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# Hiralal Mazumdar Memorial College For Women

DAKSHINESWAR • KOLKATA - 700 035

Re- Accredited by NAAC with B++ GRADE

E-MAIL : [hmmcw35@gmail.com](mailto:hmmcw35@gmail.com) / WEBSITE : [www.hmmcollege.ac.in](http://www.hmmcollege.ac.in)



Ref.No.....

Date: 14.05.2022



Date..14.05.2022

## NOTICE

The Nonteaching Staff of the college are requested to submit their respective Performance Report for the sessions from 2016 – 2017 to 2021 – 2022 (up to 15.05.2022) as per the attached prescribed format by 30.06.2022.

All concerned are requested to note and act accordingly.

  
14/05/2022

Dr. Soma Ghosh  
Principal & Secretary  
**Principal & Secretary**  
**Hiralal Mazumdar Memorial College**  
**For Women**  
**Dakshineswar, Kolkata - 700 035**

MBanjan  
14.05.2022

## Format for Nonteaching Staff

Year: .....

1. Name:  
Designation:  
Mobile Number:  
Email:  
Address:

2. Qualification:

3. Academic Upgradation (if any):  
Details:

4. Professional Development Course Attended:

Type	Date	Outcome

5. Files handled by you:

Name	Type	Outcome

6. Additional Assignment:

Type	Time Spent	Outcome

7. Job Specification:

Type	Time Spent	Outcome

8. Leave Account:

Casual Leave	Earned Leave	Medical leave	On Duty Absence	

9. Declaration:

I have performed mu assigned duty to the best of my ability.

100% to 90%: Yes / No

Justification of non-performance as performance less than 90%.

10. I have attended all the meetings as summoned by the Principal. Yes / No

11. I have attended the meetings of the different committees. Yes / No

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 IQAC Coordinator                      Bursar                      Principal & Secretary                      External Auditor