



# Sree Chaitanya Mahavidyalaya

Habra-Prafullanagar, North 24 Parganas, PIN -743468

Website: [www.sreechaitanyamahavidyalaya.ac.in](http://www.sreechaitanyamahavidyalaya.ac.in) Email ID: [srchma@gmail.com](mailto:srchma@gmail.com)

## 7.3. INSTITUTIONAL DISTINCTIVENESS

7.3.1: Portray the performance of the Institution in one area distinctive to its priority and thrust (within 1000 words)

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## 7.3. INSTITUTIONAL DISTINCTIVENESS

7.3.1: Portray the performance of the Institution in one area distinctive to its priority and thrust

RELATED DOCUMENTS ARE AS FOLLOWS:

A. LETTER FOR GROOMING OF STUDENTS & RESPONSE LETTER FROM COLLEGE

**GANDHI CENTENARY B.T.C. MODERN SCHOOL**  
(Co-Educational)  
Phone No : +91 - 8348 267 674  
Post : Prafullanagar, P.S. : Habra, Dist : North 24 Parganas, Pin - 743268  
Headmistress / Headmistress  
f. No. : ..... Date : 20.03.2017


To  
The Principal,  
Sree Chaitanya Mahavidyalaya,  
P.O. Habra-Prafullanagar, Dist. North 24 Parganas, PIN-743268

Sub. Request for grooming of our students

Respected Sir,

You are well aware that the Gandhi Centenary B.T. College Modern School is thriving and sustaining within your vicinity since its inception. In any need of the hour Sree Chaitanya Mahavidyalaya has unqualifiedly extended its warm hands to bail us out of the predicament. Currently there is a dearth of teachers in the subjects like English, Life Sciences, Physical Sciences, Mathematics, Bengali and Physical Education. We would be much grateful to you if you can send some teachers and students of senior classes to us to take a few classes so the teaching-learning process runs smoothly in this school.

Thanking you,  
Yours faithfully,

  
Headmistress  
G.C.B.T.C. Modern School  
Habra, Prafullanagar  
N 24 Parganas



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Ref. No. ....

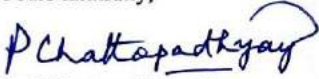
To  
The Head Mistress  
Gandhi Centenary B.T. College Modern School  
P.O. Habra-Prafullanagar, Dist. North 24 Parganas, PIN-743268

Sub. Response to your letter no. Dated  
Respected Madam,

This is in response to your letter about the requirement of teacher in English, Life Sciences, Physical Sciences, Mathematics, Bengali and Physical Education in Gandhi Centenary B.T. College Modern School. As per your class routine (Nursery -IV) we will try to provide some teachers and students of senior classes to take a few classes so the teaching-learning process runs smoothly in your school.

We will be highly obliged.

Thanking you,  
Yours faithfully,

  
Dr P. Chattopadhyay  
Teacher-in-Charge

Teacher-in-Charge  
Sree Chaitanya Mahavidyalaya  
Habra-Prafullanagar, 24 Pgs. (N)

Received on  
06/04/2017

  
Headmistress  
G.C.B.T.C Modern School  
Habra, Prafullanagar  
N 24 Parganas

Phone : (Principal) 03216-237189, Helpline : 6291796572  
E-mail : [srchma@gmail.com](mailto:srchma@gmail.com) Website : [www.sreechaitanyamahavidyalaya.ac.in](http://www.sreechaitanyamahavidyalaya.ac.in)



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## B. ATTENDANCE SHEET OF TAKING CLASSES (FROM: 2018-19)

| STAFF ATTENDANCE |      |           |      |           |      |           |      |           |      |           |      | REGISTER  |      |           |      |           |  |
|------------------|------|-----------|------|-----------|------|-----------|------|-----------|------|-----------|------|-----------|------|-----------|------|-----------|--|
| For the Month of |      |           |      |           |      |           |      |           |      |           |      | July 2018 |      |           |      |           |  |
| DATE             | Time | Signature | Date | Signature | Time | Signature | Date | Signature | Time | Signature | Date | Signature | Time | Signature | Date | Signature |  |
| 1                |      |           |      |           |      |           |      |           |      |           |      |           |      |           |      |           |  |
| 2                |      |           |      |           |      |           |      |           |      |           |      |           |      |           |      |           |  |
| 3                |      |           |      |           |      |           |      |           |      |           |      |           |      |           |      |           |  |
| 4                |      |           |      |           |      |           |      |           |      |           |      |           |      |           |      |           |  |
| 5                |      |           |      |           |      |           |      |           |      |           |      |           |      |           |      |           |  |
| 6                |      |           |      |           |      |           |      |           |      |           |      |           |      |           |      |           |  |
| 7                |      |           |      |           |      |           |      |           |      |           |      |           |      |           |      |           |  |
| 8                |      |           |      |           |      |           |      |           |      |           |      |           |      |           |      |           |  |
| 9                |      |           |      |           |      |           |      |           |      |           |      |           |      |           |      |           |  |
| 10               |      |           |      |           |      |           |      |           |      |           |      |           |      |           |      |           |  |
| 11               |      |           |      |           |      |           |      |           |      |           |      |           |      |           |      |           |  |
| 12               |      |           |      |           |      |           |      |           |      |           |      |           |      |           |      |           |  |
| 13               |      |           |      |           |      |           |      |           |      |           |      |           |      |           |      |           |  |
| 14               |      |           |      |           |      |           |      |           |      |           |      |           |      |           |      |           |  |
| 15               |      |           |      |           |      |           |      |           |      |           |      |           |      |           |      |           |  |
| 16               |      |           |      |           |      |           |      |           |      |           |      |           |      |           |      |           |  |
| 17               |      |           |      |           |      |           |      |           |      |           |      |           |      |           |      |           |  |
| 18               |      |           |      |           |      |           |      |           |      |           |      |           |      |           |      |           |  |
| 19               |      |           |      |           |      |           |      |           |      |           |      |           |      |           |      |           |  |
| 20               |      |           |      |           |      |           |      |           |      |           |      |           |      |           |      |           |  |
| 21               |      |           |      |           |      |           |      |           |      |           |      |           |      |           |      |           |  |
| 22               |      |           |      |           |      |           |      |           |      |           |      |           |      |           |      |           |  |
| 23               |      |           |      |           |      |           |      |           |      |           |      |           |      |           |      |           |  |
| 24               |      |           |      |           |      |           |      |           |      |           |      |           |      |           |      |           |  |
| 25               |      |           |      |           |      |           |      |           |      |           |      |           |      |           |      |           |  |
| 26               |      |           |      |           |      |           |      |           |      |           |      |           |      |           |      |           |  |
| 27               |      |           |      |           |      |           |      |           |      |           |      |           |      |           |      |           |  |
| 28               |      |           |      |           |      |           |      |           |      |           |      |           |      |           |      |           |  |
| 29               |      |           |      |           |      |           |      |           |      |           |      |           |      |           |      |           |  |
| 30               |      |           |      |           |      |           |      |           |      |           |      |           |      |           |      |           |  |
| 31               |      |           |      |           |      |           |      |           |      |           |      |           |      |           |      |           |  |
| TOTAL            |      |           |      |           |      |           |      |           |      |           |      |           |      |           |      |           |  |

No. of Full Holidays During the Month (Excluding Sundays): \_\_\_\_\_  
 No. of Half Holidays During the Month (Excluding Sundays): \_\_\_\_\_  
 Total No. of Absences: \_\_\_\_\_  
 Teacher in-charge: \_\_\_\_\_

| STAFF ATTENDANCE |      |           |      |           |      |           |      |           |      |           |      | REGISTER    |      |           |      |           |  |
|------------------|------|-----------|------|-----------|------|-----------|------|-----------|------|-----------|------|-------------|------|-----------|------|-----------|--|
| For the Month of |      |           |      |           |      |           |      |           |      |           |      | August 2018 |      |           |      |           |  |
| DATE             | Time | Signature | Date | Signature | Time | Signature | Date | Signature | Time | Signature | Date | Signature   | Time | Signature | Date | Signature |  |
| 1                |      |           |      |           |      |           |      |           |      |           |      |             |      |           |      |           |  |
| 2                |      |           |      |           |      |           |      |           |      |           |      |             |      |           |      |           |  |
| 3                |      |           |      |           |      |           |      |           |      |           |      |             |      |           |      |           |  |
| 4                |      |           |      |           |      |           |      |           |      |           |      |             |      |           |      |           |  |
| 5                |      |           |      |           |      |           |      |           |      |           |      |             |      |           |      |           |  |
| 6                |      |           |      |           |      |           |      |           |      |           |      |             |      |           |      |           |  |
| 7                |      |           |      |           |      |           |      |           |      |           |      |             |      |           |      |           |  |
| 8                |      |           |      |           |      |           |      |           |      |           |      |             |      |           |      |           |  |
| 9                |      |           |      |           |      |           |      |           |      |           |      |             |      |           |      |           |  |
| 10               |      |           |      |           |      |           |      |           |      |           |      |             |      |           |      |           |  |
| 11               |      |           |      |           |      |           |      |           |      |           |      |             |      |           |      |           |  |
| 12               |      |           |      |           |      |           |      |           |      |           |      |             |      |           |      |           |  |
| 13               |      |           |      |           |      |           |      |           |      |           |      |             |      |           |      |           |  |
| 14               |      |           |      |           |      |           |      |           |      |           |      |             |      |           |      |           |  |
| 15               |      |           |      |           |      |           |      |           |      |           |      |             |      |           |      |           |  |
| 16               |      |           |      |           |      |           |      |           |      |           |      |             |      |           |      |           |  |
| 17               |      |           |      |           |      |           |      |           |      |           |      |             |      |           |      |           |  |
| 18               |      |           |      |           |      |           |      |           |      |           |      |             |      |           |      |           |  |
| 19               |      |           |      |           |      |           |      |           |      |           |      |             |      |           |      |           |  |
| 20               |      |           |      |           |      |           |      |           |      |           |      |             |      |           |      |           |  |
| 21               |      |           |      |           |      |           |      |           |      |           |      |             |      |           |      |           |  |
| 22               |      |           |      |           |      |           |      |           |      |           |      |             |      |           |      |           |  |
| 23               |      |           |      |           |      |           |      |           |      |           |      |             |      |           |      |           |  |
| 24               |      |           |      |           |      |           |      |           |      |           |      |             |      |           |      |           |  |
| 25               |      |           |      |           |      |           |      |           |      |           |      |             |      |           |      |           |  |
| 26               |      |           |      |           |      |           |      |           |      |           |      |             |      |           |      |           |  |
| 27               |      |           |      |           |      |           |      |           |      |           |      |             |      |           |      |           |  |
| 28               |      |           |      |           |      |           |      |           |      |           |      |             |      |           |      |           |  |
| 29               |      |           |      |           |      |           |      |           |      |           |      |             |      |           |      |           |  |
| 30               |      |           |      |           |      |           |      |           |      |           |      |             |      |           |      |           |  |
| 31               |      |           |      |           |      |           |      |           |      |           |      |             |      |           |      |           |  |
| TOTAL            |      |           |      |           |      |           |      |           |      |           |      |             |      |           |      |           |  |

No. of Full Holidays During the Month (Excluding Sundays): \_\_\_\_\_  
 No. of Half Holidays During the Month (Excluding Sundays): \_\_\_\_\_  
 Total No. of Absences: \_\_\_\_\_  
 Teacher in-charge: \_\_\_\_\_



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| STAFF ATTENDANCE  |         |           |           |           |         |           |           |           |         |           |           | REGISTER  |         |           |           |           |         |           |           |           |         |           |           |           |
|---|---------|-----------|-----------|-----------|---------|-----------|-----------|-----------|---------|-----------|-----------|---|---------|-----------|-----------|-----------|---------|-----------|-----------|-----------|---------|-----------|-----------|-----------|
| For the Month of  |         |           |           |           |         |           |           |           |         |           |           | September.....2018  |         |           |           |           |         |           |           |           |         |           |           |           |
| DATE  | Arrival | Signature | Departure | Signature | Arrival | Signature | Departure | Signature | Arrival | Signature | Departure | Signature   | Arrival | Signature | Departure | Signature | Arrival | Signature | Departure | Signature | Arrival | Signature | Departure | Signature |
| 1   |         |           |           |           |         |           |           |           |         |           |           |   |         |           |           |           |         |           |           |           |         |           |           |           |
| 2   |         |           |           |           |         |           |           |           |         |           |           |   |         |           |           |           |         |           |           |           |         |           |           |           |
| 3   |         |           |           |           |         |           |           |           |         |           |           |   |         |           |           |           |         |           |           |           |         |           |           |           |
| 4   |         |           |           |           |         |           |           |           |         |           |           |   |         |           |           |           |         |           |           |           |         |           |           |           |
| 5   |         |           |           |           |         |           |           |           |         |           |           |   |         |           |           |           |         |           |           |           |         |           |           |           |
| 6   |         |           |           |           |         |           |           |           |         |           |           |   |         |           |           |           |         |           |           |           |         |           |           |           |
| 7   |         |           |           |           |         |           |           |           |         |           |           |   |         |           |           |           |         |           |           |           |         |           |           |           |
| 8   |         |           |           |           |         |           |           |           |         |           |           |   |         |           |           |           |         |           |           |           |         |           |           |           |
| 9   |         |           |           |           |         |           |           |           |         |           |           |   |         |           |           |           |         |           |           |           |         |           |           |           |
| 10  |         |           |           |           |         |           |           |           |         |           |           |   |         |           |           |           |         |           |           |           |         |           |           |           |
| 11  |         |           |           |           |         |           |           |           |         |           |           |   |         |           |           |           |         |           |           |           |         |           |           |           |
| 12  |         |           |           |           |         |           |           |           |         |           |           |   |         |           |           |           |         |           |           |           |         |           |           |           |
| 13  |         |           |           |           |         |           |           |           |         |           |           |   |         |           |           |           |         |           |           |           |         |           |           |           |
| 14  |         |           |           |           |         |           |           |           |         |           |           |   |         |           |           |           |         |           |           |           |         |           |           |           |
| 15  |         |           |           |           |         |           |           |           |         |           |           |   |         |           |           |           |         |           |           |           |         |           |           |           |
| 16  |         |           |           |           |         |           |           |           |         |           |           |   |         |           |           |           |         |           |           |           |         |           |           |           |
| 17  |         |           |           |           |         |           |           |           |         |           |           |   |         |           |           |           |         |           |           |           |         |           |           |           |
| 18  |         |           |           |           |         |           |           |           |         |           |           |   |         |           |           |           |         |           |           |           |         |           |           |           |
| 19  |         |           |           |           |         |           |           |           |         |           |           |   |         |           |           |           |         |           |           |           |         |           |           |           |
| 20  |         |           |           |           |         |           |           |           |         |           |           |   |         |           |           |           |         |           |           |           |         |           |           |           |
| 21  |         |           |           |           |         |           |           |           |         |           |           |   |         |           |           |           |         |           |           |           |         |           |           |           |
| 22  |         |           |           |           |         |           |           |           |         |           |           |   |         |           |           |           |         |           |           |           |         |           |           |           |
| 23  |         |           |           |           |         |           |           |           |         |           |           |   |         |           |           |           |         |           |           |           |         |           |           |           |
| 24  |         |           |           |           |         |           |           |           |         |           |           |   |         |           |           |           |         |           |           |           |         |           |           |           |
| 25  |         |           |           |           |         |           |           |           |         |           |           |   |         |           |           |           |         |           |           |           |         |           |           |           |
| 26  |         |           |           |           |         |           |           |           |         |           |           |   |         |           |           |           |         |           |           |           |         |           |           |           |
| 27  |         |           |           |           |         |           |           |           |         |           |           |   |         |           |           |           |         |           |           |           |         |           |           |           |
| 28  |         |           |           |           |         |           |           |           |         |           |           |   |         |           |           |           |         |           |           |           |         |           |           |           |
| 29  |         |           |           |           |         |           |           |           |         |           |           |   |         |           |           |           |         |           |           |           |         |           |           |           |
| 30  |         |           |           |           |         |           |           |           |         |           |           |   |         |           |           |           |         |           |           |           |         |           |           |           |
| 31  |         |           |           |           |         |           |           |           |         |           |           |   |         |           |           |           |         |           |           |           |         |           |           |           |
| Previous Current Previous Current Previous Current        |         |           |           |           |         |           |           |           |         |           |           | Previous Current Previous Current Previous Current        |         |           |           |           |         |           |           |           |         |           |           |           |
| Causal<br>Sick<br>Special<br>Leave Without Pay            |         |           |           |           |         |           |           |           |         |           |           | Causal<br>Sick<br>Special<br>Leave Without Pay            |         |           |           |           |         |           |           |           |         |           |           |           |
| TOTAL   |         |           |           |           |         |           |           |           |         |           |           | TOTAL   |         |           |           |           |         |           |           |           |         |           |           |           |
| No. of Full Holidays During the Month (Excluding Sundays) |         |           |           |           |         |           |           |           |         |           |           | No. of Full Holidays During the Month (Excluding Sundays) |         |           |           |           |         |           |           |           |         |           |           |           |
|   |         |           |           |           |         |           |           |           |         |           |           | No. of Half Holidays During the Month (Excluding Sundays) |         |           |           |           |         |           |           |           |         |           |           |           |
|   |         |           |           |           |         |           |           |           |         |           |           | No. of Half Holidays During the Month (Excluding Sundays) |         |           |           |           |         |           |           |           |         |           |           |           |

| STAFF ATTENDANCE  |         |           |           |           |         |           |           |           |         |           |           | REGISTER  |         |           |           |           |         |           |           |           |         |           |           |           |
|---|---------|-----------|-----------|-----------|---------|-----------|-----------|-----------|---------|-----------|-----------|---|---------|-----------|-----------|-----------|---------|-----------|-----------|-----------|---------|-----------|-----------|-----------|
| For the Month of  |         |           |           |           |         |           |           |           |         |           |           | October.....2018  |         |           |           |           |         |           |           |           |         |           |           |           |
| DATE  | Arrival | Signature | Departure | Signature | Arrival | Signature | Departure | Signature | Arrival | Signature | Departure | Signature   | Arrival | Signature | Departure | Signature | Arrival | Signature | Departure | Signature | Arrival | Signature | Departure | Signature |
| 1   |         |           |           |           |         |           |           |           |         |           |           |   |         |           |           |           |         |           |           |           |         |           |           |           |
| 2   |         |           |           |           |         |           |           |           |         |           |           |   |         |           |           |           |         |           |           |           |         |           |           |           |
| 3   |         |           |           |           |         |           |           |           |         |           |           |   |         |           |           |           |         |           |           |           |         |           |           |           |
| 4   |         |           |           |           |         |           |           |           |         |           |           |   |         |           |           |           |         |           |           |           |         |           |           |           |
| 5   |         |           |           |           |         |           |           |           |         |           |           |   |         |           |           |           |         |           |           |           |         |           |           |           |
| 6   |         |           |           |           |         |           |           |           |         |           |           |   |         |           |           |           |         |           |           |           |         |           |           |           |
| 7   |         |           |           |           |         |           |           |           |         |           |           |   |         |           |           |           |         |           |           |           |         |           |           |           |
| 8   |         |           |           |           |         |           |           |           |         |           |           |   |         |           |           |           |         |           |           |           |         |           |           |           |
| 9   |         |           |           |           |         |           |           |           |         |           |           |   |         |           |           |           |         |           |           |           |         |           |           |           |
| 10  |         |           |           |           |         |           |           |           |         |           |           |   |         |           |           |           |         |           |           |           |         |           |           |           |
| 11  |         |           |           |           |         |           |           |           |         |           |           |   |         |           |           |           |         |           |           |           |         |           |           |           |
| 12  |         |           |           |           |         |           |           |           |         |           |           |   |         |           |           |           |         |           |           |           |         |           |           |           |
| 13  |         |           |           |           |         |           |           |           |         |           |           |   |         |           |           |           |         |           |           |           |         |           |           |           |
| 14  |         |           |           |           |         |           |           |           |         |           |           |   |         |           |           |           |         |           |           |           |         |           |           |           |
| 15  |         |           |           |           |         |           |           |           |         |           |           |   |         |           |           |           |         |           |           |           |         |           |           |           |
| 16  |         |           |           |           |         |           |           |           |         |           |           |   |         |           |           |           |         |           |           |           |         |           |           |           |
| 17  |         |           |           |           |         |           |           |           |         |           |           |   |         |           |           |           |         |           |           |           |         |           |           |           |
| 18  |         |           |           |           |         |           |           |           |         |           |           |   |         |           |           |           |         |           |           |           |         |           |           |           |
| 19  |         |           |           |           |         |           |           |           |         |           |           |   |         |           |           |           |         |           |           |           |         |           |           |           |
| 20  |         |           |           |           |         |           |           |           |         |           |           |   |         |           |           |           |         |           |           |           |         |           |           |           |
| 21  |         |           |           |           |         |           |           |           |         |           |           |   |         |           |           |           |         |           |           |           |         |           |           |           |
| 22  |         |           |           |           |         |           |           |           |         |           |           |   |         |           |           |           |         |           |           |           |         |           |           |           |
| 23  |         |           |           |           |         |           |           |           |         |           |           |   |         |           |           |           |         |           |           |           |         |           |           |           |
| 24  |         |           |           |           |         |           |           |           |         |           |           |   |         |           |           |           |         |           |           |           |         |           |           |           |
| 25  |         |           |           |           |         |           |           |           |         |           |           |   |         |           |           |           |         |           |           |           |         |           |           |           |
| 26  |         |           |           |           |         |           |           |           |         |           |           |   |         |           |           |           |         |           |           |           |         |           |           |           |
| 27  |         |           |           |           |         |           |           |           |         |           |           |   |         |           |           |           |         |           |           |           |         |           |           |           |
| 28  |         |           |           |           |         |           |           |           |         |           |           |   |         |           |           |           |         |           |           |           |         |           |           |           |
| 29  |         |           |           |           |         |           |           |           |         |           |           |   |         |           |           |           |         |           |           |           |         |           |           |           |
| 30  |         |           |           |           |         |           |           |           |         |           |           |   |         |           |           |           |         |           |           |           |         |           |           |           |
| 31  |         |           |           |           |         |           |           |           |         |           |           |   |         |           |           |           |         |           |           |           |         |           |           |           |
| Previous Current Previous Current Previous Current        |         |           |           |           |         |           |           |           |         |           |           | Previous Current Previous Current Previous Current        |         |           |           |           |         |           |           |           |         |           |           |           |
| Causal<br>Sick<br>Special<br>Leave Without Pay            |         |           |           |           |         |           |           |           |         |           |           | Causal<br>Sick<br>Special<br>Leave Without Pay            |         |           |           |           |         |           |           |           |         |           |           |           |
| TOTAL   |         |           |           |           |         |           |           |           |         |           |           | TOTAL   |         |           |           |           |         |           |           |           |         |           |           |           |
| No. of Full Holidays During the Month (Excluding Sundays) |         |           |           |           |         |           |           |           |         |           |           | No. of Full Holidays During the Month (Excluding Sundays) |         |           |           |           |         |           |           |           |         |           |           |           |
|   |         |           |           |           |         |           |           |           |         |           |           | No. of Half Holidays During the Month (Excluding Sundays) |         |           |           |           |         |           |           |           |         |           |           |           |
|   |         |           |           |           |         |           |           |           |         |           |           | No. of Half Holidays During the Month (Excluding Sundays) |         |           |           |           |         |           |           |           |         |           |           |           |



# Sree Chaitanya Mahavidyalaya

Habra-Prafullanagar, North 24 Parganas, PIN -743468

Website: [www.sreechaitanyamahavidyalaya.ac.in](http://www.sreechaitanyamahavidyalaya.ac.in) Email ID: [srchma@gmail.com](mailto:srchma@gmail.com)

| STAFF ATTENDANCE  |            |           |           |           |         |           |           |           |         |           |           | REGISTER      |         |           |           |           |   |         |  |
|-------------------|------------|-----------|-----------|-----------|---------|-----------|-----------|-----------|---------|-----------|-----------|---------------|---------|-----------|-----------|-----------|---|---------|--|
| For the Month of  |            |           |           |           |         |           |           |           |         |           |           | November 2018 |         |           |           |           |   |         |  |
| DATE              | Kuntal Das |           |           |           |         |           |           |           |         |           |           |               |         |           |           |           | No. of Half Holidays During the Month (Excluding Sundays) |         |  |
|                   | Arrival    | Signature | Departure | Signature | Arrival | Signature | Departure | Signature | Arrival | Signature | Departure | Signature     | Arrival | Signature | Departure | Signature |   |         |  |
| 1                 |            |           |           |           |         |           |           |           |         |           |           |               |         |           |           |           |   |         |  |
| 2                 |            |           |           |           |         |           |           |           |         |           |           |               |         |           |           |           |   |         |  |
| 3                 |            |           |           |           |         |           |           |           |         |           |           |               |         |           |           |           |   |         |  |
| 4                 |            |           |           |           |         |           |           |           |         |           |           |               |         |           |           |           |   |         |  |
| 5                 |            |           |           |           |         |           |           |           |         |           |           |               |         |           |           |           |   |         |  |
| 6                 |            |           |           |           |         |           |           |           |         |           |           |               |         |           |           |           |   |         |  |
| 7                 |            |           |           |           |         |           |           |           |         |           |           |               |         |           |           |           |   |         |  |
| 8                 |            |           |           |           |         |           |           |           |         |           |           |               |         |           |           |           |   |         |  |
| 9                 |            |           |           |           |         |           |           |           |         |           |           |               |         |           |           |           |   |         |  |
| 10                |            |           |           |           |         |           |           |           |         |           |           |               |         |           |           |           |   |         |  |
| 11                |            |           |           |           |         |           |           |           |         |           |           |               |         |           |           |           |   |         |  |
| 12                |            |           |           |           |         |           |           |           |         |           |           |               |         |           |           |           |   |         |  |
| 13                |            |           |           |           |         |           |           |           |         |           |           |               |         |           |           |           |   |         |  |
| 14                |            |           |           |           |         |           |           |           |         |           |           |               |         |           |           |           |   |         |  |
| 15                | 11:30      | K. Das    |           |           |         |           |           |           |         |           |           |               |         |           |           |           |   |         |  |
| 16                |            |           |           |           |         |           |           |           |         |           |           |               |         |           |           |           |   |         |  |
| 17                |            |           |           |           |         |           |           |           |         |           |           |               |         |           |           |           |   |         |  |
| 18                |            |           |           |           |         |           |           |           |         |           |           |               |         |           |           |           |   |         |  |
| 19                |            |           |           |           |         |           |           |           |         |           |           |               |         |           |           |           |   |         |  |
| 20                |            |           |           |           |         |           |           |           |         |           |           |               |         |           |           |           |   |         |  |
| 21                |            |           |           |           |         |           |           |           |         |           |           |               |         |           |           |           |   |         |  |
| 22                |            |           |           |           |         |           |           |           |         |           |           |               |         |           |           |           |   |         |  |
| 23                |            |           |           |           |         |           |           |           |         |           |           |               |         |           |           |           |   |         |  |
| 24                |            |           |           |           |         |           |           |           |         |           |           |               |         |           |           |           |   |         |  |
| 25                |            |           |           |           |         |           |           |           |         |           |           |               |         |           |           |           |   |         |  |
| 26                |            |           |           |           |         |           |           |           |         |           |           |               |         |           |           |           |   |         |  |
| 27                |            |           |           |           |         |           |           |           |         |           |           |               |         |           |           |           |   |         |  |
| 28                |            |           |           |           |         |           |           |           |         |           |           |               |         |           |           |           |   |         |  |
| 29                |            |           |           |           |         |           |           |           |         |           |           |               |         |           |           |           |   |         |  |
| 30                |            |           |           |           |         |           |           |           |         |           |           |               |         |           |           |           |   |         |  |
| 31                |            |           |           |           |         |           |           |           |         |           |           |               |         |           |           |           |   |         |  |
| Previous          |            | Current   |           | Previous  |         | Current   |           | Previous  |         | Current   |           | Previous      |         | Current   |           | Previous  |   | Current |  |
| Casual            |            |           |           |           |         |           |           |           |         |           |           |               |         |           |           |           |   |         |  |
| Sick              |            |           |           |           |         |           |           |           |         |           |           |               |         |           |           |           |   |         |  |
| Special           |            |           |           |           |         |           |           |           |         |           |           |               |         |           |           |           |   |         |  |
| Leave Without Pay |            |           |           |           |         |           |           |           |         |           |           |               |         |           |           |           |   |         |  |
| TOTAL             |            |           |           |           |         |           |           |           |         |           |           |               |         |           |           |           |   |         |  |

| STAFF ATTENDANCE  |                        |           |           |           |         |           |           |           |         |           |           | REGISTER      |         |           |           |           |   |         |  |
|-------------------|------------------------|-----------|-----------|-----------|---------|-----------|-----------|-----------|---------|-----------|-----------|---------------|---------|-----------|-----------|-----------|---|---------|--|
| For the Month of  |                        |           |           |           |         |           |           |           |         |           |           | December 2018 |         |           |           |           |   |         |  |
| DATE              | Animesha Chattopadhyay |           |           |           |         |           |           |           |         |           |           |               |         |           |           |           | No. of Half Holidays During the Month (Excluding Sundays) |         |  |
|                   | Arrival                | Signature | Departure | Signature | Arrival | Signature | Departure | Signature | Arrival | Signature | Departure | Signature     | Arrival | Signature | Departure | Signature |   |         |  |
| 1                 |                        |           |           |           |         |           |           |           |         |           |           |               |         |           |           |           |   |         |  |
| 2                 |                        |           |           |           |         |           |           |           |         |           |           |               |         |           |           |           |   |         |  |
| 3                 |                        |           |           |           |         |           |           |           |         |           |           |               |         |           |           |           |   |         |  |
| 4                 |                        |           |           |           |         |           |           |           |         |           |           |               |         |           |           |           |   |         |  |
| 5                 |                        |           |           |           |         |           |           |           |         |           |           |               |         |           |           |           |   |         |  |
| 6                 |                        |           |           |           |         |           |           |           |         |           |           |               |         |           |           |           |   |         |  |
| 7                 |                        |           |           |           |         |           |           |           |         |           |           |               |         |           |           |           |   |         |  |
| 8                 |                        |           |           |           |         |           |           |           |         |           |           |               |         |           |           |           |   |         |  |
| 9                 |                        |           |           |           |         |           |           |           |         |           |           |               |         |           |           |           |   |         |  |
| 10                |                        |           |           |           |         |           |           |           |         |           |           |               |         |           |           |           |   |         |  |
| 11                |                        |           |           |           |         |           |           |           |         |           |           |               |         |           |           |           |   |         |  |
| 12                |                        |           |           |           |         |           |           |           |         |           |           |               |         |           |           |           |   |         |  |
| 13                |                        |           |           |           |         |           |           |           |         |           |           |               |         |           |           |           |   |         |  |
| 14                |                        |           |           |           |         |           |           |           |         |           |           |               |         |           |           |           |   |         |  |
| 15                |                        |           |           |           |         |           |           |           |         |           |           |               |         |           |           |           |   |         |  |
| 16                |                        |           |           |           |         |           |           |           |         |           |           |               |         |           |           |           |   |         |  |
| 17                |                        |           |           |           |         |           |           |           |         |           |           |               |         |           |           |           |   |         |  |
| 18                |                        |           |           |           |         |           |           |           |         |           |           |               |         |           |           |           |   |         |  |
| 19                |                        |           |           |           |         |           |           |           |         |           |           |               |         |           |           |           |   |         |  |
| 20                |                        |           |           |           |         |           |           |           |         |           |           |               |         |           |           |           |   |         |  |
| 21                |                        |           |           |           |         |           |           |           |         |           |           |               |         |           |           |           |   |         |  |
| 22                |                        |           |           |           |         |           |           |           |         |           |           |               |         |           |           |           |   |         |  |
| 23                |                        |           |           |           |         |           |           |           |         |           |           |               |         |           |           |           |   |         |  |
| 24                |                        |           |           |           |         |           |           |           |         |           |           |               |         |           |           |           |   |         |  |
| 25                |                        |           |           |           |         |           |           |           |         |           |           |               |         |           |           |           |   |         |  |
| 26                |                        |           |           |           |         |           |           |           |         |           |           |               |         |           |           |           |   |         |  |
| 27                |                        |           |           |           |         |           |           |           |         |           |           |               |         |           |           |           |   |         |  |
| 28                |                        |           |           |           |         |           |           |           |         |           |           |               |         |           |           |           |   |         |  |
| 29                |                        |           |           |           |         |           |           |           |         |           |           |               |         |           |           |           |   |         |  |
| 30                |                        |           |           |           |         |           |           |           |         |           |           |               |         |           |           |           |   |         |  |
| 31                |                        |           |           |           |         |           |           |           |         |           |           |               |         |           |           |           |   |         |  |
| Previous          |                        | Current   |           | Previous  |         | Current   |           | Previous  |         | Current   |           | Previous      |         | Current   |           | Previous  |   | Current |  |
| Casual            |                        |           |           |           |         |           |           |           |         |           |           |               |         |           |           |           |   |         |  |
| Sick              |                        |           |           |           |         |           |           |           |         |           |           |               |         |           |           |           |   |         |  |
| Special           |                        |           |           |           |         |           |           |           |         |           |           |               |         |           |           |           |   |         |  |
| Leave Without Pay |                        |           |           |           |         |           |           |           |         |           |           |               |         |           |           |           |   |         |  |
| TOTAL             |                        |           |           |           |         |           |           |           |         |           |           |               |         |           |           |           |   |         |  |



# Sree Chaitanya Mahavidyalaya

Habra-Prafullanagar, North 24 Parganas, PIN -743468

Website: [www.sreechaitanyamahavidyalaya.ac.in](http://www.sreechaitanyamahavidyalaya.ac.in) Email ID: [srchma@gmail.com](mailto:srchma@gmail.com)

| STAFF ATTENDANCE |         |           |           |           |         |                   |           |           |         |           |           | REGISTER         |         |           |           |           |         |           |           |           |  |         |  |
|------------------|---------|-----------|-----------|-----------|---------|-------------------|-----------|-----------|---------|-----------|-----------|------------------|---------|-----------|-----------|-----------|---------|-----------|-----------|-----------|--|---------|--|
| For the Month of |         |           |           |           |         |                   |           |           |         |           |           | For the Month of |         |           |           |           |         |           |           |           |  |         |  |
| Santanu Mondal   |         |           |           |           |         |                   |           |           |         |           |           | January 2019     |         |           |           |           |         |           |           |           |  |         |  |
| DATE             | Arrival | Signature | Departure | Signature | Arrival | Signature         | Departure | Signature | Arrival | Signature | Departure | Signature        | Arrival | Signature | Departure | Signature | Arrival | Signature | Departure | Signature |  |         |  |
| 1                |         |           |           |           |         |                   |           |           |         |           |           |                  |         |           |           |           |         |           |           |           |  |         |  |
| 2                |         |           |           |           |         |                   |           |           |         |           |           |                  |         |           |           |           |         |           |           |           |  |         |  |
| 3                |         |           |           |           |         |                   |           |           |         |           |           |                  |         |           |           |           |         |           |           |           |  |         |  |
| 4                |         |           |           |           |         |                   |           |           |         |           |           |                  |         |           |           |           |         |           |           |           |  |         |  |
| 5                |         |           |           |           |         |                   |           |           |         |           |           |                  |         |           |           |           |         |           |           |           |  |         |  |
| 6                |         |           |           |           |         |                   |           |           |         |           |           |                  |         |           |           |           |         |           |           |           |  |         |  |
| 7                |         |           |           |           |         |                   |           |           |         |           |           |                  |         |           |           |           |         |           |           |           |  |         |  |
| 8                |         |           |           |           |         |                   |           |           |         |           |           |                  |         |           |           |           |         |           |           |           |  |         |  |
| 9                |         |           |           |           |         |                   |           |           |         |           |           |                  |         |           |           |           |         |           |           |           |  |         |  |
| 10               |         |           |           |           |         |                   |           |           |         |           |           |                  |         |           |           |           |         |           |           |           |  |         |  |
| 11               |         |           |           |           |         |                   |           |           |         |           |           |                  |         |           |           |           |         |           |           |           |  |         |  |
| 12               |         |           |           |           |         |                   |           |           |         |           |           |                  |         |           |           |           |         |           |           |           |  |         |  |
| 13               |         |           |           |           |         |                   |           |           |         |           |           |                  |         |           |           |           |         |           |           |           |  |         |  |
| 14               |         |           |           |           |         |                   |           |           |         |           |           |                  |         |           |           |           |         |           |           |           |  |         |  |
| 15               |         |           |           |           |         |                   |           |           |         |           |           |                  |         |           |           |           |         |           |           |           |  |         |  |
| 16               |         |           |           |           |         |                   |           |           |         |           |           |                  |         |           |           |           |         |           |           |           |  |         |  |
| 17               |         |           |           |           |         |                   |           |           |         |           |           |                  |         |           |           |           |         |           |           |           |  |         |  |
| 18               |         |           |           |           |         |                   |           |           |         |           |           |                  |         |           |           |           |         |           |           |           |  |         |  |
| 19               |         |           |           |           |         |                   |           |           |         |           |           |                  |         |           |           |           |         |           |           |           |  |         |  |
| 20               |         |           |           |           |         |                   |           |           |         |           |           |                  |         |           |           |           |         |           |           |           |  |         |  |
| 21               |         |           |           |           |         |                   |           |           |         |           |           |                  |         |           |           |           |         |           |           |           |  |         |  |
| 22               |         |           |           |           |         |                   |           |           |         |           |           |                  |         |           |           |           |         |           |           |           |  |         |  |
| 23               |         |           |           |           |         |                   |           |           |         |           |           |                  |         |           |           |           |         |           |           |           |  |         |  |
| 24               |         |           |           |           |         |                   |           |           |         |           |           |                  |         |           |           |           |         |           |           |           |  |         |  |
| 25               |         |           |           |           |         |                   |           |           |         |           |           |                  |         |           |           |           |         |           |           |           |  |         |  |
| 26               |         |           |           |           |         |                   |           |           |         |           |           |                  |         |           |           |           |         |           |           |           |  |         |  |
| 27               |         |           |           |           |         |                   |           |           |         |           |           |                  |         |           |           |           |         |           |           |           |  |         |  |
| 28               |         |           |           |           |         |                   |           |           |         |           |           |                  |         |           |           |           |         |           |           |           |  |         |  |
| 29               |         |           |           |           |         |                   |           |           |         |           |           |                  |         |           |           |           |         |           |           |           |  |         |  |
| 30               |         |           |           |           |         |                   |           |           |         |           |           |                  |         |           |           |           |         |           |           |           |  |         |  |
| 31               |         |           |           |           |         |                   |           |           |         |           |           |                  |         |           |           |           |         |           |           |           |  |         |  |
| Previous         |         | Current   |           | Previous  |         | Current           |           | Previous  |         | Current   |           | Previous         |         | Current   |           | Previous  |         | Current   |           | Previous  |  | Current |  |
| Casual           |         | Sick      |           | Special   |         | Leave Without Pay |           | TOTAL     |         |           |           |                  |         |           |           |           |         |           |           |           |  |         |  |

No. of Full Holidays During the Month (Excluding Sundays)

No. of Half Holidays During the Month (Excluding Sundays)

Teacher In-charge

| STAFF ATTENDANCE   |         |           |           |           |         |                   |           |           |         |           |           | REGISTER         |         |           |           |           |         |           |           |           |  |         |  |
|--------------------|---------|-----------|-----------|-----------|---------|-------------------|-----------|-----------|---------|-----------|-----------|------------------|---------|-----------|-----------|-----------|---------|-----------|-----------|-----------|--|---------|--|
| For the Month of   |         |           |           |           |         |                   |           |           |         |           |           | For the Month of |         |           |           |           |         |           |           |           |  |         |  |
| Kalabi Chakraborty |         |           |           |           |         |                   |           |           |         |           |           | February 2019    |         |           |           |           |         |           |           |           |  |         |  |
| DATE               | Arrival | Signature | Departure | Signature | Arrival | Signature         | Departure | Signature | Arrival | Signature | Departure | Signature        | Arrival | Signature | Departure | Signature | Arrival | Signature | Departure | Signature |  |         |  |
| 1                  |         |           |           |           |         |                   |           |           |         |           |           |                  |         |           |           |           |         |           |           |           |  |         |  |
| 2                  |         |           |           |           |         |                   |           |           |         |           |           |                  |         |           |           |           |         |           |           |           |  |         |  |
| 3                  |         |           |           |           |         |                   |           |           |         |           |           |                  |         |           |           |           |         |           |           |           |  |         |  |
| 4                  |         |           |           |           |         |                   |           |           |         |           |           |                  |         |           |           |           |         |           |           |           |  |         |  |
| 5                  |         |           |           |           |         |                   |           |           |         |           |           |                  |         |           |           |           |         |           |           |           |  |         |  |
| 6                  |         |           |           |           |         |                   |           |           |         |           |           |                  |         |           |           |           |         |           |           |           |  |         |  |
| 7                  |         |           |           |           |         |                   |           |           |         |           |           |                  |         |           |           |           |         |           |           |           |  |         |  |
| 8                  |         |           |           |           |         |                   |           |           |         |           |           |                  |         |           |           |           |         |           |           |           |  |         |  |
| 9                  |         |           |           |           |         |                   |           |           |         |           |           |                  |         |           |           |           |         |           |           |           |  |         |  |
| 10                 |         |           |           |           |         |                   |           |           |         |           |           |                  |         |           |           |           |         |           |           |           |  |         |  |
| 11                 |         |           |           |           |         |                   |           |           |         |           |           |                  |         |           |           |           |         |           |           |           |  |         |  |
| 12                 |         |           |           |           |         |                   |           |           |         |           |           |                  |         |           |           |           |         |           |           |           |  |         |  |
| 13                 |         |           |           |           |         |                   |           |           |         |           |           |                  |         |           |           |           |         |           |           |           |  |         |  |
| 14                 |         |           |           |           |         |                   |           |           |         |           |           |                  |         |           |           |           |         |           |           |           |  |         |  |
| 15                 |         |           |           |           |         |                   |           |           |         |           |           |                  |         |           |           |           |         |           |           |           |  |         |  |
| 16                 |         |           |           |           |         |                   |           |           |         |           |           |                  |         |           |           |           |         |           |           |           |  |         |  |
| 17                 |         |           |           |           |         |                   |           |           |         |           |           |                  |         |           |           |           |         |           |           |           |  |         |  |
| 18                 |         |           |           |           |         |                   |           |           |         |           |           |                  |         |           |           |           |         |           |           |           |  |         |  |
| 19                 |         |           |           |           |         |                   |           |           |         |           |           |                  |         |           |           |           |         |           |           |           |  |         |  |
| 20                 |         |           |           |           |         |                   |           |           |         |           |           |                  |         |           |           |           |         |           |           |           |  |         |  |
| 21                 |         |           |           |           |         |                   |           |           |         |           |           |                  |         |           |           |           |         |           |           |           |  |         |  |
| 22                 |         |           |           |           |         |                   |           |           |         |           |           |                  |         |           |           |           |         |           |           |           |  |         |  |
| 23                 |         |           |           |           |         |                   |           |           |         |           |           |                  |         |           |           |           |         |           |           |           |  |         |  |
| 24                 |         |           |           |           |         |                   |           |           |         |           |           |                  |         |           |           |           |         |           |           |           |  |         |  |
| 25                 |         |           |           |           |         |                   |           |           |         |           |           |                  |         |           |           |           |         |           |           |           |  |         |  |
| 26                 |         |           |           |           |         |                   |           |           |         |           |           |                  |         |           |           |           |         |           |           |           |  |         |  |
| 27                 |         |           |           |           |         |                   |           |           |         |           |           |                  |         |           |           |           |         |           |           |           |  |         |  |
| 28                 |         |           |           |           |         |                   |           |           |         |           |           |                  |         |           |           |           |         |           |           |           |  |         |  |
| 29                 |         |           |           |           |         |                   |           |           |         |           |           |                  |         |           |           |           |         |           |           |           |  |         |  |
| 30                 |         |           |           |           |         |                   |           |           |         |           |           |                  |         |           |           |           |         |           |           |           |  |         |  |
| 31                 |         |           |           |           |         |                   |           |           |         |           |           |                  |         |           |           |           |         |           |           |           |  |         |  |
| Previous           |         | Current   |           | Previous  |         | Current           |           | Previous  |         | Current   |           | Previous         |         | Current   |           | Previous  |         | Current   |           | Previous  |  | Current |  |
| Casual             |         | Sick      |           | Special   |         | Leave Without Pay |           | TOTAL     |         |           |           |                  |         |           |           |           |         |           |           |           |  |         |  |

Teacher In-charge



# Sree Chaitanya Mahavidyalaya

Habra-Prafullanagar, North 24 Parganas, PIN -743468

Website: [www.sreechaitanyamahavidyalaya.ac.in](http://www.sreechaitanyamahavidyalaya.ac.in) Email ID: [srchma@gmail.com](mailto:srchma@gmail.com)

| STAFF ATTENDANCE REGISTER          |                      |           |           |           |         |                   |           |           |         |           |           |           |  |
|------------------------------------|----------------------|-----------|-----------|-----------|---------|-------------------|-----------|-----------|---------|-----------|-----------|-----------|--|
| For the Month of <u>March</u> 2017 |                      |           |           |           |         |                   |           |           |         |           |           |           |  |
| DATE                               | <u>Sanjeev Kumar</u> |           |           |           |         |                   |           |           |         |           |           |           |  |
|                                    | Arrival              | Signature | Departure | Signature | Arrival | Signature         | Departure | Signature | Arrival | Signature | Departure | Signature |  |
| 1                                  |                      |           |           |           |         |                   |           |           |         |           |           |           |  |
| 2                                  |                      |           |           |           |         |                   |           |           |         |           |           |           |  |
| 3                                  |                      |           |           |           |         |                   |           |           |         |           |           |           |  |
| 4                                  |                      |           |           |           |         |                   |           |           |         |           |           |           |  |
| 5                                  |                      |           |           |           |         |                   |           |           |         |           |           |           |  |
| 6                                  |                      |           |           |           |         |                   |           |           |         |           |           |           |  |
| 7                                  |                      |           |           |           |         |                   |           |           |         |           |           |           |  |
| 8                                  |                      |           |           |           |         |                   |           |           |         |           |           |           |  |
| 9                                  |                      |           |           |           |         |                   |           |           |         |           |           |           |  |
| 10                                 |                      |           |           |           |         |                   |           |           |         |           |           |           |  |
| 11                                 |                      |           |           |           |         |                   |           |           |         |           |           |           |  |
| 12                                 |                      |           |           |           |         |                   |           |           |         |           |           |           |  |
| 13                                 |                      |           |           |           |         |                   |           |           |         |           |           |           |  |
| 14                                 |                      |           |           |           |         |                   |           |           |         |           |           |           |  |
| 15                                 |                      |           |           |           |         |                   |           |           |         |           |           |           |  |
| 16                                 |                      |           |           |           |         |                   |           |           |         |           |           |           |  |
| 17                                 |                      |           |           |           |         |                   |           |           |         |           |           |           |  |
| 18                                 |                      |           |           |           |         |                   |           |           |         |           |           |           |  |
| 19                                 |                      |           |           |           |         |                   |           |           |         |           |           |           |  |
| 20                                 |                      |           |           |           |         |                   |           |           |         |           |           |           |  |
| 21                                 |                      |           |           |           |         |                   |           |           |         |           |           |           |  |
| 22                                 |                      |           |           |           |         |                   |           |           |         |           |           |           |  |
| 23                                 |                      |           |           |           |         |                   |           |           |         |           |           |           |  |
| 24                                 |                      |           |           |           |         |                   |           |           |         |           |           |           |  |
| 25                                 |                      |           |           |           |         |                   |           |           |         |           |           |           |  |
| 26                                 |                      |           |           |           |         |                   |           |           |         |           |           |           |  |
| 27                                 |                      |           |           |           |         |                   |           |           |         |           |           |           |  |
| 28                                 |                      |           |           |           |         |                   |           |           |         |           |           |           |  |
| 29                                 |                      |           |           |           |         |                   |           |           |         |           |           |           |  |
| 30                                 |                      |           |           |           |         |                   |           |           |         |           |           |           |  |
| 31                                 |                      |           |           |           |         |                   |           |           |         |           |           |           |  |
| TOTAL                              |                      |           |           |           |         |                   |           |           |         |           |           |           |  |
| Previous                           |                      | Current   |           | Previous  |         | Current           |           | Previous  |         | Current   |           |           |  |
| Casual                             |                      | Sick      |           | Special   |         | Leave Without Pay |           |           |         |           |           |           |  |

| STAFF ATTENDANCE REGISTER          |                               |           |           |           |         |                   |           |           |         |           |           |           |  |
|------------------------------------|-------------------------------|-----------|-----------|-----------|---------|-------------------|-----------|-----------|---------|-----------|-----------|-----------|--|
| For the Month of <u>April</u> 2017 |                               |           |           |           |         |                   |           |           |         |           |           |           |  |
| DATE                               | <u>Subhadeep Bhattacharya</u> |           |           |           |         |                   |           |           |         |           |           |           |  |
|                                    | Arrival                       | Signature | Departure | Signature | Arrival | Signature         | Departure | Signature | Arrival | Signature | Departure | Signature |  |
| 1                                  |                               |           |           |           |         |                   |           |           |         |           |           |           |  |
| 2                                  |                               |           |           |           |         |                   |           |           |         |           |           |           |  |
| 3                                  |                               |           |           |           |         |                   |           |           |         |           |           |           |  |
| 4                                  |                               |           |           |           |         |                   |           |           |         |           |           |           |  |
| 5                                  |                               |           |           |           |         |                   |           |           |         |           |           |           |  |
| 6                                  |                               |           |           |           |         |                   |           |           |         |           |           |           |  |
| 7                                  |                               |           |           |           |         |                   |           |           |         |           |           |           |  |
| 8                                  |                               |           |           |           |         |                   |           |           |         |           |           |           |  |
| 9                                  |                               |           |           |           |         |                   |           |           |         |           |           |           |  |
| 10                                 |                               |           |           |           |         |                   |           |           |         |           |           |           |  |
| 11                                 |                               |           |           |           |         |                   |           |           |         |           |           |           |  |
| 12                                 |                               |           |           |           |         |                   |           |           |         |           |           |           |  |
| 13                                 |                               |           |           |           |         |                   |           |           |         |           |           |           |  |
| 14                                 |                               |           |           |           |         |                   |           |           |         |           |           |           |  |
| 15                                 |                               |           |           |           |         |                   |           |           |         |           |           |           |  |
| 16                                 |                               |           |           |           |         |                   |           |           |         |           |           |           |  |
| 17                                 |                               |           |           |           |         |                   |           |           |         |           |           |           |  |
| 18                                 |                               |           |           |           |         |                   |           |           |         |           |           |           |  |
| 19                                 |                               |           |           |           |         |                   |           |           |         |           |           |           |  |
| 20                                 |                               |           |           |           |         |                   |           |           |         |           |           |           |  |
| 21                                 |                               |           |           |           |         |                   |           |           |         |           |           |           |  |
| 22                                 |                               |           |           |           |         |                   |           |           |         |           |           |           |  |
| 23                                 |                               |           |           |           |         |                   |           |           |         |           |           |           |  |
| 24                                 |                               |           |           |           |         |                   |           |           |         |           |           |           |  |
| 25                                 |                               |           |           |           |         |                   |           |           |         |           |           |           |  |
| 26                                 |                               |           |           |           |         |                   |           |           |         |           |           |           |  |
| 27                                 |                               |           |           |           |         |                   |           |           |         |           |           |           |  |
| 28                                 |                               |           |           |           |         |                   |           |           |         |           |           |           |  |
| 29                                 |                               |           |           |           |         |                   |           |           |         |           |           |           |  |
| 30                                 |                               |           |           |           |         |                   |           |           |         |           |           |           |  |
| 31                                 |                               |           |           |           |         |                   |           |           |         |           |           |           |  |
| TOTAL                              |                               |           |           |           |         |                   |           |           |         |           |           |           |  |
| Previous                           |                               | Current   |           | Previous  |         | Current           |           | Previous  |         | Current   |           |           |  |
| Casual                             |                               | Sick      |           | Special   |         | Leave Without Pay |           |           |         |           |           |           |  |





# Sree Chaitanya Mahavidyalaya

Habra-Prafullanagar, North 24 Parganas, PIN -743468

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## DAILY ATTENDANCE REGISTER OF TEACHERS

For the Month of ..... 2020

| DATE              | January  |           |          | February |           |         | March    |           |          |         |           |         |          |           |         |
|-------------------|----------|-----------|----------|----------|-----------|---------|----------|-----------|----------|---------|-----------|---------|----------|-----------|---------|
|                   | Arrival  | Departure | Initial  | Arrival  | Departure | Initial | Arrival  | Departure | Initial  | Arrival | Departure | Initial | Arrival  | Departure | Initial |
| 1                 |          |           |          |          |           |         |          |           |          |         |           |         |          |           |         |
| 2                 |          |           |          |          |           |         |          |           |          |         |           |         |          |           |         |
| 3                 |          |           |          |          |           |         |          |           |          |         |           |         |          |           |         |
| 4                 |          |           |          |          |           |         |          |           |          |         |           |         |          |           |         |
| 5                 |          |           |          |          |           |         |          |           |          |         |           |         |          |           |         |
| 6                 |          |           |          |          |           |         |          |           |          |         |           |         |          |           |         |
| 7                 |          |           |          | U. 30    |           |         |          |           |          |         |           |         |          |           |         |
| 8                 |          |           |          |          |           |         |          |           |          |         |           |         |          |           |         |
| 9                 |          |           |          |          |           |         |          |           |          |         |           |         |          |           |         |
| 10                |          |           |          |          |           |         |          |           |          |         |           |         |          |           |         |
| 11                |          |           |          |          |           |         |          |           |          |         |           |         |          |           |         |
| 12                |          |           |          |          |           |         |          |           |          |         |           |         |          |           |         |
| 13                |          |           |          |          |           |         |          |           |          |         |           |         |          |           |         |
| 14                | U. 30    |           | PC       |          |           |         | U. 30    |           |          |         |           |         |          |           |         |
| 15                |          |           |          |          |           |         |          |           |          |         |           |         |          |           |         |
| 16                |          |           |          |          |           |         |          |           |          |         |           |         |          |           |         |
| 17                |          |           |          |          |           |         |          |           |          |         |           |         |          |           |         |
| 18                |          |           |          |          |           |         |          |           |          |         |           |         |          |           |         |
| 19                |          |           |          |          |           |         |          |           |          |         |           |         |          |           |         |
| 20                |          |           |          |          |           |         |          |           |          |         |           |         |          |           |         |
| 21                |          |           |          |          |           |         |          |           |          |         |           |         |          |           |         |
| 22                |          |           |          |          |           |         |          |           |          |         |           |         |          |           |         |
| 23                |          |           |          |          |           |         |          |           |          |         |           |         |          |           |         |
| 24                |          |           |          |          |           |         |          |           |          |         |           |         |          |           |         |
| 25                |          |           |          |          |           |         |          |           |          |         |           |         |          |           |         |
| 26                |          |           |          |          |           |         |          |           |          |         |           |         |          |           |         |
| 27                |          |           |          |          |           |         |          |           |          |         |           |         |          |           |         |
| 28                |          |           |          |          |           |         |          |           |          |         |           |         |          |           |         |
| 29                |          |           |          |          |           |         |          |           |          |         |           |         |          |           |         |
| 30                |          |           |          |          |           |         |          |           |          |         |           |         |          |           |         |
| 31                |          |           |          |          |           |         |          |           |          |         |           |         |          |           |         |
| <b>TOTAL</b>      | Previous | Current   | Previous | Current  | Previous  | Current | Previous | Current   | Previous | Current | Previous  | Current | Previous | Current   | Current |
| CASUAL LEAVE      |          |           |          |          |           |         |          |           |          |         |           |         |          |           |         |
| SICK LEAVE        |          |           |          |          |           |         |          |           |          |         |           |         |          |           |         |
| SPECIAL LEAVE     |          |           |          |          |           |         |          |           |          |         |           |         |          |           |         |
| LEAVE WITHOUT PAY |          |           |          |          |           |         |          |           |          |         |           |         |          |           |         |
| CHILD CARE LEAVE  |          |           |          |          |           |         |          |           |          |         |           |         |          |           |         |
| <b>TOTAL</b>      |          |           |          |          |           |         |          |           |          |         |           |         |          |           |         |

Full Holidays : 16 Holidays Working Days : Initials of Headmaster / Headmistress : *[Signature]*

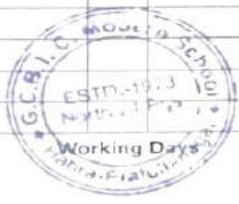


# Sree Chaitanya Mahavidyalaya

Habra-Prafullanagar, North 24 Parganas, PIN -743468

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| DAILY ATTENDANCE REGISTER OF TEACHERS |          |           |                |          |           |                |          |           |                                       |          |           |         |          |           |         |
|---------------------------------------|----------|-----------|----------------|----------|-----------|----------------|----------|-----------|---------------------------------------|----------|-----------|---------|----------|-----------|---------|
| For the Month of ..... 2022           |          |           |                |          |           |                |          |           |                                       |          |           |         |          |           |         |
| DATE                                  | February |           |                | February |           |                | February |           |                                       | March    |           |         | March    |           |         |
|                                       | Arrival  | Departure | Initial        | Arrival  | Departure | Initial        | Arrival  | Departure | Initial                               | Arrival  | Departure | Initial | Arrival  | Departure | Initial |
| 1                                     |          |           |                |          |           |                |          |           |                                       |          |           |         |          |           |         |
| 2                                     |          |           |                |          |           |                |          |           |                                       |          |           |         |          |           |         |
| 3                                     |          |           |                |          |           |                |          |           |                                       |          |           |         |          |           |         |
| 4                                     |          |           |                |          |           |                |          |           |                                       |          |           |         |          |           |         |
| 5                                     |          |           |                |          |           |                |          |           |                                       |          |           |         |          |           |         |
| 6                                     |          |           |                |          |           |                |          |           |                                       |          |           |         |          |           |         |
| 7                                     |          |           |                |          |           |                |          |           |                                       |          |           |         |          |           |         |
| 8                                     |          |           |                |          |           |                |          |           |                                       |          |           |         |          |           |         |
| 9                                     |          |           |                |          |           |                |          |           |                                       |          |           |         |          |           |         |
| 10                                    |          |           |                |          |           |                |          |           |                                       |          |           |         |          |           |         |
| 11                                    |          |           |                |          |           |                |          |           |                                       |          |           |         |          |           |         |
| 12                                    |          |           |                |          |           |                |          |           |                                       |          |           |         |          |           |         |
| 13                                    |          |           |                |          |           |                |          |           |                                       |          |           |         |          |           |         |
| 14                                    |          |           |                |          |           |                |          |           |                                       |          |           |         |          |           |         |
| 15                                    |          |           |                |          |           |                |          |           |                                       |          |           |         |          |           |         |
| 16                                    |          |           |                |          |           |                |          |           |                                       |          |           |         |          |           |         |
| 17                                    |          |           |                |          |           |                |          |           |                                       |          |           |         |          |           |         |
| 18                                    |          |           |                |          |           |                |          |           |                                       |          |           |         |          |           |         |
| 19                                    |          |           |                |          |           |                |          |           |                                       |          |           |         |          |           |         |
| 20                                    |          |           |                |          |           |                |          |           |                                       |          |           |         |          |           |         |
| 21                                    |          |           |                |          |           |                |          |           |                                       |          |           |         |          |           |         |
| 22                                    |          |           |                |          |           |                |          |           |                                       |          |           |         |          |           |         |
| 23                                    |          |           |                |          |           |                |          |           |                                       |          |           |         |          |           |         |
| 24                                    |          |           |                |          |           |                |          |           |                                       |          |           |         |          |           |         |
| 25                                    |          |           |                |          |           |                |          |           |                                       |          |           |         |          |           |         |
| 26                                    |          |           |                |          |           |                |          |           |                                       |          |           |         |          |           |         |
| 27                                    |          |           |                |          |           |                |          |           |                                       |          |           |         |          |           |         |
| 28                                    |          |           |                |          |           |                |          |           |                                       |          |           |         |          |           |         |
| 29                                    |          |           |                |          |           |                |          |           |                                       |          |           |         |          |           |         |
| 30                                    |          |           |                |          |           |                |          |           |                                       |          |           |         |          |           |         |
| 31                                    |          |           |                |          |           |                |          |           |                                       |          |           |         |          |           |         |
| TOTAL                                 |          |           |                |          |           |                |          |           |                                       |          |           |         |          |           |         |
|                                       | Previous | Current   |                | Previous | Current   |                | Previous | Current   |                                       | Previous | Current   |         | Previous | Current   |         |
| CASUAL                                |          |           |                |          |           |                |          |           |                                       |          |           |         |          |           |         |
| LEAVE                                 |          |           |                |          |           |                |          |           |                                       |          |           |         |          |           |         |
| ...                                   |          |           |                |          |           |                |          |           |                                       |          |           |         |          |           |         |
| TOTAL                                 |          |           |                |          |           |                |          |           |                                       |          |           |         |          |           |         |
| Full Holidays :                       |          |           | 1/2 Holidays : |          |           | Working Days : |          |           | Initials of Headmaster / Headmistress |          |           |         |          |           |         |



*[Handwritten Signature]*  
 Headmaster / Headmistress  
 B.T.C. Midterm School  
 Habra-Prafullanagar

*[Handwritten Signature]*  
 Principal  
 Sree Chaitanya Mahavidyalaya  
 Habra, Prafullanagar  
 24 Parganas (N)



# Sree Chaitanya Mahavidyalaya

Habra-Prafullanagar, North 24 Parganas, PIN -743468

Website: [www.sreechaitanyamahavidyalaya.ac.in](http://www.sreechaitanyamahavidyalaya.ac.in) Email ID: [srchma@gmail.com](mailto:srchma@gmail.com)

### DAILY ATTENDANCE REGISTER OF TEACHERS

For the Month of 2022

| DATE              | March    |           |          | March   |           |         | April    |           |          | April   |           |         | April    |           |          | April   |           |         |
|-------------------|----------|-----------|----------|---------|-----------|---------|----------|-----------|----------|---------|-----------|---------|----------|-----------|----------|---------|-----------|---------|
|                   | Arrival  | Departure | Initial  | Arrival | Departure | Initial | Arrival  | Departure | Initial  | Arrival | Departure | Initial | Arrival  | Departure | Initial  | Arrival | Departure | Initial |
| 1                 |          |           |          |         |           |         |          |           |          |         |           |         |          |           |          |         |           |         |
| 2                 |          |           |          |         |           |         |          |           |          |         |           |         |          |           |          |         |           |         |
| 3                 |          |           |          |         |           |         |          |           |          |         |           |         |          |           |          |         |           |         |
| 4                 |          |           |          |         |           |         |          |           |          |         |           |         |          |           |          |         |           |         |
| 5                 |          |           |          |         |           |         |          |           |          |         |           |         |          |           |          |         |           |         |
| 6                 |          |           |          |         |           |         |          |           |          |         |           |         |          |           |          |         |           |         |
| 7                 |          |           |          |         |           |         |          |           |          |         |           |         |          |           |          |         |           |         |
| 8                 |          |           |          |         |           |         |          |           |          |         |           |         |          |           |          |         |           |         |
| 9                 |          |           |          |         |           |         |          |           |          |         |           |         |          |           |          |         |           |         |
| 10                |          |           |          |         |           |         |          |           |          |         |           |         |          |           |          |         |           |         |
| 11                |          |           |          |         |           |         |          |           |          |         |           |         |          |           |          |         |           |         |
| 12                |          |           |          |         |           |         |          |           |          |         |           |         |          |           |          |         |           |         |
| 13                |          |           |          |         |           |         |          |           |          |         |           |         |          |           |          |         |           |         |
| 14                |          |           |          |         |           |         |          |           |          |         |           |         |          |           |          |         |           |         |
| 15                |          |           |          |         |           |         |          |           |          |         |           |         |          |           |          |         |           |         |
| 16                |          |           |          |         |           |         |          |           |          |         |           |         |          |           |          |         |           |         |
| 17                |          |           |          |         |           |         |          |           |          |         |           |         |          |           |          |         |           |         |
| 18                |          |           |          |         |           |         |          |           |          |         |           |         |          |           |          |         |           |         |
| 19                |          |           |          |         |           |         |          |           |          |         |           |         |          |           |          |         |           |         |
| 20                |          |           |          |         |           |         |          |           |          |         |           |         |          |           |          |         |           |         |
| 21                |          |           |          |         |           |         |          |           |          |         |           |         |          |           |          |         |           |         |
| 22                |          |           |          |         |           |         |          |           |          |         |           |         |          |           |          |         |           |         |
| 23                |          |           |          |         |           |         |          |           |          |         |           |         |          |           |          |         |           |         |
| 24                |          |           |          |         |           |         |          |           |          |         |           |         |          |           |          |         |           |         |
| 25                |          |           |          |         |           |         |          |           |          |         |           |         |          |           |          |         |           |         |
| 26                |          |           |          |         |           |         |          |           |          |         |           |         |          |           |          |         |           |         |
| 27                |          |           |          |         |           |         |          |           |          |         |           |         |          |           |          |         |           |         |
| 28                |          |           |          |         |           |         |          |           |          |         |           |         |          |           |          |         |           |         |
| 29                |          |           |          |         |           |         |          |           |          |         |           |         |          |           |          |         |           |         |
| 30                |          |           |          |         |           |         |          |           |          |         |           |         |          |           |          |         |           |         |
| 31                |          |           |          |         |           |         |          |           |          |         |           |         |          |           |          |         |           |         |
| <b>TOTAL</b>      | Previous | Current   | Previous | Current | Previous  | Current | Previous | Current   | Previous | Current | Previous  | Current | Previous | Current   | Previous | Current | Previous  | Current |
| CASUAL LEAVE      |          |           |          |         |           |         |          |           |          |         |           |         |          |           |          |         |           |         |
| SICK LEAVE        |          |           |          |         |           |         |          |           |          |         |           |         |          |           |          |         |           |         |
| SPECIAL LEAVE     |          |           |          |         |           |         |          |           |          |         |           |         |          |           |          |         |           |         |
| LEAVE WITHOUT PAY |          |           |          |         |           |         |          |           |          |         |           |         |          |           |          |         |           |         |
| CHILD CARE LEAVE  |          |           |          |         |           |         |          |           |          |         |           |         |          |           |          |         |           |         |
| <b>TOTAL</b>      |          |           |          |         |           |         |          |           |          |         |           |         |          |           |          |         |           |         |

Full Holidays : \_\_\_\_\_    1/2 Holidays : \_\_\_\_\_    Working Days : \_\_\_\_\_    Initials of Headmaster : \_\_\_\_\_



# Sree Chaitanya Mahavidyalaya

Habra-Prafullanagar, North 24 Parganas, PIN -743468

Website: [www.sreechaitanyamahavidyalaya.ac.in](http://www.sreechaitanyamahavidyalaya.ac.in) Email ID: [srchma@gmail.com](mailto:srchma@gmail.com)

## DAILY ATTENDANCE REGISTER OF TEACHERS

For the Month of ..... 2022

| DATE              | April    |           |         | July         |           |         | July           |           |         | July                                  |           |         | July     |           |         | July     |           |         |
|-------------------|----------|-----------|---------|--------------|-----------|---------|----------------|-----------|---------|---------------------------------------|-----------|---------|----------|-----------|---------|----------|-----------|---------|
|                   | Arrival  | Departure | Initial | Arrival      | Departure | Initial | Arrival        | Departure | Initial | Arrival                               | Departure | Initial | Arrival  | Departure | Initial | Arrival  | Departure | Initial |
|                   |          |           |         |              |           |         |                |           |         |                                       |           |         |          |           |         |          |           |         |
| 1                 |          |           |         |              |           |         |                |           |         |                                       |           |         |          |           |         |          |           |         |
| 2                 |          |           |         | H: 30        |           |         |                |           |         |                                       |           |         |          |           |         |          |           |         |
| 3                 |          |           |         |              |           |         |                |           |         |                                       |           |         |          |           |         |          |           |         |
| 4                 |          |           |         |              |           |         |                |           |         |                                       |           |         |          |           |         |          |           |         |
| 5                 |          |           |         |              |           |         |                |           |         |                                       |           |         |          |           |         |          |           |         |
| 6                 |          |           |         |              |           |         |                |           |         |                                       |           |         |          |           |         |          |           |         |
| 7                 |          |           |         |              |           |         |                |           |         |                                       |           |         |          |           |         |          |           |         |
| 8                 |          |           |         |              |           |         | H: 30          |           |         |                                       |           |         |          |           |         |          |           |         |
| 9                 |          |           |         |              |           |         |                |           |         |                                       |           |         |          |           |         |          |           |         |
| 10                |          |           |         |              |           |         |                |           |         |                                       |           |         |          |           |         |          |           |         |
| 11                |          |           |         |              |           |         |                |           |         |                                       |           |         |          |           |         |          |           |         |
| 12                |          |           |         |              |           |         |                |           |         |                                       |           |         |          |           |         |          |           |         |
| 13                |          |           |         |              |           |         |                |           |         |                                       |           |         |          |           |         |          |           |         |
| 14                |          |           |         |              |           |         |                |           | H: 30   |                                       |           |         |          |           |         |          |           |         |
| 15                |          |           |         |              |           |         |                |           |         |                                       |           |         |          |           |         |          |           |         |
| 16                |          |           |         |              |           |         |                |           |         |                                       |           |         |          |           |         |          |           |         |
| 17                |          |           |         |              |           |         |                |           |         |                                       |           |         |          |           |         |          |           |         |
| 18                |          |           |         |              |           |         |                |           |         |                                       |           |         |          |           |         |          |           |         |
| 19                |          |           |         |              |           |         |                |           |         |                                       |           |         |          |           |         |          |           |         |
| 20                |          |           |         |              |           |         |                |           |         |                                       |           |         |          |           |         |          |           |         |
| 21                |          |           |         |              |           |         |                |           |         |                                       |           |         |          |           |         |          |           |         |
| 22                |          |           |         |              |           |         |                |           |         |                                       |           |         | H: 30    |           |         |          |           |         |
| 23                |          |           |         |              |           |         |                |           |         |                                       |           |         |          |           |         |          |           |         |
| 24                |          |           |         |              |           |         |                |           |         |                                       |           |         |          |           |         |          |           |         |
| 25                |          |           |         |              |           |         |                |           |         |                                       |           |         |          |           |         |          |           |         |
| 26                |          |           |         |              |           |         |                |           |         |                                       |           |         |          |           |         |          |           |         |
| 27                |          |           |         |              |           |         |                |           |         |                                       |           |         |          |           |         |          |           |         |
| 28                | H: 30    |           |         |              |           |         |                |           |         |                                       |           |         |          |           |         |          |           |         |
| 29                |          |           |         |              |           |         |                |           |         |                                       |           |         | H: 30    |           |         |          |           |         |
| 30                |          |           |         |              |           |         |                |           |         |                                       |           |         |          |           |         |          |           |         |
| 31                |          |           |         |              |           |         |                |           |         |                                       |           |         |          |           |         |          |           |         |
| <b>TOTAL</b>      | Previous | Current   |         | Previous     | Current   |         | Previous       | Current   |         | Previous                              | Current   |         | Previous | Current   |         | Previous | Current   |         |
| CASUAL LEAVE      |          |           |         |              |           |         |                |           |         |                                       |           |         |          |           |         |          |           |         |
| SICK LEAVE        |          |           |         |              |           |         |                |           |         |                                       |           |         |          |           |         |          |           |         |
| EDUCATIONAL LEAVE |          |           |         |              |           |         |                |           |         |                                       |           |         |          |           |         |          |           |         |
| PROV. DM          |          |           |         |              |           |         |                |           |         |                                       |           |         |          |           |         |          |           |         |
| PROV. LEAVE       |          |           |         |              |           |         |                |           |         |                                       |           |         |          |           |         |          |           |         |
| <b>TOTAL</b>      |          |           |         |              |           |         |                |           |         |                                       |           |         |          |           |         |          |           |         |
| Full Holidays :   |          |           |         | ½ Holidays : |           |         | Working Days : |           |         | Initials of Headmaster / Headmistress |           |         |          |           |         |          |           |         |



Headmaster / Headmistress  
T.C. Mahapatra



# Sree Chaitanya Mahavidyalaya

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## DAILY ATTENDANCE REGISTER OF TEACHERS

For the Month of ..... 2022

| DATE              | August   |           |         | August   |           |         | August   |           |         | September |           |         | September |           |         |
|-------------------|----------|-----------|---------|----------|-----------|---------|----------|-----------|---------|-----------|-----------|---------|-----------|-----------|---------|
|                   | Arrival  | Departure | Initial | Arrival  | Departure | Initial | Arrival  | Departure | Initial | Arrival   | Departure | Initial | Arrival   | Departure | Initial |
|                   |          |           |         |          |           |         |          |           |         |           |           |         |           |           |         |
| 1                 |          |           |         |          |           |         |          |           |         |           |           |         |           |           |         |
| 2                 |          |           |         |          |           |         |          |           |         |           |           |         |           |           |         |
| 3                 |          |           |         |          |           |         |          |           |         |           |           |         |           |           |         |
| 4                 | H: 30    |           | K.D     |          |           |         |          |           |         |           |           |         |           |           |         |
| 5                 |          |           |         |          |           |         |          |           |         |           |           |         |           |           |         |
| 6                 |          |           |         |          |           |         |          |           |         |           |           |         |           |           |         |
| 7                 |          |           |         |          |           |         |          |           |         |           |           |         |           |           |         |
| 8                 |          |           |         |          |           |         |          |           |         |           |           |         |           |           |         |
| 9                 |          |           |         |          |           |         |          |           |         |           |           |         |           |           |         |
| 10                |          |           |         | BE       |           | S.C     |          |           |         |           |           |         |           |           |         |
| 11                |          |           |         |          |           |         |          |           |         |           |           |         |           |           |         |
| 12                |          |           |         |          |           |         |          |           |         |           |           |         |           |           |         |
| 13                |          |           |         |          |           |         |          |           |         |           |           |         |           |           |         |
| 14                |          |           |         |          |           |         |          |           |         |           |           |         |           |           |         |
| 15                |          |           |         |          |           |         |          |           |         |           |           |         |           |           |         |
| 16                |          |           |         |          |           |         | BE       |           | 82      |           |           |         |           |           |         |
| 17                |          |           |         |          |           |         |          |           |         |           |           |         |           |           |         |
| 18                |          |           |         |          |           |         |          |           |         |           |           |         |           |           |         |
| 19                |          |           |         |          |           |         |          |           |         |           |           |         |           |           |         |
| 20                |          |           |         |          |           |         |          |           |         |           |           |         |           |           |         |
| 21                |          |           |         |          |           |         |          |           |         |           |           |         |           |           |         |
| 22                |          |           |         |          |           |         |          |           |         |           |           |         |           |           |         |
| 23                |          |           |         |          |           |         |          |           |         |           |           |         |           |           |         |
| 24                |          |           |         |          |           |         |          |           |         |           |           |         |           |           |         |
| 25                |          |           |         |          |           |         |          |           |         |           |           |         |           |           |         |
| 26                |          |           |         |          |           |         |          |           |         |           |           |         |           |           |         |
| 27                |          |           |         |          |           |         |          |           |         |           |           |         |           |           |         |
| 28                |          |           |         |          |           |         |          |           |         |           |           |         |           |           |         |
| 29                |          |           |         |          |           |         |          |           |         |           |           |         |           |           |         |
| 30                |          |           |         |          |           |         |          |           |         |           |           |         |           |           |         |
| 31                |          |           |         |          |           |         |          |           |         |           |           |         |           |           |         |
| <b>TOTAL</b>      | Previous | Current   |         | Previous | Current   |         | Previous | Current   |         | Previous  | Current   |         | Previous  | Current   |         |
| CASUAL LEAVE      |          |           |         |          |           |         |          |           |         |           |           |         |           |           |         |
| SICK LEAVE        |          |           |         |          |           |         |          |           |         |           |           |         |           |           |         |
| SPECIAL LEAVE     |          |           |         |          |           |         |          |           |         |           |           |         |           |           |         |
| LEAVE WITHOUT PAY |          |           |         |          |           |         |          |           |         |           |           |         |           |           |         |
| CHILD CARE LEAVE  |          |           |         |          |           |         |          |           |         |           |           |         |           |           |         |
| <b>TOTAL</b>      |          |           |         |          |           |         |          |           |         |           |           |         |           |           |         |

Full Holidays :      1/2 Holidays :      Working Days :      Initials of Headmaster / Headmistress :



*Handwritten signature and initials of the Headmaster/Headmistress.*



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## DAILY ATTENDANCE REGISTER OF TEACHERS

For the Month of .....20

| DATE         | Initial |           | Initial |           | Initial |           | Initial |           | Initial |           | Initial |           | Initial |           | Initial |           | Initial |           |  |  |
|--------------|---------|-----------|---------|-----------|---------|-----------|---------|-----------|---------|-----------|---------|-----------|---------|-----------|---------|-----------|---------|-----------|--|--|
|              | Arrival | Departure | Arrival | Departure | Arrival | Departure | Arrival | Departure | Arrival | Departure | Arrival | Departure | Arrival | Departure | Arrival | Departure | Arrival | Departure |  |  |
| 1            |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |  |  |
| 2            |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |  |  |
| 3            |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |  |  |
| 4            |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |  |  |
| 5            |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |  |  |
| 6            |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |  |  |
| 7            |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |  |  |
| 8            |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |  |  |
| 9            |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |  |  |
| 10           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |  |  |
| 11           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |  |  |
| 12           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |  |  |
| 13           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |  |  |
| 14           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |  |  |
| 15           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |  |  |
| 16           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |  |  |
| 17           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |  |  |
| 18           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |  |  |
| 19           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |  |  |
| 20           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |  |  |
| 21           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |  |  |
| 22           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |  |  |
| 23           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |  |  |
| 24           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |  |  |
| 25           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |  |  |
| 26           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |  |  |
| 27           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |  |  |
| 28           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |  |  |
| 29           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |  |  |
| 30           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |  |  |
| 31           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |  |  |
| <b>TOTAL</b> |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |  |  |

## DAILY ATTENDANCE REGISTER OF TEACHERS

For the Month of .....2023

| DATE         | Initial |           | Initial |           | Initial |           | Initial |           | Initial |           | Initial |           | Initial |           | Initial |           | Initial |           | Initial |           |  |  |
|--------------|---------|-----------|---------|-----------|---------|-----------|---------|-----------|---------|-----------|---------|-----------|---------|-----------|---------|-----------|---------|-----------|---------|-----------|--|--|
|              | Arrival | Departure | Arrival | Departure | Arrival | Departure | Arrival | Departure | Arrival | Departure | Arrival | Departure | Arrival | Departure | Arrival | Departure | Arrival | Departure | Arrival | Departure |  |  |
| 1            |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |  |  |
| 2            |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |  |  |
| 3            |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |  |  |
| 4            |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |  |  |
| 5            |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |  |  |
| 6            |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |  |  |
| 7            |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |  |  |
| 8            |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |  |  |
| 9            |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |  |  |
| 10           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |  |  |
| 11           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |  |  |
| 12           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |  |  |
| 13           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |  |  |
| 14           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |  |  |
| 15           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |  |  |
| 16           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |  |  |
| 17           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |  |  |
| 18           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |  |  |
| 19           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |  |  |
| 20           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |  |  |
| 21           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |  |  |
| 22           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |  |  |
| 23           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |  |  |
| 24           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |  |  |
| 25           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |  |  |
| 26           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |  |  |
| 27           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |  |  |
| 28           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |  |  |
| 29           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |  |  |
| 30           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |  |  |
| 31           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |  |  |
| <b>TOTAL</b> |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |         |           |  |  |

Principal  
Sree Chaitanya Mahavidyalaya  
Habra, Prafullanagar  
24 Parganas (N)



# Sree Chaitanya Mahavidyalaya

Habra-Prafullanagar, North 24 Parganas, PIN -743468

Website: [www.sreechaitanyamahavidyalaya.ac.in](http://www.sreechaitanyamahavidyalaya.ac.in) Email ID: [srchma@gmail.com](mailto:srchma@gmail.com)

## DAILY ATTENDANCE REGISTER OF TEACHERS

For the Month of.....2023

| DATE            | September |           |          | September |           |         | September |           |          | NOVEMBER |           |         | NOVEMBER |           |         |
|-----------------|-----------|-----------|----------|-----------|-----------|---------|-----------|-----------|----------|----------|-----------|---------|----------|-----------|---------|
|                 | Arrival   | Departure | Initial  | Arrival   | Departure | Initial | Arrival   | Departure | Initial  | Arrival  | Departure | Initial | Arrival  | Departure | Initial |
|                 |           |           |          |           |           |         |           |           |          |          |           |         |          |           |         |
| 1               |           |           |          |           |           |         |           |           |          |          |           |         |          |           |         |
| 2               | 11        |           | P.B      |           |           |         |           |           |          |          |           |         |          |           |         |
| 3               |           |           |          |           |           |         |           |           |          |          |           |         |          |           |         |
| 4               |           |           |          |           |           |         |           |           |          |          |           |         |          |           |         |
| 5               |           |           |          |           |           |         |           |           |          |          |           |         |          |           |         |
| 6               |           |           |          |           |           |         |           |           |          |          |           |         |          |           |         |
| 7               |           |           |          |           |           |         |           |           |          |          |           |         |          |           |         |
| 8               |           |           |          |           |           |         |           |           |          |          |           |         |          |           |         |
| 9               |           |           |          |           |           |         |           |           |          |          |           |         |          |           |         |
| 10              |           |           |          |           |           |         |           |           |          |          |           |         |          |           |         |
| 11              |           |           |          |           |           |         |           |           |          |          |           |         |          |           |         |
| 12              |           |           |          |           |           |         |           |           |          |          |           |         |          |           |         |
| 13              |           |           |          |           |           |         |           |           |          |          |           |         |          |           |         |
| 14              |           |           |          |           |           |         |           |           |          |          |           |         |          |           |         |
| 15              |           |           |          |           |           |         |           |           |          |          |           |         |          |           |         |
| 16              |           |           |          |           |           |         |           |           |          |          |           |         |          |           |         |
| 17              |           |           |          |           |           |         |           |           |          |          |           |         |          |           |         |
| 18              |           |           |          |           |           |         |           |           |          |          |           |         |          |           |         |
| 19              |           |           |          |           |           |         |           |           |          |          |           |         |          |           |         |
| 20              |           |           |          |           |           |         |           |           |          |          |           |         |          |           |         |
| 21              |           |           |          |           |           |         |           |           |          |          |           |         |          |           |         |
| 22              |           |           |          |           |           |         |           |           |          |          |           |         |          |           |         |
| 23              |           |           |          |           |           |         |           |           |          |          |           |         |          |           |         |
| 24              |           |           |          |           |           |         |           |           |          |          |           |         |          |           |         |
| 25              |           |           |          |           |           |         |           |           |          |          |           |         |          |           |         |
| 26              |           |           |          |           |           |         |           |           |          |          |           |         |          |           |         |
| 27              |           |           |          |           |           |         |           |           |          |          |           |         |          |           |         |
| 28              |           |           |          |           |           |         |           |           |          |          |           |         |          |           |         |
| 29              |           |           |          |           |           |         |           |           |          |          |           |         |          |           |         |
| 30              |           |           |          |           |           |         |           |           |          |          |           |         |          |           |         |
| 31              |           |           |          |           |           |         |           |           |          |          |           |         |          |           |         |
| TOTAL           |           |           |          |           |           |         |           |           |          |          |           |         |          |           |         |
| CASUAL LEAVE    | Previous  | Current   | Previous | Current   | Previous  | Current | Previous  | Current   | Previous | Current  | Previous  | Current |          |           |         |
| SICK LEAVE      |           |           |          |           |           |         |           |           |          |          |           |         |          |           |         |
| SPECIAL LEAVE   |           |           |          |           |           |         |           |           |          |          |           |         |          |           |         |
| UNPAID LEAVE    |           |           |          |           |           |         |           |           |          |          |           |         |          |           |         |
| PROLONGED LEAVE |           |           |          |           |           |         |           |           |          |          |           |         |          |           |         |
| TOTAL           |           |           |          |           |           |         |           |           |          |          |           |         |          |           |         |



Initials of Headmaster / Headmistress :

Full Holidays : \_\_\_\_\_ Working Days : \_\_\_\_\_



# Sree Chaitanya Mahavidyalaya

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## DAILY ATTENDANCE REGISTER OF TEACHERS

For the Month of ..... 2023

| DATE              | July     |           |          | July    |           |         | August   |           |          | August  |           |         | August   |           |          | August  |           |         |
|-------------------|----------|-----------|----------|---------|-----------|---------|----------|-----------|----------|---------|-----------|---------|----------|-----------|----------|---------|-----------|---------|
|                   | Arrival  | Departure | Initial  | Arrival | Departure | Initial | Arrival  | Departure | Initial  | Arrival | Departure | Initial | Arrival  | Departure | Initial  | Arrival | Departure | Initial |
| 1                 |          |           |          |         |           |         |          |           |          |         |           |         |          |           |          |         |           |         |
| 2                 |          |           |          |         |           |         |          |           |          |         |           |         |          |           |          |         |           |         |
| 3                 |          |           |          |         |           |         |          |           |          |         |           |         |          |           |          |         |           |         |
| 4                 |          |           |          |         |           |         |          |           |          |         |           |         |          |           |          |         |           |         |
| 5                 |          |           |          |         |           |         |          |           |          |         |           |         |          |           |          |         |           |         |
| 6                 |          |           |          |         |           |         |          |           |          |         |           |         |          |           |          |         |           |         |
| 7                 |          |           |          |         |           |         |          |           |          |         |           |         |          |           |          |         |           |         |
| 8                 |          |           |          |         |           |         |          |           |          |         |           |         |          |           |          |         |           |         |
| 9                 |          |           |          |         |           |         |          |           |          |         |           |         |          |           |          |         |           |         |
| 10                |          |           |          |         |           |         |          |           |          |         |           |         |          |           |          |         |           |         |
| 11                |          |           |          |         |           |         |          |           |          |         |           |         |          |           |          |         |           |         |
| 12                |          |           |          |         |           |         |          |           |          |         |           |         |          |           |          |         |           |         |
| 13                |          |           |          |         |           |         |          |           |          |         |           |         |          |           |          |         |           |         |
| 14                |          |           |          |         |           |         |          |           |          |         |           |         |          |           |          |         |           |         |
| 15                |          |           |          |         |           |         |          |           |          |         |           |         |          |           |          |         |           |         |
| 16                |          |           |          |         |           |         |          |           |          |         |           |         |          |           |          |         |           |         |
| 17                |          |           |          |         |           |         |          |           |          |         |           |         |          |           |          |         |           |         |
| 18                |          |           |          |         |           |         |          |           |          |         |           |         |          |           |          |         |           |         |
| 19                |          |           |          |         |           |         |          |           |          |         |           |         |          |           |          |         |           |         |
| 20                | LL<br>30 |           | MS       |         |           |         |          |           |          |         |           |         |          |           |          |         |           |         |
| 21                |          |           |          |         |           |         |          |           |          |         |           |         |          |           |          |         |           |         |
| 22                |          |           |          |         |           |         |          |           |          |         |           |         |          |           |          |         |           |         |
| 23                |          |           |          |         |           |         |          |           |          |         |           |         |          |           |          |         |           |         |
| 24                |          |           |          |         |           |         |          |           |          |         |           |         |          |           |          |         |           |         |
| 25                |          |           |          |         |           |         |          |           |          |         |           |         |          |           |          |         |           |         |
| 26                |          |           |          |         |           |         |          |           |          |         |           |         |          |           |          |         |           |         |
| 27                |          |           |          |         |           |         |          |           |          |         |           |         |          |           |          |         |           |         |
| 28                |          |           |          |         |           |         |          |           |          |         |           |         |          |           |          |         |           |         |
| 29                |          |           |          |         |           |         |          |           |          |         |           |         |          |           |          |         |           |         |
| 30                |          |           |          |         |           |         |          |           |          |         |           |         |          |           |          |         |           |         |
| 31                |          |           |          |         |           |         |          |           |          |         |           |         |          |           |          |         |           |         |
| TOTAL             | Previous | Current   | Previous | Current | Previous  | Current | Previous | Current   | Previous | Current | Previous  | Current | Previous | Current   | Previous | Current | Previous  | Current |
| CASUAL LEAVE      |          |           |          |         |           |         |          |           |          |         |           |         |          |           |          |         |           |         |
| SICK LEAVE        |          |           |          |         |           |         |          |           |          |         |           |         |          |           |          |         |           |         |
| SPECIAL LEAVE     |          |           |          |         |           |         |          |           |          |         |           |         |          |           |          |         |           |         |
| LEAVE WITHOUT PAY |          |           |          |         |           |         |          |           |          |         |           |         |          |           |          |         |           |         |
| CHILD CARE LEAVE  |          |           |          |         |           |         |          |           |          |         |           |         |          |           |          |         |           |         |
| TOTAL             |          |           |          |         |           |         |          |           |          |         |           |         |          |           |          |         |           |         |



Full Holidays : ..... Working Days : ..... Initials of Headmaster / Headmistress : .....





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## DAILY ATTENDANCE REGISTER OF TEACHERS

For the Month of ..... 2023

|                 |                      | March               |                      |                | April                |          |                      | April                                   |                      |          | July                 |          |                      | July      |                      |         |                      |  |  |
|-----------------|----------------------|---------------------|----------------------|----------------|----------------------|----------|----------------------|---|----------------------|----------|----------------------|----------|----------------------|-----------|----------------------|---------|----------------------|--|--|
|                 |                      | Ankita Bhattacharya |                      |                | Amitara Das          |          |                      | Bula Dey                                |                      |          | Anwesha Chattarodhya |          |                      | Repon Roy |                      |         | Namrata Chattacharya |  |  |
| DATE            | Arrival<br>Departure | Initial             | Arrival<br>Departure | Initial        | Arrival<br>Departure | Initial  | Arrival<br>Departure | Initial                                 | Arrival<br>Departure | Initial  | Arrival<br>Departure | Initial  | Arrival<br>Departure | Initial   | Arrival<br>Departure | Initial |                      |  |  |
| 1               |                      |                     |                      |                |                      |          |                      |   |                      |          |                      |          |                      |           |                      |         |                      |  |  |
| 2               |                      |                     |                      |                |                      |          |                      |   |                      |          |                      |          |                      |           |                      |         |                      |  |  |
| 3               |                      |                     |                      |                |                      |          |                      |   |                      |          |                      |          |                      |           |                      |         |                      |  |  |
| 4               |                      |                     |                      |                |                      |          |                      |   |                      |          |                      |          |                      |           |                      |         |                      |  |  |
| 5               |                      |                     |                      |                |                      |          |                      |   |                      |          |                      |          |                      |           |                      |         |                      |  |  |
| 6               |                      |                     |                      |                |                      |          |                      |   |                      |          |                      |          |                      |           |                      |         |                      |  |  |
| 7               |                      |                     |                      |                |                      |          |                      |   |                      |          |                      |          |                      |           |                      |         |                      |  |  |
| 8               |                      |                     |                      |                |                      |          |                      |   |                      |          |                      |          |                      |           |                      |         |                      |  |  |
| 9               |                      |                     |                      |                |                      |          |                      |   |                      |          |                      |          |                      |           |                      |         |                      |  |  |
| 10              |                      |                     |                      |                |                      |          |                      |   |                      |          |                      |          |                      |           |                      |         |                      |  |  |
| 11              |                      |                     |                      |                |                      |          |                      |   |                      |          |                      |          |                      |           |                      |         |                      |  |  |
| 12              |                      |                     |                      |                |                      |          |                      |   |                      |          |                      |          |                      |           |                      |         |                      |  |  |
| 13              |                      |                     |                      |                |                      |          |                      |   |                      |          |                      |          |                      |           |                      |         |                      |  |  |
| 14              |                      |                     |                      |                |                      |          |                      |   |                      |          |                      |          |                      |           |                      |         |                      |  |  |
| 15              |                      |                     |                      |                |                      |          |                      |   |                      |          |                      |          |                      |           |                      |         |                      |  |  |
| 16              |                      |                     |                      |                |                      |          |                      |   |                      |          |                      |          |                      |           |                      |         |                      |  |  |
| 17              |                      |                     |                      |                |                      |          |                      |   |                      |          |                      |          |                      |           |                      |         |                      |  |  |
| 18              |                      |                     |                      |                |                      |          |                      |   |                      |          |                      |          |                      |           |                      |         |                      |  |  |
| 19              |                      |                     |                      |                |                      |          |                      |   |                      |          |                      |          |                      |           |                      |         |                      |  |  |
| 20              |                      |                     |                      |                |                      |          |                      |   |                      |          |                      |          |                      |           |                      |         |                      |  |  |
| 21              |                      |                     |                      |                |                      |          |                      |   |                      |          |                      |          |                      |           |                      |         |                      |  |  |
| 22              |                      |                     |                      |                |                      |          |                      |   |                      |          |                      |          |                      |           |                      |         |                      |  |  |
| 23              |                      |                     |                      |                |                      |          |                      |   |                      |          |                      |          |                      |           |                      |         |                      |  |  |
| 24              |                      |                     |                      |                |                      |          |                      |   |                      |          |                      |          |                      |           |                      |         |                      |  |  |
| 25              |                      |                     |                      |                |                      |          |                      |   |                      |          |                      |          |                      |           |                      |         |                      |  |  |
| 26              |                      |                     |                      |                |                      |          |                      |   |                      |          |                      |          |                      |           |                      |         |                      |  |  |
| 27              |                      |                     |                      |                |                      |          |                      |   |                      |          |                      |          |                      |           |                      |         |                      |  |  |
| 28              |                      |                     |                      |                |                      |          |                      |   |                      |          |                      |          |                      |           |                      |         |                      |  |  |
| 29              |                      |                     |                      |                |                      |          |                      |   |                      |          |                      |          |                      |           |                      |         |                      |  |  |
| 30              |                      |                     |                      |                |                      |          |                      |   |                      |          |                      |          |                      |           |                      |         |                      |  |  |
| 31              |                      |                     |                      |                |                      |          |                      |   |                      |          |                      |          |                      |           |                      |         |                      |  |  |
| <b>TOTAL</b>    |                      | Previous            | Current              | Previous       | Current              | Previous | Current              | Previous                                | Current              | Previous | Current              | Previous | Current              | Previous  | Current              | Current |                      |  |  |
| CASUAL LEAVE    |                      |                     |                      |                |                      |          |                      |   |                      |          |                      |          |                      |           |                      |         |                      |  |  |
| SICK LEAVE      |                      |                     |                      |                |                      |          |                      |   |                      |          |                      |          |                      |           |                      |         |                      |  |  |
| SPECIAL LEAVE   |                      |                     |                      |                |                      |          |                      |   |                      |          |                      |          |                      |           |                      |         |                      |  |  |
| LEAVE TRANSFER  |                      |                     |                      |                |                      |          |                      |   |                      |          |                      |          |                      |           |                      |         |                      |  |  |
| PROV. LEAVE     |                      |                     |                      |                |                      |          |                      |   |                      |          |                      |          |                      |           |                      |         |                      |  |  |
| <b>TOTAL</b>    |                      |                     |                      |                |                      |          |                      |   |                      |          |                      |          |                      |           |                      |         |                      |  |  |
| Full Holidays : |                      | 1/2 Holidays :      |                      | Working Days : |                      |          |                      | Initials of Headmaster / Headmistress : |                      |          |                      |          |                      |           |                      |         |                      |  |  |



Principal  
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## DAILY ATTENDANCE REGISTER OF TEACHERS

For the Month of ..... 2023

| DATE              | February |           |         | February |           |         | March    |           |         | March    |           |         | March    |           |         | March    |           |         |
|-------------------|----------|-----------|---------|----------|-----------|---------|----------|-----------|---------|----------|-----------|---------|----------|-----------|---------|----------|-----------|---------|
|                   | Arrival  | Departure | Initial | Arrival  | Departure | Initial | Arrival  | Departure | Initial | Arrival  | Departure | Initial | Arrival  | Departure | Initial | Arrival  | Departure | Initial |
|                   |          |           |         |          |           |         |          |           |         |          |           |         |          |           |         |          |           |         |
| 1                 |          |           |         |          |           |         |          |           |         |          |           |         |          |           |         |          |           |         |
| 2                 |          |           |         |          |           |         |          |           |         |          |           |         |          |           |         |          |           |         |
| 3                 |          |           |         |          |           |         |          |           |         |          |           |         |          |           |         |          |           |         |
| 4                 |          |           |         |          |           |         |          |           |         |          |           |         |          |           |         |          |           |         |
| 5                 |          |           |         |          |           |         |          |           |         |          |           |         |          |           |         |          |           |         |
| 6                 |          |           |         |          |           |         |          |           |         |          |           |         |          |           |         |          |           |         |
| 7                 |          |           |         |          |           |         |          |           |         |          |           |         |          |           |         |          |           |         |
| 8                 |          |           |         |          |           |         |          |           |         |          |           |         |          |           |         |          |           |         |
| 9                 |          |           |         |          |           |         |          |           |         |          |           |         |          |           |         |          |           |         |
| 10                |          |           |         |          |           |         |          |           |         |          |           |         |          |           |         |          |           |         |
| 11                |          |           |         |          |           |         |          |           |         |          |           |         |          |           |         |          |           |         |
| 12                |          |           |         |          |           |         |          |           |         |          |           |         |          |           |         |          |           |         |
| 13                |          |           |         |          |           |         |          |           |         |          |           |         |          |           |         |          |           |         |
| 14                |          |           |         |          |           |         |          |           |         |          |           |         |          |           |         |          |           |         |
| 15                |          |           |         |          |           |         |          |           |         |          |           |         |          |           |         |          |           |         |
| 16                |          |           |         |          |           |         |          |           |         |          |           |         |          |           |         |          |           |         |
| 17                |          |           |         |          |           |         |          |           |         |          |           |         |          |           |         |          |           |         |
| 18                |          |           |         |          |           |         |          |           |         |          |           |         |          |           |         |          |           |         |
| 19                |          |           |         |          |           |         |          |           |         |          |           |         |          |           |         |          |           |         |
| 20                |          |           |         |          |           |         |          |           |         |          |           |         |          |           |         |          |           |         |
| 21                |          |           |         |          |           |         |          |           |         |          |           |         |          |           |         |          |           |         |
| 22                |          |           |         |          |           |         |          |           |         |          |           |         |          |           |         |          |           |         |
| 23                |          |           |         |          |           |         |          |           |         |          |           |         |          |           |         |          |           |         |
| 24                |          |           |         |          |           |         |          |           |         |          |           |         |          |           |         |          |           |         |
| 25                |          |           |         |          |           |         |          |           |         |          |           |         |          |           |         |          |           |         |
| 26                |          |           |         |          |           |         |          |           |         |          |           |         |          |           |         |          |           |         |
| 27                |          |           |         |          |           |         |          |           |         |          |           |         |          |           |         |          |           |         |
| 28                |          |           |         |          |           |         |          |           |         |          |           |         |          |           |         |          |           |         |
| 29                |          |           |         |          |           |         |          |           |         |          |           |         |          |           |         |          |           |         |
| 30                |          |           |         |          |           |         |          |           |         |          |           |         |          |           |         |          |           |         |
| 31                |          |           |         |          |           |         |          |           |         |          |           |         |          |           |         |          |           |         |
| <b>TOTAL</b>      | Previous | Current   |         | Previous | Current   |         | Previous | Current   |         | Previous | Current   |         | Previous | Current   |         | Previous | Current   |         |
| CASUAL LEAVE      |          |           |         |          |           |         |          |           |         |          |           |         |          |           |         |          |           |         |
| SICK LEAVE        |          |           |         |          |           |         |          |           |         |          |           |         |          |           |         |          |           |         |
| SPECIAL LEAVE     |          |           |         |          |           |         |          |           |         |          |           |         |          |           |         |          |           |         |
| LEAVE WITHOUT PAY |          |           |         |          |           |         |          |           |         |          |           |         |          |           |         |          |           |         |
| CHILD CARE LEAVE  |          |           |         |          |           |         |          |           |         |          |           |         |          |           |         |          |           |         |
| <b>TOTAL</b>      |          |           |         |          |           |         |          |           |         |          |           |         |          |           |         |          |           |         |

Full Holidays : ..... Holidays : ..... Working Days : ..... Initials of Headmaster / Headmistress : .....



# Sree Chaitanya Mahavidyalaya

Habra-Prafullanagar, North 24 Parganas, PIN -743468

Website: [www.sreechaitanyamahavidyalaya.ac.in](http://www.sreechaitanyamahavidyalaya.ac.in) Email ID: [srchma@gmail.com](mailto:srchma@gmail.com)

## DAILY ATTENDANCE REGISTER OF TEACHERS

For the Month of ..... 2023

| DATE          | January |           |         | January |           |         | January |           |         | February |           |         | February |           |         |
|---------------|---------|-----------|---------|---------|-----------|---------|---------|-----------|---------|----------|-----------|---------|----------|-----------|---------|
|               | Arrival | Departure | Initial | Arrival | Departure | Initial | Arrival | Departure | Initial | Arrival  | Departure | Initial | Arrival  | Departure | Initial |
| 1             |         |           |         |         |           |         |         |           |         |          |           |         |          |           |         |
| 2             |         |           |         |         |           |         |         |           |         |          |           |         |          |           |         |
| 3             |         |           |         |         |           |         |         |           |         |          |           |         |          |           |         |
| 4             |         |           |         |         |           |         |         |           |         |          |           |         |          |           |         |
| 5             |         |           |         |         |           |         |         |           |         |          |           |         |          |           |         |
| 6             |         |           |         |         |           |         |         |           |         |          |           |         |          |           |         |
| 7             |         |           |         |         |           |         |         |           |         |          |           |         |          |           |         |
| 8             |         |           |         |         |           |         |         |           |         |          |           |         |          |           |         |
| 9             |         |           |         |         |           |         |         |           |         |          |           |         |          |           |         |
| 10            |         |           |         |         |           |         |         |           |         |          |           |         |          |           |         |
| 11            |         |           |         |         |           |         |         |           |         |          |           |         |          |           |         |
| 12            |         |           |         |         |           |         |         |           |         |          |           |         |          |           |         |
| 13            |         |           |         |         |           |         |         |           |         |          |           |         |          |           |         |
| 14            |         |           |         |         |           |         |         |           |         |          |           |         |          |           |         |
| 15            |         |           |         |         |           |         |         |           |         |          |           |         |          |           |         |
| 16            |         |           |         |         |           |         |         |           |         |          |           |         |          |           |         |
| 17            |         |           |         |         |           |         |         |           |         |          |           |         |          |           |         |
| 18            |         |           |         |         |           |         |         |           |         |          |           |         |          |           |         |
| 19            |         |           |         |         |           |         |         |           |         |          |           |         |          |           |         |
| 20            |         |           |         |         |           |         |         |           |         |          |           |         |          |           |         |
| 21            |         |           |         |         |           |         |         |           |         |          |           |         |          |           |         |
| 22            |         |           |         |         |           |         |         |           |         |          |           |         |          |           |         |
| 23            |         |           |         |         |           |         |         |           |         |          |           |         |          |           |         |
| 24            |         |           |         |         |           |         |         |           |         |          |           |         |          |           |         |
| 25            |         |           |         |         |           |         |         |           |         |          |           |         |          |           |         |
| 26            |         |           |         |         |           |         |         |           |         |          |           |         |          |           |         |
| 27            |         |           |         |         |           |         |         |           |         |          |           |         |          |           |         |
| 28            |         |           |         |         |           |         |         |           |         |          |           |         |          |           |         |
| 29            |         |           |         |         |           |         |         |           |         |          |           |         |          |           |         |
| 30            |         |           |         |         |           |         |         |           |         |          |           |         |          |           |         |
| 31            |         |           |         |         |           |         |         |           |         |          |           |         |          |           |         |
| TOTAL         |         |           |         |         |           |         |         |           |         |          |           |         |          |           |         |
| CASUAL LEAVE  |         |           |         |         |           |         |         |           |         |          |           |         |          |           |         |
| SICK LEAVE    |         |           |         |         |           |         |         |           |         |          |           |         |          |           |         |
| SPECIAL LEAVE |         |           |         |         |           |         |         |           |         |          |           |         |          |           |         |
| LEAVE         |         |           |         |         |           |         |         |           |         |          |           |         |          |           |         |
| TOTAL         |         |           |         |         |           |         |         |           |         |          |           |         |          |           |         |

Full Holidays : ..... Holidays : ..... Working Days : ..... Initials of Headmaster / Headmistress : .....



Handwritten signature and stamp of the Headmaster/Headmistress.



# Sree Chaitanya Mahavidyalaya

Habra-Prafullanagar, North 24 Parganas, PIN -743468

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## DAILY ATTENDANCE REGISTER OF TEACHERS

For the Month of December 2022

| DATE              | December |           |              | December |           |                |          |           |   |         |           |         |          |           |          |
|-------------------|----------|-----------|--------------|----------|-----------|----------------|----------|-----------|---|---------|-----------|---------|----------|-----------|----------|
|                   | Arise    | Departure | Initial      | Arise    | Departure | Initial        | Arise    | Departure | Initial                                 | Arise   | Departure | Initial | Arise    | Departure | Initial  |
| 1                 |          |           |              |          |           |                |          |           |   |         |           |         |          |           |          |
| 2                 |          |           |              |          |           |                |          |           |   |         |           |         |          |           |          |
| 3                 |          |           |              |          |           |                |          |           |   |         |           |         |          |           |          |
| 4                 |          |           |              |          |           |                |          |           |   |         |           |         |          |           |          |
| 5                 |          |           |              |          |           |                |          |           |   |         |           |         |          |           |          |
| 6                 |          |           |              |          |           |                |          |           |   |         |           |         |          |           |          |
| 7                 |          |           |              |          |           |                |          |           |   |         |           |         |          |           |          |
| 8                 |          |           |              |          |           |                |          |           |   |         |           |         |          |           |          |
| 9                 | 11:30    |           | R            |          |           |                |          |           |   |         |           |         |          |           |          |
| 10                |          |           |              |          |           |                |          |           |   |         |           |         |          |           |          |
| 11                |          |           |              |          |           |                |          |           |   |         |           |         |          |           |          |
| 12                |          |           |              |          |           |                |          |           |   |         |           |         |          |           |          |
| 13                |          |           |              |          |           |                |          |           |   |         |           |         |          |           |          |
| 14                |          |           |              |          |           |                |          |           |   |         |           |         |          |           |          |
| 15                |          |           |              |          |           |                |          |           |   |         |           |         |          |           |          |
| 16                |          |           |              | 11:30    |           | S.L            |          |           |   |         |           |         |          |           |          |
| 17                |          |           |              |          |           |                |          |           |   |         |           |         |          |           |          |
| 18                |          |           |              |          |           |                |          |           |   |         |           |         |          |           |          |
| 19                |          |           |              |          |           |                |          |           |   |         |           |         |          |           |          |
| 20                |          |           |              |          |           |                |          |           |   |         |           |         |          |           |          |
| 21                |          |           |              |          |           |                |          |           |   |         |           |         |          |           |          |
| 22                |          |           |              |          |           |                |          |           |   |         |           |         |          |           |          |
| 23                |          |           |              |          |           |                |          |           |   |         |           |         |          |           |          |
| 24                |          |           |              |          |           |                |          |           |   |         |           |         |          |           |          |
| 25                |          |           |              |          |           |                |          |           |   |         |           |         |          |           |          |
| 26                |          |           |              |          |           |                |          |           |   |         |           |         |          |           |          |
| 27                |          |           |              |          |           |                |          |           |   |         |           |         |          |           |          |
| 28                |          |           |              |          |           |                |          |           |   |         |           |         |          |           |          |
| 29                |          |           |              |          |           |                |          |           |   |         |           |         |          |           |          |
| 30                |          |           |              |          |           |                |          |           |   |         |           |         |          |           |          |
| 31                |          |           |              |          |           |                |          |           |   |         |           |         |          |           |          |
| <b>TOTAL</b>      | Previous | Current   | Previous     | Current  | Previous  | Current        | Previous | Current   | Previous                                | Current | Previous  | Current | Previous | Current   | Previous |
| CASUAL LEAVE      |          |           |              |          |           |                |          |           |   |         |           |         |          |           |          |
| SICK LEAVE        |          |           |              |          |           |                |          |           |   |         |           |         |          |           |          |
| SPECIAL LEAVE     |          |           |              |          |           |                |          |           |   |         |           |         |          |           |          |
| LEAVE WITHOUT PAY |          |           |              |          |           |                |          |           |   |         |           |         |          |           |          |
| CHILD CARE LEAVE  |          |           |              |          |           |                |          |           |   |         |           |         |          |           |          |
| <b>TOTAL</b>      |          |           |              |          |           |                |          |           |   |         |           |         |          |           |          |
| Full Holidays :   |          |           | ½ Holidays : |          |           | Working Days : |          |           | Initials of Headmaster / Headmistress : |         |           |         |          |           |          |



# Sree Chaitanya Mahavidyalaya

Habra-Prafullanagar, North 24 Parganas, PIN -743468

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## DAILY ATTENDANCE REGISTER OF TEACHERS

For the Month of ..... 2022

| DATE              | September  |           | September         |           | September             |           | November    |           | November   |           | December      |           |
|-------------------|------------|-----------|-------------------|-----------|-----------------------|-----------|-------------|-----------|------------|-----------|---------------|-----------|
|                   | Arrival    | Departure | Arrival           | Departure | Arrival               | Departure | Arrival     | Departure | Arrival    | Departure | Arrival       | Departure |
|                   | Sanjib BK. |           | Tanuhoor Bose Das |           | Anwesha Chattaradhyaj |           | Amitara Das |           | Asub Maity |           | Sanjoytal Das |           |
|                   |            |           |                   |           |                       |           |             |           |            |           |               |           |
| 1                 |            |           |                   |           |                       |           |             |           |            |           |               |           |
| 2                 |            |           |                   |           |                       |           |             |           |            |           |               |           |
| 3                 |            |           |                   |           |                       |           |             |           |            |           |               |           |
| 4                 |            |           |                   |           |                       |           |             |           |            |           |               |           |
| 5                 |            |           |                   |           |                       |           |             |           |            |           |               |           |
| 6                 |            |           |                   |           |                       |           |             |           |            |           |               |           |
| 7                 |            |           |                   |           |                       |           |             |           |            |           |               |           |
| 8                 |            |           |                   |           |                       |           |             |           |            |           |               |           |
| 9                 |            |           |                   |           |                       |           |             |           |            |           |               |           |
| 10                |            |           |                   |           |                       |           |             |           |            |           |               |           |
| 11                |            |           |                   |           |                       |           |             |           |            |           |               |           |
| 12                |            |           |                   |           |                       |           |             |           |            |           |               |           |
| 13                |            |           |                   |           |                       |           |             |           |            |           |               |           |
| 14                | 11:30      |           |                   |           |                       |           |             |           |            |           |               |           |
| 15                |            |           |                   |           |                       |           |             |           |            |           |               |           |
| 16                |            |           |                   |           |                       |           |             |           |            |           |               |           |
| 17                |            |           |                   |           |                       |           |             | 11:30     |            |           |               |           |
| 18                |            |           |                   |           |                       |           |             |           |            |           |               |           |
| 19                |            |           |                   |           |                       |           |             |           |            |           |               |           |
| 20                |            |           |                   |           |                       |           |             |           |            |           |               |           |
| 21                |            |           | 11:30             |           | Tanuhor Bose Das      |           |             |           |            |           |               |           |
| 22                |            |           |                   |           |                       |           |             |           |            |           |               |           |
| 23                |            |           |                   |           |                       |           |             |           |            | 11:30     |               |           |
| 24                |            |           |                   |           |                       |           |             |           |            |           |               |           |
| 25                |            |           |                   |           |                       |           |             |           |            |           |               |           |
| 26                |            |           |                   |           |                       |           |             |           |            |           |               |           |
| 27                |            |           |                   |           |                       |           |             |           |            |           |               |           |
| 28                |            |           |                   |           |                       |           |             |           |            |           |               |           |
| 29                |            |           |                   |           |                       |           |             |           |            |           |               |           |
| 30                |            |           |                   |           |                       |           |             | 11:30     |            |           |               |           |
| 31                |            |           |                   |           |                       |           |             |           |            |           |               |           |
| <b>TOTAL</b>      | Previous   | Current   | Previous          | Current   | Previous              | Current   | Previous    | Current   | Previous   | Current   | Previous      | Current   |
| CASUAL LEAVE      |            |           |                   |           |                       |           |             |           |            |           |               |           |
| SICK LEAVE        |            |           |                   |           |                       |           |             |           |            |           |               |           |
| SPECIAL LEAVE     |            |           |                   |           |                       |           |             |           |            |           |               |           |
| LEAVE WITHOUT PAY |            |           |                   |           |                       |           |             |           |            |           |               |           |
| FIELD WORK LEAVE  |            |           |                   |           |                       |           |             |           |            |           |               |           |
| <b>TOTAL</b>      |            |           |                   |           |                       |           |             |           |            |           |               |           |

Full Holidays : ..... Holidays : ..... Working Days : ..... Initials of Headmaster / Headmistress : *[Signature]*



# Sree Chaitanya Mahavidyalaya

Habra-Prafullanagar, North 24 Parganas, PIN - 743468

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## C. LETTER FOR ANNUAL SPORTS MEET 2018 & RESPONSE LETTER FROM COLLEGE

**GANDHI CENTENARY B.T.C. MODERN SCHOOL**  
 (Co-Educational)  
 Phone No : +91 - 8348 267 674  
 Post : Prafullanagar, P.S. : Habra, Dist : North 24 Parganas, Pin - 743268

ESTD. - 1973

From : Secretary / Headmaster / Headmistress  
 Ref. No. : ..... Date : 9.10.2018

To  
 The Principal  
 Sree Chaitanya Mahavidyalaya  
 P.O- Habra, Prafullanagar, Dist-24 pgs (N), Pin - 743268

Sub - ক্রীড়া প্রতিযোগিতার উদ্বোধনিতার জন্য বিনিময় পত্র

Respected Sir,  
 আমাদের বিদ্যালয় G.C.B.T.C.M. School  
 তার উন্নতিলাভে সর্বদা আমরা আপনাদের সহায়তা ও  
 সমর্থন পেতে আসছে।

শ্রী কৈশিকেন্দ্র বিদ্যালয় থেকে আসা পত্র  
 অর্থাৎ আমাদের সাথে আসছে। বর্তমানে আমাদের  
 বিদ্যালয়ে প্রথম পর্যায়ের সপ্তাহিক প্রতিযোগিতা  
 আয়োজন করা হয়েছে। আপনার স্কুলে আমাদের  
 আন্তরিক অনুমতি পেলে আমরা যদি আপনার  
 স্কুলে আসি তাহলে উন্নতিলাভে  
 সহায়তা পেতে পারি।

বিন্যাসে,  
 সত্যজিৎ  
 Teacher In-charge



# Sree Chaitanya Mahavidyalaya

Habra-Prafullanagar, North 24 Parganas, PIN -743468

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## Sree Chaitanya Mahavidyalaya

Formerly Sree Chaitanya College of Commerce

P.O. : Habra-Prafullanagar, North 24 Parganas, Pin - 743268

Date : 30.11.2018

No. ....

To  
The Head Mistress,  
Gandhi Centenary B.T. College Modern School,  
Habra, Dist. North 24 Parganas

Ref. Your letter no. dated 9.10.2018

Madam,

I am delighted to know that your institution is going to organize  
Annual General Sports Meet, 2018

We would be glad to provide your school all the necessary  
assistance. The faculty members of the Department of Physical  
Education would provide the required aids required by you.

Thanking you,

Yours faithfully,

Dr Subrata Chatterjee

Principal

Principal  
Sree Chaitanya Mahavidyalaya  
Habra, Prafullanagar

Recieved on  
30/11/2018

Headmistress  
G.C.B.T.C Modern School  
Habra, Prafullanagar  
N 24 Parganas

Phone : (Principal) 03216-237189, Helpline : 6291796572

E-mail : [srchma@gmail.com](mailto:srchma@gmail.com)

Website : [www.sreechaitanyamahavidyalaya.ac.in](http://www.sreechaitanyamahavidyalaya.ac.in)




# Sree Chaitanya Mahavidyalaya

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## D. LETTER FOR ANNUAL SPORTS MEET 2019 & RESPONSE LETTER FROM COLLEGE

**GANDHI CENTENARY B.T.C. MODERN SCHOOL**  
(Co-Educational)  
Phone No : +91 - 8348 267 674  
Post : Prafullanagar, P.S. : Habra, Dist : North 24 Parganas, Pin - 743268

From : Secretary / Headmaster / Headmistress  
Ref. No. : ..... Date : 11.09.2019

To  
The Principal,  
Sree Chaitanya Mahavidyalaya,  
PO - Habra, Prafullanagar, Di-24 Pgs (N) Pin- 743268.

Sub- ক্রীড়া প্রতিযোগিতার অঙ্গসমিতির জন্য বিনীত অনুরোধ  
Respected Sir,

আমাদের বিদ্যালয় G.C.B.T.C.M School তার উদ্ভূতিনায়ে  
স্বল্প স্কেলে আপনার 'আরাম' ও 'আনুষ্ঠান' পেয়ে আসছে,  
শ্রী চৈতন্য মহাবিদ্যালয় যেখানে অল্পসংখ্যক অর্ধদা  
আমাদের পাঠে আসছে, বর্তমানে আমাদের বিদ্যালয়ে যে  
বহু পরিবর্তনসহ না 'স্বাস্থ্য' এবং 'কিছুকিছু/ কিছুকিছু' অল্পসংখ্যক  
বহু 'স্বাস্থ্য' আপনার কাছে আমাদের আনুষ্ঠানিক অনুরোধ যে,  
আপনার যদি আপনার 'কারীকিছুকিছু' বিভাগের সঙ্গে যুক্ত  
বেলায় 'কিছুকিছু/ কিছুকিছু' বা প্রতিনিধিকে আমাদের ২০১৮  
'কিছুকিছু' বার্ষিক ক্রীড়া প্রতিযোগিতায় অঙ্গসমিতির জন্য  
পাঠান, তাহলে উপকৃত হব।

স্বন্যবাদে,  
Soma Dey (Dutta) T.I.C  
G.C.B.T.C.M. School Teacher In-charge





# Sree Chaitanya Mahavidyalaya

Habra-Prafullanagar, North 24 Parganas, PIN -743468

Website: [www.sreechaitanyamahavidyalaya.ac.in](http://www.sreechaitanyamahavidyalaya.ac.in) Email ID: [srchma@gmail.com](mailto:srchma@gmail.com)

## Sree Chaitanya Mahavidyalaya

Formerly Sree Chaitanya College of Commerce

P.O. : Habra-Prafullanagar, North 24 Parganas, Pin - 743268

Date : 25.11.2019

Sl. No. ....

To  
The Head Mistress,  
Gandhi Centenary B.T. College Modern School,  
Habra, Dist. North 24 Parganas

Ref. Your letter no. dated 21.09.2019

Madam,

I am delighted to know that your institution is going to organize Annual General Sports Meet, 20

We would be glad to provide your school all the necessary assistance. The faculty members of the Department of Physical Education would provide the required aids required by you.

Thanking you,

Yours faithfully,

Dr Subrata Chatterjee

Principal

Principal  
Sree Chaitanya Mahavidyalaya,  
Habra, Prafullanagar  
24 Parganas (N)

Received on  
25/11/2019  
  
Headmistress  
G.C.B.T.C Modern School  
Habra, Prafullanagar  
N 24 Parganas

Phone : (Principal) 03216-237189, Helpline : 6291796572  
E-mail : [srchma@gmail.com](mailto:srchma@gmail.com) Website : [www.sreechaitanyamahavidyalaya.ac.in](http://www.sreechaitanyamahavidyalaya.ac.in)




# Sree Chaitanya Mahavidyalaya

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## E. LETTER FOR HEALTH CHECK UP & RESPONSE LETTER FROM COLLEGE

**GANDHI CENTENARY B.T.C. MODERN SCHOOL**  
(Co-Educational)  
Phone No : +91 - 8348 267 674  
Post : Prafullanagar, P.S. : Habra, Dist : North 24 Parganas, Pin - 743268  
ESTD. - 1973

From : Secretary / Headmaster, Headmistress  
Ref. No. : ..... Date : 01.11.2022



To  
The Principal,  
Sree Chaitanya Mahavidyalaya,  
P.O. Habra-Prafullanagar, Dist. North 24 Parganas, PIN-743268

Sub. A prayer for Health Check Up for our students  
Sir,

There is no denying of the fact that this very institution, Gandhi Centenary B.T. College Modern School is sustaining by the unequivocal support and aids provided by your college.


In any need of the hour Sree Chaitanya Mahavidyalaya has unqualifiedly extended its warm hands to bail us out of the predicament.

We have heard that Sree Chaitanya Mahavidyalaya is going to arrange a children health check up camp on 14<sup>th</sup> November, 2022-on Children's Day.

Our school is more than eager to participate in this kind of philanthropic activities of your college and reap the best from this yeoman's action.

Kindly allow us to participate in this Health Check up camp on 14/11/2022.

Thanking you,  
Yours faithfully,

  
Headmistress  
G.C.B.T.C Modern School  
Habra, Prafullanagar  
North 24 Parganas



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## Sree Chaitanya Mahavidyalaya

Formerly Sree Chaitanya College of Commerce

P.O. : Habra-Prafullanagar, North 24 Parganas, Pin - 743268

Date : 07.11.2022

Ref. No. ....

To

The Head Mistress

Gandhi Centenary B.T. College Modern School

P.O. Habra-Prafullanagar, Dist. North 24 Parganas, PIN-743268

Sub. Response to your letter no. Dated 01.11.2022.

Respected Madam,

This is in response to your letter that as we are organising a health check-up programme on the eve of Childrens Day. It will be our pleasure to do health check up of students of your school by our Doctor as it is very much essential for school goers to do proper health check up as it is a key to healthy development.

We will be highly obliged to engage you school in a such a wonderful activity.

Thanking you,

Yours faithfully,

Dr. Subrata Chatterjee

Principal

Principal

Sree Chaitanya Mahavidyalaya

Habra, Prafullanagar

24 Parganas (N)

Received on  
7/11/2022  
Headmistress  
G.C.B.T.C Modern School  
Habra, Prafullanagar  
N 24 Parganas

Principal  
Sree Chaitanya Mahavidyalaya  
Habra, Prafullanagar  
24 Parganas (N)



# Sree Chaitanya Mahavidyalaya

Habra-Prafullanagar, North 24 Parganas, PIN -743468

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## F. LETTER FOR ANNUAL SPORTS MEET 2022 & RESPONSE LETTER FROM COLLEGE

|   |   |
|---|---|
|   | <b>GANDHI CENTENARY B.T.C. MODERN SCHOOL</b><br>(Co-Educational)<br>Phone No : +91 - 8348 267 674<br>Post : Prafullanagar, P.S. : Habra, Dist : North 24 Parganas, Pin - 743268 |
| From : Secretary / Headmaster / Headmistress<br>North 24 Parganas | Date : 17.11.2022   |
| Ref. No. : .....  |   |

To  
The Principal,  
Sree Chaitanya Mahavidyalaya,  
P.O. Habra-Prafullanagar, Dist. North 24 Parganas, PIN-743268

**Sub. A Humble submission for assistance Annual Sports Meet.**

Sir,

You are well aware that the GCBT School is thriving and sustaining within your vicinity since its inception. Sree Chaitanya Mahavidyalaya has stood steadfastly beside us in any time of crisis. Currently the under staffed school is going to arrange the Annual Sports Meet. Our school does not possess much infrastructure or efficient man power. In this context I fervently request you to send the Faculty Members of the Department of Physical Education from your college, under whose active supervision we would be able to complete the Annual Sports Meet.

Thanking you,

Yours faithfully,

G.C.B.T.C. Modern School  
Habra, Prafullanagar  
North 24 Parganas



# Sree Chaitanya Mahavidyalaya

Habra-Prafullanagar, North 24 Parganas, PIN -743468

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## Sree Chaitanya Mahavidyalaya

Formerly Sree Chaitanya College of Commerce

P.O. : Habra-Prafullanagar, North 24 Parganas, Pin - 743268

Date : 03.12.2022

Ref. No. ....

To  
The Head Mistress,  
Gandhi Centenary B.T. College Modern School,  
Habra, Dist. North 24 Parganas

Ref. Your letter no. dated (7.11.2022)

Madam,

I am delighted to know that your institution is going to organize Annual General Sports Meet, 2022

We would be glad to provide your school all the necessary assistance. The faculty members of the Department of Physical Education would provide the required aids required by you.

Thanking you,

Yours faithfully,

Dr Subrata Chatterjee

Principal

Principal  
Sree Chaitanya Mahavidyalaya  
Habra, Prafullanagar  
24 Parganas (N)

Received on  
3/12/2022  
Headmistress  
G.C.B.T.C Modern School  
Habra, Prafullanagar  
N 24 Parganas

Phone : (Principal) 03216-237189, Helpline : 6291796572

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## F. STUDENTS OF THE COLLEGE TAKING CLASSES IN THE SCHOOL



Fig. Students of the college taking classes in the school



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## G. HEALTH CHECK UP OF STUDENTS ON CHILDREN'S DAY

**Celebration of Children's Day**

**" CHILD HEALTH IS OUR PRIORITY "**

**A Free health check-up of school children of  
Gandhi Centenary B.T.C Modern School**

**Organized by Department of Physiology & Department of Microbiology  
In collaboration with IQAC and Women's Cell**

**Sree Chaitanya Mahavidyalaya**

|  |   |
|--|---|
| <p><b>Organiser</b></p> <p>Dr. Rajesh Sarker (Medical Advisor, SCM)<br/>Tanushree Bose Das (Faculty, Dept. of Physiology SCM)<br/>Anwesha Chattopadhyay (Faculty, Dept. of Microbiology SCM)</p> | <p><b>Special thanks to</b></p> <p>Dr. Subrata Chatterjee (Principal, SCM)<br/>Mrs. Soma Dutta (Head Mistress,<br/>Gandhi Centenary B.T.C Modern School )<br/>Dr. Pulakesh Sen (IQAC Co-ordinator, SCM)<br/>Dr. Piyali De Maitra (Women's Cell Co-ordinator, SCM)</p> |
|--|---|

Date: 14.11.2022      Time: 11 am      Venue: Auditorium Hall





# Sree Chaitanya Mahavidyalaya

Habra-Prafullanagar, North 24 Parganas, PIN -743468

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প্রাথমিক বিদ্যালয়ের ভিৎসানা ও প্রতিভান



প্রাথমিক বিদ্যালয়ের চিত্রকর্ম





# Sree Chaitanya Mahavidyalaya

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