

**GOVERNMENT OF WEST BEGAL
HIGHER EDUCATION DEPARTMENT
(UNIVERSITY BRANCH)
BIKASH BHABAN, SALT LAKE
KOLKATA-700091**

No. 625-Edn (U)/1U (WBSCH E)-01/19

Date: 26/07/2022

NOTIFICATION

The State Government has constituted the West Bengal State Council of Higher Education with a view to look after the academic development of all States Higher Educational Institutions and also to suggest better means of upliftment of quality of higher education in the State. Accordingly, the Council has been entrusted with various functions such as introduction of appropriate courses in colleges, prescribing the syllabus of any such courses and such other similar kind of jobs. Hence it is now considered imperative that introduction of any courses in any Government-aided / Government Colleges and Self-financing Colleges shall have to be made under exclusive guidance and approval of the Council in the following manner: -

1. Any college which desires to introduce any new course shall have to apply to the Member Secretary of the West Bengal State Council of Higher Education with relevant details as follows: -
 - (a) Details of existing academic and administrative infrastructure of the college;
 - (b) Details of academic and administrative manpower available for existing courses already running in the college;
 - (c) Number of courses with details and the number of teachers/ student available in the college on the date of application;
 - (d) Details regarding the governance structure of the college;
 - (e) Details regarding proposed course to be introduced in the college;
 - (f) Number of Student (with Male/Female breakup) in the respective or related discipline who have passed Higher Secondary or equivalent examination during last 05 (five) years from the Schools of surrounding area of the college where the new Course has been proposed;
 - (g) Available academic and administrative infrastructure of the applicant college for introduction of the proposed course as per norms of relevant Regulatory authority;

- (h) Justification of introduction of proposed new course, with realistic financial implication and plan and estimate;
 - (i) Student-Teachers ratio for existing courses already running in the college;
 - (j) Audit Report and balance sheet for the last 03 (three) years for existing college;
 - (k) Such other relevant information as may be determined by the Council from time to time.
2. Every applicant shall have to be paid such fees to be deposited to the respective account in the form and manner as may be determined by the Council from time to time.
 3. On receiving such application and in view of examining the feasibility of the application, the Council shall constitute a committee with the following members: -
 - (a) Vice-Chairman (Academic), WBSCHE -Chairperson of the Committee,
 - (b) Jt. Secretary (Academic), WBSCHE - Member,
 - (c) Education Officer WBSCHE - Member Convener
 - (d) Inspector of College of the concerned affiliating University – Member,
 - (e) Subject expert as may be nominated by WBSCHE -Member,
 - (f) A nominee of the Director of Public Instruction not below the rank of a Joint DPI -Member
 4. The Committee shall examine the proposal verifying average number of students passing out from the schools of the catchment area per year vis-a-vis average admission status in the nearby colleges. The committee will also consider availability of class rooms as well as other academic and administrative infrastructures of the college available for this purpose and submit its report to the Council within one month from its constitution with specific recommendation. The Council shall device a SOP, along with a form for application to get details as mentioned in para 1, for inspection and submission of report with a fixed time line and publish in their website.
 5. On being satisfied with the report and recommendation of the Committee, the Council will recommend the proposal to the Higher Education Department for consideration.
 6. The Department will consider the proposal and on being satisfied, will recommend to the Council to issue final approval, provided that for courses other than self financing courses in Govt. and Govt. aided College, the proposal will be recommended by the

Department only after getting concurrence of the Finance Department regarding creation of posts.

7. Govt. and Govt. aided College desiring to start a Self-financing course shall have to execute and submit an affidavit in such form as may be specified by the Council, along with the application, to the effect that the college shall not claim any teaching / non-teaching post and / or financial support for infrastructure and others from the State Govt. at any point of time in future. In case of starting a self financing course in Govt. or Govt. aided college, the State Govt. will recommend to the Council on being satisfied that the college has complied with all requirements as mentioned in this guideline.

Sd/- Susen Halder

Assistant Secretary to the Govt.
of West Bengal

No. 625/1(9)-Edn (U)/1U (WBSCHE)-01/19

Date: 26/07/2022

Copy forwarded for information and necessary action to –

1. The Vice-Chairman (Academic), West Bengal State Council of Higher Education.
2. The Vice-Chancellor,.....(All state aided Universities).
3. The Director of Public Instruction, West Bengal, with a request to circulate among the Government & Government aided Colleges.
4. The Member Secretary, West Bengal State Council of Higher Education.
5. Sr. P.A. to Principal Secretary of this Department.
6. PS to Hon'ble MIC of this Department.
7. Special Commissioner (University/CS/ CG) Branch of this Department.
8. Guard File.

Assistant Secretary to the Govt.
of West Bengal