

Ref. No.

Date

From,

President / Principal / Teacher-in-charge

Notice -209/BBKM/ADM/2022-23 dated 25.03.23

This is to inform you that we are going to be introduced soft copies of teachers dairy in questionnaires (in way of filling Google form) to update our teacher's diary with retrospective effect from 01.01.2023. We request you to fill out the questionnaire regularly to ensure that your diary is up-to-date. For your clarification the questionnaire will be sent to you via Google Forms. Please ensure that you fill out the questionnaire completely and accurately. If you have any questions or concerns regarding the questionnaire, please do not hesitate to contact with the undersigned. Maintaining a teacher's diary is an essential part of a teaching -learning process. We maintained teachers' dairy as hardcopies before that A teacher's diary is a personal record of teaching-learning process in the classroom environment maintained by the teacher only. It can be prepared by an individual teacher. teaching diary can be used to record day to day teaching activities with other assigned duties of a teachers , student behavior, learning objectives and progress. A Google form is to be uploaded today's evening(25.3.23) your are requested to fill each and every working day before 11.55p with immediate effect. It is a standing instruction from the undersigned to secure higher grade point in 3rd cycle accreditation this college by NAAC

BALAGARH BIJOY KRISHNA MAHAVIDYALAYA

P. O. - BALAGARH • DIST. - HOOGHLY • WEST BENGAL - 712 501

NAAC ACCREDITED

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Principal

Balagarh B. K. Mahavidyalaya
Balagarh, Hooghly, W.B