

GOVERNMENT OF WEST BENGAL
EDUCATION DIRECTORATE
BIKASH BHAVAN, SALT LAKE
KOLKATA-700 091

No.ED-962/2014

Dated Kolkata the December 2, 2014

From : Director of Public Instruction,
Government of West Bengal

To : All Principal /TIC/ OIC of
Government /Government Aided College of
West Bengal

Enclosed please find a proforma for submission of attendance and details of classes taken, towards consideration of promotion under CAS for college teachers of Government /Government aided Colleges of West Bengal.

A handwritten signature in black ink, followed by the date '02.12.14' written in a similar style.

Director of Public Instruction,
Government of West Bengal

STATEMENT OF
Attendance & Classes taken by Teachers of Govt/ Govt aided Colleges
(YEAR -WISE)

Name														
Department														
College		LEAVE TAKEN					ACADEMIC AUDIT					Remarks		
Year	No of days College open	No of days attended college	CL	EL	ML	CCL & / EOL	O.D.	Total	Allotted theory classes	Allotted Practical classes	Theory Classes Taken	Practical classes taken		
2010-														
2011														
2011-														
2012														
2012-														
2013														
2013-														
2014														
	Total													

Tutorial (other than UGC remedial/ Distance Education)
seminar (not less than 2 classes at a stretch)

% of classes

Signature of Incumbent

Signature of Principal /OIC/TIC

Signature of IQAC coordinator