



MAULANA ABUL KALAM AZAD UNIVERSITY OF TECHNOLOGY, WEST BENGAL
(Formerly West Bengal University of Technology)

Office of the Inspector of Colleges

BF-142, Salt Lake City, Kolkata – 700 064

Tel. No. : (033)2321-7588, (033) 2334-1014/1021/1025/1028/1031; Fax : (033) 2321-8776

No. 2169/IC -209/2018

Date : 26.04.2018

To
The Principal/Director
All Affiliated Colleges under MAKAUT, WB.



Dear Sir/Madam,

I am directed to inform you the following:

You are aware that 194 numbers of colleges are affiliated to this University. Academic quality monitoring of those colleges are the prime focus of the University. For quality monitoring of the colleges physical inspection and Computerized Web based Management System (CWMS) are in vogue. In order to make the quality monitoring in more effective manner, the University is in the process of digital inspection in addition to the aforesaid two modes of quality monitoring. As a part of the said digital inspection the video of maximum one hour duration of entire institution is required by the University. The manners in which the said video will be taken are detailed hereunder.

1. Video of Institutional premises as a whole (all buildings, playground, workshop, Hostels etc.). A chart/table showing all Units/ Departments and name of the functionary thereof has to be prepared and the same is to be video graphed. The Principal/ Director will introduce himself and point out all Units/ Departments of the Institute in the said video.
2. In each premises the Head of the concerned unit will introduce himself along with his/her subordinate staff members. For e.g. the Head of the Administrative Office will introduce himself and his subordinate staff members in the video and works performed by individual functionary will be vouched by them in this video. Similarly, the Head of the Academic Department (HOD) will introduce himself. The Faculty members attached to the Departments including HOD will also introduce themselves. The highest qualification, experience, research activities, project, publication, classes and lab classes taken by individual faculty member will be vouched individually in the introduction video. All the Class Rooms, Labs of each Academic Department will have to be video graphed in the said video of the Department. In case of Library, Librarian, Assistant Librarian and Supporting Staffs will individually introduce themselves in the video and activities performed by them individually have to be vouched in the video.

In the manner prescribed herein above all Units (Placement Cell, Hostels, Canteen, Medical Unit, Departments etc.) of the Institution will have to be video graphed. The video of the entire Institution covering all units/ departments represented by the functionaries of each units/ departments is to be sent within **31st May, 2018** positively to the Convener, CWMS in the DVD form with proper packing **in person**. Before sending such video it is requested to kindly make sure that no Units/ Departments and functionaries of any Unit/ Departments are left uncovered. Also it is requested to kindly ensure that the video is in the presentable format so that anyone can study the Institute without being physically present in the Institution premises. In case of any query regarding the preparation of the video the Convener, CWMS (Pritimoy Sanyal, Mobile No: 9903163135) may please be contacted.

Your kind cooperation is requested.

This has got reference to the approval dated 26.04.2018 of the Competent Authority in File No. IC- 209/2018.

Thanking you,

Yours sincerely,

(S. K. Maity)

Inspector of Colleges

Copy forwarded for information and necessary action to:

- 1) The P.A to the Vice Chancellor - Please bring it into the kind notice of the Hon'ble Vice Chancellor.
- 2) The Information Scientist, MAKAUT, WB – with a request to kindly upload this in our University website.
- 3) The Convener, CWMS, MAKAUT, WB.

(S. K. Maity)

Inspector of Colleges