

# 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

# MAULANA ABUL KALAM AZAD UNIVERISTY OF TECHNOLOGY, WEST BENGAL

(Formerly West Bengal University of Technology)

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

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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** [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 and also the approval of the competent Authority dated **20.02.2017** in File No. IC-186/2016] **read with the proposal of the Registrar, MAKAUT,WB dated 13.02.2017 :**

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.

#### 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 registered Society / Trust.

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.

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

- (i) The applicant should a Society/Trust and it has to be registered under the Societies Registration Act / the Trust 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. So the AICTE approved Institutions can not apply for conduction Non-AICTE course(s) in the AICTE approved premises.**
- (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. **In addition to the above we may incorporate the following in the Non-AICTE guideline if agreed by the Competent Authority of the University.**

**“The applicants Trust/Society 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/IIT/IEST/AICTE/UGC/ MHRD/GOI/ MAKAUT/WBUT. The applicant Trust/Society 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](http://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) / MHA / B.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 after having their name in website ([www.wbut.ac.in](http://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 xerox copy 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 xerox 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 :

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

Phase of Period	Course(s)	Intake
1 <sup>st</sup> Year	At most four UG course(s) may be sanctioned	Maximum 240 intake in total
2 <sup>nd</sup> Year	- do -	- do -
3 <sup>rd</sup> 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 Registered Land / Govt. Leased Land documents must be in the name of the applicant Society / Trust. Private leased land/Property will not be accepted. Resolution of the applicant Society / Trust expressing interalia to earmark the land and Building constructed thereon will be used by the proposed Institution.

2.3 Built-up Area requirement (Infrastructure) :

Essential requirement :

- Built up area per student : 10 SQM for new and existing Institution.
- Class Room : For each Non-AICTE course(s) built-up area of atleast 1.0 SQM (carpet area) per student is required. For each Non-AICTE course(s) atleast one class room is required for each session i.e for 1<sup>st</sup> year one room, 2<sup>nd</sup> year one room & 3<sup>rd</sup> 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 Master's Degree in the relevant branch of study.
- Associate Professor : Ph.D degree with the first class 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 first class degree 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, Terminal – Student ratio = 1 : 2

For other than management/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.

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](http://www.wbut.ac.in)) in each relevant branch of study are to be installed in the Laboratories.

e.g. :

For BBM (H) in Hospitality Management 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 B.Sc (H) in Media Science course – Sufficient no. of Still Camera, Digital, Movie Camera, Editing software etc. are the basic requirement.

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

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

2.9 Canteen & Cafeteria : Adequate

2.10 Student Amenities : Adequate

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 interallia 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 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 2017-2018

The said **application** will be received on and from **01.03.2017 to 30.03.2017** for Case B, C, E, F and **01.03.2017 to 04.04.2017 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 V are not required to be submitted for Case B and Case C.

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

- (b) MOA for Society
- (c) Last annual Return for Society
- 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
  - (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.

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](http://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 published in the MAKAUT, WB website [www.wbut.ac.in](http://www.wbut.ac.in) mentioning therein the date of inspection for spot physical verification by the Inspection Team of MAKAUT, WB. **No individual correspondence will be made.**

After observing the date of inspection in the website, 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](http://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](http://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 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](http://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 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](http://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.

**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 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 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)

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).

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

### 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 <sup>st</sup> Year	At most four UG course(s) may be sanctioned	Maximum 240 intake in total
2 <sup>nd</sup> Year	- do -	- do -
3 <sup>rd</sup> 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. 2016-2017, N-1 = (2015-2016), N-2 = (2014-2015) and N+1 = (2017-2018)]**

[ 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. 2016-17	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.				
		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. 2016-2017)

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

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

**3.(c) For Case B and C**

<b>Result of the passed-out in last 3 years</b> [ To be filled by the College ]					<b>Observations of the Inspection Team</b> [ 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

**3.(d) For Case B and C**

<b>Placement of the passed-out in last 3 years</b> [ To be filled by the College ]				<b>Observations of the Inspection Team</b> [ 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.		Signature of the Experts of the Inspection Team



**3.(e) For Case B and C**

<b>Service Conditions of the employee attached to the Institute</b> [ To be filled by the College ] (Scale of Paly, P.F., Leave Rules etc.)		<b>Observations of the Inspection Team</b> [ 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.	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.
- The College sponsoring Trust / Society has to adopt the resolution expressing interalia 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 ? (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 ?  (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.		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.

**5.(a) Availability of Built-up 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
<b>Built-up area per student</b>				
<b>No. of Class Rooms</b>				
<b>Administrative area</b>				
<b>Principal's Room</b>				
<b>Strong Room</b>				
<b>Reception Room</b>				
<b>Administrative &amp; Main Office</b>				
<b>Maintenance &amp; Estate Office</b>				
<b>No. of Staff Room (Faculty) with sufficient Computers, Printers with Internet facility</b>				
<b>Sitting Capacity of each Staff Room</b>				
<b>Computer Laboratory</b>				
Signature of the Principal / Director with Seal	Signature with Seal of the Chairman / Secretary / Trustee of the College sponsoring Trust / Society.		Signature of the Experts of the Inspection Team	

<b>Library</b>				
<b>Language Laboratory</b>				
<b>Conference Room</b>				
<b>Toilet for Student</b>				
<b>Toilet for Staff</b>				
<b>Boys Hostel</b>				
<b>Girls Hostel</b>				

#### 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.	
		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.				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  _____ numbers  _____ numbers  _____ numbers  _____ numbers	_____ numbers  _____ numbers  _____ numbers  _____ numbers  _____ 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.		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
<p>e.g. : BBA</p> <p>BCA</p> <p>-----</p> <p>-----</p> <p>-----</p>	<p>_____ numbers</p> <p>_____ numbers</p> <p>_____ numbers</p> <p>_____ numbers</p> <p>_____ numbers</p> <p>_____ numbers</p> <p>_____ numbers</p> <p>_____ numbers</p> <p>_____ numbers</p> <p>_____ numbers</p> <p>_____ numbers</p> <p>_____ numbers</p> <p>_____ numbers</p> <p>_____ numbers</p> <p>_____ numbers</p> <p>_____ numbers</p>	<p>_____ numbers</p> <p>_____ numbers</p> <p>_____ numbers</p> <p>_____ numbers</p> <p>_____ numbers</p> <p>_____ numbers</p> <p>_____ numbers</p> <p>_____ numbers</p> <p>_____ numbers</p> <p>_____ numbers</p> <p>_____ numbers</p> <p>_____ numbers</p> <p>_____ numbers</p> <p>_____ numbers</p>		
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.(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.	
		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
<b>Administrative Staff</b>				
Signature of the Principal / Director with Seal	Signature with Seal of the Chairman / Secretary / Trustee of the College sponsoring Trust / Society.		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
<b>Hostel Staff / Security Staff / Sweeping Staff / Maintenance Staff</b>				
Signature of the Principal / Director with Seal	Signature with Seal of the Chairman / Secretary / Trustee of the College sponsoring Trust / Society.		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
<b>No. of Titles (course-wise) in the College Library</b>				
<b>No. of Copies (course-wise) in the College Library</b>				
<b>No. of National Journals (course-wise) in the College Library</b>				
<b>No. of International Journals (course-wise) in the College Library</b>				
<b>No. of Periodicals (course-wise) in the College Library</b>				
<b>News Papers / Magazines</b>				
Signature of the Principal / Director with Seal	Signature with Seal of the Chairman / Secretary / Trustee of the College sponsoring Trust / Society.		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
<b>No. of PCs available taking into consideration Terminal-Student ratio</b>				
<b>No. of Legal System Software available</b>				
<b>No. of Legal Application Software available</b>				
<b>No. of Printers</b>				
<b>No. of PCs having LAN &amp; Internet</b>				
<b>No. of Computer Printer having LAN</b>				
Signature of the Principal / Director with Seal	Signature with Seal of the Chairman / Secretary / Trustee of the College sponsoring Trust / Society.		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 BMS (H) in Hospitality Management or BSHM\* 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 BMS (H) in Media Science course – Sufficient number of Still Camera, Digital, Movie Camera, Editing Software etc. are the basic requirement.
- (xiv) For B.Sc (H) 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.	
		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 17 June, 2009.
- Establishment of Internal complain 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
<b>Medical facilities in the College Campus</b>				
<b>Canteen &amp; Cafeteria</b>				
<b>Student Amenities in the College Campus</b>				
<b>Barrier Free Environment as per the PWD Act</b>				
<b>Safety provisions including fire and other calamities</b>				
<b>General Insurance for the employees</b>				
<b>Other facilities in the College Campus</b>				
<b>Drinking water quality</b>				
Signature of the Principal / Director with Seal	Signature with Seal of the Chairman / Secretary / Trustee of the College sponsoring Trust / Society.			
		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
<b>Establishment of anti-ragging committee (as per UGC notified regulation for prevention &amp; Prohibition of ragging in Non-AICTE Institutions vide No. F.1-16/2007(CPP-II) dated 17<sup>th</sup> June, 2009.</b>				
<b>Establishment of Internal complain committee (As per section 4 of sexual harassment of women at work place (Prevention, Prohibition &amp; Redressal act, 2013.</b>				
Signature of the Principal / Director with Seal	Signature with Seal of the Chairman / Secretary / Trustee of the College sponsoring Trust / Society.			
			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.

**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

**Semester wise Laboratory for all courses (Non-AICTE Courses)**

Semester	Paper Code	Subjects
<b>BCA</b>		
1 <sup>st</sup>	BCA-194	PC Software Lab
	BCA-193	Programming Lab(C/Pascal)
2 <sup>nd</sup>	BCA-293	Programming Lab(Visual Basic)
	HU-291	Business Presentation & Language Lab
3 <sup>rd</sup>	BCA-393	Internet & Graphics Lab
	BCA-392	Programming Lab(Data Structure with C)
4 <sup>th</sup>	BCA-491	Data base Lab (Oracle)
	BM-491	Computing Lab
	BCA-492	Implement Numerical problems using C/Mat Lab
<b>BHM</b>		
1 <sup>st</sup>	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 <sup>nd</sup>	HPM-291	Food Production Lab
	HPM-292	Food & Beverage Service Lab
	HPM-293	Front Office Operation lab
	HPM-294	Accommodation Operation Lab
	HPM-295	Computer Lab
3 <sup>rd</sup>	HPM-391	Food Production Lab (Quantity Kitchen)
	HPM-392	Food & Beverage Service Lab
	HPM-393	Front Office Lab
5 <sup>th</sup>	HPM-394	Accommodation Operation Lab
	HPM-591	Food Production Lab
	HPM-592	Food & Beverage Service Lab
	HPM-593	Front office Lab
	HPM-594	Accommodation Operation Lab
	HPM-596	Computer Practice Lab

6 <sup>th</sup>	HPM-691	Food Production Lab (Advanced Kitchen)
	HPM-692	Advanced Food & Beverage lab
	HPM-693	Accommodation Operation Lab
	HPM-694	Front office Lab
	HPM-695	Computer Lab

**B.SC in Media Science**

1 <sup>st</sup>	MMS-194	Basic Computer Application Lab
2 <sup>nd</sup>	MMS-291	Electronic Media:(Planning & Production Lab)
	MMS-292	Electronic Media:(Writing ,Editing & Execution Lab)
	MMS-293	Press Photography Lab
3 <sup>rd</sup>	MMS-394	Film & Television (Theory & Practice Lab)
4 <sup>th</sup>	MMS-484	Video Production
5 <sup>th</sup>	MMS-593	Design & Page makeup Lab
6 <sup>th</sup>	MMS-681	Project

**B.SC in Microbiology**

1 <sup>st</sup>	BMI-192	Basic Microscopy & Instrumentation
	BCH-191	Bio chemistry
	CH-191	Chemistry Pass
	CA-191	Introduction to Computer (Pass)
2 <sup>nd</sup>	CGT-292	Cyto-Genetic Techniques
	MIC-293	Microbiology
	CH-291	Chemistry Pass
	CA-291	Introduction to C-Programming & Digital Logic (Pass)
3 <sup>rd</sup>	IMN-392	Immunology
	TCT-393	Tissue Culture Techniques
	CH-391	Chemistry Pass
	CA-391	Introduction to Data structure & Computer Organisation(Pass)
4 <sup>th</sup>	MBT-491	Molecular Biology Techniques
	BIN-492	Bio-informatics



	CH-493	Chemistry Pass
	CA-494	Introduction to DBMS, Computer Network & Numerical Analysis(Pass)
5 <sup>th</sup>	GET-591	Genetic Engineering Techniques
	AMB-592	Applied Microbiology
6 <sup>th</sup>	PRO-691	Project on Biodiversity
	DSS-692	Dissertation on Microbiology

**B.Sc. in Molecular Biology**

1 <sup>st</sup>	BMI-192	Basic Microscopy & Instrumentation
	BCH-191	Bio chemistry
	CH-191	Chemistry Pass
	CA-191	Introduction to Computer (Pass)
2 <sup>nd</sup>	CGT-292	Cyto-Genetic Techniques
	MIC-293	Microbiology
	CH-291	Chemistry Pass
	CA-291	Introduction to C-Programming & Digital Logic (Pass)
3 <sup>rd</sup>	IMN-392	Immunology
	TCT-393	Tissue Culture Techniques
	CH-391	Chemistry Pass
	CA-391	Introduction to Data structure & Computer Organisation(Pass)
4 <sup>th</sup>	MBT-491	Molecular Biology Techniques
	BIN-492	Bio-Informatics
	CH-493	Chemistry Pass
	CA-494	Introduction to DBMS, Computer Network & Numerical Analysis(Pass)
5 <sup>th</sup>	GET-591	Genetic Engineering Techniques
	AGE-592	Analysis of gene Expression
6 <sup>th</sup>	PRO-691	Project on Biodiversity
	DSS-692	Dissertation on Molecular Biology

**B. Optometry**

1 <sup>st</sup>	BO-192	Physiology (general)
	BO-191	Geometrical Optics
	BO-193	Anatomy

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

**M.SC.in Media  
Science**

1 <sup>st</sup>	MMC-107	Steel Photography & Videography Lab
	MMC-108	Lifestyle Management Skills.. Advanced Soft Skills, Theatre Workshop
	MMC-109	Basic Media Software (Lab)
2 <sup>nd</sup>	MMC-206	Writing, Editing, Practicals, Publishing a news letter
2 <sup>nd</sup>	MMC-207	Advanced Multimedia Software Lab:
	MMC-208	Digital Film making Lab
	MMC-209	Summer internship
<b>Print &amp; Cyber Media</b>		
3 <sup>rd</sup>	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.
<b>Electronic &amp; Entertainment Media (Radio &amp; Television)</b>		
	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
<b>Print &amp; Cyber Media</b>		
4 <sup>th</sup>	402(A)	Live Project
	404(A)	Opening a website & Content Creation
	405(A)	Internship
<b>Electronic &amp; Entertainment Media (Radio &amp; Television)</b>		
	402(B)	Live Project
	404(B)	Production of a Television news bulletin
	405(B)	Internship
<b>Multimedia &amp; Visual Communication: Graphics &amp; Animation</b>		

	402(C)	Live Project: Developing Corporate Identity through Logo & Corporate Stationery
	404(C)	Production of a TVC with Animation
	405(C)	Internship
<b>Marketing Communication: Advertising, PR &amp; Event</b>		
	402(D)	Live Event Project
	404(D)	Planning & Executing & Exhibition
	405(D)	Internship

Semester	Paper Code	Subjects
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**PG Diploma in Geoinformatics**

1 <sup>st</sup>	DGI-191	Remote Sensing Lab
	DGI-192	GIS Lab
	DGI-193	Cartography Lab
	DGI-194	GPS Lab
	DGI-195	Programming Lab
2 <sup>nd</sup>	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

**B.SC in Bio-Technology**

1 <sup>st</sup>	BMI-192	Basic Microscopy & Instrumentation
	BCH191	Bio chemistry
	CH-191	Chemistry Pass
	CA-191	Introduction to computer(Pass)
2 <sup>nd</sup>	CGT-292	Cyto-genetic Techniques
	MIC-293	Microbiology
	CH-291	Chemistry Pass
	CA-291	Programming & Digital Logic(Pass)

3 <sup>rd</sup>	IMN-392	Immunology
	TCT-393	Tissue culture Techniques
	CH-391	Chemistry pass
	CA-391	Introduction to Data structure & Computer Organisation(Pass)
4 <sup>th</sup>	MBT-491	Molecular Biology Techniques
	BIN-492	Bio-informatics
	CH-491	Chemistry Pass
	CA-491	Introduction to DBMS, Computer Network & Numerical Analysis(Pass)
5 <sup>th</sup>	GET-591	Genetic Engineering Techniques
	BFT-592	Basic Fermentation Techniques
6 <sup>th</sup>	PRO-691	Project on Biodiversity
	DSS-692	Dissertation on Biotechnology

### B.SC in Genetics

1 <sup>st</sup>	BMI-192	Basic Microscopy & Instrumentation
	BCH-191	Bio-chemistry
	CH-191	Chemistry Pass
	CA-191	Introduction to Computer (Pass)
2 <sup>nd</sup>	CGT-292	Cyto-genetic Techniques
	MIC-293	Microbiology
	CH-291	Chemistry Pass
	CA-291	Introduction to C-Programming & Digital Logic (Pass)
3 <sup>rd</sup>	IMN-392	Immunology
	TCT-393	Tissue culture Techniques
	CH-391	Chemistry Pass
	CA-391	Introduction to Data structure & Computer Organisation(Pass)
4 <sup>th</sup>	MBT-491	Molecular Biology Techniques
	BIN-492	Bio-Informatics
	CH-491	Chemistry Pass
	CA-491	Introduction to DBMS, Computer Network & Numerical Analysis(Pass)

5 <sup>th</sup>	GTT591	Genetic Toxicity Testing
	MCG-592	Molecular Cyto Genetics
6 <sup>th</sup>	PRO-691	Project on Biodiversity
	DSS-692	Dissertation on Genetics

**BBA (Sports Management)**

1 <sup>st</sup>	BSM-181	Language Laboratory
	BSM-182	Computing Lab
2 <sup>nd</sup>	BSM-281	Public Speaking on Assigned Topic
	BSM-282	Computing Lab
3 <sup>rd</sup>	BSM-381	Managing sports events
4 <sup>th</sup>	BSM-481	First Aid & CPR
5 <sup>th</sup>	BSM-581	Project & Viva-Voce
	BSM-582	Defence of Project

**B.SC. in Nautical Science**

1 <sup>st</sup>	BNS-191	Practical Navigation Paper I
2 <sup>nd</sup>	BNS-291	Chart Work Paper I
3 <sup>rd</sup>	BNS-391	Chart Work Paper II
4 <sup>th</sup>	BNS-491	Practical Navigation Paper II
5 <sup>th</sup>	BNS-591	Marine Communication & GMDSS
6 <sup>th</sup>	BNS-691	Ship Operation & Safe Working Practices

**BBA (Hospital Management)**

1 <sup>st</sup>	BHM-191	Language Laboratory
	BHM-192	Computing Laboratory
2 <sup>nd</sup>	BHM-286	Seminar
	BHM-287	Public Speaking on Assigned Topic
3 <sup>rd</sup>	BHM-386	Minor Project
6 <sup>th</sup>	BHM-681	Major project on specialised area
	BHM-682	Defence of Project

**BTTM**

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

**M.Sc in Information Science**

1 <sup>st</sup>	MI-191	Programming & Data Structure with C&C++
	MI-192	DBMS Lab
2 <sup>nd</sup>	MI-291	OOPS Lab with Java
	MI-292	Operating System (OS) Lab
	MI-293	System Software & Administration Lab
3 <sup>rd</sup>	MI-391	Multimedia & Graphics Lab
	MI-392	Networking Lab
	MI-393	Web Technology Lab

**M.Sc in Biotechnology**

1 <sup>st</sup>	MBT-191	Analytical Biology - Lab
	MBT-192	Molecular Biology and Genetics - Lab
2 <sup>nd</sup>	MBT-291	Biochemistry - Lab
	MBT-292	Microbiology - Lab
3 <sup>rd</sup>	MBT-391	Plant and Animal Biotechnology - Lab
	MBT-392	Immunology - Lab
4 <sup>th</sup>	MBT-491	Applied Biotechnology and Computer
		Application Lab

**BMS (Pharmaceutical Management)**

1 <sup>st</sup>	PAL-106	Pharmaceutical Analysis Lab
	CAM-107	Computer Application in Management
2 <sup>nd</sup>	PHL-206	Pharmaceutics Lab-I
	PCL-207	Pharmaceutical Chemistry Lab-I
3 <sup>rd</sup>	PHL-306	Pharmaceutics Lab-II
	PCL-307	Pharmaceutical Chemistry Lab-II
4 <sup>th</sup>	MCL-406	Medicinal Chemistry Lab
	HRM-407	Human Resource Management Project
5 <sup>th</sup>	PHL-506	Pharmaceutical Lab-III (Pharma Microbiology)
	PAL-507	Pharmacognosy Lab
6 <sup>th</sup>	PHL-603	Pharmacology Lab



**B.Sc in Gaming & Mobile Application Development**

2 <sup>nd</sup>	ALP207	Advanced Linux Programming & Networking
3 <sup>rd</sup>	PHP307	Graphics Programming using OpenGL & others
4 <sup>th</sup>	GMD407	Game & Mobile Application Development - 1
5 <sup>th</sup>	MAP506	Matlab Programming
	GMD507	Game & Mobile Application Development – 2

**M.Sc in Human Computing & Artificial Intelligence**

1 <sup>st</sup>	NNL107	Neural Network Lab
2 <sup>nd</sup>	ALP207	Robotics Lab
3 <sup>rd</sup>	PML407	Practical on Machine Learning

## 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>, son of \_\_\_\_\_, aged \_\_\_\_\_ years and, resident of \_\_\_\_\_  
<name>, Secretary, <name of the sponsoring Trust/Society>, 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 2017-2018 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 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**