



सत्यमेव जयते

Government of West Bengal  
**GOVERNMENT GENERAL DEGREE COLLEGE, MANGALKOTE**  
Internal Quality Assurance Cell

Panchanantala, Khudrun Dighi, Mangalkote, Burdwan-713132, Dist.- Burdwan

*Email:* ggdc Mangalkote@gmail.com; *Website:* http://mangalkotegovtcollege.org

**NO.: IQAC/01/2024**

**DATE: 19.01.2024**

**NOTICE**

All the faculty members whose promotions are pending (till 31.12.2023) are requested to mail the Coordinator, IQAC [[iqac.ggdc@gmail.com](mailto:iqac.ggdc@gmail.com)] (with a copy to the HOI – [oic.ggdc@gmail.com](mailto:oic.ggdc@gmail.com)) within **24.01.2024** providing the following details:

1. Name of incumbent with their current designation (Assistant Professor Stage 1/2/3). The stream should be mentioned while writing the designation.
2. Date of joining to this service.
3. Attainment of minimum eligibility for promotion (i.e., details regarding their O.P. and/or R.C.).
4. Due date for promotion following CAS guidelines (details regarding their M. Phil. and/or Ph.D. should be mentioned, if applicable).

In response to their mail the Coordinator, IQAC will send them the proforma for collecting the details regarding their academic, administrative and professional development activities. The incumbents will also be required to submit supporting documents for claiming their scores. Based on these details they will be provided their certificates for preparation of their files. **The deadline for submission of their documents is 15.02.2024.**

As conveyed by the HOI, the responsibility of aiding the faculty members in preparing their files for their promotion following CAS will be undertaken by **Dr. Debasis Kundu, Assistant Professor, Dept. of Chemistry** and **Dr. Akash Kedia, Head and Assistant Professor, Dept. of Botany**. Thereby, the incumbents willing to face CAS will contact them after collection of their certificates.

**COUNTERSIGNED**

**OFFICER-IN-CHARGE**  
GGDC at Mangalkote  
Purba Bardhaman

**Coordinator, IQAC**  
GGDC at Mangalkote  
Purba Bardhaman