

West Bengal State Council of Higher Education

Application for introduction of PG Courses in Colleges

(Use separate sheet for each new subject)

Name of the College:

Whether accredited by NAAC - Yes/ No Grade valid up to

Name of the proposed PG Course for introduction:

Session:

1.	College Status	For Boys <input type="checkbox"/>	Girls <input type="checkbox"/>	Co-educational <input type="checkbox"/>				
2.	Date of establishment							
3.	Address							
4.	Phone No. with STD Code							
5.	Contact Person with No. (Mobile)							
6.	FAX							
7.	Email							
8.	Name of existing Honours Subjects							
9.	Name of existing General subjects							
10.	Name of existing Major subjects							
11.	Whether offering B.Ed. course (duly approved by the NCTE)							
12.	Land area-	Built up area-						
13.	Name of affiliating University							
14.	Student Profile							
	For College							
	GEN	SC	ST	OBC	Minority	PH	BPL	Total
	No. of Students							
	Total No. of Boys							
	Total No. of Girls							
	% of 1 st generation learners- (attach separate sheet, if necessary)							
	For B.Ed. Course:							
	GEN	SC	ST	OBC	Minority	PH	BPL	Total
	No. of Students							
	Total No. of Boys							
	Total No. of Girls							
15.	No. of teaching posts in the College (including Principal)							
	Sanctioned	Existing	CWTT	PTT	GT	Total		
16.	No. of teaching posts in the proposed subject							
	Sanctioned	Existing	CWTT	PTT	GT	Total		
17.	No. of teaching posts in the allied subject, if any							
	Sanctioned	Existing	CWTT	PTT	GT	Total		

17.	Whether the Governing Body has approved the proposal of introduction of new subject	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Mention the Resolution No. & date of the Governing Body meeting <i>(Please attach copy of the GB resolution)</i>	
18.	Justification for introduction of the new subject <i>(Please attach separate sheet, if necessary)</i>	
19.	How does the College propose to undertake the additional teaching load <i>[Please attach a list of publications (local, national, international), details of research projects (indicating title, approved allocation, funding agency, status of the project(s)), PG teaching experience etc. of all existing faculties in the concerned subject]</i>	
20.	No. of PT/Guest faculties to be engaged	
21.	Total no. of classrooms available for all theory classes in the College	(A)
22.	Maximum no. of classrooms required for theory classes as per full-session routine <i>(Please attach a copy of the master Routine)</i>	(B)
23.	Number of additional classrooms required for the new subject	(C)
24.	The institution is having sufficient classroom for the new subject/course	Yes <input type="checkbox"/> No <input type="checkbox"/> $[A - (B+C)] =$
25.	Existing facility for teaching-learning using LCD/DMP/OH Projectors	
Laboratories		
26.	Is there any laboratory for the proposed subject?	Yes <input type="checkbox"/> No <input type="checkbox"/>
27.	Total No. of Labs	
28.	Is the no. of labs sufficient to satisfy the needs for Honours/General course?	Yes <input type="checkbox"/> No <input type="checkbox"/>
29.	Is the lab equipped enough to satisfy the needs of the curriculum?	
30.	Library facilities in the proposed subject No. of books: _____ No. of Titles: _____ No. of journals: _____ Seminar library – Yes <input type="checkbox"/> No <input type="checkbox"/> Book Bank – Yes <input type="checkbox"/> No <input type="checkbox"/>	
31.	Internet connection available for students	Yes <input type="checkbox"/> No <input type="checkbox"/>
32.	Playground & Gymnasium available	Yes <input type="checkbox"/> No <input type="checkbox"/>
33.	Fund allocated towards introduction of the new PG Course for a) Books & Journals b) Equipment c) Chemicals & Glassware d) Contingencies e) Furniture	
	Total (in Rs.)	

34.	Whether the College / Department has assigned- i) Coordinator of the PG course ii) Controller(if necessary) for the PG Course iii) Separate room for confidential work Equipped with necessary instruments iv) Specific staff for PG departments v) If yes, number of	Yes <input type="checkbox"/> Gr- C:	No <input type="checkbox"/> Gr. D:
35.	Whether Expert Committee /BOS constituted (Please attach a copy of the same)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
36.	Whether self –financing	Yes <input type="checkbox"/>	No <input type="checkbox"/>
37.	Proposed fee structure/year		
38.	Amount, DD* No. & date Name of Issuing Bank & Branch * [Rs. 20,000/- to be drawn in favour of 'West Bengal State Council of Higher Education' per subject]		
<i>The information provided above are checked & verified and found to be correct.</i>			
(Signature of the Head of the Institution with date & Seal)			
<i>For Office Use</i>			

Date and time of Inspection :

Overall assessment & Recommendation (Use separate sheet for specific comments – strength & weakness, if any): *(The Inspection Team may record their overall assessment on the preparedness of the management with regard to availability of human resources, infrastructural facilities and instructional facilities in favour of the proposal)*

Recommendation :

Signature of Members of Inspection team (with Full name and Designation) :