

**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 (.....) |   |                                       |            |           |
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| ACADEMIC SESSION (.....) |   |                                       |            |           |
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| ACADEMIC SESSION (.....) |   |                                       |            |           |
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| ACADEMIC SESSION (.....) |   |                                       |            |           |
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| ACADEMIC SESSION (.....) |   |                                       |            |           |
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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<br>2. Routine sub committee<br>3. NSS (invited member)<br>4. Admission Sub-Committee<br>5. Cultural Sub-Committee  | ..... to .....<br>..... to .....<br>..... to .....<br>..... to .....<br>..... to .....   |
| 2019-2020 | 1. Academic Sub-committee<br>2. Routine sub committee<br>3. NSS (invited member)<br>4. Admission Sub-Committee<br>5. Cultural Sub-Committee  | ..... to .....<br>..... to .....<br>..... to .....<br>..... to .....<br>..... to .....   |
| 2020-2021 | 1. Academic Sub-committee<br>2. Routine sub committee<br>3. NSS (invited member)<br>4. IQAC<br>5. NAAC Committee<br>6. Routine sub committee<br>7. Board of Studies (PG)<br>8. Board of Moderation (PG)<br>9. Seminar Sub-Committee<br>10. Career Counselling Sub-Committee<br>11. Invited Member, Admission Sub-Committee | ..... to .....<br>..... to .....<br>..... to .....<br>..... to .....<br>..... to .....<br>..... to .....<br>..... to .....<br>..... to .....<br>..... to .....<br>..... to .....<br>..... to ..... |
| 2021-2022 | 1. Academic Sub-committee<br>2. Routine sub committee<br>3. NSS (invited member)<br>4. IQAC<br>5. NAAC Committee<br>6. Routine sub committee<br>7. Board of Studies (PG)<br>8. Board of Moderation (PG)<br>9. Seminar Sub-Committee<br>10. Career Counselling Sub-Committee<br>11. Invited Member, Admission Sub-Committee | ..... to .....<br>..... to .....<br>..... to .....<br>..... to .....<br>..... to .....<br>..... to .....<br>..... to .....<br>..... to .....<br>..... to .....<br>..... to .....<br>..... to ..... |

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

| Sl. No.                  | Meetings of the _____<br>_____Sub-Committees | Dated | Starts at<br>.....pm | Ended at<br>.....pm | Hours spent | API SCORE |
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| ACADEMIC SESSION (.....) |  |       |                      |                     |             |           |
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| ACADEMIC SESSION (.....) |  |       |                      |                     |             |           |
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| ACADEMIC SESSION (.....) |  |       |                      |                     |             |           |
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| ACADEMIC SESSION (.....) |  |       |                      |                     |             |           |

[illegible]

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 |                                  |                 |
|           |                                  |                 |
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| 2020-2021 |                                  |                 |
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| 2021-2022 |                                  |                 |
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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.<br>No.               | Particulars of the Career Counselling | Duration<br>(from .....<br>To .....) | Hours<br>spent | API<br>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.                      |                                       |                                      |                |              |

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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.

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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