

# **K. K. Das College**

**GRH – 17, Baishnabghata – Patuli  
Kolkata – 700084  
West Bengal  
India**



## **CRITERION VI Governance, Leadership and Management**

### **Key Indicator 6.3. Faculty Empowerment Strategies**

#### **6.3.1 Additional Information**

***The institution has effective welfare and  
Performance Appraisal System for  
Teaching and Non-teaching staff***



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Dr. Ramkrishna Prasad Chakraborty  
Principal  
K. K. DAS COLLEGE  
Garia, Kol-84



In K. K. Das College, welfare of staff is given foremost importance. The existing welfare measures for teaching and non-teaching staff as follows:

## Group Savings Linked Insurance Scheme (GSLI) of LIC

**GSLI**

Revised Form No. \*\*II

**LIFE INSURANCE CORPORATION OF INDIA**

KOLKATA METROPOLITAN DIVL. OFFICE-I : Pension & Group Schemes Department  
 "Jeevan Prakash" (9th Floor)  
 16, C. R. Avenue, Kolkata-700 072  
 Phone No. : 2373783 Fax No. : 2348106  
 Email No. licpgsd @ cal 2. vsnl. net. in

**GROUP SAVINGS LINKED INSURANCE SCHEME**

PLEASE CONTINUE PREMIUM FOR MEMBERS WHO ARE ON LOSS OF PAY & MIND IT THAT THE BASIS OF CATEGORISATION WILL BE DESIGNATION, NOT PAY SCALE

Particulars of Contributions for the Due Date..... 28/02/2021  
 (PLEASE MENTION DUE DATE, NOT MONTH, FOR WHICH PREMIUM IS PAYABLE)

1. Name of the Institution : K K DAS COLLEGE

2. Master Policy Number : GSLI 22996/1635

	B	C	D	
3. i) No. of members as mentioned in the bottom of the last Form-II	8	2	1	
ii) No. of new members joining on the anniversary only				
iii) No. of members added due to change in category on the anniversary date				
iv) No. of members added due to transfer-in				
A. Total members (i+ii+iii+iv)	8	2	1	
vi) Exits in the previous month				
a) By death				
b) By retirement				
c) Resignation, Termination etc.				
d) By change in category				
e) By transfer out				
B. Total Exit				
vii) Total no. of members as on the 1st day of the current Due Date i.e. A-B	8	2	1	
4. Monthly contribution per member	Rs. 80/-	40/-	20/-	
5. Total contribution (4) x 3(vii)	Rs. 80x8	40x2	20x1	
6. Grand Total <u>770/-</u>	Rs. 640/-	80/-	20/-	
Sl. No. as mentioned in the list	Name of the Member	Category	Date of Exit	Cause of Exit

Dr. Ramkrishna Prasad Chakraborty  
Principal  
K. K. DAS COLLEGE  
Garia, Kol-84



8. Particulars of members undergoing change in category on anniversary date.

Sl. No. in Previous list	Name of the member	Previous Designation	Present Designation	Caus. Char.
--------------------------	--------------------	----------------------	---------------------	-------------

*R* 01/01/22

Principal  
K.K. DAS COLLEGE  
Signature of Master Policy with Office Seal  
Garia, Kolkata - 700 054

(PLEASE FILL-UP FOR ANY INCLUSION) SECTION-I ( Form No. 6203/GSLI(B) )

Particulars of employees eligible to become members of the Scheme on the Effective Date/Annual Renewal Accounting Date on...

Sl. No.	NAME	Sex	Designation	Date of Birth	Date of Appnt.	Amt. of mly. Contrn.	D Conf per %
						Rs.	
1	2	3	4	5	6	7	

N. B. : Evidence of insurability will be required if the amount of insurance of the member exceeds that of "No evidence limit" granted under the Scheme. Kindly note that as per the rules of GSLI Scheme participation of new recruits in the Scheme is compulsory and such members must be included with effect from Policy Anniversary Dates immediately following the date of their appointment.

EMPLOYER'S CERTIFICATE

We certify that all above listed employees :

- a) are eligible to participate in terms of the rules of your Scheme as on entry date i. e. ....
- b) are on active duty and not on leave on ground of sickness as on entry date i. e. ....
- c) were not absent from duty on health ground during the last six months prior to the entry date for a period of six days at a stretch or a total of 13 days.

We certify that above particulars are true and correct and request admission of these employees into the Scheme.

Date : .....

Signature of the Master Policy with Office Seal  
K.K. DAS COLLEGE  
GRH-17 Baishnabghata - Pat  
Garia, Kolkata - 700 054

*R* 01/01/22

N. B. : In case of inclusion of new employees with effect from Annual Renewal Date Form No. 6203 must be given.

B. P. - 100 Pads (100 x 1) 5/2001

*R*  
Dr. Ramkrishna Prasad Chakraborty  
Principal  
K. K. DAS COLLEGE  
Garia, Kol-84



**LIC**  
 भारतीय जीवन बीमा निगम  
 LIFE INSURANCE CORPORATION OF INDIA

पेंशन एवं समूह योजना विभाग  
**Pension and Group Schemes Department, KMDO - 1**  
**J. P. Bldg. 16, C. R. Avenue, Kolkata - 700 072.**  
 KOLKATA DIVISIONAL OFFICE - P&GS UNIT  
 JEEVAN PRAKASH BUILDING  
 16, CHITTA RANJAN AVENUE  
 ( 7TH & 8TH FLOOR )  
 KOLKATA <sup>द्वारा</sup> 72 700 072

061510

शेयर कोड - Division Code : G402  
 तिथि - Date  
 पॉली कोड - Receipt No. 041/G402  
 समय - Time 05/01/2022  
 10790  
 समय 15:12:42

Received with thanks Rs  
 ₹ From  
 Towards the following:

DEPOSIT MEMORANDUM	771.00	CASH/CHEQUE	No of Insts	1
K K DAS COLLEGE Policy No :- GSLI -- 22996				
Being the amount held in Deposit for the above Policy ( Seven Hundred Seventy One Only )				
K K DAS COLLEGE				
Garia Kolkata				
Cash Received: 1.00 WEST BENGAL				700 084
Receipt of payment made by <b>K K DAS COLLEGE</b> Protection shall only be provided effective from the date of acceptance of risk)				
PAYMENT UNDER YOUR POLICY, PLEASE SUBMIT NEFT MANDATE FORM. THIS IS MANDATORY				
Details of Cheques Received 23705130/12/2021 SBI		(Subject To Realisation) KOLKATA		770.00

Signature

**Dr. Ramkrishna Prasad Chakraborty**  
 Principal  
**K. K. DAS COLLEGE**  
 Garia, Kol-84





K. K. Das College Employees Co-operative Credit Society Limited

K. K. Das College Employees Co-operative Credit Society Limited

Government of West Bengal  
Office of the Asstt. Registrar of Coop. Societies  
South 24-Parganas  
New Administrative Building, 7th floor, Alipore  
12, Biplabi Kanai Bhattacharya Sarani, Cal-27.

Name of the District : South 24-parganas.

1. Name of the Society registered : K.K.Das College of Commerce Employees Cooperative Credit Society Ltd.

2. Nature of liability of members : LIMITED/UNLIMITED.

3. No. and date of Certificates of Registration : 14/97-98/24-Parganas (S) Dated 17-12-97

4. Registered area of operation/membership : Whole time permanent employees of the K.K.Das College of Commerce.

5. Registered address of the Society :

- a) Village/Place : K.K.Das College of Commerce
- b) Post Office : Garia
- c) Union/Block/Circle : Jadavpur
- d) Thana : Jadavpur
- e) Sub-division : Alipore

6. Name : a. Chairman : Sri Sanjib Chandra Basu  
b. Vice-Chairman : Sadhan Pal

7. Name of the Organiser : Dr. Subodh Chandra Garai  
with address. W/o K.K.Das College of Commerce, P.O. Garia, South 24-Pgs.

2017 (9)  
Memo No. 109/17

Date 17.12.97

Assistant Registrar of Coop. Societies, South 24-Pgs.

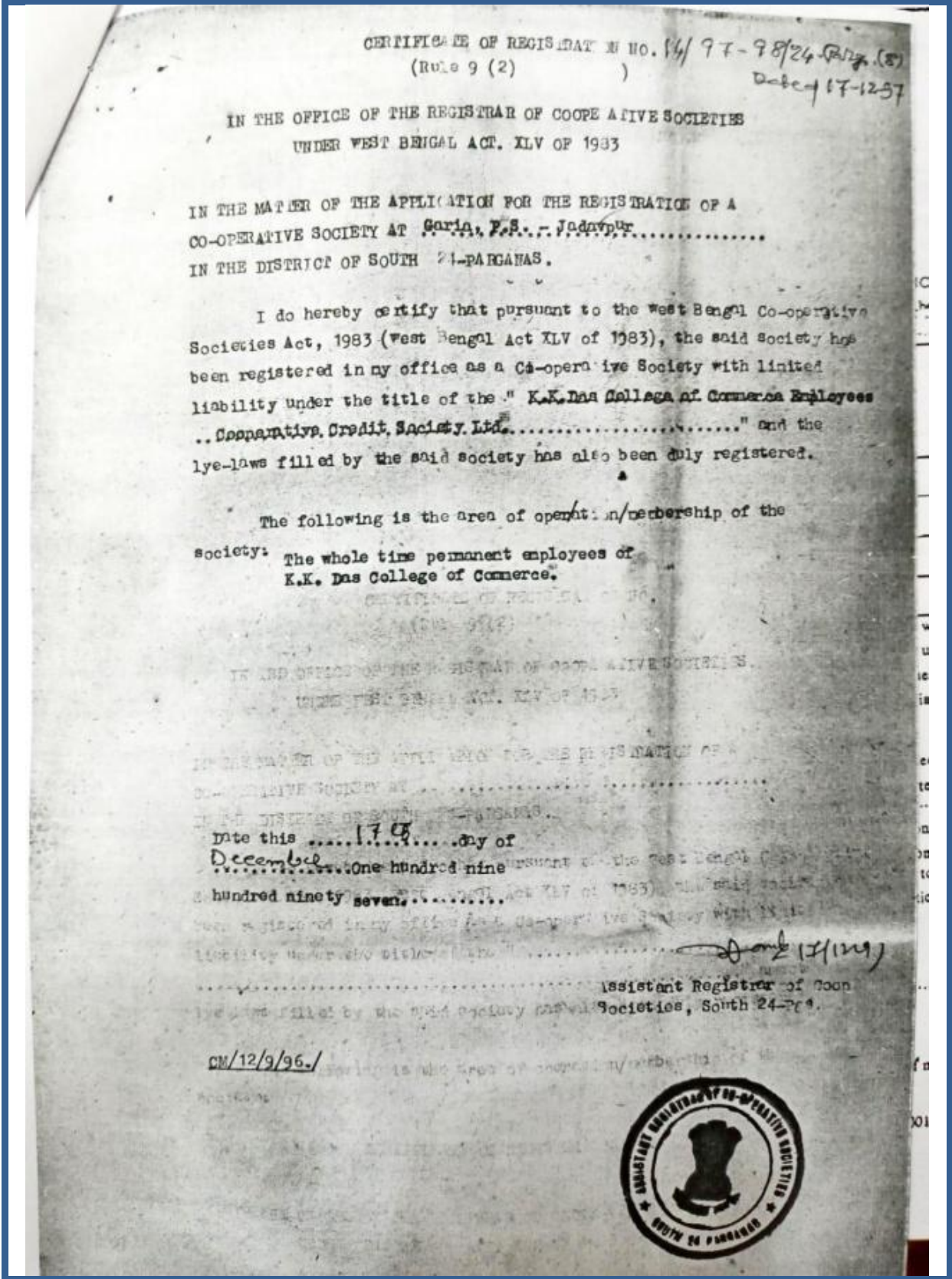
Forwarded to the :-

1. Registrar of Cooperative Societies, West Bengal.
2. Deputy Registrar of Cooperative Societies, Central Zone.
3. District Magistrate, South 24-Parganas.
4. Sub-Divisional Officer, Diamond Harbour/Alipore/Jadavpur.
5. Asstt. Director of Coop. Audit, South 24-Parganas.
6. Chairman, District Cooperative Union, South 24-Pgs.
7. Inspector of Coop. Societies, JADAVPUR Circle.
8. Chairman, K.K.Das College of Commerce Employees Cooperative Credit Society Ltd. along with an authenticate copy of Bye-laws, certificate of Registration etc.
9. K.K. Bardhan, Dy. General Manager (Loan & Adv.). The W.B.State Cooperative Bank Ltd. 24-A, Waterloo Street, Calcutta-69.

CH/12.6.97.

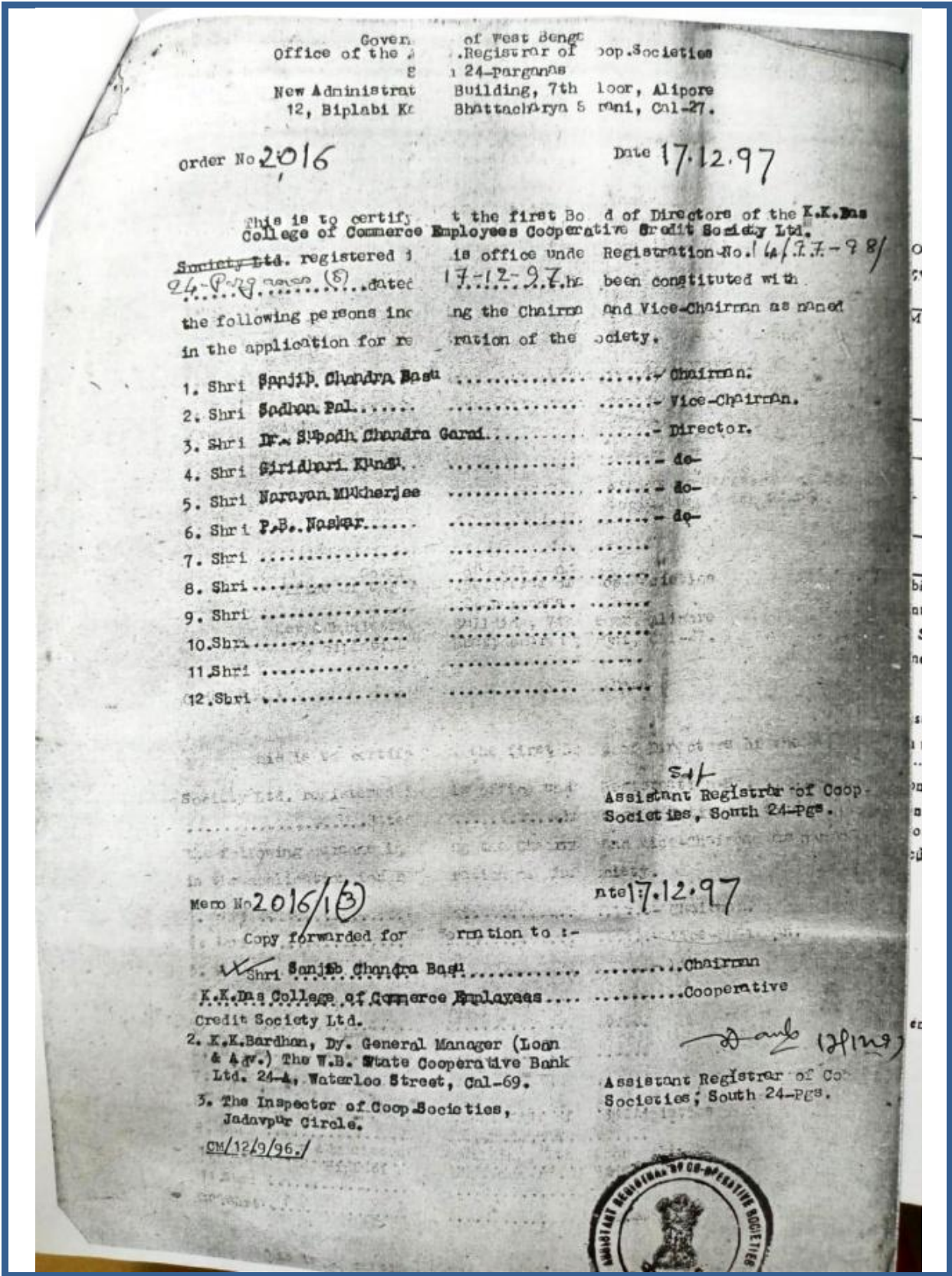
Assistant Registrar of Coop. Societies, South 24-Pgs.

Dr. Ramkrishna Prasad Chakraborty  
Principal  
K. K. DAS COLLEGE  
Garia, Kol-84



Dr. Ramkrishna Prasad Chakraborty  
Principal  
K. K. DAS COLLEGE  
Garia, Kol-84





Dr. Ramkrishna Prasad Chakraborty  
Principal  
K. K. DAS COLLEGE  
Garia, Kol-84





**General Provident Fund**

**GPF and Loan from GPF**

DECEMBER, 21

99

PAYMENTS							
No. and date of Bill or Cheque 12	Particulars 13	Amount 14		Name of Settlement to which debited 15	Name of Payee 16	Date and signature of T.O. or Officer in-charge of Bank 17	Remarks 18
		Rs.	P.				
Govt. of West Bengal-Treasury Alipore-1 Operator Pass Book From 01/12/2021 To 31/12/2021							
33	PRIN K.K.DAS COLLEGE(GPF)						
1413	K.K.DAS COLLEGE_006						
Date	Voucher No & Date	Chalan No & Date		Payee/Depositor Name	Receipt Amount (₹)	Payment Amount (₹)	
	2020-21 JN 970-21	8336/45	22/12/2021	PRIN K.K.DAS COLLEGE	256800.00	0.00	
		8336/18	10/12/2021	DY DIRECTOR & DDO, D.P.P.G.	1369104.00	0.00	
opening Balance (₹)	23095074.00	Closing Balance (₹)		24732978.00	1647904.00	0.00	
opening Balance (₹)	23095074.00	Closing Balance (₹)		24732978.00	1647904.00	0.00	

R

Principal  
DAS COLLEGE  
aishnabghata- Patuli  
Kolkata - 700 084

R

10/12/22

Addl. Treasury Officer  
Alipore Treasury-1  
South 24-rarganas

ISHNA      Wednesday 05 January 2022      Page 1 of 1



K.K. Das College, Garia, Kolkata-700084  
 Provident Fund Statement of the staff of the college from 01.04.2022 to 31.03.2023

Name & Designation	Balance as on 01.04.22	Contribution during the year	Loan recovery during the year	Total (c+d+e)	Withdrawal during the year	Balance as on 31.03.23	Intt. Allocated for 2022-23 (not credited)
a	b	c	d	e	f	g	h
Dr. Ramkrishna Prasad Chakraborty, Principal							
Prof Soma Mukherjee Associate Prof in Commerce	2989137	440000		3429137		3429137	227375
Prof. Rubi Paul Associate Prof in Commerce	4072287	240000		4312287	800000	3512287	250674
Prof. Rinku Saha Associate Prof. in Commerce	5704140	360000		6064140		6064140	418306
Dr. Bidya Ratan Tikader Asst.Prof. in Sociology	2305677	286000		2591677		2591677	173886
Dr. Nasima Munshi Asst.Prof. in Mathematics	1636381	156000		1792381		1792381	121952
Dr. Sreyashi Sarkar Asst. Prof. in History	1341653	216000		1557653		1557653	103245
Prof. Sukumar Sadhukhan Associate Prof. in Commerce	674501	120000		794501		794501	52327
Dr. Anjana Brahma Asst.Prof. in Bengali	1749736	240000		1989736		1989736	133106
Prof. Asgar Ali Asst.Prof. in Statistics	1229270	216000		1445270		1445270	94591
Dr. Soumana Biswas, Asst. Prof. in English	549177	96000		645177		645177	42542
Prof. Madhurima Koley, Asst. Prof in Economics	340267	96000		436267		436267	27709
Prof. Bapi Kumar Sardar, Asst. Prof in Education	281845	96000		377845		377845	23561
Sri Pritam Kumar Paul, Librarian	492302	96000		588302		588302	38503
Dr Anunoy Chatterjee Asst. Prof in Bengali	335890	60000		395890		395890	26067
Sri Animesh Bag Asst. Prof in English	214337	70600		284937		284937	17789
Prof. Mohan Bir Subba Asst. Prof in Mathematics	227890	72000		299890		299890	18843
	149674	60000		209674		209674	12846
Page total: C/O.	24294164	2920600	0	27214764	0	26414764	1783322

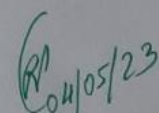
Principal

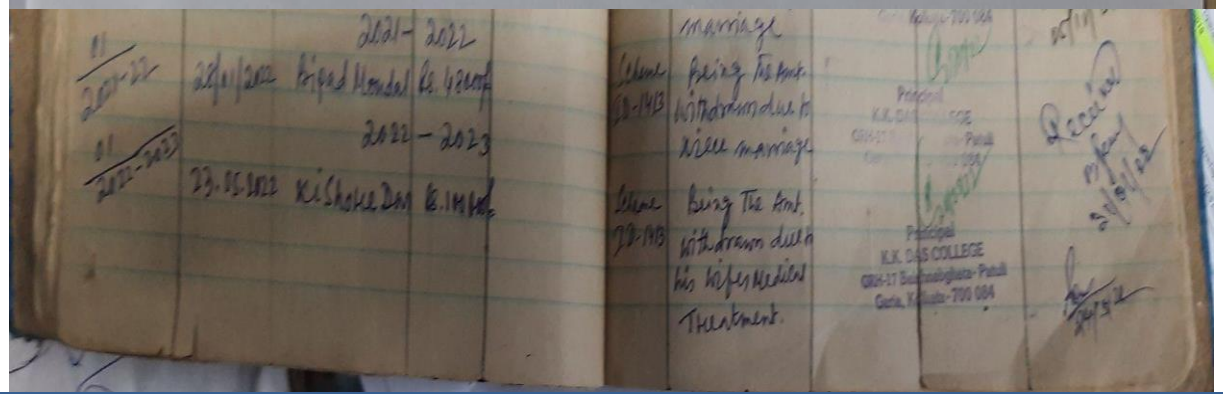
Dr. Ramkrishna Prasad Chakraborty  
 Principal  
 K. K. DAS COLLEGE  
 Garia, Kol-84



K.K. Das College, Garia, Kolkata-700084  
Provident Fund Statement of the staff of the college from 01.04.2022 to 31.03.2023

No	Name & Designation	Balance as on 01.04.22	Contribution during the year	Loan recovery during the year	Total (c+d+e)	Withdrawal during the year	Balance as on 31.03.23	Intt. Allocated for 2022-23 (not credited)
a	b	c	d	e	f	g	h	i
	B/F.	24294164	2920600	0	27214764	0	26414764	1783322
7	Shri Swapn Kumar Mandal, Head Clerk	777720	240000		1017720		1017720	64093
8	Shri Bipad Mondal Cashier	380565	144000		524565		524565	32345
9	Shri Santanu Roy, Accountant	533828	85000		618828		618828	40730
10	Sri Kishore Das Night watchman	257791	30000		287791	100000	187791	12904
11	Smt. Arati Majumder(Biswas) Lady Attendent	553029	60000		613029		613029	41484
12	Shri Parimal Mondal Com.Lab. Attendent	340597	66000		406597		406597	26460
	College A/c.	23613			23613		23613	1677
	<b>Total</b>	<b>27161307</b>	<b>3545600</b>	<b>0</b>	<b>30706907</b>	<b>900000</b>	<b>29806907</b>	<b>2003015</b>

  
 Principal



  
 Dr. Ramkrishna Prasad Chakraborty  
 Principal  
 K. K. DAS COLLEGE  
 Garia, Kol-84



## Health Scheme

### Health Scheme

Government of West Bengal  
Department of Higher Education,  
Science and Technology & Biotechnology  
Bikash Bhavan, Salt Lake, Kolkata-700091

### NOTIFICATION

No. 1020-Edn(CS)/1M-01/2017

Date: 29/08/2018

In cancellation of this Department's Notifications No. 848-Edn(CS) dt. 01.08.2017 and No.493-Edn(U) 25.05.2018, the Governor is now pleased hereby to provide medical benefits to the serving Teachers includ Librarians and Graduate Laboratory Instructors of Government-aided Colleges and serving Teachers and Office of State aided Universities and the family members thereto in the following manner under the scheme detail below.

#### *Scheme*

1. **Short title and commencement** — (1) This Scheme may be called “ **West Bengal Health Scheme the Beneficiaries of Grant - in - aid Colleges and Universities, 2017**”.

(2) It shall come into force on such date, as the State Government may, by notification in the Official Gaze appoint.

2. **Application**— (1) This scheme shall apply to the serving teacher including Librarian and Graduate Laboratory Instructors of the Government-aided colleges and serving teachers and officers of State aided Universities and their beneficiaries including Librarian and Graduate Laboratory Instructors.

(2) The provision of enrolment under this scheme shall be optional.

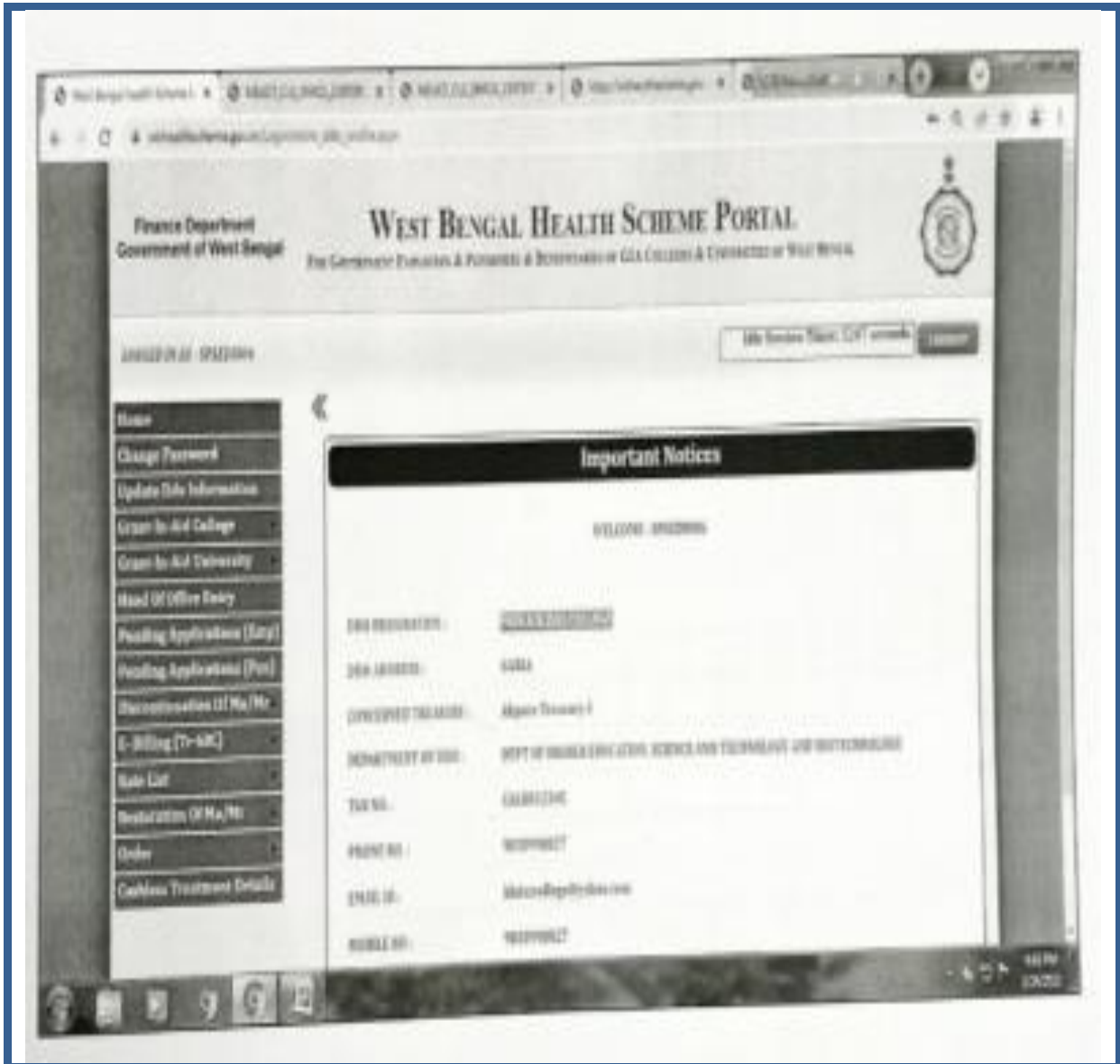
(3) A teacher/officer shall not be entitled to draw the regular medical allowance, if opted for this scheme with effect from the date of effect of such enrolment under clause 4.

(4) A teacher/officer shall have the liberty to opt out of this scheme at any time.

Provided that where a teacher/officer or his/her beneficiary has enjoyed any benefit under this scheme, such employee shall not be allowed to opt out the scheme within five years from the month following the month in which he/she enjoyed the benefit.

A teacher/officer enrolled under this scheme shall not be eligible to be enrolled again if he/she opts out of scheme for whatever reason

  
 Dr. Ramkrishna Prasad Chakraborty  
 Principal  
 K. K. DAS COLLEGE  
 Garia, Kol-84



  
Dr. Ramkrishna Prasad Chakraborty  
Principal  
K. K. DAS COLLEGE  
Garia, Kol-84



(033) 2462-5999  
 Mob : 8902384436

## K. K. DAS COLLEGE

[ Affiliated to the University of Calcutta ]  
 NAAC Accredited  
 GRH-17, Baishnabghata-Patuli Township  
 P.O. - Garia, Kolkata - 700 084  
<http://www.kkdascollege.ac.in>    [kdascollege@yahoo.com](mailto:kdascollege@yahoo.com)

487/93/2022-23

The Joint D.P.I. (P.P.S.)  
 Education Directorate  
 Government of West Bengal  
 Salt Lake City, Bikash Bhavan,  
 Kolkata - 700091

Date 26.04.22 per

**Re: Health Scheme declaration regarding M.A claim of serving NTS of the college, vide Memo No. 2346-CGA DL07.01.2022**

Sr.

With reference to your memo no.2346-CGA DL07.01.2022 I am declaring herewith that we have eight (08) **Non-Teaching staff** of this college.

The details are given bellow.

NAME & DESIGNATION	Enrolled Swasthya Sathi OR Similar other health scheme	Signature
1. Sri Swapan Kumar Mandal, Head clerk	NO	<i>Swapan Kumar Mandal</i>
2. Sri Bipad Mondal, Cashier	NO	<i>Bipad Mondal</i>
3. Sri Santanu Roy, Accountant	NO	<i>Santanu Roy</i>
4. Sri Kishore Das, Night watchman	NO	<i>Kishore Das</i>
5. Smt. Arati Majumder (Biswas), Lady Attendant	Yes Swasthya Sathi	<i>Arati Majumder Biswas</i>
6. Sri Parimal Mondal, Lab-attendant	NO	<i>Parimal Mondal</i>
7. Smt. Ria Saha, Library clerk	NO	<i>Ria Saha</i>
8. Sri Sudip Manna, Clerk	NO	<i>Sudip Manna</i>

Kindly do the needful and oblige.

Thanking you,

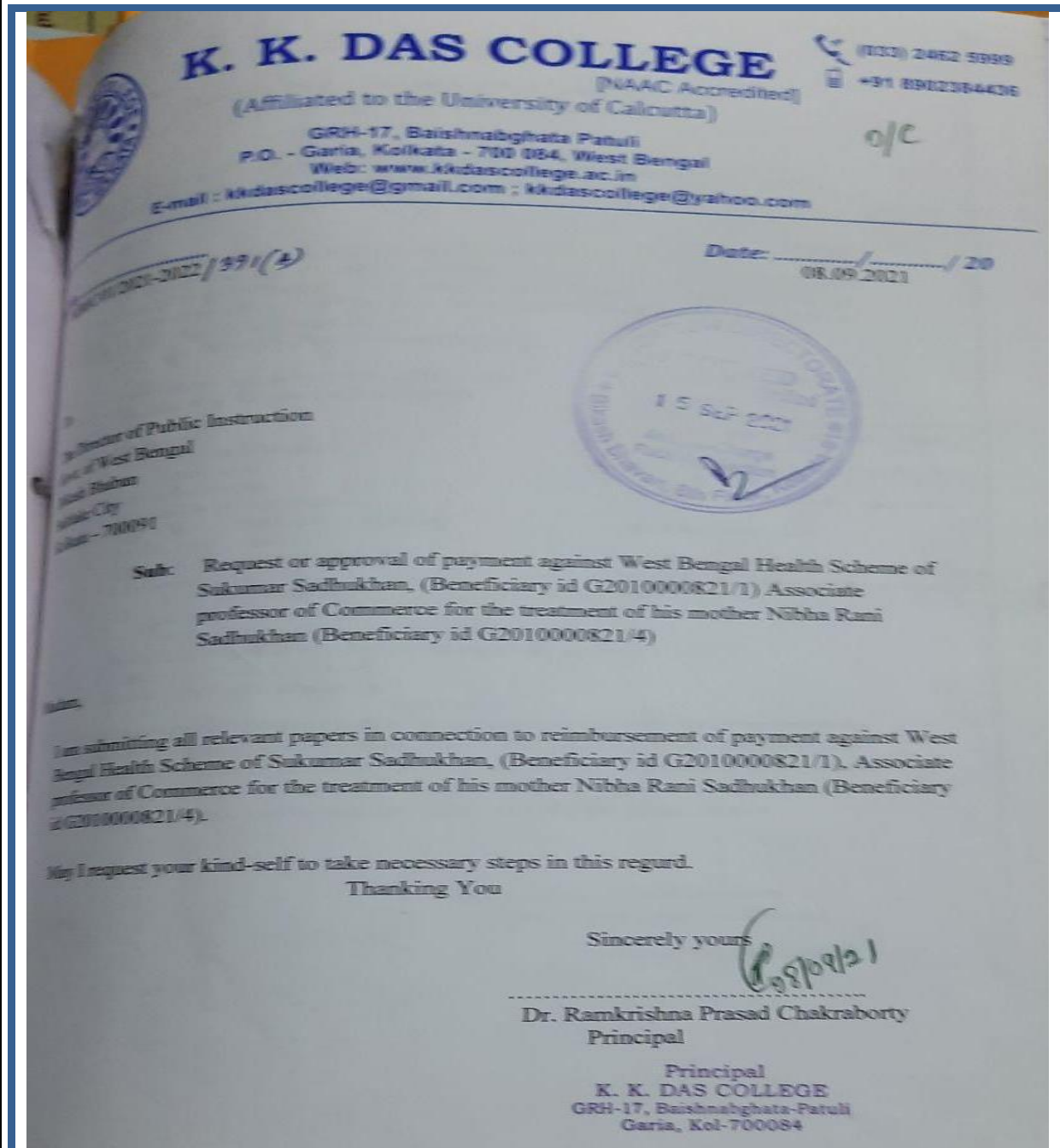
Yours faithfully,

25/04/2022

Principal  
 K.K. DAS COLLEGE  
 GRH-17 Baishnabghata - Patuli  
 Garia, Kolkata - 700 084

Dr. Ramkrishna Prasad Chakraborty  
 Principal  
 K. K. DAS COLLEGE  
 Garia, Kol-84





  
 Dr. Ramkrishna Prasad Chakraborty  
 Principal  
 K. K. DAS COLLEGE  
 Garia, Kol-84



# K. K. DAS COLLEGE

[NAAC Accredited]

(Affiliated to the University of Calcutta)

GRH-17, Baishnabghata Patuli  
P.O. - Garia, Kolkata - 700 084, West Bengal  
Web: www.kkdascollege.ac.in

E-mail : kkdascollege@gmail.com ; kkdascollege@yahoo.com

(033) 2462 5999  
+91 8902384436

*copy*

o. 421(4) / WBHS / 2021-22

Date: 28 / 01 / 2022



To  
The Director of Public Instruction  
Govt. of West Bengal  
Bikash Bhaban  
Saltlake City  
Kolkata - 700091

**Sub:** Request for approval of payment against West Bengal Health Scheme of Pritam Kumar Paul, (Beneficiary ID G2016000562/1) Librarian of our college for the treatment of his father Gopal Chandra Paul (Beneficiary ID G2016000562/2)

Madam,  
I am submitting all relevant papers in connection to reimbursement of payment against West Bengal Health Scheme of Pritam Kumar Paul, (Beneficiary ID G2016000562/1) Librarian of our college for the treatment of his father Gopal Chandra Paul (Beneficiary ID G2016000562/2).

May I request your kind-self to take necessary steps in this regard.

Thanking you

Sincerely yours

*(R) 28/01/2022*  
.....  
Dr. Ramakrishna Prasad Chakraborty  
Principal

*(R)*  
Dr. Ramkrishna Prasad Chakraborty  
Principal  
K. K. DAS COLLEGE  
Garia, Kol-84

## FORM B

## Certificate of Enrolment

Memo No. : KKDC/WBHS/002  
:28/07/2020

Date

Certified that Shri/Smt **SUKUMAR SADHUKHAN** (Associate Professor) attached to **K. K. DAS COLLEGE** under Department of Higher Education, Science & Technology and Biotechnology, has been enrolled under the West Bengal Health Scheme for Grant -in -aid College and University Teachers, 2017 with effect from **01/08/2020**

The particulars of the members of his family as defined in para 3(e) of the Scheme are as follows :

Name of the Teacher : **SUKUMAR SADHUKHAN**  
 Employee HRMS/UNIQUE ID : **G2010000821**  
 Designation : **Associate Professor**  
 Residential address with District name : **VILL+PO-RAMPUR,DIST-HOWRAH,WEST BENGAL (SOUTH 24-PARAGANAS)**  
 Date of joining in College/ University : **03/06/2003**  
 Date of superannuation : **31/12/2034**  
 Present pay (Band + Grade Pay) : **148400**  
 Mobile No : **9434384937**  
 Email ID : **sukumarsadhukhan301269@gmail.com**  
 Voter Card / PAN Card / Aadhaar / VID No. : **289495929162**

## Details of Family

Beneficiary ID No.	Name	DOB	Relationship	Identity Proof No. (EPIC/PAN/BC/Aadhar)	Photo	Signature
G2010000821/1	SUKUMAR SADHUKHAN	30/12/1969	SELF	289495929162		Sukumar Sadhukhan
G2010000821/2	MAHAMAYA SADHUKHAN	17/06/1983	WIFE	743512266171		Mahamaya Sadhukhan
G2010000821/3	WRITOBHRATA SADHUKHAN	18/08/2008	SON(UPTO 25 YEARS)	714324949568		
G2010000821/4	NIBHA RANI SADHUKHAN	25/12/1945	MOTHER	492976163086		

Copy forwarded for information and necessary action to :

1. Shri/Smt **SUKUMAR SADHUKHAN** (Associate Professor)

*(Signature)*  
Signature of the Head of the Institution / DDO

PRIN.K.K.DAS COLLEGE, SPAEDI006

*(Signature)*  
Dr. Ramkrishna Prasad Chakraborty  
Principal  
K. K. DAS COLLEGE  
Garia, Kol-84





**Higher Education Department**  
**Govt. of West Bengal**  
**W. B. UNIVERSITY**  
**College Development & Maintenance**

**Conditions for Facilities**  
**West Bengal Health Scheme for Institutions of Govt. & Aided Colleges**

Form No. 2000/1988/101 Date: 17/01/2024

Scheme of English				
Sl. No.	Particulars	Unit	Year	Remarks
1	English (I)	100	1988	
2	English (II)	100	1988	
3	English (III)	100	1988	
4	English (IV)	100	1988	

**Library/Computer Facilities:**

1. The library is maintained properly as per the Govt. of West Bengal.

2. The library is well stocked.

3. The library is open to all.

**Substitution of all beneficiaries (including employees):**

Sl. No.	Name of the beneficiary	Designation	Remarks
1	[Name]	[Designation]	[Remarks]
2	[Name]	[Designation]	[Remarks]
3	[Name]	[Designation]	[Remarks]
4	[Name]	[Designation]	[Remarks]

\*Beneficiaries whose names are not mentioned in the above table are not eligible for the Health Scheme. The names of the beneficiaries should be submitted to get medical treatment under the scheme.

(Signature)  
11/01/2024

  
 Dr. Ramkrishna Prasad Chakraborty  
 Principal  
 K. K. DAS COLLEGE  
 Garia, Kol-84



**Higher Education Department  
Govt. of West Bengal  
K. K. DAS COLLEGE  
GRH-17, Baishnabhata-Patuli, Garia, Kolkata**

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

Memo No. KKDC/WBHS/004

Date: 21/12/2021

Information of Employee					
1.	Name (In Block Letter)	BAPI KUMAR SARDAR	2.	HRMS ID.	G2016000966
3.	Application ID	G201600096610051988	4.	Gender	MALE
5.	Designation of Employee	Assistant Professor	6.	Date of Entry into Service	23/12/2016
7.	Address of Employee	VILL-SAITGACHI,P.O-BODRA, P.S- BHANGAR, DIST-SOUTH 24 PARGANAS, PIN-743502	8.	Date of Superannuation	31/05/2053

**Hospital Accommodation Entitlement :**

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

**Information of All Beneficiaries (Including Employee)**

1	BAPI KUMAR SARDAR	Beneficiary ID : G2016000966/1 Relation with Employee : SELF Date of Birth : 10/05/1988 Blood Group : B+		Enrollment w.e.f. : 01/01/2022 Mobile No : 7407135628 E-mail Address : bapikumarsardar88@gmail.com Aadhar Card No : 833654728418	<i>Bapi Kumar Sardar</i>
2	MOUSUMI SARDAR KANSABANIK	Beneficiary ID : G2016000966/2 Relation with Employee : WIFE Date of Birth : 20/09/1993 Blood Group : B+		Enrollment w.e.f. : 01/01/2022 Mobile No : 8001779285 E-mail Address : mousumisardar947@gmail.com Aadhar Card No : 827188820156	<i>Mousumi Sardar Kansabanik</i>
3	RIDDHIMA SARDAR	Beneficiary ID : G2016000966/3 Relation with Employee : UNMARRIED DAUGHTER Date of Birth : 19/04/2019 Blood Group : B+		Enrollment w.e.f. : 01/01/2022 Mobile No : 7407135628 E-mail Address : bapikumarsardar88@gmail.com Aadhar Card No : 307844641111	<i>Bapi Kumar Sardar</i>

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

*w.e.f. 01.01.2022*  
*R.*

*R.*  
21/12/21  
Dr. Ramkrishna Prasad Chakraborty  
Principal  
K. K. DAS COLLEGE  
Garia, Kol-84

*R.*  
Dr. Ramkrishna Prasad Chakraborty  
Principal  
K. K. DAS COLLEGE  
Garia, Kol-84



Higher Education Department  
Govt. of West Bengal  
K. K. DAS COLLEGE  
GRH-17, Baishnabghata-Patuli, Garia, Kolkata

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

Memo No. KKDC/WBHS/005

Date: 15/03/2022

Information of Employee					
1.	Name (In Block Letter)	RAMKRISHNA PRASAD CHAKRABORTY	2.	HRMS ID.	G2015000279
3.	Application ID	G201500027907111963	4.	Gender	MALE
5.	Designation of Employee	Principal	6.	Date of Entry into Service	03/07/2015
7.	Address of Employee	478 PURBALOK, KOLKATA-700099	8.	Date of Superannuation	30/11/2028

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

Information of All Beneficiaries (Including Employee)					
1	RAMKRISHNA PRASAD CHAKRABORTY	Beneficiary ID : G2015000279/1 Relation with Employee : SELF Date of Birth : 07/11/1963 Blood Group : AB+		Enrollment w.e.f. : 01/04/2022 Mobile No : 9143028586 E-mail Address : rmail2ramda@gmail.com Aadhar Card No : 890166934572	
2	ANITA CHAKRABORTY	Beneficiary ID : G2015000279/2 Relation with Employee : WIFE Date of Birth : 31/12/1961 Blood Group : AB+		Enrollment w.e.f. : 01/04/2022 Mobile No : 6289675060 E-mail Address : rinkuc2412@gmail.com Aadhar Card No : 641673514328	
3	ANISHA CHAKRABORTY	Beneficiary ID : G2015000279/3 Relation with Employee : UNMARRIED DAUGHTER Date of Birth : 22/12/1998 Blood Group : A+		Enrollment w.e.f. : 01/04/2022 Mobile No : 8017712639 E-mail Address : anishachakraborty2231@gmail.com Aadhar Card No : 892158835278	

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



15-03-2022

Principal  
K. K. DAS COLLEGE PRIN.K.K.DAS COLLEGE, SPAED1006  
GRH-17, Baishnabghata-Patuli  
Garia, Kol-700084

Dr. Ramkrishna Prasad Chakraborty  
Principal  
K. K. DAS COLLEGE  
Garia, Kol-84





**Higher Education Department  
Govt. of West Bengal  
K. K. DAS COLLEGE  
GRH-17, Baishnabghata-Patuli, Garia, Kolkata**

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

Memo No. KKDC/WBHS/006

Date: 29/09/2023

Information of Employee					
1.	Name (In Block Letter)	NASIMA MUNSHI	2.	HRMS ID.	G2010000830
3.	Application ID	G201000083023011975	4.	Gender	FEMALE
5.	Designation of Employee	Assistant Professor	6.	Date of Entry into Service	12/04/2010
7.	Address of Employee	FLAT NO 2B, GREEN ENCLAVE, 237 GREEN PARK, NARENDRAPUR, KOLKATA-700103	8.	Date of Superannuation	31/01/2040

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

Information of All Beneficiaries (Including Employee)			
1	NASIMA MUNSHI	Beneficiary ID : G2010000830/1 Relation with Employee : SELF Date of Birth : 23/01/1975 Blood Group : B+	Enrollment w.e.f. : 01/10/2023 Mobile No : 9830348772 E-mail Address : emailtonmunshi@gmail.com Aadhaar No : 913687241542
2	SAMEER HUSSAIN	Beneficiary ID : G2010000830/2 Relation with Employee : SON(UPTO 25 YEARS) Date of Birth : 20/07/2011 Blood Group : B+	Enrollment w.e.f. : 01/10/2023 Mobile No : 9830348772 E-mail Address : emailtonmunshi@gmail.com Aadhaar No : 953025473355
3	SARAH HUSSAIN	Beneficiary ID : G2010000830/3 Relation with Employee : UNMARRIED DAUGHTER Date of Birth : 20/07/2011 Blood Group : B+	Enrollment w.e.f. : 01/10/2023 Mobile No : 9830348772 E-mail Address : emailtonmunshi@gmail.com Aadhaar No : 951075894603
4	SAJID HUSSAIN	Beneficiary ID : G2010000830/4 Relation with Employee : HUSBAND Date of Birth : 30/01/1976 Blood Group : A+	Enrollment w.e.f. : 01/10/2023 Mobile No : 8240584861 E-mail Address : hussainsajid05623@gmail.com Aadhaar No : 821641627432

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

*(Signature)*  
Signature of the Head of the Institution / DDO  
PRIN.K.K.DAS COLLEGE, SPAEDI006

Principal  
K. K. DAS COLLEGE  
GRH-17, Baishnabghata-Patuli  
Garia, Kol-700084

*(Signature)*  
Dr. Ramkrishna Prasad Chakraborty  
Principal  
K. K. DAS COLLEGE  
Garia, Kol-84



Loan Taken by Non-Teaching Staff from College Fund

To  
The Principal  
K K Das College  
Garia, Kolkata - 84

Respected Sir,

I have an urgent need of money of Rs.5000/-  
advance (five thousand only) for my mother's treatment and  
this amount I will repay in 10 instalments of Rs.500/-  
each from my salary w.e.f. August, 2022.

Kindly grant me the said advance so that  
I can able to treat my mother through surgery

Thanking you,

Yours faithfully  
Sibip Marty  
16/07/22

16/07/22  
PRINCIPAL  
K. K. Das College  
Garia, Kolkata - 700 084

Q.No. 73/201  
Dt. 16/07/22  
Ais-917010062012/15  
b. 5000/-

24/7/22  
BURSAR  
K. K. Das College  
Garia, Kolkata - 700 084

  
Dr. Ramkrishna Prasad Chakraborty  
Principal  
K. K. DAS COLLEGE  
Garia, Kol-84



To  
The Principal  
K.K.DAS COLLEGE  
Garia, Kolkata-700084

Sub : Please grant me loan Rs.10,000/-due to medical purpose.

Sir,

I beg to inform you that I am in need of Rs.10,000/- (Rupees Ten thousand) only loan from college fund due to my sister tumour operation at KPC Medical Hospital . May I request you to kindly grant me the said loan at an earliest. I assure you that I will repay the said loan in 10 instalment and which will be deducted from my monthly salary w.e.f. December,2022.

@500/- per month.

Please do the needful at an earliest and oblige.  
Thanking you.

Date : 7<sup>th</sup> November '2022

MS work for salary  
Approved Rs.5000/- as  
advance which will be  
adjusted from monthly salary.

Principal  
K.K. DAS COLLEGE  
GRH-17, Baishnabghata-Patuli  
Garia, Kolkata-700084

Yours faithfully,

Ashis Sen  
(ASHIS SEN)

President  
Governing Body  
K. K. DAS COLLEGE  
GRH-17, Baishnabghata-Patuli  
Garia, Kol-700084

Band  
11/11/22

Handed  
11/11/22

Dr. Ramkrishna Prasad Chakraborty  
Principal  
K. K. DAS COLLEGE  
Garia, Kol-84





## Introduction of HRMS

Government of West Bengal  
Finance Department  
Audit Branch

No. 1349 - F(Y)

Date: 06-03-17

### MEMORANDUM

Sub: Implementation of Pay Roll Processing Sub-module of HRMS-IFMS for Grant-in-aid Colleges

The Government of West Bengal has decided to switch over to online Human Resource Management System (HRMS) from the manual process practiced across the state. In this respect the pay-roll sub module of HRMS has already been rolled out vide G.O. No. 8531-F(Y) date 18/12/2015 and by using this facility DDOs are already drawing the pay bill of State Government employees whose salary is drawn from the detailed head 01-Salaries.

Now, the sub module for payment of salary to the employees of Grant-in-aid Colleges has been developed and deployed in the live server of IFMS. At present, the facility of generation of salary bill along with the schedules and challans for employees in grant-in-aid colleges (whose salary paid out of 31'-Grant-in-aid-01 - Salary grant) is available for the DDOs in HRMS modules.

The Governor is hereby pleased to decide that the Grant- in-aid salary bills for employees of Grant in-aid Colleges will mandatorily be prepared and submitted through HRMS-IFMS from 01/04/2017. In this connection all pre-requisites for drawal of grant-in-aid salary bills through HRMS module must be completed within 31/03/2017.

Guidelines for preparation of grant-in-aid bills are available under the "Guidelines" section of [www.wbifms.gov.in](http://www.wbifms.gov.in) portal.

(H.K.Dwivedi)

Principal Secretary to the  
Government of West Bengal

  
Dr. Ramkrishna Prasad Chakraborty  
Principal  
K. K. DAS COLLEGE  
Garia, Kol-84

## Provident Fund Statements

K.K. Das College, Garia, Kolkata-700084  
Provident Fund Statement of the staff of the college from 01.04.2022 to 31.03.2023

a	b	c	d	e	f	g	h	i
Name & Designation	Balance as on 01.04.22	Contribution during the year	Loan recovery during the year	Total (c+d+e)	Withdrawal during the year	Balance as on 31.03.23	Intt. Allk for 2022 (not cre	
Dr. Ramkrishna Prasad Chakraborty, Principal	2989137	440000		3429137				2
Prof Soma Mukherjee Associate Prof in Commerce	4072287	240000		4312287	800000	3512287		24
Prof. Rubi Paul Associate Prof in Commerce	5704140	360000		6064140		6064140		41
Prof. Rinku Saha Associate Prof. in Commerce	2305677	286000		2591677		2591677		17
Dr. Bidya Ratan Tikader Asst.Prof. in Sociology	1636381	156000		1792381		1792381		12
Dr. Nasima Munshi Asst.Prof. in Mathematics	1341653	216000		1557653		1557653		103
Dr. Sreyashi Sarkar Asst. Prof. in History	674501	120000		794501		794501		52
Prof. Sukumar Sadhukhan Associate Prof. in Commerce	1749736	240000		1989736		1989736		133
Dr. Anjana Brahma Asst.Prof. in Bengali	1229270	216000		1445270		1445270		945
Prof. Asgar Ali Asst.Prof. in Statistics	549177	96000		645177		645177		425
Dr. Soumana Biswas, Asst. Prof. in English	340267	96000		436267		436267		2770
Prof. Madhurima Koley, Asst. Prof in Economics	281845	96000		377845		377845		2356
Prof. Bapi Kumar Sardar, Asst. Prof in Education	492302	96000		588302		588302		3850
Sri Pritam Kumar Paul, Librarian	335890	60000		395890		395890		26067
Dr Anunoy Chatterjee Asst. Prof in Bengali	214337	70600		284937		284937		17789
Sri Animesh Bag Asst. Prof in English	227890	72000		299890		299890		18843
Prof. Mohan Bir Subba Asst. Prof in Mathematics	149674	60000		209674		209674		12846
Page total: C/O.	24294164	2920600	0	27214764	0	26414764		1783322

Principal  
04/05/23

  
 Dr. Ramkrishna Prasad Chakraborty  
 Principal  
 K. K. DAS COLLEGE  
 Garia, Kol-84



K.K. Das College, Garia, Kolkata-700084  
Provident Fund Statement of the staff of the college from 01.04.2022 to 31.03.2023

N	Name & Designation	Balance as on 01.04.22	Contribution during the year	Loan recovery during the year	Total (c+d+e)	Withdrawal during the year	Balance as on 31.03.23	Intt. Allo for 2022 (not cred
	b	c	d	e	f	g	h	i
	B/F.	24294164	2920600	0	27214764	0	26414764	17
7	Shri Swapan Kumar Mandal, Head Clerk	777720	240000		1017720		1017720	
8	Shri Bipad Mondal Cashier	380565	144000		524565		524565	
9	Shri Santanu Roy, Accountant	533828	85000		618828		618828	
10	Sri Kishore Das Night watchman	257791	30000		287791	100000	187791	
11	Smt. Arati Majumder(Biswas) Lady Attendent	553029	60000		613029		613029	
12	Shri Parimal Mondal Com.Lab. Attendent	340597	66000		406597		406597	
	College A/c.	23613			23613		23613	
	<b>Total</b>	<b>27161307</b>	<b>3545600</b>	<b>0</b>	<b>30706907</b>	<b>900000</b>	<b>29806907</b>	<b>2003</b>

(R)  
04/05/23  
Principal

(R)  
Dr. Ramkrishna Prasad Chakraborty  
Principal  
K. K. DAS COLLEGE  
Garia, Kol-84





## List of Faculty Members Granted Leave for Attending FDP, FIP, RC, OP, Training, and Workshops

2022-23

Department	Name of the Teacher	Workshop / FDP / Refresher Course / Orientation Program / Training / Faculty Exchange Program / Summer School / Winter School	Organized by	Date From	Date To	No. of Days
Librarian	Pritam Kumar Paul	UGC-Sponsored Faculty Induction Programme	UGC-HRDC Jadavpur University	01-08-2022	01-09-2022	32
Economics	Sayan Kumar Gupta	A Seven-Day Faculty Upgradation Workshop on "Exploring Space: An Introduction to Spatial Statistics and Econometrics"	Economics Department, Presidency University, Kolkata	23-08-2022	29-08-2022	7

  
 Dr. Ramkrishna Prasad Chakraborty  
 Principal  
 K. K. DAS COLLEGE  
 Garia, Kol-84



## 2021-22

Department	Name of the Teacher	Workshop / FDP / Refresher Course / Orientation Program / Training / Faculty Exchange Program / Summer School / Winter School	Organized by	Date From	Date To	No. of Days
Librarian	Pritam Kumar Paul	UGC-Sponsored Refresher Course in Library Science (Online)	UGC	19-01-2022	01-02-2022	14
Economics	Madhurima Koley	UGC-SPONSORED Faculty Induction Programme	UGC-HRDC, University of Calcutta	01-02-2022	08-03-2022	36
History	Sreyashi Sarkar	Short Term Course titled "Violence Against Women: Family, Community, State"	UGC-HRDC, Jadavpur University	15-02-2022	21-02-2022	7
English	Animesh Bag	Refresher Course	HRDC, Sardar Patel University, Vallabh Vidyanagar	21-02-2022	06-03-2022	14
Mathematics	Nasima Munshi	Workshop on MOOCs, E-Content Development and Open Educational Resources	UGC-HRDC, Panjabi University, Patiala	10-03-2022	17-03-2022	8
Bengali	Anunoy Chatterjee	UGC Sponsored Short Term Course	UGC-HRDC, Jadavpur University	15-02-2022	21-02-2022	7

  
 Dr. Ramkrishna Prasad Chakraborty  
 Principal  
 K. K. DAS COLLEGE  
 Garia, Kol-84



2019-20

Department	Name of the Teacher	Workshop / FDP / Refresher Course / Orientation Program / Training / Faculty Exchange Program / Summer School / Winter School	Organized by	Date From	Date To	No. of Days
Commerce	Sukumar Sadhukhan	Use And Application of SPSS	Indian Statistical Institute, Biological Anthropology Unit, Kolkata	01-07-2019	05-07-2019	5
Mathematics	Dr. Nasima Munshi	UGC-Sponsored Refresher Course on Changing Role of ICT in Higher Education	UGC-HRDC, The University of Burdwan	12-07-2019	25-07-2019	14
Bengali	Anunoy Chatterjee	Orientation Programme	UGC-HRDC, University of North Bengal	04-09-2019	24-09-2019	21
Librarian	Pritam Kumar Paul	Research Methodology and Ethics: Anti-Plagiarism, Reference Management Tools and Altmetrics	Information and Library Network (INFLIBNET) Centre	23-09-2019	28-09-2019	6
History	Sreyashi Sarkar	UGC sponsored Refresher Course	Human Resource Development Centre, UGC, University of North Bengal	04-02-2020	17-02-2020	14

  
 Dr. Ramkrishna Prasad Chakraborty  
 Principal  
 K. K. DAS COLLEGE  
 Garia, Kol-84





2018-19

Department	Name of the Teacher	Workshop / FDP / Refresher Course / Orientation Program / Training / Faculty Exchange Program / Summer School / Winter School	Organized by	Date From	Date To	No. of Days
English	Soumana Biswas	Orientation Programme	UGC-HRDC, University of Calcutta	04-09-2018	03-10-2018	30
Sociology	Bidya Ratan Tikader	Refresher Course on The U.N. and the Global Perspectives of Human Rights	UGC, HRDC, Academic Staff College, Jadavpur University	01-11-2018	26-11-2018	26
English	Soumana Biswas	Refresher Course	UGC HRDC of University of Calcutta	31-12-2018	22-01-2019	23
Statistics	Asgar Ali	UGC Sponsored Orientation Programme	HRDC, Jadavpur University	06-02-2019	06-03-2019	29
Education	Bapi Kumar Sardar	UGC Sponsored Interdisciplinary Refresher Course	HRDC, University of Calcutta	14-02-2019	06-03-2019	21

  
 Dr. Ramkrishna Prasad Chakraborty  
 Principal  
 K. K. DAS COLLEGE  
 Garia, Kol-84


## Certificates (Sample)

**2022-23**

Certificate Number FIP09/22-23/C-32

**UNIVERSITY GRANTS COMMISSION**  
**Human Resource Development Centre (HRDC)**

**Jadavpur University**  
**Kolkata**




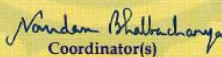

**UGC Sponsored Faculty Induction Programme (Guru Dakshta)**


This is to certify that

.....*Pritam Kumar Paul*.....*Librarian*.....  
(Name of the Participant) (Designation)

.....*K. K. Das College*.....*Kolkata*.....  
(College / University) (Place)

affiliated to.....*Calcutta*.....University, has participated in *9<sup>th</sup>* Faculty Induction Programme from *1<sup>st</sup>* August 2022 to *2<sup>nd</sup>* September 2022 and obtained Grade.....*A+*.....



  
Director Coordinator(s) Vice-Chancellor / Registrar  
 Date: 2<sup>nd</sup> September 2022

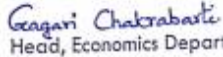
  
**PRESIDENCY UNIVERSITY**  
**KOLKATA**

**ECONOMICS DEPARTMENT, PRESIDENCY UNIVERSITY**

**CERTIFICATE OF PARTICIPATION**

This is to certify that *Sayan Kumar Gupta*, State Aided College Teacher Category I,  
 .....*K. K. Das College*.....

had participated in a seven-day Faculty Upgradation Workshop on "Exploring Space: An introduction to Spatial Statistics and Econometrics" organised by the Economics Department, Presidency University from 23-29 August, 2022.

  
Convener Head, Economics Department  
 Date : 29<sup>th</sup> August, 2022

  
**Dr. Ramkrishna Prasad Chakraborty**  
 Principal  
**K. K. DAS COLLEGE**  
 Garia, Kol-84

2019-20

## Indian Statistical Institute

### Biological Anthropology Unit, Kolkata



### CERTIFICATE OF PARTICIPATION IN THE SUMMER SCHOOL ON "USE AND APPLICATION OF SPSS"

This is to certify that Dr./Ms./Mr. *Sukumar Sadhukhan* participated in the Summer School on "USE AND APPLICATION OF SPSS", organized by Biological Anthropology Unit, Indian Statistical Institute, Kolkata, during July 01 – 05, 2019.

*Susmita Mukhopadhyay*  
Prof. Susmita Mukhopadhyay  
Chairperson

*Subrata Kumar Roy*  
Prof. Subrata Kumar Roy  
Secretary

*Baidyanath Pal*  
Dr. Baidyanath Pal  
Convenor

## UNIVERSITY GRANTS COMMISSION

### HUMAN RESOURCE DEVELOPMENT CENTRE



ENLIGHTENMENT TO PERFECTION  
UNIVERSITY OF NORTH BENGAL  
(ACCREDITED BY NAAC WITH GRADE A)  
RAJA RAMMOHUNPUR, DARJEELING

### UGC SPONSORED REFRESHER COURSE

#### Certificate of Participation

**This is to certify that**

*Dr. Sreyashi Sarkar*, Assistant Professor of History, *K. K. Das College, Kolkata, West Bengal* participated in the Refresher Course in *History* from February 04, 2020 to February 17, 2020 and obtained Grade A+

DATE: 17.02.2020  
NBU, DARJEELING

*Sanku* *Mr.*  
COURSE COORDINATORS

*Ramkrishna Prasad Chakraborty*  
DIRECTOR

*Suman*  
VICE-CHANCELLOR

*R*  
Dr. Ramkrishna Prasad Chakraborty  
Principal  
K. K. DAS COLLEGE  
Garia, Kol-84





2018-19

UNIVERSITY GRANTS COMMISSION  
Human Resource Development Centre (HRDC)

**Jadavpur University**  
Kolkata

**UGC-Sponsored Refresher Course**

This is to certify that

*Bidyā Ratan Tikader* *Assistant Professor II*  
(Name of the Participant) (Designation)

*K. K. Das College* *Kolkata*  
(College/ University) (Place)

affiliated to *Calcutta* University, has participated in the *Inter-disciplinary Refresher Course*  
*on The U.N. and the Global Perspectives of Human Rights* from 1<sup>st</sup> November, 2018 to 26<sup>th</sup> November, 2018 and  
obtained Grade *A*

Director

Bijaya Kumar Das  
 Bhagaban Behara  
 Course Coordinator(s)

Vice-Chancellor/ Registrar

UNIVERSITY GRANTS COMMISSION  
Human Resource Development Centre (HRDC)

**Jadavpur University**  
Kolkata

**UGC-Sponsored Orientation Programme**

This is to certify that

*Asgar Ali* *Assistant Professor I*  
(Name of the Participant) (Designation)

*K. K. Das College* *Garia, Kolkata*  
(College / University) (Place)

affiliated to *Calcutta* University, has participated in *72<sup>nd</sup>*  
Orientation Programme from *6/2/2019* to *06/03/2019* and obtained Grade *A*

Director

Nandan Bhattacharya  
 Coordinator(s)

Vice-Chancellor/ Registrar



**Dr. Ramkrishna Prasad Chakraborty**  
Principal  
**K. K. DAS COLLEGE**  
Garia, Kol-84



## SELF APPRAISAL FORMAT

### For Teaching Staff

(Please add rows in each table as per requirement)

**Academic Year:** \_\_\_\_\_

#### **PART A: GENERAL INFORMATION**

1. Name (in block letter) :
2. Date of Appointment :
3. Department :
4. Current Designation :
5. Telephone/Mobile No.:
6. E-mail :

#### **PART B: ACADEMIC, CO-CURRICULAR, AND PROFESSIONAL DEVELOPMENT RELATED INFORMATION**

##### **I. TEACHING-LEARNING**

No of class allotted during the Academic year	No of classes taken during the Academic year	Remarks (if any)

##### **II. EXAMINATION DUTIES AS PER ALLOTMENT**

Sl. No.	Types of Exam Duties Performed	Yes /No	Remarks (if any)
1	Invigilation	Due to pandemic, examinations were held in online mode, hence no invigilation duties were allotted	
2	Checking of Answer script		
3	Coordinator of examination		

##### **III. CO-CURRICULAR & EXTENSION**

Sl. No	Type of Activities	Date (From & To)	Remarks

  
 Dr. Ramkrishna Prasad Chakraborty  
 Principal  
 K. K. DAS COLLEGE  
 Garia, Kol-84


**IV. ORIENTATION PROGRAMME, REFRESHER COURSES & OTHERS (i.e. FDP, Short Term Course, etc.)**

Sl. No	Name of the Course	Place	Duration	Date (From &To)	Sponsoring Agency

**V. SEMINAR/CONFERENCE/WORKSHOP ATTENDED**

Sl. No	Name of the Seminar /Conference / Workshop	Level (State /National / International)	Date (From &To)	Organizing Body

**VI. PUBLICATIONS**
**a. Papers Published in UGC notified Journal**

Sl. No	Title of Paper	Name of the Journal	ISSN No.	Name of the Co-author

**b. Chapters Published in Edited Volumes/Books Published**

Sl. No	Title of Publication	Name of the Book	ISBN No.	Name of the Co-author

**VII. RESEARCH PROJECT**

Sl. No	Title of the Major / Minor Project	Period	Grant / Amount Received

**VIII. CORPORATE CONTRIBUTION**

Sl. No	Name of the Committee	Remarks: Specify whether Member or Convener

**IX. LEAVE RECORD**

Sl. No	Type of Leave	Number of Days	Dates (From &To)	Remarks

  
 Dr. Ramkrishna Prasad Chakraborty  
 Principal  
 K. K. DAS COLLEGE  
 Garia, Kol-84



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**X. OTHER INFORMATION (If any)**

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

Signature of the Candidate

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

Signature of the coordinator, IQAC

Date:

Seal:

Signature of the Principal / TIC

Date:

Seal:

*Dr. Ramkrishna Prasad Chakraborty*  
Principal  
**K. K. DAS COLLEGE**  
Garia, Kol-84





## For Non-Teaching Staff

(Please add rows in each table as per requirement)

Academic Year \_\_\_\_\_

### PART A : GENERAL INFORMATION

Name (block letters) :  
 Date of Appointment :  
 Current Designation :  
 Nature of Job done :  
 Telephone /Mobile No.:  
 E-mail :

### PARTB:ADMINISTRATIVE INFORMATION

#### Attendance Record

Working Days	No of Days present	Leave Taken	
		Type of Leave	Number of Days & Dates

#### Administrative Training Programme Attended (if any):

Sl. No	Name of the Programme	Organizing Body	Duration/ Dates

Dr. Ramkrishna Prasad Chakraborty  
 Principal  
 K. K. DAS COLLEGE  
 Garia, Kol-84