



TEACHERS' ATTENDANCE CUM-SELF APPRAISAL REPORT OF SHRI/SMT

CUM-SELF APPRAISAL REPORT OF SHRI/SMT/													
1st yr (I)													
Date	Change teaching day	PD	DL	Arts	Dep.	Duties	Advised	Heid	Taken	Th.	Pr	Th.	Pr
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)
1	Holiday												
2													
3				10:25 AM	4:40 P.M.		04	04	04	01			
4				9:50 AM	5:15 P.M.		04	04	04	01		02	
5				10:20 AM	5:30 P.M.		02	02	02	01			
6	Sunday			10:10 AM			03	03	03				
7	P-Day												
8				11:00 AM	4:45 P.M.								
9				10:10 AM	4:40 P.M.		04	04	04	02		01	
10				10:40 AM	5:45 P.M.		04	04	04	01			
11				10:10 AM	6:10 P.M.		04	04	04			02	
12				10:30 AM	4:10 P.M.		02	03	03	01		01	
13	Sunday			9:55 AM	4:55 P.M.		03	03	05	00		02	
14	P-Day												
15				9:55 AM	5:30 P.M.		04	04	04	02		01	
16				10:20 AM	5:10 P.M.		04	04	04	01			
17				10:05 AM	3:25 P.M.		04	04	04			02	
18	Holiday												
19	Holiday												
20	Sunday												
21	P-Day												
22				9:55 AM	5:25 P.M.		04	04	04	02			
23				10:10 AM	4:10 P.M.		04	04	04	02			
24				11:05 AM	4:40 P.M.								
25				10:35 AM	5:15 P.M.								
26	Holiday												
27	Sunday												
28				10:40 AM	1:30 P.M.		05	05	05	02		01	
29				10:40 AM	4:45 P.M.		04	04	04	02		01	
30	Holiday												
31				9:55 AM	5:10 P.M.		04	04	04			02	

LEAVE	Prev	Current	Total
Casual	03	00	03
EL	00	00	00
ML			
Other			

**MAHAVIDYALAYA**  
NCTE RECOGNISED INSTITUTION

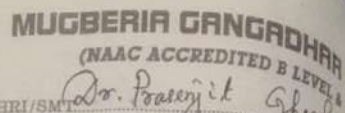
DESIGNATION Asst. Prof. of Police MONTH March SESSION 2022

[illegible]

31.03.22

Principal  
Mugheria Gangaadhar Mahavidyalaya





## TEACHERS' ATTENDANCE CUM-SELF APPRAISAL REPORT OF SHRI/SMT

Dr. Prafulla Ghosh

[illegible]

LEAVE	Prev.	Current	Total
Casual	14	00	14
FL	01	01	02

**MAHAVIDYALAYA**  
**NCTE RECOGNISED INSTITUTION)**

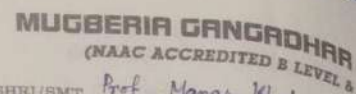
NCTE RECOGNISED INSTITUTION)

DESIGNATION Asst. Prof. of Hist. MONTH April SESSION 2022

[illegible]

20.04.2022

*Principal*  
Mugheria Gangadhar Mahavidyalaya



TEACHERS' ATTENDANCE CUM SELF APPRAISAL REPORT OF SHRI/SMT

Prof. Manas Khalsa

APPENDIX CUM-SELF APPRAISAL REPORT OF SHRI/SMT. <u>Prof. Manas Khalsa</u>															
Date	College teaching day	PD.	DL.	Arriv.	Dep.	Duration	Allotted	Heid	Taken	1st yr. (H)		2nd yr. (H)		3rd yr. (H)	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	Th.	Pz.	Th.	Pz.	Th.	Pz.
1															
2															
3															
4															
5															
6				10.10 AM	5.55 PM			4	4						
7				10.10 AM	5.07 PM			4	4						
8				10.10 AM	5.20 PM			4	4						
9															
10															
11				10.10 AM				4	4						
12															
13				10.10 AM	6.05 PM			4	4						
14				10.10 AM	6.10 PM			4	4						
15				10.10 AM				4	4						
16															
17				10.10 AM				4	4						
18															
19				10.10 AM											
20															
21				10.10 AM	4.10 PM										
22															
23				10.10 AM	4.10 PM			5	5						
24				10.10 AM	5.20 PM			4	4						
25															
26				10.10 AM	4.55 PM			4	4						
27				10.10 AM	6.10 PM			4	4						
28				10.10 AM	2.30 PM			4	4						
29															
30				10.10 AM	4.15 PM			5	5						
31				10.10 AM	2.10 PM			4	4						

LEAVE	Prev.	Current	Total
Casual	02	01	03
EL	00	00	00
ML			
Other			

**MAHAVIDYALAYA**  
**NCTE RECOGNISED INSTITUTION)**

DESIGNATION.

MONTH.....May

SESSION.....2022

[illegible]

Principal  
Mogheria Gangadhar Mahavidyalaya



# TEACHER'S DIARY

Time Table July - 2021

DAYS	1 10.15-11.15	2 11.15-12.15	3 12.15-1.15	4 1.15-2.15	5 2.15-3.15	6 3.15-4.15	7 4.15-5.15	8	9	10
Monday										
Tuesday		Pol.Sc cc-1st NAAC		Pol.Sc cc-2nd 206	Pol.Sc cc-1st 114	Pol.Sc cc-5th 210				
Wednesday		Pol.Sc cc-5th 211	Pol.Sc cc-1st 114		Pol.Sc GIE-2nd 114	Pol.Sc GIE-1st 208				
Thursday	Pol.Sc cc-2nd 209	Pol.Sc cc-3rd 209		Pol.Sc cc-2nd 202	Pol.Sc cc-5th 114	Pol.Sc cc-5th 210				
Friday				Pol.Sc cc-1st 210	Pol.Sc DSC (6th) 5th 128	Pa				
Saturday	Pol.Sc SEC-2nd 209	Pol.Sc GIE-2nd 209	Pol.Sc cc-5th 209							
Sunday										

## SUMMARY

Class	D.A. (Hons/Gen) CBCS (Semester)	I (H)	I (P)	II (H)	II (P)	III (H)	III (P)
Subject	Political Science	04	01	04	03	05	01
No. of Periods	Per Week 18						

Time Table Feb - 2022

DAYS	1 10.15-11.15	2 11.15-12.15	3 12.15-1.15	4 1.15-2.15	5 2.15-3.15	6 3.15-4.15	7 4.15-5.15	8	9	10
Monday										
Tuesday	Pol.Sc cc-4th 205	Pol.Sc cc-2nd 210			Pol.Sc cc-2nd 114					
Wednesday		Pol.Sc cc-6th 211	Pol.Sc cc-2nd 206		Pol.Sc GIE-6th 114	Pol.Sc GIE-2nd 208				
Thursday	Pol.Sc cc-4th 209	Pol.Sc DSC-2nd NAAC			Pol.Sc cc-6th 114	Pol.Sc cc-5th 210				
Friday		Pol.Sc cc-2nd NAAC		Pol.Sc cc-2nd 210	Pol.Sc DSC-6th NAAC					
Saturday	Pol.Sc SEC-6th 209	Pol.Sc GIE-4th 209	Pol.Sc cc-6th 209							
Sunday										

## SUMMARY

Class	D.A. (Hons/Gen) CBCS (Semester)	I (H)	I (P)	II (H)	II (P)	III (H)	III (P)
Subject	Political Science	05	02	02	03	03	02
No. of Periods	Per week 17						

*Principal*  
Mugheria Gangadhar Mahavidyalaya

## 1. Method of Teaching

1. Method of Verbal lectures in Classes.
2. The process of teaching methods is Board working in all Classes with Chalk and Duster.
3. Power Point presentation (Ict base teaching).
4. Chalk and talk process applied in teaching method.
5. There are many personal Books and Journals has given for the Students for their study.
6. Also encouraged Students with Group Discussion for their study.
7. Pannel discussion also applied in the Class room to teaching and learning process method.
8. Given Importance of Board working of the classes with All Students and an its very ~~being~~ good processing of teaching learning Process.
9. Some home task, is given all Students in regularly.
10. More Importance of the teachers and Students Conversations for Solving their problems in the Study of teaching - learning process.
11. Given some money to poor Students only for their studies.
12. Interaction with Teachers and Guardians as a important of teaching method.
13. Notes and syllabus distribution of all classes or Semesters of all Students.
14. Prepare some Questions ~~with~~ Answers for the Students in the method of teaching and learning process.
15. Taking Internal Assessment per paper and <sup>also</sup> Class test in each paper in each year.
16. Surprise test taken



17. Encouraged the students for educational tours.
18. Solving the problem of year wise Questions Papers.
19. Encourage the student to publish their wall Magazine in per year
20. Some references books given the students only for their study.
21. Some other Knowledge share the students only for their study.

Signed  
21.08.21  
Principal  
Mughera Gangadhar Mahavidyalaya

## 2. A Syllabus of the Work in Outline

Semester-1 (Core Course) CC-2.

CC-2 :- Constitutional Government and Democracy in India:-

1. The Constitution Assembly and the Constitution:
  - a) Philosophy of the Constitution, the preamble and Features of the Constitution
  - b. Fundamental Rights and Directive principles
2. organs of Government: a) The Legislature: Parliament
  - b) The Executive: President and Prime Minister
  - c) The Judiciary: Supreme Court.

CC-3 :- Political Theory - Concept and Debates:-

Topic 4. The Universality of Rights:

- a) Natural Rights b) Moral and legal Rights
- c) Three generation of Rights d) Rights and obligations important Issue: Rights of the child.

UE-1 : Nationalism in India:-

Topic-5. - Partition and Independence.

- a) Communalism in Indian Politics
- b) The two-nation Theory, Negotiations over Partition.

DSC-1A :- Introduction to political Theory

Topic-2. Concepts: Democracy, Liberty, Equality, Justice, Rights, Gender.

6th Semester: (GE): United Nations and Globalization and Conflicts

Topic:- 1. The United Nations

- a) An historical overview of the United Nations
- b) Principles and objectives c) Structures and Functions General Assembly; Security Council, and Economic and Social Council, the International Court of Justice.

6th Semester: DSE-1B :- Administration and Public Policy: Concept and Theories:

Topic:- 1. Public Administration as a discipline; Meaning, Scope and Significance of the Subject, Public and Private administration, brief evolution and major approaches, and Comparative approaches to public Administration

Topic: 2 :- Administrative theories, the Classical theory, Scientific management, the human relation theory and rational decision-making

Topic: 3 :- Understanding public policy, concept and theories, relevance of policy making in public administration and process of policy formulation and implementation and evaluation.

Zoon  
21.08.21  
Principal  
Mughera Gangadhar Mahavidyalaya



# IV. DIARY

Class and Subject	Notes and observation by the teacher	Remarks by Principal or HOD
B.A. Pol. Science 5th Sem Hons	Online Mode: 9.8.2021. 5th Sem (CC-11)	
	Topic: - classical Political Philosophy	
	Theme: - Locke Laws of Nature, Classes taken Conference call, 5th Sem Hons Student very good response in this class. So many Questions arised by on Students:	
	Questions: - 1. What do you mean by Law of Nature?	
	2. What are the Significance of Law and of Nature?	
	Very good interaction in this Process	
B.A. 2nd Sem Hons	Online Mode: 9.8.2021	
	Topic: - Perspectives on Public Administration: (CC-6)	
	Theme: Public Administration as discipline: meaning, Dimensions and Significance of the Discipline.	
	2nd Sem Hons Students (all) Present this Conference call mode (Feeling and Learning Process). All Student very active in this process.	
	Student asked what are the Syllabus (Feeling and Learning Process). All Students are enjoyed this process. So many Questions	

Zorion  
9.08.21  
Principal  
Mugberia Gangadhar Mahavidyalaya

# IV. DIARY

Date week ending	FORECAST	Amount Taught
	in this Topic. Questions NO -	
	1. What do you mean by Public Administration?	Student and Teacher very good interrelationship in this way.
	2. What are the Nature and Significance of Public Administration? (9.8.2021)	
B.A. 3rd Sem GE	online Mode:- 11.08.2021	
	Topic:- Gandhi and the Contemporary world. (Contd.)	Student (AU) are
	Theme:- Gandhian Thought: Theory and Action: Theory of Satyagraha, Satyagraha in Action, Peasant Satyagraha: Kheda and the Idea of Trusteeship:-	enjoy in this Conference classes.
	So many Students present in this Classes. Given some Suggestion for AU Students and explain the Syllabus. All Students listening my Lecture. Various type of Questions in this matter.	The Students took the online teaching very happily.
	1. What is Satyagraha 2. Explain the Satyagraha. (11.08.2021)	
Date: 15.08.21	Home task for the week :-	
	5th Sem Hons:- Explain the Nature of Law	AU Students are
	3rd Sem Hons:- Explain the major Significance of Public Administration.	Fullfill the Home task.
	3rd Sem GE:- Explain the Gandhiji's concept of Satyagraha.	

15.08.21  
 Principal  
 Mugharia Gangadhar Mahavidyalaya

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# IV. DIARY

Class and Subject	Notes and observation by the teacher	Remarks by Principal or HOD
B.A. 1st Sem (Hons) Pol. Science	Online Mode: 16.08.2021	
	Topic: - Constitutional Government (CC-2) and Democracy in India.	
	Theme: - 1. The Constituent Assembly and the Constitution, Fundamental Rights and Directive principles.	
	Various type Lecture and in this year. Explain the and the Significance of Indian Constitution.	
	So increased Students Knowledge about the Constitution.	
	The Students were very encouraged to teach this class.	
	So different types of Questions are given from the Constitution	
	1. Write about the Constitution of Constituent Assembly.	
	2. What are the Nature of Fundamental Rights.	
	3. Write the Significance of Directive principle. (16.08.2021)	
1st Sem (GE)	Online Mode and Conference call:	
	Topic: - Nationalism in India	
	Theme: - Partition and Independence	
	a) Communalism in Indian Politics, The two-Nation Theory, Negotiations over Partition.	
	Main Questions in this topic	
	Q-1. What is Communalism?	
	2. What are the main	

16.08.21  
 Principal  
 Mugheria Gangadhar Mahavidyalaya

# IV. DIARY

Class and Subject	Notes and observation by the teacher	Remarks by Principal or HOD
B.A 5th Sem Hon Pol. Science	5th Sem Hon! DSE-2 OFFline	
16.10.2021	Mode:-	
	Topic:- United Nations and Global Conflicts:-	
	Theme:- The United Nations:- Principles and objectives.	
	All these Question from these topics are given to the Students, These are:-	
	1. Write the main objective and principles of the United Nations.	
	The class was taught on a board basis and the students were very motivated.	
	(Date:- 16.10.2021)	
5th Sem DSC (SEC)	5th Sem DSC (SEC) offline mode:	
20.10.2021	Topic:- Democratic Awareness with Legal Literacy.	
	Theme:- Constitution - Fundamental Rights.	
	Different types of Questions from this topic were given to the students and those questions were taught. In those questions are:-	
	1. What is Fundamental Rights?	
	2. Discuss the rights of equality	
	3. Explain the right to Freedom.	
	4. Write about the right to religious freedom.	

Zamir  
20.10.21



# Time Table

2018-19  
Session - July-January

DAYS	1 10.15-11.15	2 11.15-12.15	3 12.15-1.15	4 1.15-2.15	5 2.15-3.15	6 3.15-4.15	7 4.15-5.15	8	9	10
Monday										
Tuesday			3rd year Hons		1st year Hons (e)	3rd year Pass				
Wednesday	1st year Hons		2nd year Hons		1st year Hons (e)	3rd year Hons	3rd year Hons			
Thursday	2nd year Hons	1st year Hons (e)	2nd year (e)		3rd year Hons	2nd year Hons	3rd year Hons			
Friday		2nd year Hons	3rd year Pass			2nd year Hons				
Saturday	1st year cc		1st year cc							

## SUMMARY

Class	1st year (Hons/Pass)	2nd year (Hons/Pass)	3rd year (Hons/Pass)
Subject	Music	Music	Music
No. of Periods	06	06	07

# Time Table

DAYS	1 10.15-11.15	2 11.15-12.15	3 12.15-1.15	4 1.15-2.15	5 2.15-3.15	6 3.15-4.15	7 4.15-5.15	8	9	10
Monday										
Tuesday			3rd year Hons		1st year Hons (e)	3rd year Pass				
Wednesday	1st year Hons		2nd year Hons		1st year Hons (e)	3rd year Hons	3rd year Hons			
Thursday	2nd year Hons	1st year Hons (e)	2nd year (e)		3rd year Hons	2nd year Hons	3rd year Hons			
Friday		2nd year Hons	3rd year Pass			2nd year Hons				
Saturday	1st year cc		1st year cc							

## SUMMARY

Class	1st year (Hons/Pass)	2nd year (Hons/Pass)	3rd year (Hons/Pass)
Subject	Music	Music	Music
No. of Periods	06	06	07

*Zamir*

## 1. Method of Teaching

Educational music, is a genre of music in which songs, lyrics or other musical elements are used as a method of teaching and learning. It has been shown in research to promote learning,

\* additionally music study in general has been shown to improve academic performance of students.

A comprehensive course dealing with teaching learning systems, materials and curriculum development.

Teachers are retaining more students and growing their studios. Students are making swifter progress and learning <sup>theory</sup> and more material <sup>theory</sup> than other methods.

A powerful, inclusive holistic approach to teaching of all students.

The variety of music represents many cultures and traditions, so all students feel comfortable and appreciated.

Students are practicing more and with greater ~~an~~ enthusiasm.



# IV. DIARY

Class and Subject	Notes and observation by the teacher	Remarks by Principal or HOD
MVsee Jom		
Music	I guide them towards the kind of music they are interested in. In each theory and Practical class their individual is observed.	Smtapa Saha 15/11/19
	Their emphasis is on both music theory and practice.	
	Students are very enthusiastic about the class.	
	The first paper of the Syllabus is on theory. Those related matters are explained to them. Related study material is provided to them.	
	They enthusiastically understand and try to learn.	
	An internal test is taken on the subject on which they are taught.	
	Through <del>this</del> this it is <del>seen</del> is convenient to observe the lagging Students.	Observations of the year 19.
	And from that backward place they tried to overcome.	Zomicorn

#### IV. DIARY

[illegible]



#### IV. DIARY

Class and Subject	Notes and observation by the teacher	Remarks by Principal or HOD
HVSec 2 <sup>nd</sup> com		
	Students are asked to solve the questions related to theory in which they are satisfied.	
	Study Material helps in their improvement.	
	Special trained is organized for the practical classes such as voice culture.	
		Sutapa Saha 22/01/19
	Special care is done for the weak students.	
	They are guided according to the syllabus.	
	Knowledge is given on the paper they have <del>no</del> on the life <del>and</del> and <del>a</del> work of Rabindranath.	
	And the practical paper is on Rabindranath's Songs.	
	So <del>two</del> two papers are related and their aspect is viewed.	Soalan 20.12.19. Zohome 20.12.19. Principal

Munbena Gangadhar Mahavivale

#### IV. DIARY

Class and Subject	Notes and observation by the teacher	Remarks by Principal or HOD
1st Sem		
4, 7th May 2021	Exam Preparation	
11, 14th May 2021	Exam Preparation	
18, 21 May 2021	Exam Preparation	
25, 28 May 2021	Exam preparation.	<p><i>[Signature]</i> 28.05.21</p> <p>Principal Mishra Gengedhar Mahavidyalaya</p>



#### IV. DIARY

[illegible]

#### IV. DIARY

Class and Subject	Notes and observation by the teacher	Remarks by Principal or HOD
1st Sem 2021 June.	} Exam Preparation	
1st, 8th June	Exam Period	
11th, 15th June,	Exam Period	
18th, 22nd June.	Exam Period	
25th, 29th June.	Exam Period.	<p><i>[Signature]</i> 29.06.22 Principal Mugben Gangadhar Mahavidyalaya</p>





#### IV. DIARY

*Principal*  
Mudbena Gengadhar Mahavidyalaya



#### IV. DIARY

Mugbera Gengadhar Mahavidyalaya

#### IV. DIARY

Mudberta Gangadhar Mahavidyalaya



# Academic Audit

9/c

**MUGBERIA GANGADHAR MAHAVIDYALAYA**  
ESTD.—1964

 P. O.—Bhupatinagar ☐ Dist.—Purba Medinipur  
S. T. D. Code—03220 Ph. No. : 270236 Pin- 721425 (W. B.)

Ref.no.— M.G.M./ IC/39 /2021-202 Dated: 14/05/2022

From : The Principal

To,  
The Inspector of Colleges  
Vidyasagar University  
Paschim Medinipur

Sir,  
I am sending herewith “ACADEMIC AUDIT REPORT ” of 2020 – 2021  
session of the college for your kind perusal.

Please do the needful.

Thanking you,  
With Regards  
  
Dr. Swapan Kumar Misra  
Principal  
Mugberia Gangadhar Mahavidyalaya





**Vidyasagar University**  
**Paschim Midnapore-721102**  
**Office of the Inspector of Colleges**

**ACADEMIC AUDIT REPORT OF THE AFFILIATED COLLEGES**

01. ACADEMIC SESSION : **July 2020- June 2021**  
 (For which the report is prepared)

02. NAME OF THE COLLEGE : **MUGBERIA GANGADHAR MAHAVIDYALAYA**  
 Name of Principal/TIC/OIC : **D.R. SWAPAN KUMAR MISRA**  
 Telephones No : **9002275816**  
 URL of College Website (if any): **https://mugberiagangadharmahavidyalaya.org/**  
 Year of Establishment: **1964** : Year of Affiliation : **1964**

03. NO OF WORKING DAYS : **156(OFFICE)**

04. NO OF TEACHING DAYS : **ONLINE**

05. NO OF TEACHING DAYS LOST : **NIL**  
 (State reasons)

06. NO OF OFFLINE / ONLINE CLASSES HELD :  
 (Subject-wise)

Subject/Course Name	Honors/Major			General			Vocational			PG	
	1 <sup>st</sup> Year(1 <sup>st</sup> & 2 <sup>nd</sup> Sem)	2 <sup>nd</sup> Year(3 <sup>rd</sup> & 4 <sup>th</sup> Sem)	3 <sup>rd</sup> Year(5 <sup>th</sup> & 6 <sup>th</sup> Sem)	1 <sup>st</sup> Year(1 <sup>st</sup> & 2 <sup>nd</sup> Sem)	2 <sup>nd</sup> Year(3 <sup>rd</sup> & 4 <sup>th</sup> Sem)	3 <sup>rd</sup> Year(5 <sup>th</sup> & 6 <sup>th</sup> Sem)	1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year	1 <sup>st</sup> Year(1 <sup>st</sup> & 2 <sup>nd</sup> Sem)	2 <sup>nd</sup> Year(3 <sup>rd</sup> & 4 <sup>th</sup> Sem)
ENGLISH	165	180	341	111	117	212					
MUSIC	69	77	45	36	42	12					
BENGALI	360	515	435	197	250	204				143	188
POLITICAL SCIENCE	246	225	239	132	187	149					
BOTANY											



EDUCATION											
PHILOSOPHY	124	217	216	83	87	86					
MATHEMATICS	160	163	123							152	150
ECONOMICS	130	137	139	105	91						
PHYSICAL EDUCATION				198	188	196					
SANSKRIT	204	232	274	112	206	156					
HISTORY	38	40	52	42	86	45					
B.P.ED	88	76									
ACCOUNTCY HONS	333	490	400	167	220	190					
GEOGRAPHY	205	198	188	186	193	195					
ZOOLOGY	145	152	167	179	120	95					
NUTRITION	185	197	195	178	210	200					
PHYSICS	140	185	199	220	230	195					
CHEMISTRY	198	167	187	197	205	212					
M.P.ED										124	109

# NON-TEACHING ATTENDANCE CUM-SELF APPRAISAL REPORT

## Staff Attendance Register

FOR THE MONTH OF April 2022

Name: <u>S. Bena</u>				Name: <u>D. Pal</u>				Name: <u>S. Sahoo</u>				Name: <u>P. Mandal</u>				Initials of Head of the Office
Date	Arrival	Departure	Initials	Arrival	Departure	Initials	Arrival	Departure	Initials	Arrival	Departure	Initials				
1	10:20	5:30	<i>[Signature]</i>	10:20	5:30	<i>[Signature]</i>	10:5	5	<i>[Signature]</i>	10:55	5PM	<i>[Signature]</i>				
2	10:20	5:30	<i>[Signature]</i>	10:00	6:20	<i>[Signature]</i>	10	5	<i>[Signature]</i>			<i>[Signature]</i>				
3			<i>[Signature]</i>			<i>[Signature]</i>			<i>[Signature]</i>			<i>[Signature]</i>				
4	10:20	5:30	<i>[Signature]</i>	10:00	5:30	<i>[Signature]</i>	10	5	<i>[Signature]</i>	10:00	5PM	<i>[Signature]</i>				
5	10:20	5:30	<i>[Signature]</i>	10:00	5:15	<i>[Signature]</i>	10	5	<i>[Signature]</i>	10:00	5PM	<i>[Signature]</i>				
6	10:20	5:30	<i>[Signature]</i>	10:00	5:00	<i>[Signature]</i>	10	5	<i>[Signature]</i>	10:00	5PM	<i>[Signature]</i>				
7	10:20	5:30	<i>[Signature]</i>	10:00	5:00	<i>[Signature]</i>	10	5	<i>[Signature]</i>	10:00	5PM	<i>[Signature]</i>				
8	10:20	5:30	<i>[Signature]</i>	10:00	5:00	<i>[Signature]</i>	10	5	<i>[Signature]</i>	10:00	5PM	<i>[Signature]</i>				
9	10:20	5:30	<i>[Signature]</i>	10:00	5:00	<i>[Signature]</i>	10	5	<i>[Signature]</i>			<i>[Signature]</i>				
10			<i>[Signature]</i>			<i>[Signature]</i>			<i>[Signature]</i>	N D	A Y					
11	10:20	5:30	<i>[Signature]</i>	10:00	5:00	<i>[Signature]</i>	10	5	<i>[Signature]</i>	10:00	5:00	<i>[Signature]</i>				
12	10:20	5:30	<i>[Signature]</i>	10:00	5:00	<i>[Signature]</i>	10	5	<i>[Signature]</i>	10:00	5:00	<i>[Signature]</i>				
13	10:20	5:30	<i>[Signature]</i>	10:00	5:00	<i>[Signature]</i>	10	5	<i>[Signature]</i>	10:00	5:00	<i>[Signature]</i>				
14			<i>[Signature]</i>			<i>[Signature]</i>			<i>[Signature]</i>			<i>[Signature]</i>				
15			<i>[Signature]</i>			<i>[Signature]</i>			<i>[Signature]</i>			<i>[Signature]</i>				
16			<i>[Signature]</i>			<i>[Signature]</i>			<i>[Signature]</i>			<i>[Signature]</i>				
17			<i>[Signature]</i>			<i>[Signature]</i>			<i>[Signature]</i>			<i>[Signature]</i>				
18	10:20	5:40	<i>[Signature]</i>	10	5	<i>[Signature]</i>	10	5:5	<i>[Signature]</i>	10	5	<i>[Signature]</i>				
19	10:20	5:20	<i>[Signature]</i>	10	5:5	<i>[Signature]</i>	10	5	<i>[Signature]</i>	10	5	<i>[Signature]</i>				
20	10:20	5:50	<i>[Signature]</i>	10	5	<i>[Signature]</i>	10	5	<i>[Signature]</i>	10	5	<i>[Signature]</i>				
21	10:20	5:30	<i>[Signature]</i>	10	5	<i>[Signature]</i>	10	5	<i>[Signature]</i>	10	5	<i>[Signature]</i>				
22	10:20	5:45	<i>[Signature]</i>	10	5	<i>[Signature]</i>	10	5	<i>[Signature]</i>	10	5	<i>[Signature]</i>				
23	10:20	5:20	<i>[Signature]</i>	10	5	<i>[Signature]</i>	10:00	5	<i>[Signature]</i>	10	5	<i>[Signature]</i>				
24			<i>[Signature]</i>			<i>[Signature]</i>			<i>[Signature]</i>			<i>[Signature]</i>				
25	10:20	6:10	<i>[Signature]</i>	10	5	<i>[Signature]</i>	10	5	<i>[Signature]</i>			<i>[Signature]</i>				
26	10:20	6:00	<i>[Signature]</i>	10	5	<i>[Signature]</i>	10	5	<i>[Signature]</i>	10	5	<i>[Signature]</i>				
27	10:20	5:50	<i>[Signature]</i>	10	5	<i>[Signature]</i>	10	5	<i>[Signature]</i>			<i>[Signature]</i>				
28	10:20	5:50	<i>[Signature]</i>	10	5:5	<i>[Signature]</i>	10	5	<i>[Signature]</i>	10	5	<i>[Signature]</i>				
29	10:20	5:15	<i>[Signature]</i>	10	5:10	<i>[Signature]</i>	10	5	<i>[Signature]</i>	10	5	<i>[Signature]</i>				
30	10:20	6:20	<i>[Signature]</i>	10	5	<i>[Signature]</i>	10	5	<i>[Signature]</i>	10	5	<i>[Signature]</i>				
31																
Total																

LEAVE	Casual	Previous	Current	Previous	Current	Previous	Current	Previous	Current
	Sick								
	Special								
	Leave without pay								
	No. of full holidays during the month- (Excluding Sundays)								

No. of half holidays during the month- (Excluding Sundays)							
Total No. of working days during the month-							

Principal *[Signature]* 30.4.22

30.4.22

Working Days (23)





# Staff Attendance Register

FOR THE MONTH OF April 2022

Name: B. Soren Name: Anshu Khatua Name: B. Nayak Name: S. Ghosal

Date	Arrival	Departure	Initials	Arrival	Departure	Initials	Arrival	Departure	Initials	Arrival	Departure	Initials	Initials of Head of the Office
1	10.00	5.40	B. Soren	10.00	5.50	A. Khatua	10.20	5.30	B. Nayak			G. Ghosal	
2	10.00	5.20	B. Soren	10.00		A. Khatua	10.00	5.30	B. Nayak			G. Ghosal	
3													
4	10.00	5.30	B. Soren	10.00	5.10	A. Khatua	10.00	5.30	D. L. Contai			G. Ghosal	
5	10.00	5.30	B. Soren	10.00	5.10	A. Khatua	10.00	5.30	B. Nayak			G. Ghosal	
6	10.00	5.30	B. Soren	10.00	5.20	A. Khatua			D. L. Contai			G. Ghosal	
7	10.00	5.30	B. Soren	10.00	5.20	A. Khatua	10.00	5.30	B. Nayak			G. Ghosal	
8	10.00	5.30	B. Soren	10.00	5.20	A. Khatua			D. L. Contai			G. Ghosal	
9	10.00	5.30	B. Soren	10.00	5.30	A. Khatua	10.00	5.30	B. Nayak			G. Ghosal	
10													
11	10.00	5.30	B. Soren	10.00	5.30	A. Khatua	10.00	5.30	B. Nayak			G. Ghosal	
12	10.00	5.30	B. Soren	10.00	5.30	A. Khatua	10.00	5.30	B. Nayak			G. Ghosal	
13	10.00	5.30	B. Soren	10.00	5.30	A. Khatua	10.00	5.30	B. Nayak			G. Ghosal	
14													
15													
16													
17													
18	10.00	5.30	B. Soren	10.00	5.30	A. Khatua	10.00	5.30	B. Nayak			G. Ghosal	
19	10.00	5.30	B. Soren	10.00	5.30	A. Khatua	10.00	5.30	B. Nayak			G. Ghosal	
20	10.00	5.30	B. Soren	10.00	5.30	A. Khatua	10.00	5.30	B. Nayak			G. Ghosal	
21	10.00	5.30	B. Soren	10.00	5.30	A. Khatua	10.00	5.30	B. Nayak			G. Ghosal	
22	10.00	5.30	B. Soren	10.00	5.30	A. Khatua	10.00	5.30	B. Nayak			G. Ghosal	
23	10.00	5.30	B. Soren	10.00	5.30	A. Khatua	10.00	5.30	B. Nayak			G. Ghosal	
24													
25	10.00	5.30	B. Soren	10.00	5.30	A. Khatua	10.00	5.30	B. Nayak			G. Ghosal	
26	10.00	5.30	B. Soren	10.00	5.30	A. Khatua	10.00	5.30	B. Nayak			G. Ghosal	
27	10.00	5.30	B. Soren	10.00	5.30	A. Khatua	10.00	5.30	B. Nayak			G. Ghosal	
28	10.00	5.30	B. Soren	10.00	5.30	A. Khatua	10.00	5.30	B. Nayak			G. Ghosal	
29	10.00	5.30	B. Soren	10.00	5.30	A. Khatua	10.00	5.30	B. Nayak			G. Ghosal	
30	10.00	5.30	B. Soren	10.00	5.30	A. Khatua	10.00	5.30	B. Nayak			G. Ghosal	
31													
Total													

Previous	Current	Previous	Current	Previous	Current	Previous	Current
Casual							
Sick							
Special							
Leave without pay							
No. of full holidays during the month (Excluding Sundays)				No. of half holidays during the month (Excluding Saturdays)			
Total No. of working days during the month							

Principal Mahavidyalaya

# Staff Attendance Register

FOR THE MONTH OF April 2022

Name: <u>A. Khatri (Maitry)</u>				Name: <u>S. Mendel</u>				Name: <u>S. Ghokai</u>				Name: _____			
Date	Arrival	Departure	Initials	Arrival	Departure	Initials	Arrival	Departure	Initials	Arrival	Departure	Initials	Initials of Head of the Office		
1	10:30	5	A. Khatri	10:30	5:15	S. Mendel	10	5	S. Gh.						
2	10:30	5	A. Khatri	10:30	5:00	S. Mendel	10	5	S. Gh.						
3			A A X			S X			S. GH			D A A X			
4	10:35	5	A. Khatri	10:35	5:15	S. Mendel	10	5	S. Gh.						
5	10:40	5	A. Khatri	10:35	5:15	S. Mendel	10	5	S. Gh.						
6	10:30	5	A. Khatri	10:30	5:15	S. Mendel	10	5	S. Gh.						
7	10	5	A. Khatri	10:30	5:15	S. Mendel	10	5	S. Gh.						
8	10:30	5	A. Khatri	10:30	5:15	S. Mendel	10	5	S. Gh.						
9	10:30	5	A. Khatri				10	5	S. Gh.						
10									S. Gh.						
11	10	5	A. Khatri	10:30	5:15	S. Mendel	10	5	S. Gh.						
12	10:30	5	A. Khatri	10:30	5:00	S. Mendel	10	5	S. Gh.						
13	10:30	5	A. Khatri	10:15	5:15	S. Mendel	10	5	S. Gh.						
14									S. Gh.						
15									S. Gh.						
16									S. Gh.						
17									S. Gh.						
18	10:20	5	A. Khatri	10:30	5:00	S. Mendel			S. Gh.						
19	10:30	5	A. Khatri	10:30	5:30	S. Mendel			S. Gh.						
20	10:30	5	A. Khatri	10:30	5:15	S. Mendel			S. Gh.						
21		5	A. Khatri	10:30	5:30	S. Mendel			S. Gh.						
22		5	A. Khatri	10:30	5:15	S. Mendel			S. Gh.						
23			✓	10:30	2:30	S. Mendel			S. Gh.						
24			A			X			S. Gh.			SUNDAY			
25	10	5	A. Khatri	10:30	5:20	S. Mendel			S. Gh.						
26	10	5	A. Khatri	10:30	5:00	S. Mendel			S. Gh.						
27	10	5	A. Khatri	10:30	5:15	S. Mendel			S. Gh.						
28	10	5	A. Khatri	10:30	5:15	S. Mendel			S. Gh.						
29	10	5	A. Khatri	10:00	5:00	S. Mendel			S. Gh.						
30	10	5	A. Khatri	10:30	9:30	S. Mendel			S. Gh.						
31									S. Gh.						
Total															

LEAVE	Previous		Current		Previous		Current		Previous		Current	
	Casual	Sick	Special	Leave without pay	Casual	Sick	Special	Leave without pay	Casual	Sick	Special	Leave without pay

Principal  
Mughera Ganguliyar Mahavidyalaya





# Staff Attendance Register

FOR THE MONTH OF April 2022

Name: <u>S. Raut</u>				Name: <u>S. Jana</u>				Name: <u>S. Swangi</u>				Name: <u>M. Maity</u>				Initials of Head of the Office
Date	Arrival	Departure	Initials	Arrival	Departure	Initials	Arrival	Departure	Initials	Arrival	Departure	Initials				
1	10.00	5.00	S. Raut	10	5	G. Jais	10	5	S							
2	10.00		S. Raut	10	5	G. Jais	10	5	S							
3			S S			U			N				D D			
4	10.00	5.30	S. Raut	10	5	G. Jais	10	5	S							
5	10.00	5.10	S. Raut	10	5	G. Jais	10	5	S							
6	10.00	5.30	S. Raut	10	5	G. Jais	10	5	S							
7	10.00	5.10	S. Raut	10	5	G. Jais	10	5	S							
8	10.00	5.30	S. Raut	10	5	G. Jais	10	5	S							
9	10.00	5	S. Raut	10	5	G. Jais	10	5	S							
10			S. Raut													
11	10.20	5.00	S. Raut	10	5	G. Jais	10	5	S							
12	10.30	5.20	S. Raut	10	5	G. Jais	10	5	S							
13	10.30	5	S. Raut	10	5	G. Jais	10	5	S							
14																
15			Chaitra			Chaitra										
16			Sankranti			Sankranti										
17			Naach			Naach										
18	10.00	5	S. Raut	10	5	G. Jais	10	5	S							
19	10.00	5	S. Raut	10	5	G. Jais	10	5	S							
20	10.20	5	S. Raut	10	5	G. Jais	10	5	S							
21	10.10	5	S. Raut	10	5	G. Jais	10	5	S							
22	10.20	5	S. Raut	10	5	G. Jais	10	5	S							
23	10.30	5	S. Raut	10	5	G. Jais	10	5	S							
24			S			U			N				D			
25	10.30	5	S. Raut	10	5	G. Jais	10	5	S							
26	10	5	S. Raut	10	5	G. Jais	10	5	S							
27	10	5	S. Raut	10	5	G. Jais	10	5	S							
28	10	5	S. Raut	10	5	G. Jais	10	5	S							
29	10	5	S. Raut	10	5	G. Jais	10	5	S							
30	10	5	S. Raut	10	5	G. Jais	10	5	S							
31																
Total																

LEAVE	Previous		Current		Previous		Current		Previous		Current	
	Casual	Sick	Casual	Sick	Casual	Sick	Casual	Sick	Casual	Sick	Casual	Sick
Special												
Leave without pay												

No. of full holidays during the month-  
(Excluding Sundays)

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

Total No. of working days during the month-

# LEAVE FOR THE

Name Dr. Manoranjan Das.

Designation Asst. Professor

CASUAL LEAVE						MEDICAL LEAVE						SPECIAL			
Leave due for the period		Leave Availed			Balance Days	Leave B.F. Days	Leave due for the period		Total Due Days	Leave Availed			Balance Days	Leave B.F. Days	Leave due for the period
Period	Days	From	To	Days			Period	Days		From	To	Days			
							1.8.06 to 31.12.06	8	8				8		
					8		1.1.07 to 31.12.07	20	28				28		
					28		1.1.08 to 30.6.08	20	38				38		
					38		1.7.08 to 30.6.09	20	58				58		
					58		1.7.09 to 30.6.10	20	78				78		
					78		1.7.10 to 30.6.11	20	98				98		
					98		1.7.11 to 30.6.12	20	118				118		
					118		1.7.12 to 30.6.13	20	138				138		
					138		1.7.13 to 30.6.14	20	158				158		
					158		1.7.14 to 30.6.15	20	178				178		
					178		1.7.15 to 30.6.16	20	198				198		
					198		1.7.16 to 30.6.17	20	218				218		
					218		1.7.17 to 30.6.18	20	238	11.12.16, 18, 19, 20, 23, 24, 25, 27, 28 - 4-18					
										(11x2) 22			216		
					216		1.7.18 to 30.6.19	20	236	10, 11, 12-12-18 (4x2) 8-1-19			228		
					228		1.7.19 to 30.6.20	20	248				248		
					248		1.7.20 to 30.6.21	20	268				268		
					268		1.7.21 to 30.6.22	20	288				288		
					288		1.7.22 to 31.12.22	10	298	21, 25, 26, 28, 29, 31-12-22, 2, 3-12-22 = 14			274		
					274		1.1.23								

ESTD.-1964  
Purba  
Medinipur  
Bhupatigari

Principal

Mugberia Gangadhar Mahavidyalaya



S. M. M.  
Principal  
Mugberia Gangadhar Mahavidyalaya



# REGISTER

YEAR-20

Date of Joining = 01.08.2006

46

Address.....

LEAVE					EARNED LEAVE								REMARKS
Total Due Days	Leave Available			Balance Days	Leave B.F. Days	Leave due for the period		Total Due Days	Leave Available			Balance Days	
	From	To	Days			Period	Days		From	To	Days		
						1.8.06 to 31.12.06	6	6				6	
					6	1.1.07 to 31.12.07	15	21				21	
					21				2.1.08 to 14.1.08	4.1.08	3	18	
					18						1	17	
					17	1.1.08 to 30.6.08	15 1/2	28				25	
Quarantine Leave					25				01.10.08 to 3.11.08	4.11.08	1		
from 1.12.09 to 03.03.09									15.1.09 to 16.1.09		2		
											5	20	
					20	1.7.08 to 30.6.09	15					35	
					35	1.7.09 to 30.6.10	15	50	14.8.09 to 12.4.10				
									13.4.10 to 12.5.10	7.5.10 to 13.5.10	06	44	
					44	1.7.10 to 30.6.11	15	59	28.1.11 to 28.3.11		02	57	
					57	1.7.11 to 30.6.12	15	72				72	
					72	1.7.12 to 30.6.13	15	87	13.4.13 to 7.5.13		02	85	
					85	1.7.13 to 30.6.14	29	114				114	completed 7 yrs of service on 31.7.13
					114	1.7.14 to 30.6.15	30	144	5.6.8-5-15		03	141	
					141	1.7.15 to 30.6.16	30	171	3.4.12-3-16		05	166	
					166	1.7.16 to 30.6.17	30	196	5.6-4-16			196	
					196	1.7.17 to 30.6.18	30	226				226	
					226	1.7.18 to 30.6.19	30	256	9.22.25-2-19				
									1.13-3-19, 22-4-19				
									16.20.22-5-19		09	247	
					247	1.7.19 to 30.6.20	30	277				277	
					277	1.7.20 to 30.6.21	30	307				307	
					307	1.7.21 to 30.6.22	30	337	25.3.22 to 13.14.5.22		01		
						1.7.22			1, 3, 4, 22, 24, 25-6.22		02		
											06	328	
					328	1.7.22 to 31.12.22	15				09		
					343	1.1.23						343	
<div>Principal Mugberia Gangadhar Mahavidyalaya</div> <div>ESTD.-1964 Purba Medinipur</div>													



Principal  
Mugheria Gangadhar Mahavidyalaya

# SERVICE BOOK

[Prepared according to the proforma circulated by the Education Department, Government of West Bengal, vide Notification No. 1097-Edn (CS) dated 31st May, 1978, West Bengal Non-Government college Teachers' (Death-Cum-Retirement Benefit) Scheme and 1955-EDN (CS) dated 23rd December, 1981, West Bengal Non-Government College Employees' (Death-Cum-Retirement Benefit) Scheme with the relevant provisions in the West Bengal Service (Death-Cum-Retirement Benefit) Rules, 1971.]

Name ..... DR. APURBA GIRI .....

Designation ..... ASSISTANT PROFESSOR .....


Department ..... NUTRITION .....



# SERVICE BOOK

## PARTICULARS OF THE EMPLOYEE

1. Name — DR. APURBA GIRI
2. Address: VIL - SAIYADPUR; PO - RAMNAGAR, DIST - PURBA MEDINIPUR  
PIN - 721441  
(a) Permanent —  
(b) Present — — DO —
3. Father's / Husband's name and residence SATYENDRA NATH GIRI
4. Date of birth by Christan era — 24.10.1982  
(To be ascertained and entered in accordance with Matriculation / School Final / Higher Secondary or other equivalent examination certificate) or Horoscope / Affidavit (for those who have not passed Matriculation or S.F. Examination.)
5. Educational Qualification :  
(a) At the time of entry — M.TECH., PH.D., POST-DOC  
(b) Subsequent improvement in qualification with dates —
6. Exact height by measurement : 5'4"
7. Personal marks for identification — MOLE ON LEFT ELBOW
- \*8. Signature of the employee — Apurba Giri
- \*9. Signatue of the Principal / President of the Governing Body / Ad-hoc Committee / Administrator.  

  
08.12.2023  
Principal  
Mugberia Gangadhar Mahavidyalaya

- 
- \* The Signature in line 8 should be renewed or reattested at least every five years and signature in lines 8 and 9 should be dated.
- \*\* If the employee is the head of Institution, the signature in line 9 should be made by the President of the Governing Body / Administrator of the College.

## Instruction for filling in Columns of the History of Service

1. In column 4 (a) The nature of Appointment in the post held should be recorded with a reference to the relevant resolution of the Governing Body, Viz,

Officiating / Temporary / Permanent / On probation for ..... / Confirmed with effect from ..... vice.

Shri ..... released /

discharged / retired / deceased / against additional post created in terms of Order

No. .... dated ..... of .....

(vide resolution, dated ..... )

(b) No. & date of the relevant order of approval of each appointment / sanction of each extension should be recorded, viz.,

Appointment approved (vide Order No. .... dated .....)

Extension sanctioned (vide Order No. .... dated .....)

2. In column 11 & 12 The service should preferably be annually verified. In case of the employee other than the Head of the Institution the Certificate of Verification (Viz, verified with Acquittance Rolls, Leave Register and other College records) shall be signed by the Head of the Institution while in case of Head of the Institution such certificate shall be signed by the President of the Governing Body / Ad-hoc Committee / Administrator of the College.
3. In case of a teacher (including principal) changing from one College to another the Service Book with up-to-date entries shall be sent by the former College to the College where the teacher joins.



Name of post with full address of the Institution	Scale of Pay with stages of increment	Whether post is permanent or temporary	Nature of appointment permanent / temporary / Officiating / Extension	Date of appointment / increment	Pay and Special Pay, if any	Date of termination of appointment
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Assistant Professor in Nutrition	Rs, 15600/- - 39,100/- with AGP Rs, 6000/-	Permanent Post	On Probation for one year	22.05.2014		
Mugheria Gangadhar Mahavidyalaya	This pay fixation		W.e.f.			
P.O.-Bhupatinagar	has been as per		22.05.2014			
Dist - Purba Medinipur	Clause 5(i) of		Vide post creation			
Pin- 721441	533-Edn (CS)		G.O. No. 520-Edn (CS)			
	dated 28.08.09		dated 08.04.2010			
	DPI's Memo No.		and Roster			
	1656-WGC 4P-139 -		Point No. 37			
	UGC/09 (PT-1)		Vide G.B resolution			
	dated 08.12.2014		dated 15.05.2014			
			Recommendation letter of			
	D.N.I		N.B.C.S.C. vide			
	date of next		Memo No. 158/			
	increment 01.07.2015		VU/Recom/ CSC/14			
			Dated 05/05/2014			
				01.07.2015		30.06.2016
				Rs, 25,600/-		
				01.07.2016	Rs, 26,370/-	30.06.2017
				01.07.2017	Rs, 27,170	30.06.2018

## SERVICE

## SERVICE BOOK

5

[illegible]



[illegible]

SERVICE SERVICE BOOK

# SERVICE BOOK

7

[illegible]



Designation Assistant Professor **LEAVE**

Date of Commencement of Service 22.05.2014

[illegible]

Date of attaining the age of Superannuation

[illegible]