



INFORMATION BROCHURE

on

Guidelines and Other Terms & Conditions

of

MAKAUT, WB (Non-AICTE) Courses

for

- [Case A] Establishment of New Institutions
- [Case B] Introduction of Additional Course(s) of the existing affiliated Institution
- [Case C] Variation in Intake in the affiliated Course(s) of the existing affiliated Institution
- [Case D] Extension (Renewal) of Affiliation of the existing affiliated Institution
- [Case E] Shifting of College-building of the existing affiliated Institution to the new premises
- [Case F] Conversion of name and style of the existing affiliated Institution

Approval of the Competent Authority
dated 19.02.2018 in File No. IC-186/2016.



MAULANA ABUL KALAM AZAD UNIVERSITY OF TECHNOLOGY, WEST BENGAL

(Formerly West Bengal University of Technology)

BF – 142, Sector – I, Salt Lake City, Kolkata – 700 064

PBX : (033) 2334-1014 / 1021 / 1028 / 1031

Fax : (033) 2321-8776

The MAKAUT, WB is offering AICTE course and Non-AICTE courses both. The following Non-AICTE courses are being offered by the MAKAUT, WB at present.

Courses offered and Guidelines and other Terms & Conditions of MAKAUT,WB (Non-AICTE courses) were approved as per resolution dated 11.01.2012 of the Committee formed by the Academic Council in its meeting held on 24.11.2011 for formulation of Guidelines and Other Terms and Conditions of MAKAUT, WB (Non-AICTE) course(s) read with the Notification No. 1/Regis/(Nom.Cl.Ch)/2016 dated 15.02.2016 of the Registrar, MAKAUT,WB and also the approval of the competent Authority dated 19.02.2018 in File No. IC-186/2016.

Courses offered:

1. BBA – 3 Yrs.
2. BTM (4 Yrs. – 3+1)
3. BBA (Supply Chain Management) – 3 Yrs.
4. BBA (Insurance & Risk Management) – 3 Yrs.
5. BBA (Hospital Management) – 3 Yrs.
6. BHM (3 + 1 Yr. Training) – 4 Yrs.
7. BBA (Sports Management) – 3 Yrs.
8. BCA – 3 Yrs.
9. B. Optom (Bachelor of Optometry) – 4 Yrs.
10. B.Sc in Media Science – 3 Yrs.
11. B.Sc in Nautical Science – 3 Yrs.
12. B.Sc in Biotechnology – 3 Yrs.
13. B.Sc in Microbiology – 3 Yrs.
14. B.Sc in Molecular Biology – 3 Yrs.



15. B.Sc in Genetics – 3 Yrs.
16. B.Sc. in Fashion Design & Management – 3 Yrs.
17. B.Sc in Multimedia, Animation & Graphics – 3 Yrs.
18. B.Sc in Gaming & Mobile Application Development – 3 Yrs.
19. BMS (Pharmaceutical Management) – 3 Yrs.
20. M.Sc in Genetics – 2 Yrs.
21. M.Sc in Information Science – 2 Yrs.
22. M.Sc in Media Science – 2 Yrs.
23. M.Sc in Biotechnology – 2 Yrs.
24. M.Sc in Applied Mathematics – 2 Yrs.
25. M.Sc in Computer Science – 2 Yrs.
26. Post Graduate Diploma in Geoinformatics – 1 Yr.
27. Master of Management Studies (Pharmaceutical Management) – 2 Yrs.
28. M.Sc in Microbiology – 2 Yrs.
29. M.Sc in Human Computing & Artificial Intelligence – 2 Yrs.
30. Master of Public Health – 2 Yrs. ****
31. Master of Optometry (MOPTOM) – 2 Yrs. *
32. B.Sc (Medical Lab Technology) – 3 Yrs. *
33. M.Sc (Clinical Psychology) – 2 Yrs. *
34. B.Sc (Behavioural Science & Applied Psychology) – 3 Yrs. *
35. M.Sc (Data Science and Analytics) – 2 Yrs. ****
36. M.Sc (Information & Cyber Security) – 2 Yrs. *
37. M.Sc (Visual Communication) – 2 Yrs. *
38. M.Sc (Digital Films) – 2 Yrs. *
39. M.Sc (Hospitality Management) – 2 Yrs. *
40. Master of Tourism & Travel Management (MTTM) – 2 Yrs. *
41. B.Sc (Culinary Science) – 3 Yrs. *
42. M.Sc (Fashion Management) – 2 Yrs. *
43. BBA (Global Business) – 3 Yrs. *
44. M.Sc (Dietetics and Nutrition) – 2 Yrs. **
45. BBA in Real Estate Management – 3 Yrs. ***
46. B.Sc (Archaeology) – 3 Yrs. *****
47. B.Sc (Interior Designing) – 3 Yrs. *****



- * Approval of the Competent Authority dated 30.01.2018
- ** Approval of the Competent Authority dated 08.02.2018
- *** Approval of the Competent Authority dated 15.02.2018
- **** Approval of the Competent Authority dated 16.02.2018
- **** Approval of the Competent Authority dated 16.02.2018
- ***** Approval of the Competent Authority dated 19.02.2018

Guidelines and Other Terms and Conditions for

- [Case A] Establishment of New Institutions
- [Case B] Introduction of Additional Course(s) of the existing affiliated Institution
- [Case C] Variation in Intake in the affiliated Course(s) of the existing affiliated Institution
- [Case D] Extension (Renewal) of affiliation of the existing affiliated Institution
- [Case E] Shifting of College-building of the existing affiliated Institution to the new premises
- [Case F] Conversion of name and style of the existing affiliated Institution

1.1 The **Application** may be submitted by the Chairman or Secretary of sponsoring body mentioned hereunder of the proposed College:

- (i) A Society registered under the societies Registration Act, 1860 as amended from time to time or any other relevant Acts (ii) A Trust registered under the Indian Trust Act, 1882 as amended from time to time or any other relevant Acts (iii) A Company established under Section 8 of Companies Act, 2013.

Per Non-AICTE UG or PG course a Demand Draft of Rs. 10,000/- or 15,000/- respectively towards application fee for [Case A] Establishment of new institution, [Case B] Introduction of additional course(s) of the existing Institution, [Case C] Variation in intake in the affiliated course(s) of the existing Institution, [Case E] Shifting of College-building of the existing Institution to the new premises and [Case F] Conversion of name and style of the existing Institution drawn on a nationalized bank in favour of “**MAKAUT, WB**” payable at Kolkata, must be enclosed with the **application** failing which the application shall not be considered and shall be treated as rejected. The existing affiliated College is required to submit the aforesaid application fee at the time of deposit of renewal affiliation fee.

1.2. The applicants fulfilling the following conditions are eligible to apply :

- (i) The applicant should a Society/Trust/Company and it has to be registered under the Societies Registration Act / the Trust Act / the Companies Act or any similar Act on or before the date of submission of application.
- (ii) The AICTE and Non-AICTE Colleges cannot exist together at any point of time. However, the AICTE approved Institutions can apply for conduction Non-AICTE course(s) in the AICTE approved premises provided those Institutions satisfy the



AICTE Gazette Notification F.No. 2-2/D-NSQF/U.S Infra/2016 dated 12.07.2016 which is reproduced below:

F.No. 2-2/D-NSQF/U.S Infra/2016 – In exercise of its powers conferred by Sub-section (1) of Section 23 read with section 10 and Section 11 of the All India Council for Technical Education Act, 1987 (52 of 1987) frames “All India Council for Technical Education (AICTE) (1st Amendment) Regulations, 2012. This amendment is being made in the All India Council for Technical Education (AICTE) Regulations, 2012, which had been notified in the Gazette of India on 27.09.2012 under File No. 37-3/Legal/AICTE/2012.

These Regulations may be called “All India Council for Technical Education (AICTE) (1st Amendment) Regulations, 2012” and will deem to have come into force with effect from the date of publication in the Gazette of India.

The provisions contained in the Clause 4 (4.1) shall stand amended and the following Sub-clause may be added as under:

4.1 g. “To run courses of any other Regulatory Body by using existing facilities, or by creating additional facilities as per the provisions laid down in the norms & standards of the respective Regulatory Body without affecting the quality of education prescribed by both Regulatory Bodies after taking prior approval of the Council”. As a proof for satisfying the said Gazette Notification those Institutions are required to attach the AICTE approval to that effect along with application. If AICTE approval is not attached with the application, the application submitted will be treated as rejected.

- (iii) The name and style of the proposed Institution/College shall not be used for any other purpose like affiliation/recognition/association with other universities/organisations, charitable/ commercial purposes etc. The said name & style will be used exclusively for MAKAUT, WB.

“The applicants Trust/Society/Company seeking Non-AICTE courses affiliation shall not use name of the Institution in such a way that the abbreviated form of the name of the Institution becomes IIM/IIT/IISc/NIT/ IISER/IIIT/IIEST/AICTE/UGC/ MHRD/GOI/ MAKAUT/WBUT. The applicant Trust/Society/Company shall also not use the word(s) Government, India, Indian, National, All India, All India Council, Commission anywhere in the name of the Institution and other names as prohibited under the Emblems and Names (Prevention of Improper Use) Act, 1950. Provided that the restrictions mentioned above shall not be applicable, if the Institution is established by Government or its name is approved by the Government.”

- (iv) The proposed land and Building which has been earmarked for conducting such Non-AICTE course(s) shall not be utilised for any other kind of activity, like affiliation with other universities, Distance Education Centre of other University, other charitable / commercial purposes etc. without obtaining prior approval of the University.
- (v) At the time of inspection for affiliation all works (Laboratories, Library, other infrastructure, Staff recruitment) are required to be completed in all respect.



- (vi) Laboratories should be set up for the specific course in accordance with the syllabus of MAKAUT, WB. All syllabus of MAKAUT, WB is available in the University Website www.wbut.ac.in .
- (vii) In the case of Variation in Intake in the affiliated courses / Introduction of additional course(s) in **the existing institutions exclusively conducting Non-AICTE courses will only be considered** as and when facilities like land, building, library, laboratory, faculty & other amenities as prescribed herein are sufficiently augmented. However this will guided as per Clause 2.1 prescribed herein.
- (viii) Institutions seeking affiliation for BBA (Hospital Management) / B.Optom/M. Optom courses must have a MOU for 15 years with any big Hospital (ISO certified).
- (ix) Institutions seeking affiliation for BBA (Sports Management) course must have a MOU for 15 years with any Super Division (Sports) Club.
- (x) **For Case A (Establishment of Non-AICTE Institution) only the requirement stated hereunder will be followed by the applicant Society / Trust / Company after having their name in website (www.wbut.ac.in) as eligible applicant considered favourably for affiliation as stated in STEP 3 under Clause 3** : A fixed deposit of Rs. 15 lakhs in the nationalized bank is to be made for a period of 8 years in favour of the proposed College / Institute. An Indemnity bond on stamp paper of Rs. 100/- stating that the fixed deposit shall not be encashed or used for borrowing purpose or modified without prior consent of the Registrar, Finance Officer & Inspector of Colleges of MAKAUT, WB is to be executed. A letter stating the said fact of the Indemnity bond duly supported by the photocopy of the Indemnity bond addressed to the Branch Manager of the bank where the said fixed deposit has been made is to be submitted to the concerned bank. Original copy of the receipt of the aforesaid letter of the concerned bank along with the photocopy of the fixed deposit and original Indemnity bond are to be submitted along with the application. It is also obligatory on the part of existing Institutions conducting Non-AICTE courses to comply with the same directives failing which renewal of affiliation may not be considered.

2.1 Intake of Courses :

- Introduction of additional courses will be according to the following principles :

Phase of Period	Course(s)	Intake
1 st Year	At most four UG course(s) may be sanctioned	Maximum 240 intake in total
2 nd Year	- do -	- do -
3 rd Year	- do -	- do -

The Institution will be evaluated after three years with respect to the following parameters viz. Admission, result, placement and service conditions of the employee attached to the Institution. The maximum intake of any course will not



exceed 120.

If the results are satisfactory, then permission may be granted for additional intake.

2.2 Land requirement excepting Hostel, Play Ground and Staff Quarters :

For Kolkata Municipal Corporation area :- Minm. 10 Cottahs

For District/Sub-Division Town (Municipal) area :- Minm. 15 Cottahs

For Rural (Panchayet) area :- Minm. 30 Cottahs

The abovementioned area of land should be mandatorily in one Plot and splitting of land is not permissible. The documents of Registered Land / Govt. Leased Land of thirty years and above must be in the name of the applicant Society / Trust / Company. Private leased land/Property will not be accepted. Resolution of the applicant Society / Trust / Company expressing interalia to earmark the land and Building constructed thereon will be used by the proposed Institution is required to be attached with the application.

2.3 Built-up Area requirement (Infrastructure) :

Essential requirement :

- Built up area per student : 10 Sq.m. (square meter) for new and existing Institution.
- Class Room : For each Non-AICTE course(s) built-up area of atleast 1.0 Sq.m. (carpet area) per student is required. For each Non-AICTE course(s) atleast one class room for sixty (60) intake is required for each Academic Session i.e for 1st year one room, 2nd year one room & 3rd year one room. For renewal of affiliation / introduction of additional course(s) / variation of intake number of class room is to be increased/ enhanced proportionately.
- Administrative Area : Administrative Area of atleast 250 sq.m. (carpet area) is required where Principal's room, Strong room, Reception room, Administrative & Main Office, Maintenance & Estate Office etc. are to be located suitably.
- Staff Room (Faculty) : Adequate space (minimum 100 sq.m.) for comfortable sitting Arrangement of atleast 15 faculty members with sufficient computers & Printers along with internet facility.
- Toilet for Student : Adequate space (Gents & Ladies separate) in each floor
- Toilet for Staff : Adequate space (Gents & Ladies separate) in each floor.
- Common Rooms : Adequate space (Girls & Boys separate)
- Language Laboratory : 70 sq.m. (Carpet area)
- Conference Room : 70 sq.m. (Carpet area).
- Library : 100 sq.m (carpet area) per 60 student subject to a maximum of 4300 sq.ft.
- Computer Laboratory : 2.5 sq.m. (carpet area) per student. Upto a minimum of 100 sq.m.



Desirable requirement :

- Hostel (Boys & Girls separate) : Arrangement for accommodation of boys and girls may be made in the Hostel. 100% Hostel accommodation for ladies is desirable for remote locations.

2.4 Qualification, Experience and Pay Scale of Academic Staff Members :

- Teacher – Student Ratio : 1 : 25 (for UG); 1 : 15 (for PG)
- Faculty Cadre Ratio : 1 : 2 : 6 (Overall for Institute)
- Assistant Professor : First Class (60%) Master's Degree in the relevant branch of study is preferred. However, 55% marks in Master Degree in the relevant branch of study is permitted.
- Associate Professor : Ph.D degree with the minimum 55% marks at Bachelor's or Master's level in the appropriate branch of study with 5 years experience in Teaching / Industry /Research at the level of Lecturer or equivalent.
- Professor : Ph.D degree with the minimum 55% marks at Bachelor's or Master's level in the relevant branch of study with 10 years experience in Teaching / Industry / Research out of which 5 years must be at the level of Associate Professor and / or equivalent.
- Principal / Director : Qualification as for Professor above. Experience : Professor in the discipline of Management/Technology/Science with total experience of 15 (fifteen) years in the field of Teaching / Industry / Research / Administration.
N.B. : Any relaxation of the minimum qualification of the above posts should be with prior permission / approval of the University.
- Selection of Faculty Members : For selection of Faculty Member in the College/Institute, MAKAUT, WB representative will have to be included in the Selection Committee positively. Selection Committee is required to be approved by the University.
- Technical Assistant : At least one Technical Assistant for each Laboratory.
Qualification : 3 Years Diploma in relevant discipline or Bachelor Degree with knowledge in relevant discipline.
- Administrative Staff : Sufficient numbers of Administrative Staff are to be appointed for smooth functioning of the College which may include Registrar / Administrative Officer, Librarian, Library Assistant, Office Assistants, Store Keeper, Cashier and Accountant.
- Hostel Staff : Sufficient numbers of Hostel's Staff are to be appointed for smooth functioning of the College Hostel.
- Security Staff : Sufficient numbers of Security Staff are to be appointed for safety and security of the College &



- Hostel Campus.
- Sweeping Staff : Sufficient numbers of Sweeping Staff are to be appointed for cleanliness of the College & Hostel Campus.
- Maintenance Staff : Sufficient numbers of Maintenance Staff (Electrical, Plumbing) are to be appointed. Maximum age for holding the above posts shall be 65 years.

Scale of Pay : Pay Scale of the above posts should be as per state Govt./UGC/any Govt. College of the State.

- Qualifications of teaching faculty and support staff and their service conditions should be in conformity with the UGC/State Government/ University regulations formulated for the purpose.

2.5. Library : Library is preferred to be digital. All books & journals are to be accessioned before inspection for affiliation.

Minimum numbers of Books necessary per course

No. of Titles :	For each subject, 5 numbers of Titles.
No. of copies :	Minimum 20 numbers on each Title.
No. of National Journal :	Minm. 5
No. of International Journal :	Minm. 1
No. of Periodicals :	Minm. 4
News Papers / Magazines :	Sufficient.

2.6 Computer Laboratories :

For management/computer courses, Computer Terminal and Student ratio = 1 : 2

For other than management/courses, Computer Terminal and Student ratio = 1 : 4

Sufficient number of Printers with sharing facility (Networking)

Internet facilities for student : Adequate

Open source softwares preferred. Proprietary softwares should be licensed.

2.7 Other Laboratories :



All apparatus as required in strict conformity with the syllabus of MAKAUT, WB (available in University website www.wbut.ac.in) in each relevant branch of study are to be installed in the Laboratories prior to the inspection for affiliation.

e.g. :

For BHM course - Front Office Lab, Basic Kitchen Lab, Advanced Kitchen Lab, Bar Lab, Restaurant Lab, House Kitchen Lab etc. are to be ready at the time of inspection for affiliation.

For Media Science courses – Sufficient no. of Still Camera, Digital, Movie Camera, Editing software etc. are the basic requirement.

For B.Sc in Nautical Science course – Jetty, Ship etc. facilities are compulsory.

2.8 Medical facilities : A medical room and Part-time Medical Officer are compulsory.

2.9 Canteen & Cafeteria : Adequate arrangement is to be made.

2.10 Student Amenities : Adequate arrangement is to be made.

2.11 Other essential requirements :

- Barrier – free Environment as per the PWD Act.
- Safety Provisions including fire and other calamities.
- Group Insurance to be provided for the employee.
- Adequate purified potable water supply in the campus.

2.12 Governing Body : To be constituted in strict compliance with the directives of MAKAUT, WB.

3. Procedural steps of affiliation :

STEP 1 : An application expressing interalia of **Case A to F [Except Case D]** as applicable addressed to the Inspector of



Colleges, Maulana Abul Kalam Azad University of Technology, West Bengal **along with the following documents (Case A, Case E and Case F only)** & also prescribed fees as stated under Clause 1.1 are to be submitted at the Office of the Inspector of Colleges, MAKAUT, WB in person by the Sponsoring Trust / Society / Company of the proposed College / existing Institution. For Case A to Case F (Except Case D) the applicants are required to mention the followings in tabular form in their application:

New/additional courses to be introduced	Existing affiliated courses	Approved intake at present	Proposed intake for affiliation for the academic year 2018-2019

The said **application** will be received on and from **22.02.2018 to 19.03.2018** for Case B, C, E, F and **22.02.2018 to 23.03.2018 for Case A** only between 11.30 a.m. to 2 p.m. on all working days except Saturday, Sunday and Holidays.

The documents as mentioned below under Sl. No. I to VI are not required to be submitted for Case B, Case C and Case D. However, the approval of the AICTE is required to be submitted along with application for Case B and Case C if Clause 1.2 (ii) is applicable.

The documents stated hereunder are to be submitted in **book binding form (For Case A, Case E and Case F only)**. As well as soft copy (in CD format).

- I.
 - (a) Name of the organising body (Trust/Society/Company) of the Proposed College
 - (b) Address for Communication mentioning Fax No.
 - (c) Name and address of the Secretary / President of the Trust / Society / Company mentioning Mobile No.
- II. Self Authenticated Photocopy of
 - (a) Registered Trust Deed / Society Registration Certificate /Company Registration Certificate – organising body of the Proposed College.
 - (b)MOA for Society/Trust Deed/Company registered documents
 - (c) Last annual Return for Society/Trust/Company
- III. Self Authenticated Photocopy of



- (a) Land Deed of the Proposed College
 - (b) Land use certificate from the competent authority as designated by the Govt. of West Bengal,
 - (c) Land conversion certificate from the competent authority as designated by the Govt. of W.B.,
 - (d) Mutation Certificate / Porcha from the competent authority as designated by the Govt. of W.B.,
 - (e) Government Pleader Certificate on marketable title of land and building,
 - (f) Receipt of Tax Clearance from competent L & LR Department, Govt. of W.B.
- IV. Self Authenticated Photocopy of
- (a) Building Plan of the Institute approved by competent authority,
 - (b) Permission Order of Panchayat / Zilla Parishad / Municipality / Municipal Corporation / Development Authority / Notified Area Authority for starting construction/building to erect the College Building,
- V. Self Authenticated Photocopy of
- (a) NOC for fire safety issued by the competent authority,
 - (b) The test report of water supply in the proposed College campus & the source of water supply.
- VI. **No Objection Certificate (NOC) of the Higher Education Department, Govt. of West Bengal as prescribed vide Gazette Notification No. 885-Edn. (CS)/OM-152L/2012 dated 17.09.2015 for Case A only.**

APPLICATION BEARING INSUFFICIENT DOCUMENT WILL SUMMARILY BE REJECTED & ENTIRE AMOUNT PAID THROUGH DEMAND DRAFT WILL BE FOREFEITED.

STEP 2 :

The application along with documents (**for Case A, Case E and Case F**) as will be received by the Office of the Inspector of Colleges will be checked by the Legal Experts. The applicants whose documents will not be found satisfactory by the Legal Experts will be rejected and entire amount paid as application fee will not be refunded and the **same will be published in the MAKAUT, WB website (www.wbut.ac.in)**. **No individual correspondence will be made.**

Immediately after completion of scrutiny the list of applicants (Case A to Case F except Case D) whose proposals are prima facie found in order will be announced in the MAKAUT, WB website www.wbut.ac.in /over telephone mentioning therein the date of inspection for spot physical verification by the Inspection Team of MAKAUT, WB. **No individual correspondence will be made.**

After knowing the date of inspection, the concerned applicant is required to pay the Inspection Fee in person at MAKAUT, WB well ahead of the date of inspection. After remittance of Inspection Fee the applicants are required to submit another application for physical inspection attaching the proof of deposit Inspection Fee and also the **“Self Assessment Report of the existing/proposed Non-AICTE College & INSPECTION REPORT”** [available in website www.wbut.ac.in] stated under STEP 3 below at the Office of Inspector of Colleges in person **failing which Inspection will not be carried out.**



STEP 3 : The existing/proposed New Non-AICTE institutions are required to fill-up two copies of “Self Assessment Report of the existing/proposed Non-AICTE College & INSPECTION REPORT” available in the University website (www.wbut.ac.in) duly signed in all pages. Out of which **one copy is to be submitted to the office of the Inspector of Colleges and another copy of “Self Assessment Report of the existing/proposed Non-AICTE College & INSPECTION REPORT” will have to be handed over by the applicant Trust/Society/Company to the Inspection Team** who will visit the site for spot physical verification.

If found satisfactory after physical inspection, the affiliation of the courses will be considered favourably. The name of eligible applicants **will be published in the MAKAUT, WB website (www.wbut.ac.in).** **No individual correspondence will be made.** After seeing the name of the eligible applicant in the MAKAUT, WB website whose case is being considered favourably for affiliation, the sponsoring Trust / Society / Company is required to pay the affiliation fee and also submit (A) **FDR documents** as stated under Clause 1.(x) and (B) **Affidavit** [Format of affidavit is available in the University website www.wbut.ac.in and the same is to be executed in a Non-Judicial Stamp Paper of Rs. 100/- and the said affidavit is to be affirmed before the First Class Judicial Magistrate]. After receipt of the affiliation fees and FDR documents, Affiliation letter will be issued for that academic year. This affiliation shall be ordinarily accorded on a yearly basis.

If not found satisfactory after physical inspection, application will be treated as cancelled and the amount paid as Inspection Fee will not be refunded. **No individual correspondence will be made.**

The University reserves the right to relax any rule made above in the most deserving cases.

4. Introduction of Evening Shift (2nd Shift) in the existing Non-AICTE Colleges located in Kolkata Municipal Corporation (KMC) area. [As per decision of the Executive Council (EC) dated 05.02.2018]
- 4.1. Norms and conditions for running Evening Shift (2nd Shift) in the existing Non-AICTE Colleges located in the Kolkata Municipal Corporation Area.
 - (i) The existing Non-AICTE College located in Kolkata Municipal Corporation Area may run in two shifts in the present name of the existing college clearly mentioning Morning Shift – 1st Shift /Evening Shift – 2nd Shift. There must separate Principal/Director for each shift (Morning/Evening).
 - (ii) The Evening Shift (2nd Shift) timing will be from 2:00 PM to 8:30 PM while the Morning Shift (1st Shift) from 7:00 AM to 1:30 PM.
 - (iii) No additional land is required to be added.



- (iv) Built-up area: No additional built-up area is required to be added for the second shift if the courses of Morning Shift (1st Shift) only are run in the Evening Shift (2nd Shift). However laboratories should be adequately equipped to accommodate the second shift students. If the courses of two shifts (Morning & Evening) differ, additional infrastructure for equipped Labs should be developed for the Morning Shift – 1st Shift / Evening Shift – 2nd Shift as the case may be. Side by side procurement of books for those courses should be made.
 - (v) Library: Library should be provided with more books and journals coursewise (Morning Shift and Evening Shift) and library timing should be extended to facilitate Evening Shift (2nd Shift) students.
 - (vi) Computer Centre: Adequate nos. of computer terminals with licensed software and printers as per course requirement are to be made available.
 - (vii) Other Campus facilities: No additional facility is required to be added.
 - (viii) Principal/Director's chamber for each shift (Morning & Evening) will be separate.
 - (ix) Separate office of each shift (Morning – 1st Shift and Evening – 2nd Shift) should be made available.
 - (x) Separate manpower [faculty and supporting staff for each shift (Morning Shift and Evening Shift)] should be made available as per Clause 2.4.
 - (xi) The total intake of the Morning Shift (1st Shift) of the existing Non-AICTE Colleges will be the maximum intake for the Evening Shift (2nd Shift).
- 4.2. Existing Non-AICTE Colleges located in the Kolkata Municipal Corporation (KMC) area interested to introduce the Evening shift (2nd shift) in their college may apply to the University by remitting the application fee per UG/PG course as prescribed under Clause 1.1 (i).

Following documents are to be attached with the application:

- (i) Photocopy of the KMC Tax Receipt of last 2 years of the College.
- (ii) Name of courses along with respective intake applied for affiliation in the 2nd Shift (Evening Shift).
- (iii) Application for each shift (Morning/Evening) has to be made separately.

The last date of submission of application for introduction of Evening Shift (2nd Shift) is 19.03.2018.

The applications submitted will be scrutinized and those proposals of 2nd Shift (Evening Shift) submitted by the Trust/Society/Company found in order are required to pay the inspection fee well ahead of inspection date which will be communicated by the University.



- 4.3. The existing Non-AICTE Institution of Kolkata Municipal Corporation (KMC) Area applied for 2nd Shift (Evening shift) is required to fill-up two copies of “Self Assessment Report of the existing/proposed Non-AICTE College & INSPECTION REPORT” available in the University website (www.wbut.ac.in) duly signed in all pages. Out of which one copy is to be submitted to the office of the Inspector of Colleges and another copy of “Self Assessment Report of the existing/proposed Non-AICTE College & INSPECTION REPORT” will have to be handed over by the applicant Trust/Society/Company to the Inspection Team who will visit the site for spot physical verification. If found satisfactory after physical inspection, the affiliation of the courses will be considered favourably and the applicant Society/Trust/Company has to remit the affiliation fee. If not found satisfactory after physical inspection, application will be treated as cancelled and the amount paid as inspection fee will not be refunded.



Self Assessment Report of the existing/proposed Non-AICTE College & INSPECTION REPORT for

- [CASE – A] Establishment of new Non-AICTE College / Institute
- [CASE – B] Introduction of additional course(s) in the existing Non-AICTE College / Institute
- [CASE – C] Variation in Intake in the existing Non-AICTE course(s)
- [CASE – D] Extension (Renewal) of Affiliation in the existing Non-AICTE Institution / College
- [CASE – E] Shifting of College-building of the existing Institution to the new premises
- [CASE – F] Conversion of name and style of the existing Institution

[Please give tick-mark(s) in the above appropriate box(es) by the College]

Date of Inspection :

1.(a). Name of the COLLEGE [To be filled by the College] :

1.(b). Proposed COLLEGE NAME (for CASE A and F only) :

[To be filled by the College and accordingly resolution of the Governing Body and Trust/Society/Company are to be attached]

1.(c). Address of the College [To be filled by the College and accordingly resolution of the Governing Body and Trust/Society/Company and other relevant documents are to be attached] :

Temporary Address of the Existing College (for CASE E only)	Permanent Address where the the College is situated or Permanent Address where the College to be shifted / established (for CASE A, B, C, D, E and F)

Signature of the Principal / Director with Seal	Signature with Seal of the Secretary / Chairman / Trustee of the College sponsoring Trust / Society / Company.	Signature of the Experts of the Inspection Team



2(a). COLLEGE CODE (**except CASE A only**) [To be filled by the College] :

2.(b) Whether inspection held in the last Academic Year (2016-17). If yes, please enclose the copy of the Summary of Inspection Report (Not applicable for Case A).

3. MAKAUT, WB Norms for Course / Intake – Non-AICTE Institute

- Introduction of additional courses will be according to the following principle

Phase of Period	Course(s)	Intake
1 st Year	At most four UG course(s) may be sanctioned	Maximum 240 intake in total
2 nd Year	- do -	- do -
3 rd Year	- do -	- do -

The Institution will be evaluated after three years with respect to the following parameters viz. Admission, result, placement and service condition.

If the results are satisfactory, then permission may be granted for additional intake.

- During renewal of affiliation of existing Institution, the affidavit submitted to the MAKAUT, WB must include the pay scale and service conditions of the teaching and other staff.
- AICTE and Non-AICTE Colleges cannot exist together at any point of time.



3(a). Intake position of the College year-wise and course-wise :

[N = Present Academic Year (AY) when the Institute is filling this format e.g. 2017-2018, N-1 = (2016-2017), N-2 = (2015-2016) and N+1 = (2018-2019)]

[To be filled by the College]

Existing affiliated Non-AICTE Course(s) [UG / PG] and / or Proposed Non-AICTE Course(s) [UG / PG]	Approved Intake (For B.OPTM only) academic year (N-2)	Approved Intake academic year (N-1)	Approved Intake Present academic year = N e.g. 2017-2018	Proposed Intake for academic year (N+1)	Total Intake (Course/Branch-wise)
Total Intake (Year-wise)					
Grand Total Intake					
Signature of the Principal / Director with Seal	Signature with Seal of the Chairman / Secretary / Trustee of the College sponsoring Trust / Society / Company.				
		Signature of the Experts of the Inspection Team			



3.(b) For Case B and C [To be filled by the College] (N = Present Academic Year (AY) when the Institute is filling this format e.g. 2017-2018)

MAKAUT, WB approved Non-AICTE Course(s)	Approved Intake [Course-wise] N	Actual Admitted [Course-wise] N	Percentage (%) of intake admitted Course-wise N	Approved Intake [Course-wise] N-1	Actual Admitted [Course-wise] N-1	Percentage (%) of intake admitted [Course-wise] N-1	Approved Intake [Course-wise] N-2	Actual Admitted [Course-wise] N-2	Percentage (%) of intake admitted [Course-wise] N-2

Observations of the Inspection Team taking into account the aforesaid data		
Signature of the Principal / Director with Seal	Signature with Seal of the Chairman / Secretary / Trustee of the College sponsoring Trust / Society / Company.	Signature of the Experts of the Inspection Team



3.(c) For Case B and C

Result of the passed-out in last 3 years [To be filled by the College]					Observations of the Inspection Team [If found in order, please write OK, otherwise enumerate deficiencies]	
Period (Academic Yearwise & Coursewise)	No. of student appeared	No. of passed-out student with DGPA 8.5 onwards	No. of passed-out student with DGPA 7 to 8.5	No. of passed-out student with DGPA below 7	O.K.	Deficiencies

Signature of the Principal / Director with Seal	Signature with Seal of the Chairman / Secretary / Trustee of the College sponsoring Trust / Society / Company.	
		Signature of the Experts of the Inspection Team



3.(d) For Case B and C

Placement of the passed-out in last 3 years [To be filled by the College]				Observations of the Inspection Team [If found in order, please write OK, otherwise enumerate deficiencies]	
Period (Academic Yearwise & Coursewise)	No. of Passed-out student	No. of passed-out student provided placement	Name of organisation/institution where the passed-out student were placed	O.K.	Deficiencies

Signature of the Principal / Director with Seal	Signature with Seal of the Chairman / Secretary / Trustee of the College sponsoring Trust / Society / Company.	
		Signature of the Experts of the Inspection Team



3.(e) For Case B and C

Service Conditions of the employee attached to the Institute [To be filled by the College] (Scale of Paly, P.F., Leave Rules etc.)		Observations of the Inspection Team [If found in order, please write OK, otherwise enumerate deficiencies]	
		O.K	Deficiencies
Signature of the Principal / Director with Seal	Signature with Seal of the Chairman / Secretary / Trustee of the College sponsoring Trust / Society / Company.	Signature of the Experts of the Inspection Team	

4. MAKAUT, WB Norms for Land Area Requirement (Infrastructure) – Non-AICTE Institute



- Land for College Building must be owned in the name of the College sponsoring Trust / Society / Company.
- The College sponsoring Trust / Society / Company has to adopt the resolution expressing inter alia to earmarked the land and building for conducting the (Non-AICTE) MAKAUT, WB courses. In no circumstances the same will not be utilised for any other kind of activities, like affiliation with other Universities, Distance Education Centre of other University, other charitable / commercial purposes etc.
- For Kolkata Municipal Corporation Area : - Minimum 10 Cottahs.
- For District Town / Sub-Divisional Town / Municipality Area / Municipal Corporation (except Kolkata Municipal Corporation) Area :- Minimum 15 Cottahs
- For Rural (Panchayet) Area :- Minimum 30 Cottahs

4.(a) Availability of Land Area (for Non-AICTE course) taking into account the aforesaid MAKAUT, WB norms :

Particulars	MAKAUT, WB requirement [To be filled by the College]	Available [To be filled by the College]	Observations of the Inspection Team [If found in order, please write OK, otherwise enumerate deficiencies]	
			O.K.	Deficiencies
Whether the Institution is operating at a temporary location ? (Yes / No)				
Whether the Institution will operate / is operating in the permanent premises of the organising Trust / Society / Company ? (Yes / No) If Yes, what is the area of the land ?				
In which year the College will be shifted to the own premises by the organizing Trust / Society / Company ? (only for the College operating in Temporary location)				
Whether the Institution is running both AICTE and Non-AICTE courses ? (Yes / No)				
Whether the Institution is running both AICTE and Non-AICTE courses in the same premises ? (Yes / No)				
Signature of the Principal / Director with Seal	Signature with Seal of the Chairman / Secretary / Trustee of the College sponsoring Trust / Society / Company.		Signature of the Experts of the Inspection Team	



5. MAKAUT, WB Norms for Built-up Area Requirement (Infrastructure) – Non-AICTE Institute

- Built up area per student : 10 SQM
- Class Room Area : For each Non-AICTE course(s) built-up area of atleast 1.0 SQM (carpet area) per student taking into account of the approved/proposed intake
- No. of Class Room : For 2 Years Degree Course – 2, 3 Years Degree Course – 3, 4 Years Degree Course – 4
- Administrative Area : Atleast 250 Sq.m
- No. of Administrative Room : Principal's Room, Strong Room, Reception Room, Administrative & Main Office, Maintenance & Estate Office etc
- Staff Room (Faculty) : Adequate space (minimum 100 Sq.m.) for comfortable sitting arrangement of atleast 15 faculty members with sufficient Computers & Printers along with internet facility.
- Computer Laboratory : 2.5 Sq.m. (carpet area) per student. Upto a minimum of 100 Sq.m.
- Library : 100 Sq.m. (carpet area) per 60 student to a maximum of 4300 Sq.ft.
- Language Laboratory : 70 Sq.m. (Carpet area)
- Conference Room : 70 Sq.m. (Carpet area)
- Common Room : Adequate space (Girls & Boys separate)
- Toilet for Staff : Adequate space (Girls & Boys separate) in each floor
- Toilet for Student : Adequate space (Girls & Boys separate) in each floor
- Hostel (Boys & Girls separate) : Arrangement for accommodation of boys and girls may be made in the Hostel. 100% Hostel accommodation for ladies is desirable for remote locations.



Library				
Language Laboratory				
Conference Room				
Toilet for Student				
Toilet for Staff				
Boys Hostel				
Girls Hostel				

6. MAKAUT, WB Norms for Faculty & Academic Staff requirements and Cadre Ratio for Non-AICTE Institute

1. Teacher – Student Ratio = 1 : 25 (for UG) & 1: 15 (for PG)
2. Eligibility for Assistant Professor (new designation of Lecturer) : - First Class Master's Degree in the relevant branch of study.
3. Eligibility for Associate Professor (new designation of Reader) : - Ph.D degree with the first class at Bachelor's or Master's level in the appropriate branch of study with 2 years experience in Teaching / Industry / Research at the level of Assistant Professor (new designation of Lecturer) or equivalent.
4. Eligibility for Professor : - Ph.D degree with the first class at Bachelor's or Master's level in the appropriate branch of study with 10 years experience in Teaching / Industry / Research out of which 5 years must be at the level of Assistant Professor (new designation of Lecturer) and / or equivalent.
5. Eligibility for Principal/Director : - Qualification as for Professor above. Experience : Professor in the discipline of Management / Technology / Science with total experience of 15 (fifteen) years in the field of Teaching / Industry / Research / Administration.
6. Eligibility for Technical Assistant : - 3 Years Diploma in relevant discipline or Bachelor Degree with Knowledge in relevant discipline.
7. Administrative Staff :- Sufficient number of Administrative Staff to be appointed for smooth functioning of the College which may include Registrar / Administrative Officer , Librarian, Library Assistant, Office Assistants, Store Keeper, Cashier and Accountant.
8. Hostel Staff : Sufficient number of Hostel's to be appointed for smooth functioning of the College Hostel.
9. Security Staff :- Sufficient number of Security Staff to be appointed for safety and security of the College & Hostel Campus.
10. Sweeping Staff :-Sufficient number of Sweeping Staff to be appointed for cleanliness of the of the College & Hostel Campus.
11. Maintenance Staff :- Sufficient number of Maintenance Staff (Electrical, Plumbing) to be appointed.
12. Maximum age for holding the above posts shall be 65 years.

Signature of the Principal / Director with Seal	Signature with Seal of the Chairman / Secretary / Trustee of the College sponsoring Trust / Society / Company.	Signature of the Members of the Inspection Team



6.(a) Availability of Faculty taking into account the existing MAKAUT, WB norms :

Particulars	MAKAUT, WB requirement [To be filled by the College]	Available [To be filled by the College]	Observations of the Inspection Team [If found in order, please write OK, otherwise enumerate deficiencies]	
			O.K.	Deficiencies
Faculty : Student (for UG) Faculty : Student (for PG)				

6.(b) Availability of Faculty (Principal / Director) taking into account the aforesaid MAKAUT, WB norms :

FORMAT REGARDING **PRINCIPAL / DIRECTOR** (APPOINTED ON PERMANENT BASIS IN ACCORDANCE WITH THE AFORESAID MAKAUT, WB NORMS)

Name of the Principal / Director	Date of Birth	Date of Joining	Qualification mentioning the year of passing, branches / specialization and University			Experience in different Organizations	Total years of experience	Observations of the Inspection Team [If found in order, please write OK, otherwise enumerate deficiencies]	
			UG	PG	PhD			O.K.	Deficiencies
Signature of the Principal / Director with Seal			Signature with Seal of the Chairman / Secretary / Trustee of the College sponsoring Trust / Society / Company.				Signature of the Members of the Inspection Team		



6.(c) Availability of Faculty (Professor) taking into account the aforesaid MAKAUT, WB norms :

Professor(s) (Course-wise)	MAKAUT, WB requirement [To be filled by the College]	Available [To be filled by the College]	Observations of the Inspection Team [If found in order, please write OK, otherwise enumerate deficiencies]	
			O.K.	Deficiencies
e.g. : BBA BCA ----- ----- -----	_____ numbers _____ numbers	_____ numbers _____ numbers _____ numbers _____ numbers _____ numbers _____ numbers _____ numbers _____ numbers _____ numbers _____ numbers		
Signature of the Principal / Director with Seal	Signature with Seal of the Chairman / Secretary / Trustee of the College sponsoring Trust / Society / Company.		Signature of the Experts of the Inspection Team	



6.(d) Availability of Faculty (Professor) taking into account the aforesaid MAKAUT, WB norms :

FORMAT REGARDING PROFESSOR(S) (APPOINTED ON PERMANENT BASIS IN ACCORDANCE WITH THE AFORESAID MAKAUT, WB NORMS)

Name of the Professor(s) (Course-wise)	Date of Birth	Date of Joining	Qualification mentioning the year of passing, branches / specialization and University			Experience in different Organizations	Total years of experience	Observations of the Inspection Team [If found in order, please write OK, otherwise enumerate deficiencies]	
			UG	PG	PhD			O.K.	Deficiencies

Please multiply this page and attach for submission of exhaustive list.

Signature of the Principal / Director with Seal	Signature with Seal of the Chairman / Secretary / Trustee / Director of the College sponsoring Trust / Society / Company.	
		Signature of the Experts of the Inspection Team



6.(e) Availability of Faculty (Associate Professor) taking into account the aforesaid MAKAUT, WB norms :

No. of Associate Professor(s) (Course-wise)	MAKAUT, WB requirement [To be filled by the College]	Available [To be filled by the College]	Observations of the Inspection Team [If found in order, please write OK, otherwise enumerate deficiencies]	
			O.K.	Deficiencies
e.g. : BBA BCA ----- ----- -----	_____ numbers _____ numbers	_____ numbers _____ numbers		
Signature of the Principal / Director with Seal	Signature with Seal of the Chairman / Secretary / Trustee / Director of the College sponsoring Trust / Society / Company.	Signature of the Experts of the Inspection Team		



6.(f) Availability of Faculty (Associate Professor) taking into account the aforesaid MAKAUT, WB norms :

FORMAT REGARDING ASSOCIATE PROFESSOR(S) (APPOINTED ON PERMANENT BASIS IN ACCORDANCE WITH THE AFORESAID MAKAUT, WB NORMS)

Name of the Associate Professor(s) (Course-wise)	Date of Birth	Date of Joining	Qualification mentioning the year of passing, branches / specialization and University			Experience in different Organizations	Total years of experience	Observations of the Inspection Team [If found in order, please write OK, otherwise enumerate deficiencies]	
			UG	PG	PhD			O.K.	Deficiencies

Please multiply this page and attach for submission of exhaustive list.

Signature of the Principal / Director with Seal	Signature with Seal of the Chairman / Secretary / Trustee / Director of the College sponsoring Trust / Society / Company.	
		Signature of the Experts of the Inspection Team



6.(g) Availability of Faculty (Assistant Professor) taking into account the aforesaid MAKAUT, WB norms :

No. of Assistant Professor(s) (Course-wise)	MAKAUT, WB requirement [To be filled by the College]	Available [To be filled by the College]	Observations of the Inspection Team [If found in order, please write OK, otherwise enumerate deficiencies]	
			O.K.	Deficiencies
e.g. : BBA BCA ----- ----- -----	_____ numbers _____ numbers	_____ numbers _____ numbers		
Signature of the Principal / Director with Seal	Signature with Seal of the Chairman / Secretary / Trustee / Director of the College sponsoring Trust / Society / Company.		Signature of the Experts of the Inspection Team	



6.(h) Availability of Faculty (Assistant Professor) taking into account the aforesaid MAKAUT, WB norms :
FORMAT REGARDING ASSISTANT PROFESSOR(S) (APPOINTED ON PERMANENT BASIS IN ACCORDANCE WITH THE AFORESAID MAKAUT, WB NORMS)

Name of the Assistant Professor(s) (Course-wise)	Date of Birth	Date of Joining	Qualification mentioning the year of passing, branches / specialization and University			Experience in different Organizations	Total years of experience	Observations of the Inspection Team [If found in order, please write OK, otherwise enumerate deficiencies]	
			UG	PG	PhD			O.K.	Deficiencies

Please multiply this page and attach for submission of exhaustive list

Signature of the Principal / Director with Seal	Signature with Seal of the Chairman / Secretary / Trustee / Director of the College sponsoring Trust / Society / Company.	
		Signature of the Experts of the Inspection Team



6.(i) Availability of Faculty (Technical Assistant) taking into account the aforesaid MAKAUT, WB norms :
FORMAT REGARDING TECHNICAL ASSISTANT (APPOINTED ON PERMANENT BASIS IN ACCORDANCE WITH THE AFORESAID MAKAUT, WB NORMS)

Name of the Technical Assistant (Course-wise)	Date of Birth	Date of Joining	Qualification	Experience in different Organizations	Total years of experience	Observations of the Inspection Team [If found in order, please write OK, otherwise enumerate deficiencies]	

Please multiply this page and attach for submission of exhaustive list.

Signature of the Principal / Director with Seal	Signature with Seal of the Chairman / Secretary / Trustee of the College sponsoring Trust / Society / Company.	
		Signature of the Experts of the Inspection Team



6.(j) Availability of Administrative Staff taking into account the aforesaid MAKAUT, WB norms :

Particulars	MAKAUT, WB requirement [To be filled by the College]	Available [To be filled by the College]	Observations of the Inspection Team [If found in order, please write OK, otherwise enumerate deficiencies]	
			O.K.	Deficiencies
Administrative Staff				
Signature of the Principal / Director with Seal	Signature with Seal of the Chairman / Secretary / Trustee of the College sponsoring Trust / Society / Company.		Signature of the Experts of the Inspection Team	



6.(k) Availability of Hostel/Security/Sweeping/Maintenance Staff taking into account the aforesaid MAKAUT, WB norms :

Particulars	MAKAUT, WB requirement [To be filled by the College]	Available [To be filled by the College]	Observations of the Inspection Team [If found in order, please write OK, otherwise enumerate deficiencies]	
			O.K.	Deficiencies
Hostel Staff / Security Staff / Sweeping Staff / Maintenance Staff				
Signature of the Principal / Director with Seal	Signature with Seal of the Chairman / Secretary / Trustee of the College sponsoring Trust / Society / Company.		Signature of the Experts of the Inspection Team	



7. MAKAUT, WB Norms for Books, Journals and Library facilities – Non-AICTE Institute

2. No. of Titles : For each subject, 5 numbers of Titles.
3. No. of Copies : Minimum 20 numbers on each Title.
4. No. of National Journal : Minimum 5
5. No. of International Journal : Minimum 2
6. No. of Periodicals : Minimum 4
7. News Papers / Magazines : Sufficient.

7.(a) Availability of Books/Journals/Library facilities taking into account the aforesaid MAKAUT, WB norms :

Particulars	MAKAUT, WB requirement [To be filled by the College]	Available [To be filled by the College]	Observations of the Inspection Team [If found in order, please write OK, otherwise enumerate deficiencies]	
			O.K.	Deficiencies
No. of Titles (course-wise) in the College Library				
No. of Copies (course-wise) in the College Library				
No. of National Journals (course-wise) in the College Library				
No. of International Journals (course-wise) in the College Library				
No. of Periodicals (course-wise) in the College Library				
News Papers / Magazines				
Signature of the Principal / Director with Seal	Signature with Seal of the Chairman / Secretary / Trustee of the College sponsoring Trust / Society / Company.		Signature of the Experts of the Inspection Team	



8. MAKAUT, WB Norms for Computers, Software, Internet and Printers – Non-AICTE Institute

- For management/computer courses, Terminal – Student ratio = 1 : 2
- For other than management/computer courses, Terminal – Student ratio = 1 : 4
- Sufficient number of Printers with sharing facility (Networking).
- Internet facilities for student : Adequate.
- Open source softwares preferred.
- Proprietary softwares should be licensed

8.(a) Availability of Computers/Software/Internet/Printers taking into account the aforesaid MAKAUT, WB norms :

Particulars	MAKAUT, WB requirement [To be filled by the College]	Available [To be filled by the College]	Observations of the Inspection Team [If found in order, please write OK, otherwise enumerate deficiencies]	
			O.K.	Deficiencies
No. of PCs available taking into consideration Terminal-Student ratio				
No. of Legal System Software available				
No. of Legal Application Software available				
No. of Printers				
No. of PCs having LAN & Internet				
No. of Computer Printer having LAN				
Signature of the Principal / Director with Seal	Signature with Seal of the Chairman / Secretary / Trustee of the College sponsoring Trust / Society / Company.		Signature of the Experts of the Inspection Team	



9. MAKAUT, WB Norms for Laboratories – Non-AICTE Institute

- (xi) All apparatus as required in strict conformity with the syllabus of MAKAUT, WB available in www.MAKAUT, WB.ac.in in each relevant branch of study are to be installed in the Laboratories.
- (xii) For BHM course – Front Office Lab, Basic Kitchen Lab, Advanced Kitchen Lab, Bar Lab, Restaurant Lab, House Kitchen Lab etc. are to be ready at the time of inspection for affiliation.
- (xiii) For B.Sc in Media Science course – Sufficient number of Still Camera, Digital, Movie Camera, Editing Software etc. are the basic requirement.
- (xiv) For B.Sc in Nautical Science course – Jetty, Ship etc. facilities are urgently needed.
- (xv) **Laboratories List as per MAKAUT, WB syllabus (Course-wise & Semester-wise) ---- enclosed as ANNEXURE – I**

9.(a) Availability of Laboratories requirements taking into account the aforesaid MAKAUT, WB norms :

Course / Branch [To be filled by the College]	Semester [To be filled by the College]	Name of the Laboratory with MAKAUT, WB Paper Code [To be filled by the College]	Room No. / Area (Sq.ft.) [To be filled by the College]	Experimental Set-up required as per MAKAUT, WB syllabus [To be filled by the College]		Observations of the Inspection Team [If found in order, please write OK, otherwise enumerate deficiencies]	
				All available =>Yes	Deficiencies =>Please enumerate	O.K.	Deficiencies

Please multiply this page and attach for submission of exhaustive list

Signature of the Principal / Director with Seal	Signature with Seal of the Chairman / Secretary / Trustee of the College sponsoring Trust / Society / Company.	
		Signature of the Experts of the Inspection Team



10. MAKAUT, WB Norms for Essential and Desirable requirement – Non-AICTE Institute

- Medical facilities : A medical room and Part-time Medical Officer should be made available.
- Canteen Cafeteria : Adequate.
- Student Amenities : Adequate.
- Barrier – free Environment as per the PWD Act.
- Drinking water quality (water test report to be produced)
- Safety Provisions including fire and other calamities (NOC of the competent authority to be produced)
- Group Insurance to be provided for the employee.
- Establishment of anti-ragging committee (as per UGC notified regulation for prevention & Prohibition of ragging in Non-AICTE Institutions vide No. F.1-16/2007(CPP-II) dated 17th June, 2009.
- Establishment of Internal complains committee (As per section 4 of sexual harassment of women at work place (Prevention, Prohibition & Redressal act, 2013).

10.(a) Availability of Essential and Desired requirements taking into account the aforesaid MAKAUT, WB norms :

Particulars	MAKAUT, WB requirement [To be filled by the College]	Available [To be filled by the College]	Observations of the Inspection Team	
			O.K.	Deficiencies
Medical facilities in the College Campus				
Canteen & Cafeteria				
Student Amenities in the College Campus				
Barrier Free Environment as per the PWD Act				
Safety provisions including fire and other calamities				
General Insurance for the employees				
Other facilities in the College Campus				
Drinking water quality				
Signature of the Principal / Director with Seal	Signature with Seal of the Chairman / Secretary / Trustee of the College sponsoring Trust / Society / Company.			
		Signature of the Experts of the Inspection Team		



Particulars	MAKAUT, WB requirement [To be filled by the College]	Available [To be filled by the College]	Observations of the Inspection Team	
			O.K.	Deficiencies
Establishment of anti-ragging committee (as per UGC notified regulation for prevention & Prohibition of ragging in Non-AICTE Institutions vide No. F.1-16/2007(CPP-II) dated 17th June, 2009.				
Establishment of Internal complain committee (As per section 4 of sexual harassment of women at work place (Prevention, Prohibition & Redressal act, 2013.				
Signature of the Principal / Director with Seal	Signature with Seal of the Chairman / Secretary / Trustee of the College sponsoring Trust / Society / Company.			
			Signature of the Experts of the Inspection Team	



Undertaking by the Management of the College in respect of deficiencies if self assessed by the College
or if noticed by the Inspection Team

Signature of the Principal / Director with Seal

Signature with Seal of the Chairman / Secretary / Trustee of the College sponsoring Trust / Society / Company.



Opinion of the Inspection Team in respect of *Establishment of new College / Variation in Intake / Introduction of additional course(s) / Extension of Affiliation*

Recommended / Not Recommended for *Establishment of new College / Variation in Intake / Introduction of additional course(s) / Extension of Affiliation with following intake :*

Recommended for *Establishment of new College / Variation in Intake / Introduction of additional course(s) / Extension of Affiliation with following intake subject to the fulfillment of following condition(s) :*

Signature of the Experts of the Inspection Team



Annexure -1 of Self Assessment Report of the existing/proposed Non-AICTE College & INSPECTION REPORT
Semester wise Laboratory for all courses (Non-AICTE Courses)

Semester	Paper Code	Subjects
BCA (3 years course)		
1 st	BCA-194	PC Software Lab
	BCA-193	Programming Lab(C/Pascal)
2 nd	BCA-293	Programming Lab(Visual Basic)
	HU-291	Business Presentation & Language Lab
3 rd	BCA-393	Internet & Graphics Lab
	BCA-392	Programming Lab(Data Structure with C)
4 th	BCA-491	Data base Lab (Oracle)
	BM-491	Computing Lab
5 th	BCA-591	Unix & Networking
BHM (4 {3+1} years course)		
1 st	HPM-191	Food Production Lab
	HPM-192	Food & Beverage Service Lab
	HPM-193	Front Office Operation lab
	HPM-194	Accommodation Operation Lab
	HPM-195	Computer Lab
2 nd	HPM-291	Food Production Lab
	HPM-292	Food & Beverage Service Lab
	HPM-293	Front Office Op lab
	HPM-294	Accommodation Operation Lab
	HPM-295	Computer Lab
3 rd	HPM-391	Food Production Lab - Quantity Kitchen
	HPM-392	Food & Beverage Service Lab
	HPM-393	Front Office Lab
	HPM-394	Accommodation Operation Lab
5 th	HPM-591	Food Production Lab-Advance Production Training



	HPM-592	Food & Beverage Lab
	HPM-593	Front office Lab
	HPM-594	Accommodation Operation Lab
	HPM-596	Computer Practice Lab
6 th	HPM-691	Food Production Lab - Advanced Kitchen
	HPM-692	Advanced Food & Beverage lab
	HPM-693	A/O Lab
	HPM-694	F/O Lab
	HPM-695	Computer Lab

B.SC in Media Science (3 years course)

1 st	MMS-194	Basic Computer Application Lab
2 nd	MMS-291	Electronic Media:(Planning & Production Lab)
	MMS-292	Electronic Media:(Writing ,Editing & Execution Lab)
	MMS-293	Press Photography Lab
3 rd	MMS-394	Film & Television (Theory & Practice Lab)
4 th	MMS-484	Video Production
5 th	MMS-593	Design & Page makeup Lab

B.SC. in Microbiology (3 years course)

1 st	BMI-192	Basic Microscopy & Instrumentation
	BCH-191	Bio chemistry
	CH-191	Chemistry (Pass)
	CA-191	Introduction to Computer (Pass)
2 nd	CGT-292	Cyto-Genetic Techniques
	MIC-293	Microbiology
	CH-291	Chemistry (Pass)
	CA-291	Introduction to C-Programming & Digital Logic (Pass)
3 rd	IMN-392	Immunology
	TCT-393	Tissue Culture Techniques
	CH-391	Chemistry (Pass)
	CA-391	Introduction to Data structure & Computer Organisation (Pass)



4 th	MBT-491	Molecular Biology Techniques
	BIN-492	Bio-informatics
	CH-493	Chemistry (Pass)
	CA-494	Introduction to DBMS, Computer Network & Numerical Analysis (Pass)
5 th	GET-591	Genetic Engineering Techniques
	AMB-592	Applied Microbiology
6 th	PRO-691	Project on Biodiversity
	DSS-692	Dissertation on Microbiology

B.Sc. in Molecular Biology (3 years course)

1 st	BMI-192	Basic Microscopy & Instrumentation
	BCH-191	Bio chemistry
	CH-191	Chemistry Pass
	CA-191	Introduction to Computer (Pass)
2 nd	CGT-292	Cyto-Genetic Techniques
	MIC-293	Microbiology
	CH-291	Chemistry Pass
	CA-291	Introduction to C-Programming & Digital Logic (Pass)
3 rd	IMN-392	Immunology
	TCT-393	Tissue Culture Techniques
	CH-391	Chemistry Pass
	CA-391	Introduction to Data structure & Computer Organisation(Pass)
4 th	MBT-491	Molecular Biology Techniques
	BIN-492	Bio-Informatics
	CH-493	Chemistry(Pass)
	CA-494	Introduction to DBMS, Computer Network & Numerical Analysis(Pass)
5 th	GET-591	Genetic Engineering Techniques
	AMB-592	Analysis of gene Expression



**B.Optom (Bachelor of Optometry)
(4 years course)**

1 st	BO-192	Physiology (General)
	BO-191	Geometrical Optics -1
	BO-193	Anatomy
2 nd	BO-291	Physical Optics II
	BO-291	Physical Optics II
	BO-293	Anatomy(Ocular)
	BO-295	Computer
3 rd	BO-393	Microbiology & Pathology
	BO-395	Optical & Ophthalmic Instrumentation
	BO-392	Lighting & the Eye
4 th	BO-492	Optics & Ophthalmic Instrumentation - II
	BO-493	Clinical Refraction Practical
	BO-495	Ophthalmic Lens & Dispensing Optics Practical
5 th	BO-592	Contact Lens-I
	BO-593	Clinical Refraction II
	BO-595	Low Vision Aids & Visual Rehabilitation
6 th	BO-694	Contact Lens-II
	BO-696	Applied Optometry & Orthoptics

**BBA (Hospital
Management)
(3 years course)**

1 st	BHM-191	Language Laboratory
	BHM-192	Computing Laboratory
2 nd	BHM-287	Public Speaking on Assigned Topic



B.SC in Bio-technology (3 years course)

1 st	BMI-192	Basic Microscopy & Instrumentation	
	BCH191	Bio chemistry	
	CH-191	Chemistry (Pass)	
	CA-191	Introduction to computer (Pass)	
2 nd	CGT-292	Cyto-genetic Techniques	
	MIC-293	Microbiology	
	CH-291	Chemistry (Pass)	
	CA-291	Introduction to C-Programming & Digital Logic(Pass)	
3 rd	IMN-392	Immunology	
	TCT-393	Tissue culture Techniques	
	CH-391	Chemistry (pass)	
4 th	CA-391	Introduction to Data structure & Computer Organisation(Pass)	
	MBT-491	Molecular Biology Techniques	
	BIN-492	Bio-informatics	
	CH-491	Chemistry(Pass)	
	CA-491	Introduction to DBMS, Computer Network & Numerical Analysis(Pass)	
	5 th	GET-591	Genetic Engineering Techniques
		BFT-592	Basic Fermentation Techniques

B.SC. in Genetics (3 years course)

1 st	BMI-192	Basic Microscopy & Instrumentation
	BCH-191	Bio-chemistry
	CH-191	Chemistry(Pass)
2 nd	CA-191	Introduction to Computer (Pass)
	CGT-292	Cyto-genetic Techniques
	MIC-293	Microbiology
	CH-291	Chemistry(Pass)
	CA-291	Introduction to C-Programming & Digital Logic (Pass)



3 rd	IMN-392	Immunology
	TCT-393	Tissue culture Techniques
	CH-391	Chemistry(Pass)
	CA-391	Introduction to Data structure & Computer Organisation(Pass)
4 th	MBT-491	Molecular Biology Techniques
	BIN-492	Bio-Informatics
	CH-491	Chemistry(Pass)
	CA-491	Introduction to DBMS, Computer Network & Numerical Analysis(Pass)
5 th	GTT591	Genetic Toxicity Testing
	MCG-592	Molecular Cyto Genetics

BBA (Sports Management)
(3 years course)

1 st	BSM-181	Language Laboratory
	BSM-182	Computing Lab
2 nd	BSM-281	Public Speaking on Assigned Topic
	BSM-282	Computing Lab
3 rd	BSM-381	Managing Sports events
4 th	BSM-481	First Aid & CPR

BTTM (4 years course -3+1)

1 st	TTM-186	Computer Lab
3 rd	TTM-386	Foreign language(French) I
4 th	TTM-486	Foreign language(French) II
5 th	TTM-586	Field Trip Report
6 th	TTM-684	Application of IT in Tourism



BMS (Pharmaceutical Management) (3 years course)

1 st	PAL-106	Pharmaceutical Analysis Lab
	CAM-107	Computer Application in Management
2 nd	PHL-206	Pharmaceutics Lab-I
	PCL-207	Pharmaceutical Chemistry Lab-I
3 rd	PHL-306	Pharmaceutics Lab-II
	PCL-307	Pharmaceutical Chemistry Lab-II
4 th	MCL-406	Medicinal Chemistry Lab
5 th	PHL-506	Pharmaceutical Lab-III (Pharma Microbiology)
6 th	PAL-507	Pharmacognosy Lab
6 th	PHL-603	Pharmacology Lab

B.Sc. in Multimedia, Animation & Graphics (3 years course)

1 st	BMAG-105	Computer Lab I- Cornel Draw, Photoshop in Design
2 nd	BMAG-205	Computer Lab II – Flash I, Audition Premiere
3 rd	BMAG- 304	Computer Lab-III – Flash-III , Flash-II HTML& CSS , Dreamweaver
4 th	BMAG -404	Computer Lab IV, 3 ds Max

B.Sc. in Fashion Design & Management (3 years course)

1 st	BFD -191	Fundamentals of Design & its applications (P)
	BFD- 192	Introduction to Fashion art & Drawing (P)
	BFD-193	Sewing Fundamentals (P)
	BFD- 194	Computer Basics (P)
2 nd	BFD-291	Garment Construction (P)
	BFD- 292	Pattern making Fundamental (P)
	BFD-293	Computer Graphics (P)
3 rd	BFD-391	Surface Ornamentation (P)
	BFD- 392	Fashion Stylization & Illustration (P)



	BFD-393	Pattern Manipulation (P)
4 th	BFD- 491	Draping (P)
	BFD-492	Garment Assembling (P)
5 th	BFD- 591	Computer Aided Designing (P)
	BFD-592	Costume Designing
6 th	BFD- 691	Accessory Designing (P)
	BFD-692	Portfolio Making (P)
	BFD- 693	Final Collection (P)

B.Sc. in Gamming & Mobile Application Development (3 years course)

1 st	CPR106	C Programming
	LPR 107	Introduction to Linux Programming
2 nd	OPR 206	OOP through C++ / JAVA
	ALP 207	Advanced Linux Programming & Networking
3 rd	DSC 306	Data Structure through C
	PHP 307	Graphics Programming using Open GL & others
4 th	ADP 406	Advance Data Structure Programming
	GMD 407	Game & Mobile Application Development -1
5 th	MAP 506	Mat lab Programming
	GMD 507	Game & Mobile Application Development -2

B.SC. in Nautical Science (3 years course) (Old Syllabus)

1 st	BNS-191	Practical Navigation Paper I
2 nd	BNS -292	Chart Work Paper I
3 rd	BNS-391	Chart Work Paper II
4 th	BNS -491	Practical Navigation Paper II
5 th	BNS-591	Marine Communication & GMDSS
6 th	BNS-691	Ship Operation & Safe Working Practices



B.Sc. in Nautical Science from 2017 (For New Batch only)

1 st	BNS-191	Nautical Physics
	BNS -192	Computer Science (Practical)
2 nd	BNS-291	Applied Physics & Electricity (Practical)
	BNS -292	Nautical Electronics (Practical)
3 rd	BNS-391	Seaman ship Lab- 1 (Practical)
	BNS-392	Marine Engg. Workshop-1 (Practical)
4 th	BNS-491	Seaman ship Lab- II (Practical)
	BNS-492	Marine Engg. Workshop-II (Practical)
5 th	BNS-591	Ship Operation Technology Lab (Practical)
6 th	BNS-691	Navigational Lab (Practical)

M.Sc. in Applied Mathematics (2 years course)

1 st	MAM-106	Numerical Methods
	MAM-107	Data structures using C
2 nd	MAM-206	Statistics using MAT Lab
	MAM-207	RDBMS (SQL+ PLSQL)

M.Sc. in Genetics (2 years course)

1 st	MSCGEN-191	Biochemistry & Analytical Techniques
	MSCGEN -192	Microbial Techniques
	MSCGEN- 193	Genetic Engineering Lab
2 nd	MSCGEN-291	Immunology Lab
	MSCGEN -292	Basic Cyto Genetics Lab
	MSCGEN- 293	Bioinformatics & Computer application Lab
3 rd	MSCGEN-391	Tissue Culture Techniques
	MSCGEN -392	Life cycle of Model Organism & Genetic Toxicity Texting



M.Sc. in Microbiology (2 years course)

1 st	MScMC-191	Biochemistry & Analytical Techniques
	MScMC-192	Microbiology
	MScMC -193	Molecular Biology
2 nd	MScMC-291	Immunology
	MScMC-292	Soil & Agriculture Microbiology
	MScMC-293	Bioinformatics
3 rd	MScMC-391	Bioreactor operations
	MScMC-392	Food and environmental microbiology

M.Sc. in Computer Science (2 years course)

1 st	MCS-191	Programming Lab (C)
	MCS-192	Advanced DBMS Lab
2 nd	MCS-291	Object Oriented Programming Lab (using Java)
	MCS-292	Data Structure Lab
	MCS-293	Microprocessor & VHDL/ Verilog Lab
3 rd	MCS-391	OR Lab
	MCS-392	OS Lab (Unix)
4 th (Elective 3 Lab)	MCS-492A	Data Ware Housing & Mining Lab
	MCS-492 B	Soft Computing Lab
	MCS-492C	Social Network analysis Lab

Note: One elective from each of the three Elective Sets as above may be opted for .The detailed syllabus/ scope of electives shall be finalized in consultation with Board of Studies/ Academic Council of M.Sc. Computer Science under MAKAUT, WB.

Master of Management Studies (Pharmaceutical Management) (2 years course)

SOFT CORE (Select -2)

	PAE-205	Pharmaceutical Entrepreneurship
	CAM-206	Computer Application in Management using SAP
	PAC-207	Pharmaceutical Chemistry –III (Medicinal Chemistry -1)



M.Sc. in Human Computing & Artificial Intelligence (2 years course)

1 st	CPR106	C Programming
		Neural Network Lab
2 nd	OPR206	OOP through JAVA
	ALP 207	Robotics Lab
4 th	ADP406	Advanced Data Structure Programming
	PML 407	Practical on Machine Learning

M.SC.in Media Science (2 years course)

1 st	MMC-107	Steel Photography & Videography Lab
	MMC-108	Lifestyle Management Skills... Advanced Soft Skills, Theatre Workshop
	MMC-109	Basic Media Software (Lab)
2 nd	MMC-206	Writing, Editing, Practical's, Publishing a news letter
2 nd	MMC-207	Advanced Multimedia Software Lab:
	MMC-208	Digital Film making Lab
Print & Cyber Media		
3 rd	305(A)	Print Practical including Photo Journalism: Publishing a tabloid/ newspaper
	306(A)	Conducting a media research related to print or cyber media
	307(A)	Web journalism practicals: Creating and interactive web page using dream weaver.
Electronic & Entertainment Media (Radio & Television)		
	305(B)	Production of a studio based Television Programme using a multi Camera Setup.
	306(B)	Conducting a media research related to Television or Radio
	307(B)	Production of a Radio Drama/Documentary.



Multimedia & Visual Communication: Graphics & Animation		
	305(C)	Design Software Lab: Designing invitation cards, Brochures, Book covers
	306(C)	Animation Software Lab: Making a one minute 2D Animation film
	307(C)	Video/Composting Lab
Marketing Communication: Advertising, PR & Event		
	305(D)	Publicity for an event; Preparing press Kit: Organizing a Press Conference
	306(D)	Comprehensive Multimedia Ad Campaign
	307(D)	Corporate film making
Print & Cyber Media		
4th	404(A)	Opening a website & Content Creation
Electronic & Entertainment Media (Radio & Television)		
	404(B)	Production of a Television news bulletin
Multimedia & Visual Communication: Graphics & Animation		
	404(C)	Production of a TVC with Animation
Marketing Communication: Advertising, PR & Event		
	404(D)	Planning & Executing & Exhibition

M.Sc. in Information Science (2 years course)

1 st	MI-193	Programming Lab with C
	MI-194	Algorithm & Data Structure Lab
2 nd	MI-293	Object technology Lab
	MI-295	DBMS Lab
3 rd	MI-391	Networking Lab
	MI-395	Internet & Web Designing Lab



M.Sc. in Biotechnology ((2 years course)

1 st	MSc BT-191	Bio Chemistry and Analytical Techniques
	MSc BT-192	Microbiology
	MSc BT-193	Genetic Engineering Lab
2 nd	MSc BT-291	Immunology
	MSc BT-292	Microbiology - Lab
	MSc BT-293	Soil and Agricultural Biotechnology
3 rd	MSc BT-391	Bioreactor Operations
	MSc BT-392	Food and Environmental Biotechnology

PG Diploma in Geoinformatics (1 year course)

1 st	DGI-191	Remote Sensing Lab
	DGI-192	GIS Lab
	DGI-193	Cartography Lab
	DGI-194	GPS Lab
	DGI-195	Programming Lab
2 nd	DGI-291	Data base Analysis Lab
	DGI-292	Digital Image Processing Lab
	DGI-293	Disaster Management Lab
	DGI-294	Application & Geo-informatics Lab
	DGI-295A	Water Resource Management Lab
	DGI-295B	Resource Management Lab



AFFIDAVIT

Format of affidavit to be submitted by the applicant on a non-judicial stamp paper of Rs. 100/- duly sworn before a First Class Judicial Magistrate

We, <name>, Chairman, <name of the sponsoring Trust/Society/Company>, son of _____, aged _____ years and, resident of _____
<name>, Secretary, <name of the sponsoring Trust/Society/Company>, son of _____, aged _____ years and, resident of _____
<name>, Principal/Director, <name & style of the College & MAKAUT, WB College Code – as mentioned in the last affiliation letter>, son of _____, aged _____ years and, resident of _____ in connection with our application dated _____ made to Maulana Abul Kalam Azad University of Technology, West Bengal for of Affiliation for the year 2018-2019 hereby solemnly affirm and declare as under :

1. That the information given by <names> in the 'Self Assessment Report of the existing/proposed Non-AICTE College & INSPECTION REPORT' made to Maulana Abul Kalam Azad University of Technology, West Bengal is true and complete. Nothing is false and nothing has been concealed.
2. That the Institute/College shall be managed by a Governing Body duly constituted in accordance with the directives of the University.
3. That any curricula/and other activities pertaining to the curricula [i.e. (i)course(s) of the other University/Board/Council including distance mode; (ii) course(s) of other College Code of MAKAUT, WB; (iii) educational activities other than this College Code] are not running at our Institution (<College Code>) premises.
4. That if the affiliation is accorded by the Maulana Abul Kalam Azad University of Technology, West Bengal to the course(s) we shall remain bound by the norms, rules and regulations formulated by the University in respect of the conditions of affiliation pertaining to fee structure, syllabi content, Academic Calendar and academic regulations governing the conduct of the course(s) and shall pay fees / charges to be fixed by the University in respect of inspection, affiliation, registration of students, examination fees etc. including any subsequent changes therein introduced by the University from time to time.
5. That the qualification of teaching faculty and support staff attached to the college and their service conditions are in conformity with the UGC/State Government formulated for the purpose.
6. That adequate arrangements for required Laboratories, Conference Rooms, Class Rooms, Tutorial Rooms, equipped Library facilities etc. as per course requirements of Maulana Abul Kalam Azad University of Technology, West Bengal have been made in the College.
7. That if the affiliation is accorded, we shall remain bound to submit a duly audited financial statement of the college, every year, within six months of the conclusion of the concerned financial year.
8. That if the affiliation is accorded, we shall remain bound to furnish and academic audit report, comprising no. of lectures, laboratory classes etc. conducted for the each subject of a course in each semester.
9. That in the event of closure of the Institution, the organising Society/Trust/Company will not close the Institution till the last batch of students admitted in the academic programmes complete the total duration of their respective academic programmes (i.e. 2 years, 3 years, 4 years & 5 years etc. as the case may be).
10. That the facts stated in this affidavit are true to our knowledge. No part of the same is false and nothing material has been concealed there from.

Signature with Designation and Address of the Executants
(seal)

DEPONENT