

FORMAT FOR SUBMISSION OF PROPOSAL FOR AUTONOMOUS STATUS UNDER WBUT



West Bengal University of Technology
BF-142, Sector-I, Bidhannagar, Kolkata 700064

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**Last Date of Submission of Application :
23.12.2011**

Part I

Background of Institution:

PG

(d) Yearwise examination results of outgoing M.Tech/ME students starting for the last 5 years:

Academic Year	Stream	Total Strength	Number of Students qualified with DGPA				
			8.5-10	7-8.5	6-7	5-6	Below 5

* Please provide in detail yearwise list with name of companies visited, number of students offered and their highest, lowest and average package.

(e) Any other academic achievements of students in national/international competition.

(f) How many students were reported against unfair practice during examination ? (Semesterwise since inception).

(g) Is the Board of Discipline of the University took any penal measure for such malpractices ? Please give year wise since inception.

2. ACADEMIC ATTAINMENTS OF THE FACULTY IN LAST FIVE YEARS :

(a) Present faculty strength -

Stream	Intake of students	Required faculty strength as per AICTE norms	No. of Lecturers (i+ii+iii= Total) [a]	Number of readers (i+ii+iii= Total) [b]	Number of Professors (i+ii+iii= Total) [c]	TOTAL (a+b+c = Total)

In the columns please indicate the number of faculty in each category [with (i) BE/Btech Qualification, (ii) ME/MTech qualification, and (iii) PhD Degree = Total]

(b) Data of faculty for the last 5 years :

Stream	Name	Designation	Scale of Pay	Date of Joining	Data of Promotion by CAS*	Date of release	Reason of release

- Please provide the bio-data of all faculty members separately which should include their date of birth, academic qualification, professional experience, paper published (title, volume, year of and page), book published, IPR, any other distinction achieved, conference attend/contributed papers in symposium, number of PhD scholars and details of PhD guidance.
- Please mention the rules followed for promotion of teachers/staffs under Career Advancement Scheme (CAS).

3. MODE OF SELECTION OF STUDENT & TEACHER

(a) UG

Year	Stream	Appro-ved Seat	Intake from AIEEE	Intake from JEE	Intake through MQ	Lowest AIEEE rank	Highest AIEEE rank	Lowest JEE rank	Highest JEE rank

(b) PG

<i>Year</i>	<i>Stream</i>	<i>Approved Seat</i>	<i>Intake from GATE</i>	<i>Intake through other means</i>	<i>Lowest GATE score</i>	<i>Highest GATE score</i>	<i>Semester fee for PG</i>

Mention the criteria for selecting Management Quota.

- (c) What is the composition of the selection committee ? Justify the said composition (provide the minutes of the selection committee meeting of last two years)
- (d) Whether the University nominee and State Government nominee remained present during the selection process of all employees.
- (e) Whether qualification of the teaching staffs and support staffs and their service conditions are in conformity with the UGC/AICTE/State Government/University regulations formulated for the purpose.
- (f) Whether teachers are given financial assistance to participate in the International/ National Conference/Workshop/Seminar to present the paper. If yes, give details of the said

scheme. If yes, please give the details of the faculty member right from the inception who had participated in such programmes mentioning the quantum of financial assistance. Please attach proof of such type of participation.

(g) Whether adequate number of teaching faculties as per guideline set by the AICTE are being appointed since inception of the College. Please provide in the format prescribed below in last five academic years :

Year	Student strength yearwise (UG+PG)	Teacher appointed			Deficiency as per AICTE norms
		Professor	Asstt. Professor	Lecturer	

(h) How many faculty members have been deputed under QIP to different institutions in the last five years ? Proof to be attached.

(i) How many faculty members have been deputed under faculty development programme (Refresher course, Orientation programme, Domain Knowledge training programme, etc.) to different organisations in last five years ? Proof to be attached.

4. PHYSICAL FACILITIES (Library, Accommodation & Equipment)

(a) Built up area of the College

Instructional area (Carpet area)	Administrative area (Carpet area)	Amenities Area (Carpet area)	Circulation area	Grand Total Built Up Area of the college

(b) Accommodation for Academic Activities (Please provide in the following format) -

SL	Name of the building /block	floor	Total nos. Classroom in each floor	Laboratories housed in different floors	Total no. of tutorial room in each floor	Total nos. Seminar room with Projection facility in each floor	Total nos. of auditorium in each floor	Status of availability of individual staff rooms for faculties having internet connection in the room	Common room for boys and/or girls

(c) Library:

- Area of Library
- Number of books (mentioning year of purchase)
- Number of titles
- Number of National/International journals subscribed mentioning the year of subscription (proof to be attached)
- Number of e-journals subscribed (proof to be attached)
- Whether the library is digitally accessible ?
- Number of photocopiers
- Are library, computing and e-mail facilities available to the students outside the normal working hours & on holidays.
- What is the number of books permitted to be taken out per student/faculty member and what is the duration for which they may be retained without payment of fine?
- Does the institution have a departmental library in addition to a central library?

(d) Laboratories and equipment :

- Name of the laboratories course wise mentioning students' strength, area of the laboratory, equipment more than Rs.50,000/- may be listed laboratory wise as follows :

<i>Name of the lab</i>	<i>Name of equipment</i>	<i>Make & model</i>	<i>Year of purchase</i>	<i>Amount involved</i>

- How is the maintenance function carried out in the laboratory ? Please give details.

(e) Common facilities developed :

Language Laboratory : Yes/No

Computer Centre with internet connections as central facilities : Yes/No

No. of terminals along with specification

No. of printers

(f) Student Amenities :

If yes, please give details :

- i. Indoor games facility
- ii. Outdoor games facility
- iii. Canteen
- iv. No. of boys hostel & girls hostel with accommodation in each Hostel.
- v. Boys & girls common room
- vi. Medical centre
- vii. Gymnasium
- viii. Swimming pool
- ix. Student association

5. INSTITUTIONAL MANAGEMENT

Institutional Management

(a) Please give the composition of board of Governors, no. of members from industry

Number of members from Academic institutions

Number of members from own faculty

Number of members from non teaching staff

Number of students included in the Board of Governor.....

(b) Number of meetings held in last five years (give year wise data)

(c) Please provide the name of present Board of Governors.

(d) Do you have the department committee, please define. If yes, number of meetings held in last academic year (department wise).

(e) Give composition of Quality Assurance Cell and number of meeting held in last years.

6. FINANCIAL RESOURCES PROVIDED BY THE MANAGEMENT FOR DEVELOPMENT OF THE INSTITUTION:

- Give the budgetary provision made in last five years along with audited statement of accounts.
- Whether fund as allotted in the budget was placed in the disposal of the institute ? Yes/No
- What was the composition of the Purchase Committee ?

Year	Expenses on Lab		Salary of teachers	Salary of staff & administration	Expensers on student activities
	Recurring	Non-recurring			

7. RESPONSIVE OF ADMINISTRATIVE STRUCTURE

(a) Please furnish details in the following format regarding the service conditions of all categories of employees of the institute for the last three years attaching the proof of remittance of tax, PF and insurances to the different authorities.

SL	Name	Designation	Scale of Pay	P.Tax deduction	I.Tax deduction	PF deduction	Gr. Insurance deduction	Proof of remittance to different authority

(b) Whether there is any scheme for providing gratuity/death-gratuity, pension/CPF/EPF, LTC, Travelling Allowances (TA), etc. In respect of all categories of employees. If so, please state those schemes attaching the proof. Whether service book of all categories of employees are maintained for this purpose.

(c) Student Welfare :

Please provide details -

- i) Scholarship sanctioned to students year-wise mentioning the branch of study.
- ii) Full free/Half free year wise mentioning the branch of study of the student.
- iii) Medical facility for the students.
- iv) Insurance for the students.

(d) Please give details in respect of the following particularly for students :

1. Extra & co-curricular activities.
2. Personality Development initiatives
3. Professional society activities
4. Entrepreneurship Development
5. Alumni Interaction : How does the institution keep track of its alumni ? Is there an Alumni Association and if so, what is the level of support provided to it by the institution ? When was the last get together of alumni held and what is the frequency of such events ?
6. Students Publications/Awards

(e) Anti Ragging Cell -

Does it exist ?

Any complaints in last 5 years:

Mode of dealing with such case

Do you follow UGC directive in this regards ?

(f) Students' Grievance Redressal Cell :

Is it existing in your institution ?

If yes, whether the Faculty Advisor and Teacher-in-Charge of the students have been included in this cell. How many grievances have been addressed in last three years ?

(g) Students feedback

Is there any mechanism in your institute to receive feed back from the students ?

If yes, please give details. Have you given weightage for that ?

(h) Teaching & Learning Evaluation :

Whether this is in vogue in your institute; if yes, please give the details -

- i. Self appraisal of the teacher. Analysis and follow up performance appraisal.
- ii. Student continuous evaluation procedure
- iii. Guided study
- iv. Student mentoring system
- v. Best practices adopted for ensuring the quality of teaching and learning.
- vi. What is the average teaching load of a lecturer, Reader and Professor in terms of the theory and laboratory classes ?
- vii. After the submission of laboratory record, what is the usual period, by which it is returned to the student, duly corrected and graded ?
- viii. How many industry experts have given lectures to the students to familiarize them with the state of art industry practices and their correlation with the text book materials taught ?
- ix. What are the programmes undertaken a) to develop personality of students, and b) to develop group discussion skills and presentation techniques ?
- x. Area there any mechanisms established in the institution to encourage and implement industrial consultancy and test activities ?

8. MOTIVATION & INVOLVEMENT OF FACULTY IN PROMOTION OF INNOVATIVE RESEARCH

Do you have research lab ? If yes, please give details number of faculty members actively participating in research -

Name of the faculty	Whether faculty having PhD	Research field	No. of Research Scholars working under his supervision	No. of PhD produced	No. of publication in last five years (National/ International)	Grants received from Aid agency	Amount sanctioned

PART III

BASIC INFORMATION OF THE INSTITUTE
APPLYING FOR AUTONOMOUS STATUS

1. Name of the College with address :
2. Name of the Principal
3. Telephone/Fax/E-mail :
4. Year of establishment :
5. Whether Private/Government/State Aided :
6. Year of grant of permanent affiliation :
7. Course offered :

Course Name	Stream	Year of Introduction
UG		
PG		

8. Student enrollment of the last five years:

UG

Academic Year	Course(s)	Name of the Stream	Approved intake	Student enrolled	Vacant seat
	AICTE Course (s)				
	Non-AICTE Course(s)				
	AICTE Course (s)				
	Non-AICTE Course(s)				
	AICTE Course (s)				
	Non-AICTE Course(s)				

	AICTE Course (s)				
	Non-AICTE Course(s)				
	AICTE Course (s)				
	Non-AICTE Course(s)				

PG

<i>Academic Year</i>	<i>Course(s)</i>	<i>Name of the Stream</i>	<i>Approved intake</i>	<i>Student enrolled</i>	<i>Vacant seat</i>
	AICTE Course (s)				
	Non-AICTE Course(s)				
	AICTE Course (s)				
	Non-AICTE Course(s)				
	AICTE Course (s)				
	Non-AICTE Course(s)				
	AICTE Course (s)				

	Non-AICTE Course(s)				
	AICTE Course (s)				
	Non-AICTE Course(s)				

Number of Scholars registered for PhD :
 Number of PhD awarded in last 5 years :
 (Please give year wise data)

9. Whether the college has been accredited by NAAC/NBA – mention the accredited status & year of such accreditation ? What is the strength & weakness of your institution as pointed out by the Accreditating Agency ? (Please attach proof as communicated by the accredited agency).
10. Action taken in respect of removal of deficiencies as pointed out by the accredited agency ?
11. Is there any Internal Quality Assurance Cell in your Institutions ? If yes, what is the composition of the Cell and year of formation of the same ? How many meetings are conducted in last five years ?

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