Sabang Sajanikanta Mahavidyalaya
Checklist in connection to the CAS benefit of the Employees

(Please submits all the relevant data / supporting documents for the verification process on the claimed score of Academic Performance Indicators (API) in the CAS proposal following the UGC regulation/guideline and relevant Order of the Govt. of West Bengal)

Sl. No.	Particulars relating to the API score claim in connection to the CAS Proposal	Prescribed Proforma	Supporting Documents attached (Y/N)	Date of Submission
1.	Application of the incumbent mentioning the date of CAS due as per CAS benefit scheme			
2.	Yearly Self-Appraisal Report (Must be submitted year-wise)	**Download Proforma**		
3.	Application for the CAS benefit must be on or before the due date			
4.	API score must be calculated based on the actual documents (copy of the supporting documents must be submitted)	**Download Proforma**		
5.	An approval certificate is needed against all kinds of Leave enjoyed, especially CL, EL, ML, ODA, CCL (if applicable), and EOL (if any).	**Download Proforma**		
6.	Concerned routine / Time Table duly signed by the Principal, Coordinator and Convener, Academic Council/ Sub-committee	**Download Time Table**		
7.	Certificate regarding Class Allotted and Taken must be submitted with due signature of the Principal. The Certificate will be provided based on the office record input by the incumbent himself/herself in their registered			
	a) Class Allotted and Taken Monthly report mentioning Class held / Non-held and Reasons to be submitted as per provided proforma. (Students' attendance records must be preserved and may be produced on demand).	**Download Proforma**		

Sabang Sajanikanta Mahavidyalaya
Checklist in connection to the CAS benefit of the Employees

(Please submits all the relevant data / supporting documents for the verification process on the claimed score of Academic Performance Indicators (API) in the CAS proposal following the UGC regulation/guideline and relevant Order of the Govt. of West Bengal)

	b) Calculation on the class taken for the 100% Proportionate score up to the threshold (80%) performance as per provision.	**Download Proforma**		
8.	Excess of teaching loads in excess of UGC Norms / Special Lectures / Classes other than own institution (if any)	**Download Proforma**		
9.	Certificate(s) from the concerned authority must be submitted as per provided proforma (**Download Proforma**)			
	a) Certificate from Controller of Examination of CoE, Sabang Sajanikanta Mahavidyalaya	To be provided by the CoE, Sabang Sajanikanta Mahavidyalaya supporting on the submitted documents		
	b) Certificate from Controller of Examination of Vidyasagar University (if any)	To be provided by the concerned authority supporting on the submitted documents		
	c) Certificate from Controller of Examination of CoE, Nodal Examination Centre (if any)	To be provided by the concerned authority supporting on the submitted documents		
10.	List of Books for Reading / Instructional materials consulted (if any) Pease provided full references	**Download Proforma**		
11.	Certificate based on the list of ppt /Computer-aided methods (CAM) used in classroom teaching (List of the Topics must be submitted as per provided proforma)	**Download Proforma**		
12.	Certificate based on the list of topics taught through ICT-Multimedia/ Simulation etc. (if any) (List of the Topics must be submitted as per provided proforma)	**Download Proforma**		

Sabang Sajanikanta Mahavidyalaya
Checklist in connection to the CAS benefit of the Employees

(Please submits all the relevant data / supporting documents for the verification process on the claimed score of Academic Performance Indicators (API) in the CAS proposal following the UGC regulation/guideline and relevant Order of the Govt. of West Bengal)

13.	Certificate regarding Teaching Soft Skills / Communication/Personality Development (if any)	**Download Proforma**		
14.	Certificate regarding Invigilation, Paper Setting, Evaluation and Internal Assessment from affiliating University (if any) and from the CoE of own institution or Concerned university (in combined form) must be submitted as per provided proforma.			
	a) Certificate regarding Invigilation duty performed will be provided by the concerned authority.	**Download Proforma**		
	b) Certificate regarding Paper Setting performed will be provided by the concerned authority.	**Download Proforma**		
	c) Certificate regarding Evaluation Answer scripts will be provided by the concerned authority.	**Download Proforma**		
	d) Certificate regarding Internal Assessment performed will be provided by the concerned authority.	**Download Proforma**		
15.	Certificates regarding Extension, Co-curricular and Field-based activities (if any) will be provided by the authority supporting on the submitted documents			
	a) Field Study / Educational Tour	**Download Proforma**		
	b) NSS/NCC/NSO etc	**Download Proforma**		
	c) Students sports/Staff sports/campus publication	**Download Proforma**		
	d) Certificate regarding Community Work e.g. Environment, Human Rights, Scientific Temper, Peace/relief etc.	**Download Proforma**		

Sabang Sajanikanta Mahavidyalaya
Checklist in connection to the CAS benefit of the Employees

(Please submits all the relevant data / supporting documents for the verification process on the claimed score of Academic Performance Indicators (API) in the CAS proposal following the UGC regulation/guideline and relevant Order of the Govt. of West Bengal)

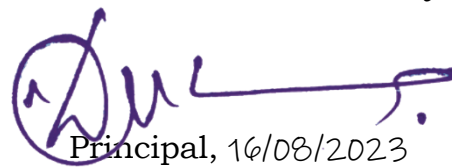| 16.	Certificates regarding Contribution to corporate life and Management of the Institution	To be provided by the authority supporting on the submitted documents		
	a) Governance responsibility (PG/IQAC/NAAC Coordinator/ Bursar/ Warden etc.	**Download Proforma**		
	b) Academic /Administrative Committees like Admission/Campus Development/ Library Committee	**Download Proforma**		
	c) Student's Welfare/Placement /Counselling etc	**Download Proforma**		
	d) Conference organization / Chair secretary/treasurer in international/national/member	**Download Proforma**		
17.	Certificates relating to the Professional Development Activities provided by the appropriate authority.			
	a) Members of professional Committees of i) National or ii) States	**Download Proforma**		
	a) Participation in Conference /Seminars without paper	**Download Proforma**		
	b) Short-term course/Training less than a week	**Download Proforma**		
	c) Membership/participation in State / Central Bodies / Committees	**Download Proforma**		
	d) Newspaper/magazine / Radio-TV Programme	**Download Proforma**		
18.	Certificates of any based on the claimed API Score under the CAS benefit scheme.	**Download Proforma**		

Sabang Sajanikanta Mahavidyalaya
Checklist in connection to the CAS benefit of the Employees

(Please submits all the relevant data / supporting documents for the verification process on the claimed score of Academic Performance Indicators (API) in the CAS proposal following the UGC regulation/guideline and relevant Order of the Govt. of West Bengal)

19.	Certificates of any special duties / administrative duties allotted to the incumbents must be submitted for the API score to be considered by the Principal.	**Download Proforma**		

* Please Note all certificates must be in accordance with the respective regulation or Order of the UGC and Govt. of W.B. laid down for the purposes. Without submission of the supporting documents CAS file cannot move further.

Principal, 16/08/2023
Sabang Sajanikanta Mahavidyalaya

Principal
Sabang Sajanikanta Mahavidyalaya
P.O. Lutunia, Dist.. Paschim Medinipur

Submitted by:………………………………………………………………….

Designation: …………………………………………………………………

Department: ………………………….

Date of Appointment: ………………………….

CAS due on :…………………………. (Stg 1-II), (Stg. II – III), or (Stg. III- IV)

CAS Application Submitted on: ………………………….

Date: Signature of the Incumbent

(NOTE: *Please submit this checklist to the IQAC for faster processing of the CAS file*)