

**Particulars of the API claimed for Paper Setting/ Examination (Internal)**

Sl. No.	Particulars of the Paper setting / Examination (internal) Details with Reference No. & date	UG (Gen/ Hons)	PG	Semester (I/II/III/ IV/V/VI)	Hours / FM	API SCORE
ACADEMIC SESSION (.....)						
TOTAL						
ACADEMIC SESSION (.....)						
TOTAL						
ACADEMIC SESSION (.....)						
TOTAL						
ACADEMIC SESSION (.....)						
TOTAL						
ACADEMIC SESSION (.....)						
TOTAL						

Checked &amp; Verified

Principal  
Sabang Sajanikanta Mahavidyalaya

HoD / Dy. CoE  
Sabang Sajanikanta Mahavidyalaya

**Particulars of the API claimed for the Moderation of the Question paper**

Sl. No.	Particulars of the Moderation of the Question paper	Reference No. of the letter and dated	Hours / FM	API SCORE
ACADEMIC SESSION (.....)				
ACADEMIC SESSION (.....)				
ACADEMIC SESSION (.....)				
ACADEMIC SESSION (.....)				
ACADEMIC SESSION (.....)				

Checked & Verified

Principal  
Sabang Sajanikanta Mahavidyalaya

HoD / Dy. CoE  
Sabang Sajanikanta Mahavidyalaya

*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 at .....pm	Ended at .....pm	Hours spent	API SCORE
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.***

S1. 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