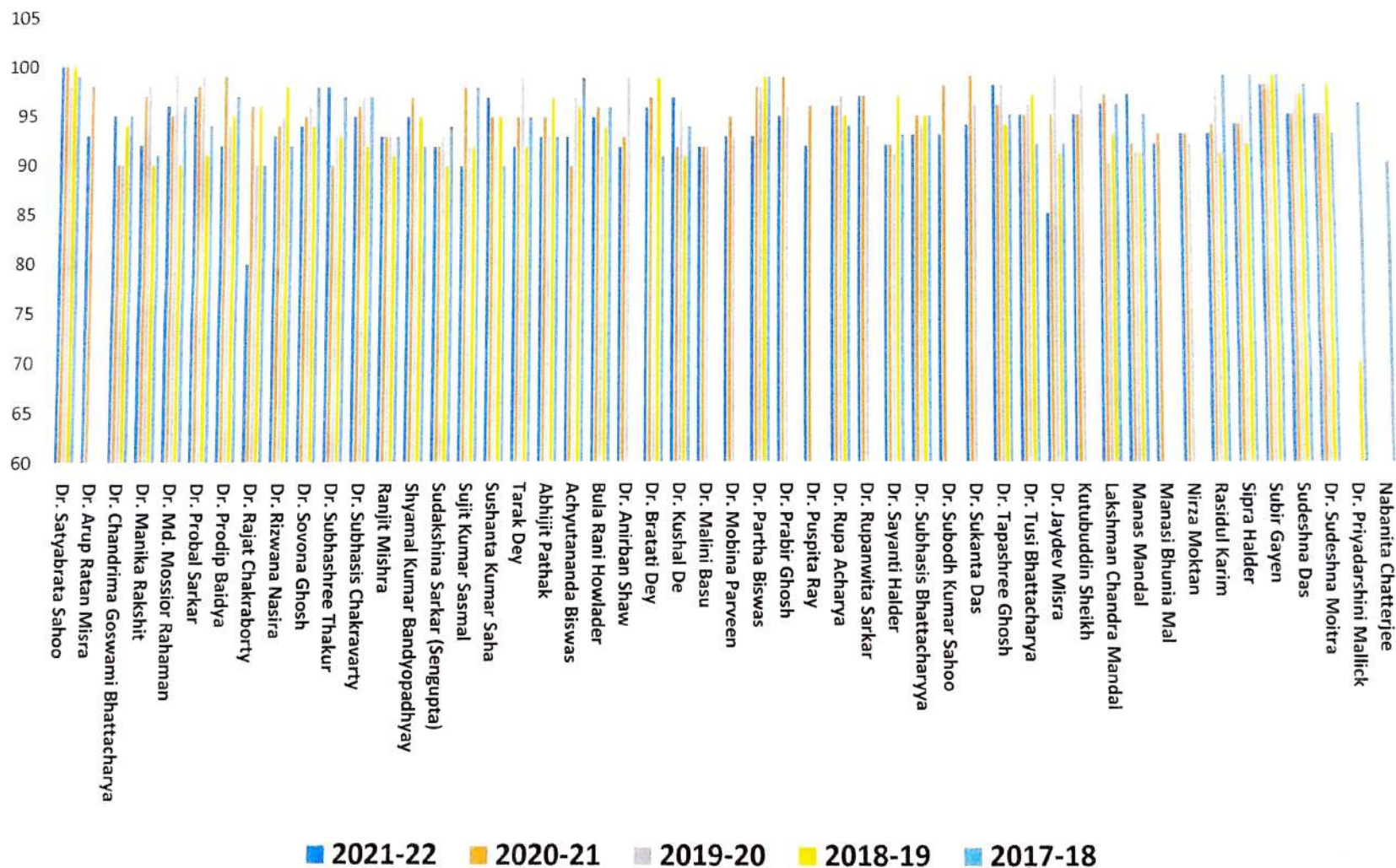


APPRAISAL PROCESS OF FULL-TIME FACULTIES IN 2017-22 ACADEMIC SESSION

TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES



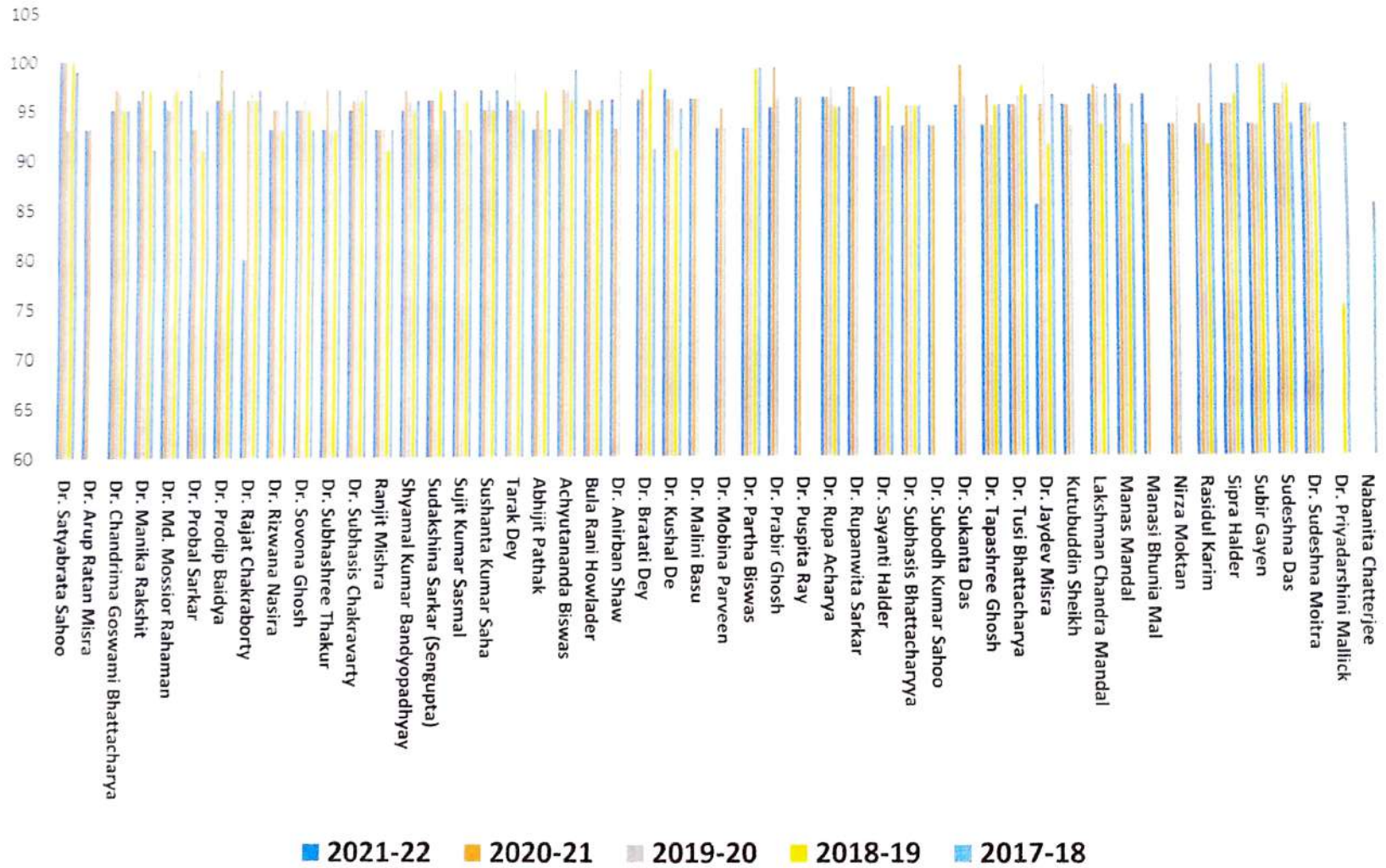
S. Sengupta

Co-ordinator
Internal Quality Assurance Cell
Dhruba Chand Halder College

PRINCIPAL
Dhruba Chand Halder College
P.O. - D. Paresani, P.S. - Jhargram
Dist. - Purba Medinipur, Pin- 743372

APPRAISAL PROCESS OF FULL-TIME FACULTIES IN 2017-22 SESSION

COCURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.



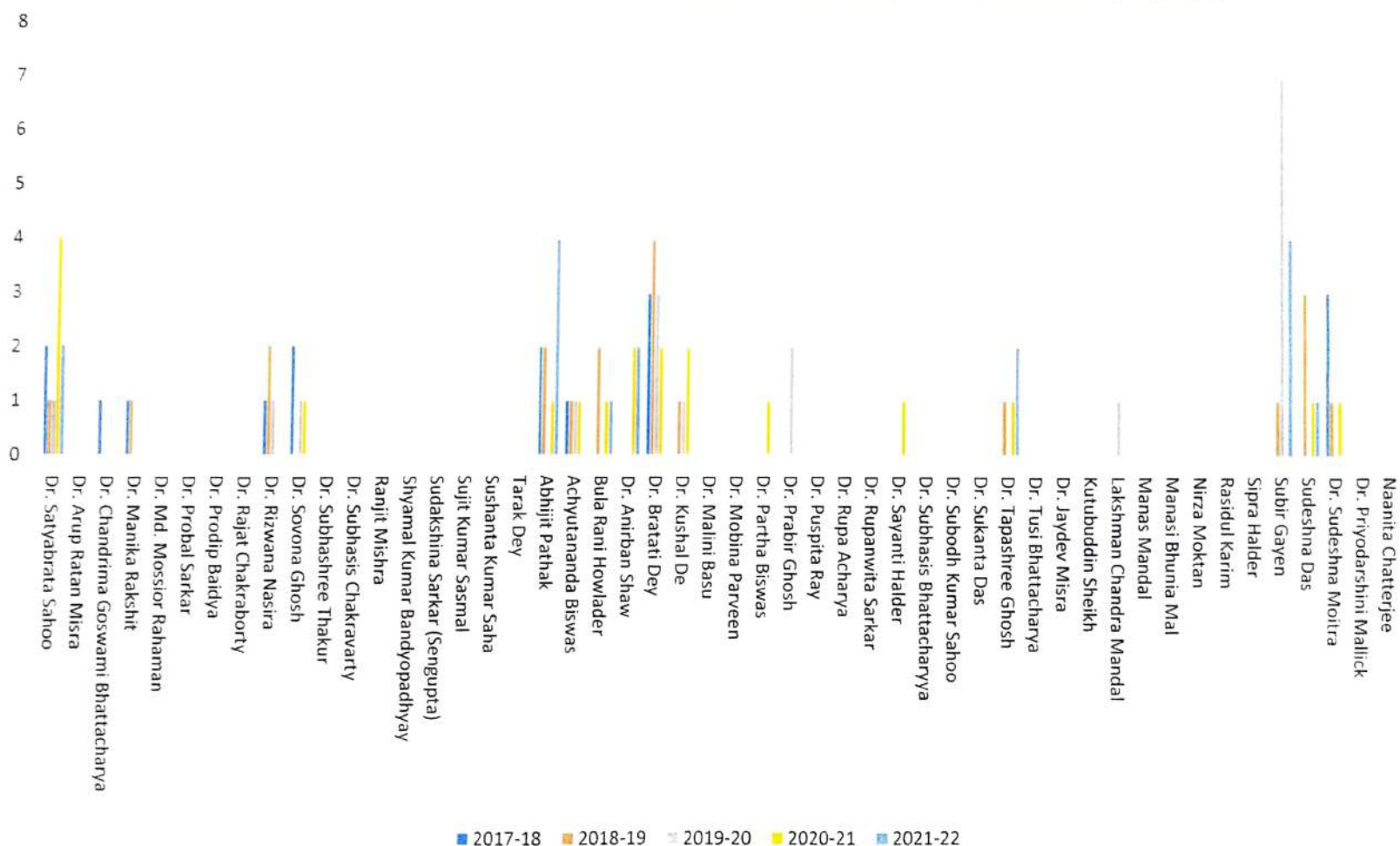
S. Sen Gupta
Co-ordinator
Internal Quality Assurance Cell
Dhruba Chand Halder College

[Signature]
PRINCIPAL
Dhruba Chand Halder College
P.O.- D. Barasat, P.S.- Jyoti Nagar
South 24 Parganas, Pin- 743372

APPRAISAL PROCESS OF FULL-TIME FACULTIES IN 2017-22 SESSION

RESEARCH AND ACADEMIC CONTRIBUTIONS

(Publication in Journals, Books, Conference Proceeding and Sanctioned projects)



S. Sengupta.

Co-ordinator
Internal Quality Assurance Cell
Dhruba Chand Halder College

PRINCIPAL
Dhruba Chand Halder College
P.O.- D. Barasat, P.S. Jaynagar
South 24 Parganas, Pin- 743372

Staff Attendance Register

FOR THE MONTH OF July 2018

Date	Name- <u>Tilak Halder</u>			Name- <u>Haladhar Naskar</u>			Name- <u>Dipak K. Singha</u>			Initials of Head of the Office
	Arrival	Departure	Initials	Arrival	Departure	Initials	Arrival	Departure	Initials	
1	10.41		Sunday							
2	10.41	5.30	Halder	20.20	2.20	2w/20	10.41	6.10	D/K	
3	10.43	5.25	Halder	20.20	2.20	2w/20	10.43	7.05	D/K	
4	10.46	5.50	Halder	20.20	2.20	2w/20	10.46	6.10	D/K	
5	10.42	5.25	Halder	20.60	2.20	2w/20	9.50	6.10	D/K	
6	10.45	5.25	Halder	20.20	2.10	2w/20	10.45	6.10	D/K	
7	10.41	4.30	Halder	20.60	2.60	2w/21	10.41		D/K	
8						21/20				
9	10.43	5.25	Halder	20.80	2.10	2w/20	10.43	5.30	D/K	
10	10.42	5.50	Halder	20.80	2.60	2w/20	10.42	5.30	D/K	
11	10.42	5.25	Halder	20.80	2.20	2w/21	10.42	6.10	D/K	
12	10.37	6.00	Halder	20.80	2.10	2w/20	10.40	6.10	D/K	
13	10.36	5.20	Halder	20.10	2.10	2w/20	10.36	5.20	D/K	
14	10.44	5.15	Halder			A	10.45	3.05	D/K	
15										
16	10.41	5.45	Halder	20.10	2.10	2w/20	10.45	6.10	D/K	
17	10.42	5.50	Halder	20.20	2.20	2w/20	11.30	5.45	D/K	
18	09.45	5.05	Halder	20.20	2.00	2w/20	10.40	5.30	D/K	
19	09.41	5.05	Halder	20.20	2.20	2w/20	10.42	5.50	D/K	
20	09.41	5.05	Halder	20.20	2.20	2w/20	10.40	5.30	D/K	
21	09.42	4.10	Halder			A	9.45	3.10	D/K	
22										
23	09.44	5.15	Halder	20.20	2.20	2w/20	10.40	5.25	D/K	
24	09.43	5.15	Halder	20.20	2.20	2w/20	10.42	5.45	D/K	
25	09.41	5.15	Halder	20.20	2.20	2w/20			A	
26	09.45	5.15	Halder	20.10	2.20	2w/20	9.45	5.20	D/K	
27	09.41	5.15	Halder			A	9.41	5.30	D/K	
28	09.38	4.30	Halder			A	11.10	4.30	D/K	
29						21/20				
30	09.41	5.10	Halder	9.55	2.20	2w/20	9.40	5.35	D/K	
31	09.41	5.10	Halder	20.20	2.20	2w/20			A	
Total										

LEAVE	Previous		Current		Previous		Current		Remarks
	Casual								
	E. L.								
	M. L.								
	Leave without pay								

No. of half holidays during the month-
(Excluding Saturdays)

No. of half holidays during the month-
(Excluding Saturdays)

PRINCIPAL
Dinuba Chand Halder College
P.O. - D. B. S. Jaynagar
Dist-24 P.O. - 74372

Staff Attendance Register

FOR THE MONTH OF Aug' 18

Date	Name- <u>Tilak Halder</u>			Name- <u>Haladhar</u>			Name- <u>Dipak Kr.</u>			Initials of Head of the Office
	Arrival	Departure	Initials	Arrival	Departure	Initials	Arrival	Departure	Initials	
1	09.41	5.10	Halder.	20.10	2.00	20.10	9.41	4.30	Dpk	
2	09.42	5.15	Halder.	20.10	2.20	20.10	9.42	5.50	Dpk	
3	09.41	5.15	Halder.	20.10	2.10	20.10	9.42	5.30	Dpk	
4	09.42	4.30	Halder.			A	10.10	5.30	Dpk	
5										
6	09.41	5.25	Halder.	20.10	2.20	20.10	9.42	5.25	Dpk	
7	09.45	5.15	Halder.			A	9.45	5.25	Dpk	
8	09.50	5.10	Halder.			A	10.50	5.20	Dpk	
9	09.38	5.30	Halder.			A			A	
10	10.41	5.15	Halder.	20.10	2.20	20.10	10.45	5.30	Dpk	
11	09.41	4.25	Halder.	20.10	2.30	20.10	9.45	4.30	Dpk	
12										
13	09.41	5.15	Halder.			A	09.41	5.30	Dpk	
14	09.41	5.25	Halder.	20.10	2.10	20.10	10.50	5.30	Dpk	
15						Independence Day	9.41		Dpk	
16	09.41	5.25	Halder.	20.10	2.00	20.10	9.41	5.30	Dpk	
17	09.41	2.15	Halder.	20.10	2.00	20.10	9.41	5.15	Dpk	
18	09.41	4.30	Halder.	20.10	2.20	20.10	10.42	3.15	Dpk	
19	09.41		Halder.							
20	09.41	5.25	Halder.	20.10	2.00	20.10	09.41	5.30	Dpk	
21	09.41	5.20	Halder.	20.10	2.00	20.10	9.41	5.30	Dpk	
22						ID.				
23	09.38	5.10	Halder.	20.10	2.20	20.10	9.40	8.20	Dpk	
24	10.30	5.25	Halder.			A	10.26	5.30	Dpk	
25										
26										
27	09.41	4.30	Halder.	20.10	2.10	20.10			A	
28	09.41	5.25	Halder.	20.10	2.00	20.10	10.12	5.25	Dpk	
29	09.41	5.25	Halder.	20.10	2.00	20.10	10.44	2.10	Dpk	
30	09.41	5.15	Halder.	20.10	2.20	20.10	9.42		Dpk	
31	09.41		Halder.			A			A	
Total										

LEAVE	Previous		Current		Previous		Current		Previous		Current		Remarks
	Casual												
	E. L.												
	M. L.												
	Leave without pay												

No. of half holidays during the month-
(Excluding Saturdays)

No. of half holidays during the month-
(Excluding Saturdays)

Principal
Dhrubajyoti Halder College
P.O.-D. Halder College
Dist-24

DAILY APPRAISAL OF TEACHERS

DHRUBA CHAND HALDER COLLEGE

Activity :

Date.....20.....

Classes	I (H)	II (H)	III (H)	I (G)	II (G)	III (G)	Extra	Total
Alloted								
Taken								
No. of Students								

★ Classes not held partly or fully because :

★ Total Hours spent in direct teaching (Lecturer / Tutorials / Practical / Project/Supervising / Fieldwork) :

★ Nature of Leave availed :

★ Reason for availed Duty Leave (if any) :

★ Exam Duties :

Name of the Exam.	Nature of duties (question paper setting/ Invigilation/evaluation of answer scripts)	Assigned(✓)	Performed(✓)	Duration

★ Hours spent in Co-Curricular activities :

(a) Remedial class /Career Counseling / Study visit / Student Seminar / Others (specify) :

(b) Cultural / Sports / NSS / NCC / Others (specify) :

(c) Extension activities e.g. delivering Public / Popular Lecture / Talks / Seminar etc :

★ Hours spent in Corporate life and Management :

(a) Administrative responsibility as TIC / H.O.D. / Bursar / Convener / Co-ordinator / Others (specify) :

(b) Participation in B.O.S./ Academic / Administrative Committees :

★ Hours spent in Professional Development activities (Participation in Seminars / Conferences / Short terms training courses / Industrial experience / others (specify) :

Signature of Principal

Signature of Teacher


PRINCIPAL
Dhruba Chand Halder College
P.O.- D. Barasat, P.S.- Jaynagar
South 24 Parganas, Pin- 743372

Name of the Faculty: PARTHA BISWAS Designation: Asst. Prof. Dept. CHEMISTRY

Date	No. of classes allotted	No. of classes taken	Remarks	Other duties performed (Please specify)		
				Academic	Administrative	Others
1	Sun day					
2	04	04				
3	03	03				
4	04	04				
5	Prep Day					
6	03	03				
7	03	03				
8	Sunday					
9	04	04				
10	03	03				
11	04	04				
12	Prep Day					
13	03	03				
14	03	03				
15	Sunday					
16	04	04				
17	03	03				
18	Duty leave			External Examiner, 2nd year (G) Practical examination, Harekchand Karmakar Jain College.		
19	Prep Day			"	"	"
20	03	02			Admission Committee meeting 2 PM - 3.15 PM.	
21	03	03				
22	Sunday					
23	04	03				
24	03	02			Teacher's Council meeting 2 PM - 5 PM.	
25	04	03				
26	Prep Day					
27	-	-		1st year (H) University Examination Invigilation duty 11 AM - 3 PM.		
28	03	01				Disruption of Railway Service (late by 1.30 hr)
29	Sunday					
30	04	04				
31	03	02				


Signature of Teacher


Signature of HOD


Signature of Principal
PRINCIPAL
Dhruba Chand Halder College
P.O.- D. Barasat, P.S.- Jayantgar
South 24 Parganas. Pin- 743372

DHRUBA CHAND HALDER COLLEGE
APPRAISAL FOR THE MONTH OF August 2018

**EXAMPLE OF MONTHLY
APPRAISAL OF TEACHERS**

Name of the Faculty: PARTHA BISNOBS Designation: Asst. Prof. Dept. CHEMISTRY

Date	No. of classes allotted	No. of classes taken	Remarks	Other duties performed (Please specify)		
				Academic	Administrative	Others
1	04	04				
2	Prep Day					
3	-	-	Classes are suspended	1st year (G) University Examination invigilation duty (10 AM - 1 PM)		
4	03	02				
5	Sunday					
6	-	-	Classes are suspended	1st year (G) University Examination invigilation duty (10 AM - 1 PM)		
7	03	03				
8	04	03				
9	Prep Day					
10	03	03				
11	03	03				
12	Sunday					
13	04	04				
14	03	03				
15	Holiday		Independence day.			
16	Prep Day					
17	03	01	Holiday declared (Half day) for the demise of Sri Atal Behari Bajpayee			
18	03	03				
19	Sunday					
20	04	04				
21	03	03				
22	04	03				
23	Prep Day		Duty allotted College foundation day celebration			
24	03	03				
25	Holiday					
26	Sunday					
27	04	04				
28	03	03				
29	04	04				
30	Prep Day					
31	Casual Leave		Examiner to External Institute (JBNSTS)			


Signature of Teacher


Signature of HOD


PRINCIPAL
Dhruba Chand Halder College
P.O.- D. Barasat, P.S.- Jajpur
South 24 Parganas, Pin- 721111

DHRUBA CHAND HALDER COLLEGE
APPRAISAL FOR THE MONTH OF September, 2018

**EXAMPLE OF MONTHLY
 APPRAISAL OF TEACHERS**

Name of the Faculty: PARTHA BISWAS Designation: Asst. Prof. Dept. CHEMISTRY

Date	No. of classes allotted	No. of classes taken	Remarks	Other duties performed (Please specify)		
				Academic	Administrative	Others
1	03	03				
2	Sunday					
3	04	04				
4	03	03				
5	04	02	Teacher's Day			celebration of Teacher's day in the Dept.
6	Prep Day					
7	03	03				
8	03	03				
9	Sunday					
10	04	02	Bhramt Bandh due to fuel price hike	(Compulsory attendance, few students did not come)		
11	03	03				
12	04	04				
13	Prep Day					
14	03	03				
15	03	03				
16	Sunday					
17	Holiday		Vishwakarma Puja			
18	03	02			Meeting for Nabin Bann Utsav (10M-2PM) Academic sub-committee meeting (2PM-5PM)	
19	04	03				
20	Prep Day					
21	Holiday		Muharram			
22	-	-	Classes suspended			CBES workshop in college. Speaker: Dr. Debashis Prasad (Inspector of College.)
23	Sunday					
24	04	04				
25	03	03				
26	-	-	Compulsory attendance due to bandh	(Students did not come)		
27	Prep Day					
28	03	03				
29	Duty leave		Faculty exchange program, invited speaker to Raidighi College			
30	Sunday					
31						


 Signature of Teacher


 Signature of HOD


 Signature of Principal
 Dhruba Chand Halder College
 P.O.- D. Barasat, P.S.- Jaynagar
 South 24 Parganas, Pin- 743372

EXAMPLE OF MONTHLY APPRAISAL OF TEACHERS

DHRUBA CHAND HALDER COLLEGE

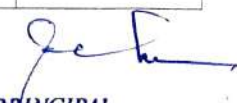
APPRAISAL FOR THE MONTH OF October, 2018

Name of the Faculty: PARTHA BISWAS Designation: Asst. Prof. Dept. CHEMISTRY

Date	No. of classes allotted	No. of classes taken	Remarks	Other duties performed (Please specify)		
				Academic	Administrative	Others
1	04	04.				for Nabam Baran Utsav meeting with volunteers and teachers (1 pm - 2 pm)
2	Holiday		Birth Day of Gendhiji			
3	04	04.				
4	Prep Day					
5	-	-	Classes suspended			Nabam Baran Utsav
6	Holiday					
7	Sunday					
8	Holiday		Mahalaya			
9	03	02				Teacher's council meeting (2 pm - 5 pm)
10	04	04				
11	Prep Day					
12	03	03				
13	03	03				
14	Sunday		Puja Vacation begins			
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31			Puja vacation continues			


Signature of Teacher


Signature of HOD


PRINCIPAL
Dhruba Chand Halder College
P.O. - D. Barasat, P.S. - Jayrampur
South 24 Parganas, Pin- 743372

**EXAMPLE OF MONTHLY
APPRAISAL OF TEACHERS**

DHRUBA CHAND HALDER COLLEGE

APPRAISAL FOR THE MONTH OF November, 2018

Name of the Faculty: PARITHA BISWAS Designation: Asst. Prof. Dept. CHEMISTRY

Date	No. of classes allotted	No. of classes taken	Remarks	Other duties performed (Please specify)		
				Academic	Administrative	Others
1						
2						
3						
4						
5						
6						
7						
8						
9						
10			Puja vacation Ends			
11			Sunday.			
12	04	04.				
13			Holiday Chat puja.			
14	04	04.		Internal assessment examination		
15			Prep day.			
16	03	02		Academic committee meeting (2 PM - 4.30 PM)		
17			Holiday. Jagadhatin Puja.			
18			Sunday.			
19	04	04.				
20	03	03.				
21	04	04				
22			Prep Day			
23			Holiday Birth Day of Guru Nanak			
24	03	03.				
25			Sunday.			
26	04	04.	}	Internal Examining, Sem-I (G) Practical Examination.		
27	03	04.		"	"	"
28	04	03.		Marks uploading in University portal for Sem I Hons and General course.		
29			Prep Day.			
30	03	03.				
31						

Paritha Biswas
Signature of Teacher

Paritha Biswas
Signature of HOD

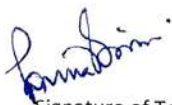
[Signature]
PRINCIPAL
Dhruba Chand Halder College
P.O.- D. Barasat, P.S. ...
South 24 Parganas, Pin- 743372

DHRUBA CHAND HALDER COLLEGE
APPRAISAL FOR THE MONTH OF December, 2018

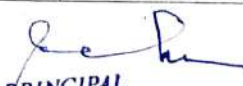
**EXAMPLE OF MONTHLY
 APPRAISAL OF TEACHERS**

Name of the Faculty: PARTHA BISWAS Designation: Asst. Prof. Dept. CHEMISTRY

Date	No. of classes allotted	No. of classes taken	Remarks	Other duties performed (Please specify)		
				Academic	Administrative	Others
1	03	03				
2	Sunday					
3	04	04				
4	Duty Leave		} 1st Semester (H) Practical, CE. External Examiners, Gurudas College			
5	Duty Leave					
6	Prep Day			"	"	"
7	Duty Leave			"	"	"
8	03	02		Meeting called by Principal to fix 3rd year test Exam schedule (11.30 am - 12.30 pm)		
9	Sunday					
10	04	04				
11	03	03				
12	04	04				
13	Prep Day					
14	03	01	C.U. BA/B.Sc./B.Com. Sem-I Examination Invigilation duty			(10 am - 1 pm)
15	03	02	"	"	"	(2 pm - 5 pm)
16	Sunday					
17	04	04				
18	03	03				
19	Duty Leave		Sem (I) Honors script distribution for college street campus			CC-2 papers, Calcutta University
20	Prep Day					
21	Duty Leave		Sem (I) General Honors Examiners' meeting, college street campus			Calcutta University
22	03	02				
23	Sunday					
24	04	02	Sem I (G) ; GEI/CEI paper scrutiny. (1 pm - 2 pm) Marks uploading for Practical exam Sem (I) Hons b. (2 pm - 3 pm)			
25	Winter recess starts.					
26						
27						
28						
29						
30						
31						


 Signature of Teacher


 Signature of HOD


PRINCIPAL
 Dhruba Chand Halder College
 P.O.- D. Barasat, P.S.- Jagannagar
 South 24 Parganas, Pin- 743372

**EXAMPLE OF MONTHLY
APPRAISAL OF TEACHERS**

DHRUBA CHAND HALDER COLLEGE

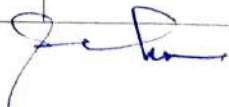
APPRAISAL FOR THE MONTH OF January, 2019

Name of the Faculty: PARTHA BISWAS Designation: Asst. Prof. Dept. CHEMISTRY

Date	No. of classes allotted	No. of classes taken	Remarks	Other duties performed (Please specify)		
				Academic	Administrative	Others
1			Winter recess Ends			
2	04	02		Sem(I) AT cell Paper Examination Vigilance duty (10 am - 1 pm)		
3	03	03				
4	03	03				
5			Holiday			
6			Sunday			
7			Prep. Day. Prep days changed from Thursday to Monday			
8	-	-	} Duty on behalf of Exam Committee 3rd Year test Examination (11 am - 4 pm)			
9	-	-		11	"	"
10	-	-		11	"	"
11	-	-		11	"	"
12			Holiday. Birth day of Swami Vivekananda			
13			Sunday			
14			Prep Day. Holiday			
15			Holiday			
16	04	04				
17	03	03				
18	03	03				
19			Casual Leave			
20			Sunday			
21			Prep Day. Annual sports			
22	04	02	Annual sports			
23			Holiday. Birth day of Netaji			
24			Holiday			
25			Holiday. University Foundation day			
26			Holiday. Republic Day			
27			Sunday			
28			Prep Day			
29	04	04				
30	04	04				
31	03	03				


Signature of Teacher


Signature of HOD


PRINCIPAL
Dhruba Chand Halder College
P.O. - D. Barasat, P.S. - Joybagan
South 24 Parganas, Pin- 743377

APPRAISAL FOR THE MONTH OF February, 2019

Name of the Faculty: PARIND BASUWAS Designation: Asst. Prof. Dept: CHEMISTRY

Date	No. of classes allotted	No. of classes taken	Remarks	Other duties performed (Please specify)		
				Academic	Administrative	Others
1	03	03				
2			Classes suspended	due to workshop on Environmental Studies.		
3	Sunday					
4	Prep Day					
5	-	-		Invigilation duty for B.A./B.Sc./B.Com. Part II Examination (10 AM - 1 PM) + Teacher's council meeting (2 PM - 3 PM)		
6	04	04				
7	03	03				
8	03	03				
9	03	03				
10	Sunday					
11	Prep Day					
12	Duty	Leave		{ workshop on CBSE curriculum, Banarshi Sankar College, Canning		
13	Duty	Leave		{ Sample Preparation for B.Sc.(H) 3rd year Practical Examination in Serampore College		
14	Duty	Leave				
15	Duty	Leave				
16	03	02				
17	Sunday					
18	Prep Day	Duty leave		{ Sample preparation for B.Sc.(H) 3rd year Practical Examination in Serampore College		
19	Duty	Leave				
20	04	03				
21	03	03				
22	03	03				
23	-		Classes suspended	Annual Social		
24	Sunday					
25	Prep Day					
26	Duty	Leave		Sample Prep. B.Sc.(H) 3rd year Practical Exam in Serampore College.		
27	04	03				
28	Duty	Leave		Sample Prep. B.Sc.(H) 3rd year Practical Exam in Serampore College.		
29						
30						
31						

Signature of Teacher

Signature of HOD

PRINCIPAL
Dhruba Chand Halder College
P.O. - D. Barasat, P.S. - Jaynagar
South 24 Parganas, Pin- 743312

APPRAISAL FOR THE MONTH OF March, 2019

Name of the Faculty: PARTHA BISWAS - Designation: Asst. Prof - Dept. CHEMISTRY

Date	No. of classes allotted	No. of classes taken	Remarks	Other duties performed (Please specify)		
				Academic	Administrative	Others
1	03	03				
2	03	03				
3	Sunday					
4	Prep Day		Holiday			
5	04	03				
6	Duty Leave		} External Examiner for Part III (H) Practical Examination in St. Pauls Cathedral College.			
7	Duty Leave					
8	Duty Leave					
9	03	03				
10	Sunday					
11	Prep Day		Duty Leave			
12	Duty Leave		} External Examiner for Part III (H) Practical Examination in St. Pauls Cathedral college.			
13	Duty Leave					
14	Duty Leave					
15	Duty Leave					
16	Duty Leave					
17	Sunday					
18	Prep Day					
19	04	02				Teacher's council meeting (2 pm - 5 pm)
20	04	04				
21	Holiday		Holiday			
22	Holiday		Holi.			
23	03	03				
24	Sunday					
25	Prep Day					
26	04	03				
27	-	-		Internal Examiner 3rd year (G) Practical Examination in the college (11 am - 3 pm)		
28	03	02	Examination	Committee work, duty list preparation for 3rd year Theory Examination.		
29	03	01	"	"	"	
30	03	01	Part III Examination committee from the	Part-I Compulsory language Examination.		
31	Sunday					


Signature of Teacher


Signature of HOD


PRINCIPAL
Dhruba Chand Halder College
P.O.- D. Barasat, P.S.- Jayrampur
South 24 Parganas, Pin- 743372

APPRAISAL FOR THE MONTH OF April, 2019

Name of the Faculty: PARTHA BISWAS Designation: Asst. Prof. Dept. CHEMISTRY

Date	No. of classes allotted	No. of classes taken	Remarks	Other duties performed (Please specify)		
				Academic	Administrative	Others
1	Prep Day					
2	04	02				
3	Duty Leave		Went to St. Paul's College for Part III (H) Practical Examination			
4			B.A./B.Sc./B.Lm 3rd year Examination committee duty (10 AM - 5 PM)			
5	Duty Leave		External Examiner for Part III (G) Practical Examination in Raidighi College			
6			B.A./B.Sc./B.Lm 3rd year Examination Committee duty (10 AM - 5 PM)			
7	Sunday					
8	Prep Day					
9			B.A./B.Sc./B.Lm. 3rd year Examination Committee duty (10 AM - 5 PM)			
10	03	03				
11	03	03				
12	03	03				
13	On Duty		Training for Lok Sabha Election			
14	Sunday					
15	Prep Day		Holiday			
16	02	02				
17	03	03	Performed work for Routine Committee			
18	03	03				
19	Holiday		Good Friday			
20	Holiday					
21	Sunday					
22	Prep Day					
23	02	02				
24	02	02				
25			B.A./B.Sc./B.Lm. 3rd year Examination Committee duty (10 AM - 5 PM) for EMS examination			
26	02	02	2nd year (G) Practical Examination started			
27	02	02				
28	Sunday					
29	Prep Day					
30	03	03	2nd yr (H) class test taken (2 hr), 2nd yr. Pract. exam ends			
31						


Signature of Teacher


Signature of HOD


PRINCIPAL
Signature of Principal
Dhruba Chand Halder College
P.O.- D. Barasat, P.S.- Jaynagar
South 24 Parganas, Pin- 743372

EXAMPLE OF MONTHLY APPRAISAL OF TEACHERS

DHRUBA CHAND HALDER COLLEGE

APPRAISAL FOR THE MONTH OF May, 2019

Name of the Faculty: PARTHA BISWAS Designation: Asst. Prof. Dept. CHEMISTRY

Date	No. of classes allotted	No. of classes taken	Remarks	Other duties performed (Please specify)		
				Academic	Administrative	Others
1	Holiday					
2	01	01				
3	01	01				
4	Holiday		Due to fami			
5	Sunday		Contaminity			
6	Prep Day					
7				3rd year (H) university copy checking (11 am - 3 pm)		
8	02	02	Invigilation duty for Sem-2 Internal assessment (10 am - 1.30 pm), (3 pm - 3.30 pm)			
9	Holiday		Pre-holiday of Rabindra Nath Tagore			
10	On Duty		Training for Lok Sabha Election (3rd Round)			
11			Sem 2 ENVS Examination committee work			
12	Sunday					
13	Prep Day					
14			"	"	"	"
15			"	"	"	"
16	Summer		Recess begins.			
17						
18			Election duty			
19	Sunday		Election duty			
20	Prep Day					
21						
22						
23						
24						
25						
26	Sunday					
27	Prep Day		3rd year Exam Committee work + ENVS committee work + Internal assessment marks upload			
28						
29			3rd year Examination committee work (10 am - 3 pm)			
30			"	"	"	"
31						


Signature of Teacher


Signature of HOD


PRINCIPAL
Dhruba Chand Halder College
P.O. - D. Barasat, P.S. - Javla, Dist. - South 24 Parganas, Pin- 743372

DHRUBA CHAND HALDER COLLEGE
APPRAISAL FOR THE MONTH OF June, 2019

**EXAMPLE OF MONTHLY
APPRAISAL OF TEACHERS**

Name of the Faculty: PARTHA BISWAS Designation: Asst. Prof. Dept. CHEMISTRY

Date	No. of classes allotted	No. of classes taken	Remarks	Other duties performed (Please specify)		
				Academic	Administrative	Others
1	<u>Summer</u>		<u>Recess.</u>			
2			<u>↓</u>			
3						
4						
5						
6			<u>ENVS Project marks uploading + Sem II (G) Backward Examination Lab preparation.</u>			
7						
8						
9						
10						
11						
12			<u>Internal examine, Sem II (G) Backward Examination (10:30 AM - 3:30 PM)</u>			
13						
14						
15			<u>B.A./B.Sc./B.Com. Part II Examination Invigilation duty.</u>			
16			<u>(10 AM - 1 PM)</u>			
17						
18			<u>B.A./B.Sc./B.Com. Part II Examination Invigilation duty.</u>			
19			<u>(10 AM - 1 PM), (2 PM - 5 PM)</u>			
20						
21			<u>B.A./B.Sc./B.Com. Part II Examination Invigilation duty.</u>			
22			<u>(2 PM - 5 PM)</u>			
23						
24						
25						
26						
27						
28						
29						
30						
31						

Parta Biswas
Signature of Teacher

Parta Biswas
Signature of HOD

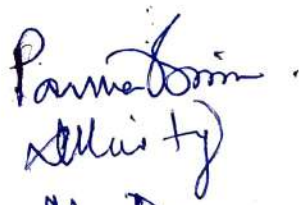
Parta Biswas
PRINCIPAL
Signature of Principal
Dhruba Chand Halder College
P.O.- D. Barasat, P.S.- Jaynagar
South 24 Parganas, Pin- 743372

APPRAISAL OF LABORATORY ATTENDANT

**DHRUBA CHAND HALDER COLLEGE
DEPARTMENT OF CHEMISTRY
ALLOTTMENT OF DEPARTMENTAL DUTIES
SESSION: 2017-18**

DUTIES	SUPERVISED BY (Name of the faculty)	ASSISTED BY (Name of the Laboratory attendant)	OVERALL SUPERVISION (Name of the faculty)
Maintenance, checking of instruments and maintenance of log book	Prof. Madhusudan Das	Md. Rafikur Rahaman Gazi	Dr. Partha Biswas
Taking stock, maintenance of stock of reagents and glasswares	Prof. Anamika Saha	Md. Rafikur Rahaman Gazi	
Maintenance of Departmental Library	Dr. Dipanwita Maity	Soumendranath Naiya	
Cleaning and dusting	Dr. Partha Biswas	Soumendranath Naiya	

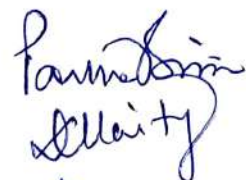

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P.O.- D. Barasat, P.S.- Jaynagar
South 24 Parganas, Pin- 743372


M. Das.
Anamika Saha

APPRAISAL OF LABORATORY ATTENDANT
DHRUBA CHAND HALDER COLLEGE
DEPARTMENT OF CHEMISTRY
ALLOTTMENT OF DEPARTMENTAL DUTIES
SESSION: 2018-19

DUTIES	SUPERVISED BY (Name of the faculty)	ASSISTED BY (Name of the Laboratory attendant)	OVERALL SUPERVISION (Name of the faculty)
Maintenance, checking of instruments and maintenance of log book	Prof. Madhusudan Das	Md. Rafikur Rahaman Gazi	Dr. Partha Biswas
Taking stock, maintenance of stock of reagents and glasswares	Prof. Anamika Saha	Md. Rafikur Rahaman Gazi	
Maintenance of Departmental Library	Dr. Dipanwita Maity	Soumendranath Naiya	
Cleaning and dusting	Dr. Partha Biswas	Soumendranath Naiya	


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Soumendranath Naiya

M. Das
Anamika Saha

APPRAISAL OF LABORATORY ATTENDANT

**DHRUBA CHAND HALDER COLLEGE
DEPARTMENT OF CHEMISTRY
ALLOTTMENT OF DEPARTMENTAL DUTIES
SESSION: 2019-20**

DUTIES	SUPERVISED BY (Name of the faculty)	ASSISTED BY (Name of the Laboratory attendant)	OVERALL SUPERVISION (Name of the faculty)
Maintenance, checking of instruments and maintenance of log book	Prof. Madhusudan Das	Md. Rafikur Rahaman Gazi	Dr. Partha Biswas
Taking stock, maintenance of stock of reagents and glasswares	Prof. Anamika Saha	Md. Rafikur Rahaman Gazi	
Maintenance of Departmental Library	Dr. Dipanwita Maity	Soumendranath Naiya	
Cleaning and dusting	Dr. Partha Biswas	Soumendranath Naiya	

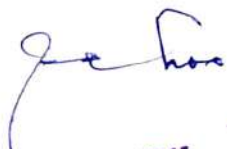

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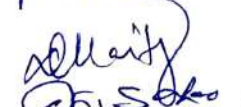

Anamika Saha
MDas.

APPRAISAL OF LABORATORY ATTENDANT

DHRUBA CHAND HALDER COLLEGE
DEPARTMENT OF CHEMISTRY
ALLOTTMENT OF DEPARTMENTAL DUTIES
SESSION: 2020-21

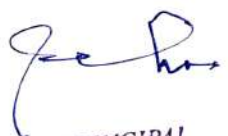
DUTIES	SUPERVISED BY (Name of the faculty)	ASSISTED BY (Name of the Laboratory attendant)	OVERALL SUPERVISION (Name of the faculty)
Maintenance, checking of instruments and maintenance of log book	Prof. Madhusudan Das	Md. Rafikur Rahaman Gazi	Dr. Partha Biswas
Taking stock, maintenance of stock of reagents and glasswares	Dr. Subodh Kumar Sahoo	Md. Rafikur Rahaman Gazi	
Maintenance of Departmental Library	Dr. Dipanwita Maity	Soumendranath Naiya	
Cleaning and dusting	Dr. Partha Biswas	Soumendranath Naiya	

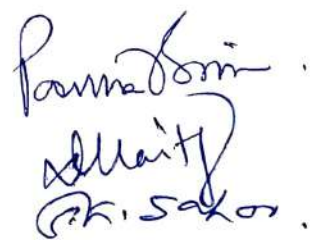

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South 24 Parganas, Pin- 743372



M. Das.
Aramida Saha

DHRUBA CHAND HALDER COLLEGE
DEPARTMENT OF CHEMISTRY
ALLOTTMENT OF DEPARTMENTAL DUTIES
SESSION: 2021-22

DUTIES	SUPERVISED BY (Name of the faculty)	ASSISTED BY (Name of the Laboratory attendant)	OVERALL SUPERVISION (Name of the faculty)
Maintenance, checking of instruments and maintenance of log book	Prof. Madhusudan Das	Md. Rafikur Rahaman Gazi	Dr. Partha Biswas
Taking stock, maintenance of stock of reagents and glasswares	Dr. Subodh Kumar Sahoo	Md. Rafikur Rahaman Gazi	
Maintenance of Departmental Library	Dr. Dipanwita Maity	Soumendranath Naiya	
Cleaning and dusting	Dr. Partha Biswas	Soumendranath Naiya	

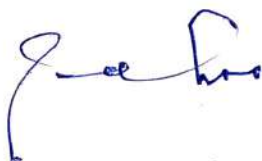

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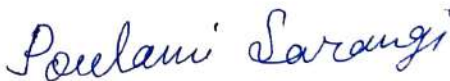

M. Das,
Asst. Secy.

DHRUBA CHAND HALDER COLLEGE
DEPARTMENT OF ZOOLOGY
ALLOTMENT OF DEPARTMENTAL DUTIES
SESSION: 2017-18

**APPRAISAL OF
LABORATORY
ATTENDANT**

DUTIES	SUPERVISED BY (Name of the faculty)	ASSISTED BY (Name of the Laboratory attendant)	OVERALL SUPERVISION (Name of the faculty)
Maintenance, checking of instruments	Dr. Subhasree Thakur	Mr. Manowar Hossain Laskar	Dr. Subhasree Thakur
Taking stock, maintenance of stock of reagents and glasswares	Dr. Subhasree Thakur	Mr. Manowar Hossain Laskar	
Maintenance of Departmental Library	Dr. Subhasree Thakur And Dr. Poulami Sarangi	Mr. Manowar Hossain Laskar	
Cleaning and dusting	Dr. Poulami Sarangi	Mr. Manowar Hossain Laskar	


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APPRAISAL OF LABORATORY ATTENDANT

**DHRUBA CHAND HALDER COLLEGE
DEPARTMENT OF ZOOLOGY
ALLOTMENT OF DEPARTMENTAL DUTIES
SESSION: 2018-19**

DUTIES	SUPERVISED BY (Name of the faculty)	ASSISTED BY (Name of the Laboratory attendant)	OVERALL SUPERVISION (Name of the faculty)
Maintenance, checking of instruments	Dr. Subhasree Thakur	Mr. Manowar Hossain Laskar	Dr. Subhasree Thakur
Taking stock, maintenance of stock of reagents and glasswares	Dr. Subhasree Thakur	Mr. Manowar Hossain Laskar	
Maintenance of Departmental Library	Dr. Subhasree Thakur And Dr. Poulami Sarangi	Mr. Manowar Hossain Laskar	
Cleaning and dusting	Dr. Poulami Sarangi	Mr. Manowar Hossain Laskar	


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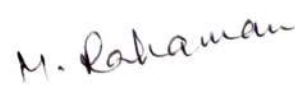



APPRAISAL OF LABORATORY ATTENDANT

DHRUBA CHAND HALDER COLLEGE
DEPARTMENT OF PHYSICS
ALLOTTMENT OF DEPARTMENTAL DUTIES
SESSION: 2017-2018

DUTIES	SUPERVISED BY (Name of the faculty) With Signature	ASSISTED BY (Name of the Laboratory attendant)	OVERALL SUPERVISION (Name of the faculty)
Maintenance, checking of instruments and maintenance of log book	Soumen Bera	Sri Kishor Sardar Sri Santunu Basu	Dr. Mossior Rahaman
Taking stock, maintenance of stock of reagents and glasswares	Surajit De	Sri Kishor Sardar Sri Santunu Basu	
Maintenance of Departmental Library	Surajit De	Sri Kishor Sardar Sri Santunu Basu	
Cleaning and dusting	Soumen Bera	Sri Kishor Sardar Sri Santunu Basu	


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Dist.- 24 Pgs.(S), Pin- 743372


HEAD
Dept. of Physics
Dhruba Chand Halder College
Dakshin Barasat, South 24 Pgs.

APPRAISAL OF LABORATORY ATTENDANT

**DHRUBA CHAND HALDER COLLEGE
DEPARTMENT OF BOTANY
ALLOTTMENT OF DEPARTMENTAL DUTIES SESSION: 2017-18**

DUTIES	SUPERVISED BY (Name of the faculty)	ASSISTED BY (Name of the LABORATORY ATTENDED)	OVERALL SUPERVISION (Name of the faculty with signature)
Maintenance, checking of instruments and maintenance of log book	Mr. Tapas Kumar Maiti	Mr. Bimal Halder	Dr. Rupa Acharya
Taking stock, maintenance of stock of reagents and glasswares	Dr. Rupa Acharya	Mr. Bimal Halder	
Maintenance of Departmental Library	Dr. Rupa Acharya	Mr. Bimal Halder	
Cleaning and dusting	Mr. Swarnaditya Mondal	Mr. Bimal Halder	


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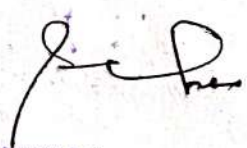
Dhruba Chand Halder College
P.O.- D. Baradar, P.S.- Jaymagan
South 24 Parganas, Pin- 743372

Rupa Acharya -
Tapas Kumar Maiti
Swarnaditya Mondal

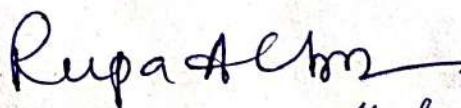
APPRAISAL OF LABORATORY ATTENDANT

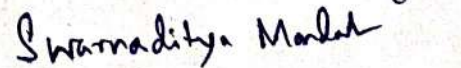
**DHRUBA CHAND HALDER COLLEGE
DEPARTMENT OF BOTANY
ALLOTTMENT OF DEPARTMENTAL DUTIES SESSION: 2018-19**

DUTIES	SUPERVISED BY (Name of the faculty)	ASSISTED BY (Name of the LABORATORY ATTENDED)	OVERALL SUPERVISION (Name of the faculty with signature)
Maintenance, checking of instruments and maintenance of log book	Mr. Tapas Kumar Maiti	Mr. Bimal Halder	Dr. Rupa Acharya
Taking stock, maintenance of stock of reagents and glasswares	Dr. Rupa Acharya	Mr. Bimal Halder	
Maintenance of Departmental Library	Dr. Rupa Acharya	Mr. Bimal Halder	
Cleaning and dusting	Mr. Swarnaditya Mondal	Mr. Bimal Halder	


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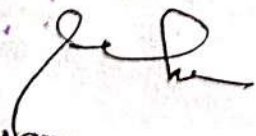




APPRAISAL OF LABORATORY ATTENDANT

**DHRUBA CHAND HALDER COLLEGE
DEPARTMENT OF BOTANY
ALLOTTMENT OF DEPARTMENTAL DUTIES SESSION: 2019-20**

DUTIES	SUPERVISED BY (Name of the faculty)	ASSISTED BY (Name of the LABORATORY ATTENDED)	OVERALL SUPERVISION (Name of the faculty with signature)
Maintenance, checking of instruments and maintenance of log book	Mr. Tapas Kumar Maiti	Mr. Bimal Halder	Dr. Rupa Acharya
Taking stock, maintenance of stock of reagents and glasswares	Dr. Mobina Parveen	Mr. Bimal Halder	
Maintenance of Departmental Library	Dr. Rupa Acharya	Mr. Bimal Halder	
Cleaning and dusting	Mr. Swarnaditya Mondal	Mr. Bimal Halder	

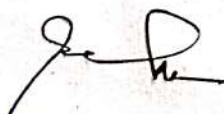

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Dhruba Chand Halder College
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South 24 Parganas, Pin- 743377

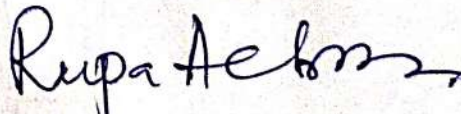
Rupa Acharya
Mobina Parveen
Tapas Kumar Maiti
Swarnaditya Mondal

APPRAISAL OF LABORATORY ATTENDANT

**DHRUBA CHAND HALDER COLLEGE
DEPARTMENT OF BOTANY
ALLOTTMENT OF DEPARTMENTAL DUTIES SESSION: 2020-21**

DUTIES	SUPERVISED BY (Name of the faculty)	ASSISTED BY (Name of the LABORATORY ATTENDED)	OVERALL SUPERVISION (Name of the faculty with signature)
Maintenance, checking of instruments and maintenance of log book	Mr. Tapas Kumar Maiti	Mr. Bimal Halder	Dr. Rupa Acharya
Taking stock, maintenance of stock of reagents and glasswares	Dr. Mobina Parveen	Mr. Bimal Halder	
Maintenance of Departmental Library	Dr. Rupa Acharya	Mr. Bimal Halder	
Cleaning and dusting	Mr. Swarnaditya Mondal	Mr. Bimal Halder	

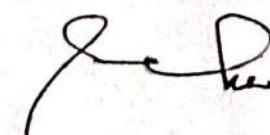

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P.O.- D. Barda, P.S.- Juvnagar
South 24 Parganas, Pin- 743372


Rupa Acharya
Mobina Parveen
Tapas Kumar Maiti
Swarnaditya Mondal

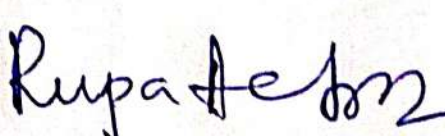
APPRAISAL OF LABORATORY ATTENDANT

**DHRUBA CHAND HALDER COLLEGE
DEPARTMENT OF BOTANY
ALLOTTMENT OF DEPARTMENTAL DUTIES SESSION: 2021-22**

DUTIES	SUPERVISED BY (Name of the faculty)	ASSISTED BY (Name of the LABORATORY ATTENDED)	OVERALL SUPERVISION (Name of the faculty with signature)
Maintenance, checking of instruments and maintenance of log book	Mr. Tapas Kumar Maiti	Mr. Bimal Halder	Dr. Rupa Acharya
Taking stock, maintenance of stock of reagents and glasswares	Dr. Mobina Parveen	Mr. Bimal Halder	
Maintenance of Departmental Library	Mr. Swarnaditya Mondal	Mr. Bimal Halder	
Cleaning and dusting	Dr. Rupa Acharya	Mr. Bimal Halder	


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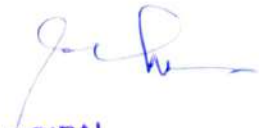
Dhruba Chand Halder College
P.O.- D. Barua, P.S.- Jaynagar
South 24 Parganas, Pin- 743372

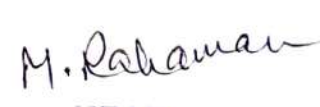

Mobina Parveen
Tapas Kumar Maiti
Swarnaditya Mondal

APPRAISAL OF LABORATORY ATTENDANT

DHRUBA CHAND HALDER COLLEGE
DEPARTMENT OF PHYSICS
ALLOTTMENT OF DEPARTMENTAL DUTIES
SESSION: 2018-2019

DUTIES	SUPERVISED BY (Name of the faculty) With Signature	ASSISTED BY (Name of the Laboratory attendant)	OVERALL SUPERVISION (Name of the faculty)
Maintenance, checking of instruments and maintenance of log book	Soumen Bera	Sri Kishor Sardar Sri Santunu Basu	Dr. Mossior Rahaman
Taking stock, maintenance of stock of reagents and glasswares	Ripon Sk	Sri Kishor Sardar Sri Santunu Basu	
Maintenance of Departmental Library	Ripon Sk	Sri Kishor Sardar Sri Santunu Basu	
Cleaning and dusting	Soumen Bera	Sri Kishor Sardar Sri Santunu Basu	

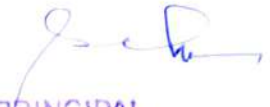

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HEAD
Dept. of Physics
Dhruba Chand Halder College
Dakshin Barasat, South 24 Pgs.

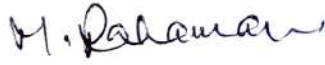
APPRAISAL OF LABORATORY ATTENDANT

**DHRUBA CHAND HALDER COLLEGE
DEPARTMENT OF PHYSICS
ALLOTTMENT OF DEPARTMENTAL DUTIES
SESSION: 2019-2020**

DUTIES	SUPERVISED BY (Name of the faculty) With Signature	ASSISTED BY (Name of the Laboratory attendant)	OVERALL SUPERVISION (Name of the faculty)
Maintenance, checking of instruments and maintenance of log book	Dr. Anirban Shaw	Sri Kishor Sardar	Dr. Mossior Rahaman
Taking stock, maintenance of stock of reagents and glasswares	Dr. Puspita Ray	Sri Kishor Sardar	
Maintenance of Departmental Library	Dr. Puspita Ray	Sri Kishor Sardar	
Cleaning and dusting	Dr. Anirban Shaw	Sri Kishor Sardar	


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P.O.- D. Barasat, P.S.- Jaynagar
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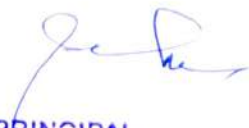
Dept. of Physics

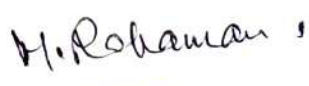
**Dhruba Chand Halder College
Dakshin Barasat, South 24 Pgs.**

APPRAISAL OF LABORATORY ATTENDANT

**DHRUBA CHAND HALDER COLLEGE
DEPARTMENT OF PHYSICS
ALLOTTMENT OF DEPARTMENTAL DUTIES
SESSION: 2020-2021**

DUTIES	SUPERVISED BY (Name of the faculty) With Signature	ASSISTED BY (Name of the Laboratory attendant)	OVERALL SUPERVISION (Name of the faculty)
Maintenance, checking of instruments and maintenance of log book	Dr. Anirban Shaw	Sri Kishor Sardar	Dr. Mossior Rahaman
Taking stock, maintenance of stock of reagents and glasswares	Dr.Puspita Ray	Sri Kishor Sardar	
Maintenance of Departmental Library	Dr.Puspita Ray	Sri Kishor Sardar	
Cleaning and dusting	Dr. Anirban Shaw	Sri Kishor Sardar	

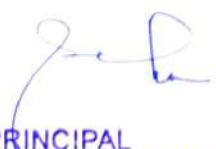

PRINCIPAL
Dhruba Chand Halder College
P.O.- D. Barasat, P.S.- Jaynagar
Dist.- 24 Pgs.(S), Pin- 743372


HEAD
Dept. of Physics
Dhruba Chand Halder College
Dakshin Barasat, South 24 Pgs.

APPRAISAL OF LABORATORY ATTENDANT

DHRUBA CHAND HALDER COLLEGE
DEPARTMENT OF PHYSICS
ALLOTTMENT OF DEPARTMENTAL DUTIES
SESSION: 2021-2022

DUTIES	SUPERVISED BY (Name of the faculty) With Signature	ASSISTED BY (Name of the Laboratory attendant)	OVERALL SUPERVISION (Name of the faculty)
Maintenance, checking of instruments and maintenance of log book	Dr. Anirban Shaw	Sri Kishor Sardar	Dr. Mossior Rahaman
Taking stock, maintenance of stock of reagents and glasswares	Dr. Puspita Ray	Sri Kishor Sardar	
Maintenance of Departmental Library	Dr. Puspita Ray	Sri Kishor Sardar	
Cleaning and dusting	Dr. Anirban Shaw	Sri Kishor Sardar	


PRINCIPAL
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P.O.- D. Barasat, P.S.- Jaynagar
Dist.- 24 Pgs.(S), Pin- 743372

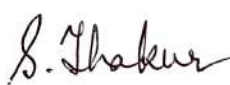


HEAD
Dept. of Physics
Dhruba Chand Halder College
Dakshin Barasa' ' 1 Pgs.

APPRAISAL OF LABORATORY ATTENDANT
DHRUBA CHAND HALDER COLLEGE
DEPARTMENT OF ZOOLOGY
ALLOTMENT OF DEPARTMENTAL DUTIES
SESSION: 2019-20

DUTIES	SUPERVISED BY (Name of the faculty)	ASSISTED BY (Name of the Laboratory attendant)	OVERALL SUPERVISION (Name of the faculty)
Maintenance, checking of instruments	Dr. Subhasree Thakur	Mr. Manowar Hossain Laskar	Dr. Subhasree Thakur
Taking stock, maintenance of stock of reagents and glasswares	Dr. Subhasree Thakur And Dr. Rupanwita Sarkar	Mr. Manowar Hossain Laskar	
Maintenance of Departmental Library	Dr. Subhasree Thakur And Dr. Poulami Sarangi	Mr. Manowar Hossain Laskar	
Cleaning and dusting	Dr. Rupanwita Sarkar	Mr. Manowar Hossain Laskar	


PRINCIPAL
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P.O.- D. Barasat, P.S.- Jaynagar
South 24 Parganas, Pin- 743372

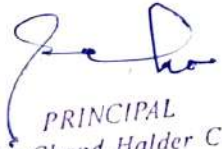




APPRAISAL OF LABORATORY ATTENDANT

**DHRUBA CHAND HALDER COLLEGE
DEPARTMENT OF ZOOLOGY
ALLOTMENT OF DEPARTMENTAL DUTIES
SESSION: 2020-21**

DUTIES	SUPERVISED BY (Name of the faculty)	ASSISTED BY (Name of the Laboratory attendant)	OVERALL SUPERVISION (Name of the faculty)
Maintenance, checking of instruments	Dr. Subhasree Thakur	Mr. Manowar Hossain Laskar	Dr. Subhasree Thakur
Taking stock, maintenance of stock of reagents and glasswares	Dr. Subhasree Thakur And Dr. Rupanwita Sarkar	Mr. Manowar Hossain Laskar	
Maintenance of Departmental Library	Dr. Subhasree Thakur And Dr. Poulami Sarangi	Mr. Manowar Hossain Laskar	
Cleaning and dusting	Dr. Rupanwita Sarkar	Mr. Manowar Hossain Laskar	


PRINCIPAL
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South 24 Parganas, Pin- 743372



Rupamita Sarkar

APPRAISAL OF LABORATORY ATTENDANT

**DHRUBA CHAND HALDER COLLEGE
DEPARTMENT OF ZOOLOGY
ALLOTMENT OF DEPARTMENTAL DUTIES
SESSION: 2021-22**

DUTIES	SUPERVISED BY (Name of the faculty)	ASSISTED BY (Name of the Laboratory attendant)	OVERALL SUPERVISION (Name of the faculty)
Maintenance, checking of instruments	Dr. Subhasree Thakur	Mr. Manowar Hossain Laskar	Dr. Subhasree Thakur
Taking stock, maintenance of stock of reagents and glasswares	Dr. Subhasree Thakur And Dr. Rupanwita Sarkar	Mr. Manowar Hossain Laskar	
Maintenance of Departmental Library	Dr. Subhasree Thakur And Dr. Poulami Sarangi	Mr. Manowar Hossain Laskar	
Cleaning and dusting	Dr. Rupanwita Sarkar	Mr. Manowar Hossain Laskar	


PRINCIPAL
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South 24 Parganas, Pin- 743372




APPRAISAL OF LABORATORY ATTENDANT

DHRUBA CHAND HALDER COLLEGE
DEPARTMENT OF GEOGRAPHY
ALLOTTMENT OF DEPARTMENTAL DUTIES
SESSION: 2017-18

DUTIES	SUPERVISED BY (Name of the faculty)	ASSISTED BY (Name of the Skilled Laboratory Worker)	OVERALL SUPERVISION (Name of the faculty)
Maintenance, checking of instruments and maintenance of log book	Prof. Pijush Kanti Mondal	Parimal Sarder	Dr. Bratati Dey
Taking stock, maintenance of stock of reagents and glasswares	Prof. Kamal Hossain Akhand	Parimal Sarder	
Maintenance of Departmental Library	Prof. Priyanka Chatterjee	Parimal Sarder	
Cleaning and dusting	Prof. Parul Das	Parimal Sarder	

Bratati Dey

1. Pijush Kanti Mondal

Priyanka Chatterjee

Kamal Hossain Akhand

Parul Das

Parimal Sarder



PRINCIPAL

Dhruba Chand Halder College
P.O.- D. Barasat, P.S.- Jaynagar
South 24 Parganas, Pin- 743372

APPRAISAL OF LABORATORY ATTENDANT

**DHRUBA CHAND HALDER COLLEGE
DEPARTMENT OF GEOGRAPHY
ALLOTTMENT OF DEPARTMENTAL DUTIES
SESSION: 2018-19**

DUTIES	SUPERVISED BY (Name of the faculty)	ASSISTED BY (Name of the Skilled Laboratory Worker)	OVERALL SUPERVISION (Name of the faculty)
Maintenance, checking of instruments and maintenance of log book	Prof. Priyanka Chatterjee	Parimal Sarder	Dr. Bratati Dey
Taking stock, maintenance of stock of reagents and glasswares	Prof. Kamal Hossain Akhand	Parimal Sarder	
Maintenance of Departmental Library	Prof. Parul Das	Parimal Sarder	
Cleaning and dusting	Prof. Pijush Kanti Mondal	Parimal Sarder	

Bratati Dey

[Signature]
PRINCIPAL
Dhruba Chand Halder College
P.O.- D. Barasat, P.S.- Jaynagar
South 24 Parganas, Pin- 743372

8. *Pijush Kanti Mondal*

Priyanka Chatterjee

Kamal Hossain Akhand

Parul Das

Parimal Sarder

APPRAISAL OF LABORATORY ATTENDANT

DHRUBA CHAND HALDER COLLEGE
DEPARTMENT OF GEOGRAPHY
ALLOTTMENT OF DEPARTMENTAL DUTIES
SESSION: 2019-20

DUTIES	SUPERVISED BY (Name of the faculty)	ASSISTED BY (Name of the Skilled Laboratory Worker)	OVERALL SUPERVISION (Name of the faculty)
Maintenance, checking of instruments and maintenance of log book	Dr. Bratati Dey	Parimal Sarder	Dr. Bratati Dey
Taking stock, maintenance of stock of reagents and glasswares	Prof. Pijush Kanti Mondal	Parimal Sarder	
Maintenance of Departmental Library	Prof. Parul Das	Parimal Sarder	
Cleaning and dusting	Prof. Kamal Hossain Akhand	Parimal Sarder	

Bratati Dey



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South 24 Parganas, Pin- 743372

1. *Pijush Kanti Mondal*

Kamal Hossain Akhand

Parul Das

Parimal Sarder

APPRAISAL OF LABORATORY ATTENDANT

DHRUBA CHAND HALDER COLLEGE
DEPARTMENT OF GEOGRAPHY
ALLOTTMENT OF DEPARTMENTAL DUTIES
SESSION: 2020-21

DUTIES	SUPERVISED BY (Name of the faculty)	ASSISTED BY (Name of the Skilled Laboratory Worker)	OVERALL SUPERVISION (Name of the faculty)
Maintenance, checking of instruments and maintenance of log book	Prof.Pujarini Ghosh	Parimal Sarder	Dr. Bratati Dey
Taking stock, maintenance of stock of reagents and glasswares	Prof.Manasi Bhunia Mal	Parimal Sarder	
Maintenance of Departmental Library	Prof. Parul Das	Parimal Sarder	
Cleaning and dusting	Prof.Pijush Kanti Mondal	Parimal Sarder	

Bratati Dey

Manasi Bhunia Mal

Parul Das.

Pujarini Ghosh.

Parimal Sarder

Pijush Kanti Mondal


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APPRAISAL OF LABORATORY ATTENDANT

**DHRUBA CHAND HALDER COLLEGE
DEPARTMENT OF GEOGRAPHY
ALLOTTMENT OF DEPARTMENTAL DUTIES
SESSION: 2021-22**

DUTIES	SUPERVISED BY (Name of the faculty)	ASSISTED BY (Name of the Skilled Laboratory Worker)	OVERALL SUPERVISION (Name of the faculty)
Maintenance, checking of instruments and maintenance of log book	Prof.Pujarini Ghosh	Parimal Sarder	Dr. Bratati Dey
Taking stock, maintenance of stock of reagents and glasswares	Prof.Manasi Bhunia Mal	Parimal Sarder	
Maintenance of Departmental Library	Prof. Parul Das	Parimal Sarder	
Cleaning and dusting	Prof.Priyanka Chatterjee	Parimal Sarder	

Bratati Dey
Priyanka Chatterjee
Manasi Bhunia Mal
Parul Das


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Dhruba Chand Halder College
P.O.- D. Barasat, P.S.- Jaynagar
South 24 Parganas, Pin- 743372

Pujarini Ghosh
Parimal Sarder

APPRAISAL OF LABORATORY ATTENDANT

**DHRUBA CHAND HALDER COLLEGE
DEPARTMENT OF MICROBIOLOGY
ALLOTTMENT OF DEPARTMENTAL DUTIES
SESSION: 2019-2020**

DUTIES	SUPERVISED BY (Name of the faculty) With Signature	ASSISTED BY (Name of the Laboratory attendant)	OVERALL SUPERVISION (Name of the faculty)
Maintenance, checking of instruments and maintenance of log book	Dr. Malini Basu	Sri Alok Mondal	Dr. Malini Basu
Taking stock, maintenance of stock of reagents and glasswares	Prof. Nirza Moktan	Sri Alok Mondal	
Maintenance of Departmental Library	Prof. Nirza Moktan	Sri Alok Mondal	
Cleaning and dusting	Dr. Malini Basu	Sri Alok Mondal	



Dr. MALINI BASU
Assistant Professor
Head, Department of Microbiology
Dhruba Chand Halder College,
Dakshin Barasat, 24 Parganas (S),
W.B. Pin- 743372



PRINCIPAL
Dhruba Chand Halder College
P.O.- D. Barasat, P.S.- Dakshin Barasat
South 24 Parganas, Pin- 743372

APPRAISAL OF LABORATORY ATTENDANT

**DHRUBA CHAND HALDER COLLEGE
DEPARTMENT OF MICROBIOLOGY
ALLOTTMENT OF DEPARTMENTAL DUTIES
SESSION: 2020-2021**

DUTIES	SUPERVISED BY (Name of the faculty) With Signature	ASSISTED BY (Name of the Laboratory attendant)	OVERALL SUPERVISION (Name of the faculty)
Maintenance, checking of instruments and maintenance of log book	Dr. Malini Basu	Sri Alok Mondal	Dr. Malini Basu
Taking stock, maintenance of stock of reagents and glasswares	Prof. Nirza Moktan	Sri Alok Mondal	
Maintenance of Departmental Library	Prof. Nirza Moktan	Sri Alok Mondal	
Cleaning and dusting	Dr. Malini Basu	Sri Alok Mondal	



PRINCIPAL
Dhruba Chand Halder College
P.O.- D. Barasat, P.S.- Jaynagar
South 24 Parganas, Pin- 743372

Dr. MALINI BASU
Assistant Professor
Head, Department of Microbiology
Dhruba Chand Halder College,
Dakshin Barasat, 24 Parganas (S),
W.B. Pin- 743372

APPRAISAL OF LABORATORY ATTENDANT

**DHRUBA CHAND HALDER COLLEGE
DEPARTMENT OF MICROBIOLOGY
ALLOTTMENT OF DEPARTMENTAL DUTIES
SESSION: 2021-2022**

DUTIES	SUPERVISED BY (Name of the faculty) With Signature	ASSISTED BY (Name of the Laboratory attendant)	OVERALL SUPERVISION (Name of the faculty)
Maintenance, checking of instruments and maintenance of log book	Dr. Malini Basu	Sri Alok Mondal	Dr. Malini Basu
Taking stock, maintenance of stock of reagents and glasswares	Prof. Nirza Moktan	Sri Alok Mondal	
Maintenance of Departmental Library	Prof. Nirza Moktan	Sri Alok Mondal	
Cleaning and dusting	Dr. Malini Basu	Sri Alok Mondal	



PRINCIPAL
Dhruba Chand Halder College
P.O.- D. Barasat, P.S.- Jaynagar
South 24 Parganas, Pin- 743372

Dr. MALINI BASU
Assistant Professor
Head, Department of Microbiology
Dhruba Chand Halder College,
Dakshin Barasat, 24 Parganas (S),
W.B. Pin- 743372

APPRAISAL OF LABORATORY ATTENDANT

**DHRUBA CHAND HALDER COLLEGE
DEPARTMENT OF MICROBIOLOGY
ALLOTTMENT OF DEPARTMENTAL DUTIES
SESSION: 2022-2023**

DUTIES	SUPERVISED BY (Name of the faculty) With Signature	ASSISTED BY (Name of the Laboratory attendant)	OVERALL SUPERVISION (Name of the faculty)
Maintenance, checking of instruments and maintenance of log book	Dr. Malini Basu	Sri Alok Mondal	Dr. Malini Basu
Taking stock, maintenance of stock of reagents and glasswares	Prof. Nirza Muktan	Sri Alok Mondal	
Maintenance of Departmental Library	Prof. Nirza Muktan	Sri Alok Mondal	
Cleaning and dusting	Dr. Malini Basu	Sri Alok Mondal	



PRINCIPAL
Dhruba Chand Halder College
P.O.- D. Barasat, P.S.- Jaynagar
South 24 Parganas, Pin- 743372

Dr. MALINI BASU
Assistant Professor
Head, Department of Microbiology
Dhruba Chand Halder College,
Dakshin Barasat, 24 Parganas (S),
W.B. Pin- 743372

Staff Attendance Register

FOR THE MONTH OF Sept 2018

Date	Name- <u>Tilak Halder</u>			Name- <u>Haladhara</u>			Name- <u>Dipak Kr.</u>			Initials of Head of the Office
	Arrival	Departure	Initials	Arrival	Departure	Initials	Arrival	Departure	Initials	
1	09.41	4.25	Halder.			A	9.42	3.15	Djk	
2						stom?				
3						2.10				
4	09.41	5.15	Halder.	09.30	5.15	2.10	10.42	5.30	Djk	
5	09.36	5.15	Halder.	20.28	2.08	2.10	5.31	5.30	Djk	
6	09.44	5.15	Halder.	20.28	2.08	2.10	10.42	5.30	Djk	
7	09.52	5.05	Halder.	20.88	2.20	2.10	09.52	5.30	Djk	
8	09.42	2.10	Halder.			A	10.42	2.10	Djk	
9						stom?				
10	09.55	3.10	Halder.	20.82	6.00	2.10	10.45	3.10	Djk	
11	09.50	5.10	Halder.	20.02	8.00	2.10	10.45	5.20	Djk	
12	09.42	5.15	Halder.	20.02	8.00	2.10	9.42	5.20	Djk	
13	09.42	5.15	Halder.			A	11.00	5.20	Djk	
14	09.41	05.10	Halder.			A	9.41	5.15	Djk	
15			A	20.18	2.00	2.10	9.42	5.15	Djk	
16										
17										
18	9.41	5.15	Halder.			A			A	
19	09.36	5.15	Halder.			A	10.40	12.30	Djk	
20	09.42	3.10	Halder.			A			A	
21	09.42					A			A	
22	09.42	4.30	Halder.			A			A	
23									A	
24	09.39	5.30	Halder.	20.20	8.10	2.10			A	
25	09.41	5.25	Halder.	20.28	8.10	2.10			A	
26	11.55	3.25	Halder.	20.20	8.10	2.10			A	
27	09.45	5.25	Halder.	20.20	8.10	2.10			A	
28	09.41	10.45	Halder.			A			A	
29	10.40	4.25	Halder.	20.20	6.50	2.10	9.42	4.25	Djk	
30										
31										
Total										

LEAVE	Previous		Current		Previous		Current		Remarks
	Casual								
E. L.									
M. L.									
Leave without pay									

No. of half holidays during the month-
(Excluding Saturdays)No. of half holidays during the month-
(Excluding Saturdays)

PRINCIPAL
Dhruba Chandra Halder College
P.O.-D. B. Bagicha, Kanchi
Dist-24 Pgs. 10/11/12

Staff Attendance Register

FOR THE MONTH OF Oct' 18

Name- Tilak Haldar			Name- Haladhar Naskar			Name- Dipak Kr. Singha			Initials of Head of the Office
Date	Arrival	Departure	Initials	Arrival	Departure	Initials	Arrival	Departure	
1	09.41	5.15	Haldar	20.60	2.00	20.60	9.41	5.20	Djh
2									
3	09.41	5.15	Haldar	20.60	2.00	20.60	9.41	5.25	Djh
4	09.41	5.10	Haldar			A	9.41	5.25	Djh
5	09.41	05.30	Haldar	20.28	8.60	20.28	9.44	5.30	Djh
6									
7									
8									
9	09.42	5.25	Haldar	20.60	2.00	20.60	10.42	6.00	Djh
10	09.41	5.15	Haldar	20.60	2.00	20.60	09.42	5.30	Djh
11	09.41	5.15	Haldar	20.20	2.00	20.20	11.00	6.00	Djh
12	09.41	5.15	Haldar	20.20	2.00	20.20	9.42	5.30	Djh
13	09.41	03.25	Haldar	20.20	6.20	20.20	10.42	4.30	Djh
14							10.42	3.00	Djh
15							11.50		Djh
16									
17									
18									
19									
20									
21									
22									
23									
24									
25									
26									
27									
28									
29									
30									
31									
Total									

		Previous	Current	Previous	Current	Previous	Current	Remarks
LEAVE	Casual							Principal Chand Halder P.O.-D. Barabati Dist-24 Pg-18
	E. L.							
	M. L.							
	Leave without pay							

No. of half holidays during the month- (Excluding Saturdays) No. of half holidays during the month- (Excluding Saturdays)

Total no. of working days during the month-

Staff Attendance Register

FOR THE MONTH OF July 2018

Name- Tilak Halder				Name- Haladhar Naskar				Name- Dipsak Kr. Singha				Initials of Head of the Office	
Date	Arrival	Departure	Initials	Arrival	Departure	Initials	Arrival	Departure	Initials				
1	10.41		Sunday										
2	10.41	5.30	Halder	20.20	2.20	2w/20	10.41	6.10	Djh				
3	10.43	5.25	Halder	20.20	2.20	2w/20	10.43	7.05	Djh				
4	10.46	5.50	Halder	20.20	2.20	2w/20	10.46	6.10	Djh				
5	10.42	5.25	Halder	20.60	2.20	2w/20	9.50	6.10	Djh				
6	10.45	5.25	Halder	20.20	2.10	2w/20	10.45	6.10	Djh				
7	10.41	4.30	Halder	20.60	2.60	2w/21	10.41		Djh				
8						21.20/10							
9	10.43	5.25	Halder	20.80	2.10	2w/20	10.43	5.30	Djh				
10	10.42	5.50	Halder	20.80	2.60	2w/20	10.42	5.30	Djh				
11	10.42	5.25	Halder	20.80	2.20	2w/21	10.42	6.10	Djh				
12	10.37	6.00	Halder	21.00	2.10	2w/20	10.40	6.10	Djh				
13	10.36	5.20	Halder	20.10	2.10	2w/20	10.36	5.20	Djh				
14	10.44	2.15	Halder			A	10.45	3.05	Djh				
15													
16	10.41	5.45	Halder	20.10	2.10	2w/20	10.45	6.10	Djh				
17	10.42	5.50	Halder	20.20	2.20	2w/20	11.30	5.45	Djh				
18	09.45	5.05	Halder	20.20	2.00	2w/20	10.40	5.30	Djh				
19	09.41	5.05	Halder	20.20	2.20	2w/20	10.42	5.50	Djh				
20	09.41	5.05	Halder	20.20	2.20	2w/20	10.40	5.30	Djh				
21	09.42	4.10	Halder			A	9.45	3.10	Djh				
22													
23	09.44	5.15	Halder	20.20	2.20	2w/20	10.40	5.25	Djh				
24	09.43	5.15	Halder	20.20	2.20	2w/20	10.42	5.45	Djh				
25	09.41	5.15	Halder	2.00	2.20	2w/20			A				
26	09.45	5.15	Halder	20.10	2.20	2w/20	9.45	5.20	Djh				
27	09.41	5.15	Halder			A	9.41	5.30	Djh				
28	09.38	4.30	Halder			A	11.10	4.30	Djh				
29						21.20/10							
30	09.41	5.10	Halder	9.55	2.20	2w/20	9.40	5.35	Djh				
31	09.41	5.10	Halder	2.00	2.20	2w/20			A				
Total													
LEAVE	Previous		Current		Previous		Current		Previous		Current		Remarks
	Casual												
	E. L.												
	M. L.												
	Leave without pay												
PRINCIPAL Chand Halder College S. Jaynagar													

No. of half holidays during the month-
(Excluding Saturdays)No. of half holidays during the month-
(Excluding Saturdays)

PRINCIPAL
Dinuba Chand Halder College
P.O. - D. B. S. Jaynagar
Dist-24 P.O. - 74372

Staff Attendance Register

FOR THE MONTH OF

Aug' 18

Date	Name- Tilak Halder			Name- Haladhar Naskar			Name- Dipak Kr. Singh			Initials of Head of the Office
	Arrival	Departure	Initials	Arrival	Departure	Initials	Arrival	Departure	Initials	
1	09.41	5.10	Halder.	20.10	2.10	20.10	9.41	4.30	Dik	
2	09.42	5.15	Halder.	20.10	2.20	20.10	9.42	5.30	Dik	
3	09.41	5.15	Halder.	20.10	2.10	20.10	9.42	5.30	Dik	
4	09.42	4.30	Halder.			A	10.10	5.30	Dik	
5										
6	09.41	5.25	Halder.	20.10	2.20	20.10	9.42	5.25	Dik	
7	09.45	5.15	Halder.			A	9.45	5.25	Dik	
8	09.50	5.10	Halder.			A	10.50	5.20	Dik	
9	09.38	5.30	Halder.			A			A	
10	10.41	5.15	Halder.	20.10	2.20	20.10	10.45	5.30	Dik	
11	09.41	4.25	Halder.	20.10	2.20	20.10	9.45	4.30	Dik	
12										
13	09.41	5.15	Halder.			A	09.41	5.30	Dik	
14	09.41	5.25	Halder.	20.10	2.10	20.10	10.50	5.30	Dik	
15						Independence Day	9.41		Dik	
16	09.41	5.25	Halder.	20.10	2.10	20.10	9.41	5.30	Dik	
17	09.41	2.15	Halder.	20.10	2.10	20.10	9.41	5.15	Dik	
18	09.41	4.30	Halder.	20.10	2.20	20.10	10.42	3.15	Dik	
19	09.41		Halder.							
20	09.41	5.25	Halder.	20.10	2.10	20.10	09.41	5.30	Dik	
21	09.41	5.20	Halder.	20.10	2.10	20.10	9.41	5.30	Dik	
22						ID.				
23	09.38	5.10	Halder.	20.10	2.20	20.10	9.40	8.20	Dik	
24	10.30	5.25	Halder.			A	10.26	5.30	Dik	
25										
26										
27	09.41	4.30	Halder.	20.10	2.10	20.10			A	
28	09.41	5.25	Halder.	20.10	2.10	20.10	10.12	5.25	Dik	
29	09.41	5.25	Halder.	20.10	2.10	20.10	10.44	2.10	Dik	
30	09.41	5.15	Halder.	20.10	2.10	20.10	9.42		Dik	
31	09.41		Halder.			A			A	
Total										

LEAVE	Previous		Current		Previous		Current		Previous		Current		Remarks
	Casual												
E. L.													
M. L.													
Leave without pay													

No. of half holidays during the month-
(Excluding Saturdays)No. of half holidays during the month-
(Excluding Saturdays)
 Dhruva Chandra Halder College
 P.O.-D. ...
 Dist-24 ...

Staff Attendance Register

FOR THE MONTH OF Nov '18

Date	Name- Jilak Halder			Name- Haladhare			Name- Dipak Kr. Singh			Initials of
	Arrival	Departure	Initials	Arrival	Departure	Initials	Arrival	Departure	Initials	
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12	09.41	05.15	Halder	20.10	02.00	2wlv	09.41	5.20	Dpk	
13				20.20	02.20	2wlv				
14	09.41	5.15	Halder	20.20	02.20	2wlv	09.41	5.30	Dpk	
15	10.44	5.15	Halder	20.10	02.20	2wlv	10.44	5.15	Dpk	
16	9.41	5.25	Halder	20.00	02.00	2wlv	9.40	5.20	Dpk	
17						2wlv				
18						2wlv				
19	9.44	5.15	Halder	20.20	02.20	2wlv	9.44	5.20	Dpk	
20	9.44	5.19	Halder	20.20	02.00	2wlv	9.44	5.20	Dpk	
21						2wlv				
22	9.44	6.15	Halder	20.10	02.00	2wlv	9.44	5.20	Dpk	
23						2wlv				
24	9.44	5.20	Halder	20.20	02.00	2wlv	9.44	5.30	Dpk	
25						2wlv				
26	9.44	5.20	Halder	20.20	02.20	2wlv	9.44	5.20	Dpk	
27			A	20.20	02.00	2wlv	9.40	5.30	Dpk	
28	9.43	5.25	Halder	20.00	02.00	2wlv	9.44	5.30	Dpk	
29	9.42	6.00	Halder	20.00	02.00	2wlv	9.43	6.20	Dpk	
30	9.45		Halder			A	9.45		Dpk	
31										
Total										

Previous		Current		Previous		Current		Previous		Current	
Casual											
E. L.											
M. L.											
Leave without pay											

No. of half holidays during the month- (Excluding Saturdays)	No. of half holidays during the month- (Excluding Saturdays)

PRINCIPAL
 Dhruva Chand Halder
 P.O.-D. Baidya
 Dist-24 P.O. Baidya
 during the month-

Staff Attendance Register

FOR THE MONTH OF Dec' 18

Date	Name- <u>Jilak Haldar</u>			Name- <u>Haldar</u>			Name- <u>Dipak Kr</u>			Initials of
	Arrival	Departure	Initials	Arrival	Departure	Initials	Arrival	Departure	Initials	
1	9.41	5.30	Haldar	20.20	6.28	20/10	9.41	5.15	Dpk	
2						20/10				
3	9.42	5.20	Haldar	20.20	6.10	20/10	9.45	5.30	Dpk	
4	9.42	5.20	Haldar	20.20	6.28	20/10	9.45	5.10	Dpk	
5	9.36	5.20	Haldar	20.20	6.08	20/10	10.45	5.20	Dpk	
6	9.43	5.25	Haldar	20.20	6.10	20/10	9.43	5.20	Dpk	
7	9.42	6.00	Haldar	20.20	6.10	20/10	9.42	6.00	Dpk	
8	9.38	5.25	Haldar	20.20	6.10	20/10	9.48	5.25	Dpk	
9						20/10				
10	9.39	5.25	Haldar	20.20	6.10	20/10	9.39	5.30	Dpk	
11	9.41	5.25	Haldar	20.20	6.28	20/10	9.41	5.25	Dpk	
12	9.41	5.25	Haldar	20.20	6.00	20/10	9.30	5.15	Dpk	
13	9.41	5.25	Haldar	20.20	6.00	20/10	9.41	5.15	Dpk	
14	9.45	5.20	Haldar			A	9.45	5.20	Dpk	
15	9.41	5.30	Haldar	20.20	6.00	20/10	9.41	5.20	Dpk	
16										
17	9.44	5.20	Haldar	20.20	6.20	20/10	9.44	5.20	Dpk	
18	9.45	5.20	Haldar			A	9.46	5.20	Dpk	
19	9.41	4.30	Haldar			A	10.45	4.30	Dpk	
20	9.41	5.00	Haldar	20.20	6.00	20/10	9.42	5.40	Dpk	
21	9.38	5.10	Haldar	20.20	6.28	20/10	9.38	5.10	Dpk	
22			A	20.20	6.00	20/10	10.00	4.20	Dpk	
23	9.45		Haldar							
24	9.45		Haldar	20.20	8.28	20/10	9.45	4.20	Dpk	
25										
26										
27										
28										
29										
30										
31										
Total										

LEAVE	Previous		Current		Previous		Current		Previous		Current		Remarks
	Casual												
	E. L.												
	M. L.												
	Leave without pay												

No. of half holidays during the month-
(Excluding Saturdays)

No. of half holidays during the month-
(Excluding Saturdays)

PRINCIPAL
Chand Halder
P.O.D. Building
Dist-24 Pgs. (5)

Staff Attendance Register

FOR THE MONTH OF

Jan 2019

Date	Name- Tilak Halder			Name- Haladhar Naskar			Name- Dipak Kr. Singha		
	Arrival	Departure	Initials	Arrival	Departure	Initials	Arrival	Departure	Initials
1									
2	9.44	5.25	Halder	20.20	8.08	20.20	9.42	5.10	Dik
3	9.45	5.25	Halder	20.20	8.00	20.20	9.44	5.20	Dik
4	9.46	5.25	Halder	20.00	8.08	20.20	10.00	5.25	Dik
5									
6									
7	9.39	5.10	Halder	20.20	8.08	20.20	11.30	5.10	Dik
8	10.01	4.28	Halder	20.20	8.60	20.20			A
9	9.51	4.35	Halder	20.20	8.20	20.20			A
10	9.43	5.25	Halder	20.20	8.20	20.20	9.43	5.25	Dik
11	9.38	5.10	Halder	20.20	8.20	20.20	9.42	5.15	Dik
12									
13									
14									
15							3		
16	9.44	5.15	Halder			A	10.42	5.15	Dik
17	9.44	5.15	Halder			A	9.44	5.15	Dik
18	9.43	5.15	Halder	20.20	8.08	20.20	9.43	5.15	Dik
19	9.41	4.20	Halder	20.08	8.20	20.20	9.41	4.30	Dik
20				20.20		20.20	9.42		Dik
21	9.41	3.15	Halder	20.20	8.28	20.20	9.42	5.25	Dik
22			A	20.08	8.00	20.20	9.45	5.20	Dik
23									
24									
25									
26									
27									
28	9.48	5.15	Halder	20.20	8.28	20.20	9.48	5.30	Dik
29	9.42	5.20	Halder	20.20	8.20	20.20	9.44	5.15	Dik
30	9.41	5.20	Halder	20.00	8.28	20.20	9.42	5.20	Dik
31	9.46	5.15	Halder	20.00	8.08	20.20	9.46	5.20	Dik
Total									

LEAVE	Previous		Current		Previous		Current		Previous		Current	
	Casual											
	E. L.											
	M. L.											
	Leave without pay											

No. of half holidays during the month-
(Excluding Saturdays)No. of half holidays during the month-
(Excluding Saturdays)

PRINCIPAL
Dhruba Chandra Halder
P.O.-D. Barasat, P.S. - Jayram
Dist-24 Pgs. (13)

Staff Attendance Register

FOR THE MONTH OF Feb '2019

Date	Name- <u>Jilak Haldar</u>			Name- <u>Haradhar</u> <u>Naxkar</u>			Name- <u>Dipak Kr.</u> <u>Gingra</u>			Initials of Head of the Office
	Arrival	Departure	Initials	Arrival	Departure	Initials	Arrival	Departure	Initials	
1	9.41	5.20	Haldar.	20.08	2.25	2m20.	10.36	5.20	Dik	
2	9.45	4.30	Haldar.	20.08	6.00	2m20.	9.45	5.20	Dik	
3							9.45		Dik	
4	9.45	5.15	Haldar	20.08	2.00	2m20.	9.45	5.20	Dik	
5	9.45	5.25	Haldar	20.08	2.00	2m20.	9.44	5.20	Dik	
6	10.42	5.15	Haldar.	20.08	2.00	2m20.	9.44	5.20	Dik	
7	9.45	5.15	Haldar	20.08	2.00	2m20.	9.45	5.20	Dik	
8	9.45	5.15	Haldar.	20.08	2.00	2m20.	9.45	5.20	Dik	
9	9.45	3.25	Haldar	20.08	2.00	2m20.	9.45	3.25	Dik	
10										
11										
12	9.41	5.10	Haldar	20.08	2.30	2m20.	10.42	5.20	Dik	
13	9.44	5.10	Haldar	20.08	2.00	2m20.	9.44	5.20	Dik	
14	9.46	5.10	Haldar.	20.08	2.00	2m20.	9.46	5.20	Dik	
15	9.45	5.10	Haldar.			A	9.45	5.20	Dik	
16	9.45	3.20	Haldar			A	9.45	3.20	Dik	
17										
18	9.46	5.15	Haldar	20.08	2.30	2m20.	9.46	5.20	Dik	
19	9.48	5.10	Haldar	20.08	2.30	2m20.	9.50	5.20	Dik	
20	9.48	5.15	Haldar	20.08	2.30	2m20.	9.48	5.20	Dik	
21			A	20.08	8.28	2m20.	9.45	5.20	Dik	
22	9.48	5.15	Haldar.			A	9.45	5.20	Dik	
23	10.44	3.30	Haldar	20.08	6.28	2m20.	10.44	6.00	Dik	
24										
25										
26	9.48	4.30	Haldar.	20.08	4.30	2m20.	10.44	4.30	Dik	
27	9.43	5.10	Haldar	20.08	2.00	2m20.	9.43	5.20	Dik	
28	9.44	5.15	Haldar	20.08	2.28	2m20.	9.44	5.20	Dik	
29										
30										
31										
Total										

LEAVE	Previous		Current		Previous		Current		Previous		Current		Rema
	Casual												
	E. L.												
	M. L.												
	Leave without pay												

No. of half holidays during the month-
(Excluding Saturdays)No. of half holidays during the month-
(Excluding Saturdays)

PRINCIPAL
Dhruba Chandra Halder College
P.O.-D. Barasa, P.S. Barasa, Dist. 24 Pgs. 15/16

Staff Attendance Register

FOR THE MONTH OF Mar '19

FOR THE MONTH OF									
Name- Tilak Haladar				Name- Haladhar			Name- Dipank Kr. Singh		
				Naskar					
Date	Arrival	Departure	Initials	Arrival	Departure	Initials	Arrival	Departure	Initials
1	9.43	5.10	Haladar.	20.00	2.00	20.00.	9.44	5.20	Dik
2	9.44	3.25	Haladar	20.00	6.30	20.00.	9.44	3.25	Dik
3									
4									
5	9.45	5.25	Haladar.	20.00	8.28	20.00.	9.45	5.25	Dik
6	9.45	5.25	Haladar	20.00	8.30	20.00.	9.45	5.10	Dik
7	9.45	5.15	Haladar.	20.00	8.00	20.00.	9.45	5.00	Dik
8	9.45	5.15	Haladar.			A	9.45	5.15	Dik
9	9.45	3.30	Haladar.			A	9.45	4.25	Dik
10						10.00			
11	9.43	5.25	Haladar	20.20	8.00	20.00.	9.44	5.25	Dik
12	9.43	5.15	Haladar.	20.20	8.28	20.00.	9.43	5.25	Dik
13	9.43	2.35	Haladar.			A	9.43	2.35	Dik
14	9.43	5.15	Haladar.	20.60	8.00	20.00.	10.31	5.00	Dik
15	9.43	5.10	Haladar	20.20	8.00	20.00.	9.43	5.20	Dik
16	9.43	2.30	Haladar	20.60	2.60	20.00.	11.00	2.20	Dik
17						11.00			
18	9.50	5.15	Haladar	20.20	8.00	20.00.	10.43	4.35	Dik
19	9.42	5.15	Haladar	20.20	8.20	20.00.	9.43	5.30	Dik
20	9.42	5.10	Haladar	20.20	8.00	20.00.	9.43	5.20	Dik
21									
22									
23	9.57	4.20	Haladar			A	9.57	4.20	Dik
24						11.00			
25	9.43	5.15	Haladar.	20.00	8.28	20.00.	9.43	5.20	Dik
26	9.54	5.15	Haladar.	20.22	8.60	20.00.	9.54	5.20	Dik
27	9.43	5.10	Haladar	20.20	8.20	20.00.			A
28	9.43	5.25	Haladar	20.40	8.10	20.00.	9.43	5.25	Dik
29	9.43	5.15	Haladar.	20.20	8.00	20.00.	9.44	5.30	Dik
30	9.43	4.30	Haladar	20.20	2.80	20.00.	9.43	5.30	Dik
31									
Total									

		Previous	Current	Previous	Current	Previous	Current
LEAVE	Casual						
	E. L.						
	M. L.						
	Leave without pay						

PRINCIPAL
Chand Halder College

No. of half holidays during the month-
(Excluding Saturdays)No. of half holidays during the month-
(Excluding Saturdays)

Principal
 Chandra Halder College
 P.O.-D. Barasahi, No. of workers
 Dist-24 Pgs. (6) of the month

Staff Attendance Register

FOR THE MONTH OF Apr 19

Name- Jilak Halder			Name- Haladhar			Name- Dipak Kr. Singha			Initials of Head of the Office	
Date	Arrival	Departure	Initials	Arrival	Departure	Initials	Arrival	Departure		Initials
1	9.43	5.10	Halder	20.20	2.20	Halder			A	
2	9.43	5.10	Halder	20.08	2.10	Halder	9.43	5.20	Dik	
3	9.43	5.15	Halder	20.60	2.10	Halder	9.42	5.20	Dik	
4	9.42	5.15	Halder	20.20	2.20	Halder	9.42	5.15	Dik	
5	9.42	5.15	Halder	20.20	2.20	Halder	9.42	5.15	Dik	
6	9.43	4.20	Halder	20.28	2.28	Halder	9.43	4.15	Dik	
7										
8	9.43	5.10	Halder	20.20	2.08	Halder	9.43	5.15	Dik	
9	9.42	5.10	Halder	20.28	2.08	Halder	9.42	5.10	Dik	
10	9.42	5.10	Halder	20.68	2.20	Halder	9.42	5.10	Dik	
11	9.43	5.10	Halder				10.40	5.10	Dik	
12	9.43	5.15	Halder	20.08	2.10	Halder	9.43		Dik	
13	Electron Training		Halder	On Election Duty			ED		Training	
14										
15										
16	9.43	5.15	Halder	20.28	2.20	Halder	9.43	5.20	Dik	
17	9.43	5.10	Halder			A	9.43	5.20	Dik	
18	9.41	5.15	Halder	20.80	2.20	Halder	9.43	5.20	Dik	
19										
20										
21										
22	9.50	5.20	Halder	20.28	2.20	Halder	9.50	4.25	Dik	
23	9.42	5.00	Halder	20.10	2.20	Halder	10.35	5.20	Dik	
24	9.43	5.10	Halder	20.10	2.28	Halder	9.43	5.15	Dik	
25	9.42	5.10	Halder	20.08	2.28	Halder	9.43	5.15	Dik	
26	9.43	5.05	Halder	20.08	2.10	Halder	9.43	5.15	Dik	
27	9.42	4.05	Halder	20.28	2.20	Halder	9.43	4.15	Dik	
28										
29	9.48	5.10	Halder	20.08	2.28	Halder	9.48	5.15	Dik	
30	10.04	5.10	Halder	20.28	2.08	Halder	10.04		Dik	
31										
Total										

		Previous	Current	Previous	Current	Previous	Current	Remarks
LEAVE	Casual							
	E. L.							
	M. L.							
	Leave without pay							

No. of half holidays during the month- (Excluding Saturdays)

No. of half holidays during the month- (Excluding Saturdays)

PRINCIPAL
Dhruva Chand Halder College
P.O.-D. Barakat, P.S.-Jaynagar
Dist-24 P.O. (S) during the month-

Staff Attendance Register

FOR THE MONTH OF

May '19

Date	Name- Tilak Haladar			Name- Haladhar Naskar			Name- Dipak Kr. Singha			Initials of Head of the Office
	Arrival	Departure	Initials	Arrival	Departure	Initials	Arrival	Departure	Initials	
1										
2	9.42	5.15	Haladar	20.00	6.10	2m 20	9.42	5.20	D.K.	
3	9.42	3.05	Haladar			A	9.42	5.10	D.K.	
4						g/w 5 hr				
5						20.00				
6	9.42	5.10	Haladar	20.00	6.20	2m 20	9.42	5.20	D.K.	
7	9.43	5.10	Haladar			A	9.44	5.15	D.K.	
8	9.44	5.10	Haladar			A	9.46		D.K.	
9										
10	Training	Election		Training	Election duty		10.02	5.10	D.K.	
11	Training	C.V.		20.00	2.00	2m 00			ED Ting	
12						21.00				
13	9.41	5.15	Haladar	20.00	6.10	2m 10	9.40	5.20	D.K.	
14	9.42	5.00	Haladar	20.00	6.00	2m 00	10.35	5.10	D.K.	
15	9.41	5.10	Haladar	20.00	6.00	2m 00	10.35	5.10	D.K.	
16										
17										
18				on election						
19										
20										
21	9.43	5.05	Haladar			A	9.44	5.20	D.K.	
22			A			6.00 A	10.00	4.30	D.K.	
23										
24	9.43	4.30	Haladar	9.57	4.35	2m 00	9.43	4.30	D.K.	
25	10.41	4.30	Haladar	20.00	6.00	2m 00	9.42	3.10	D.K.	
26						g/w 4.30				
27	9.38	4.30	Haladar	20.00	4.30	2m 00	9.38	4.30	D.K.	
28	9.43	2.20	Haladar Gopal	20.00	2.20	2m 00	9.43	4.30	D.K.	
29	9.44	5.10	Haladar	20.00	6.00	2m 00	9.44	5.10	D.K.	
30	9.41	5.10	Haladar	20.00	6.00	2m 00	9.41	5.10	D.K.	
31	9.38	6.00	Haladar				9.38	6.00	D.K.	
Total										

LEAVE	Previous		Current		Previous		Current		Previous		Current		Rem
	Casual												
	E. L.												
	M. L.												
	Leave without pay												

No. of half holidays during the month-
(Excluding Saturdays)No. of half holidays during the month-
(Excluding Saturdays)

PRINCIPAL
Dhruva Chand Halder Gokul
P.O.-D. Baghat, P.S.-Jayram
Dist-24 P.S. G. Purandray
during the month-

Staff Attendance Register

FOR THE MONTH OF June 19

Date	Name- Tilak Halder			Name- Haladhar Naskar			Name- Dipak Kr. Singha			Initials of Head of the Office
	Arrival	Departure	Initials	Arrival	Departure	Initials	Arrival	Departure	Initials	
1			A			A	9.45	4.30	Djh	
2						A				
3	9.41	5.05	Halder	20.08	2.10	2mdu	11.00	5.20	Djh	
4	9.42	5.10	Halder	20.28	2.20	2mdu	9.42	5.30	Djh	
5						A				
6	9.38	5.10	Halder	20.28	2.10	2mdu	9.44	5.20	Djh	
7	9.41	5.00	Halder			A	11.00	5.30	Djh	
8			A			A	10.40	5.30	Djh	
9						A	9.42	5.20	Djh	
10	9.42	5.05	Halder	20.22	2.10	2mdu	9.42	5.10	Djh	
11	9.42	5.05	Halder	20.28	2.10	2mdu	9.46	5.10	Djh	
12	9.46	5.15	Halder	20.08	2.30	2mdu	9.46	5.10	Djh	
13	9.41	5.15	Halder			A	10.40	5.10	Djh	
14	9.42	5.15	Halder	20.02	2.30	2mdu	9.42	5.15	Djh	
15	10.45	5.15	Halder	20.00	6.00	2mdu	10.45	5.15	Djh	
16						A				
17	9.42	5.15	Halder	20.08	2.20	2mdu	10.42	5.15	Djh	
18	9.41	5.15	Halder	20.00	2.20	2mdu	9.42	5.15	Djh	
19	9.41	5.15	Halder	20.20	2.20	2mdu	9.41	4.30	Djh	
20	9.41	5.15	Halder	20.28	2.20	2mdu	9.41	5.20	Djh	
21	9.50	5.15	Halder	20.20	2.28	2mdu	9.55	5.15	Djh	
22	9.42	5.15	Halder				10.30	5.20	Djh	
23						A				
24	9.45	5.15	Halder	20.28	2.20	2mdu	9.43	5.20	Djh	
25	9.43	5.15	Halder	20.00	2.20	2mdu	9.43	5.20	Djh	
26	9.42	5.05	Halder			A	10.30	5.15	Djh	
27	9.41	5.10	Halder			A	9.41	5.15	Djh	
28	9.42	3.30	Halder	20.08	4.30	2mdu	10.28	2.05	Djh	
29	9.42	3.30	Halder	20.28	6.00	2mdu	10.40	5.10	Djh	
30						A				
31										
Total										

LEAVE	Previous		Current		Previous		Current		Previous		Current		Remark
	Casual												
	E. L.												
	M. L.												
	Leave without pay												

No. of half holidays during the month-
(Excluding Saturdays)No. of half holidays during the month-
(Excluding Saturdays)

PRINCIPAL
Dhruba Chandra Halder College
P.O.-D. Barasat
Dist-24 Pgs. 15/15

Staff Attendance Register

FOR THE MONTH OF Nov 18

Date	Name- Jilak Halder			Name- Haladhare			Name- Dipak Kr. Singh			Initials of
	Arrival	Departure	Initials	Arrival	Departure	Initials	Arrival	Departure	Initials	
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12	09.41	05.15	Halder	20.10	02.00	20.10	09.41	5.20	Dpk	
13				20.20	02.20	20.20				
14	09.41	5.15	Halder	20.20	02.20	20.20	9.41	5.30	Dpk	
15	10.44	5.15	Halder	20.10	02.20	20.10	10.44	5.15	Dpk	
16	9.41	5.25	Halder	20.00	02.00	20.00	9.40	5.20	Dpk	
17										
18										
19	9.44	5.15	Halder	20.20	02.20	20.20	9.44	5.20	Dpk	
20	9.44	5.19	Halder	20.20	02.00	20.20	9.44	5.20	Dpk	
21										
22	9.44	6.15	Halder	20.10	02.00	20.10	9.44	5.20	Dpk	
23										
24	9.44	5.20	Halder	20.20	02.00	20.20	9.44	5.30	Dpk	
25										
26	9.44	5.20	Halder	20.20	02.20	20.20	9.44	5.20	Dpk	
27			A	20.20	02.00	20.20	9.40	5.30	Dpk	
28	9.43	5.25	Halder	20.00	02.00	20.00	9.44	5.30	Dpk	
29	9.42	6.00	Halder	20.00	02.00	20.00	9.43	6.20	Dpk	
30	9.45		Halder			A	9.45		Dpk	
31										
Total										

Previous		Current		Previous		Current		Previous		Current	
Casual											
E. L.											
M. L.											
Leave without pay											

No. of half holidays during the month- (Excluding Saturdays)	No. of half holidays during the month- (Excluding Saturdays)

PRINCIPAL
 Dhruva Chand Halder
 P.O.-D. Baidya
 Dist-24 Parganas
 during the month-

Staff Attendance Register

FOR THE MONTH OF Dec' 18

Date	Name- <u>Jilak Haldar</u>			Name- <u>Haldhar</u>			Name- <u>Dipak Kr</u>			Initials of
	Arrival	Departure	Initials	Arrival	Departure	Initials	Arrival	Departure	Initials	
1	9.41	5.30	Haldhar	20.20	6.28	20/10	9.41	5.15	Djh	
2						20/10				
3	9.42	5.20	Haldhar	20.20	6.10	20/10	9.45	5.30	Djh	
4	9.42	5.20	Haldhar	20.20	6.28	20/10	9.45	5.10	Djh	
5	9.36	5.20	Haldhar	20.20	6.08	20/10	10.45	5.20	Djh	
6	9.43	5.25	Haldhar	20.20	6.10	20/10	9.43	5.20	Djh	
7	9.42	6.00	Haldhar	20.20	6.10	20/10	9.42	6.00	Djh	
8	9.38	5.25	Haldhar	20.20	6.10	20/10	9.48	5.25	Djh	
9										
10	9.39	5.25	Haldhar	20.20	6.10	20/10	9.39	5.30	Djh	
11	9.41	5.25	Haldhar	20.20	6.28	20/10	9.41	5.25	Djh	
12	9.41	5.25	Haldhar	20.20	6.00	20/10	9.30	5.15	Djh	
13	9.41	5.25	Haldhar	20.20	6.00	20/10	9.41	5.15	Djh	
14	9.45	5.20	Haldhar			A	9.45	5.20	Djh	
15	9.41	5.30	Haldhar	20.20	6.00	20/10	9.41	5.20	Djh	
16										
17	9.44	5.20	Haldhar	20.20	6.20	20/10	9.44	5.20	Djh	
18	9.45	5.20	Haldhar			A	9.46	5.20	Djh	
19	9.41	4.30	Haldhar			A	10.45	4.30	Djh	
20	9.41	5.00	Haldhar	20.20	6.00	20/10	9.42	5.40	Djh	
21	9.38	5.10	Haldhar	20.20	6.28	20/10	9.38	5.10	Djh	
22			A	20.20	6.00	20/10	10.00	4.20	Djh	
23	9.45		Haldhar							
24	9.45		Haldhar	20.20	8.28	20/10	9.45	4.20	Djh	
25										
26										
27										
28										
29										
30										
31										
Total										

LEAVE	Previous		Current		Previous		Current		Previous		Current		Remarks
	Casual												
	E. L.												
	M. L.												
	Leave without pay												

No. of half holidays during the month-
(Excluding Saturdays)

No. of half holidays during the month-
(Excluding Saturdays)

PRINCIPAL
Chand Halder
P.O.D. Building
Dist-24 Pgs. (5)

Staff Attendance Register

FOR THE MONTH OF

Jan 2019

Date	Name- Tilak Halder			Name- Haladhar Naskar			Name- Dipak Kr. Singha		
	Arrival	Departure	Initials	Arrival	Departure	Initials	Arrival	Departure	Initials
1									
2	9.44	5.25	Halder	20.20	8.08	20.20	9.42	5.10	Dik
3	9.45	5.25	Halder	20.20	8.00	20.20	9.44	5.20	Dik
4	9.46	5.25	Halder	20.00	8.08	20.20	10.00	5.25	Dik
5									
6									
7	9.39	5.10	Halder	20.20	8.08	20.20	11.30	5.10	Dik
8	10.01	4.28	Halder	20.20	8.60	20.20			A
9	9.51	4.35	Halder	20.20	8.20	20.20			A
10	9.43	5.25	Halder	20.20	8.20	20.20	9.43	5.25	Dik
11	9.38	5.10	Halder	20.20	8.20	20.20	9.42	5.15	Dik
12									
13									
14									
15							3		
16	9.44	5.15	Halder			A	10.42	5.15	Dik
17	9.44	5.15	Halder			A	9.44	5.15	Dik
18	9.43	5.15	Halder	20.20	8.08	20.20	9.43	5.15	Dik
19	9.41	4.20	Halder	20.08	8.20	20.20	9.41	4.30	Dik
20				20.20		20.20	9.42		Dik
21	9.41	3.15	Halder	20.20	8.28	20.20	9.42	5.25	Dik
22			A	20.08	8.00	20.20	9.45	5.20	Dik
23									
24									
25									
26									
27									
28	9.48	5.15	Halder	20.20	8.28	20.20	9.48	5.30	Dik
29	9.42	5.20	Halder	20.20	8.20	20.20	9.44	5.15	Dik
30	9.41	5.20	Halder	20.00	8.28	20.20	9.42	5.20	Dik
31	9.46	5.15	Halder	20.00	8.08	20.20	9.46	5.20	Dik
Total									

LEAVE	Previous		Current		Previous		Current		Previous		Current	
	Casual											
	E. L.											
	M. L.											
	Leave without pay											

No. of half holidays during the month-
(Excluding Saturdays)No. of half holidays during the month-
(Excluding Saturdays)

PRINCIPAL
Dhruba Chandra Halder
P.O.-D. Barasat, P.S. - Jayram
Dist-24 Pgs. (13)

Staff Attendance Register

FOR THE MONTH OF Feb '2019

Date	Name- <u>Jilak Halder</u>			Name- <u>Haladhur</u> <u>Naxkar</u>			Name- <u>Dipak Kr.</u> <u>Gingra</u>			Initials of Head of the Office
	Arrival	Departure	Initials	Arrival	Departure	Initials	Arrival	Departure	Initials	
1	9.41	5.20	Halder.	20.08	2.25	2m20.	10.36	5.20	Dik	
2	9.45	4.30	Halder.	20.08	6.00	2m20.	9.45	5.20	Dik	
3							9.45		Dik	
4	9.45	5.15	Halder.	20.08	2.00	2m20.	9.45	5.20	Dik	
5	9.45	5.25	Halder.	20.08	2.00	2m20.	9.44	5.20	Dik	
6	10.42	5.15	Halder.	20.08	2.00	2m20.	9.44	5.20	Dik	
7	9.45	5.15	Halder.	20.08	2.00	2m20.	9.45	5.20	Dik	
8	9.45	5.15	Halder.	20.08	2.00	2m20.	9.45	5.20	Dik	
9	9.45	3.25	Halder.	20.08	2.00	2m20.	9.45	3.25	Dik	
10										
11										
12	9.41	5.10	Halder.	20.08	2.30	2m20.	10.42	5.20	Dik	
13	9.44	5.10	Halder.	20.08	2.00	2m20.	9.44	5.20	Dik	
14	9.46	5.10	Halder.	20.08	2.00	2m20.	9.46	5.20	Dik	
15	9.45	5.10	Halder.			A	9.45	5.20	Dik	
16	9.45	3.20	Halder.			A	9.45	3.20	Dik	
17										
18	9.46	5.15	Halder.	20.08	2.30	2m20.	9.46	5.20	Dik	
19	9.48	5.10	Halder.	20.08	2.30	2m20.	9.50	5.20	Dik	
20	9.48	5.15	Halder.	20.08	2.30	2m20.	9.48	5.20	Dik	
21			A	20.08	8.28	2m20.	9.45	5.20	Dik	
22	9.48	5.15	Halder.			A	9.45	5.20	Dik	
23	10.44	3.30	Halder.	20.08	6.28	2m20.	10.44	6.00	Dik	
24										
25										
26	9.48	4.30	Halder.	20.08	4.30	2m20.	10.44	4.30	Dik	
27	9.43	5.10	Halder.	20.08	2.00	2m20.	9.43	5.20	Dik	
28	9.44	5.15	Halder.	20.08	2.28	2m20.	9.44	5.20	Dik	
29										
30										
31										
Total										

LEAVE	Previous		Current		Previous		Current		Previous		Current		Rema
	Casual												
	E. L.												
	M. L.												
	Leave without pay												

No. of half holidays during the month-
(Excluding Saturdays)No. of half holidays during the month-
(Excluding Saturdays)

PRINCIPAL
Dhruba Chandra Halder College
P.O.-D. Barasa, P.S. Barasa, Dist. 24 Pgs. 15
Total No. of days 28
Total No. of days 28

Staff Attendance Register

FOR THE MONTH OF Mar '19

Name- Tilak Haladar			Name- Haladhar Naskar			Name- Dipank Kr. Singh			
Date	Arrival	Departure	Initials	Arrival	Departure	Initials	Arrival	Departure	Initials
1	9.43	5.10	Haladar.	20.00	2.00	20.00	9.44	5.20	Dik
2	9.44	3.25	Haladar	20.00	6.30	20.00	9.44	3.25	Dik
3									
4									
5	9.45	5.25	Haladar	20.00	8.28	20.00	9.45	5.25	Dik
6	9.45	5.25	Haladar	20.00	8.20	20.00	9.45	5.10	Dik
7	9.45	5.15	Haladar.	20.00	8.00	20.00	9.45	5.00	Dik
8	9.45	5.15	Haladar.			A	9.45	5.15	Dik
9	9.45	3.30	Haladar.			A	9.45	4.25	Dik
10						10.00			
11	9.43	5.25	Haladar	20.20	8.00	20.00	9.44	5.25	Dik
12	9.43	5.15	Haladar.	20.20	8.20	20.00	9.43	5.25	Dik
13	9.43	2.35	Haladar.			A	9.43	2.35	Dik
14	9.43	5.15	Haladar.	20.60	8.00	20.00	10.30	5.00	Dik
15	9.43	5.10	Haladar	20.20	8.00	20.00	9.43	5.20	Dik
16	9.43	2.30	Haladar	20.60	2.60	20.00	11.00	2.20	Dik
17						10.00			
18	9.50	5.15	Haladar	20.20	8.00	20.00	10.43	4.35	Dik
19	9.42	5.15	Haladar	20.20	8.20	20.00	9.43	5.30	Dik
20	9.42	5.10	Haladar	20.20	8.00	20.00	9.43	5.20	Dik
21									
22									
23	9.57	4.20	Haladar			A	9.57	4.20	Dik
24						10.00			
25	9.43	5.15	Haladar.	20.00	8.20	20.00	9.43	5.20	Dik
26	9.54	5.15	Haladar.	20.22	8.00	20.00	9.54	5.20	Dik
27	9.43	5.10	Haladar	20.20	8.20	20.00			A
28	9.43	5.25	Haladar	20.40	8.20	20.00	9.43	5.25	Dik
29	9.43	5.15	Haladar.	20.20	8.00	20.00	9.44	5.30	Dik
30	9.43	4.30	Haladar	20.20	2.80	20.00	9.43	5.30	Dik
31									
Total									

		Previous	Current	Previous	Current	Previous	Current
LEAVE	Casual						
	E. L.						
	M. L.						
	Leave without pay						

No. of half holidays during the month- (Excluding Saturdays)	No. of half holidays during the month- (Excluding Saturdays)

PRINCIPAL
 Chandra Chand Halder College
 P.O.-D. Barasahi, S. S. Jayanti
 Dist-24 Pgs. (6) of the month

Staff Attendance Register

FOR THE MONTH OF Apr 19

Name- Jilak Halder			Name- Haladhar			Name- Dipak Kr. Singha			Initials of Head of the Office	
Date	Arrival	Departure	Initials	Arrival	Departure	Initials	Arrival	Departure		Initials
1	9.43	5.10	Halder	20.20	2.20	Halder			A	
2	9.43	5.10	Halder	20.08	2.10	Halder	9.43	5.20	Dik	
3	9.43	5.15	Halder	20.60	2.10	Halder	9.42	5.20	Dik	
4	9.42	5.15	Halder	20.20	2.20	Halder	9.42	5.15	Dik	
5	9.42	5.15	Halder	20.20	2.20	Halder	9.42	5.15	Dik	
6	9.43	4.20	Halder	20.28	2.28	Halder	9.43	4.15	Dik	
7										
8	9.43	5.10	Halder	20.20	2.08	Halder	9.43	5.15	Dik	
9	9.42	5.10	Halder	20.28	2.08	Halder	9.42	5.10	Dik	
10	9.42	5.10	Halder	20.68	2.20	Halder	9.42	5.10	Dik	
11	9.43	5.10	Halder				10.40	5.10	Dik	
12	9.43	5.15	Halder	20.08	2.10	Halder	9.43		Dik	
13	Electron Training		Halder	On Election Duty			ED		Training	
14										
15										
16	9.43	5.15	Halder	20.28	2.20	Halder	9.43	5.20	Dik	
17	9.43	5.10	Halder			A	9.43	5.20	Dik	
18	9.41	5.15	Halder	20.80	2.20	Halder	9.43	5.20	Dik	
19										
20										
21										
22	9.50	5.20	Halder	20.28	2.20	Halder	9.50	4.25	Dik	
23	9.42	5.00	Halder	20.10	2.20	Halder	10.35	5.20	Dik	
24	9.43	5.10	Halder	20.10	2.28	Halder	9.43	5.15	Dik	
25	9.42	5.10	Halder	20.08	2.28	Halder	9.43	5.15	Dik	
26	9.43	5.05	Halder	20.08	2.10	Halder	9.43	5.15	Dik	
27	9.42	4.05	Halder	20.28	2.20	Halder	9.43	4.15	Dik	
28										
29	9.48	5.10	Halder	20.08	2.28	Halder	9.48	5.15	Dik	
30	10.04	5.10	Halder	20.28	2.08	Halder	10.04		Dik	
31										
Total										

		Previous	Current	Previous	Current	Previous	Current	Remarks
LEAVE	Casual							
	E. L.							
	M. L.							
	Leave without pay							

No. of half holidays during the month- (Excluding Saturdays)

No. of half holidays during the month- (Excluding Saturdays)

PRINCIPAL
Dhruva Chand Halder College
P.O.-D. Barakat, P.S.-Jaynagar
Dist-24 P.O. (S) during the month-

Staff Attendance Register

FOR THE MONTH OF

May '19

Date	Name- Tilak Haladar			Name- Haladhar Naskar			Name- Dipak Kr. Singha			Initials of Head of the Office
	Arrival	Departure	Initials	Arrival	Departure	Initials	Arrival	Departure	Initials	
1										
2	9.42	5.15	Haladar	20.00	6.10	2m 20	9.42	5.20	D.K.	
3	9.42	3.05	Haladar			A	9.42	5.20	D.K.	
4						g/w 5 hr			D.K.	
5						20.00				
6	9.42	5.10	Haladar	20.00	6.20	2m 20	9.42	5.20	D.K.	
7	9.43	5.10	Haladar			A	9.44	5.25	D.K.	
8	9.44	5.10	Haladar			A	9.46		D.K.	
9									D.K.	
10	Training	Election		Training	Election duty		10.02	5.10	D.K.	
11	Training	C.V.		20.00	2.00	2m 00			D.K.	
12						21.00			ED Ting	
13	9.41	5.25	Haladar	20.00	6.10	2m 10	9.40	5.20	D.K.	
14	9.42	5.00	Haladar	20.00	6.00	2m 00	10.35	5.10	D.K.	
15	9.41	5.20	Haladar	20.00	6.00	2m 00	10.35	5.20	D.K.	
16										
17										
18				on election						
19										
20										
21	9.43	5.05	Haladar			A	9.44	5.20	D.K.	
22			A			6.00 A	10.00	4.30	D.K.	
23										
24	9.43	4.30	Haladar	9.57	4.35	2m 10	9.43	4.30	D.K.	
25	10.41	4.30	Haladar	20.00	6.00	2m 00	9.42	3.10	D.K.	
26						g/w 4.30				
27	9.38	4.30	Haladar	20.00	4.30	2m 00	9.38	4.30	D.K.	
28	9.43	2.20	Haladar Gopal	20.00	2.20	2m 00	9.43	4.30	D.K.	
29	9.44	5.10	Haladar	20.00	6.00	2m 00	9.44	5.10	D.K.	
30	9.41	5.10	Haladar	20.00	6.00	2m 00	9.41	5.10	D.K.	
31	9.38	6.00	Haladar				9.38	6.00	D.K.	
Total										

LEAVE	Previous		Current		Previous		Current		Previous		Current		Rem
	Casual												
	E. L.												
	M. L.												
	Leave without pay												

No. of half holidays during the month-
(Excluding Saturdays)No. of half holidays during the month-
(Excluding Saturdays)

PRINCIPAL
 Dhruva Chand Halder Gokul
 P.O. D. Baghat, P.S. Jaynagar
 Dist-24 P.S. G. Purang day
 during the month-

Staff Attendance Register

FOR THE MONTH OF June 19

Date	Name- Tilak Halder			Name- Haladhar Naskar			Name- Dipak Kr. Singha			Initials of Head of the Office
	Arrival	Departure	Initials	Arrival	Departure	Initials	Arrival	Departure	Initials	
1			A			A	9.45	4.30	Djh	
2						A				
3	9.41	5.05	Halder	20.08	2.10	2mdu	11.00	5.20	Djh	
4	9.42	5.10	Halder	20.28	2.20	2mdu	9.42	5.30	Djh	
5						A				
6	9.38	5.10	Halder	20.28	2.10	2mdu	9.44	5.20	Djh	
7	9.41	5.00	Halder			A	11.00	5.30	Djh	
8			A			A	10.40	5.30	Djh	
9						A	9.42	5.20	Djh	
10	9.42	5.05	Halder	20.22	2.10	2mdu	9.42	5.10	Djh	
11	9.42	5.05	Halder	20.28	2.10	2mdu	9.46	5.10	Djh	
12	9.46	5.15	Halder	20.08	2.30	2mdu	9.46	5.10	Djh	
13	9.41	5.15	Halder			A	10.40	5.10	Djh	
14	9.42	5.15	Halder	20.02	2.30	2mdu	9.42	5.15	Djh	
15	10.45	5.15	Halder	20.00	6.00	2mdu	10.45	5.15	Djh	
16						A				
17	9.42	5.15	Halder	20.08	2.20	2mdu	10.42	5.15	Djh	
18	9.41	5.15	Halder	20.00	2.20	2mdu	9.42	5.15	Djh	
19	9.41	5.15	Halder	20.20	2.20	2mdu	9.41	4.30	Djh	
20	9.41	5.15	Halder	20.28	2.20	2mdu	9.41	5.20	Djh	
21	9.50	5.15	Halder	20.20	2.28	2mdu	9.55	5.15	Djh	
22	9.42	5.15	Halder				10.30	5.20	Djh	
23						A				
24	9.45	5.15	Halder	20.28	2.20	2mdu	9.43	5.20	Djh	
25	9.43	5.15	Halder	20.00	2.20	2mdu	9.43	5.20	Djh	
26	9.42	5.05	Halder			A	10.30	5.15	Djh	
27	9.41	5.10	Halder			A	9.41	5.15	Djh	
28	9.42	3.30	Halder	20.08	4.30	2mdu	10.28	2.05	Djh	
29	9.42	3.30	Halder	20.28	6.00	2mdu	10.40	5.10	Djh	
30						A				
31										
Total										

LEAVE	Previous		Current		Previous		Current		Previous		Current		Remark
	Casual												
	E. L.												
	M. L.												
	Leave without pay												

No. of half holidays during the month-
(Excluding Saturdays)No. of half holidays during the month-
(Excluding Saturdays)
 PRINCIPAL
 Dhruva Chand Halder College
 P.O.-D. Barasat
 Dist-24 Pgs. 15/15