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DEAN, FACULTY AFFAIRS

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Date: 29/12/16

CIRCULAR

As per instruction of the Director, a format is enclosed herewith for submission to the Dean, Faculty Affairs positively by 6th January, 2016. It is noted that the faculty members have already submitted such a format a few times in the past. But this time they are once again requested to take the pain of filling up the format and submitting it for the following reasons :

1. A committee for fitment cum placement of existing faculty members in the 4 tier flexible structure has been constituted by the Board of Governors in its fifth meeting held on 23rd November, 2016. The Director has informed that the committee would like to ascertain the date on which a faculty member becomes eligible for fitting into the AGP of the four tier system as per MHRD memo F.No.33-9/2011-TSIII dated 15th January, 2014.
2. Earlier, the faculty members have submitted their CV in the formats prescribed earlier upto either 04.03.2014 or 31.01.2016. but the updated CV upto 31.12.2016 is now required by the committee.
3. In the earlier submissions of the faculty members, sometimes an essential data remained unclear. For example, a few faculty members have acquired Ph.D degree recently but our records have not been updated unfortunately. Some members have not specifically mentioned the date on which the first or second Ph.D student guided under him/her was awarded the degree. Some members have not mentioned the date of publication of the papers published in SCI journals etc. These are, however essential to ascertain the date of attaining eligibility to move into the four tier system.

The faculty members are requested to carefully go through the format and fill it unambiguously. A faculty member not submitting the format will be deemed to have agreed to continue with his present AGP.

Sd/-
(Bichitra Kumar Guha)
Dean, Faculty Affairs

Copy to:

- i. All Deans
- ii. All Head of Departments/Schools-for circulation among Faculty Members
- iii. The Assistant Registrar, Faculty Affairs
- iv. The Junior Superintendent, Faculty Affairs
- v. The Junior Superintendent, Record and Dispatch –for circulation
- vi. The Personal Secretary to the Director
- ✓ vii. Institute Web-site

B.K.Guha
29.12.16
Dean, Faculty Affairs