To
The Principal/Director,
All Affiliated Colleges

Dear Sir,

You are well aware that your college had been affiliated in accordance with the ‘First Regulation relating to Affiliation (27/12/2002)’ framed in exercise of the powers conferred by subsection (3) and 6(e)(D) of the section 25 of West Bengal University of Technology Act, 2000. In accordance with the clause 8(b) of the said Regulation (Photocopy enclosed) the affiliated institutions should ensure “the qualification of teaching faculty and support staff and their service conditions are in conformity with the UGC/AICTE/State Govt./ University Regulations formulated for the purpose”.

The AICTE (Grant of approvals for technical institutions) Regulation 2010 notified by the Council vide Notification No:F.NO.04/0007/2003-05/F-NO.37-3/Legal/2010 dated 6/2/2010 and other Notifications as applicable and published from time to time has prescribed some actions to be taken in case of violations of said Regulations under Clause 56.4 of Chapter 10 of the Approval Process Handbook (photocopy of the relevant clause enclosed for ready reference) expressing interalia that Institutions not maintaining prescribed faculty student ratio, not adhering to pay scales and/or qualifications prescribed for teaching staffs, shall be liable for punitive actions.

AICTE Regulations regarding the pay scales, service conditions and qualifications for teachers and other academic staff in the technical institutions are spelt out in Notification No F.NO 37-3/Legal/2010 dated 5/3/2010 in exercise of its powers conferred under subsection (1) of section 23 read with section 20(i) and (v) of the All India Council of Technical Education Act, 1987(52 of 1987). The UGC has corresponding Regulations in Notification No F.NO 3-1/2009 dated 30/6/2010 read with the UGC Notification No F.1-2/2009 (EC) dated 30/6/2010.

In accordance with the aforesaid paragraphs the Institutions affiliated to this University are supposed to maintain the service conditions of the employee appointed in different cadres (Teaching and Supporting Staff) in strict conformity with the UGC/AICTE/State Govt. as the case may be, applicable in the respective cadre. The University has received complaints that some colleges have not given cognizance to the above mentioned UGC/AICTE Regulations which is defacto contravention of the provisions made in the First Regulation relating to affiliation. This situation is not at all desirable.
Moreover it is reported that the service conditions of the employees engaged in a few colleges are irregular, particularly in relation to pay scales, increments, PF, Insurance, Career Advance Scheme (CAS), Pension, Gratuity, Leave rules, Service book, dismissal from service etc. Though the Notifications in these aspects have been issued from time to time by the AICTE/UGC/State Govt. (ROP A Rules, 2009) which are being displayed in the University website www.wbut.ac.in for ready reference, noncompliance with these regulations are also widely reported.

After careful consideration of these issues, the competent authority of the University has directed the undersigned to communicate the following for IMMEDIATE compliance.

(i) All colleges affiliated to WBUT are to implement the 6th Pay Commission recommended pay structure as notified by AICTE/UGC/State Govt. as the case may be, applicable in different cadres (both Teaching and Non-teaching). The corresponding Fixation Chart of all employees (both Teaching and Non-Teaching) are to be submitted to the University forthwith.

(ii) Fee Structure for all courses (year wise) is also to be submitted.

(iii) An Affidavit affirming that the information in Sl. No. (i) and (ii) are correct, is to be submitted.

(iv) The ‘Service Rule’ of all categories of employees of the Institution and a sample service book, are also required to be submitted.

You are requested to furnish the information stated under Sl. No (i) to (iv) positively within 30th July, 2010.

Thanking you,

Yours faithfully,

( Dr. S.K. Maity )

Inspector of Colleges
the erring institution/college to enable the institution/college to effect necessary corrections, and granting the institution/college an opportunity to present their case to the University.

7. All matters related to affiliation shall require due ratification by the Executive Council, or till such time that it is formed, the Advisory Committee of the University.

8. An institution/college applying for affiliation of a course, shall have to satisfy the University that:

a. the institution/college, if it is not a government institution/college is being/shall be managed by a Governing Body duly constituted in accordance with the Act/Regulations of the University.

b. the institution/college has/shall have a whole time Principal/Director, and adequate number of teaching faculty as per guidelines set by UGC/AICTE/University.

c. qualifications of teaching faculty and support staff and their service conditions are in conformity with the UGC/AICTE/State Government/University regulations formulated for the purpose.

d. due provision has been made for an adequately equipped library.

e. adequate arrangement for affording required laboratory and workshop facilities as per course requirements, are provided.

f. the Governing Body of the institution/college is fully capable of financial management, without any liability to the University the institution/college shall furnish an undertaking to the effect that it is fully capable of meeting its financial liabilities from its own resources.

Notwithstanding the above assertion, the West Bengal University of Technology shall, in no case, be responsible for financial liabilities in relation to the institution/college.

g. the fee, which shall include tuition and other fees are/shall be charged as per directive of the Government of West Bengal and shall not include any capitation fee.
56.3 Non fulfillment of requirement of qualified Principal/Director

Institutions not having qualified Principal/Director for period, more than 18 months shall be liable to following punitive action by the council.

- No admission status

56.4 Non fulfillment in Faculty:Student ratio, not adhering to pay-scales and/or qualifications prescribed for teaching staff

Institutions not maintaining prescribed Faculty:Student ratio, not adhering to pay-scales and/or qualifications prescribed for teaching staff shall be liable to following punitive action by the council from any one or more of the following.

Institutions offering PG courses need to have required teaching staff. In the event of non-availability of Professor for PG course for the period, more than 18 months, the Institute shall be liable to following punitive action by the council.

- Suspension of approval for supernumerary seats, if any.
- Reduction in intake in respective courses
- No admission status in respective courses
- Withdrawal of approval the respective course
- Withdrawal of approval of the Institution

56.5 Non fulfillment in Computer, Software, Internet, Printers, Laboratory Equipments, Books, Journals, Library facilities requirements

Institutions not maintaining prescribed Computer, Software, Internet, Printers, Laboratory Equipments and Books, Journals, Library facilities shall be liable to following punitive action from any one or more of the following by the council.

- Suspension of approval for supernumerary seats, if any.
- Reduction in intake in one/more courses
- No admission status in one/more courses
- Withdrawal of approval for programme/course
- Withdrawal of approval of the Institution

56.6 Non fulfillment in additional Essential requirements for Technical Institution

Institutions not maintaining prescribed requirements shall be liable to following punitive action from any one or more of the following by the council.

- Suspension of approval for supernumerary seats, if any.
- Reduction in intake in one/more courses
- No admission status in one/more courses

56.7 Non fulfillment in Built up Area

Institutions not fulfilling prescribed built up area requirements shall be liable to following punitive action from any one or more of the following by the council.

- Suspension of approval for supernumerary seats, if any.
- Reduction in intake in one/more courses
- No admission status in one/more courses
- Withdrawal of approval for programme/course
- Withdrawal of approval of the Institution