



APPROVAL PROCESS 2020-21

REPORT OF THE EXPERT VISITING COMMITTEE

ALL EXISTING INSTITUTIONS

IMPORTANT POINTS FOR ATTENTION OF THE EXPERT COMMITTEE

Grant of Extension of Approval by AICTE on the basis of the quality of academic and physical infrastructure created by an institution. This is to reiterate that the Council is committed to make the entire process absolutely transparent and objective through e-governance process. Your role in this regard is most critical. You are requested to holistically appraise the Institution and fill in the necessary information in the format. AICTE solicits your cooperation in this regard and requests you to:

Do's:

- Study and understand the proforma in which the report of the visit is to be made and fill it objectively with full facts, figures and observations.
- Refer application submitted by institute for more information.
- Please tick (✓) mark at appropriate cell to denote your findings.
- Verify the figure printed in various columns with respect to norms as per Approval process Handbook 2020-21.
- Examine all the documents submitted by the institution. Scrutinize various records pertaining to purchase made by the Institution for computers, equipment's, books and journals by verifying the original vouchers/bills, stock registers/ledgers and stamping on books and journals. (Mere presentation of Purchase Orders / Payment records for subscription etc. without actual availability shall not be considered.)
- Countersign the last page of the ledgers/stock registers.
- Verify the availability of Infrastructural facilities.
- Take special care in verifying the facilities for the proposed institution in case other than technical institutions courses are also being run in the same premises. AICTE norms do not permit sharing of facilities. (In case of existing institution in the same location simultaneous verification of the document and inspection for both existing and New Institution shall be done)
- Ensure that the location of the institution is the same as mentioned in the EVC Report.
- The Committee shall endorse the authenticity of the approved building plan by duly affixing his/her signature on the building plan authenticated by Scrutiny Committee. The same shall be attached along with the original EVC Report and sent to Regional Office.
- The Committee shall verify the actual building/infrastructure as per the original and the copy of the building plan authenticated by the Scrutiny Committee.
- Video recording with date and time of the entire proceedings of the Expert Committee Visit, which will form part of the Expert Committee report. (One Expert shall brief and remain in the video frame throughout the video recording).
- To recommend, experts shall tick (✓) one or more appropriate boxes given in the EVC report for approval.
- The EVC shall certify that all the Columns in the Expert Committee Visit Report have been duly filled in and that the Report is complete in all respect.
- The EVC shall write full name and other details asked for in the format below the signature.
- **Ensure that under no circumstances any column left unfilled as the entire information solicited is extremely important for taking a final decision. Do not write any other comments in the EVC Report.**

Don'ts:

- Do not leave any cell blank.
- Do not use white fluid for correction. Strike off and sign in case of any correction.
- In case of, no-submission of required documents/unsatisfactory documents/non fulfillment of required norms, experts shall tick mark "**deficiencies noted**".

THE EXPERT VISIT COMMITTEE SHALL SUBMIT TO THE REGIONAL OFFICER:

- Original Visit Report in the prescribed format, along with the attachment as per Appendix 16 of APH with all pages numbered (which includes Video recording of Expert Visit Committee during visit.)
- Attested Copies of all documents (as applicable)
- Scanned copy of the Expert Visit Committee Report shall be sent to the Regional Officer by email on the same day.

Signature & Name
Expert (Academic)

Signature & Name
Expert (Academic)

Signature & Name
Expert (Architect/ Civil Engineer)

REPORT OF THE EXPERT VISITING COMMITTEE

Application Status : EOA Recommended by Council
Application Sub-Status:

Report Generated on :-15/12/2020

DECLARATION BY THE EXPERTS

I/We hereby declare that the report presented herein is unbiased, purely on factual information as provided by the Institution(s) as given below and cross checked by Committee. I/We are neither associated, nor have any interest in the affair of institution/ society / Trust / Company established under Section-8.

Name of the Institute	COOCH BEHAR GOVERNMENT ENGINEERING COLLEGE
Name of Parent Organization	DIRECTORATE OF TECHNICAL EDUCATION
Permanent Id	1-2850485231
Application Id	1-7013770720
Application Type	Existing-Expansion-Closure
Programme	1.ENGINEERING AND TECHNOLOGY

Region	Eastern	Address	Harinchawra, P.O.-Ghughumari Dist-Coochbehar Pin-736170
City/Village	Harinchawra		
District	Cooch Behar	State	West Bengal
PIN Code	736170	Date of EVC	

Expert Details	Expert (Academic)	Expert (Academic)	Expert (Architect/Civil Engineer)
Name of Expert			
Designation			
Organization			
Contact No.			
Email-Id			
Registration No.	Not Applicable	Not Applicable	
Signature			

DECLARATION BY THE INSTITUTION REPRESENTATIVES

The Committee has not been extended hospitality beyond working lunch, tea and snacks. No gifts/mementos/souvenirs etc. have been given and/or accepted or asked for

Case Presented by	Name	Position in the Applicant Organization	Mobile No.	Signature
Representative (1)				
Representative (2)				

Signature
Expert (Academic)

Signature
Expert (Legal)

Signature
Expert (Architect/ Civil Engineer)

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TABLE - A : APPLICATION SUMMARY

Sr. No.	Course Details						Accepted	Not Accepted
1.	Course ID	Programme	Course Name					
	1-2867945122	E & T	CIVIL ENGINEERING					
	New / Existing	Level	Shift	NRI	PIO/ FN/ OCI			
	EoA Only	UG	1st	Not interested	Not interested			
	Approved Intake 2017-2018	Approved Intake 2018-2019	Approved Intake 2019-2020	Student Admitted 2017-18	Student Admitted 2018-19	Student Admitted 2019-20		
	60	60	54					
2.	Course ID	Programme	Course Name					
	1-2867945129	E & T	COMPUTER SCIENCE & ENGINEERING					
	New / Existing	Level	Shift	NRI	PIO/ FN/ OCI			
	EoA Only	UG	1st	Not interested	Not interested			
	Approved Intake 2017-2018	Approved Intake 2018-2019	Approved Intake 2019-2020	Student Admitted 2017-18	Student Admitted 2018-19	Student Admitted 2019-20		
	60	60	54					
3.	Course ID	Programme	Course Name					
	1-2867979806	E & T	ELECTRICAL ENGINEERING					
	New / Existing	Level	Shift	NRI	PIO/ FN/ OCI			
	EoA Only	UG	1st	Not interested	Not interested			
	Approved Intake 2017-2018	Approved Intake 2018-2019	Approved Intake 2019-2020	Student Admitted 2017-18	Student Admitted 2018-19	Student Admitted 2019-20		
	60	60	54					
4.	Course ID	Programme	Course Name					
	1-2867990334	E & T	ELECTRONICS AND COMMUNICATIONS ENGINEERING					
	New / Existing	Level	Shift	NRI	PIO/ FN/ OCI			
	EoA Only	UG	1st	Not interested	Not interested			
	Approved Intake 2017-2018	Approved Intake 2018-2019	Approved Intake 2019-2020	Student Admitted 2017-18	Student Admitted 2018-19	Student Admitted 2019-20		
	60	60	54					
5.	Course ID	Programme	Course Name					
	1-2867991053	E & T	MECHANICAL ENGINEERING					
	New / Existing	Level	Shift	NRI	PIO/ FN/ OCI			
	EoA Only	UG	1st	Not interested	Not interested			
	Approved Intake 2017-2018	Approved Intake 2018-2019	Approved Intake 2019-2020	Student Admitted 2017-18	Student Admitted 2018-19	Student Admitted 2019-20		

Signature
Expert (Academic)

Signature
Expert (Academic)

Signature
Expert (Architect/ Civil Engineer)

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60	60	54				
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TABLE - B : LAND DETAILS

(Please Verify the Land Details with the Original documents and Put a (✓) if matching and (X) if not available or not accepted within each and every column)

Sr. No.	Particulars	As Per the Application	Accepted	Not Accepted	Not Presented	Not Applicable	Remarks
1.	Land Registered in the name of	ADM & DL and LRO					
2.	Land Registration No. & Date	3535-GE(M)/2L-84/13 & 30/07/2013					
3.	Land Situated at	Rural					
4.	Total Area of Land (in acres)	20					
5.	Number of Pieces	1					
6.	Distance between Farthest Pieces						
7.	Ownership or Government/Private Lease	Government Lease					
8.	Northern Hilly Area	N					
9.	Latitude and Longitude	26° 20` 3" N 89° 19` 36" E					
10.	Land Use Certificate Issued	09/11/2015					
11.	Land Use Certificate Issuing Authority	Adm & District Land & Land Reforms Officer, Cooch Behar					
12.	Is the Land Mortgaged	N					
13.	Details of Land if Mortgaged						
14.	Land available at the time of Application (in acres)						

Sr. No.	Land Particulars in Detail (As Per Application)				Accepted	Not Accepted	Not Presented	Not Applicable	Remarks
	Registration No.	Registration Date	Khasra/Plot/Survey No	Area (in acres)					
1.	3535-GE(M)/2L-84/13	30/07/2013	J.L. No-127 643, 645, 662, 664, 665-667, 673-674, 682, 683	20					

Whether any River/ Canals/Rail Tracks/Highways/ High Tension line or any other such entity hampering continuity of land is passing through the Site of	Yes/No
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the institute.	If yes give details:
Whether any other institution (AICTE approved/not under AICTE ambit) are being run/proposed to be run in the same patch of land shown for the present institution.	Yes/No
Whether any other programmes such as BBA/BCA/B.Sc. (S/W Engg.)/ M.Sc. (S/W Engg.) etc. are being run/sharing in the premises (Land and building) of the present Institution.	If yes give details:

TABLE - C : AVAILABILITY OF INFRASTRUCTURE /EQUIPMENTS AND VERIFICATION OF DOCUMENTS

(Physical Verification for availability /provision of Administrative Area, Amenities area and common facilities shall be done in line with the Building Plan approved by Competent Authority)

INSTRUCTIONAL AREA:

Sr No.	Programme	Level	Building No.	Building Name	Room Type	Room No.	Carpet Area Sqm	Ready & Acceptable	Not Ready/ Not Acceptable	Remark
1.	E & T	UG	ACA-1	Academic Building	Laboratory	LB-23	70.5			
2.	E & T	UG	ACA-1	Academic Building	Laboratory	LB-24	67.27			
3.	E & T	UG	ACA-1	Academic Building	Laboratory	LB-25	66.23			
4.	E & T	UG	ACA-1	Academic Building	Laboratory	LB-26	73.44			
5.	E & T	UG	ACA-1	Academic Building	Laboratory	LB-27	66.12			
6.	E & T	UG	ACA-1	Academic Building	Laboratory	LB-28	73.83			
7.	E & T	UG	ACA-1	Academic Building	Laboratory	LB-29	75.52			
8.	E & T	UG	ACA-1	Academic Building	Laboratory	LB-3	68.15			
9.	E & T	UG	ACA-1	Academic Building	Laboratory	LB-30	66.12			
10.	E & T	UG	ACA-1	Academic Building	Laboratory	LB-31	67.27			
11.	E & T	UG	ACA-1	Academic Building	Laboratory	LB-32	68			
12.	E & T	UG	ACA-1	Academic Building	Laboratory	LB-33	68.15			
13.	E & T	UG	ACA-1	Academic Building	Laboratory	LB-34	66.09			
14.	E & T	UG	ACA-1	Academic Building	Laboratory	LB-35	66.66			
15.	E & T	UG	ACA-1	Academic Building	Laboratory	LB-36	70.5			
16.	E & T	UG	ACA-1	Academic Building	Laboratory	LB-37	67.27			
17.	E & T	UG	ACA-1	Academic Building	Laboratory	LB-38	66.23			
18.	E & T	UG	ACA-1	Academic Building	Laboratory	LB-39	73.44			
19.	E & T	UG	ACA-1	Academic Building	Laboratory	LB-4	66.68			
20.	E & T	UG	ACA-1	Academic Building	Laboratory	LB-40	67.69			
21.	E & T	UG	ACA-1	Academic Building	Laboratory	LB-41	67.69			

Signature
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22.	E & T	UG	ACA-1	Academic Building	Laboratory	LB-42	67.69			
23.	E & T	UG	ACA-1	Academic Building	Laboratory	LB-43	70.88			
24.	E & T	UG	ACA-1	Academic Building	Laboratory	LB-44	78.75			
25.	E & T	UG	ACA-1	Academic Building	Laboratory	LB-45	67.42			
26.	E & T	UG	ACA-1	Academic Building	Laboratory	LB-46	67.8			
27.	E & T	UG	ACA-1	Academic Building	Laboratory	LB-5	67.56			
28.	E & T	UG	ACA-1	Academic Building	Laboratory	LB-6	67.56			
29.	E & T	UG	ACA-1	Academic Building	Laboratory	LB-7	69.24			
30.	E & T	UG	ACA-1	Academic Building	Laboratory	LB-8	66.09			
31.	E & T	UG	ACA-1	Academic Building	Laboratory	LB-9	66.66			
32.	E & T	UG	ADM-1	Administrative Building	Research Laboratory	RD-1	40.68			
33.	E & T	UG	ACA-1	Academic Building	Seminar Hall	SM-1	137.03			
34.	E & T	UG	ADM-1	Administrative Building	Seminar Hall	SM-2	154.13			
35.	E & T	UG	ACA-1	Academic Building	Seminar Hall	SM-3	132.98			
36.	E & T	UG	ACA-1	Academic Building	Tutorial Room	TR-1	33.34			
37.	E & T	UG	ACA-1	Academic Building	Tutorial Room	TR-2	33.34			
38.	E & T	UG	ACA-1	Academic Building	Tutorial Room	TR-3	33.02			
39.	E & T	UG	ACA-1	Academic Building	Tutorial Room	TR-4	33.34			
40.	E & T	UG	ACA-1	Academic Building	Tutorial Room	TR-5	33.34			
41.	E & T	UG	ACA-1	Academic Building	Workshop	WS-1	200.34			
42.	E & T	UG	AWS-2	Workshop-2	Additional Workshop	AWS-1	213.91			
43.	E & T	UG	AWS-1	WorkShop-2	Additional Workshop	AWS-2	200			
44.	E & T	UG	AWS-3	Workshop-3	Additional Workshop	AWS-3	213.91			
45.	E & T	UG	AWS-4	Workshop-3	Additional Workshop	AWS-4	200			
46.	E & T	UG	ACA-1	Academic Building	Classroom	CL-1	68			

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47.	E & T	UG	ACA-1	Academic Building	Classroom	CL-10	67.56			
48.	E & T	UG	ACA-1	Academic Building	Classroom	CL-11	67.56			
49.	E & T	UG	ACA-1	Academic Building	Classroom	CL-12	69.24			
50.	E & T	UG	ACA-1	Academic Building	Classroom	CL-13	68			
51.	E & T	UG	ACA-1	Academic Building	Classroom	CL-14	66.05			
52.	E & T	UG	ACA-1	Academic Building	Classroom	CL-15	66.05			
53.	E & T	UG	ACA-1	Academic Building	Classroom	CL-16	78.11			
54.	E & T	UG	ACA-1	Academic Building	Classroom	CL-17	67.56			
55.	E & T	UG	ACA-1	Academic Building	Classroom	CL-18	67.56			
56.	E & T	UG	ACA-1	Academic Building	Classroom	CL-19	68.3			
57.	E & T	UG	ACA-1	Academic Building	Classroom	CL-2	66.05			
58.	E & T	UG	ACA-1	Academic Building	Classroom	CL-20	69.24			
59.	E & T	UG	ACA-1	Academic Building	Classroom	CL-3	66.05			
60.	E & T	UG	ACA-1	Academic Building	Classroom	CL-4	78.11			
61.	E & T	UG	ACA-1	Academic Building	Classroom	CL-5	68			
62.	E & T	UG	ACA-1	Academic Building	Classroom	CL-6	66.05			
63.	E & T	UG	ACA-1	Academic Building	Classroom	CL-7	66.05			
64.	E & T	UG	ACA-1	Academic Building	Classroom	CL-8	78.11			
65.	E & T	UG	ACA-1	Academic Building	Classroom	CL-9	67.56			
66.	E & T	UG	ACA-1	Academic Building	Drawing Hall	DR-1	150.47			
67.	E & T	UG	ACA-1	Academic Building	Laboratory	LB-1	67.27			
68.	E & T	UG	ACA-1	Academic Building	Laboratory	LB-10	66.12			
69.	E & T	UG	ACA-1	Academic Building	Laboratory	LB-11	70.5			
70.	E & T	UG	ACA-1	Academic Building	Laboratory	LB-12	66.27			
71.	E & T	UG	ACA-1	Academic Building	Laboratory	LB-13	66.24			
72.	E & T	UG	ACA-1	Academic Building	Laboratory	LB-14	73.44			
73.	E & T	UG	ACA-1	Academic Building	Laboratory	LB-15	73.83			
74.	E & T	UG	ACA-1	Academic Building	Laboratory	LB-16	66.12			
75.	E & T	UG	ACA-1	Academic Building	Laboratory	LB-17	75.52			
76.	E & T	UG	ACA-1	Academic Building	Laboratory	LB-18	67.27			

Signature
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77.	E & T	UG	ACA-1	Academic Building	Laboratory	LB-19	68			
78.	E & T	UG	ACA-1	Academic Building	Laboratory	LB-2	68			
79.	E & T	UG	ACA-1	Academic Building	Laboratory	LB-20	68.15			
80.	E & T	UG	ACA-1	Academic Building	Laboratory	LB-21	66.09			
81.	E & T	UG	ACA-1	Academic Building	Laboratory	LB-22	66.66			

INSTRUCTIONAL AREA: ENGINEERING AND TECHNOLOGY

Instructional Area Details	Total No. required as per Norms	Total No available as per Physical Verification	Remarks#	Total area required as per norms(Sqm)	Total area available as per Physical Verification (sq.m)	Remarks*/ Short, if any
Classroom	15			990		
Tutorial Room	4			132		
Seminar Hall	1			132		
Additional Workshop	1			200		
Drawing Hall	1			132		
Workshop	1			200		
Laboratory	34			2244		
TOTAL	57.00			4030.00		

Minimum area for a single laboratory should not be less than area mentioned in APH

* Put (√) if available; (x) if not available or not acceptable

INSTRUCTIONAL AREA COMMON FACILITIES:

Sr No.	Building Number	Building Name	Room Type	Room No.	Carpet Area Sqm	Ready and Accepted*	Not Accepted / Not Available	Remarks
1.	CFB-1	Central Facility Building	Computer Center	CC-1	163.32			
2.	CFB-1	Central Facility Building	Library&Reading Room	LIB-1	407.95			
3.	CFB-1	Central Facility Building	Language Laboratory	LL-1	102			

INSTRUCTIONAL AREA (COMMON FACILITIES):

Instructional Area Details	Total Area required as per norms (Sqm)	Total area available as per Physical Verification (Sqm)	Remarks*/ Short, if any
Computer Center	150		
Library & Reading Room	400		
Language Laboratory	66		
TOTAL	616.00		

Signature
Expert (Academic)

Signature
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DETAILS OF LABORATORIES:		
Sr.No	Particulars	Yes / No
1.	Whether laboratories and workshop possess relevant equipment as per syllabus of Affiliating University/Board	
2.	Whether equipment procured are at the Operational stage	
3.	Availability of Vouchers and Payment receipts indicating proof of Purchase	

ADMINISTRATIVE AREA:								
Sr No.	Building Number	Building Name	Room Type	Room No.	Carpet Area Sqm	Ready and Accepted*	Not Accepted / Not Available	Remarks
1.	ADM-1	Administrative Building	Board Room	BR	93			
2.	ADM-1	Administrative Building	Exam Control Office	COE	23.25			
3.	ADM-1	Administrative Building	Principal Directors Office	CR	30.03			
4.	ADM-1	Administrative Building	Central Store	CS-1	27.1			
5.	ACA-1	Academic Building	Department Office	DO-1	20.95			
6.	ACA-1	Academic Building	Department Office	DO-2	20.25			
7.	ACA-1	Academic Building	Department Office	DO-3	18.84			
8.	ACA-1	Academic Building	Department Office	DO-4	20.39			
9.	ACA-1	Academic Building	Department Office	DO-5	29.67			
10.	ADM-1	Administrative Building	Exam Control Office	EC	22.5			
11.	ADM-1	Administrative Building	Central Store	ER	7.22			
12.	ACA-1	Academic Building	Central Store	ER-1	22.33			
13.	ADM-1	Administrative Building	Faculty Room	FA-1	154.23			
14.	ADM-1	Administrative Building	Faculty Room	FA-2	154.23			
15.	ADM-1	Administrative Building	Faculty Room	FA-3	153.26			
16.	ADM-1	Administrative Building	Faculty Room	FA-4	157.38			
17.	ADM-1	Administrative Building	Faculty Room	FA-5	158.66			
18.	ADM-1	Administrative Building	Office All Inclusive	FO	22.18			
19.	ADM-1	Administrative Building	Housekeeping	HK	11.5			
20.	ACA-1	Academic Building	Cabin for Head of Dept	HODC -1	18.21			
21.	ACA-1	Academic Building	Cabin for Head of Dept	HODC -2	19.39			
22.	ACA-1	Academic Building	Cabin for Head of Dept	HODC -3	24.23			

Signature
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23.	ACA-1	Academic Building	Cabin for Head of Dept	HODC -4	20.95			
24.	ACA-1	Academic Building	Cabin for Head of Dept	HODC -5	20.25			
25.	ACA-1	Academic Building	Cabin for Head of Dept	HODC -6	29.75			
26.	ACA-1	Academic Building	Maintenance	MAIN	28.79			
27.	ADM-1	Administrative Building	Principal Directors Office	PO	32.34			
28.	CFB-1	Central Facility Building	Pantry for Staff	PS	12.02			
29.	ADM-1	Administrative Building	Office All Inclusive	RO	21.47			
30.	ADM-1	Administrative Building	Office All Inclusive	RW	109.38			
31.	ACA-1	Academic Building	Central Store	S-1	28.79			
32.	ADM-1	Administrative Building	Security	SEC	31.5			
33.	CFB-1	Central Facility Building	Placement Office	TPO	32.26			

ADMINISTRATIVE AREA:

Sr No.	Instructional Area Details	Total Area required as per norms (Sqm)	Total area available as per Physical Verification (Sqm)	Remarks*/ Short, if any
1.	Board Room	20		
2.	Department Offices/Cabin for Head of Dept	100		
3.	Central Store	30		
4.	Exam Control Office	30		
5.	Housekeeping	10		
6.	Maintenance	10		
7.	Office All Inclusive	150		
8.	Placement Office	30		
9.	Principal Directors Office	30		
10.	Security	10		
	TOTAL	420.00		

AMENITIES AREA:

Sr No.	Building Number	Building Name	Room Type	Room No.	Carpet Area Sqm	Ready and Accepted*	Not Accepted / Not Available	Remarks
1.	CFB-1	Central Facility Building	First aid cum Sick Room	MR	11.61			
2.	PQ-1	Principal's Quarter & Guest House	Principal's Quarter	PQ	157.46			

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3.	PQ-1	Principal's Quarter & Guest House	Guest House	PQ-2	104.27			
4.	CFB-1	Central Facility Building	Stationery Store	SSR	10.01			
5.	ACA-1	Academic Building	Toilet	T-1	17.18			
6.	ADM-1	Administrative Building	Toilet	T-10	18.82			
7.	SAB-1	Students Amenities Block	Toilet	T-11	2.67			
8.	SAB-1	Students Amenities Block	Toilet	T-12	2.57			
9.	SAB-1	Students Amenities Block	Toilet	T-13	5.3			
10.	SAB-1	Students Amenities Block	Toilet	T-14	5.3			
11.	ACA-1	Academic Building	Toilet	T-15	16.63			
12.	ACA-1	Academic Building	Toilet	T-16	20.21			
13.	ACA-1	Academic Building	Toilet	T-17	16.92			
14.	ACA-1	Academic Building	Toilet	T-18	17.63			
15.	ACA-1	Academic Building	Toilet	T-2	17.63			
16.	ACA-1	Academic Building	Toilet	T-3	16.92			
17.	ACA-1	Academic Building	Toilet	T-4	17.63			
18.	ACA-1	Academic Building	Toilet	T-5	16.63			
19.	ACA-1	Academic Building	Toilet	T-6	17.63			
20.	ACA-1	Academic Building	Toilet	T-7	16.92			
21.	ACA-1	Academic Building	Toilet	T-8	17.63			
22.	ACA-1	Administrative Building	Toilet	T-9	18.16			
23.	ACA-1	Academic Building	Toilet	TPWD -1	2.34			
24.	ACA-1	Academic Building	Toilet	TPWD -2	1.62			
25.	ACA-1	Academic Building	Toilet	TPWD -3	2.23			
26.	ACA-1	Academic Building	Toilet	TPWD -4	1.62			
27.	ACA-1	Academic Building	Toilet	TPWD -5	2.23			
28.	ACA-1	Academic Building	Toilet	TPWD -6	1.93			
29.	ADM-1	Administrative Building	Toilet	TS-1	18.3			

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REPORT OF THE EXPERT VISITING COMMITTEE

Application Status : EOA Recommended by Council
Application Sub-Status:

Report Generated on :-15/12/2020

30.	ADM-1	Administrative Building	Toilet	TS-2	19.53			
31.	SAB-1	Student Amenities Building	Boys Common Room	BCM	75.05			
32.	SAB-1	Student Amenities Building	Cafeteria	CAF	188.25			
33.	SAB-1	Student Amenities Building	Girls Common Room	GCM	75.05			

AMENITIES AREA:

Sr No.	Amenities Area Details	Total Area required as per norms (Sqm)	Total area available as per Physical Verification (Sqm)	Remarks*/ Short, if any
1.	Boys Common Room	75		
2.	Cafeteria	150		
3.	First aid cum Sick Room	10		
4.	Girls Common Room	75		
5.	Stationery Store	10		
TOTAL		320.00		

COMPUTATIONAL FACILITIES:

Sr No.	Verification w.r.t. norms – All Programme taken together	Total No. required as per Norms	Total No. available as per physical verification	Accepted	Not Accepted	Remarks*/ Short, if any
1.	Internet Bandwidth(in Mbps)	32				
2.	Printers	10				
3.	A1 size Color Printers	0				
4.	Number of PCs in Language lab	20				
5.	Application S/W	20				
6.	System S/W	3				
7.	PCs to Student ratio	195				

LIBRARY FACILITIES:

Sr No.	Verification w.r.t. norms – All Programme taken together	Total No. required as per Norms	Total No. available as per physical verification	Accepted	Not Accepted	Remarks*/ Short, if any
1.	Volumes	7500				
2.	Titles	1100				
3.	Journals	30				
4.	Library Management Software	1				
5.	Reading Room Seating Capacity	150				
6.	MultiMediaPC	10				

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REPORT OF THE EXPERT VISITING COMMITTEE

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Report Generated on :-15/12/2020

Note: Expert Committee should ascertain the availability of titles of books as per the syllabus. All the books should be stamped and arranged as per accession number provided in the stock register

TABLE - D : OTHER FACILITIES

(Kindly verify the physical availability of all the facilities mentioned below)

Sr. No.	Details	As per Application filled by the Institution (Yes/No)	Accepted	Not Accepted /Not available	Remarks
1.	Establishment of Online Grievance Redressal Mechanism as per Approval Process Handbook	Yes			
2.	Establishment of Anti Ragging Committee (As per All India Council for Technical Education notified Regulation for prevention and prohibition of ragging in AICTE approved Technical Institutions vide No. 37-3/ Legal/ AICTE/ 2009 dated 01.07.2009)	Yes			
3.	Establishment of Grievance Redressal Committee in the Institution and Appointment of OMBUDSMAN by the University. (As per All India Council for Technical Education (Establishment of Mechanism for Grievance Redressal) Regulations, 2012, F. No. 37-3/ Lega112012, dated 25.05.2012)	Yes			
4.	Establishment of Internal Complaint Committee (ICC) (As per Section 4 All India Council for Technical Education (Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievances in Technical Institutions) Regulations, 2016 vide No. F. AICTE/ WH/ 2016/ 01 dated 10th June, 2016.	Yes			
5.	Establishment of Committee for SC/ ST (As per the Scheduled Castes and the Scheduled Tribes (Prevention of Atrocities) Act, 1989, No. 33 of 1989, dated 11.09.1989)	Yes			
6.	Internal Quality Assurance Cell	Yes			
7.	Barrier Free Built Environment for disabled and elderly persons (as per Approval Process Handbook)	Yes			
8.	Fire and Safety Certificate	No			
9.	Compliance of the National Academic Depository (NAD) (applicable to Institutions offering PGDM / University Departments/Institutions Deemed to be Universities)	Yes			
10.	Safety and Security measures in the Campus (as per provisions in Approval Process Handbook 2019-20)	Yes			
11.	Implementation of Food Safety and Standards Act, 2006 at the Institution	Yes			
12.	Digital payment for all financial transactions as per MHRD directives	Yes			

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REPORT OF THE EXPERT VISITING COMMITTEE

Application Status : EOA Recommended by Council
Application Sub-Status:

Report Generated on :-15/12/2020

13.	Display of information submitted to AICTE (including the status of accreditation and Board of Governors) along with mandatory disclosures in the Web site of the Institution	Yes			
14.	Potable Water supply and outlets for drinking water at strategic locations	Yes			
15.	Backup Electric Supply	Yes			
16.	Arrangements made for Sports activities	Yes			
17.	Sewage Disposal System	Yes			
18.	Display board within the premises as well as on the Web site of the of Institution indicating the feedback facility of students and Faculty available in the AICTE Web-Portal	Yes			
19.	First aid, Medical and Counseling Facilities	Yes			
20.	Students Safety Insurance	No			
21.	Group Accident Policy to be provided for the employees	Yes			
22.	General Insurance provided for assets against fire, burglary and other calamities	No			
23.	Provision to watch MOOCS Course(s) through SWAYAM	Yes			
24.	Institution-Industry Cell	Yes			
25.	Applied for membership of National Digital Library	Yes			
26.	Copies of AICTE approvals (LoA and EoA of subsequent years) obtained since inception of the Institution till date shall be placed on the Web site of the Institution	Yes			
27.	Appointment of Student Counselors	Yes			
28.	Telephone Connection	Yes			
29.	Vehicle Parking	Yes			
30.	General Notice Board and Departmental Notice Boards	Yes			
31.	All weather Approach (Motorized Road)	Yes			
32.	Sanction of electrical load by electric supply provider company	Yes			
33.	CCTV Installation at prominent locations	Yes			
34.	Implementation of Student Induction programme	Yes			
35.	Implementation of Exam Reforms (applicable to Institutions offering PGDM / University Departments/Institutions Deemed to be Universities)	Yes			
36.	Atleast 5 MOUs with Industries	No			

TABLE - E: DETAILS OF PRINCIPAL/DIRECTOR/HEAD OF INSTITUTION

Name	Designation	Qualification	Appointment Type	Appointment Date	Accepted/ Not Accepted
Prabal Deb	Principal	BE ME NA	Regular	03/11/2016	

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REPORT OF THE EXPERT VISITING COMMITTEE

Application Status : EOA Recommended by Council
 Application Sub-Status:

Report Generated on :-15/12/2020

TABLE - F: DETAILS OF FACULTY MEMBERS OF INSTITUTION

Type/Level	Required No. as per Norms	Actual No.	Accepted	Not Accepted
Total Faculty(UG+PG+Diploma)	60	32		

TABLE - G: DETAILS OF FACULTY MEMBERS OF THE INSTITUTION:

Sr. No.	Name	Designation	Qualification	Appointment Type	Appointment Date	Accepted/ Not Accepted
1.	Prabal Deb	PRINCIPAL	MTECH BE	Regular	03/11/2016	
2.	Sourav De	ASSOCIATE PROFESSOR	ME BE	Regular	06/04/2016	
3.	Sudip Adhikari	ASST PROFESSOR	ME BTECH	Regular	19/04/2016	
4.	Aritra Acharyya	ASST PROFESSOR	MTECH BE	Regular	21/05/2016	
5.	Dibyendu Das	ASST PROFESSOR	ME BTECH	Regular	16/04/2016	
6.	Gyan Lepcha	ASST PROFESSOR	MTECH BTECH	Regular	16/04/2016	
7.	Samik Nag	ASST PROFESSOR	M.SC B.SC	Regular	26/08/2016	
8.	Suman Sadhukhan	ASST PROFESSOR	M. SC B.SC	Regular	12/07/2016	
9.	Sukhendu Mondal	ASST PROFESSOR	M.TECH B.TECH	Regular	21/04/2016	
10.	Mohammad Salim	ASST PROFESSOR	M. SC B. SC	Regular	01/02/2016	
11.	Arghya Chakraborty	ASST PROFESSOR	MA BA	Regular	20/01/2016	
12.	Madhuchandra Bhaduri	ASST PROFESSOR	MA BA	Regular	01/09/2016	
13.	Amit Singha Roy	ASST PROFESSOR	MSC BSC	Regular	26/08/2016	
14.	Sushovan Chatterjee	ASSOCIATE PROFESSOR	M.TECH B.TECH	Regular	14/12/2016	
15.	Gautam Das	PROFESSOR	M. TECH B. TECH	Regular	22/09/2017	
16.	Prasenjit Das	ASST PROFESSOR	M.TECH B. TECH	Regular	18/05/2017	
17.	Sekh Rabiul Hossain	ASST PROFESSOR	M. TECH B.TECH	Regular	27/11/2017	
18.	Sourish Sanyal	ASSOCIATE PROFESSOR	M TECH B TECH	Regular	11/07/2017	
19.	Atanu Maji	ASST PROFESSOR	ME B TECH	Regular	05/12/2017	
20.	Tanumay Halder	ASST PROFESSOR	M.E. B. TECH	Regular	06/12/2017	
21.	Saptaparna Chowdhury	ASST PROFESSOR	M TECH B TECH	Regular	18/12/2017	
22.	Somen Mondal	ASST PROFESSOR	MTECH BTECH	Regular	18/01/2018	
23.	Arnab Gain	ASST PROFESSOR	M. TECH B TECH	Regular	09/02/2018	
24.	Prasenjit Dey	ASST PROFESSOR	M. TECH B TECH	Regular	28/06/2018	
25.	Shyamal Ghosh	ASST PROFESSOR	ME B.TECH	Regular	16/04/2018	

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REPORT OF THE EXPERT VISITING COMMITTEE

Application Status : EOA Recommended by Council
 Application Sub-Status:

Report Generated on :-15/12/2020

26.	Md Sk	ASST PROFESSOR	M.TECH B.TECH	Regular	08/05/2018	
27.	Biren Gurung	ASST PROFESSOR	M.TECH B.E.	Regular	11/05/2018	
28.	Kingshuk Dan	ASST PROFESSOR	M.E. B.E.	Regular	25/05/2018	
29.	Soumik Roy	ASST PROFESSOR	M.SC. B.SC.	Regular	13/09/2018	
30.	Palash Das	ASST PROFESSOR	MS B TECH	Regular	05/10/2018	
31.	Rajib Das	ASST PROFESSOR	M.E. B TECH	Regular	06/10/2018	
32.	Sourav Chakraborty	ASST PROFESSOR	M TECH B TECH	Regular	10/10/2018	

I. DETAILS OF FACULTY MEMBERS – POST GRADUATES:

Sr. No.	Name of the PG Course(s)	Department	No. of Professors/ Associate Professors	Remarks
1.				
2.				
3.				
4.				
5.				

II. CADRE RATIO:

1.	Whether the institution is maintaining Cadre Ratio of 1:2:6	Yes/No
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III. COMPLIANCE OF AICTE SIXTH/SEVENTH PAY COMMISSION:

(Please also verify and collect the TDS Certificate to verify the claim of the institution)

1.	Whether salary for all the faculty members are paid as per Sixth/Seventh Pay Commission recommendations	Yes/No
2.	Whether the payment of salaries are through RTGS/NEFT/Online	Yes/No

IV. IN CASE OF INSTITUTION HAVING APPROVAL TO ADMIT PIO/FN/OCI CATEGORY:

1.	Whether Hostel facilities are available for accommodating student of FN/PIO/ OCI Category	Yes/No
2.	Details of Hostel (Number of Rooms, Pax Per Room, Mess facility, Internet and other Facilities) [Separate sheets to be attached, if necessary]	Yes/No

V. AVAILABILITY OF OCCUPANCY CERTIFICATE/COMPLETION CERTIFICATE/FORM-D/ STRUCTURAL STABILITY CERTIFICATE:

1.	Original certificate available	Yes/No
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VI. Building Plan Approved by Competent Authority:

1.	Approving Authority Approval Number & Date	Yes/No
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REPORT OF THE EXPERT VISITING COMMITTEE

Application Status : EOA Recommended by Council
Application Sub-Status:

Report Generated on :-15/12/2020

TABLE - H: DETAILS OF HOSTEL FACILITIES (ONLY IF THE INSTITUTION APPLIED FOR INTRODUCTION OF PIO/FN/OCI)

Sr. No.	Particular	Remarks
1.	Availability of Exclusive Hostel facilities for Boys and Girls within the campus	Yes / No
2.	Number of rooms available	Boys:
		Girls:
3.	Number of pax per room	Boys:
		Girls:
4.	Availability of Canteen / Mess facilities within the hostel	Yes/ No
5.	Availability of Internet facilities within the hostel	Yes/ No

FEEDBACK

1.	Feedback from Students
2.	Feedback from Faculty/ Staff Members

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REPORT OF THE EXPERT VISITING COMMITTEE

Application Status : EOA Recommended by Council
Application Sub-Status:

Report Generated on :-15/12/2020

OBSERVATION OF THE COMMITTEE:

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REPORT OF THE EXPERT VISITING COMMITTEE

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Report Generated on :-15/12/2020

LIST OF DOCUMENTS TO BE VERIFIED BY THE EXPERT COMMITTEE AND ALSO TO BE ATTACHED WITH THE REPORT

Sl. No	Documents to be submitted at the time of Expert Visit (Applicant shall present following supporting documents in original along with one copy, duly attested by a Gazetted Officer/Head of the Institution and any other necessary information to the Committee)	Yes/No	Page number(s) of Documents (From – To)
1.	Stock Register of dead stock items including laboratory equipment, computers, system & application software, printers, office equipments and other items.		
2.	Proof of provision of Internet Bandwidth in Mbps and contention ratio		
3.	Fire Safety Certificate issued by Competent Authority		
4.	Proof of provision of Internet bandwidth in Mbps and contention ratio		
5.	List giving titles of books and volumes purchased for Library		
6.	Copy of Invoice / Cash Memo for equipments and Library Books		
7.	List and details of Hard Copy of National Journals Subscribed		
8.	List and details of Hard Copy of International Journals subscribed		
9.	Sanction of electrical load by electric supply provider company		
10.	A Certificate by an architect giving details of sewage disposal system, barrier free environment and toilets created for physically challenged and all weather approach road.		
11.	Details and proof of telephone connections available		
12.	TDS Certificate of all the faculty members		
13.	Details and Proof about Medical Facility and Counseling arrangements		
14.	Details of all other educational Institutions run by the same Society/ Trust/Company or management or by any other management to which the Chairman of the applicant Society/Trust/Company is a member. (In case of an institution existing in the same location, simultaneous verification of documents and inspection for both existing and New Institution shall be done)		
15.	General insurance provided for assets against fire, burglary and other calamities		
16.	Details of reprographic facility available for students		
17.	Occupancy /Completion/Structural Stability Certificate/Form D from the Competent Authority clearly stating that the building(s) is/are fully developed and ready in all aspects for the intended use considering the total built up area as required to run the programme and the divisions /departments		
18.	Video recording with date and time of the entire proceedings of the Expert Committee Visit, which will form part of the Expert Committee report. This will include the video of the visit with date and time of shooting, a walk through video with date and time of shooting of all infrastructural facilities created indicating the complete physical infrastructure / facilities, highlighting Front & Back side of the entire Institute building/s Internal portion of the Classrooms, Tutorial rooms, Laboratories, Workshop, Drawing hall, Computer Centre, Library, Reading Room, Seminar Hall and all other Rooms, as mentioned in program-wise Instructional area requirements, Internal portion of the principal's room, Board room, Main office, Departmental offices, Faculty Cabins / seating arrangement and all other rooms as mentioned in Administrative area requirements, Internal portion of toilet facilities, Boys and Girls Common Rooms, cafeteria and all other rooms as mentioned in Amenities area requirements, circulation area details highlighting entrance Lobby, Passages, Escalators, Staircases and other Common areas.		

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Report Generated on :-15/12/2020

OBSERVATION OF COMMITTEE:(Please tick relevant Box)

DEFICIENCIES NOTED
<input type="checkbox"/>
(Select this only when one or more required documents are not acceptable or not presented.)

NIL DEFICIENCIES
<input type="checkbox"/>
(Select this only when all required documents are accepted / not applicable.)

RECOMMENDATION OF THE COMMITTEE:(In case of conversion from women to co-ed./Diploma to degree conversion)

FORWARD TO RC WITH DEFICIENCIES
<input type="checkbox"/>

FORWARD TO RC WITH NIL DEFICIENCIES
<input type="checkbox"/>

CERTIFICATE

It is certified that all the particulars in the Expert Committee Visit Report have been duly filled Physically and duly filled in. The report is Complete in all respect. The institution has handed over the CD/Pen drive containing the Video Recording of the EVC

SIGNATURE

EXPERT-1

EXPERT-2

EXPERT-3

Signature
Expert (Academic)

Signature
Expert (Academic)

Signature
Expert (Architect/ Civil Engineer)