



Office of the Principal & Secretary
B.P. CHALIHA COLLEGE, NAGARBERA

P.O.: NAGARBERA
DIST.: KAMRUP (ASSAM)
PIN: 781127, ESTD.: 1972

Phone : 03623-245001
Cell : 9613310707 | Fax: 03623-245001
E-mail: bpccnagarbera1972@gmail.com
Web: www.bpchalihacollege.org

Memo No. :

Date: 10/12/2025

From :

Dr. Kamal Chandra Pathak, M.A.(G.U.), Ph.D (NBU), D.Litt (UCA)

Principal/Secretary

B. P. Chaliha College, Nagarbera

Incumbents are requested to check eligibility and applicable DHE/UGC order to follow for promotion. Please go through the following necessary steps and arrangement:

Sequence for Promotion Application:

First, intimate the Principal with a written application mentioning the date of appointment, M.Phil, Ph.D (if any), due date of promotion, date of OC/FIP, RC FDP and MOOCs (if any).

Second, with proper permission and concern of the Principal the incumbent will submit all related documents to the IQAC of the college.

Documents necessary to submit to IQAC:

Set A: Original Application generated through Samarth.

Set B: Appointment order, joining letter and approval etc. (if any).

Set C: Certificates of OC/FIP, RC. FDP and MOOCs.

Set D: All academic records upto M.Phil, Ph.D, NET/SLET etc.

Set E: Full paper of journal publication/s including the pages with ISSN, year of publication, publishers and impact factor (Thomson Reuter only, if any).

Set F: For authorship: cover page with author's name, content pages, pages with ISBN and year of publication, Publisher and at least one title page.

Set G: For book chapter publication: cover page with editor's name, pages with ISBN, year of publication, publisher, content pages along with the full paper.

Set H: Seminar presentation certificates.

Set I: All internal college duty/activity certificates/appointments.

Set J: All external duty/activity certificates/appointments.

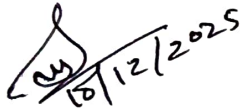
Set K: Others (if any)

Additional documents necessary for promotion from Level 11 to 12 and level 12 to 13A.


Set L: All earlier Promotion orders.

Set M: All earlier pay fixation orders.

Note: Documents can submit in photocopy but with clear visibility and signature (with date) of the incumbent in all pages. Publications and certificates of activities/duties must fall within the period of promotion. DPC panels/subject experts should not be invited before the check of documents and green signal received from IQAC, Chairperson/Principal and Coordinator.

 10/12/2025

Dr. Trailokya Deka
Coordinator, IQAC

 10/12/2025

Dr. Kamal Ch. Pathak
Principal

Principal & Secretary
B.P. Chaliha College, Nagarbera