

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 (2015-16). 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 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. 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

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.	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

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.		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.	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]	Availabl e [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 minmum 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]	Availabl e [To be filled by the College]	Observations of the Inspection Team [If found in order, please write OK, otherwise enumerate deficiencies]	
			O.K.	Deficiencies
Built-up area per student				
No. of Class Rooms				
Administrative area				
Principal's Room				
Strong Room				
Reception Room				
Administrative & Main Office				
Maintenance & Estate Office				
No. of Staff Room (Faculty) with sufficient Computers, Printers with Internet facility				
Sitting Capacity of each Staff Room				
Computer Laboratory				
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		

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.	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 (H) BCA (H) ----- ----- -----	____ 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 ____ 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
e.g. : BBA (H) BCA (H) ----- ----- -----	____ 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 / 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 (H)	_____ numbers	_____ numbers		
BCA (H)	_____ 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 / 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
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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.		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.		Signature of the Experts of the Inspection Team	

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

1. No. of Titles : For each subject, 5 numbers of Titles.
2. No. of Copies : Minimum 20 numbers on each Title.
3. No. of National Journal : Minimum 5
4. No. of International Journal : Minimum 2
5. No. of Periodicals : Minimum 4
6. 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.		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.			
		Signature of the Experts of the Inspection Team		

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

- (i) All apparatus as required in strict conformity with the syllabus of MAKAUT, WB available in www.wbut.ac.in in each relevant branch of study are to be installed in the Laboratories.
- (ii) 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.
- (iii) For BMS (H) in Media Science course – Sufficient number of Still Camera, Digital, Movie Camera, Editing Software etc. are the basic requirement.
- (iv) For B.Sc (H) in Nautical Science course – Jetty, Ship etc. facilities are urgently needed.
- (v) **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.

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.		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
BCA		
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
	BCA-492	Implement Numerical problems using C/Mat Lab
BHM		
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 Operation 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
5 th	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 th	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 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
6 th	MMS-681	Project

B.SC. in Microbiology

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

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
	AGE-592	Analysis of gene Expression
6 th	PRO-691	Project on Biodiversity
	DSS-692	Dissertation on Molecular Biology

B.Optomety

1 st	BO-192	Physiology (general)
	BO-191	Geometrical Optics
	BO-193	Anatomy

2 nd	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
	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

**M.SC.in Media
Science**

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, Practicals, Publishing a news letter
2 nd	MMC-207	Advanced Multimedia Software Lab:
	MMC-208	Digital Film making Lab
	MMC-209	Summer internship
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		
4 th	402(A)	Live Project
	404(A)	Opening a website & Content Creation
	405(A)	Internship
Electronic & Entertainment Media (Radio & Television)		
	402(B)	Live Project
	404(B)	Production of a Television news bulletin
	405(B)	Internship
Multimedia & Visual Communication: Graphics & Animation		

	402(C)	Live Project: Developing Corporate Identity through Logo & Corporate Stationery
	404(C)	Production of a TVC with Animation
	405(C)	Internship
Marketing Communication: Advertising, PR & Event		
	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 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

B.SC in Bio-Technology

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	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	GET-591	Genetic Engineering Techniques
	BFT-592	Basic Fermentation Techniques
6 th	PRO-691	Project on Biodiversity
	DSS-692	Dissertation on Biotechnology

B.SC. in Genetics

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-491	Chemistry Pass
	CA-491	Introduction to DBMS, Computer Network & Numerical Analysis(Pass)

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

Sports Management

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
5 th	BSM-581	Project & Viva-Voce
	BSM-582	Defence of Project

B.SC. in Nautical Science

1 st	BNS-191	Practical Navigation Paper I
2 nd	BNS-291	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

BBA (Hospital Management)

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

BBA (Travel & Tourism Management)

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

M.Sc in Information Science

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

M.Sc in Biotechnology

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

Bachelor of Management Studies (Pharmaceutical Management)

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
	HRM-407	Human Resource Management Project
5 th	PHL-506	Pharmaceutical Lab-III (Pharma Microbiology)
	PAL-507	Pharmacognosy Lab
6 th	PHL-603	Pharmacology Lab

B.Sc in Multimedia, Animation & Graphics

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

B.Sc. in Fashion Design & Management

1 st Semester	BFD -191	Fundamentals of Design & its applications
	BFD- 192	Introduction to Fashion art & Drawing
	BFD-193	Sewing Fundamentals
	BFD- 194	Computer Basics
2 nd Semester	BFD-291	Garment Construction
	BFD- 292	Pattern making Fundamental
	BFD-293	Computer Basics
3 rd Semester	BFD-391	Surface Ornamentation
	BFD- 392	Fashion Stylization & Illustration
	BFD-393	Pattern Manipulation
4 th Semester	BFD- 491	Draping
	BFD-492	Garment Assembling
	BFD- 591	Computer Aided Designing
	BFD-592	Costume Designing
	BFD- 691	Accessory Designing
	BFD-692	Portfolio Making
	BFD- 693	Final Collection

M.Sc. in Applied Mathematics

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

M.Sc. in Genetics

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

M.Sc. in Microbiology

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

M.Sc. in Computer Science

1st Semester	MCS-191	Programming Lab(C)
	MCS-192	Advanced DBMS Lab
2nd Semester	MCS-291	Object oriented Programming Lab (using Java)

	MCS-292	Data Structure Lab
	MCS-293	Microprocessor & VHDL- Varilog Lab
3rd Semester	MCS-391	OR Lab
	MCS-392	OS (Unix)
4th Semester	MCS-492A	Data Ware Housing & Mining Lab
	MCS-492 B	Soft Computing Lab
	MCS-492C	Social Network analysis Lab

Master of Management Studies (Pharmaceutical Management)

	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

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

B.Sc. in Gamming & Mobile Application Development

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

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 (Formerly West Bengal University of Technology) 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 (Formerly West Bengal University of Technology) 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 (Formerly West Bengal University of Technology) 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 (Formerly West Bengal University of Technology) 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