

MANDATORY DISCLOSURE

I. NAME OF THE INSTITUTION : **INSTITUTE OF TECHNOLOGY & MARINE ENGINEERING**

- ▶ ADDRESS : Jhinga, Amira, Diamond Harbour Road
Dist-24 Parganas (S), Near Sarisha
West Bengal – 743368.
- ▶ TELEPHONE : 03174-245101 / 078 / 396
- ▶ FAX : 03174 – 245108
- ▶ E-MAIL : **info@itmeindia.org**
- ▶ WEB SITE : www.itmeindia.org

II. NAME & ADDRESS OF THE PRINCIPAL : **Prof. (Dr.) Subrata Chattopadhyay**

- ▶ ADDRESS : Quarter No: 09
Staff Quarter, ITME Campus
Jhinga, Amira, Diamond Harbour Road
Dist-24 Parganas (S), Near Sarisha
West Bengal – 743368.
- ▶ TELEPHONE : 03174-245356 (O)
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- ▶ FAX : 03174-245108
- ▶ E MAIL : **schat_10@yahoo.com**

III. NAME OF THE AFFILIATING UNIVERSITY : **WEST BENGAL UNIVERSITY OF TECHNOLOGY**

IV. GOVERNANCE

♣ Members of the Board and their brief background.

ANNEXURE : CR-02

♣ Members of Academic Committee

ANNEXURE:1-A

♣ Frequency of Governing Body meeting

: QUARTERLY

♣ Organizational chart and processes

ANNEXURE: 1-B

♣ Nature and Extent of involvement of faculty and students in academic affairs/improvements:

Lesson Plan for each course is prepared and the performance is discussed in Departmental Committee. Progress is monitored by Departmental Committee and the respective Head of the Department at regular Intervals.

Seminars and talks are arranged where eminent speakers from outside are invited to deliver talks on important topics to the students and faculties. Seminars are also held between faculties and students to discuss various academic issues and to bring improvement therein.

Faculties are encouraged to pursue higher studies like M. Tech & Ph.D as well as Research. Good number of faculties are also sent to attend various seminars and training to update their expertise and knowledge in the respective fields.

♣ Mechanism/Norms & Procedure for democratic/good Governance :

Academic Committee, Departmental Committee meet regularly to review and administer the system of academic programmes in accordance with procedures laid down as per ISO 9001 : 2000 standard certification of the Institute.

♣ Student Feedback on Institutional Governance / Faculty performance :

Students' Feedback on 10 teaching attributes on a 5 point scale are taken regularly at the end of even semester as per ISO format. Such Feedback forms do not contain the name of the student. Corrective measures are taken wherever necessary.

♣ Grievance redressal mechanism for Faculty, staff and students:

Interaction is held between management and faculty, technical, non-technical staff at regular intervals to sort out problems, if any. Similarly, management and faculties also held interactive session with the students to resolve the issues / problems faced by the students in various areas of the Institute.

V. PROGRAMMES

♣ Name of the Programmes approved by the AICTE -

| <u>Sl. No.</u> | <u>Discipline/Course</u> | <u>Programme</u> |
|----------------|--|------------------|
| 01. | Marine Engineering | UG |
| 02. | Electronics & Communication Engineering | |
| 03. | Computer Science & Engineering | |
| 04. | Information Technology | |
| 05. | Bio Technology. | |
| 06. | M.Tech in VLSI Design & Embedded Technology Under ECE Discipline | PG |

♣ Name of the Programmes accredited by the AICTE - NIL

♣ For each Programme the following details are to be given: Under Graduate (UG) courses:-

| Name | Marine Engineering | Electronics & Communication Engineering | Computer Science & Engineering | Information Technology | Bio Technology |
|---|---|---|--------------------------------|------------------------|----------------|
| Number of Seats | 80 | 60 | 60 | 60 | 30 |
| Duration | 4 years | 4 years | 4 years | 4 years | 4 years |
| Cut off mark / rank for admission during the last three years | Admission process of students in different Engineering Institutes through AIEEE and WBJEE is conducted by Directorate of Technical Education (DTE) & Central Selection Committee(CSC) Govt. of West Bengal. | | | | |
| Fee (Rs) | 79,000 | 44,000 | 44,000 | 44,000 | 49,000 |

Note: PG course in ECE discipline is going to start in September'2009.

Placement Facilities

♣ Campus placement in last three years with minimum salary, maximum salary and average salary

ANNEXURE: 1-C

♣ Name and duration of programme(s) having affiliation/collaboration with Foreign University(s)/Institution(s) and being run in the same Campus along with status of their AICTE approval. **NOT APPLICABLE**

VI. FACULTY

♣ Branch wise list faculty members:

◆ Permanent Faculty

ANNEXURE: CR-07

◆ Visiting (Part Time) Faculty

ANNEXURE: 1-D

◆ Adjunct Faculty

: NIL

◆ Guest Faculty

: NIL

◆ Permanent Faculty: Student Ratio

ANNEXURE: 1-E

♣ Number of faculty employed and left during the last three years

| Academic Session | Beginning of the year | Joined | Left | End |
|------------------|-----------------------|--------|------|-----|
| 2006-07 | 69* | 28 | 16 | 81* |
| 2007-08 | 81* | 19 | 22 | 78* |
| 2008-09 | 78 * | 05 | 04 | 79* |

* Including Principal & Librarian

VII. PROFILE OF DIRECTOR WITH QUALIFICATIONS, TOTAL EXPERIENCE, AGE AND DURATION OF EMPLOYMENT AT THE INSTITUTE CONCERNED

ANNEXURE: CR-06

VIII. FEE

♣ Details of fee, as approved by State fee Committee, for the Institution.

♣ Time schedule for payment of fee for the entire programme.

ANNEXURE : CR-12

♣ No. of Fee waivers granted with amount and name of students.

| Sl.No | Name of student | Session | Stream | Relief/Concession per semester | With effect from |
|-------|------------------------|---------|--------|--|------------------|
| 1 | Susovan Sarkar | 2006-07 | CSE | Full Tuition Fee of Rs.17,500/- & 20% of hostel charges = Total Rs. 24,800/- | 1st semester |
| 2 | Md. Asif Iqbal | 2006-07 | IT | Rs.10,000/- | 1st semester |
| 3 | Bibhuti Bhushan Pathak | 2006-07 | ECE | Rs.15,000/- | 1st semester |
| 4 | Md. Karim Khan | 2006-07 | MRE | Full Tuition Fee of Rs.17,500/- | 4th semester |
| 5 | Monirul Shaikh | 2007-08 | IT | Full Tuition Fee of Rs.17,500/- | 3rd Semester |
| 6 | Aditya Kr.Gheedia | 2007-08 | IT | Full Tuition Fee of Rs.17,500/- | 3rd Semester |
| 7 | Parshita Sen | 2007-08 | CSE | Full Tuition Fee of Rs.17,500/- | 3rd Semester |
| 8 | Ratan Mondal | 2007-08 | MRE | Full Tuition Fee of Rs.17,500/- | 2nd semester |
| 9 | Arijit Dey | 2007-08 | IT | Full Tuition Fee of Rs.17,500/- | 2nd semester |
| 10 | Dipankar Tung | 2007-08 | MRE | Full Tuition Fee of Rs.17,500/- | 2nd semester |
| 11 | Mrinal Kanti Maiti | 2007-08 | ECE | Full Tuition Fee of Rs.17,500/- | 2nd semester |
| 12 | Md.Jane Alam Piyada | 2007-08 | MRE | Rs. 17, 500/- | 1st semester |
| 13 | Baharul Islam Mazumder | 2007-08 | IT | Rs.8,750/- | 1st semester |
| 14 | Mukul Kanti Kayal | 2007-08 | MRE | Full Tuition Fee of Rs.17,500/- | 1st semester |
| 15 | Pappu Sikder | 2008-09 | MRE | Semester dues of Rs.54,000/- | 1st semester |
| 16 | Sayed Javed Akhtar | 2008-09 | MRE | Full Tuition Fee of Rs.17,500/- | 1st semester |
| 17 | Sukdeb Chandra Mallik | 2008-09 | MRE | Full Tuition Fee of Rs.17,500/- | 1st semester |
| 18 | Animesh Hui | 2008-09 | MRE | Full Tuition Fee of Rs.17,500/- | 1st semester |
| 19 | Ravi Singh | 2008-09 | MRE | Full Tuition Fee of Rs.17,500/- | 2nd semester |
| 20 | Moti Ali Mondal | 2008-09 | ECE | Full Tuition Fee of Rs.17,500/- | 1st semester |
| 21 | Samit Garai | 2008-09 | ECE | Full Tuition Fee of Rs.17,500/- | 1st semester |
| 22 | Sudipta Ghosal | 2008-09 | CSE | Full Tuition Fee of Rs.17,500/- | 1st semester |
| 23 | Swastika Das | 2008-09 | IT | Semester dues of Rs.44,000/- | 1st semester |
| 24 | Anirban Das Sharma | 2008-09 | BT | Full Tuition Fee of Rs.17,500/- | 1st semester |
| 25 | Alokeparna Roy | 2008-09 | BT | Full Tuition Fee of Rs.17,500/- | 1st semester |
| 26 | Md. Mehabub Purkait | 2008-09 | MRE | Full Tuition Fee of Rs.17,500/- | 2nd semester |
| 27 | Sudeshna Halder | 2008-09 | ECE | Full Tuition Fee of Rs.17,500/- | 2nd semester |
| 28 | Sayantani Ganguli | 2008-09 | BT | Full Tuition Fee of Rs.17,500/- | 1st semester |

♣ Number of scholarship offered by the Institute, duration and amount -

NIL

♣ Criteria for fee waivers / scholarship – Waiver has been considered; for such students, who are meritorious and are from financially weak family.

♣ Estimated cost of Boarding and Lodging in Hostels. -

Rs 22,000/- per Semester.

IX. ADMISSION

♣ Number of seats sanctioned with the year of approval.

♣ Number of students admitted under various categories each year in the last three years.

♣ Number of applications received during last two years for admission under Management Quota and number admitted:-.

ANNEXURE: 1-F

| <u>Year</u> | <u>No. of Appl. Recd.</u> | <u>Nos. Admitted</u> |
|-------------|---------------------------|----------------------|
| 2008-09 | 21 | 21 |
| 2009-10 | 06 | 06 |

X. ADMISSION PROCEDURE

♣ Name, Address & Website of Admission Test Agencies :

| Agency | Address | Website | No of Seats allotted |
|---|---|--|-------------------------------|
| Director of Technical Education (DTE) (Through Central Selection Committee) | Govt. of West Bengal Bikash Bhawan 10 th Floor Kolkata- 700 091 Ph – (033) 2334 7077 2321 2608 | Not Existing | 80% of the Sanctioned Intake. |
| All India Entrance for Engineering Examination (AIEEE) (Through Central Selection Committee) | AIEEE Unit Central Board of Secondary Education Shiksha Sadan 17, Rouse Avenue Institutional Area (Near Bal Bhawan) New Delhi – 110 002 | www.aieee.nic.in | 10% of the Sanctioned intake. |

◆ Admission against Management quota / Seats: 10% of the Sanctioned Intake.

XI. CRITERIA AND WEIGHTAGES FOR ADMISSION

West Bengal Joint Entrance Examination (WBJEE) for admission of students to AICTE approved Engineering Degree Colleges in the State of West Bengal is conducted by the Director of Technical Education (DTE), Government of West Bengal, for which, 80% quota is fixed for admission of students in different Engineering Institutes.

All India Entrance for Engineering Examination (AIEEE) test is conducted by CBSE, New Delhi, for which, 10% quota is fixed for admission of students in Engineering Institutes.

As per directive of Govt. of West Bengal, Management Quota has been fixed upto 10% of total approved intake for admission of students in Engineering Institutes

On the basis of ranks obtained in the above test, students are admitted to different colleges through counseling by the Central Selection Committee (CSC), Director of Technical Education (DTE), Government of West Bengal.

XII. APPLICATION FORM

Advertisement is published by Directorate of Technical Education (DTE) in National Dailies for filling up forms by the students to appear in WBJEE. Acceptance & refusal of such forms are the sole responsibility of DTE and accordingly Joint Entrance Examination Board conducts the test for the students.

XIII. LIST OF APPLICANTS / STUDENTS for Open Seats.

ANNEXURE: 1-G

XIV. ADMISSION UNDER MANAGEMENT SEATS/VACANT SEATS

a) Composition of selection team for admission under Management Quota with profiles of members

ANNEXURE: 1-H

b) List of students admitted under Management Quota

ANNEXURE: 1-I

XV. INFORMATION ON INFRASTRUCTURE AND OTHER RESOURCES AVAILABLE

LIBRARY:

| Course | No. of Title of Books | No of Volumes | No of Journals & Magazines |
|-----------------|-----------------------|---------------|---|
| MRE | 216 | 574 | National & International |
| ECE | 184 | 2379 | 14 numbers of National journals & another 14 numbers of International journals have been received / are being procured. 241 nos. of journal are being received from IEL online through INDEST-AICTE Consortium |
| CSE & IT | 382 | 2735 | |
| BT | 391 | 1696 | |
| Common Subjects | 464 | 3735 | |
| Total | 16,037 | 11,119 | |

List of On-Line National / International Journals subscribed: As Stated Above

E – Library facilities :- Libsys Software has been installed in the Library.

LABORATORY (For each Laboratory) :

♣ List of Major Equipment/Facilities

ANNEXURE: CR-11

♣ List of Experimental Setup

ANNEXURE: CR-10

COMPUTING FACILITIES:

♣ Number and Configuration of Systems : 358

♣ Total number of systems connected by LAN }
 ♣ Total number of systems connected to WAN } : 340

♣ Internet bandwidth : 2 mbps

♣ Major software packages available :

ANNEXURE : 1-J

♣ Special purpose facilities available : 1) 3 (Three) internet labs for all students available in the evening.

2) LCD & OHP facilities for seminar & Conference

3) Intranet website for laboratory work instructions for students.

WORKSHOP:

♣ List of facilities available.

1. Machine Shop
2. Carpentry Shop
3. Smithy Shop
4. Fitting Shop
5. Welding Shop
6. Class room
7. Toilets (separate for Boys & Girls)
8. Boiler
9. Marine Machineries Shop

SHIP-IN-CAMPUS: Available for MRE students only.

OTHERS:

♣ Games and Sports Facilities:

Football, Volleyball, Basketball, Cricket, Table Tennis and other indoor games are available in the Campus.

Sports activities are conducted every year. The students also participate in inter college sports, games, quiz, cultural functions organized by West Bengal University of Technology (WBUT).

♣ Extra Curricular Activities:

Annual Cultural Function, Annual Fest, Debate competition & other functions are held in the campus.

Wall Magazines are published by the students.

♣ Swimming pool.

♣ Soft Skill Development Facilities:

Regular softskill programmes are held including English classes to develop pronunciation skill, public Speaking, ascent training of student. Special courses are conducted for Marine Engg. Students to develop their attitude and Psychometric test. Mock interviews are conducted to prepare the students to face the Interview Boards.

Classrooms, Tutorials, Laboratories etc.

| <u>Rooms</u> | <u>No of Rooms</u> | <u>Area of each room (Sq.mt.)</u> |
|--------------------------|--------------------|-----------------------------------|
| Classrooms | 23 | 66 |
| Tutorials | 13 | 45 |
| Laboratories | 32 | 90-110 |
| Drawing Hall | 03 | 90-120 |
| Computer Centre | 01 | 160 |
| Central Examination Room | 01 | 60 |

Teaching Learning process

♣ Curricula and syllabi for each of the programmes :- As per WBUT norms.

♣ Academic Calendar of the University

♣ Academic Time Table

♣ Teaching Load of each Faculty:-

| | | |
|-----------------|---|--------------------------|
| Professor | : | 4 – 6 classes per week |
| Asst. Professor | : | 8 – 12 classes per week |
| Lecturer | : | 10 – 16 classes per week |

Classes includes lectures, tutorials, sessionals & practicals.

♣ Internal Continuous Evaluation System and place : Yes, as per ISO 9001 : 2000 stipulations.

♣ Students' assessment of Faculty, System in place. : Yes , as per ISO 9001 : 2000 stipulations.

For Post Graduate programme: VLSI Design & Embedded Technology course under ECE discipline shall be started from September'2009.

Place: ITME, Jhinga

Date:

**Name and Signature of the Authorized
Signatory of the institution with seal**

ANNEXURE : 1-K

