

Appendix 8

Format for Mandatory Disclosure

Mandatory Disclosure: Updated on 28.02.2011

1. AICTE File No.- 750-80-017(NDEG)/ET/2001 (1-10311624)
Date and Period of last Approval: 23.08.2010 for 2010-11

2. Name of the Institution: Narula Institute of Technology
Address of the Institution: 81, Nilgunj Road, Agarpara, Kolkata-700109

City : Kolkata
Pin Code: 700109

State : West Bengal

Phone No. with STD Code: 033 2563 - 7777 / 8888
Fax No. with STD Code : 033 2583 7029

Office hours at the Institution : From 9:30 AM to 5:30 PM (Monday to Friday)
and from 9:30 AM to 1:30 PM on Saturday

Academic Hours at the Institution: From 9:30 AM to 5:30 PM (Monday to Friday)

Email: principal@nit.ac.in
Website: www.nit.ac.in
Nearest railway Station : Agarpara , 1.5 km
Nearest Airport : Netaji Subhas Chandra Bose International Airport, 20 km

3. Type of Institution : Private - Self Financed
Category(1) of the Institution : Minority
Category (2) of the Institution : Co-Ed / ~~Women only~~

4. Name of the Organization running the Institution : Narula Educational Trust

Type of the Organization : Trust
Address of the Organization : "DWARKA" 7, Sarat Bose Road, Kolkata-700020
Registered with : Additional Registrar of Assurance III, Kolkata
Registration date : 05.08.2000

Website of the Organization: www.nit.ac.in


5. Name of the Affiliating University : West Bengal University of Technology
Address : BF 142, Sector-I, Salt Lake City
Website : www.wbut.ac.in

S. K. Chakraverty

Latest affiliation period : 2010-2011

6. Name of Principal / Director : Dr. Samar Kumar Chakravarty
Exact Designation : Principal
Phone No. with STD code : 033 2563 7777
FAX No. with STD code : 033 2583 7029
Email : principal_nit@jisgroup.org
Highest Degree : Ph.D
Field of Specialization : Electronics and Telecommunication Engineering
7. Governing Body members :

BOG Members of NIT

Prof. (Dr.) S. M. Chatterjee (Former VC, Bengal Engineering and Science University)	Chairman
Sardar Jodh Singh, Chairman JIS Group	Member
Prof. (Dr.) Sajal Dasgupta (Director, Technical Education, Govt. of West Bengal)	Member
Prof. (Dr.) Amitava Sarkar (Director, School of Management & Nominee of WBUT)	Member
Mr. R. N. Lahiri (Principal Consultant, Tata Consultancy Services)	Member
Mr. Taranjit Singh (Managing Trustee, Narula Education Trust (NET))	Member
Prof. (Dr.) Asit Guha (Director, NIT)	Member
Mr. Haranjit Singh (Trustee, NET)	Member
Mr. Amrik Singh (Secretary, NET)	Member
Prof.(Dr.) Jayanta Sur, Principal, NIT	Member-Secretary
Prof.(Dr.) P.C.Dhar, Dean(Engg.),NIT	Invitee 
Mr. Vinod Dugar, Director, NTC	Invitee
Mr. U.S.Mukherjee, Deputy Director, JIS Group	Invitee

Ms. Manpreet Kaur, CEO, JIS Group	Permanent Invitee
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Frequency of meeting and date of last meeting: In every four months

8. Academic advisory body :

Name	Designation	Type of Membership
1) Prof. A. K. Ray	Vice Chancellor, Bengal Engineering & Science University	Chairman
2) Prof. S. K. Sanyal	Vice Chancellor, Dr. B.C. Roy Krishi Vidyalaya	Member
3) Prof. Ashok Ranjan Thakur	Vice Chancellor, West Bengal State University	Member
4) Prof. Asit Guha	Director, JIS Group	Member
5) Prof. Subhangshu Banerjee	Professor, Dept. of IT, Calcutta University	Member
6) Prof. A.K.Mallick	Retd. Professor, Dept. of Electrical Communication Engineering, IIT Kharagpur	Member
7) Prof. D. Ghosh Dastidar	Retd. Professor, Dept. of Computer Science & Engineering, Jadavpur University	Member
8) Prof. Sankar Chakraborty	Professor & Head, Dept. of Civil Engineering, Jadavpur University	Member
9) Prof. T.K.Dutta	Dean, Aliah University	Member
10) Dr. Alok Mukherjee	Chairman, Flakt India Ltd.	Member
11) Prof. P. K. Banerjee	Retd. Professor, Electronics & Telecommunication Engg. Department, Jadavpur University	Member <i>S.K. Chakravarty</i>
12) Principal, Narula Institute of Technology		Member Secretary

Frequency of meeting and date of : twice in a year
Last meeting :23rd September'2010

9. Organizational Chart : Attached as Annexure-A

10. Student Feedback mechanism on
Institutional governance / faculty performance : Attached as Annexure-B

11. Grievance redressal mechanism for faculty staff and students :

It is completely confidential and under the supervision of Director/Principal. A complaint box is being checked regularly for early redressal of the process. Proper arbitration procedure is being followed most of the times to avoid disciplinary action. Though in some cases, proper disciplinary action through show cause, suspension and structured enquiry committees are formed by Director to resolve the matter.

12. Attached as Annexure-II

S. K. Chakravarty

Department : COMPUTER SCIENCE & ENGINEERING

Course	Engineering & Technology		
Level	UG		
1 st Year approval by the Council	2001		
Year wise sanctioned Intake	CAY - 120	CAY _{.1} - 120	CAY _{.2} - 120
Year wise Actual Admission	CAY - 118	CAY _{.1} - 119	CAY _{.2} - 120
Cut off marks- General Quota	CAY - NA	CAY _{.1} - NA	CAY _{.2} - NA
% Students passed with Distinction	CAY - NA	CAY _{.1} - NA	CAY _{.2} - NA
% of Students passed with First Class (pass out only)	CAY - 98.35%	CAY _{.1} - 100%	CAY _{.2} - 95.38%
Students Placed	CAY - 45	CAY _{.1} - 54	CAY _{.2} - 63
Average Pay Package, Rs./Year	CAY - 2.45 Lakh	CAY _{.1} - 2.41 Lakh	CAY _{.2} - 2.57 Lakh
Students opted for Higher Studies	CAY - 5%	CAY _{.1} - 5%	CAY _{.2} - 6%
Accreditation Status of the course	Accredited/ Provisionally Accredited/ Not Accredited/ Not eligible yet		
Doctoral Course	Yes / No		
Foreign Collaborations, if any	No		
Professional Society Membership	No		
Professional activities	Involved in internal R&D Projects and continuous development of Teaching Learning system.		
Consultancy activities	Nil		
Grants fetched	Nil		
Departmental Achievements	Continuous development of department through Departmental Academic Committee maintaining the rule of the college.		
Distinguished Alumni	Jishnu Chatterjee, Ashutosh Kumar		

S. K. Chatterjee

Department : M.TECH. (COMPUTER SCIENCE & ENGINEERING)

Course	Engineering & Technology		
Level	PG		
1 st Year approval by the Council	2007		
Year wise sanctioned Intake	CAY - 18	CAY _{.1} - 18	CAY _{.2} - 18
Year wise Actual Admission	CAY - 17	CAY _{.1} - 18	CAY _{.2} - 18
Cut off marks- General Quota	CAY - NA	CAY _{.1} - NA	CAY _{.2} - NA
% Students passed with Distinction	CAY - NA	CAY _{.1} - NA	CAY _{.2} - NA
% of Students passed with First Class (pass out only)	CAY – 90.12%	CAY _{.1} – 83.33%	CAY _{.2} – NIL
Students Placed	CAY - 10	CAY _{.1} - 8	CAY _{.2} - NIL
Average Pay Package, Rs./Year	CAY – 2.65 Lakh	CAY _{.1} – 2.53	CAY _{.2} – NIL
Students opted for Higher Studies	CAY – NIL	CAY _{.1} – NIL	CAY _{.2} – NIL
Accreditation Status of the course	Accredited/ Provisionally Accredited/ Not Accredited/ Not eligible yet		
Doctoral Course	Yes / No		
Foreign Collaborations, if any	No		
Professional Society Membership	No		
Professional activities	Involved in internal R&D Projects and continuous development of Teaching Learning system.		
Consultancy activities	Nil		
Grants fetched	Nil		
Departmental Achievements	Continuous development of department through Departmental Academic Committee maintaining the rule of the college.		
Distinguished Alumni	Kunal Mukherjee		

S. K. Chakraverty

Department : ELECTRONICS & COMMUNICATION ENGINEERING

Course	Engineering & Technology		
Level	UG		
1 st Year approval by the Council	2001		
Year wise sanctioned Intake	CAY - 120	CAY _{.1} - 120	CAY _{.2} - 60
Year wise Actual Admission	CAY - 120	CAY _{.1} - 117	CAY _{.2} - 120
Cut off marks- General Quota	CAY - NA	CAY _{.1} - NA	CAY _{.2} - NA
% Students passed with Distinction	CAY - NA	CAY _{.1} - NA	CAY _{.2} - NA
% of Students passed with First Class (pass out only)	CAY - 94.38%	CAY _{.1} - 92.53%	CAY _{.2} - 79.41%
Students Placed	CAY - 55	CAY _{.1} - 57	CAY _{.2} - 66
Average Pay Package, Rs./Year	CAY - 2.35 Lakh	CAY _{.1} - 2.11 Lakh	CAY _{.2} - 2.46 Lakh
Students opted for Higher Studies	CAY - 5%	CAY _{.1} - 6%	CAY _{.2} - 4%
Accreditation Status of the course	Accredited/ Provisionally Accredited / Not Accredited/ Not eligible yet		
Doctoral Course	Yes / No		
Foreign Collaborations, if any	No		
Professional Society Membership	No		
Professional activities	Involved in internal R&D Projects and continuous development of Teaching Learning system.		
Consultancy activities	Nil		
Grants fetched	Rs. 14.6 Lakh and Rs. 15 Lakh has been fetched in the year 2008-09 and 2009-10 respectively through AICTE MODROBS / RPS Projects.		
Departmental Achievements	Continuous development of department through Departmental Academic Committee maintaining the rule of the college.		
Distinguished Alumni	Santanu Banerjee, Arnab Banerjee		

S. K. Chakravarty

Department : M.TECH. (ELECTRONICS & COMMUNICATION ENGINEERING)

Course	Engineering & Technology		
Level	PG		
1 st Year approval by the Council	2008		
Year wise sanctioned Intake	CAY - 18	CAY _{.1} - 18	CAY _{.2} - NIL
Year wise Actual Admission	CAY - 16	CAY _{.1} - 10	CAY _{.2} - NIL
Cut off marks- General Quota	CAY - NA	CAY _{.1} - NA	CAY _{.2} - NA
% Students passed with Distinction	CAY - NA	CAY _{.1} - NA	CAY _{.2} - NA
% of Students passed with First Class (pass out only)	CAY - NIL	CAY _{.1} - NIL	CAY _{.2} - NIL
Students Placed	CAY - NIL	CAY _{.1} - NIL	CAY _{.2} - NIL
Average Pay Package, Rs./Year	CAY - NIL	CAY _{.1} - NIL	CAY _{.2} - NIL
Students opted for Higher Studies	CAY - NIL	CAY _{.1} - NIL	CAY _{.2} - NIL
Accreditation Status of the course	Accredited/ Provisionally Accredited/ Not Accredited/ Not eligible yet		
Doctoral Course	Yes / No		
Foreign Collaborations, if any	No		
Professional Society Membership	No		
Professional activities	Involved in internal R&D Projects and continuous development of Teaching Learning system.		
Consultancy activities	Nil		
Grants fetched	Rs. 14.6 Lakh and Rs. 15 Lakh has been fetched in the year 2008-09 and 2009-10 respectively through AICTE MODROBS / RPS Projects.		
Departmental Achievements	Continuous development of department through Departmental Academic Committee maintaining the rule of the college.		
Distinguished Alumni	NA		

S. K. Chakraverty

Department : ELECTRICAL ENGINEERING

Course	Engineering & Technology		
Level	UG		
1 st Year approval by the Council	2002		
Year wise sanctioned Intake	CAY - 120	CAY _{.1} - 120	CAY _{.2} - 60
Year wise Actual Admission	CAY - 120	CAY _{.1} - 59	CAY _{.2} - 60
Cut off marks- General Quota	CAY - NA	CAY _{.1} - NA	CAY _{.2} - NA
% Students passed with Distinction	CAY - NA	CAY _{.1} - NA	CAY _{.2} - NA
% of Students passed with First Class (pass out only)	CAY - 72.58%	CAY _{.1} - 72.58%	CAY _{.2} - 90%
Students Placed	CAY - 46	CAY _{.1} - 46	CAY _{.2} - 36
Average Pay Package, Rs./Year	CAY - 2.83 Lakh	CAY _{.1} - 2.83 Lakh	CAY _{.2} - 2.54 Lakh
Students opted for Higher Studies	CAY - 10%	CAY _{.1} - 10%	CAY _{.2} - 11%
Accreditation Status of the course	Accredited/ Provisionally Accredited / Not Accredited/ Not eligible yet		
Doctoral Course	Yes / No		
Foreign Collaborations, if any	No		
Professional Society Membership	No		
Professional activities	Involved in internal R&D Projects and continuous development of Teaching Learning system.		
Consultancy activities	Nil		
Grants fetched	Nil		
Departmental Achievements	Continuous development of department through Departmental Academic Committee maintaining the rule of the college.		
Distinguished Alumni	Saikat Datta, Samaita Sarkar		

S. K. Chakraverty

Department : M.TECH. (ELECTRICAL ENGINEERING)

Course	Engineering & Technology		
Level	PG		
1 st Year approval by the Council	2009		
Year wise sanctioned Intake	CAY - 18	CAY _{.1} - 18	CAY _{.2} - NIL
Year wise Actual Admission	CAY - 4	CAY _{.1} - NIL	CAY _{.2} - NIL
Cut off marks- General Quota	CAY - NA	CAY _{.1} - NA	CAY _{.2} - NA
% Students passed with Distinction	CAY - NA	CAY _{.1} - NA	CAY _{.2} - NA
% of Students passed with First Class (pass out only)	CAY - NIL	CAY _{.1} - NIL	CAY _{.2} - NIL
Students Placed	CAY - NIL	CAY _{.1} - NIL	CAY _{.2} - NIL
Average Pay Package, Rs./Year	CAY - NIL	CAY _{.1} - NIL	CAY _{.2} - NIL
Students opted for Higher Studies	CAY - NIL	CAY _{.1} - NIL	CAY _{.2} - NIL
Accreditation Status of the course	Accredited/ Provisionally Accredited/ Not Accredited/ Not eligible yet		
Doctoral Course	Yes / No		
Foreign Collaborations, if any	No		
Professional Society Membership	No		
Professional activities	Involved in internal R&D Projects and continuous development of Teaching Learning system.		
Consultancy activities	Nil		
Grants fetched	Nil		
Departmental Achievements	Continuous development of department through Departmental Academic Committee maintaining the rule of the college.		
Distinguished Alumni	NA		

S. K. Chakraverty

Department : INFORMATION TECHNOLOGY

Course	Engineering & Technology		
Level	UG		
1 st Year approval by the Council	2001		
Year wise sanctioned Intake	CAY - 60	CAY _{.1} - 60	CAY _{.2} - 60
Year wise Actual Admission	CAY - 57	CAY _{.1} - 60	CAY _{.2} - 60
Cut off marks- General Quota	CAY - NA	CAY _{.1} - NA	CAY _{.2} - NA
% Students passed with Distinction	CAY - NA	CAY _{.1} - NA	CAY _{.2} - NA
% of Students passed with First Class (pass out only)	CAY – 98.27%	CAY _{.1} – 98.27%	CAY _{.2} – 83.60%
Students Placed	CAY - 52	CAY _{.1} - 52	CAY _{.2} - 53
Average Pay Package, Rs./Year	CAY – 2.41 Lakh	CAY _{.1} – 2.41 Lakh	CAY _{.2} – 2.57 Lakh
Students opted for Higher Studies	CAY – 8%	CAY _{.1} – 8%	CAY _{.2} – 6%
Accreditation Status of the course	Accredited/ Provisionally Accredited / Not Accredited/ Not eligible yet		
Doctoral Course	Yes / No		
Foreign Collaborations, if any	No		
Professional Society Membership	No		
Professional activities	Involved in internal R&D Projects and continuous development of Teaching Learning system.		
Consultancy activities	Nil		
Grants fetched	Nil		
Departmental Achievements	Continuous development of department through Departmental Academic Committee maintaining the rule of the college.		
Distinguished Alumni	Arijit Mukherjee, Oishi Chatterjee		

S. K. Chatterjee

Department : CIVIL ENGINEERING

Course	Engineering & Technology		
Level	UG		
1 st Year approval by the Council	2007		
Year wise sanctioned Intake	CAY - 60	CAY _{.1} - 60	CAY _{.2} - 60
Year wise Actual Admission	CAY - 59	CAY _{.1} - 60	CAY _{.2} - 59
Cut off marks- General Quota	CAY - NA	CAY _{.1} - NA	CAY _{.2} - NA
% Students passed with Distinction	CAY - NA	CAY _{.1} - NA	CAY _{.2} - NA
% of Students passed with First Class (pass out only)	CAY - NIL	CAY _{.1} - NIL	CAY _{.2} - NIL
Students Placed	CAY - NIL	CAY _{.1} - NIL	CAY _{.2} - NIL
Average Pay Package, Rs./Year	CAY - NIL	CAY _{.1} - NIL	CAY _{.2} - NIL
Students opted for Higher Studies	CAY - Nil	CAY _{.1} - Nil	CAY _{.2} - Nil
Accreditation Status of the course	Accredited/ Provisionally Accredited/ Not Accredited/ Not eligible yet		
Doctoral Course	Yes / No		
Foreign Collaborations, if any	No		
Professional Society Membership	No		
Professional activities	Involved in internal R&D Projects and continuous development of Teaching Learning system.		
Consultancy activities	Nil		
Grants fetched	Nil		
Departmental Achievements	Continuous development of department through Departmental Academic Committee maintaining the rule of the college.		
Distinguished Alumni	NA		

S. K. Chakravarty

Department: ELECTRONICS & INSTRUMENTATION ENGINEERING

Course	Engineering & Technology		
Level	UG		
1 st Year approval by the Council	2009		
Year wise sanctioned Intake	CAY - 60	CAY _{.1} - 60	CAY _{.2} - NIL
Year wise Actual Admission	CAY - 59	CAY _{.1} - NIL	CAY _{.2} - NIL
Cut off marks- General Quota	CAY - NA	CAY _{.1} - NA	CAY _{.2} - NA
% Students passed with Distinction	CAY - NA	CAY _{.1} - NA	CAY _{.2} - NA
% of Students passed with First Class (pass out only)	CAY - NIL	CAY _{.1} - NIL	CAY _{.2} - NIL
Students Placed	CAY - NIL	CAY _{.1} - NIL	CAY _{.2} - NIL
Average Pay Package, Rs./Year	CAY - NIL	CAY _{.1} - NIL	CAY _{.2} - NIL
Students opted for Higher Studies	CAY - Nil	CAY _{.1} - Nil	CAY _{.2} - Nil
Accreditation Status of the course	Accredited/ Provisionally Accredited/ Not Accredited/ Not eligible yet		
Doctoral Course	Yes / No		
Foreign Collaborations, if any	No		
Professional Society Membership	No		
Professional activities	Involved in internal R&D Projects and continuous development of Teaching Learning system.		
Consultancy activities	Nil		
Grants fetched	Nil		
Departmental Achievements	Continuous development of department through Departmental Academic Committee maintaining the rule of the college.		
Distinguished Alumni	NA		

S. K. Chakraverty

Department : MASTER OF COMPUTER APPLICATIONS

Course	Masters in Computer Application		
Level	PG		
1 st Year approval by the Council	2003		
Year wise sanctioned Intake	CAY - 60	CAY _{.1} - 60	CAY _{.2} - 60
Year wise Actual Admission	CAY - 50	CAY _{.1} - 58	CAY _{.2} - 56
Cut off marks- General Quota	CAY - NA	CAY _{.1} - NA	CAY _{.2} - NA
% Students passed with Distinction	CAY - NA	CAY _{.1} - NA	CAY _{.2} - NA
% of Students passed with First Class (pass out only)	CAY – 98.38%	CAY _{.1} – 100%	CAY _{.2} – 100%
Students Placed	CAY - 16	CAY _{.1} - 51	CAY _{.2} - 47
Average Pay Package, Rs./Year	CAY – 2.32 Lakh	CAY _{.1} – 2.43 Lakh	CAY _{.2} – 2.10 Lakh
Students opted for Higher Studies	CAY – 5%	CAY _{.1} – 6%	CAY _{.2} – 5%
Accreditation Status of the course	Accredited/ Provisionally Accredited/ Not Accredited/ Not eligible yet		
Doctoral Course	Yes / No		
Foreign Collaborations, if any	No		
Professional Society Membership	No		
Professional activities	Involved in internal R&D Projects and continuous development of Teaching Learning system.		
Consultancy activities	Nil		
Grants fetched	Nil		
Departmental Achievements	Continuous development of department through Departmental Academic Committee maintaining the rule of the college.		
Distinguished Alumni	Anupam Maity, Debasish Nandi		

S. K. Chakraverty

13. One page CV are attached with individual faculty details in the web portal, however the hard copies are being submitted as Annexure IIA with Mandatory Disclosure.

14. Admission Quota :

Entrance Test / Admission Criteria	<p>B. TECH : Candidate needs to have cleared 10 + 2 in Science discipline and must qualified in WBJEE & AIEEE Exam and selected through counseling organized by Central Selection Committee, Govt. of West Bengal. The ratio of the intake will be 80% from WB JEE 10% from All India Engineering Entrance Examination (AIEEE) and 10% from Management quota from the academic year 2008 - 2009.</p> <p>M. Tech.: Candidates having 1st class and qualified in Gate exam may admit directly as per the merit list or through the admission test conducted by the institute.</p> <ul style="list-style-type: none">❖ Mention the admission test being followed, name and address of the Test Agency and its URL (website). <p>WBJEE, AIEEE. Website is www.csc-et.org</p> <ul style="list-style-type: none">❖ Number of seats allotted to different Test Qualified candidates separately [AIEEE/CET (State conducted test/University tests)/Association conducted test] <p>Following Information will be hoisted just after completion of the admission process and registration by the University.</p> <ul style="list-style-type: none">❖ Composition of selection team for admission under Management Quota with the brief profiles of members (This information be made available in the public domain after the admission process is over)❖ Score of the individual candidates admitted arranged in order of merit.❖ List of candidates who have been offered admission.❖ Waiting list of the candidates in order of merit to be operative from the last date of joining of the first list candidates.❖ List of the candidates who joined within the date, vacancy position in each category before operation of waiting list. <p style="text-align: right;"><i>S. K. Chakraverty</i></p>
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	<p>MCA</p> <ul style="list-style-type: none"> ❖ Mention the admission test being followed, name and address of the Test Agency and its URL (website). – JECA (www.cse-et.org) ❖ Number of seats allotted to different Test Qualified candidates separately [AIMCET/CET (State conducted test/University tests)/Association conducted test] – NIT gets 90% of the approved intake (54) from JECA as per State Govt. decision from 2007–08. ❖ Calendar for admission against management/vacant seats : <ul style="list-style-type: none"> ○ Last date for request for applications. ○ Last date for submission of application. ○ Dates for announcing final results. ○ Release of admission list (main list and waiting list should be announced on the same day) ○ Date for acceptance by the candidate (time given should in no case be less than 15 days) <p style="text-align: right;">} Not Applicable</p>		
Cut off / Last candidate admitted	CAY - N.A.	CAY ₁ - N.A.	CAY ₂ - N.A
Fees in Rupees	CAY (Annexure III A)	CAY ₁ (Annexure III B)	CAY ₂ (Annexure III C)
No. of Fee waivers offered	CAY – 63	CAY ₁ – 63	CAY ₂ – 54
Admission Calendar	<ul style="list-style-type: none"> - Last date for closing of admission. As guided by West Bengal University of Technology and Govt. of West Bengal. - Starting of the Academic session. As guided by West Bengal University of Technology - The policy of refund of the fee, in case of withdrawal, should be clearly notified. As guided by the Govt. of West Bengal Dept. of Technical Education. 		
PIO Quota	Yes ✓ / No.		

S. K. Chakraverty

Annexure-III A

FEE STRUCTURE FOR THE ACADEMIC SESSION 2010-11 FOR B.TECH.								
Particulars	June'10	Dec'10	June'11	Dec'11	June'12	Dec'12	June'13	Dec'13
Admission Fees	4000							
Caution Deposit (Refundable)	10000							
Tuition Fees	35000	35000	35000	35000	35000	35000	35000	35000
Library Fees, e journal, Book Bank	5000	5000	5000	5000	5000	5000	5000	5000
WBUT Development Fees	2200							
Uniform Cost	2700							
College Registration Fee (one time)	300							
Application kit	600							
Total	59800	40000	40000	40000	40000	40000	40000	40000
								339800

FEE STRUCTURE FOR THE ACADEMIC SESSION 2010- 11 FOR MCA						
Particulars	June'10	Dec'10	June'11	Dec'11	June'12	Dec'12
Admission Fees	10000					
Caution Deposit (Refundable)	5000					
Tuition Fees	40000	40000	40000	40000	40000	40000
WBUT Development Fees	1650					
Uniform	2700					
Application Kit	600					
Total	59950	40000	40000	40000	40000	40000
						259950

S. K. Chakravarty

Annexure-III B

FEE STRUCTURE FOR THE ACADEMIC SESSION 2009-10 FOR B.TECH.								
Particulars	June	Dec	June	Dec	June	Dec	June	Dec
Admission Fees	5000							
Caution Deposit (Refundable)	5000							
Tuition Fees	21000	20000	21000	20000	21000	20000	21000	20000
Book Bank + Library & Laboratory + Project Fees	3000	3000	3000	3000	3000	3000	3000	3000
Development Fees	2000							
Uniform Cost	2700							
Students Development +Extra Curricular+Soft Skill+Personality Development Fees	10000	10000	10000	10000	10000	10000	10000	10000
Application kit	600							
Total	49300	33000	34000	33000	34000	33000	34000	33000
								283300

FEE STRUCTURE FOR THE ACADEMIC SESSION 2009- 10 FOR MCA						
Particulars	June	Dec	June	Dec	June	Dec
Admission Fees	10000					
Caution Deposit (Refundable)	5000					
Tuition Fees	40000	40000	40000	40000	40000	40000
WBUT Development Fees	1500					
Uniform	2700					
Application Kit	600					
Total	59800	40000	40000	40000	40000	40000
						259800

S.K. Chakravarty

Annexure-III C

FEE STRUCTURE FOR THE ACADEMIC SESSION 2008-09 FOR B.TECH.								
Particulars	June	Dec	June	Dec	June	Dec	June	Dec
Admission Fees	3000							
Caution Deposit (Refundable)	5000							
Library Fees	750	750	750	750	750	750	750	750
Tuition Fees	21000	20000	21000	20000	21000	20000	21000	20000
WBUT Development Fees	2000							
Uniform & Admission Kit	2500				1000			
Students Development Fee	2000							
Book Bank	500	500	500	500				
Personality Development & Soft Skill Training	3000	3000	3000	3000	3000	3000	3000	3000
Semester Registration Fee	1000	1000	1000	1000	1000	1000	1000	1000
Application kit	500							
Total	41250	25250	26250	25250	26750	24750	25750	24750
								220000

FEE STRUCTURE FOR THE ACADEMIC SESSION 2008- 09 FOR MCA						
Particulars	June	Dec	June	Dec	June	Dec
Admission Fees	10000					
Caution Deposit (Refundable)	5000					
Library Fees	750	750	750	750	750	750
Tuition Fees	34000	34000	34000	34000	34000	34000
WBUT Development Fees	1500					
Students Development Fees	2000					
Uniform & Admission Kit	2500					
Membership of Book Bank	500	500	500	500		
Personality Development & Soft Skill Training	3000	3000	3000	3000	3000	3000
Semester Registration Fee	1000	1000	1000	1000	1000	1000
Application kit	500					
Total	60750	39250	39250	39250	38750	38750
						256000

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15 & 16 Infrastructural Information

Instructional Area **

Programme	Course	Department	Level	Room Type	Room Id/Name	Area of room in Sqm	Readiness of flooring	Readiness of Wall & Painting	Readiness of Electrification & Lighting	Readiness of fu
MCA	MASTERS IN COMPUTER APPLICATIONS	MASTERS IN COMPUTER APPLICATIONS	POST GRADUATE	Classroom	101	80	Ready	Ready	Ready	Ready
ENGINEERING AND TECHNOLOGY	CIVIL ENGINEERING	CIVIL ENGINEERING	UNDER GRADUATE	Classroom	102	80	Ready	Ready	Ready	Ready
ENGINEERING AND TECHNOLOGY	CIVIL ENGINEERING	CIVIL ENGINEERING	UNDER GRADUATE	Classroom	104	110	Ready	Ready	Ready	Ready
ENGINEERING AND TECHNOLOGY	ELECTRICAL ENGINEERING	ELECTRICAL ENGINEERING	UNDER GRADUATE	Laboratory	105A	110	Ready	Ready	Ready	Ready
ENGINEERING AND TECHNOLOGY	ELECTRICAL ENGINEERING	ELECTRICAL ENGINEERING	UNDER GRADUATE	Laboratory	106A	60	Ready	Ready	Ready	Ready
ENGINEERING AND TECHNOLOGY	ELECTRICAL ENGINEERING	ELECTRICAL ENGINEERING	UNDER GRADUATE	Laboratory	106B	60	Ready	Ready	Ready	Ready
ENGINEERING AND TECHNOLOGY	ELECTRICAL ENGINEERING	ELECTRICAL ENGINEERING	UNDER GRADUATE	Classroom	107	75	Ready	Ready	Ready	Ready
MCA	MASTERS IN COMPUTER APPLICATIONS	MASTERS IN COMPUTER APPLICATIONS	POST GRADUATE	Classroom	108	75	Ready	Ready	Ready	Ready
ENGINEERING AND TECHNOLOGY	ELECTRICAL ENGINEERING	ELECTRICAL ENGINEERING	UNDER GRADUATE	Laboratory	109A	127	Ready	Ready	Ready	Ready
ENGINEERING AND TECHNOLOGY	ELECTRICAL ENGINEERING	ELECTRICAL ENGINEERING	UNDER GRADUATE	Laboratory	109B	127	Ready	Ready	Ready	Ready
ENGINEERING AND TECHNOLOGY	ELECTRONICS AND COMMUNICATIONS ENGINEERING	ELECTRONICS AND COMMUNICATIONS ENGINEERING	UNDER GRADUATE	Laboratory	110	63.5	Ready	Ready	Ready	Ready
ENGINEERING AND TECHNOLOGY	ELECTRONICS AND COMMUNICATIONS ENGINEERING	ELECTRONICS AND COMMUNICATIONS ENGINEERING	UNDER GRADUATE	Laboratory	110A	63.5	Ready	Ready	Ready	Ready
ENGINEERING AND TECHNOLOGY	ELECTRICAL ENGINEERING	ELECTRICAL ENGINEERING	UNDER GRADUATE	Laboratory	110B	63.5	Ready	Ready	Ready	Ready
ENGINEERING AND TECHNOLOGY	ELECTRICAL ENGINEERING	ELECTRICAL ENGINEERING	UNDER GRADUATE	Laboratory	110C	63.5	Ready	Ready	Ready	Ready
ENGINEERING AND TECHNOLOGY	ELECTRICAL ENGINEERING	ELECTRICAL ENGINEERING	UNDER GRADUATE	Laboratory	111A	70	Ready	Ready	Ready	Ready
ENGINEERING AND TECHNOLOGY	COMPUTER SCIENCE AND ENGINEERING	COMPUTER SCIENCE AND ENGINEERING	UNDER GRADUATE	Laboratory	111B	70	Ready	Ready	Ready	Ready
ENGINEERING AND TECHNOLOGY	ELECTRICAL ENGINEERING	ELECTRICAL ENGINEERING	UNDER GRADUATE	Laboratory	112A	60	Ready	Ready	Ready	Ready
ENGINEERING AND	COMPUTER SCIENCE AND	COMPUTER SCIENCE AND	UNDER GRADUATE	Laboratory	117	110	Ready	Ready	Ready	Ready

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TECHNOLOGY	ENGINEERING	ENGINEERING								
ENGINEERING AND TECHNOLOGY	INFORMATION TECHNOLOGY	INFORMATION TECHNOLOGY	UNDER GRADUATE	Laboratory	117A	145	Ready	Ready	Ready	Ready
ENGINEERING AND TECHNOLOGY	INFORMATION TECHNOLOGY	INFORMATION TECHNOLOGY	UNDER GRADUATE	Laboratory	117B	145	Ready	Ready	Ready	Ready
ENGINEERING AND TECHNOLOGY	INFORMATION TECHNOLOGY	INFORMATION TECHNOLOGY	UNDER GRADUATE	Laboratory	117C	145	Ready	Ready	Ready	Ready
ENGINEERING AND TECHNOLOGY	ELECTRONICS AND INSTRUMENTATION ENGINEERING	ELECTRONICS AND INSTRUMENTATION ENGINEERING	UNDER GRADUATE	Classroom	118 B	70	Ready	Ready	Ready	Ready
ENGINEERING AND TECHNOLOGY	CIVIL ENGINEERING	CIVIL ENGINEERING	UNDER GRADUATE	Laboratory	118A	65	Ready	Ready	Ready	Ready
ENGINEERING AND TECHNOLOGY	INFORMATION TECHNOLOGY	INFORMATION TECHNOLOGY	UNDER GRADUATE	Laboratory	119	110	Ready	Ready	Ready	Ready
ENGINEERING AND TECHNOLOGY	CIVIL ENGINEERING	CIVIL ENGINEERING	UNDER GRADUATE	Laboratory	119A	125	Ready	Ready	Ready	Ready
ENGINEERING AND TECHNOLOGY	CIVIL ENGINEERING	CIVIL ENGINEERING	UNDER GRADUATE	Laboratory	119B	125	Ready	Ready	Ready	Ready
ENGINEERING AND TECHNOLOGY	ELECTRONICS AND COMMUNICATIONS ENGINEERING	ELECTRONICS AND COMMUNICATIONS ENGINEERING	UNDER GRADUATE	Laboratory	120B	70	Ready	Ready	Ready	Ready
ENGINEERING AND TECHNOLOGY	ELECTRONICS AND COMMUNICATIONS ENGINEERING	ELECTRONICS AND COMMUNICATIONS ENGINEERING	UNDER GRADUATE	Classroom	121	75	Ready	Ready	Ready	Ready
ENGINEERING AND TECHNOLOGY	CIVIL ENGINEERING	CIVIL ENGINEERING	UNDER GRADUATE	Laboratory	122	75	Ready	Ready	Ready	Ready
ENGINEERING AND TECHNOLOGY	CIVIL ENGINEERING	CIVIL ENGINEERING	UNDER GRADUATE	Workshop	123	113	Ready	Ready	Ready	Ready
ENGINEERING AND TECHNOLOGY	COMPUTER SCIENCE AND ENGINEERING	COMPUTER SCIENCE AND ENGINEERING	UNDER GRADUATE	Workshop	124	113	Ready	Ready	Ready	Ready
ENGINEERING AND TECHNOLOGY	ELECTRICAL ENGINEERING	ELECTRICAL ENGINEERING	UNDER GRADUATE	Laboratory	130	55	Ready	Ready	Ready	Ready
ENGINEERING AND TECHNOLOGY	ELECTRICAL ENGINEERING	ELECTRICAL ENGINEERING	UNDER GRADUATE	Tutorial Room	130 A	55	Ready	Ready	Ready	Ready
ENGINEERING AND TECHNOLOGY	ELECTRICAL ENGINEERING	ELECTRICAL ENGINEERING	UNDER GRADUATE	Tutorial Room	130 B	55	Ready	Ready	Ready	Ready
ENGINEERING AND TECHNOLOGY	COMPUTER SCIENCE AND ENGINEERING	COMPUTER SCIENCE AND ENGINEERING	UNDER GRADUATE	Tutorial Room	131 A	55	Ready	Ready	Ready	Ready
MCA	MASTERS IN COMPUTER APPLICATIONS	MASTERS IN COMPUTER APPLICATIONS	POST GRADUATE	Tutorial Room	131 B	55	Ready	Ready	Ready	Ready
ENGINEERING AND TECHNOLOGY	CIVIL ENGINEERING	CIVIL ENGINEERING	UNDER GRADUATE	Tutorial Room	132 A	55	Ready	Ready	Ready	Ready
ENGINEERING AND TECHNOLOGY	CIVIL ENGINEERING	CIVIL ENGINEERING	UNDER GRADUATE	Tutorial Room	134 B	55	Ready	Ready	Ready	Ready
ENGINEERING AND TECHNOLOGY	ELECTRONICS AND COMMUNICATIONS ENGINEERING	ELECTRONICS AND COMMUNICATIONS ENGINEERING	UNDER GRADUATE	Tutorial Room	135 A	55	Ready	Ready	Ready	Ready
ENGINEERING	COMPUTER	COMPUTER	UNDER	Tutorial	135 B	55	Readv	Readv	Readv	Readv

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AND TECHNOLOGY	SCIENCE AND ENGINEERING	SCIENCE AND ENGINEERING	GRADUATE	Room						
ENGINEERING AND TECHNOLOGY	INFORMATION TECHNOLOGY	INFORMATION TECHNOLOGY	UNDER GRADUATE	Laboratory	136	220	Ready	Ready	Ready	Ready
ENGINEERING AND TECHNOLOGY	INFORMATION TECHNOLOGY	INFORMATION TECHNOLOGY	UNDER GRADUATE	Laboratory	137	220	Ready	Ready	Ready	Ready
ENGINEERING AND TECHNOLOGY	ELECTRONICS AND COMMUNICATIONS ENGINEERING	ELECTRONICS AND COMMUNICATIONS ENGINEERING	UNDER GRADUATE	Laboratory	138	150	Ready	Ready	Ready	Ready
ENGINEERING AND TECHNOLOGY	ELECTRICAL ENGINEERING	ELECTRICAL ENGINEERING	UNDER GRADUATE	Laboratory	139	200	Ready	Ready	Ready	Ready
ENGINEERING AND TECHNOLOGY	CIVIL ENGINEERING	CIVIL ENGINEERING	UNDER GRADUATE	Laboratory	140	230	Ready	Ready	Ready	Ready
ENGINEERING AND TECHNOLOGY	ELECTRONICS AND COMMUNICATIONS ENGINEERING	ELECTRONICS AND COMMUNICATIONS ENGINEERING	UNDER GRADUATE	Classroom	201	75	Ready	Ready	Ready	Ready
ENGINEERING AND TECHNOLOGY	ELECTRONICS AND COMMUNICATIONS ENGINEERING	ELECTRONICS AND COMMUNICATIONS ENGINEERING	UNDER GRADUATE	Classroom	202	75	Ready	Ready	Ready	Ready
ENGINEERING AND TECHNOLOGY	CIVIL ENGINEERING	CIVIL ENGINEERING	UNDER GRADUATE	Classroom	203	110	Ready	Ready	Ready	Ready
ENGINEERING AND TECHNOLOGY	COMPUTER SCIENCE AND ENGINEERING	COMPUTER SCIENCE AND ENGINEERING	UNDER GRADUATE	Classroom	204	110	Ready	Ready	Ready	Ready
ENGINEERING AND TECHNOLOGY	INFORMATION TECHNOLOGY	INFORMATION TECHNOLOGY	UNDER GRADUATE	Classroom	205	110	Ready	Ready	Ready	Ready
ENGINEERING AND TECHNOLOGY	ELECTRICAL ENGINEERING	ELECTRICAL ENGINEERING	UNDER GRADUATE	Classroom	206	110	Ready	Ready	Ready	Ready
ENGINEERING AND TECHNOLOGY	ELECTRICAL ENGINEERING	ELECTRICAL ENGINEERING	UNDER GRADUATE	Classroom	207	75	Ready	Ready	Ready	Ready
ENGINEERING AND TECHNOLOGY	INFORMATION TECHNOLOGY	INFORMATION TECHNOLOGY	UNDER GRADUATE	Classroom	208	75	Ready	Ready	Ready	Ready
ENGINEERING AND TECHNOLOGY	ELECTRICAL ENGINEERING	ELECTRICAL ENGINEERING	UNDER GRADUATE	Classroom	215	75	Ready	Ready	Ready	Ready
ENGINEERING AND TECHNOLOGY	COMPUTER SCIENCE AND ENGINEERING	COMPUTER SCIENCE AND ENGINEERING	UNDER GRADUATE	Classroom	216	75	Ready	Ready	Ready	Ready
ENGINEERING AND TECHNOLOGY	COMPUTER SCIENCE AND ENGINEERING	COMPUTER SCIENCE AND ENGINEERING	UNDER GRADUATE	Tutorial Room	217A	55	Ready	Ready	Ready	Ready
ENGINEERING AND TECHNOLOGY	ELECTRICAL ENGINEERING	ELECTRICAL ENGINEERING	UNDER GRADUATE	Tutorial Room	217B	35	Ready	Ready	Ready	Ready
ENGINEERING AND TECHNOLOGY	COMPUTER SCIENCE AND ENGINEERING	COMPUTER SCIENCE AND ENGINEERING	UNDER GRADUATE	Tutorial Room	217C	35	Ready	Ready	Ready	Ready
ENGINEERING AND TECHNOLOGY	INFORMATION TECHNOLOGY	INFORMATION TECHNOLOGY	UNDER GRADUATE	Classroom	218	110	Ready	Ready	Ready	Ready
ENGINEERING AND TECHNOLOGY	COMPUTER SCIENCE AND ENGINEERING	COMPUTER SCIENCE AND ENGINEERING	UNDER GRADUATE	Drawing Hall	219	110	Ready	Ready	Ready	Ready
ENGINEERING AND TECHNOLOGY	COMPUTER SCIENCE AND ENGINEERING	COMPUTER SCIENCE AND ENGINEERING	UNDER GRADUATE	Classroom	220	110	Ready	Ready	Ready	Ready

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ENGINEERING AND TECHNOLOGY	ELECTRONICS AND COMMUNICATIONS ENGINEERING	ELECTRONICS AND COMMUNICATIONS ENGINEERING	UNDER GRADUATE	Classroom	221	75	Ready	Ready	Ready	Ready
ENGINEERING AND TECHNOLOGY	ELECTRONICS AND COMMUNICATIONS ENGINEERING	ELECTRONICS AND COMMUNICATIONS ENGINEERING	UNDER GRADUATE	Classroom	222	75	Ready	Ready	Ready	Ready
ENGINEERING AND TECHNOLOGY	ELECTRONICS AND COMMUNICATIONS ENGINEERING	ELECTRONICS AND COMMUNICATIONS ENGINEERING	UNDER GRADUATE	Laboratory	223	60	Ready	Ready	Ready	Ready
ENGINEERING AND TECHNOLOGY	COMPUTER SCIENCE AND ENGINEERING	COMPUTER SCIENCE AND ENGINEERING	UNDER GRADUATE	Laboratory	227	40	Ready	Ready	Ready	Ready
ENGINEERING AND TECHNOLOGY	ELECTRONICS AND INSTRUMENTATION ENGINEERING	ELECTRONICS AND INSTRUMENTATION ENGINEERING	UNDER GRADUATE	Tutorial Room	228	40	Ready	Ready	Ready	Ready
ENGINEERING AND TECHNOLOGY	ELECTRONICS AND COMMUNICATIONS ENGINEERING	ELECTRONICS AND COMMUNICATIONS ENGINEERING	UNDER GRADUATE	Classroom	301	80	Ready	Ready	Ready	Ready
ENGINEERING AND TECHNOLOGY	COMPUTER SCIENCE AND ENGINEERING	COMPUTER SCIENCE AND ENGINEERING	UNDER GRADUATE	Seminar Hall	303	320	Ready	Ready	Ready	Ready
ENGINEERING AND TECHNOLOGY	ELECTRONICS AND COMMUNICATIONS ENGINEERING	ELECTRONICS AND COMMUNICATIONS ENGINEERING	UNDER GRADUATE	Laboratory	306	75	Ready	Ready	Ready	Ready
ENGINEERING AND TECHNOLOGY	ELECTRONICS AND COMMUNICATIONS ENGINEERING	ELECTRONICS AND COMMUNICATIONS ENGINEERING	UNDER GRADUATE	Classroom	307	80	Ready	Ready	Ready	Ready
ENGINEERING AND TECHNOLOGY	COMPUTER SCIENCE AND ENGINEERING	COMPUTER SCIENCE AND ENGINEERING	POST GRADUATE	Research Laboratory	308 A	80	Ready	Ready	Ready	Ready
ENGINEERING AND TECHNOLOGY	COMPUTER SCIENCE AND ENGINEERING	COMPUTER SCIENCE AND ENGINEERING	POST GRADUATE	Research Laboratory	308 B	80	Ready	Ready	Ready	Ready
ENGINEERING AND TECHNOLOGY	ELECTRONICS AND COMMUNICATIONS ENGINEERING	ELECTRONICS AND COMMUNICATIONS ENGINEERING	UNDER GRADUATE	Laboratory	310A	127	Ready	Ready	Ready	Ready
ENGINEERING AND TECHNOLOGY	ELECTRONICS AND COMMUNICATIONS ENGINEERING	ELECTRONICS AND COMMUNICATIONS ENGINEERING	UNDER GRADUATE	Laboratory	310B	127	Ready	Ready	Ready	Ready
ENGINEERING AND TECHNOLOGY	ELECTRONICS AND COMMUNICATIONS ENGINEERING	ELECTRONICS AND COMMUNICATIONS ENGINEERING	UNDER GRADUATE	Laboratory	311A	70	Ready	Ready	Ready	Ready
ENGINEERING AND TECHNOLOGY	ELECTRONICS AND COMMUNICATIONS ENGINEERING	ELECTRONICS AND COMMUNICATIONS ENGINEERING	UNDER GRADUATE	Laboratory	311B	70	Ready	Ready	Ready	Ready
ENGINEERING AND TECHNOLOGY	ELECTRONICS AND COMMUNICATIONS ENGINEERING	ELECTRONICS AND COMMUNICATIONS ENGINEERING	UNDER GRADUATE	Laboratory	312A	127	Ready	Ready	Ready	Ready
ENGINEERING AND TECHNOLOGY	ELECTRONICS AND COMMUNICATIONS ENGINEERING	ELECTRONICS AND COMMUNICATIONS ENGINEERING	UNDER GRADUATE	Laboratory	312B	127	Ready	Ready	Ready	Ready
ENGINEERING AND TECHNOLOGY	COMPUTER SCIENCE AND ENGINEERING	COMPUTER SCIENCE AND ENGINEERING	UNDER GRADUATE	Laboratory	314	60	Ready	Ready	Ready	Ready
ENGINEERING AND TECHNOLOGY	COMPUTER SCIENCE AND ENGINEERING	COMPUTER SCIENCE AND ENGINEERING	UNDER GRADUATE	Laboratory	316	70.83	Ready	Ready	Ready	Ready
ENGINEERING AND TECHNOLOGY	COMPUTER SCIENCE AND ENGINEERING	COMPUTER SCIENCE AND ENGINEERING	UNDER GRADUATE	Laboratory	316A	70.83	Ready	Ready	Ready	Ready
ENGINEERING AND TECHNOLOGY	ELECTRONICS AND COMMUNICATIONS ENGINEERING	ELECTRONICS AND COMMUNICATIONS ENGINEERING	UNDER GRADUATE	Laboratory	316B	75	Ready	Ready	Ready	Ready
ENGINEERING AND	COMPUTER SCIENCE AND	COMPUTER SCIENCE AND	UNDER GRADUATE	Laboratory	316C	70.83	Ready	Ready	Ready	Ready

TECHNOLOGY	ENGINEERING	ENGINEERING								
ENGINEERING AND TECHNOLOGY	INFORMATION TECHNOLOGY	INFORMATION TECHNOLOGY	UNDER GRADUATE	Laboratory	316D	85	Ready	Ready	Ready	Ready
ENGINEERING AND TECHNOLOGY	ELECTRICAL ENGINEERING	ELECTRICAL ENGINEERING	UNDER GRADUATE	Laboratory	316E	75	Ready	Ready	Ready	Ready
ENGINEERING AND TECHNOLOGY	COMPUTER SCIENCE AND ENGINEERING	COMPUTER SCIENCE AND ENGINEERING	UNDER GRADUATE	Laboratory	316F	70.83	Ready	Ready	Ready	Ready
ENGINEERING AND TECHNOLOGY	COMPUTER SCIENCE AND ENGINEERING	COMPUTER SCIENCE AND ENGINEERING	UNDER GRADUATE	Laboratory	316G	70.83	Ready	Ready	Ready	Ready
ENGINEERING AND TECHNOLOGY	COMPUTER SCIENCE AND ENGINEERING	COMPUTER SCIENCE AND ENGINEERING	UNDER GRADUATE	Laboratory	316H	70.83	Ready	Ready	Ready	Ready
ENGINEERING AND TECHNOLOGY	INFORMATION TECHNOLOGY	INFORMATION TECHNOLOGY	UNDER GRADUATE	Laboratory	316I	85	Ready	Ready	Ready	Ready
ENGINEERING AND TECHNOLOGY	INFORMATION TECHNOLOGY	INFORMATION TECHNOLOGY	UNDER GRADUATE	Laboratory	316J	85	Ready	Ready	Ready	Ready
MCA	MASTERS IN COMPUTER APPLICATIONS	MASTERS IN COMPUTER APPLICATIONS	POST GRADUATE	Laboratory	316L	75	Ready	Ready	Ready	Ready
MCA	MASTERS IN COMPUTER APPLICATIONS	MASTERS IN COMPUTER APPLICATIONS	POST GRADUATE	Laboratory	316M	75	Ready	Ready	Ready	Ready
ENGINEERING AND TECHNOLOGY	COMPUTER SCIENCE AND ENGINEERING	COMPUTER SCIENCE AND ENGINEERING	UNDER GRADUATE	Classroom	317	65	Ready	Ready	Ready	Ready
ENGINEERING AND TECHNOLOGY	COMPUTER SCIENCE AND ENGINEERING	COMPUTER SCIENCE AND ENGINEERING	UNDER GRADUATE	Laboratory	318A	85	Ready	Ready	Ready	Ready
ENGINEERING AND TECHNOLOGY	COMPUTER SCIENCE AND ENGINEERING	COMPUTER SCIENCE AND ENGINEERING	UNDER GRADUATE	Laboratory	318B	85	Ready	Ready	Ready	Ready
ENGINEERING AND TECHNOLOGY	ELECTRONICS AND COMMUNICATIONS ENGINEERING	ELECTRONICS AND COMMUNICATIONS ENGINEERING	UNDER GRADUATE	Classroom	401	80	Ready	Ready	Ready	Ready
ENGINEERING AND TECHNOLOGY	ELECTRONICS AND COMMUNICATIONS ENGINEERING	ELECTRONICS AND COMMUNICATIONS ENGINEERING	UNDER GRADUATE	Classroom	402	80	Ready	Ready	Ready	Ready
ENGINEERING AND TECHNOLOGY	COMPUTER SCIENCE AND ENGINEERING	COMPUTER SCIENCE AND ENGINEERING	UNDER GRADUATE	Classroom	403	113	Ready	Ready	Ready	Ready
ENGINEERING AND TECHNOLOGY	COMPUTER SCIENCE AND ENGINEERING	COMPUTER SCIENCE AND ENGINEERING	UNDER GRADUATE	Classroom	404	113	Ready	Ready	Ready	Ready
ENGINEERING AND TECHNOLOGY	INFORMATION TECHNOLOGY	INFORMATION TECHNOLOGY	UNDER GRADUATE	Classroom	405	113	Ready	Ready	Ready	Ready
ENGINEERING AND TECHNOLOGY	ELECTRICAL ENGINEERING	ELECTRICAL ENGINEERING	UNDER GRADUATE	Classroom	406	113	Ready	Ready	Ready	Ready
ENGINEERING AND TECHNOLOGY	INFORMATION TECHNOLOGY	INFORMATION TECHNOLOGY	UNDER GRADUATE	Classroom	407	80	Ready	Ready	Ready	Ready
ENGINEERING AND TECHNOLOGY	CIVIL ENGINEERING	CIVIL ENGINEERING	UNDER GRADUATE	Classroom	408	80	Ready	Ready	Ready	Ready
ENGINEERING AND TECHNOLOGY	COMPUTER SCIENCE AND ENGINEERING	COMPUTER SCIENCE AND ENGINEERING	UNDER GRADUATE	Classroom	409	175	Ready	Ready	Ready	Ready
ENGINEERING	COMPUTER	COMPUTER	UNDER	Classroom	410	80	Readv	Readv	Readv	Readv

AND TECHNOLOGY	SCIENCE AND ENGINEERING	SCIENCE AND ENGINEERING	GRADUATE							
ENGINEERING AND TECHNOLOGY	COMPUTER SCIENCE AND ENGINEERING	COMPUTER SCIENCE AND ENGINEERING	UNDER GRADUATE	Classroom	411	113	Ready	Ready	Ready	Ready
ENGINEERING AND TECHNOLOGY	CIVIL ENGINEERING	CIVIL ENGINEERING	UNDER GRADUATE	Laboratory	412	75	Ready	Ready	Ready	Ready
ENGINEERING AND TECHNOLOGY	CIVIL ENGINEERING	CIVIL ENGINEERING	UNDER GRADUATE	Classroom	413	75	Ready	Ready	Ready	Ready
ENGINEERING AND TECHNOLOGY	ELECTRICAL ENGINEERING	ELECTRICAL ENGINEERING	UNDER GRADUATE	Laboratory	414	115	Ready	Ready	Ready	Ready
ENGINEERING AND TECHNOLOGY	INFORMATION TECHNOLOGY	INFORMATION TECHNOLOGY	UNDER GRADUATE	Classroom	415	115	Ready	Ready	Ready	Ready
ENGINEERING AND TECHNOLOGY	ELECTRICAL ENGINEERING	ELECTRICAL ENGINEERING	UNDER GRADUATE	Classroom	416	80	Ready	Ready	Ready	Ready
ENGINEERING AND TECHNOLOGY	ELECTRONICS AND INSTRUMENTATION ENGINEERING	ELECTRONICS AND INSTRUMENTATION ENGINEERING	UNDER GRADUATE	Classroom	417	80	Ready	Ready	Ready	Ready
ENGINEERING AND TECHNOLOGY	POWER SYSTEMS	ELECTRICAL ENGINEERING	POST GRADUATE	Research Laboratory	418	70	Ready	Ready	Ready	Ready
ENGINEERING AND TECHNOLOGY	COMPUTER SCIENCE AND ENGINEERING	COMPUTER SCIENCE AND ENGINEERING	UNDER GRADUATE	Tutorial Room	418 E	50	Ready	Ready	Ready	Ready
MCA	MASTERS IN COMPUTER APPLICATIONS	MASTERS IN COMPUTER APPLICATIONS	POST GRADUATE	Tutorial Room	418A	65	Ready	Ready	Ready	Ready
ENGINEERING AND TECHNOLOGY	CIVIL ENGINEERING	CIVIL ENGINEERING	UNDER GRADUATE	Tutorial Room	418B	50	Ready	Ready	Ready	Ready
ENGINEERING AND TECHNOLOGY	ELECTRONICS AND COMMUNICATIONS ENGINEERING	ELECTRONICS AND COMMUNICATIONS ENGINEERING	UNDER GRADUATE	Tutorial Room	418C	50	Ready	Ready	Ready	Ready
ENGINEERING AND TECHNOLOGY	INFORMATION TECHNOLOGY	INFORMATION TECHNOLOGY	UNDER GRADUATE	Tutorial Room	418D	50	Ready	Ready	Ready	Ready
MCA	MASTERS IN COMPUTER APPLICATIONS	MASTERS IN COMPUTER APPLICATIONS	POST GRADUATE	Laboratory	419	150	Ready	Ready	Ready	Ready
MCA	MASTERS IN COMPUTER APPLICATIONS	MASTERS IN COMPUTER APPLICATIONS	POST GRADUATE	Laboratory	420	320	Ready	Ready	Ready	Ready

Instructional Area - Common Facilities

Room Type	Room Id/Name	Area of room in Sqm	Readiness of flooring	Readiness of Wall & Painting	Readiness of Electrification & Lighting	Readiness of furniture/fixtures	Air Conditioning
Library&Reading Room	211A	170	Ready	Ready	Ready	Ready	Planned
Library&Reading Room	211B	170	Ready	Ready	Ready	Ready	Planned
Library&Reading Room	212A	120	Ready	Ready	Ready	Ready	Planned
Library&Reading Room	212B	120	Ready	Ready	Ready	Ready	Planned
Library&Reading	213	185	Ready	Ready	Ready	Ready	Planned

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Room							
Library&Reading Room	213B	185	Ready	Ready	Ready	Ready	Planned
Computer Center	316K	85	Ready	Ready	Ready	Ready	Planned
Computer Center	316N	85	Ready	Ready	Ready	Ready	Planned

Administrative Area

Room Id/Name	Room Type	Area of room in Sqm	Readiness of flooring	Readiness of Wall & Painting	Readiness of Electrification & Lighting	Readiness of furniture/fixtures	Air Conditioning
103A	Faculty Room	111	Ready	Ready	Ready	Ready	Planned
105 B	Cabin for Head of Dept	15.5	Ready	Ready	Ready	Ready	Available
105C	Faculty Room	18	Ready	Ready	Ready	Ready	Planned
112	Cabin for Head of Dept	21	Ready	Ready	Ready	Ready	Available
114	Cabin for Head of Dept	22	Ready	Ready	Ready	Ready	Available
115	Principal Directors Office	60	Ready	Ready	Ready	Ready	Available
115A	Board Room	40	Ready	Ready	Ready	Ready	Available
115C	Security	20	Ready	Ready	Ready	Ready	Not Available
116A	Office All Inclusive	135	Ready	Ready	Ready	Ready	Available
116C	Main / Administrative Office	125	Ready	Ready	Ready	Ready	Not Available
116D	Maintenance	24	Ready	Ready	Ready	Ready	Not Available
118 B	Exam Control Office	56	Ready	Ready	Ready	Ready	Planned
118A	Main / Administrative Office	55	Ready	Ready	Ready	Ready	Available
120	Central Store	70	Ready	Ready	Ready	Ready	Not Available
125	Maintenance	8	Ready	Ready	Ready	Ready	Planned
126	Maintenance	8	Ready	Ready	Ready	Ready	Planned
128	Maintenance	8	Ready	Ready	Ready	Ready	Planned
214	Faculty Room	146	Ready	Ready	Ready	Ready	Planned
214A	Cabin for Head of Dept	15	Ready	Ready	Ready	Ready	Available
214B	Cabin for Head of Dept	15	Ready	Ready	Ready	Ready	Available
224	Placement Office	175	Ready	Ready	Ready	Ready	Planned
225	Maintenance	8	Ready	Ready	Ready	Ready	Planned
226	Maintenance	8	Ready	Ready	Ready	Ready	Planned
230	Pantry for Staff	450	Ready	Ready	Ready	Ready	Planned
302	Cabin for Head of Dept	22	Ready	Ready	Ready	Ready	Available
302A	Faculty Room	75	Ready	Ready	Ready	Ready	Planned
304	Cabin for Head of Dept	10	Ready	Ready	Ready	Ready	Available
304A	Cabin for Head of Dept	15.5	Ready	Ready	Ready	Ready	Available
304B	Faculty Room	111	Ready	Ready	Ready	Ready	Available
313	Cabin for Head of Dept	15	Ready	Ready	Ready	Ready	Available
313 B	Faculty Room	146	Ready	Ready	Ready	Ready	Planned

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313A	Cabin for Head of Dept	15.5	Ready	Ready	Ready	Ready	Available
315	Cabin for Head of Dept	16	Ready	Ready	Ready	Ready	Available

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Amenities Area

Room Id/Name	Room Type	Area of room in sqm	Readiness of flooring	Readiness of Wall & Painting	Readiness of Electrification & Lighting	Readiness of furniture/fixtures	Air Conditioning
103 T2	Toilet	22.6	Ready	Ready	Ready	Ready	Not Available
103AT	Toilet	22.6	Ready	Ready	Ready	Ready	Not Available
103T	Toilet	22.6	Ready	Ready	Ready	Ready	Not Available
112T	Toilet	34.6	Ready	Ready	Ready	Ready	Not Available
112T1	Toilet	34.6	Ready	Ready	Ready	Ready	Not Available
112T2	Toilet	34.6	Ready	Ready	Ready	Ready	Not Available
113	Others	20	Ready	Ready	Ready	Ready	Planned
113A	Others	20	Ready	Ready	Ready	Ready	Planned
114T	Toilet	34.6	Ready	Ready	Ready	Ready	Not Available
114T1	Toilet	34.6	Ready	Ready	Ready	Ready	Not Available
115T	Toilet	34.6	Ready	Ready	Ready	Ready	Not Available
115T1	Toilet	34.6	Ready	Ready	Ready	Ready	Not Available
116T	Toilet	22.6	Ready	Ready	Ready	Ready	Not Available
116T1	Toilet	22.6	Ready	Ready	Ready	Ready	Not Available
214T	Toilet	34.6	Ready	Ready	Ready	Ready	Not Available
214T1	Toilet	34.6	Ready	Ready	Ready	Ready	Not Available
303T2	Toilet	22.6	Ready	Ready	Ready	Ready	Not Available
304T	Toilet	34.6	Ready	Ready	Ready	Ready	Not Available
304T1	Toilet	34.6	Ready	Ready	Ready	Ready	Not Available
308 T	Toilet	34.6	Ready	Ready	Ready	Ready	Not Available
309 T	Toilet	34.6	Ready	Ready	Ready	Ready	Not Available
313T	Toilet	34.6	Ready	Ready	Ready	Ready	Not Available
313T1	Toilet	34.6	Ready	Ready	Ready	Ready	Not Available
313T2	Toilet	34.6	Ready	Ready	Ready	Ready	Not Available
BCR	Boys Common Room	138	Ready	Ready	Ready	Ready	Planned
BH	Boys' Hostel	1695	Ready	Ready	Ready	Ready	Planned
BH2	Boys' Hostel	400	Ready	Ready	Ready	Ready	Planned
CFT	Cafeteria	256	Ready	Ready	Ready	Ready	Planned
GCR	Girls Common Room	95	Ready	Ready	Ready	Ready	Planned
GH	Guest House	385	Ready	Ready	Ready	Ready	Planned
GLH1	Girls' Hostel	1128	Ready	Ready	Ready	Ready	Planned
GLH2	Girls' Hostel	500	Ready	Ready	Ready	Ready	Planned
GYM	Others	30	Ready	Ready	Ready	Ready	Planned

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Circulation Area

Circulation Area						
Area Type	Average Carpet Area	Flooring	Painting Done	Sanitary Fittings Done	Electrification & Lighting	Furniture
Corridors	1,605	Yes	Ready	Yes	Ready	Ready
Other Areas (in Sq m)	1,048	Yes	Ready	Yes	Ready	Ready
Other Common Area (in Sq m)	3,047	Yes	Ready	Yes	Ready	Ready

**** All required photographs are attached in Annexure III**

17. Academic Session, Examination System, Year / Sem.

As guided by West Bengal University of Technology norms. Examinations conducted by the University semester wise v.i.z. June and December.

Period of declaration of results.

Results are declared in the month of August and February.

18. Counseling / Mentoring

Career Counseling : All students are under a specific Mentor from their department. Counseling done by the professional counselor after scheduled period and also by the Mentor from respective department.

Medical Facilities : Medical Practitioners are engaged on regular basis.

Students Insurance : Not yet implemented.

19. Students activity body : A Students Council was formed in the year 2008 for liaison with Management regarding any students related affairs.

Cultural Activities : A Cultural Committee is available to look after all Cultural matters i.e. All Day Social, Vijaya Sammilani, Bengali Naba Barsha etc. and College Cultural Fest "Melange" every year.

Sports Activities : A Sports Committee is available to conduct Annual Sports for students as well as Faculty and Staff Members.

Literary Activities : A Literary Committee is available to inspire all level of students to develop this skill and involve them to contribute in the Annual Magazine "Confluence".

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Technical Activities /Done every year along with the Cultural Fest.
Tech Fest.

Industrial Visits / Tours Conducted as and when required in consultation with the Industry experts at the surrounding Engineering and Service Industries through College as well as Government aides (MSME-DI).

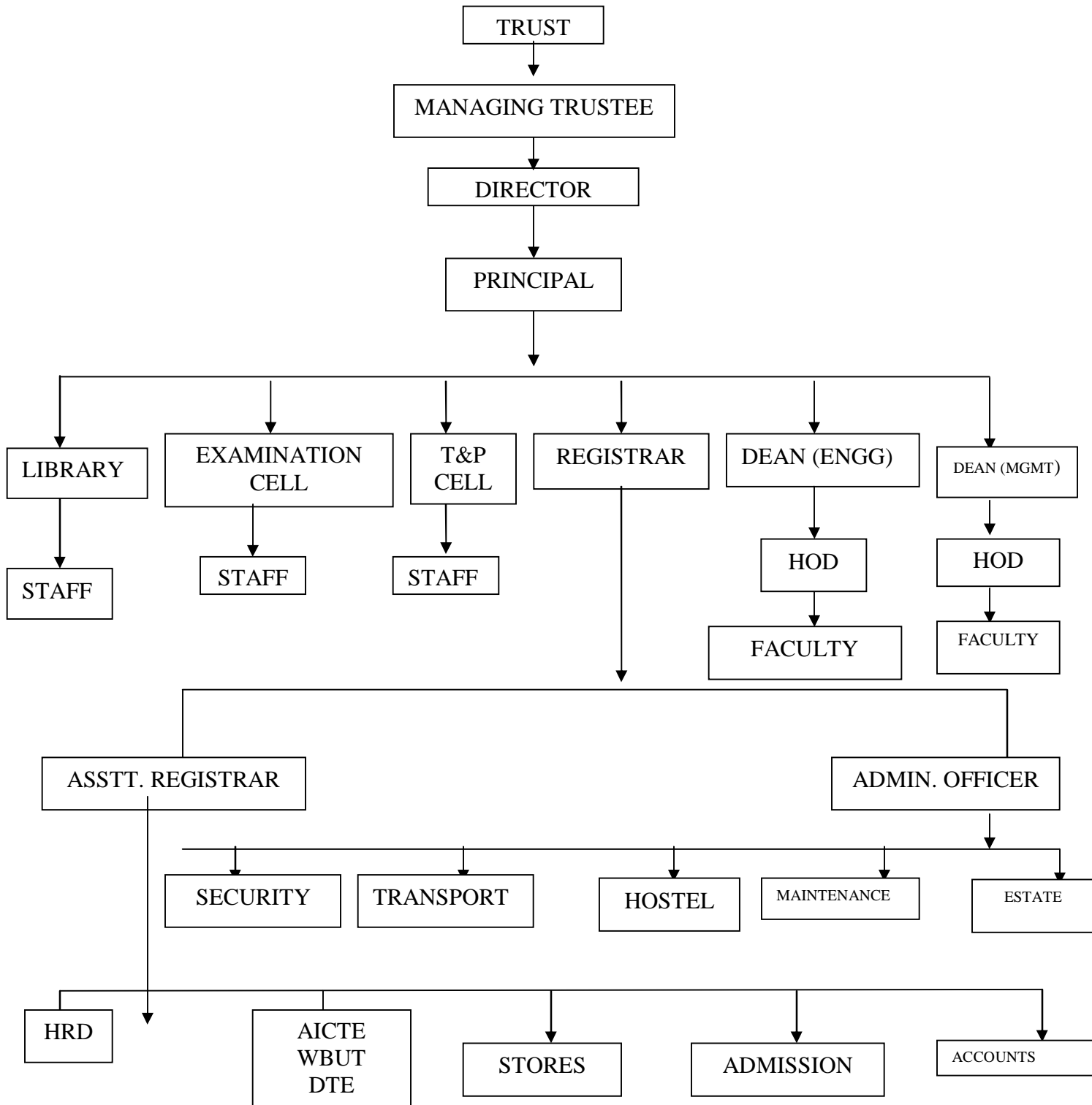
Alumni Activities : A Registered Alumni Association is in existence with all office bearers for organizing developmental activities for the Institute as well as society itself.

20. Name of the Information Officer for RTI : Prof. (Dr.) Samar Kumar Chakravarty

Designation :	Principal
Phone No. with STD Code:	033 2563-7777
Fax No. with STD Code :	033-2583-7029
e-mail	principal@nit.ac.in

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ORGANIZATIONAL STRUCTURE OF NIT



S. K. Chakravarty

PROCEDURE FOR APPRAISAL OF FACULTY MEMBERS1.0. Scope

Appraisal of Faculty Members shall be done on the basis of the following:

- 1.1 Student feedback in structured format (Ref. Annexure-A) **to be obtained in the month of March and September each year for the even and odd semesters respectively.**
- 1.2 Self-appraisal in structured format (Ref. Annexure-B) **to be done in the month of May every year for the proceeding academic year.**
- 1.3 HOD's assessment in structured format (Ref: Annexure -C).

2.0 Process

- 2.1 Self-Appraisal forms shall be sent to all HOD's in the month of May every year from HR Cell for distribution to the departmental faculty members.
- 2.2 Self-Appraisal forms, duly filled, in must be submitted to respective HOD's within 1st week of June with enclosures, as applicable.
- 2.3 HODs shall put in their observations / comments in the space provided for in the appraisal format and forward the form to the Director/Principal for final point grading.

3.0. Point Grading System

3.1. Distribution of point to be obtained shall be as follows:

- | | |
|-----------------------------|-------------------------------------|
| (i) Student Feedback | - 30 Points (Avg. of two semesters) |
| (ii) Self appraisal | - 45 Points |
| (iii) HOD's Rating | - 10 Points |
| (iv) Director's Assessment | - 10 Points |
| (v) Management's Assessment | - <u>05 Points</u> |

Total: 100 Points

- 3.2. Student feedback shall be obtained on a 3 point scale against each attributes. There would be Ten(10) attributes and points would range from 3 to 1 for the best and worst feedback, respectively.
- 3.3. Weight age for number of subjects taught shall be 10 points, 2 points for each subject, including practical classes.
- 3.4 Weight age for leaves taken shall be 10 points and would be considered against average attendance during the year . The scheme shall be as follows:

Attendance (N) \geq 90%	- 10 Points
90% > N \geq 85%	- 8 Points
85% > N \geq 80%	- 6 Points
80% > N \geq 75%	- 4 Points
75% > N \geq 70%	- 2 Point

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3.5. SELF DEVELOPMENT EFFORTS (Corroborative evidence to be produced in all cases) :
Weightage for self development in academic / professional field shall be 25 points to be obtained in the following manner, as per Self Appraisal record:

(A) Publication of Research Papers / Articles (8 Points Max)

- (i) International Journals / Seminar Proceedings - @ 4 Points/ Publication
- (ii) National Journals / Seminar Proceedings - @ 2 points/ Publication

NOTE: Technical/ Research papers accepted for publication, shall qualify for 50% of the allotted points.

(B) Implementation of Industrial Consultancy Projects (6 Points Max)

- (i) Completed during the year – 6 Points
- (ii) Work-in-Progress - 2 Points

(C) Participation in Seminar / Conference / Workshop / Summer School / Winter School (4 Points Max)

- (i) International - @ 4 per Participation.
- (ii) National - @ 2 per Participation

(D) Member of Professional Societies (2 Points Max)

- (i) International – 2 per Membership
- (ii) National - 1 per Membership

(E) Doctoral Work (5 Points Max)

- (i) Completed during the year – 5 Points
- (ii) Registration obtained during the year - 2 Points
- (iii) Work-in-Progress - 1 Point

4.0. HOD's rating shall be done on a 3 point scale against each attribute. There would be ten(10) attributes and points would range from 3 to 1 for the best and the worst. 1/3rd of the score, thus obtained, shall be reckoned as HOD's rating.

5.0 Director's assessment shall, among other things, be based on data provided by the faculty against point No. 6,7, 8, 9 and 10 of the self- appraisal form.

6.0. Overall grading of the faculty would be given based on the following criteria:

<u>Total Point Scored</u>	<u>Grade</u>
> 80	Excellent
71 – 80	Very good
61 – 70	Good
51 – 60	Fair
< 50	Poor

6.0. Results of appraisal shall be communicated once in a year, by the Director/Principal in presence of the HOD. Therefore, annual appraisal should be treated as a development tool for the faculty members.

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STUDENTS FEEDBACK FORM FOR TEACHERS

NAME OF THE FACULTY:

NAME OF THE SUBJECT: SEMESTER:

PAPER CODE: DEPT.: SESSION:

[Please tick (√) the appropriate box for rating]

1. Whether the faculty conducts classes regularly?	Always	Generally	Sometimes
2. Whether the Communication of the subject matter was understandably clear?	Very much	Reasonably	Fair
3. In your estimate, how much of the subject syllabus will be covered within scheduled time ?	100%	90%	80%
4. Does the teacher provide lecture notes within or after the class?	Generally	Sometimes	Never
5. Whether the faculty encourages questions from the students and provides answer ?	Most of the times	Sometimes	Occasionally
6. Could the faculty develop interest for further knowledge ?	Sometimes	Occasionally	Never
7. Does the faculty provide assistance beyond routine hours, whenever required ?	Usually	Sometimes	Rarely
8. Whether the faculty discusses / solves University question papers (old) in the class ?	Often	Sometimes	Rarely
9. Whether the teacher explains corrected answer scripts of assignments and class tests?	Always	Often	Sometimes
10. Does the teacher maintain student-friendly attitude ?	Most of the times	Sometime	Never

PROFORMA FOR APPRAISAL FORM

A. Self assessment of the candidate (to be filled by the Candidate)

1. Name :
2. Designation :
3. Department :
4. Date of joining :
5. Present Scale of Pay with Basic :
6. Date of last promotion :
7. Detail academic qualifications :
 - a) Addition of academic qualification since last promotion/appointment/appraisal (Mention date) :
- 8 i. Details of teaching assignment (for last two consecutive semester) :

Session	Semester	Subject taught	Mention Theoretical/ Practical	Department	Total No. of period/week

* Kindly mention the name of the faculty if any subject is taught on sharing basis
Weight age for number of subjects taught shall be 10 points, 2 points for each subject including practical classes.

- 8 ii. Details of Result (Concerned subject) (for last two consecutive semester) :

Session	Semester	Subject taught Theoretical/Practical *	Department	Above 9.0 DGPA (%)	8.00 – 8.99 DGPA	7.00 – 7.99 DGPA	6.00 – 6.99 DGPA

9. Details of involvement in development of laboratories/workshops:

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Session	Semester	Name of the Lab/Workshop	Nature of involvement in development activities

10. Members of Professional Bodies :

Member of Professional Societies (2 Points Max)

(i) International – 2 per Membership

(ii) National - 1 per Membership

Organization	Year of Inception	Grade of Membership	Type (National / International)	Remarks

11. Research/Consultancy project undertaken/involvement (Mention current Status) :

Implementation of Projects (6 Points Max)

(i) Completed during the year – 6 Points

(ii) Work-in-Progress - 2 Points

12. Doctoral Work (Mention current Status) :

Doctoral Work (5 Points Max)

(i) Completed during the year – 5 Points

(ii) Registration obtained during the year - 2 Points

(iii) Work-in-Progress - 1 Point

13. Patent Granted (If any) :

14. Research guidance (If any)

a) M.Tech level

b) Ph.D level

15. Participation in organization of Seminars/Workshops :

Participation in Seminar / Conference / Workshop

(4 Points Max)

i) International - @ 4 per Participation.

ii) National - @ 2 per Participation

Type (Seminar / Conference/Workshop) *	Title	Location	Date

--	--	--	--

*** Mention National / International**

16. Participation / Organization of Advanced Training Programme (Mention date)
17. Publication (with details)
Publication of Research Papers / Articles (8 Points Max)
 a. *Publication of Books - @ 6 points/ Publication*
 b. *National Journals / Seminar Proceedings - @ 2 points/ Publication*
 c. *International Journals / Seminar Proceedings - @ 4 Points/ Publication*

NOTE: Technical/ Research papers accepted for publication, shall qualify for 50% of the allotted points.

Name (Author/ s)	Title	Type (Books/Journal/Magazine/ Conference Paper/Seminar Proceedings/ Research Publication) *	Date

*** Mention National / International**

18. Involvement in Departmental/Institutional administrative activities:
19. Involvement/association with Student's extra curriculum activities:
20. Any other achievements :

21. TYPES OF LEAVES AVAILED ON (NUMBERS ONLY): - TO DULY SIGNED BY THE LEAVE MAINTENANCE AUTHORITY

1. CASUAL LEAVE :
2. SPECIAL COMPENSATORY LEAVE :
3. EARNED LEAVE :
4. SICK LEAVE :
5. MATERNITY LEAVE :
6. STUDY LEAVE :
7. EXTRAORDINARY LEAVE :

Attendance (N) ≥ 90% - 10 Points
90% > N ≥ 85% - 8 Points
85% > N ≥ 80% - 6 Points
80% > N ≥ 75% - 4 Points
75% > N ≥ 70% - 2 Point

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22. IMPLEMENTATION OF MENTOR SCHEME:

DEPT. / YEAR	NO. OF STUDENTS	NO. OF INTERACTIONS DONE	NO. OF GUARDIAN'S CALL MADE	DISCIPLINARY ACTIONS INITIATED (NO. OF CASES)

23. AVERAGE MONTHLY USAGE (IN NOS.) OF e-JOURNAL AT LIBRARY:

JULY – SEPTEMBER	OCTOBER - DECEMBER	JANUARY – MARCH	APRIL - JUNE

Date:

Signature:

NOTE: All 23 points are important. None of the points should be kept blank either it should be filled with required data or write N.A / Nil, if the appraisal form is not completely filled it will be considered as null and void.

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REPORT OF H.O.D. (Confidential)

Name of the Candidate :

1. Observations of H.O.D.

Please tick(✓) the appropriate box

		Average	Competent	Outstanding
a. Subject Knowledge	:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ii) Analytical & Conceptual Ability	:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
iii) Teaching ability	:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
iv) Interpersonal skill & Flexibility	:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
v) Leadership ability	:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
vi) Involvement of departmental activities	:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
vii) Regularity / Punctuality	:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
viii) Awareness of skill sets required by employers	:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ix) Connection with Industries / Institutions of advanced learning	:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
x) Students feed back	:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. Overall Assessment relating to Goals / Performance Expectations:

- Consistently exceeds performance expectations
- Frequently exceeds performance expectations
- Fully successful performance
- Partially meets performance expectations
- Does not meet expectations

3. Recommendation

a) Increment	Accelerated	Normal	Not eligible
b) Promotion	Accelerated	Normal Course	Not eligible

Date:

Signature:

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REPORT OF DIRECTOR (Confidential)

The assessment of HOD has been shared with the Faculty Member –

Yes

No

Adverse comments, if any, communicated to the Faculty Member –

Yes

No

The observations of the HOD is –

Unduly Critical

Too Lenient

Balanced

Taking into account the representation, if any, of the Faculty Member –

- ❖ Agree with the assessment of HOD.
[Comments may be recorded]

- ❖ Partially agree with the assessment of HOD.
[Comments may be recorded]

- ❖ Do not agree with the assessment of HOD.
[Comments may be recorded]

[Special observation regarding involvement in Institutions' activities and contribution to the corporate life of the Institute may be recorded, if necessary]

Date:

Signature

Accepting Authority

S. K. Chakravarty