



Date: 11.11.2025

MEETING OF THE COMMITTEE FOR CAREER ADVANCEMENT SCHEME (CAS) FOR TEACHING STAFF

AGENDA

1. Sequencing of documents in CAS Files of 20 incumbents whose selection/screening meeting has been completed on 19.9.2025.
2. Submission procedure of above-mentioned CAS files to the Education Directorate, Bikash Bhawan.

RESOLUTIONS

AGENDA 1

Incumbents (whose screening/selection has been done) for Stage I to II (10), Stage II to III (4) Stage III to IV (6), will arrange documents in their respective CAS files in the following order:

- A. CAS Proposal Fixation Proforma (Forwarding Letters to DPI from Principal)
- B. Letters addressed to Principal from incumbent
- C. GB Resolution letter related to CAS promotion
- D. Certificate of OP/RC
- E. Letter for DPI nominee
- F. Letter for Subject expert
- G. Request letter to DPI for name of Nominee
- H. Request letter to IC for name of Nominee
- I. Appointment Letter (issued by the college)
- J. Joining letter, Confirmation letter and all fixation memos
- K. Part A, Part B, API score sheet, Part C and Part D and all supporting documents.

AGENDA 2

Incumbents to take individual responsibility of having the sequenced documents sewn in appropriate manner ready for submission;

College to arrange for physical submission of the said CAS files to the Education Directorate, Govt. of West Bengal, Bikash Bhawan, Salt Lake.

CAS Committee Members Present:

IQAC – Coordinator: *Suraj Ray, 11/11/2025*

Fathagata Raychandhury

Rina Kar (Dutta)

S. Datta Ray

Miffie Biswas

Signature of CAS incumbents present in the meeting
held on 11.11.2025

- ① Kuntal Kanti Goswami
- ② Deependra Chandra Mitra
- ③ Chandrima Bhattacharya
- ④ Suwarna Bora
- ⑤ Khiddhi Saha
- ⑥ Sourav Bora
- ⑦ Anubabu Patra
- ⑧ Debabrata Chanda
- ⑨ Sainik Rupa Rakha
- ⑩ Bidul Sarker Dutt
- ⑪ Subhasini Ghosh
- ⑫ Debabrata Chatterjee
- ⑬ Mamta Baruah
- ⑭ Ashin Sarker
- ⑮ Sankar Chandra Basu
- ⑯ Arpita Mandal
- ⑰ Latanya Dutta
- ⑱ Indira Halder