

# West Bengal State Council of Higher Education

147 A, Rash Behari Avenue, Kolkata 700 029;  
☎ 033 2466 0209; Fax: 2463 3712; Telefax: 2465 9566

## Proposal for Establishment of New College (Self-financing)

(Please attach photocopies of all relevant documents with the application)

The desired information may be presented in the form of a Project Report

1) Name of the Proposed College :

2) The Institution is for Boys  Girls  Coed

(Please put '√' mark in the appropriate box)

3) Name of the affiliating University:

4) a) Name of the Registered Society / Trust Body :

(Please attach a copy of the Registered Deed)

b) Address of the Society/Trust:

c) Date & place of Registration:

5) Highlights of the activities of the Society :

6) Details of the Organizing Committee:

7) Address of the proposed College:

District:

Sub-Division:

Block:

Police Station:

P.O.

PIN-

Municipality /Corporation /Panchayat:

Assembly Constituency:

8) Contact Details: Land No. (with STD Code):

Mobile:

9) FAX No.:

10) Email ID:

11) Land Details:

[Please enclose copies of Land Deed(s), Pit Deed(s), *Khajna Dakhila*, *Porcha*, Certificates from Competent authorities in respect of Land Conversion, Land Possession, Land use, Non-encumbrance, Mutation etc., Site plan of the location showing site for the proposed college]

**Land registered in the name of the Society/Trust/Proposed College (Tick the correct option)**

a) Mouza-

b) J. L. No.-

c) R. S. Khatian No.:

d) L. R. Khatian No.:

e) Plot No.:

f) Class of Land:

g) Area (in Dec./Acre):

(Please furnish the data in tabular form in case of more than one plot)

MOUZA	J.L. No.	R.S. Khatian	L.R. Khatian	Plot No.	Class (before conversion)	Class (after conversion)	Area (dec)
<b>Total</b>							

12) Justification for a new college and its viability:

13) Details about neighbouring colleges (name & distance)

a) in case of B.Ed. / Law (within the district)

b) in case of General Degree College (within a distance of 25 km)

14) Building:

*[Please enclose copies of Building Plan duly approved by the competent authorities, Building Completion Certificate (in the format prescribed by the NCTE in case of B.Ed. College)]*

a) Building plan approved by-

b) Total built up area (in Sq. Ft./Sq. Mt.):

i) Ground Floor:

ii) First Floor:

iii) Second Floor:

iv) Third Floor:

c) Date of Completion of the Building (expected date, if not completed):

d) Total number of

i) Classroom –

ii) Seminar/Tutorial Room –

iii) Multipurpose Hall –

iv) Laboratories/ Resource Centres –

v) ICT / Educational Technology Lab –

vi) Language lab –

vii) Store Room -

viii) Common Room –

Boys

Girls

ix) Administrative Office –

x) Toilets: Male -

Female-

xi) Any other room –

xii) Library (please indicate library space, No. of reading room, books, journals, periodicals etc.):

e) Please put '✓' mark in the appropriate box

i) Separate Rooms for Principal and Staff-

Yes

No

ii) Playground: Indoor -

Outdoor

15) Mode of communication:

Nearest rly. Station:

; bus route-

16) Courses and subjects proposed to be taught:

17) State whether Institution building will be shared for running other course(s):

18) Approximate population of block / subdivision:

19) Feeder Higher Secondary Schools / Colleges (within 15 km) with numbers of students passing out in Arts, Commerce and Science streams over the last three years. (Statements from HM / Principal / T.I.C. to be furnished as shown below):

Name of School / College	Year	No. of Students passing out in different streams		
		Arts	Science	Commerce

**20) Names of neighbouring B.Ed. Colleges (for B.Ed. Colleges)**

*(Please indicate approximate distance of each from the proposed College)*

**21) No. of practice Teaching Schools (for B.Ed. College):**

*[Consent letters from the HMs of neighbouring schools where practice teaching will be conducted are to be enclosed]*

**22) No. of posts to be created: (a) Teaching :**

**(b) Non-teaching:**

**23) Estimate of expenditure and source of the same :**

*[Please furnish fund position, bank details of the Society/Trust/Organizing Committee]*

**24) How do you propose to mobilize necessary resources (land, building, reserve fund etc.)?**

**25) Any other relevant information:**

*Declaration: I/We do hereby declare that all entries made above are checked and verified and found to be true.*

---

Full Signature of Secretary to the Organizing Committee

Seal

**Check list:**

- (i) Society Registration Certificate (photocopy)
- (ii) Certified copy of Memorandum of Association (photocopy)
- (iii) Land Deed in the name of the Proposed College
- (iv) Land Conversion Certificate
- (v) Pit Deed
- (vi) Building Plan & Cost Estimate for construction of the proposed building (including reference to measurement of every room in a separate declaration)
- (vii) Building Completion Certificate
- (viii) No encumbrance certificate relating to 'Land' of the proposed college from competent authority
- (ix) Khajna Dakhila or Tax Receipt
- (x) Budget estimate (Statement of Income & Expenditure) for 3 years
- (xi) Appointment of Teachers (in respect of B.Ed. /B.P.Ed. College)
- (xii) Details of Library ( In respect of B.Ed./ B.P.Ed. & Law College)
- (xiii) Details of Laboratories ( in respect of B.Ed. College)
- (xiv) Site Plan
- (xv) Details of Practice Teaching Schools. Consent letters from the Head of the institutions mentioning permission for Practice Teaching (applicable in respect of a Proposed B.Ed. College)
- (xvi) An Affidavit is to be made before First Class Judicial / Executive Magistrate stating therein categorically that papers / documents submitted is true to the knowledge of the proposed college authority.
- (i) Fund Position : a) **In respect of B.Ed. College**
  - Rs.5,000,00.00 } Reserve Fund
  - Rs.3,000,00.00 } Reserve Fund
- b) **In respect of other Colleges:**
  - Rs. 15,000,00.00 -- Reserve Fund
  - Rs. 10,000,00.00 -- Operational Fund

**Inspection Fee : A Demand Draft for Rs. 50,000/- (Fifty Thousand) only to be drawn in favour of 'West Bengal State Council of Higher Education' payable at Kolkata.**