
28	10-20	KS (Maji)	2+2P	2+2P		16-45	KS (Maji)	
29	10-20	KS (Maji)	2P	2P		17-10	KS (Maji)	
30	12-05	KS (Maji)	1	1		15-25	KS (Maji)	
31								
Total								

ATTESTED

 K. Sandra
 Asst. Prof., Physics
 Sammilani Mahavidyalaya
 E.M.ypass, Bayhajatn
 Kolkata-700094

SAMMILANI MAHAVIDYALAYA

Daily Attendance Register of Teachers

FOR THE MONTH OF Nov. 2020

Name of the Teacher : Mousumi Das.

Designation and Department :

Date of Joining in this College :

Date	Arrival Time	Signature	Class Alloted Theory / Practical	Classes taken a) Regular - b) Special Class if any	Classes not taken due to	Departure Time	Signature	Remarks
1	10:30	<u>M Das.</u>	2P + 1T	4P + 1T		3:45	<u>M Das.</u>	
2		<u>Holiday</u>						
3		<u>Sunday</u>						
4		<u>Holiday</u>						
5		<u>Prep day</u>						
6		<u>Holiday</u>		<u>Confidential Job at C.V.</u>				
7	11:00	<u>M Das.</u>	2T +	Academic Council Meeting		4:05	<u>M Das.</u>	
8	10:40	<u>M Das.</u>	2P + 1T	4P + 1T		4:05	<u>M Das.</u>	
9		<u>C.L.</u>		<u>ab.</u>				
10		<u>Sunday</u>						
11	10:00	<u>M Das.</u>	4P	4P + Academic	<u>work</u>	2:15	<u>M Das.</u>	
12		<u>Prep day</u>	<u>Holiday</u>					
13	10:40	<u>M Das.</u>	2T	2T + 2P		4:00	<u>M Das.</u>	
14	10:30	<u>M Das.</u>	3T	3T + Academic	<u>work</u>	2:40	<u>M Das.</u>	
15		<u>C.L.</u>						
16		<u>Prep</u>	<u>Paper Presentation</u>	<u>National Comp</u>	<u>ab</u>			<u>absent</u>
17		<u>Sunday</u>						<u>on duty</u>
18	10:15	<u>M Das.</u>	4P	4P + I.A. Irrigation duty		4:00	<u>M Das.</u>	
19		<u>Prep day</u>						
20	10:10	<u>M Das.</u>	2T	2T + 2P		3:35	<u>M Das.</u>	
21	10:40	<u>M Das.</u>	3T	3T + Academic	<u>work</u>	3:50	<u>M Das.</u>	
22	10:30	<u>M Das.</u>	2P + 1T	4P + 1T		4:25	<u>M Das.</u>	
23	10:10	<u>M Das.</u>	3P + 1T	4P + 1T		4:00	<u>M Das.</u>	
24		<u>Sunday</u>						
25	10:30	<u>M Das.</u>	1T + I.A. Irrigation duty	A.S. Evaluation		4:00	<u>M Das.</u>	
26								
27							<u>ATTESTED</u>	<u>on duty</u>
28		<u>C.L.</u>		<u>ab.</u>			<u>Principal</u>	
29	10:35	<u>M Das.</u>	1T + I.A. Irrigation duty	A.S. Evaluation		3:50	<u>M Das.</u>	
30	10:40	<u>M Das.</u>	3P + 1T	3P + 1T + Academic	<u>work</u>	4:00	<u>M Das.</u>	
31								

SAMMILANI MAHAVIDYALAYA

Daily Attendance Register of Teachers

FOR THE MONTH OF

Nov

2019

Name of the Teacher :

Dr. M. Roy.

Designation and Department :

Asst. Prof., Math.

Date of Joining in this College :

Date	Arrival Time	Signature	Class Alloted Theory / Practical	Classes taken a) Regular - b) Special Class if any	Classes not taken due to	Departure Time	Signature	Remarks
1	10:30	SRoy	4	4		5:00	SRoy	
2			— Holi	DAY —				
3			— SUN	DAY —				
4			— Holi	DAY —				
5			— Prep	DAY —				
6			— Holi	DAY				
7	10:55	SRoy	2 Academic	2 meeting		5:00	SRoy	
8	el		—	ab. —				
9	11:00	SRoy	3	3		3:00	SRoy	
10			— SUN	DAY —				
11	10:00	SRoy	4	4		5:50	SRoy	
12			— Holi	DAY —				
13	11:00	SRoy	4	4		4:15	SRoy	
14	10:45	SRoy	2	2		5:20	SRoy	
15	10:45	SRoy	Internal	Exam.		5:45	SRoy	
16	10:50	SRoy	Internal	Exam.		4:00	SRoy	
17			— SUN	DAY				
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								
31								
Total								

R.C. at J.U.
S. Palchoudhury

ATTESTED

Sanna

Principal
Sammilani Mahavidyalaya
E.M. Bypass, Baghejatin
Kolkata-700094

On Duty

Daily Attendance Register of Teachers

FOR THE MONTH OF Nov 2019

Name of the Teacher : Dr. Marisha Chakrabarti
 Designation and Department : Assistant Professor in Education
 Date of Joining in this College : 03.01.14

Date	Arrival Time	Signature	Class Alloted Theory / Practical	Classes taken	Classes not taken due to	Departure Time	Signature	Remarks	Principal Signature
				a) Regular - b) Special Class if any					
1	11:20	Me	3	3		4:20	Me		
2			Holiday						
3			Sunday						
4			Holiday						
5			To Netaji Indoor Stadium						
6			Holiday						
7	11:25	Me	3	3		4:15	Me		
8	11:15	Me	3	3		4:30	Me		
9			ab.						
10			Sunday						
11	11:25	Me	2	2 + 1 (Extra)		4:15	Me		
12			Holiday						
13			PREP-DAY						
14	11:30	Me	3	3		4:10	Me		
15	11:35	Me	3	3		4:15	Me		
16	11:10	Me	4	4		4:05	Me		
17			Sunday						
18	11:20	Me	2	2		4:00	Me		
19	11:10	Me	3	3		4:10	Me		
20			PREP-DAY						
21	11:15	Me	3	3		4:40	Me		
22	11:20	Me	4	4 + Internal Assessment		4:10	Me		
23	11:30	Me	4	4		4:05	Me		
24			Sunday						
25	11:10	Me	2	2 + Internal Assessment (Ext)		4:10	Me		
26	11:20	Me	3	3 + Tutorial Sem II (G)		4:15	Me		
27			PREP-DAY						
28	11:25	Me	3	3 Tutorial Sem II (Ext)		4:10	Me		
29	11:30	Me	4	4 Tutorial Sem II		4:10	Me		
30			ab.						

ATTESTED

 Principal
 Sammilani Mahavidyalaya
 E.M. Bypass, Baghmatin
 Kolkata-700094

Daily Attendance Register of Teachers

FOR THE MONTH OF _____

Nov. _____

2019

Name of the Teacher : R. Shaw
 Designation and Department : Asst. Prof., Philosophy.
 Date of Joining in this College : _____

Date	Arrival Time	Signature	Class Allotted Theory/ Practical	Classes taken a) Regular - b) Special Class if any	Classes not taken due to	Departure Time	Signature	Remarks	Principal Signature
1	10:50	R. Shaw	04	04		4:00	R. Shaw		[Signature]
2		Holi day							
3		SUNDAY							
4		P. DAY							
5		10:50 <u>10:50</u> <u>Indoor stadium - get together</u> <u>univ & college teachers</u>							
6		Holiday							
7	10:20	R. Shaw	04	04		4:40	R. Shaw		[Signature]
8	10:00	R. Shaw	03	03		4:00	R. Shaw		
9	10:00	R. Shaw	02	02		3:40	R. Shaw		[Signature]
10	10:10	R. Shaw	02	03		4:45	R. Shaw	SUNDAY	
11	10:20	R. Shaw	04	04		4:35	R. Shaw	Prep. day	[Signature]
12	10:00	R. Shaw	3+Internal Exam	3		3:50	R. Shaw		
13	10:50	R. Shaw	03	03		4:10	R. Shaw		[Signature]
14	10:50	R. Shaw	03+Internal Exam			4:00	R. Shaw		
15	10:00	R. Shaw	03	03		4:20	R. Shaw		[Signature]
16	10:05	R. Shaw	04	04		5:20	R. Shaw		
17	10:00	R. Shaw	04	04		4:20	R. Shaw	SUNDAY	[Signature]
18	10:50	R. Shaw	02	02		4:30	R. Shaw	Prep. day	
19		10:50 <u>10:50</u> <u>Felland 10th NOV - allotment</u>							[Signature]
20		10:50 <u>10:50</u> <u>" 11th NOV - "</u>							
21		10:50 <u>10:50</u> <u>" 17th NOV - allotment</u>							
22		10:50 <u>10:50</u> <u>" 18th NOV - allotment</u>							
23	10:50	R. Shaw	02	02		4:30	R. Shaw		[Signature]
24			SUNDAY						
25			P. DAY						
26	10:30	R. Shaw	3+Internal Exam (4)			4:30	R. Shaw		[Signature]
27	11:50	R. Shaw	03+Tutorial 3rd sem			5:10	R. Shaw		
28	11:15	R. Shaw	04+T.C Meeting			5:20	R. Shaw		[Signature]
29	10:00	R. Shaw	04	04		4:10	R. Shaw		
30	10:55	R. Shaw	02	02		4:00	R. Shaw		[Signature]
31									

ATTESTED
[Signature]
 Principal
 Sam Bahadur Mahavidyalaya
 E.M. Bypass, Begunahata
 Kolkata-700094

SAMMILANI MAHAVIDYALAYA

Daily Attendance Register of Teachers

FOR THE MONTH OF Nov. 2019

Name of the Teacher : BROTOTI MONDAL
 Designation and Department : Asst. Prof, Computer. Sc.
 Date of Joining in this College :

Date	Arrival Time	Signature	Class Alloted Theory/ Practical	Classes taken a) Regular - b) Special Class if any	Classes not taken due to	Departure Time	Signature	Remarks	Principal
1	11:00	<u>(BM)</u>	2 Lab			4:15	<u>(BM)</u>		
2		Holiday							
3		SUNDAY							
4		P. Day							
5	11:45	<u>(BM)</u>	College & university get together at Netaji Indira stadium				<u>(BM)</u>		
6	11:05	<u>(BM)</u>	2 Lab	Academic Meeting		4:10	<u>(BM)</u>		
7	11:05	<u>(BM)</u>	2 Lab	Academic Meeting		4:10	<u>(BM)</u>		
8	11:00	<u>(BM)</u>	4 Lab			4:25	<u>(BM)</u>		
9				ab.					
10		SUNDAY							
11		P. DAY							
12		Holiday							
13	10:55	<u>(BM)</u>	2 Lab + 1 Th	Question Preparation		4:05	<u>(BM)</u>		
14	11:00	<u>(BM)</u>	2 Lab	Departmental + Website work		4:40	<u>(BM)</u>		
15	11:10	<u>(BM)</u>	2 Lab + Internal	Exam 3rd Sem		4:15	<u>(BM)</u>		
16	11:10	<u>(BM)</u>	2 Lab + 1 Th			3:45	<u>(BM)</u>		
17		SUNDAY							
18		P. Day							
19									
20									
21									
22									
23	11:15	<u>(BM)</u>	2 Lab + 1 Th			4:15	<u>(BM)</u>		
24		SUNDAY							
25		P. Day							
26	11:00	<u>(BM)</u>	CC7 University Exam			5:20	<u>(BM)</u>		
27	11:15	<u>(BM)</u>	CC7 University Exam			5:10	<u>(BM)</u>		
28	11:55	<u>(BM)</u>	CC7 University Exam + TC Selection Meeting			4:20	<u>(BM)</u>		
29	11:00	<u>(BM)</u>	CC5 University Exam			4:25	<u>(BM)</u>		
30	11:00	<u>(BM)</u>	CC5 university Exam			2:45	<u>(BM)</u>		
31									

Attendance

ATTESTED
(Signature)
 Principal
 Sammilani Mahavidyalaya
 E.M. Bypass, Baginipatta
 Kolkata-700094



SAMMILANI MAHAVIDYALAYA

Daily Attendance Register of Teachers

FOR THE MONTH OF Nov 2019

Name of the Teacher : P. S. Bhattacharya
 Designation and Department : Asst. Prof. Sanskrit.
 Date of Joining in this College : 18.01.17

Date	Arrival Time	Signature	Class Alloted Theory / Practical	Classes taken a) Regular - b) Special Class if any	Classes not taken due to	Departure Time	Signature	Rema
1	11.00	<i>[Signature]</i>	3.00			3.50	<i>[Signature]</i>	
2				chat puja				
3				Sunday				
4				chat puja				
5				prep day				
6				Jagadhatri puja				
7	11.00	<i>[Signature]</i>	class 2			4.35	<i>[Signature]</i>	
8	12.00	<i>[Signature]</i>	class = 3			4.20	<i>[Signature]</i>	
9	10.30	<i>[Signature]</i>	class = 4			2.30	<i>[Signature]</i>	
10				Sunday				
11	10.55	<i>[Signature]</i>	class = 4			4.40	<i>[Signature]</i>	
12				Narak birthday (Holiday)				
13	11.00	<i>[Signature]</i>	class = 3			4.30	<i>[Signature]</i>	
14	12.00	<i>[Signature]</i>	class = 2			4.25	<i>[Signature]</i>	
15	11.00	<i>[Signature]</i>	class = 3			4.15	<i>[Signature]</i>	
16	11.30	<i>[Signature]</i>	class = 4			3.10	<i>[Signature]</i>	
17				Sunday				
18				ab.				
19				prep day				
20	11.30	<i>[Signature]</i>	class = 3			4.15	<i>[Signature]</i>	
21	12.00	<i>[Signature]</i>	class = 3			4.30	<i>[Signature]</i>	
22	11.55	<i>[Signature]</i>	class = 3			4.15	<i>[Signature]</i>	
23	11.25	<i>[Signature]</i>	class = 4			4.25	<i>[Signature]</i>	
24				Sunday				
25	11.00	<i>[Signature]</i>	class = 4			4.20	<i>[Signature]</i>	
26				Tuesday (prep day)				
27	11.25	<i>[Signature]</i>	class = 3			4.25	<i>[Signature]</i>	
28	11.00	<i>[Signature]</i>	class = 3			4.10	<i>[Signature]</i>	
29	10.30	<i>[Signature]</i>	class = 3			3.05	<i>[Signature]</i>	
30				ab.				

ATTESTED
[Signature]
 Principal
 Sammilani Mahavidyalaya
 E.M. Bypass, Bagmati
 Kolkata-700094

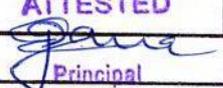
SAMMILANI MAHAVIDYALAYA

Daily Attendance Register of Teachers

FOR THE MONTH OF Nov. 2019

Name of the Teacher : S. Tudu
 Designation and Department : Asst. Prof., Education
 Date of Joining in this College : 01.03.17

Date	Arrival Time	Signature	Class Alloted Theory / Practical	Classes taken a) Regular - b) Special Class if any	Classes not taken due to	Departure Time	Signature	Remarks
1		AB		ab.				
2				H.D.				
3				S.D.				
4				H.D.				
5	11.10	Sipra Tudu	2	1(H) + (G)		4.35	Sipra Tudu	
6				H.D.				
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22	11.25	Sipra Tudu		Internal Assessment		4.20	Sipra Tudu	Trined
23	11.20	Sipra Tudu	4	4 classes		4.25	Sipra Tudu	
24			Sun Day	Prep Day		Sun Day		
25				Prep Day				
26	11.30	Sipra Tudu	2 3rd	Tutorial Project		4.15	Sipra Tudu	
27				AB ab.				
28	12.00	Sipra Tudu	3rd sem	Tutorial Project		4.30	Sipra Tudu	
29	11.00	Sipra Tudu	1st sem	Internal Assessment		4.30	Sipra Tudu	
30	10.45	Sipra Tudu		Department work		4.15	Sipra Tudu	
31								

ATTESTED

 Principal
 Sammilani Mahavidyalaya
 E.M. Bypass, Baghajatin
 Kolkata-700094

SAMMILANI MAHAVIDYALAYA

Daily Attendance Register of Teachers

FOR THE MONTH OF Nov 2019

Name of the Teacher : S. Sengupta
 Designation and Department : Asst. Prof (English)
 Date of Joining in this College : 29.04.2017

Date	Arrival Time	Signature	Class Alloted Theory / Practical	Classes taken a) Regular - b) Special Class if any	Classes not taken due to	Departure Time	Signature	Remarks
1	9:45am	(Signature)	3H+2G classes	5 taken		3:45pm	(Signature)	
2				Holiday				
3				Sunday				
4				Prof. Day +	Holi Day			
5			Attended	C.M.'s meeting	at Netaji indore			
6				Holiday				
7	10:30am	(Signature)	1H	1 taken		3:55pm	(Signature)	
8	9:45am	(Signature)	3H+2G classes	5 taken		3:55pm	(Signature)	
9				ab.				
10				Sunday				
11				Prep. Day				
12				Holidays				
13	9:45am	(Signature)	2H+2G classes	4 taken		3:45pm	(Signature)	
14	11am	(Signature)	1H class	1 taken		4:20pm	(Signature)	
15	9:50am	(Signature)	3H+2G classes	5 taken		3:40pm	(Signature)	
16	9:45am	(Signature)	3G classes	3 taken		3:10pm	(Signature)	
17				Sunday				
18				Prep. Day				
19	10am	(Signature)	4	4		3:35pm	(Signature)	
20	1:15pm	(Signature)	Sem 3 work taken	+ SECA exam		3:45pm	(Signature)	
21	10am	(Signature)	1 Class + Sem 3 Gen	Internal taken		4:20pm	(Signature)	
22	10am	(Signature)	LCC Exam + 5 classes	Internal taken		4pm	(Signature)	
23	10am	(Signature)	3G classes	3 taken		3:30pm	(Signature)	
24				Sunday				
25				Prep. Day				
26				ab.				
27	11am	(Signature)	Sem-1 work &	Gen. Internal exam taken		3:30pm	(Signature)	
28	10am	(Signature)	1G class	1 taken		3:45pm	(Signature)	
29	9:45am	(Signature)	5	5 taken		2:45pm	(Signature)	
30	10am	(Signature)	3 + AECC SC. Exam	3 taken		3:35pm	(Signature)	

ATTESTED

(Signature)
Principal

Sammilani Mahavidyalaya
 M. Bypass, Baghaiatin
 Kolkata-700094

SAMMILANI MAHAVIDYALAYA

Daily Attendance Register of Teachers

FOR THE MONTH OF Nov 2019

Name of the Teacher : P. MONI
 Designation and Department : Asst. Prof, English
 Date of Joining in this College : 29.04.19

Date	Arrival Time	Signature	Class Alloted Theory/ Practical	Classes taken a) Regular - b) Special Class if any	Classes not taken due to	Departure Time	Signature	Remarks
1				Prep day				
2				Holiday				
3				Sunday				
4				Holiday				
5			On duty	Attended meetings with C.M.				
6				Holiday				
7	11:55 a.m.	Moni		1 class taken		4:05 p.m.	Moni	
8				Prep day				
9				← ab. ←				
10				Sunday				
11	11:50 a.m.	Moni	- 5 classes taken -			4:00 p.m.	Moni	
12			- Holiday -					
13	11:45 a.m.	Moni	- 3 classes taken -			4:15 p.m.	Moni	
14	11:10 a.m.	Moni	- 1 class taken -			4:30 p.m.	Moni	
15			- HOLIDAY - PREP DAY -					
16	10:30 a.m.	Moni	3 classes taken			3:30 p.m.	Moni	
17			- SUNDAY -					
18	10:45 a.m.	Moni	4 classes taken			3:30 p.m.	Moni	
19	10:30 a.m.	Moni	4 classes taken			3:30 p.m.	Moni	
20	11:10 a.m.	Moni	- 3 classes taken -			4:20 p.m.	Moni	
21	10:10 a.m.	Moni	1 class taken ENGL6 EX AM (3rd Sem)			5:00 p.m.	Moni	
22			- Prep day -					
23	10:45 a.m.	Moni	AECE-1 Exam & Bept work			4:00 p.m.	Moni	
24			- SUNDAY -					
25	11:30 a.m.	Moni	- 1 class taken -			3:55 p.m.	Moni	
26	10:45 a.m.	Moni	- 2 classes taken -			4:00 p.m.	Moni	
27	11:10 a.m.	Moni	- ENGL6 - 1SEM & ENGL6 - 1st SEM EXAM			5:00 p.m.	Moni	
28	11:10 a.m.	Moni	- 1 class taken + Bept work + T.C meeting			5:15 p.m.	Moni	
29			- Prep day -					
30				← ab. ←				

ATTESTED

 Principal
 Sammilani Mahavidyalaya
 E.M. Bypass, Bagnajatin
 Kolkata-700094

SAMMILANI MAHAVIDYALAYA

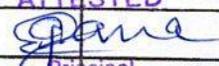
277

Daily Attendance Register of Teachers

FOR THE MONTH OF August 2022

Name of the Teacher : DR. SHARMILA CHAKRABORTY
 Designation and Department : TEACHER IN CHARGE
 Date of Joining in this College :

Date	Arrival Time	Signature	Class Allotted Theory / Practical	Classes taken a) Regular - b) Special Class if any	Classes not taken due to	Departure Time	Signature	Remarks	Principal
1			To Lady Brabourne as	External					
2			Examiner of Sem IV	DEGRA B	Practical Exam 2022.				
3	11:50	SChakraborty				4:30	SChakraborty		
4	10:20	SChakraborty				5:15	SChakraborty		
5	11:50	SChakraborty				6:00	SChakraborty		
6	11:00	SChakraborty	To ABC for marks uploading			5:15	SChakraborty		
7				SUNDAY					
8				PREP DAY					
9				HOLIDAY					
10									
11				HOLIDAY					
12	12:30	SChakraborty				5:10	SChakraborty		
13	11:30	SChakraborty				3:40	SChakraborty		
14				SUNDAY					
15	10:20	SChakraborty				11:30	SChakraborty		
16									
17	10:50	SChakraborty		IT		4:30	SChakraborty		
18	12:15	SChakraborty				5:30	SChakraborty		
19				HOLIDAY					
20									
21				SUNDAY					
22				PREP DAY					
23	10:00	SChakraborty	2T	2T		5:15	SChakraborty		
24									
25	12:50	SChakraborty				5:45	SChakraborty		
26	12:10	SChakraborty		IT		6:00	SChakraborty		
27	11:45	SChakraborty		IT		5:30	SChakraborty		
28				SUNDAY					
29				PREP DAY					
30	12:15	SChakraborty				5:50	SChakraborty		
31	9:50	SChakraborty	3P	3P					

ATTESTED

 Principal
 Sammilani Mahavidyalaya
 E.M. Bypass, Baghajatin
 Kolkata-700034

SAMMILANI MAHAVIDYALAYA

Daily Attendance Register of Teachers

FOR THE MONTH OF August 20 22

Name of the Teacher : DR. SHARMILA CHAKRABORTY

Designation and Department : TEACHER IN CHARGE

Date of Joining in this College :

Date	Arrival Time	Signature	Class Alloted Theory / Practical	Classes taken a) Regular - b) Special Class if any	Classes not taken due to	Departure Time	Signature	Remarks
1			To Lady Brabourne as		External			
2			Examiner of Sem IV		SEAB Practical Exam 2022.			
3	11:50	SChakraborty				4:30	SChakraborty	
4	10:20	SChakraborty				5:15	SChakraborty	
5	11:50	SChakraborty				6:00	SChakraborty	
6	11:00	SChakraborty	To ABC for marks uploading			5:15	SChakraborty	
7				SUNDAY				
8				PREP DAY				
9				HOLIDAY				
10								
11				HOLIDAY				
12	12:30	SChakraborty				5:10	SChakraborty	
13	11:30	SChakraborty				3:40	SChakraborty	
14				SUNDAY				
15	10:20	SChakraborty				11:30	SChakraborty	
16								
17	10:50	SChakraborty		1T		4:30	SChakraborty	
18	12:15	SChakraborty				5:30	SChakraborty	
19				HOLIDAY				
20								
21				SUNDAY				
22				PREP DAY				
23	10:00	SChakraborty	2T	2T		5:15	SChakraborty	
24								
25	12:50	SChakraborty				5:45	SChakraborty	
26	12:10	SChakraborty		1T		6:00	SChakraborty	
27	11:45	SChakraborty		1T		5:30	SChakraborty	
28				SUNDAY				
29				PREP DAY				
30	12:15	SChakraborty				5:50	SChakraborty	
31	9:50	SChakraborty					SChakraborty	

ATTESTED

[Signature]
Principal

Sammilani Mahavidyalaya
E.M. Bypass, Baghajatin
37 Kolkata-700094

3F

SAMMILANI MAHAVIDYALAYA

Daily Attendance Register of Teachers

FOR THE MONTH OF Aug 20 22

Name of the Teacher :

DR. Ruma Chakraborty.

Position and Department :

Bengali

Joining in this College :

Arrival Time	Signature	Class Alloted Theory/ Practical	Classes taken a) Regular - b) Special Class if any	Classes not taken due to	Departure Time	Signature	Remarks	Principal Signature
	(R)	H.E works.			3:00	(R)		
	(R)	B.A/B.Sc SEM VI			1:30	(R)		
	(R)	Dept work			3:00	(R)		
	(R)	H.E work			3:00	(R)		
	(R)	H.E work.			2:30	(R)		
			Prepday.					
			Sunday					
	(R)	H.E work.			4:30	(R)		
			Holiday					
	(R)	H.E work.			4:35	(R)		
			Holiday					
	(R)	H.E work			3:30	(R)		sel
			Prepday					
			Sunday					
			Holiday					
	(R)	H.E work			3:45	(R)		
	(R)				3:45	(R)		
	(R)				4:00	(R)		
			Holiday					
			Prepday					
			Sunday					
	(R)	2 + H.E work			5:00	(R)		sel.
	(R)	2 + H.E work			3:25	(R)		
	(R)	2			4:25	(R)		
	(R)	2			4:00	(R)		
	(R)	2			4:00	(R)		
			Prepday					
			Sunday.					
	(R)				4:30	(R)		
	(R)	2 + H.E work			4:00	(R)		
	(R)	2 + H.E work			3:45	(R)		sel

ATTESTED

(Signature)
Principal
Sammilani Mahavidyalaya
E.M. Bypass, Bagbajatin
Kolkata-700094

SAMMILANI MAHAVIDYALAYA

Daily Attendance Register of Teachers

FOR THE MONTH OF Aug 2022

Name of the Teacher : Dr. Sanjib Roy
 Designation and Department : Commerce.
 Date of Joining in this College :

Date	Arrival Time	Signature	Class Alloted Theory / Practical	Classes taken a) Regular - b) Special Class if any	Classes not taken due to	Departure Time	Signature	Remarks
1	2.00	<u>Sanjib Roy</u>	Naba Ballygunge College External			4.10	<u>Sanjib Roy</u>	
2	2.30	<u>Sanjib Roy</u>		DO.		4.20	<u>Sanjib Roy</u>	
3	11.45	<u>Sanjib Roy</u>	DEPT WORK.			4.25	<u>Sanjib Roy</u>	
4	12.00	<u>Sanjib Roy</u>	DO.			4.10	<u>Sanjib Roy</u>	
5	11.40	Prep-Day						
6	11.40	<u>Sanjib Roy</u>	DEPT WORK			4.00	<u>Sanjib Roy</u>	
7			Sunday					
8	10.30	<u>Sanjib Roy</u>	DEPT WORK.			3.00	<u>Sanjib Roy</u>	
9			Holiday					
10	11.20	<u>Sanjib Roy</u>	DEPT WORK			3.30	<u>Sanjib Roy</u>	
11			Holiday					
12			Prep-Day					
13	CL							
14			Sunday					
15			Holiday					
16	11.50	<u>Sanjib Roy</u>	DEPT WORK.			2.10	<u>Sanjib Roy</u>	
17	CL							
18	12.10	<u>Sanjib Roy</u>	TC Meeting & DEPT WORK			3.45	<u>Sanjib Roy</u>	
19			Holiday					
20	11.30	<u>Sanjib Roy</u>				3.25	<u>Sanjib Roy</u>	
21			Sunday					
22	11.35	<u>Sanjib Roy</u>	2	2		3.40	<u>Sanjib Roy</u>	
23	11.25	<u>Sanjib Roy</u>	2	2		3.07	<u>Sanjib Roy</u>	
24	11.20	<u>Sanjib Roy</u>	2	2		3.10	<u>Sanjib Roy</u>	
25	11.25	<u>Sanjib Roy</u>	2	2		3.30	<u>Sanjib Roy</u>	
26			Prep-Day					
27	11.55	<u>Sanjib Roy</u>	DEPT WORK.			3.50	<u>Sanjib Roy</u>	
28			Sunday					
29	11.30	<u>Sanjib Roy</u>	2			3.30	<u>Sanjib Roy</u>	
30	12.00	<u>Sanjib Roy</u>	2	2		3.50	<u>Sanjib Roy</u>	
31	12.00	<u>Sanjib Roy</u>	2	2		3.45	<u>Sanjib Roy</u>	

ATTESTED
[Signature]
 Principal
 Sammilani Mahavidyalaya
 E.M. Bypass, Baghajatin
 Kolkata-700094

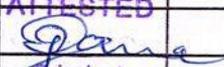
SAMMILANI MAHAVIDYALAYA

Daily Attendance Register of Teachers

FOR THE MONTH OF Aug 20 22

Name of the Teacher : Dr. Ananda Mukherjee
 Designation and Department : Asso. Prof. Commerce.
 Date of Joining in this College : 06.11.1997

Arrival Time	Signature	Class Alloted Theory/ Practical	Classes taken a) Regular - b) Special Class if any	Classes not taken due to	Departure Time	Signature	Remarks	Principal Signature
10-30	(M)		Departmental Work & Exam.	Practical	4.45	(M)		
11-30	(M)		Departmental Practical Exam & Work		4.45	(M)		
12-05	(M)		Departmental Practical Exam & Work		5.50	(M)		
2-05	(M)		IT Sub-Comm. Meeting & Admn. Work		6.00	(M)		
2-20	(M)		Admn. & UGC Work		6.15	(M)		
			PREP DAY					
			SUNDAY					
1-25	(M)		Departmental Work		4.25	(M)		
			HOLIDAY					
			- - PREP DAY - -					
			HOLIDAY					
			- To CU for B. Com. Sem VI Exam '22 spot evaluation DSE 6.2 AM					<u>on duty</u> <u>see</u>
2-45	(M)		Administrative Work		3.45	(M)		
			SUNDAY					
			HOLIDAY					
1-25	(M)		- To RUSA Office & back	Admn. Work	5.10	(M)		
			- To CU for B. Com. Sem VI Exam '22 spot evaluation DSE 6.2 AM					<u>on duty</u> <u>see</u>
2-20	(M)		T.C. Meeting & RUSA Online Meeting		5.50	(M)		
			HOLIDAY					
			PREP DAY					
			SUNDAY					
			- To CU for B. Com. Sem VI Exam '22 spot evaluation DSE 6.1 AM					<u>on duty</u> <u>see</u>
2-05	(M)	02	02		5.45	(M)	RUSA Work	
			PREP DAY					
2-05	(M)	03	01	Library Comm. Meeting	6.40	(M)	Admn. Work	
2-45	(M)	02	02		6.15	(M)	Admn. Work	
1-25	(M)	02	02		5.00	(M)		
			SUNDAY					
1-25	(M)	03	03		6.15	(M)		
			PREP DAY					

ATTESTED

 Principal
 Sammilani Mahavidyalaya
 E.M. Bypass, Baghatpali
 Kolkata-700094

SAMMILANI MAHAVIDYALAYA

Daily Attendance Register of Teachers

FOR THE MONTH OF Aug 20 22

Name of the Teacher : Dr. Shefali Pal

Designation and Department :

Date of Joining in this College :

Date	Arrival Time	Signature	Class Alloted Theory / Practical	Classes taken a) Regular - b) Special Class if any	Classes not taken due to	Departure Time	Signature	Remarks
1	12.00	slal	Invigilation duty			5:35	slal	
2			External at Netaji Subhas College					see
3	11:30	slal	Evaluation of answer scripts			5:30	slal	
4	11:00	slal	Evaluation of answer scripts			5:30	slal	
5	12:00	slal	Sending the answer scripts to H.E			4:50	slal	
6		Prepd ay						
7		S	U	N	D	A	Y	
8	12:00	slal	Sending the answer scripts to H.E.			5:00	slal	
9		H O	L	I	D	A	Y	
10	12:00	slal	Dept. routine			4:50	slal	
11		H O	L	I	D	A	Y	
12	12:00	slal	NAAC meeting + Dept. routine			4:20	slal	
13		Prepd ay						
14		S	U	N	D	A	Y	
15		H O	L	I	D	A	Y	
16	12:00	slal	Dept. routine			4:50	slal	
17	12:00	slal	01(T) + Academic work			5:15	slal	
18	12:00	slal	02(T) + H.T.C. meeting			4:55	slal	
19		Prepd ay	H O L I D A Y					
20	Prepd ay	S	U	N	D	A	Y	
21		S	U	N	D	A	Y	
22	11:00	slal	01(T) + 03(P)	04		4:50	slal	
23	11:50	slal	02(T)	02		4:30	slal	
24	11:35	slal	01(T)	01 + Dept. work		4:45	slal	
25	11:50	slal	02(T)	02		4:45	slal	
26	12:00	slal	03(P)	03		3:50	slal	
27		Prepd ay						
28		S	U	N	D	A	Y	
29	11:00	slal	03(P) + 01(T)	04		4:20	slal	
30	11:50	slal	02(T)	02 + Dept. work		5:00	slal	
31	11:50	slal	02(T)	02 + Dept. work		5:00	slal	
Total								

TESTED

 Principal
 Sammilani Mahavidyalaya
 E.M. Bypass, Baghajatin
 Kolkata-700094

SAMMILANI MAHAVIDYALAYA

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Daily Attendance Register of Teachers

FOR THE MONTH OF Aug20 22

Name of the Teacher :

Banani Gangopadhyay

Designation and Department :

Asso. Prof., History.

Date of Joining in this College :

Date	Arrival Time	Signature	Class Alloted Theory / Practical	Classes taken a) Regular - b) Special Class if any	Classes not taken due to	Departure Time	Signature	Remarks
1	9-15	Ba	Sem VI Gen & Part III ENYS Exm.			6.40	Ba	
2	12:00	Ba	Sem VI Gen & Part-III Gen			4.50	Ba	
3	9-20	Ba	Sem VI Gen & Part-III Com.			5.00	Ba	
4	9-15	Ba	Sem VI Hons. Exam			4.15	Ba	
5								Prep. day
6	1-00	Ba	Adm. wk related to Exam			4.00	Ba	
7								SUNDAY
8								
9								Prep. day
10	11-30	Ba	Adm. wk (related to Exam)			2.00	Ba	
11								Holiday
12	1-20	Ba	Exam. related wk			4.00	Ba	
13			Submission of answer scripts to H. E & Scrutiny					
14								Sunday
15	10-00	Ba	Celebration of Indep. Day			11.30	Ba	
16								Prep. day
17	12-30	Ba	1 class + Adm. wk			4.30	Ba	
18	1-45	Ba	Answer scripts related wk			4.30	Ba	
19								Holiday
20								
21				scrutiny				
22	11-00	Ba	3	3		3.25	Ba	
23								Prep. day
24	11-00	Ba	3	3		3.15	Ba	
25	12-30	Ba	1 + Adm wk	1 + Adm wk		5.00	Ba	
26	11-00	Ba	2	2		4.00	Ba	
27								
28								Sunday
29	11-00	Ba	Adm wk	Adm wk		5.30	Ba	
30	2-00	Ba	Exam. scripts related wk			5.50	Ba	
31	11-10	Ba	Submission of answer scripts to H. E & Scrutiny			11.45	Ba	

ATTESTED
[Signature]
Principal
Sammilani Mahavidyalaya
E.M. Bypass, Baghajatin
Kolkata-700094

SAMMILANI MAHAVIDYALAYA

Daily Attendance Register of Teachers

FOR THE MONTH OF Aug 2022

Name of Teacher : Dr. Paramita Dasgupta.
 Name and Department :
 Working in this College :

Sl. No.	Signature	Class Alloted Theory / Practical	Classes taken a) Regular - b) Special Class if any	Classes not taken due to	Departure Time	Signature	Remarks	Principal Signature
01	<u>RADY</u>		Departmental work		3:00	<u>RADY</u>		
02	<u>RADY</u>		Invigilation		1:00	<u>RADY</u>		
03	<u>RADY</u>		Departmental work		3:05	<u>RADY</u>		
04	<u>RADY</u>		Departmental work		3:25	<u>RADY</u>		
05	<u>RADY</u>		Departmental work		3:00	<u>RADY</u>		<u>sch</u>
			PREP DAY					
			SUNDAY					
06	<u>RADY</u>		Dept. work		3:25	<u>RADY</u>		
			HOLIDAY					
07	<u>RADY</u>		Dept. work		3:15	<u>RADY</u>		
			HOLIDAY					
08	<u>RADY</u>		Departmental work		3:50	<u>RADY</u>		
			PREP DAY					
			SUNDAY					
			HOLIDAY					
09	<u>RADY</u>		Dept. work		3:40	<u>RADY</u>		
10	<u>RADY</u>	03	03		4:20	<u>RADY</u>		
11	<u>RADY</u>	02	02		3:40	<u>RADY</u>		
			HOLIDAY					
			PREP DAY					
			SUNDAY					
12	<u>RADY</u>	01	01		3:50	<u>RADY</u>		
13	<u>RADY</u>	03	03		3:45	<u>RADY</u>		
14	<u>RADY</u>	02	02		2:15	<u>RADY</u>		
15	<u>RADY</u>	02	02 + Librarian work		3:20	<u>RADY</u>		
16	<u>RADY</u>	02	02		3:30	<u>RADY</u>		
			PREP DAY					
			SUNDAY					
17	<u>RADY</u>	01	01		4:15	<u>RADY</u>		
18	<u>RADY</u>	03	03		3:30	<u>RADY</u>		
19	<u>RADY</u>	02	02 + 1 BAE work		3:30	<u>RADY</u>		<u>sch</u>

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 Principal
 Sammilani Mahavidyalaya
 EM Bypass, Bagijajatin
 Kolkata-700094

SAMMILANI MAHAVIDYALAYA

Daily Attendance Register of Teachers

FOR THE MONTH OF Aug 2022

The Teacher :

Dr. Sumita Das.

Position and Department :

Joining in this College :

Time	Signature	Class Alloted Theory / Practical	Classes taken a) Regular - b) Special Class if any	Classes not taken due to	Departure Time	Signature	Remarks	Principal Signature
30	<u>[Signature]</u>	Departmental	+ IAAC work		2:30	<u>[Signature]</u>		
30	<u>[Signature]</u>	-DO-			3:00	<u>[Signature]</u>		
30	<u>[Signature]</u>	DO-			3:30	<u>[Signature]</u>		
40	<u>[Signature]</u>	Academic	Work		3:20	<u>[Signature]</u>		
15	<u>[Signature]</u>				3:20	<u>[Signature]</u>		
20	<u>[Signature]</u>	Official	Work		2:50	<u>[Signature]</u>		<u>[Signature]</u>
30	<u>[Signature]</u>	Dept.	Work		2:00	<u>[Signature]</u>		
22	<u>[Signature]</u>	02	02		3:00	<u>[Signature]</u>		
30	<u>[Signature]</u>	T.C Meeting			3:45	<u>[Signature]</u>		
15	<u>[Signature]</u>	02	02		3:30	<u>[Signature]</u>		
30	<u>[Signature]</u>	02	02		2:45	<u>[Signature]</u>		
15	<u>[Signature]</u>	02 + Lib. meeting	02 + Meeting		3:45	<u>[Signature]</u>		<u>[Signature]</u>
20	<u>[Signature]</u>	02	02		3:00	<u>[Signature]</u>	ATTESTED	
20	<u>[Signature]</u>	02	02		3:15	<u>[Signature]</u>	<u>[Signature]</u> Principal	
20	<u>[Signature]</u>	02	02		3:25	<u>[Signature]</u>	Sammilani Mahavidyalaya E.M. Bypass, Baghajatin Kolkata-700094	
30	<u>[Signature]</u>	02	02		3:25	<u>[Signature]</u>		<u>[Signature]</u>

SAMMILANI MAHAVIDYALAYA

Daily Attendance Register of Teachers

FOR THE MONTH OF Aug 20 22

The Teacher : Dr. Sri Kanta Malakar
 Position and Department : Asso. Prof. Commerce
 Working in this College :

Time	Signature	Class Alloted Theory / Practical	Classes taken a) Regular - b) Special Class if any	Classes not taken due to	Departure Time	Signature	Remarks	Principal Signature
	<i>SM</i>	Departmental WORK			3=20	<i>SM</i>		
	<i>SM</i>	Departmental WORK.			3=50	<i>SM</i>		
	<i>SM</i>	Departmental WORK			2=50	<i>SM</i>		
	<i>SM</i>	Invigilation Duty - Semb (U)			2=55	<i>SM</i>		
	Attended the C.U.		for confidential purpose (spot evaluation)				On Duty Sch	
		PREP. DAY.						
		SUNDAY.						
	Attended the	C.U. for confidential purpose (spot evaluation)					On Duty Sch	
		PREP. DAY.						
	Attended the	University of Calcutta for confidential purpose (spot evaluation)					On Duty Sch	
		HOLIDAY.						
	<i>SM</i>	IQAC WORK			3=40	<i>SM</i>		
	<i>SM</i>	IQAC WORK			2=40	<i>SM</i>		
		SUNDAY.						
		HOLIDAY.						
		PREP. DAY.						
	<i>SM</i>	01	01+IQAC WORK.		3=30	<i>SM</i>		
	<i>SM</i>	01	01		3=30	<i>SM</i>		
		HOLIDAY.						
	Attended the C.U. for confidential purpose (spot evaluation)						On Duty Sch	
		SUNDAY.						
	<i>SM</i>	01	01+IQAC WORK		3=30	<i>SM</i>		
		PREP. DAY.						
	<i>SM</i>	01	01+IQAC WORK		3=15	<i>SM</i>		
	<i>SM</i>	01	01+Library Sub-committee		4=10	<i>SM</i>		
	<i>SM</i>	01	01+IQAC WORK		3=25	<i>SM</i>		
	<i>SM</i>	03	03+IQAC WORK		5=00	<i>SM</i>		
		SUNDAY						
	<i>SM</i>	01	01+IQAC WORK		3=30	<i>SM</i>		
		PREP. DAY						

ATTESTED
Pan
 Principal
 Sammilani Mahavidyalaya
 E.M. Bypass, Baghajatin
 Kolkata-700094
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SAMMILANI MAHAVIDYALAYA

Daily Attendance Register of Teachers

FOR THE MONTH OF Aug 20 22

Name of the Teacher : Sudeshna Basu.
 Designation and Department :
 Date of Joining in this College :

Date	Arrival Time	Signature	Class Alloted Theory / Practical	Classes taken a) Regular - b) Special Class if any	Classes not taken due to	Departure Time	Signature	Remarks
1		P	R E	P	D	A Y		
2	12.40	S. Basu	Irregularly	duty		5.05	S. Basu.	
3	12.35	S. Basu.	Academic	work		3.05	S. Basu.	
4	12.45	S. Basu.	Academic	work		4.15	S. Basu.	
5	12.20	S. Basu.	Academic	work		4.00	S. Basu.	
6	12.25	S. Basu.	Academic	work		3.05	S. Basu.	
7		S	U N	D A Y				
8		P R	E	P D A Y				
9	H	O L	I	D A Y				
10	12.45	S. Basu	Academic	work		3.45	S. Basu.	gen.
11	H	O	L I	D A Y				
12	12.30	S. Basu	Academic	work		4.05	S. Basu.	
13	12.35	S. Basu	Academic	work		3.00	S. Basu.	
14		S U	N	D A Y				
15	PREP DAY	H O	L I	D A Y				
16	12.45	S. Basu	Academic	work		4.15	S. Basu.	
17	12.45	S. Basu	Academic	work		3.30	S. Basu.	
18	12.40	S. Basu	T.E. meeting			3.35	S. Basu.	
19		H O	L I	D A Y				
20	12.20	S. Basu	Academic	work		2.45	S. Basu.	
21		S U	N	D A Y				
22		P R	E P	D A Y				
23	12.15	S. Basu	Academic	work		4.20	S. Basu.	
24		Scrutiny of the	answerscripts	to H.F. CEG				On Duty
25	12.20	S. Basu	1 Academic	work		4.00	S. Basu.	
26	12.15	S. Basu	1 Academic	work		3.50	S. Basu.	
27	12.20	S. Basu	1 Academic	work		4.00	S. Basu.	
28		S U	N	D A Y				
29		P R E	P	D A Y				
30		Scrutiny of the	answerscripts	to H.F. CEG				
31						3.45	S. Basu.	

Principal
 Sammilani Mahavidyalaya
 E.M. Bypass, Baghajatin
 Kolkata-700094

SAMMILANI MAHAVIDYALAYA

Daily Attendance Register of Teachers

FOR THE MONTH OF

Aug

20 22

Name of the Teacher :

Kamonesh Anso. Prof

Mistry Geography.

Position and Department :

Joining in this College :

26.05.2005

Arrive Time	Signature	Class Alloted Theory/ Practical	Classes taken a) Regular - b) Special Class if any	Classes not taken due to	Departure Time	Signature	Remarks	Principal Signature
	on duty	External Exam near Barrackpore Mahavidyalaya	Script Evaluation Marks Uploading	Script evaluation	4.00	on duty	On Duty	San
		PREP DAY						
		CV. So an duty I.I committee meeting			3.35	on duty		
		Academic work/Dept Work			3.20	on duty		
		Admission Committee meeting Academic work			3.25	on duty		
		SUNDAY						
		HOLIDAY						
		PREP DAY						
		HOLIDAY						
		SPL. clas. 5th Sem for Field Report			4.20	on duty		
		Academic work			1.30	on duty		
		SUNDAY						
		HOLIDAY						
		Departemental Meeting Routine & class syllabus			3.30	on duty		
		PREP DAY						
		3	2 T.C. meeting		3.40	on duty		
		HOLIDAY						
		2	2		2.20	on duty		
		SUNDAY						
		3	3		3.35	on duty		
		2	2		4.05	on duty		
		PREP DAY						
		3	3		3.50	on duty		
		3	3		3.30	on duty		
		2	2		3.33	on duty		
		SUNDAY						
		3	3		4.10	on duty		
		3	3		3.30	on duty		
		PREP DAY						

ATTESTED

Principal

Sammilani Mahavidyalaya
E.M. Bypass, Baghajatin
Kolkata-700094

San

SAMMILANI MAHAVIDYALAYA

Daily Attendance Register of Teachers

FOR THE MONTH OF Aug 2022

Name of the Teacher : Swagata Saha Saha
 Designation and Department : Asstt. Prof., Dept. of Computer Science
 Date of Joining in this College : 09/03/2005

Date	Arrival Time	Signature	Class Allotted Theory/ Practical	Classes taken a) Regular - b) Special Class if any	Classes not taken due to	Departure Time	Signature	Remarks	Principal
1	09:20	<i>[Signature]</i>	B.A/B.Sc./B.Com. ev. Exam.			0415	<i>[Signature]</i>		
2	09:10	<i>[Signature]</i>	B.A/B.Sc./B.Com. C.U Exam.			0340	<i>[Signature]</i>		
3	12:10	<i>[Signature]</i>	B.A/B.Sc. C.U Exam. /B.Com.			0200	<i>[Signature]</i>		
4	09:05	<i>[Signature]</i>	B.A/B.Sc. C.U. Exam			0300	<i>[Signature]</i>		
5			C.L.						
6			Prep Day						
7			Sunday						
8	11:50	<i>[Signature]</i>	C.U confidential Job meeting at C.U.			0910	<i>[Signature]</i>	On Duty	<i>[Signature]</i>
9			← Holiday →						
10	12:00	<i>[Signature]</i>	Dept. Work.			0430	<i>[Signature]</i>		
11			← Holiday →						
12			C.U. Confidential meeting					On Duty	<i>[Signature]</i>
13			← Prep Day →						
14			← Sunday →						
15			← Holi Day →						
16	11:25	<i>[Signature]</i>	Academic Work			0300	<i>[Signature]</i>		
17			CL						
18	10:00	<i>[Signature]</i>	2Th, 2Pr	2Th, 2Pr		0340	<i>[Signature]</i>		
19			← Prep Holi Day →						
20			← Prep Day →						
21			← Sun Day →						
22	09:55	<i>[Signature]</i>	2Th, 2Pr	2Th, 2Pr.		0300	<i>[Signature]</i>		
23	10:05	<i>[Signature]</i>	4Th.	4Th.		0320	<i>[Signature]</i>		
24	10:10	<i>[Signature]</i>	2Th, 2Pr.	2Th, 2Pr		0325	<i>[Signature]</i>		
25	10:55	<i>[Signature]</i>	1Th.	1Th, Dept Job		0230	<i>[Signature]</i>		
26									
27			Prep Day						
28			Sunday						
29	09:45	<i>[Signature]</i>	2Th, 2Pr	2Th, 2Pr.		0200	<i>[Signature]</i>		
30	09:45	<i>[Signature]</i>	4Th.	4Th, Dept Job		1600	<i>[Signature]</i>		
31	12:15	<i>[Signature]</i>	3Th.	3Th.		1545	<i>[Signature]</i>		

ATTESTED
[Signature]
 Principal
 Sammilani Mahavidyalaya
 E.M. Bypass, Baginajatin
 Kolkata-700094

SAMMILANI MAHAVIDYALAYA

Daily Attendance Register of Teachers

FOR THE MONTH OF

Aug

2022

Name of the Teacher :

Debashis Roy

Designation and Department :

Zoology

Date of Joining in this College :

Date	Arrival Time	Signature	Class Alloted Theory / Practical	Classes taken a) Regular - b) Special Class if any	Classes not taken due to	Departure Time	Signature	R
1		Prep day.						
2		AB.						
3		AB.						
4	11:45	Debashis Roy	Departmental WORK.		HS+	15:15	Debashis Roy	
5		AB.						
6		AB.						
7		SUNDAY						
8		PREP DAY.						
9		Holiday						
10		AB.						
11		Holiday						
12	11:45	Debashis Roy	Departmental WORK & H.E work			16:45	Debashis Roy	
13	11:20	Debashis Roy	H.E WORK.			14:00	Debashis Roy	
14		SUNDAY.						
15	10:20	Debashis Roy	Celebration of Independence day			11:00	Debashis Roy	
16	10:45	Debashis Roy	D. Work + Submission of answer scripts			12:00	Debashis Roy	
17		AB.						
18	11:10	Debashis Roy	T.R meeting			15:30	Debashis Roy	
19		Holiday.						
20	11:45	Debashis Roy	A.R. Duty. & Dep WORK			14:31	Debashis Roy	
21		SUNDAY						
22		PREP DAY.						
23	11:05	Debashis Roy	Pr.-(2+2) + Dep Duty			16:30	Debashis Roy	
24	11:15	Debashis Roy	Dep & H.E MALLS Prbmt Prsn			1:00 pm	Debashis Roy	
25	11:20	Debashis Roy	H.E Duty + Pr - 2 dan SEM III			17:00	Debashis Roy	
26	11:25	Debashis Roy	H.E Duty + Dept WORK.			17:40	Debashis Roy	
27		AB						
28		SUNDAY						
29		Prep day						
30	11:15	Debashis Roy	A.P. (25A + 25B)				Debashis Roy	
31	12:15	Debashis Roy						
Total								

ATTESTED

Sana

Principal

Sammilani Mahavidyalaya
E.M. Bypass, Road
Kolkata-700004

SAMMILANI MAHAVIDYALAYA

Daily Attendance Register of Teachers

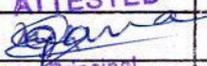
FOR THE MONTH OF Aug 20 22

Name of the Teacher : Dr. Minnal Chandra Halder.

Designation and Department :

Date of Joining in this College :

Date	Arrival Time	Signature	Class Alloted Theory / Practical	Classes taken a) Regular - b) Special Class if any	Classes not taken due to	Departure Time	Signature	Remarks
1	11-30	meh	C.U. Exam.	Supervise		6.15	meh	
2	9.15	meh	C.U. Exam.	Supervise		5.16	meh	
3	9.45	meh	C.U. Exam.	Supervise		5.10	meh	
4	9.15	meh	C.U. Exam.	Supervise		1.30	meh	
5	11-30	meh	Dept.	work		2.50	meh	
6				P-D				
7				Sunday				
8	11-0	meh		Dept. work		1.30	meh	
9				P.D				
10				SUNDAY				
11				HOLIDAY				
12	10-30	meh		Dept. work		12.30	meh	
13	10-30	meh		" " "		11.35	meh	
14				SUNDAY				
15				Indep. day				
16				P.D				
17	11-10	meh		Dept. work		3.15	meh	
18	11-20	meh		" "		3.40	meh	
19	11-25	meh		" "		2.30	meh	
20	11-30	meh		Dept. work		2.30	meh	
21				SUNDAY				
22	11-30	meh		Dept. work		4.10	meh	
23				P.D				
24	11-35	meh		" "		3.0	meh	
25				AB				
26	11-30	meh		Dept. work		3.20	meh	
27	11-25	meh		" "		3.35	meh	
28				SUNDAY				
29	11-30	meh		Dept. work		3.30	meh	
30				P.D				
31	10-30	meh		D. work		1.30	meh	

ATTESTED

 Principal
 Sammilani Mahavidyalaya
 E.M. Bypass, Baghajatin
 Kolkata-700094
 meh

SAMMILANI MAHAVIDYALAYA

Daily Attendance Register of Teachers

FOR THE MONTH OF Aug 2022

Teacher
and Department
working in this College

Lipsy Mahanty Roy

Signature	Class Alloted Theory / Practical	Classes taken a) Regular - b) Special Class if any	Classes not taken due to	Departure Time	Signature	Remarks	Principal Signature
<u>Lipsy</u>	Departmental work			4.50	<u>Lipsy</u>		
<u>Lipsy</u>	"	"		4.50	<u>Lipsy</u>		
<u>Lipsy</u>	visit to CU at 10.30 AM			6.05	<u>Lipsy</u>		
<u>Lipsy</u>	Innigation Duty + Departmental work			3.15	<u>Lipsy</u>		
<u>Lipsy</u>	Departmental work preparatory leave Sunday			5.00	<u>Lipsy</u>		
<u>Lipsy</u>	Departmental work Holiday			2.37	<u>Lipsy</u>		
<u>Lipsy</u>	Departmental work Holiday			4.50	<u>Lipsy</u>		
<u>Lipsy</u>	Departmental work preparatory leave Sunday			5.40	<u>Lipsy</u>		
<u>Lipsy</u>	celebration of Independence Day + Dept. work			12.10	<u>Lipsy</u>		
<u>Lipsy</u>	Departmental work			5.07	<u>Lipsy</u>		
<u>Lipsy</u>	Departmental work			3.42	<u>Lipsy</u>		
<u>Lipsy</u>	" " TC Meeting Holiday preparatory leave Sunday			5.10	<u>Lipsy</u>		
<u>Lipsy</u>	Departmental work			5.40	<u>Lipsy</u>		
<u>Lipsy</u>	"	"		4.46	<u>Lipsy</u>		
<u>Lipsy</u>	"	"		3.40	<u>Lipsy</u>		
<u>Lipsy</u>	02 + Departmental work			5.40	<u>Lipsy</u>		
<u>Lipsy</u>	Scouting at Loreto college preparatory leave						
<u>Lipsy</u>	Spot evaluation of part III (H) at CU						
<u>Lipsy</u>	Departmental work + 01			4.50	<u>Lipsy</u>		
<u>Lipsy</u>	Departmental work			5.12	<u>Lipsy</u>		
<u>Lipsy</u>	Scouting at Loreto College						

ATTESTED
[Signature]
Principal
Sammitani Mahavidyalaya
E.M. Bypass, Baghejain
Kolkata-700094

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onsult [Signature]

[Signature]

SAMMILANI MAHAVIDYALAYA

Daily Attendance Register of Teachers

FOR THE MONTH OF Aug 2022

Teacher : Kasturi Kar
 and Department : History
 working in this College :

Signature	Class Alloted Theory/ Practical	Classes taken a) Regular - b) Special Class if any	Classes not taken due to	Departure Time	Signature	Remarks	Principal Signature
<u>P.L.</u> <u>Kar</u>		Immigration duty		5:15	<u>Kar</u>		
<u>Kar</u>		Departmental work Prep day		1:10	<u>Kar</u>		
<u>Kar</u>		Departmental work Sun day		3:45	<u>Kar</u>		
<u>Kar</u>		Evaluating Scripts Holi day		3:45	<u>Kar</u>	On duty <u>Sen</u>	
<u>Kar</u>		Academic work Holi day Prep day		3:45	<u>Kar</u>		
<u>Kar</u>		Departmental work Sun day Holi day		2:40	<u>Kar</u>		
<u>Kar</u>		Departmental work		5:00	<u>Kar</u>		
<u>Kar</u>		Academic work		3:45	<u>Kar</u>		
<u>Kar</u>		T. C. meeting Holi day		4:15	<u>Kar</u>		
<u>Kar</u>		Academic work Sun Day		2:40	<u>Kar</u>	On duty <u>Sen</u>	
<u>Kar</u>		Academic work		2:45	<u>Kar</u>		
<u>Kar</u>		Academic work		3:45	<u>Kar</u>		
<u>Kar</u>		Academic work + 1		3:15	<u>Kar</u>		
<u>Kar</u>		Academic work Prep day		4:45	<u>Kar</u>		
<u>Kar</u>		Academic work Sun day		3:50	<u>Kar</u>		
<u>Kar</u>		Academic work		4:25	<u>Kar</u>		
<u>Kar</u>		Academic work		4:15	<u>Kar</u>		
<u>Kar</u>		Academic work		4:15	<u>Kar</u>		<u>Sen</u>

ATTESTED
Sen
 Principal
 Sammilani Mahavidyalaya
 E.M. Bypass, Baghejatin
 Kolkata-700094

SAMMILANI MAHAVIDYALAYA

Daily Attendance Register of Teachers

FOR THE MONTH OF Aug 2022

Name of the Teacher : Dr. Malay Roy

Designation and Department : Math

Date of Joining in this College :

Date	Arrival Time	Signature	Class Alloted Theory / Practical	Classes taken a) Regular - b) Special Class if any	Classes not taken due to	Departure Time	Signature	Remarks
1	11:30	<u>DR</u>	<u>Bursar</u>	<u>work</u>		4:40	<u>DR</u>	
2	11:15	<u>DR</u>	<u>Bursar</u>	<u>work</u>		4:45	<u>DR</u>	
3	12:00	<u>DR</u>	<u>Bursar</u>	<u>work</u>		4:45	<u>DR</u>	
4	11:30	<u>DR</u>	<u>Bursar</u>	<u>work</u>		5:00	<u>DR</u>	
5	11:00	<u>DR</u>	<u>Bursar</u>	<u>work</u>		5:00	<u>DR</u>	
6		<u>—</u>	<u>prep. Day</u>	<u>—</u>				
7		<u>—</u>	<u>SUN DAY</u>	<u>—</u>				
8	13:45	<u>DR</u>	<u>Bursar</u>	<u>Dept. work</u>		3:45	<u>DR</u>	
9		<u>↑</u>						
10		<u>↓</u>						
11		<u>↓</u>						
12	12:00	<u>DR</u>	<u>Answer</u>	<u>script checking</u>		1:15	<u>DR</u>	
13		<u>↓</u>						
14		<u>—</u>	<u>SUN Day</u>	<u>—</u>				
15			<u>Independence Day</u>					
16		<u>↑</u>						<u>On Duty</u>
17		<u>↑</u>						<u>↑</u>
18		<u>↑</u>						<u>↑</u>
19		<u>↑</u>						<u>↑</u>
20		<u>↑</u>						<u>↑</u>
21		<u>↑</u>						<u>↑</u>
22				<u>on line Refresh Course</u>				
23		<u>↑</u>						<u>↑</u>
24		<u>↑</u>						<u>↑</u>
25		<u>↑</u>						<u>↑</u>
26		<u>↑</u>						<u>↑</u>
27		<u>↑</u>						<u>↑</u>
28		<u>↑</u>						<u>↑</u>
29		<u>↑</u>						<u>↑</u>
30	11:00	<u>DR</u>	<u>02</u>	<u>02 (Bursar work)</u>		4:30	<u>DR</u>	
31	11:00	<u>DR</u>	<u>02</u>	<u>02 Bursar work</u>		3:40	<u>DR</u>	
Total								

ATTESTED
[Signature]
 Principal
 Sammilani Mahavidyalaya
 E.M. Bypass, Baghelahat
 Kolkata-700094

SAMMILANI MAHAVIDYALAYA

Daily Attendance Register of Teachers

FOR THE MONTH OF Aug 20 22

Teacher :
 and Department :
 working in this College :

Dr. Manisha Chakraborty
Education.

Signature	Class Alloted Theory / Practical	Classes taken a) Regular - b) Special Class if any	Classes not taken due to	Departure Time	Signature	Remarks	Principal Signature
<u>me</u>		<u>Dept. Work.</u>		<u>2:00</u>	<u>me</u>		
<u>me</u>		<u>Dept work.</u>		<u>2:00</u>	<u>me</u>		
<u>me</u>	<u>P. Day Sunday</u>						
<u>me</u>	<u>Holiday</u>	<u>Dept Work.</u>		<u>2:00</u>	<u>me</u>		
<u>me</u>	<u>Holiday</u>						
<u>me</u>				<u>1:30</u>	<u>me</u>		
<u>me</u>	<u>Sunday Holiday</u>						
<u>me</u>		<u>Dept. work.</u>		<u>2:30</u>	<u>me</u>		<u>SCM</u>
		<u>On Maternity Leave</u>			<u>Chakraborty</u>		

ATTESTED
[Signature]
 Principal
 Sammilani Mahavidyalaya
 E.M. Bypass, Baghajatin
 Kolkata-700094

SAMMILANI MAHAVIDYALAYA

Daily Attendance Register of Teachers

FOR THE MONTH OF Aug 2022

Name of the Teacher : Ranjit Shaw
 Signature and Department : Philosophy
 Date of Joining in this College : 03.11.2016

Arrival Time	Signature	Class Alloted Theory / Practical	Classes taken a) Regular - b) Special Class if any	Classes not taken due to	Departure Time	Signature	Remarks	Principal Signature
		P. DAY						
9:20	R. Shaw	Immigration duty			1:30	R. Shaw		
11:00	R. Shaw	Departmental work			4:10	R. Shaw		
10:05	R. Shaw	Departmental work			3:30	R. Shaw		
10:30	R. Shaw	Departmental work			3:35	R. Shaw		
11:05	R. Shaw	Departmental work			4:10	R. Shaw		
		SUNDAY						
		P. DAY						
		Holiday						
11:10	Departmental work				4:30	R. Shaw		sc
		Holiday						
11:00	R. Shaw	Departmental work			4:00	R. Shaw		
11:05	R. Shaw	Departmental work			4:10	R. Shaw		
		SUNDAY						
		Holiday						
11:05	R. Shaw	Departmental work			4:15	R. Shaw		
11:50	R. Shaw	03	3		4:00	R. Shaw		
1:30	C.U. Exam answer scripts submission to				4:00	R. Shaw		
	Departmental work Holiday				3:50	R. Shaw		
10:40	R. Shaw	04	04		3:50	R. Shaw		
		SUNDAY						
		P. DAY						
		CL						
11:00	R. Shaw	02	02		4:05	R. Shaw		
11:05	R. Shaw	03	03		4:20	R. Shaw		
11:10	R. Shaw	04	04		4:10	R. Shaw		
11:50	R. Shaw	04	04		3:55	R. Shaw		sc
		SUNDAY						
		P. DAY						
11:30	R. Shaw	03	03		4:10	R. Shaw		
11:50	R. Shaw	02	02		5:00	R. Shaw		sc

ATTESTED
 [Signature]
 Principal
 Sammilani Mahavidyalaya
 E.M. Bypass, Baghajatin
 Kolkata-700094

SAMMILANI MAHAVIDYALAYA

Daily Attendance Register of Teachers

FOR THE MONTH OF Aug 20 22

Name of the Teacher : Dr. Parthasanti Bhattacharya
 Designation and Department : Asso. Prof. Sank.
 Date of Joining in this College : 18.01.2017

Sl. No.	Arrival Time	Signature	Class Alloted Theory / Practical	Classes taken a) Regular - b) Special Class if any	Classes not taken due to	Departure Time	Signature	Remarks	Principal Signature
1	12:05	<i>PS</i>	exam duty (2-4pm)	ANVS		5:30	<i>PS</i>		
2			prep duty						
3	2:00	<i>PS</i>	Dept work			4:10	<i>PS</i>		
4	11:30	<i>PS</i>	dept work			4:35	<i>PS</i>		
5	11:42	<i>PS</i>	dept work			4:14	<i>PS</i>		
6	12:00	<i>PS</i>	dept work			3:30	<i>PS</i>		
7			Sunday						
8	11:30	<i>PS</i>	dept work			4:30	<i>PS</i>		
9			prep duty						
10	2:00	<i>PS</i>	dept work			4:00	<i>PS</i>		
11			Rakhi Purnima						
12			CE-14 spot-evaluation CU				<i>PS</i>	on duty	<i>PS</i>
13			CE-14 spot-evaluation EU						
14			Sunday						
15			Independence day						
16			prep duty					on duty	<i>PS</i>
17	12:30	<i>PS</i>	class CE-Mun V						
18	11:10	<i>PS</i>	class 2, TE meeting			3:30	<i>PS</i>		
19			Jannastami						
20									
21									
22									
23									
24									
25									
26									
27									
28									
29	10:30	<i>PS</i>	class = 2			4:00	<i>PS</i>		
30			prep duty						
31	11:00	<i>PS</i>	class = 2			4:30	<i>PS</i>		

ATTESTED

PS
Principal
Sammilani Mahavidyalaya
E.M. Bypass, Baghatatin
Kolkata-700094

on Rakhi
leave

SAMMILANI MAHAVIDYALAYA

Daily Attendance Register of Teachers

FOR THE MONTH OF Aug 20 22

Teacher : Brotohi Mondal
 and Department : COMP.
 working in this College :

Signature	Class Alloted Theory/ Practical	Classes taken a) Regular - b) Special Class if any	Classes not taken due to	Departure Time	Signature	Remarks	Principal Signature
<u>BM</u>	<u>Project Presentation Lab</u>			<u>4:30</u>	<u>BM</u>		
<u>BM</u>	<u>Project Presentation Lab</u>			<u>4:30</u>	<u>BM</u>		
<u>BM</u>	<u>Departmental work</u>			<u>4:35</u>	<u>BM</u>		
<u>BM</u>	<u>Invigilation duty + Website Committee meeting</u>			<u>8:15</u>	<u>BM</u>		
<u>BM</u>	<u>Departmental work</u>			<u>4:55</u>	<u>BM</u>		
<u>BM</u>	<u>Departmental work + Admission committee meeting</u>			<u>4:10</u>	<u>BM</u>		<u>sch</u>
<u>BM</u>	<u>e.v Part-III letter preparation</u>	<u>Exam Notice</u>		<u>1:00</u>	<u>BM</u>		
<u>BM</u>	<u>Departmental work</u>	<u>Budget prepara +</u>		<u>3:50</u>	<u>BM</u>		
<u>BM</u>	<u>Departmental work</u>			<u>3:45</u>	<u>BM</u>		
<u>BM</u>	<u>Departmental work</u>			<u>3:15</u>	<u>BM</u>		
<u>BM</u>	<u>2 P + departmental work</u>				<u>BM</u>		
<u>BM</u>	<u>2 Th classes</u>	<u>2</u>		<u>3:35</u>	<u>BM</u>		<u>sch.</u>
SUNDAY							
<u>BM</u>	<u>2 Th + 2 P</u>	<u>2 Th + 2 P</u>		<u>4:05</u>	<u>BM</u>		
<u>BM</u>	<u>2 Th</u>	<u>2 Th</u>		<u>3:10</u>	<u>BM</u>		
<u>BM</u>	<u>2 P</u>	<u>2 P</u>		<u>4:10</u>	<u>BM</u>		
<u>BM</u>	<u>Departmental work</u>			<u>3:30</u>	<u>BM</u>		
<u>BM</u>	<u>2 Th</u>	<u>2 Th</u>		<u>4:00</u>	<u>BM</u>		
<u>BM</u>	<u>2 Th + 2 P</u>	<u>2 Th + (P)2</u>		<u>4:20</u>	<u>BM</u>		
<u>BM</u>	<u>2 Th</u>	<u>2 Th</u>		<u>3:40</u>	<u>BM</u>		<u>sch</u>

ATTESTED
[Signature]
 Principal
 Sammilani Mahavidyalaya
 E.M. Bypass, Baghajatin
 Kolkata-700094

SAMMILANI MAHAVIDYALAYA

Daily Attendance Register of Teachers

FOR THE MONTH OF Aug 2022

Teacher : Sipra Tudu
 and Department :
 working in this College :

Signature	Class Allotted Theory / Practical	Classes taken a) Regular - b) Special Class if any	Classes not taken due to	Departure Time	Signature	Remarks	Principal Signature
Sipra Tudu	CC-13 Internal Examiner			4:40	Sipra Tudu		
Sipra Tudu	CC-13 Internal Examiner			4:30	Sipra Tudu		
	DSE-B4 SPOT Evaluation					} On duty SCT	
	DSE-B4 - SPOT Evaluation						
	DSE-B4 - SPOT Evaluation						
	CC-13 Submission internal paper						
	Sunday						
	CC-10 Submission paper						
	Holiday						
	Prep Day						
	Holiday						
Sipra Tudu	Dept work			4:00	Sipra Tudu		
	AB						
	Sunday						
	Independence Day						
Sipra Tudu	Academic work			4:15	Sipra Tudu		
Sipra Tudu	Dept work			4:00	Sipra Tudu		
Sipra Tudu	Academic work			4:10	Sipra Tudu		
	Holiday						
	AB						
	Sunday						
Sipra Tudu	2 (H)	3rd + 5th		4:30	Sipra Tudu		SCT
	AB						
	Prep Day						
Sipra Tudu	2 (H)	3rd + 5th		4:25	Sipra Tudu		
Sipra Tudu	2 (H)	3rd + 5th		4:00	Sipra Tudu		
Sipra Tudu	2 (H)	3rd + 5th		4:10	Sipra Tudu		
Sipra Tudu	2 (H)	3rd + 5th	Sunday	4:00	Sipra Tudu		
Sipra Tudu	2 (H)	3rd + 5th		4:00	Sipra Tudu		
Sipra Tudu	2 (H)	3rd + 5th		4:30	Sipra Tudu		SCT
	Prep Day						

ATTESTED

 Principal
 Sammilani Mahavidyalaya
 E.M. Bypass, Baghatatin
 Kolkata-700094

SAMMILANI MAHAVIDYALAYA

305

Daily Attendance Register of Teachers

FOR THE MONTH OF Aug 2022

Name of the Teacher : Ujjal Saren
 Designation and Department :
 Date of Joining in this College :

Date	Arrival Time	Signature	Class Alloted Theory / Practical	Classes taken a) Regular - b) Special Class if any	Classes not taken due to	Departure Time	Signature	Remarks
1	10:00 am	<i>Ujjal Saren</i>		Dept. work		11:50 am	<i>Ujjal Saren</i>	
2			Prep. Day					
3	11:00 am		Edu. Evaluation	CW		3:00 pm	<i>Ujjal Saren</i>	<i>Ujjal Saren</i>
4	9:30 am	<i>Ujjal Saren</i>		Institution		2:00 pm	<i>Ujjal Saren</i>	
5	11:00 am	<i>Ujjal Saren</i>		Dept. work		3:10 pm	<i>Ujjal Saren</i>	
6	11:30 am	<i>Ujjal Saren</i>		Dept. work		4:05 pm	<i>Ujjal Saren</i>	
7			SUNDAY					
8	11:30 am	<i>Ujjal Saren</i>		Dept. work		4:10 pm	<i>Ujjal Saren</i>	
9			HOLIDAY					
10	10:30 am	<i>Ujjal Saren</i>		Dept. work		2:30 pm	<i>Ujjal Saren</i>	
11			Holi day					
12	11:40 am	<i>Ujjal Saren</i>		Dept. work		4:00 pm	<i>Ujjal Saren</i>	
13	11:00 am	<i>Ujjal Saren</i>		Dept. work		2:40 pm	<i>Ujjal Saren</i>	
14			Sunday					
15			Independence day					
16			CL					
17	10:15 am	<i>Ujjal Saren</i>		Dept. work		3:50 pm	<i>Ujjal Saren</i>	
18	11:50 am	<i>Ujjal Saren</i>		Academic meeting		3:10 pm	<i>Ujjal Saren</i>	
19			Holi day					
20	11:30 am	<i>Ujjal Saren</i>		Dept. work		2:30 pm	<i>Ujjal Saren</i>	
21			SUNDAY					
22			Prep. Day					
23	11:30 am	<i>Ujjal Saren</i>	2th	2th		3:30 pm	<i>Ujjal Saren</i>	
24	11:30 am	<i>Ujjal Saren</i>	2th	2th		3:45 pm	<i>Ujjal Saren</i>	
25	11:30 am	<i>Ujjal Saren</i>	4 Pr.	4 Pr.		3:45 pm	<i>Ujjal Saren</i>	
26	10:40 am	<i>Ujjal Saren</i>	2th	2th		3:00 pm	<i>Ujjal Saren</i>	
27	11:35 am	<i>Ujjal Saren</i>	2th	2th		4:00 pm	<i>Ujjal Saren</i>	
28			SUNDAY					
29			Prep. Day					
30	11:00 am	<i>Ujjal Saren</i>	2th	2th		3:40 pm	<i>Ujjal Saren</i>	
31	11:00 am	<i>Ujjal Saren</i>	1th	1th		2:00 pm	<i>Ujjal Saren</i>	

ATTESTED
[Signature]
 Principal
 Sammilani Mahavidyalaya
 E.M. Bypass, Baghatin
 Kolkata-700024

SAMMILANI MAHAVIDYALAYA

Daily Attendance Register of Teachers

FOR THE MONTH OF Aug 20 22

Name of Teacher :
 Name and Department :
 Working in this College :

Pooja Moni
English.

Signature	Class Alloted Theory/ Practical	Classes taken a) Regular - b) Special Class if any	Classes not taken due to	Departure Time	Signature	Remarks	Principal Signature
<u>Pooja</u>		<u>Left work</u>		<u>4 p.m.</u>	<u>Pooja</u>		
<u>Pooja</u>		<u>Left work</u>		<u>3 p.m.</u>	<u>Pooja</u>		
<u>Pooja</u>		<u>Exam duty</u>		<u>1:05 p.m.</u>	<u>Pooja</u>		
<u>Pooja</u>		<u>Exam duty + Left work</u>		<u>2:00 p.m.</u>	<u>Pooja</u>		
		<u>Prepday</u>					
		<u>Sunday</u>					
<u>Pooja</u>		<u>Left work</u>	<u>2:50 p.m.</u>	<u>2:40 p.m.</u>	<u>Pooja</u>		
		<u>Holiday</u>					
<u>Pooja</u>		<u>Left work</u>		<u>2:45 p.m.</u>	<u>Pooja</u>		
		<u>Holiday</u>					
<u>Pooja</u>		<u>Left work.</u>		<u>2:00 p.m.</u>	<u>Pooja</u>		
<u>Pooja</u>		<u>Left work</u>		<u>1:15 p.m.</u>	<u>Pooja</u>		
		<u>Sunday</u>					
		<u>Holiday</u>					
<u>Pooja</u>		<u>Left work</u>		<u>3:45 p.m.</u>	<u>Pooja</u>		
<u>Pooja</u>	<u>2</u>	<u>2</u>		<u>3:30 p.m.</u>	<u>Pooja</u>		
<u>Pooja</u>		<u>Left work</u>		<u>3:30 p.m.</u>	<u>Pooja</u>		
		<u>Holiday</u>					
		<u>Prepday</u>					
		<u>Sunday</u>					
<u>Pooja</u>	<u>2</u>	<u>2</u>		<u>3:15 p.m.</u>	<u>Pooja</u>		
<u>Pooja</u>	<u>2</u>	<u>2</u>		<u>3:30 p.m.</u>	<u>Pooja</u>		
<u>Pooja</u>		<u>Library Meeting</u>		<u>3:30 p.m.</u>	<u>Pooja</u>		
<u>Pooja</u>	<u>3</u>	<u>3</u>		<u>3:30 p.m.</u>	<u>Pooja</u>		
		<u>Prepday</u>					
		<u>Sunday</u>					
<u>Pooja</u>	<u>2</u>	<u>2</u>		<u>3:10 p.m.</u>	<u>Pooja</u>		
<u>Pooja</u>	<u>2</u>	<u>2</u>		<u>4:00 p.m.</u>	<u>Pooja</u>		
<u>Pooja</u>	<u>2</u>	<u>2</u>		<u>4:00 p.m.</u>	<u>Pooja</u>		

SM

ATTESTED
[Signature]
 Principal
 Sammilani Mahavidyalaya
 E.M. Bypass, Baghajatin
 Kolkata-700094

SM

SAMMILANI MAHAVIDYALAYA 3

Daily Attendance Register of Teachers

FOR THE MONTH OF Aug 2022

Name of the Teacher : Dr. Samrat Sengupta
 Designation and Department : English
 Date of Joining in this College :

Date	Arrival Time	Signature	Class Alloted Theory / Practical	Classes taken a) Regular - b) Special Class if any	Classes not taken due to	Departure Time	Signature	Remarks	Principal
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ATTESTED
[Signature]
 Principal
 Sammilani Mahavidyalaya
 E.M. Bypass, Baghajatin
 Kolkata-700094

[Signature]

SAMMILANI MAHAVIDYALAYA

Daily Attendance Register of Teachers

FOR THE MONTH OF Aug 2022

Name of Teacher : Dr. Baban Kumar Maity
 Position and Department :
 Working in this College :

Signature	Class Alloted Theory/ Practical	Classes taken a) Regular - b) Special Class if any	Classes not taken due to	Departure Time	Signature	Remarks	Principal Signature
Dr. B. K. Maity				5:30	Dr. B. K. Maity		
Dr. B. K. Maity				1:56	Dr. B. K. Maity		
Dr. B. K. Maity				6:40	Dr. B. K. Maity		
Dr. B. K. Maity				6:40	Dr. B. K. Maity		
Dr. B. K. Maity				3:50	Dr. B. K. Maity		
Dr. B. K. Maity				6:25	Dr. B. K. Maity		
Dr. B. K. Maity	S U N D A Y						
Dr. B. K. Maity	Holiday			5:10	Dr. B. K. Maity		8/29
Dr. B. K. Maity	Holiday			4:50	Dr. B. K. Maity		
Dr. B. K. Maity				5:00	Dr. B. K. Maity		
Dr. B. K. Maity				3:15	Dr. B. K. Maity		
Dr. B. K. Maity	S U N D A Y						
Dr. B. K. Maity	Holiday			1:50	Dr. B. K. Maity		
Dr. B. K. Maity				6:50	Dr. B. K. Maity		
Dr. B. K. Maity				5:25	Dr. B. K. Maity		
Dr. B. K. Maity	Holiday						8/30
Dr. B. K. Maity	S U N D A Y						
Dr. B. K. Maity				4:35	Dr. B. K. Maity		
Dr. B. K. Maity				1:35	Dr. B. K. Maity		
Dr. B. K. Maity				5:30	Dr. B. K. Maity		
Dr. B. K. Maity				5:30	Dr. B. K. Maity		
Dr. B. K. Maity				5:40	Dr. B. K. Maity		
Dr. B. K. Maity				4:54	Dr. B. K. Maity		
Dr. B. K. Maity	S U N D A Y						
Dr. B. K. Maity				6:15	Dr. B. K. Maity		
Dr. B. K. Maity				1:50	Dr. B. K. Maity		
Dr. B. K. Maity				5:05	Dr. B. K. Maity		8/31

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Baban
 Principal
 Sammilani Mahavidyalaya
 E.M. Bypass, Baghajatin
 Kolkata-700094

Sammilani Mahavidyalaya



*E.M. Bypass, Baghajatin, Kolkata - 700094. Ph. No. 033 24626869
Email ID: principal.sammilani@gmail.com*

SAMPLES OF GB RESOLUTION ON CAS



Sammilani Mahavidyalaya

(NAAC ACCREDITED B++)

[AFFILIATED TO CALCUTTA UNIVERSITY]
E. M. BYPASS, BAGHAJATIN,
KOLKATA - 700 094

Phone : 2462-6869

E-mail :

principal.sammilani@gmail.com

info@sammilanimahavidyalaya.org

Website :

www.sammilanimahavidyalaya.org

Ref.No.....

Date

GB RESOLUTION DATED 06.04.2022 (ON CAS)

3. The applications made by the following two teachers for promotion under Career Advancement Scheme (CAS) of UGC and provisions as laid down by the Govt. of West Bengal, were considered and approved unanimously. The members requested the Teacher-in-Charge to proceed further in this regard and constitute two Screening Committees each of which comprising Calcutta University nominees (subject experts) and West Bengal Govt. nominees, for promotion of the teachers under CAS of UGC.

- i) Dr. Malay Ray, Assistant Professor in Mathematics (Stage II to Stage III)
- ii) Dr. Susmita Mondal, Assistant Professor in Microbiology (Stage II to Stage III)

The members also went through the application of Dr. Mrinal Chandra Halder, Assistant Professor in Bengali (currently in Stage III) for change in the date of his promotion to Stage III with retrospective effect from the original due date of promotion, and subsequent re-fixation of his pay and allowances, by virtue of the provisions mentioned in the G.O. 1909-Edn(CS)/5p-43/2019 dated 19.11.2019 issued by the Department of Higher Education, Govt. of West Bengal. The members unanimously approved the application made by Dr. Mrinal Chandra Halder and requested the Teacher-in-Charge to proceed further in this regard and submit all necessary documents to the office of the DPI, Govt. of West Bengal, for retrospective change in date of promotion to Stage III of Dr. Mrinal Chandra Halder and re-fixation of his pay and allowances accordingly.

In the context of this discussion, Dr. Srikanta Malakar, Coordinator of the IQAC, proposed that a proper system should be followed henceforth regarding application and subsequent processing of CAS files of the incumbents. The process suggested is as follows:

- Step 1: Application to be made to the Principal/Teacher-in-Charge by the incumbent and submitted to Sri Amit Mukherjee, Clerk in the College office, along with all supporting documents
- Step 2: Receipt of application and supporting documents by the office with acknowledgement
- Step 3: Application to be forwarded by the Principal/Teacher-in-Charge to the IQAC for scrutiny
- Step 4: Scrutiny of documents by the IQAC team
- Step 5: Submission of report by the IQAC to the Principal/Teacher-in-Charge
- Step 6: Preparation for formation of screening/selection committee having Calcutta University and West Bengal Govt. nominees
- Step 7: Approval from the Governing Body after screening is completed (Part -D).

After a thorough discussion, the members resolved to accept the proposal and requested the Teacher-in-Charge to implement it forthwith.


Principal
Sammilani Mahavidyalaya
E.M. Bypass, Baghajatin
Kolkata-700 094

GB RESOLUTION DATED 26.07.2023 (ON CAS)

5. As recommended by the IQAC the House approves to provide with seed money for starting research project and registration fees for presenting any research paper in a seminar/conference and attending CCF related workshop.
6. It is resolved in the House unanimously that submission of IQA and SSR would be completed in this calendar years instructed by the HED, West Bengal. All concerned would be requested to participate whole heartedly for the same.
7. The Principal reports that till now about 65% seats have been filled up. Admission in 3-Yr multidisciplinary courses is higher compared to that in 4-Yr Single Major courses. It is resolved that all the departments would participate in verifying documents of the admitted students, prepare teaching plans and circulate among the students as early as possible. The classes of 1st Semester would be commenced after the Semester-end examination. Distribution of IDC would be decided in a meeting of the academic council at the earliest.
8. The Principal reports that Audit of Financial Accounts since FY 2017-18 and onwards **remained undone** and he has submitted a prayer to HED for panel auditor. However, **there has been no response yet** from the HED. Therefore, it is necessary to make **internal audit** of the financial accounts by a reputed auditor at the earliest. GB **agrees with him** and unanimously resolves to engage one firm or person for the purpose. Finance committee is requested to engage one such auditor through interview, review of their credential and cost of contract. The necessary payment would be made from college fund.
9. In response to an appeal of the State Aided College Teachers (SACT) it is resolved in the House that a SACT shall come to college at least 3 days a week and take not less than 12-hr of direct teaching. In addition, they would discharge examination related duties like invigilation, evaluation of answer-scripts, preparation of IQA and SSR for NAAC, etc. Their leave of absence would be considered if one does not attend the college on any of his/her selected days of teaching.
10. The Principal reports in the House that Mr. Amed Sardar has completed 20 years in continuous and satisfactory services on 31.01.2019. He observes that as per the existing service rules ((ref. G.O. No. 245-Edn(CS), dtd. 17.3.1994 read with G.O. No. 17-Edn(CS), dtd. 10.1.1995)) Mr. Amed Sardar is entitled to get promotion under CAS for Higher Scale of Pay on completion of twenty years in services. The House **unanimously agrees with the Principal** and resolves that the DPI will be requested to **award him promotion** due to 20-year in continuous and satisfactory service and fix his pay in the permissible higher scale of pay. The Principal may submit necessary documents and certificates for the same at an early date.
11. A) The Principal reports that he has received PBAS papers of Dr. Marisha Chakrabarti, Assistant Professor, Stage – 1 of Education pertaining to her promotion under CAS from the IQAC. He states that as per the reports of the IQAC Coordinator, Dr. Marisha Chakrabarti joined at Sammilani Mahavidyalay on 03.9.2014 and has been awarded Ph.D. degree on 07.06.2019 and completed all formalities with requisite API



Dana
Principal
Sammilani Mahavidyalaya
E.M. Bypass, Baghajatin
Kolkata-700 094





Scores for promotion under CAS from Assistant Professor Stage 1 to Stage 2. Therefore, he observes that as per the memo no. 049/2016/OM-38L/2026, dated 03.3.2016 her effective date of promotion to Stage 2 would be 07.6.2019. The House unanimously resolves that Hon'ble DPI, Higher Education Department shall be requested for nominating name of a person as the Government Nominee and The Inspector Colleges, Calcutta University shall be requested to nominate subject expert in Education for formation of the Screening/selection committee for promotion of Dr. Marisha Chakrabarti under CAS. The Principal is requested to do the needful.

B) The Principal reports that The Principal reports that he has received PBAS papers of Shri Kamonashish Mistry, Assistant Professor, Stage – 2 of Geography pertaining to his promotion under CAS from the IQAC. He states that as per the reports of the IQAC Coordinator, Shri Kamonashish Mistry joined at Sammilani Mahavidyalay on 26.5.2005 and has been awarded promotion to Stage 2 on 26.5.2005. However, he has completed his Refresher Course on 25.9.2016 and completed all formalities with requisite API scores for promotion under CAS from Assistant Professor Stage 2 to Stage 3. Therefore, he observes that as per the existing regulations (memo no. 1909-Edn(CS)/5P-43/2019, dated 19.11.2019) his effective date of promotion to Stage 3 would be 26.5.2016. The House unanimously resolves that Hon'ble DPI, Higher Education Department shall be requested for nominating name of a person as the Government Nominee and The Inspector Colleges, Calcutta University shall be requested to nominate subject expert in Geography for formation of the Screening/selection committee for promotion of Shri Kamonashish Mistry under CAS. The Principal is requested to do the needful.

12. A) The Principal reports that the respective screening/selection committees have considered the proposals for promotion under CAS in respect of the three incumbents whose details are stated below as they have fulfilled all conditions as laid down in G.O. No. 920-Edn(CS) dated 31.12.2012, 1373 Edn(CS)/ 5P-52/98 dated 07.12.2017 and the relevant updated GOs thereafter. The respective screening/selection committees have recommended promotions of three incumbents as stated below:

- i) Smt. Kasturi Kar, from Assistant Professor, Stage III to Associate Professor of History
- ii) Dr. Susmita Mondal, from Assistant Professor, Stage – II to Stage – III of Microbiology
- iii) Dr. Malay Roy, Assistant Professor, Stage – II to Stage – III of Mathematics

i) **Smt. Kasturi kar** would be promoted from Assistant Professor, Stage III to Associate Professor of History, in the Pay Matrix Level 13A (131,400 – 2,17,100/-) w.e.f. 01.09.2021 as per ROPA 2019 ii) **Dr. Susmita Mondal** would be promoted from Assistant Professor, Stage – II to Assistant Professor, Stage – III of



Microbiology in the Pay Scale 15600 – 39100/- with AGP 8000/- w.e.f. 23.01.2019, iii) **Dr. Malay Roy** would be promoted from Assistant Professor, Stage – II to Assistant Professor, Stage - III of Mathematics in the Pay Scale 15600 – 39100/- with AGP 8000/- w.e.f. 01.12.2019.

The House congratulates the three teachers, namely Smt. Kasturi Kar, Dr. Susmita Mondal, and Dr. Malay Roy and unanimously resolves that all of them to be promoted to the respective designations as recommended by the respective screening/selection committees. It is hereby resolved as per recommendation of the committees, the posts held by the incumbents would be upgraded to the respective posts and the same would be reverted to the posts of Assistant Professor (Stage 1) as soon as they would fall vacant for any reason whatsoever.

The Principal is requested to submit all the necessary papers/documents/certificated pertaining to fixation of pays of the incumbents to the Director of Public Instruction, Govt. of West Bengal, Bikash Bhawan at an early date for fixation of their pays.

b) The Principal reports that Dr. Samrat Sengupta, Assistant Professor of English has tendered his resignation on 24.4.2023 after he was on lien leave since 22.11.2021. Accordingly, a post of Assistant Professor of English in Roster Position 38 falls vacant w.e.f. 25.4.2023. The House resolves that the B. C. W. D., Govt. of West Bengal will be requested for authentication of the posts in 100-point Roster of Appointment Register of Teachers at Sammilani Mahavidyalaya, EM Bypass, Kolkata 700094. The Principal is requested to do the needful.

c) It is also resolved in the House that the West Bengal College Service Commission would be requested for recommending names of Assistant Professors of English under the appropriate category as would be authenticated by the BCWD.

In addition, fresh requisition for the existing vacant posts of Assistant Professor of Commerce (1 post for UR in RP 37) and Microbiology (1 post for SC in RP 36) would be submitted to the WBCSC at the earliest.

13. (a): The Principal reports that Smt. Sunandana Mukherjee, SACT submitted her prayer for changing her surname from Mukherjee to Banerjee as she got married and surname of her husband is Banerjee. The House unanimously offers 'No Objection' and resolves that necessary steps to be taken.

b) The Principal reports that he has received a prayer from Shri Anjan Dutta for payment as he has taken 121 classes (in total) in the period Aug.2022 to Feb. 2023. It is reported that on verbal instruction of Dr. Santiranjana PalChoudhury, Ex-Principal Shri Anjan Dutta has taken the classes as there was no teacher for taking classes of Economics. Record of all the classes have been maintained by Smt. Bananai Gangopadhaya who has acted as the course coordinator. It is resolved in the House that Shri Anjan Dutta would be paid Rs. 30250/- (Rs.250x121) since he has taken classes for the benefit of our students. However, it is observed in the House that next onward no such payment would be made without proper written instruction.