

Records regarding acted as a member of the following committees during the following academic sessions-

Session	Name of the committee	Duration
2017-2018	1. Academic Sub-committee 2. Routine sub committee 3. NSS (invited member) 4. Admission Sub-Committee 5. Cultural Sub-Committee to to to to to
2019-2020	1. Academic Sub-committee 2. Routine sub committee 3. NSS (invited member) 4. Admission Sub-Committee 5. Cultural Sub-Committee to to to to to
2020-2021	1. Academic Sub-committee 2. Routine sub committee 3. NSS (invited member) 4. IQAC 5. NAAC Committee 6. Routine sub committee 7. Board of Studies (PG) 8. Board of Moderation (PG) 9. Seminar Sub-Committee 10. Career Counselling Sub-Committee 11. Invited Member, Admission Sub-Committee to to to to to to to to to to to
2021-2022	1. Academic Sub-committee 2. Routine sub committee 3. NSS (invited member) 4. IQAC 5. NAAC Committee 6. Routine sub committee 7. Board of Studies (PG) 8. Board of Moderation (PG) 9. Seminar Sub-Committee 10. Career Counselling Sub-Committee 11. Invited Member, Admission Sub-Committee to to to to to to to to to to to

Principal
Sabang Sajanikanta Mahavidyalaya

Details of the attendance / involvement in the meetings as per new guidelines of the CAS scheme of the UGC

Sl. No.	Meetings of the _____ _____ Sub-Committees	Dated	Starts atpm	Ended atpm	Hours spent	API SCORE
ACADEMIC SESSION (.....)						
ACADEMIC SESSION (.....)						
ACADEMIC SESSION (.....)						
ACADEMIC SESSION (.....)						
ACADEMIC SESSION (.....)						

Performed the following Governance responsibility at the College & the Departmental Level:

Session	Description	Tenure
2017-2018	Convener, Farewell Sub-Committee	1..... to
	Convener, Farewell Sub-Committee	
2018-2019	Convener, Farewell Sub-Committee to
	Convener, Library Sub-Committee to
2019-2020		
2020-2021		
2021-2022		

Checked & Verified

Principal
Sabang Sajanikanta Mahavidyalaya

Head/
Coordinators (UG & PG)
Sabang Sajanikanta Mahavidyalaya

Involvement in Career Counselling of students in the following academic sessions as per the published time-table.

Sl. No.	Particulars of the Career Counselling	Duration (from To	Hours spent	API Score
ACADEMIC SESSION (.....)				
1.				
2.				
3.				
4.				
ACADEMIC SESSION (.....)				
5.				
6.				
7.				
8.				
ACADEMIC SESSION (.....)				
9.				
10.				
11.				
12.				
ACADEMIC SESSION (.....)				
13.				
14.				
15.				
16.				
ACADEMIC SESSION (.....)				
17.				
18.				
19.				
20.				

Checked & Verified

Principal
Sabang Sajanikanta Mahavidyalaya

HoD / Convener,
Academic Sub-Committee
Sabang Sajanikanta Mahavidyalaya

Duties performed as mentor of the students in the academic sessions from to

Sl. No.	Particulars of the Mentorship by the Incumbents	SEM (I/II/III/IV/V/ VI)	Number of Students participated	Hours spent	API Score
ACADEMIC SESSION (.....)					
1.					
2.					
3.					
4.					
ACADEMIC SESSION (.....)					
5.					
6.					
7.					
8.					
ACADEMIC SESSION (.....)					
9.					
10.					
11.					
12.					
ACADEMIC SESSION (.....)					
13.					
14.					
15.					
16.					
ACADEMIC SESSION (.....)					
17.					
18.					
19.					
20.					

Checked & Verified

Principal
Sabang Sajanikanta Mahavidyalaya

HoD / Convener,
Academic Sub-Committee
Sabang Sajanikanta Mahavidyalaya

TO WHOM IT MAY CONCERN

This is to certify from the official record that Mr./Mrs./Dr., Assistant Professor in of this Mahavidyalaya that all kinds of Leave enjoyed, especially EL, ML, ODA, and CCL after due approval from the appropriate authority during the period To following the Rules and Regulations laid down for the purpose.

Principal
Sabang Sajanikanta Mahavidyalaya

TO WHOM IT MAY CONCERN

This is to certify from the official record that Mr./Mrs./Dr., Assistant Professor in of this Mahavidyalaya did not enjoy any Extra Ordinary Leave (EOL) since joining/ during this period to from this institution..

I wish him every success in life.

Principal
Sabang Sajanikanta Mahavidyalaya

TO WHOM IT MAY CONCERN

This is to certify from the official record that Mr./Mrs./Dr., Assistant Professor in of this Mahavidyalaya discharging his/her duties routinely in Remedial Classes as per allotment in the following academic sessions under the financial supports from the Govt. of West Bengal / UGC (vide memo. No. dated.

Checked & Verified

Principal
Sabang Sajanikanta Mahavidyalaya

HoD / Convener,
Academic Sub-Committee
Sabang Sajanikanta Mahavidyalaya

TO WHOM IT MAY CONCERN

This is to certify from the official record that Mr./Mrs./Dr., Assistant Professor in of this Mahavidyalaya discharging his/her duties in the Tutorial Classes in the following academic sessions from to as per allotment in the Time table.

Checked & Verified

Principal
Sabang Sajanikanta Mahavidyalaya

HoD / Convener,
Academic Sub-Committee
Sabang Sajanikanta Mahavidyalaya

TO WHOM IT MAY CONCERN

This is to certify from the official record that Mr./Mrs./Dr., Assistant Professor in of this Mahavidyalaya was actively involved and enthusiastic in the publication of Magazines and edited magazines published by the College with the active participation of the Students' Union in the academic sessions on and from to

Principal
Sabang Sajanikanta Mahavidyalaya