



OFFICE OF THE PRINCIPAL  
**DIBRUGARH H.S. KANOI COLLEGE**

Estd : 1945

P.O. Dibrugarh-786001

email : [principal\\_dhsk@hotmail.com](mailto:principal_dhsk@hotmail.com), [info@dhsk.edu.in](mailto:info@dhsk.edu.in) : Tel. No. - 0373-2324105

Ref. No. *DHSK/ Misc (Notice) /2020/ 7303*

Date : *17.06.20*

From : *Dr. Sashi Kanta Saikia,*

Principal/ DDO  
DHS Kanoi College

## Notice

This is for information to all Assistant Professors/ Librarian due for promotion to the next stage for the academic developments of their own and the institution that they are advised to carry out the **following key-tasks** among others:

1. Organize Seminars/ Webinars/ Talks frequently.
2. Participate in Seminars/ Talks/ Webinars organized by the College/ College Library.
3. Participate in each activity of the College assigned by the authority.
4. Apply for Minor/ Major Research Projects under different agencies.
5. Upload **e-learning materials** on **e-learning zone** of the college web-site.
6. Update bio-data in every six month on the College web-site.
7. Inform the activities to the IQAC Coordinator in the written form in every six month.
8. Publication of books.
9. Engage in Research Activities.

(Dr. S. K. Saikia)

Principal  
DHSK College, Dibrugarh

Copy to:

1. Vice-Principal.
2. Academic Coordinator.
3. IQAC Coordinator.
4. Head Assistant.
5. College Website.
6. Notice board.
7. Office file.