



Buniadpur Mahavidyalaya

(A Govt. of West Bengal Aided Degree College)

Affiliated to the University of Gour Banga, Malda

Established: 2007

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

Selimabad, Buniadpur, Dakshin Dinajpur,

West Bengal- 733 121, India

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Buniadpur Mahavidyalaya

Selimabad, Buniadpur, Dakshin Dinajpur, West Bengal, India – 733 121

CRITERIA 6: GOVERNANCE, LEADERSHIP AND MANAGEMENT

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 Supporting Documents Provided:

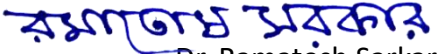
1. Performance Appraisal Report for Teacher & Non-Teaching Staff (NTS)

PERFORMANCE APPRAISAL REPORT FOR TEACHING STAFF

ASSESSMENT PERIOD (2018-19 TO 2022-23)

Name of the incumbent	DR. RAMATOSH SARKAR
Subject/Department	DEPARTMENT OF BENGALI BUNIADPUR MAHAVIDYALAYA
Date of Joining	18.03.2010
Date of Confirmation	08.12.2011(with effect from 17.03.2011)
Date of M. Phil and/or Ph.D	Ph.D: 13.12.2019
Date of CAS I (Stage 2)	18.03.2016
Date of CAS II (Stage 3)	18.03.2021 (Due)
Date of CAS III (Stage 4) Associate Professor	18.03.2024 (Due)
Details of OP	NIL
Details of RC/STC	<p>1. UGC sponsored Refresher Course On ‘নটকওনাট্যচর্চা’ from 6th December to 19th December, 2019. Organised by HRDC, University of North Bengal.</p> <p>2. UGC Sponsored Refresher Course ON ‘LITERATURE & LITERARY WORKS IN POST- MODERN ERA’ from 13th to 27th February, 2023. Organised by HRDC, University of North Bengal.</p> <p>1. UGC sponsored short Term Course On ‘DISASTER MANAGEMENT’ From 21st August to 27th August, 2019. Organised by HRDC, University of North Bengal.</p> <p>2. UGC sponsored short Term Course On ‘Open Distance Learning, MOOCs and E-Content Development’ From August 24 2022 to August 30 2022. Organised by HRDC, University of North Bengal.</p>

YEAR	ATTENDANCE & LEAVE TAKEN			CLASSES TAKEN	
	No. of Days College open	No. of Days attended College	Total leave	Allotted Theory Classes	Theory Classes Taken
2018-19	258	241	03	390	321
2019-20	168	144	00	325	287
2020-21	261	00	00	00	00
2021-22	263 (90 days open)	80	05	250	125
2022-23	262	243	07	390	327



Dr. Ramatosh Sarkar

Asst. Prof., Dept. of Bengali

& TCS, Buniadpur Mahavidyalaya

**JITESH CHANDRA
CHAKI**

Digitally signed by JITESH
CHANDRA CHAKI
Date: 2024.05.16 21:12:16 +05'30'

Performance Appraisal Form for Non-Teaching Staff

2020-2021

Buniadpur Mahavidyalaya

Buniadpur, Dakshin Dinajpur, Pin-733121, West Bengal

1. Name of the Faculty : Ashish Mishra
2. Position Title : Librarian
3. Date of Entry into Service : 08-06-2020
4. No. of Years in Service : 3+
5. Date of Retirement : 31-01-2052
6. Qualification : Master of Library & Information Science, UGC-NET
7. Details of Current Responsibilities :

I. PROFESSIONAL COMPETENCE

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Knowledge of rules, regulation and procedure		✓			
2	Ability to organize work and carry it out	✓				
3	Ability and willingness to take up additional load in times of exigencies	✓				
4	Creativity and innovation		✓			
5	Ability to learn and perform new duties	✓				
6	Pacity to supervise* (For Supervising Staff Only)		✓			
7	you possess good knowledge (theory, hands on) for all aspects of the job to perform your job functions satisfactorily?	✓				

II. PERFORMANCE

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Awareness of policies and procedures of the institution?		✓			
2	Maintenance of Files/Records		✓			
3	Accuracy & Speed of work	✓				
4	Neatness & tidiness of work	✓				
5	Completion of work on schedule	✓				


Principal
Buniadpur Mahavidyalaya
D / Dinajpur

6	Diligence and sense of responsibility	✓				
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III. PERSONAL CHARACTERISTICS

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Attendance	✓				
2	Punctuality	✓				
3	Discipline	✓				
4	Integrity and behaviour	✓				

IV. ATTITUDE TOWARDS CO-WORKERS

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Cooperation with your colleagues?	✓				
2	Mutual motivation with your colleagues?	✓				

V. ATTITUDE TOWARDS PUBLIC

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Cooperation to the needs of the public (Parents, Business Associates, Vendors, Well Wishers of the College)?		✓			
3	Rapport with the public when you interact with them?	✓				

VI. STAFF/STUDENT RELATIONS

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Ability to engage, motivate, supervise, and effectively work In the interest of students?	✓				
3	Responsibility towards your tasks/areas of management assigned to?	✓				

Declaration

I hereby declare that the information provided is true to the best of my knowledge .

Place:- Buniadpur

Date:- 04/07/2022

Name and Signature of the non-teaching staff

Countersigned by the Head of the Institution

J. G. S.
Principal
Buniadpur Mahavidyalaya
D/Dinajpur

J. G. S.
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Buniadpur Mahavidyalaya
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