



Date: 16.08.2023

NOTICE

This is to inform all members of the CAS committee and incumbents who shall be facing the Screening Committee for their respective promotions that the following schedule has been finalized for your CAS promotion.

Kindly note the following instructions related to your CAS promotion.

1. Incumbents are to reach the College and report their arrival 1 hour prior to the commencement of the screening:

Date: 18.08.2023

Time: 11 a.m.

Date: 19.08.2023

Time: 1: 30 p.m.

2. Bring 2 hard copies of your CAS papers with proper tags as discussed and displayed.
3. Carry soft copy of your documents in case of any corrections that needs to be done on the very day in pen drive/Google drive/Gmail account as suitable for you.
4. Carry originals for category 3 as may be required by Subject expert for screening; laptop for showing e content in webpage.
5. Carry a sharpened pencil when you enter Principal's room for your screening for any corrections.
6. Kindly check all details in Part C and Part D (except date of the GB meeting).
7. Incumbents are requested to sit in the professor's room and shall be called one by one for screening.

Best wishes to all,

Prof. (Dr) Manas Kabi
Principal
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