


ConfidentialDr. B. C. Roy College of Pharmacy & Allied Health Sciences, DurgapurSub: Performance Report of Administrative Staff

Specific comments on aptitude and activities undertaken in the following areas may be given along with point in ten point scale:

**Name of Candidate :- Mr. Loton Chandra Upadhyay**  
**Designation :- Assistant Campus Administrator**  
**Department :- Campus Administrator's Office**  
**For the period from :- 01-07-2022 to 30-06-2023**

1. Knowledge of work :-
2. Ability to tackle situation :-
3. Ability to maintain confidentiality of office records:-
4. Aptitude and ability for record keeping:-
5. Sincerity:-
6. Participation in extra Curricular activity :-
7. Urge to acquire new knowledge and skill:-
8. Self development by upgrading qualification etc:-
9. Regularity in attendance:-
10. General behaviors and attitude:-
11. General Health:-
12. Integrity:-
13. Overall assessment of the candidate:-  
Excellent/Very Good/Good/Fair/Unsatisfactory
14. Comment regarding suitability for promotion/regularization

  
 Prof. (Dr.) Samir Kumar Samanta  
 M. Pharm., Ph.D (J.U.)  
 Principal  
 Dr. B. C. Roy College of Pharmacy & AHS  
 Durgapur, West Bengal-713206



To  
The Convener  
Campus Coordination Committee BCRP-BCRCP

Campus Administrator/  
Hostel Superintendent

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