

# West Bengal State Council of Higher Education

## Application for introduction of new subject(s) (UG)

*(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 Subject(s) for introduction:

Honours-

General-

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 College website									
8.	Name of existing Honours Subjects									
9.	Name of existing General subjects									
10.	Name of existing Major subjects									
11.	Land area-	Built up area-								
12.	Name of affiliating University									
13.	<b>Student Profile</b>									
		GEN	SC	ST	OBC	Minority	PH	BPL	Total	
	No. of Students									
	Total No. of Boys									
	Total No. of Girls									
	% of 1 <sup>st</sup> generation learners- <i>(attach separate sheet, if necessary)</i>									
14.	<b>No. of teaching posts in the College (including Principal)</b>									
	Sanctioned	Existing	CWTT	PTT	GT	Total				
15.	<b>No. of teaching posts in the proposed subject</b>									
	Sanctioned	Existing	CWTT	PTT	GT	Total				
16.	<b>No. of teaching posts in the allied subject, if any</b>									
	Sanctioned	Existing	CWTT	PTT	GT	Total				
17.a)	Whether the Governing Body has approved the proposal of introduction of new subject				Yes <input type="checkbox"/>					No <input type="checkbox"/>
b)	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									
20.	No. of PT/Guest faculties to be engaged									

21.	<b>Total no. of classrooms available for all theory classes in the College</b>	(A)
22.	<b>Maximum no. of classrooms required for theory classes as per full-session routine</b> <i>(Please attach a copy of the master Routine)</i>	(B)
23.	<b>Number of additional classrooms required for the new subject</b>	(C)
24.	<b>The institution is having sufficient classroom for the new subject/course</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> [A – (B+C)]=
25.	<b>Existing facility for teaching-learning using LCD/DMP/OH Projectors</b>	
<b>Laboratories</b>		
26.	<b>Is there any laboratory for the proposed subject?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
27.	<b>Total No. of laboratories</b>	
28.	<b>Is the no. of labs sufficient to satisfy the needs for Honours/General course?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
29.	<b>Is the lab equipped enough to satisfy the needs of the curriculum?</b>	
30.	<b>Library facilities in the proposed subject</b> 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.	<b>Internet connection available for students</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
32.	<b>Playground &amp; Gymnasium available</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
33.	<b>Fund allocated towards introduction of the new subject</b>	
34.	<b>Amount, DD* No. &amp; date</b> <b>Name of Issuing Bank &amp; Branch</b> <i>* To be drawn in favour of 'West Bengal State Council of Higher Education'</i>	
<b><i>The information provided above are checked &amp; verified and found to be correct.</i></b>		
<b>(Signature of the Head of the Institution with date &amp; Seal)</b>		
<b><i>For Office Use</i></b>		

**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)*

**Signature of the members of the Inspection Team (Name & designation):**