

**GOVERNMENT OF WEST BENGAL  
DURGAPUR GOVERNMENT COLLEGE  
INTERNAL QUALITY ASSURANCE CELL (IQAC)  
DURGAPUR - 713214**

**No. IQ 34**

**Date: 16/01/2020**

**Notification**

The undersigned is directed to inform that meeting of the screening/selection committee for evaluation of the CAS of the following teachers has tentatively been scheduled on **19<sup>th</sup> February, 2020** at Durgapur Government College (College auditorium, second floor of library building).

Sl. No.	Name of the teacher	Designation	Tentative date & time
1.	Dr. Nivedita Acharjee	Assistant Professor of Chemistry	
2.	Dr. Bhumika Kanjilal	Assistant Professor of Philosophy	19.02.2020 from
3.	Dr. Saradee Sengupta	Assistant Professor of Geology	11:00 A.M. to
4.	Dr. Dola Chakraborty	Assistant Professor of Geology	1:30 P.M.
5.	Dr. Avijit Mandal	Assistant Professor of Economics	

Accordingly, the aforementioned teachers are hereby requested to arrange their respective files (03 copies), complete in all respects, by/on 05<sup>th</sup> February, 2020. **IQAC may not provide any time additional time after 05<sup>th</sup> February, 2020 for authentication of documents/papers/sheets etc. They are also requested to be present and report to the Principal on the screening date at 10:45 a.m. without fail.** Please give your focus on the following essential points:

1. Follow the "list of enclosures". Please arrange it according to your requirements;
2. Required number of individual original file: 03 copies;
3. Please give running page numbers from the starting to end page at the right hand side top corrrt of all the pages;
4. Please put your full signature at the bottom on all the documents/pages except on the screening sheet/sheets.
5. Please do not go for binding now, rather, you may arrange the files in big binders clips;
6. All the documents are to be arranged in sequence in line with the list of enclosures;
7. **Kindly note that all the experts have already provided their letter of consent. So, please be ready to face them on the scheduled date with all your documents in original and pleasing personality.**
8. Be confident and positive. Don't be tensed. The IQAC will always keep in touch with you in this regard.



All is well-----all the best.....

Sanjoy Kumar Roy  
Coordinator, IQAC  
Cont. No. 9804426675