



KALNA COLLEGE

P.O. KALNA, DT. PURBA BARDHAMAN, WEST BENGAL, PIN-713409
(AFFILIATED TO THE UNIVERSITY OF BURDWAN)

Graded by NAAC : B ++

Ref. No.: 2021/Dec./

Date :04.12.2021

Declaration on Teacher's Self-Appraisal Report

This is to declare that all the teachers of Kalna College always prepare their academic diary in every academic session which is termed as self-appraisal diary. This diary displays the allotted and taken classes by a teacher as per existing routine of a particular academic session. There is a monthly summary page in the diary, which shows the teacher's performance in a particular month including leave taken in that particular month. Teachers maintain this document by putting his signature and countersigned by the principal of the college. Although, in the last two years this self-appraisal academic diary could not be prepared due to COVID-19 pandemic situation.

Principal
Kalna College

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