



IQAC

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NOTICE

Date: The 25th Day of February 2025.

Subject: Preparation and Maintenance of Activity Records for CAS Performance Evaluation.

Dear Faculty Members,

This is to inform all faculty members that, in line with the assessment and evaluation criteria for the **CAS (Career Advancement Scheme)**, it is essential to **prepare and maintain a detailed record of your academic and professional activities** throughout the year.

Please ensure the following:

1. **Maintain Records:** Keep records of your activities, categorized according to the relevant criteria (teaching, research, administration, extension activities, etc.). These should be organized and updated regularly.
2. **Criteria-based Documentation:** The records must be organized in a manner that reflects the specific criteria of CAS for easy reference during your performance evaluation. Please ensure that your documents align with the designated categories and include proper evidence, such as certificates, reports, publications, and any other related materials.
3. **Timely Submission:** These records will be used for your **annual evaluation and assessment**. Therefore, it is important that you maintain them accurately and submit them in the prescribed format when requested.
4. **Evaluation Purpose:** The information provided will be assessed as part of the **CAS Performa** and will contribute towards your **promotion and career advancement**.

Please make sure to comply with these requirements to ensure a smooth and timely evaluation process.

For any queries or assistance regarding this, feel free to contact the IQAC Office.

Regards

Dr. Lakhi Prasad Hazarika
Chairperson, IQAC
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(Enclosure: Assessment Format & Office Memorandum)