

CIRCULAR

In continuation of this office Ref. No. PTNRS/GCR/2026/4674 dated 17.09.2026, all concerned teachers having pending **API Performa for the session 2025-26 or any previous session** are directed to get their Performa duly checked and verified by the concerned Committee members, **in the sequence given below**, followed by the Convener and Principal, **latest by 26.09.2026**.

Sign of Teacher (Type Name)	Sign of Committee 1 Type Name, sign 2 Type Name, sign 3 Type Name, sign 4 Type Name, sign 5 Type Name, sign	Sign of Co-ordinator	Sign of Principal
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After verification, each concerned teacher shall prepare a **session-wise PDF** of the duly verified and signed API Performa, along with all relevant supporting documents, and forward the same to **Mr. Hamit (WhatsApp: 8901050327)** for online record and future reference. The teacher shall also submit **one complete, duly verified and signed hard copy**, along with all supporting documents, in **Room No. 157 latest by 26.09.2026**, and retain **three additional complete, duly verified and signed sets**, along with supporting documents, in his/her personal custody for use at the time of submission of the **CAS file** and for future correspondence and reference.

After online entry of the verified PDF, the verified set shall be handed over to **Mrs. Krishna, IQAC Committee Member by 30.09.2026**, for official record and future reference.

The concerned teacher shall be responsible for the **accuracy, completeness and authenticity** of the information and documents submitted in the API Performa and verified PDF.

All concerned teachers shall ensure strict compliance with the above instructions and timeline to facilitate timely processing and forwarding of pending **API/CAS cases** to the competent authority. The **Committee members** shall ensure proper checking and verification of the API Performa and supporting documents **as per the following sequence:**

For Science Stream (Chemistry, Physics, Mathematics, Botany, Zoology & Geology)

1. Dr. Ajay Maan 2. Mr. Hamit 3. Dr. Varun 4. Mr. Deepak 5. Mrs. Krishna

For Commerce & Computer Science Stream

1. Dr. K. L. Pruthi 2. Dr. Deepak Vats 3. Dr. Shelly 4. Mrs. Krishna

For Arts Stream

1. Dr. Sanjay Dangi 2. Dr. Ved Prakash 3. Dr. Anil 4. Dr. Sandeep Bhar 5. Mrs. Krishna

P. Singh 19/09/26
Coordinator

(NAAC/IQAC/API)

Copy to:

1. All Heads of Departments/Teachers for information and necessary action.
2. All members of the NAAC/IQAC/API Committee for information, verification and necessary action.
3. Notice Board/College Website.
4. Office Copy.

Principal
Principal
Pt. NRS
GC, Rohtak