



न हि ज्ञानेन सदृशं पवित्रमिह विद्यते

E-mail: ar_subhasis@gkci.ac.in

Ghani Khan Choudhury Institute of Engineering and Technology

(A Centrally Funded Technical Institute under Ministry of Education, Govt. of India.)

Narayanpur, Dist: Malda, Pin- 732141, West Bengal

Memo No: GKCIET/2026/ 879

Date: 07.07.2026

CIRCULAR

Sub: Preparation of Performance Based Appraisal System (PBAS) i.r.o. the faculty members of GKCIET, Malda for the period from 1st July, 2025 to 30th June, 2026—reg.

The process for completion of Performance Based Appraisal System (PBAS) for the period from 1st July, 2025 to 30th June, 2026 i.r.o. the faculty members of this institute has been initiated.

2. All the faculty members are requested to fill up their PBAS attached herewith which may be submitted to their Controlling Officer mentioned as Reporting Officer as per the list attached within the enclosed scheduled time.
3. All the Reporting Officers should submit the report within the stipulated time and sent it to the Reviewing Officer(s). After reviewing the same, the Reviewing Officer(s) will send it to the Accepting Authority i. e. Director of this Institute for the finalization of the report.
4. This issues with the approval of the competent authority.

 07.07.2026
(Dr. Subhasis Bhattacharjee)
Assistant Registrar (A&E)

Copy to:

1. All Teaching employees (through e-mail)
2. All concerned Deans/HoD's
3. System Manager – for uploading the Circular on the Institute Website.
4. Registrar – for kind information please.
5. Director – for kind information please.
6. File copy