UNIVERSITY GRANTS COMMISSION
BAHADUR SHAH ZAFAR MARG
NEW DELHI-110 002

Proforma for submission of information by State Private Universities for ascertaining their norms and standards

A.   Legal Status

1.1	Name and Address of the University	THE NEOTIA UNIVERSITY Jhinga, Sarisa, D.H. Road, 24 Parganas(S), West Bengal-743368.
1.2	Headquarters of the University	Jhinga, Sarisa, D H Road, 24 Parganas (S), West Bengal-743 368
1.3	Information about University a. Website _____ b. E-mail _____ c. Phone Nos. _____ d. Fax Nos. _____ Information about Authorities of the University a. Ph. (including mobile), Fax Nos. and e-mail of Chancellor _____ b. Ph. (including mobile), Fax Nos. and e-mail of Vice-Chancellor _____ c. Ph. (including mobile), Fax Nos. and e-mail of Registrar _____ d. Ph. (including mobile), Fax Nos. and e-mail of Finance Officer _____	www.tnu.in registrar @tnu.in 033 4008 4848/033 4008 4966 a) Shri Harshavardhan Neotia Phone Nos: (033) 2324-5552 Mob: 9830063459 Fax No: (033) 2324-5561 chancellor@tnu.in b) Prof. Biswajit Ghosh Phone No. 03324166107 Mob. No: 9433332237 vc@tnu.in c) Dr. Rahul Sharma Phone No:0342-2656681 Mob No: 9818835377 registrar@tnu.in d) Mr.Kamal Kishore Poddar Mob No: 9831085504 kamalkishor.poddar@tnu.in
1.4	Date of Establishment	3rd February, 2015
1.5	Name of the Society/Trust promoting the University (Information may be provided in the following format) (Copy of the registered MoA/Trust Deed to be enclosed)	Educational Development Trust, Kolkata, West Bengal . Copy of the registered MoA/Trust Deed Enclosed as **Annexure-A**

Vice Chancellor
THE NEOTIA UNIVERSITY

1.6	Composition of the Society/Trust	Appendix-I

Name	Address	Occupation	Designation in the Society/Trust

(Details to be provided in **Appendix-I**)

1

Vice Chancellor
THE NEOTIA UNIVERSITY

1.7	Whether the members of the Society/Trust are members in other Societies/Trusts or in the Board of Governors in companies? If yes, please provide details in the following format:-	Appendix-II

Name of the member	Address	Name of the society/trust	Designation in the Society/Trust

(Details to be provided in **Appendix-II**)

1.8	Whether the promoting Society/Trust is involved in promoting/ running any other University/ Educational Institution? If yes, please give details in the following format:-	**Appendix-III**

Name of the University / Educational Institution	Activities

(Details to be provided in **Appendix-III**)

1.9	Whether the promoting society/trust is involved in promoting/running activities other than educational? If yes, please give details in the following format:-	**Appendix-IV**

Name of the Organization	Activities

(Details to be provided in **Appendix-IV**)

1.10	Act and Notification under which established (copy of the Act & Notification to be enclosed) Enclosed Not enclosed	Enclosed **Annexure-B1 & B2**
1.11	Whether the University has been established by a separate State Act?	Yes

B.   Organization Description

2.1	Whether Unitary in nature (as per the UGC Regulation)	Yes
2.2	Territorial Jurisdiction of the University as per the Act	State of West Bengal

Vice Chancellor
THE NEOTIA UNIVERSITY

2.3	Details of the constituent units of the University, if any, as mentioned in the Act	N.A

2.4	Whether any off-campus centre(s) established? If yes, please give details of the approval granted by the State Government and UGC in the following format:-
	
	  a. Place of the off-campus _____
	  b. Letter No. & date of the approval of State Government _____
	  c. Letter No. & date of the approval of UGC ____
	
	(Details to be provided in **Appendix-V**)
	
	(Please attach attested copy of the approval)
		NO
		Appendix-V

2.5	Whether any off-shore campus established? If yes, please give details of the approval granted by the Government of India and the host country in the following format:-
	
	  a. Place of the off-shore campus _____
	  b. Letter No. & date of the approval of Host Country _____
	  c. Letter No. & date of the approval of Government of India ____
	
	(Details to be provided in **Appendix-VI**)
	
	(Please attach attested copy of the approval)
		NO
		
		Appendix-VI

2.6	Does the University offer a distance education programme? If yes, whether the courses run under distance mode are approved by the competent authority? (Please enclose attested copy of the course-wise approval of competent authority)	NO
2.7	Whether the University has established study centre(s)? If yes, please provide details and whether these study centres are approved by the competent authority of the University and UGC? (Details to be provided in **Appendix-VII**) (Please enclose attested copy of the approval from the competent authority)	NO Appendix-VII

Vice Chancellor
THE NEOTIA UNIVERSITY

3

C.   Academic Activities Description

3.   Academic Programmes

<table>
<tr>
<td>3.1</td>
<td>Details of the programmes permitted to be offered by Gazette Notification of the State Government and its reference

(Details to be provided in Appendix-VIII)</td>
<td colspan="4">

<p align="center">NA
Appendix-VIII</p>

Programme	Sanctioned Intake	Actual enrolment
UG		
PG		
Diploma		
PG Diploma		
Certificate course		
M.Phil		
Ph.D.		
Any other (pl. Specify)		

</td>
</tr>
<tr>
<td>3.2</td>
<td>Current number of academic programmes/ courses offered by the University

(Details to be provided in Appendix-IX)</td>
<td colspan="4">

Programme	Sanctioned Intake	Actual enrolment
UG	1320	714
PG	80	22
Diploma		
PG Diploma		
Certificate course		
M.Phil		
Ph.D.	09	08
Any other (pl. Specify)		

</td>
</tr>
<tr>
<td>3.3</td>
<td>Whether approvals of relevant statutory council(s) such as AICTE, BCI, DEC, DCI, INC, MCI, NCTE, PCI, etc. have been taken to:

a. Start new courses
b. To increase intake

If yes please enclose copy of approval and give course-wise details in the following format:-

Name of the course	Statutory council	Whether approval taken

(Details to be provided in Appendix-X)</td>
<td colspan="4">

<p align="center">Appendix-X</p>

</td>
</tr>
</table>

4

Vice Chancellor
THE NEOTIA UNIVERSITY

3.4	If the University is running courses under distance mode, please provide details about the students enrolled in the following format:-	NO

Name of the Study Centre	Courses offered	No. of students enrolled

(Details to be provided in Appendix-VII)

(Please enclose copy of the course-wise approval of the competent authority)

3.5	Temporal plan of academic work in the University Semester system/ Annual system	Semester system

3.6	Whether the University is running any course which is not specified under Section 22 of the UGC Act, 1956? If yes, please give details in the following format:- a. Name of the course(s) b. Since when started c. Whether the University has applied for permission from UGC? (Details to be provided in **Appendix-XI**)	None **Appendix-XI**

Vice Chancellor
THE NEOTIA UNIVERSITY

4. Student Enrolment and Student Support

4.1	Number of students enrolled in the University for the current academic year according to regions and countries (Please give separate information for main campus and off-campus/off-shore campus)

Particulars		No. of students from the same State where the University is located	No. of students from other States	No. of NRI students	No. of overseas students excluding NRIs		Grand Total
					Foreign Students	Person of Indian Origin students	
UG	M	M-468	40		1		Nil
	F	F -178	19		1		Nil
	T	T=646	T=59		2		
PG	M	M - 01	0				
	F	F - 20	1		Nil	Nil	Nil
	T	T =21	1		Nil	Nil	Nil
M.Phil	M	M-					
	F	F-					
	T	T=					
Ph.D.	M	M-2		Nil	Nil	Nil	Nil
	F	F- 6		Nil	Nil	Nil	Nil
	T	T=8		Nil	Nil	Nil	Nil
Diploma	M						
	F						
	T						
PG Diploma	M						
	F						
	T						
Certificate	M						
	F						
	T						
Any Other (Pl. Specify)	M						
	F						
	T						

M-Male, F-Female, T-Total

Vice Chancellor
THE NEOTIA UNIVERSITY

4.2	Category-wise No. of students				

Category	Female	Male	Total
SC	27	59	86
ST	12	08	20
OBC	31	124	155
PH	-	-	-
General	155	321	476
Total	225	512	737

4.3	Details of the two batches of students admitted

Particulars	Batch 1			Batch 2		
	Year of Entry –2018-19			Year of Entry -2019-20		
	UG	PG	Total	UG	PG	Total
No. admitted to the programme	401	47	448	707	22	729
No. of Drop-outs (a) Within four months of Joining	35	06	41	57	01	58
(b) Afterwards	15	00	15	04	00	04
No. appeared for the final year examination	00	19	19	00	00	00
No. passed in the final exam	00	19	19	00	00	00
No. passed in first class						

4.4	Does the University provide bridge/remedial courses to the educationally disadvantaged students? If yes, please give details	Remedial Courses - Yes Bridge Courses - No
4.5	Does the University provide any financial help to the students from socially disadvantageous group? If yes, please give details	**Annexure-C** Yes Financial Assistance in the Form of scholarship
4.6	In case the University is running M.Phil/Ph.D. programme, whether it is full time or part time and whether these programmes are run as per UGC Regulations,2009 on M.Phil/Ph.D.	Programmes are run as per UGC Regulations,2016 on Ph.D.

7

Vice Chancellor
THE NEOTIA UNIVERSITY

4.7	Whether the University have a website? If yes please give website address and whether the website is regularly updated?	Yes, the University has its own website: The address of the website is *www.tnu.in* and the website is regularly updated.
4.8	How are the prospective students informed about the criteria for admission, rules & regulations, facilities available, etc?	From university website, Prospectus, promotion through digital media and advertisements in reputed daily newspaper.
4.17	Whether any grievance redressal mechanism is available in the University? If yes, please provide details about the complaints received against malpractices, etc in the University in the following format:-	Yes **Appendix-XII**

Name of the complainant	Complaint against	Date of complaint	Action taken by the University

(Details to be provided in **Appendix-XII**)

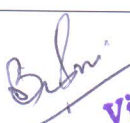## 5. Curriculum, Teaching Learning Process/Method, Examination/Evaluation System

5.1	Which University body finalized the curriculum? The composition of the body may be given. (Board of Studies, Academic Council, Board of Management)	The curriculum has been finalized by the Academic Council. The composition of the. Academic Council Enclosed **Annexure-D**
5.2	What are the Rules/regulations/procedure for revision of the curriculum and when was the curriculum last updated?	University started in the year 2016. and have annual review of course curricula after completion of one academic year. Opinion from industry experts also was considered in this issue.
5.3	Whether approval of statutory bodies such as Board of Studies, Academic Council and Board of Management of the University has been taken to start various courses? If yes, please enclose extracts of the minutes.	Yes, Governing Board has approved. **Annexure- E**
5.4	Furnish details of the following aspects of curriculum design: Innovation such as modular curricula Inter/multidisciplinary approach	At The Neotia University, the curriculum for different programmes has been designed with modular approach where the syllabi of different courses are fragmented into independent modules. The curricula in the various departments are updated keeping in tune with regulatory bodies. CBCS has been

Vice Chancellor
THE NEOTIA UNIVERSITY

		implemented in the University for all UGC-approved programmes as per UGC guidelines. In fact, elective courses, as well as, various interdisciplinary courses are floated in all programmes throughout the University to make the curricula more flexible.
5.5	Has the University conducted an academic audit? If yes, please give details regarding frequency and its usage.	No
5.6	Apart from classroom instruction, what are the other avenues of learning provided for the students? (Example: Projects, Internships, Field trainings, Seminars, etc.)	Apart from classroom teaching students are being encouraged to enhance knowledge through seminars, workshops, projects, Field Trainings, Industry Visits and internships.

8

Vice Chancellor
THE NEOTIA UNIVERSITY

5.7	Please provide details of the examination system (Whether examination based or practical based)	- Grading system, - SGPAs and CGPAs under the credit–based semester system - The Examination systems are based on a blend of the theoretical aspects and their practical assessments
5.8	What methods of evaluation of answer scripts does the University follow? Whether external experts are invited for evaluation?	Evaluation system of answer scripts is as per University Examination policy. External Experts are invited for evaluation .
5.9	Mention the number of malpractice cases reported during the last 3 years and how they are dealt with.	No case was reported. Examination committee to look into malpractice cases during Examination.
5.10	Does the University have a continuous internal evaluation system?	Yes
5.12	How are the question papers set to ensure the achievement of the course objectives?	The process of paper-setting consists of internal and external paper setters, and internal and external moderator . This ensures the coverage of syllabus, quality of question papers and whether proportionate weightage is given to topics and facilitates in determining the relative stiffness of the question paper.
5.13	State the policy of the University for the constitution of board of question paper setters, board of examiners and invigilators.	**Rules for Setting Question Paper:** The faculty teaching the course shall submit to the Examination Committee two sets of question papers along with Model Answers on or before the date fixed by the Examination Committee. Once a question paper is set after moderation, it shall not be altered, save in special circumstances approved by the Vice Chancellor. **Moderation of Question Papers and Model Answers:** The Moderation Committee shall moderate on the question papers submitted by the faculty. The Moderation Committee shall be constituted by the Vice Chancellor. ***Process* of Examination:** Each subject faculty shall adhere to the ***continuous evaluation***

		process as per CBCS scheduled by the Examination Committee and shall be fully responsible for the evaluation and partially responsible for the declaration of results as announced in the academic calendar. It shall be the duty of the faculty to submit all internal marks to the examination cell as per the scheduled dates. The faculty shall also be responsible for submission of copies of class tests, assignments etc. in the examination cell as per the scheduled dates. It shall be the duty of the faculty to invigilate the examination according to the duty schedule set by the Examination Committee. The faculty shall evaluate and submit the evaluated answer scripts **within four days** after the examination of their concerned subject is over. However there shall be relaxation in this case depending upon the number of students the teacher has to evaluate. Rules and regulations of concerned regulatory bodies are also being strictly followed.
5.14	How regular and time-bound are conduct of examinations and announcement of results? Substantiate with details of dates of examinations and announcement of results for the last 3 years. Details to be provided in the following format:-	**Annexure- F**

Vice Chancellor
THE NEOTIA UNIVERSITY

D– Admission Process

| 6.1 | How are students selected for admission to various courses? Please provide faculty-wise information

   a. Through special entrance tests
   b. Through interviews
   c. Through their academic record
   d. Through combination of the above

Please also provide details about the weightage give to the above | Students are selected through University Test, National/State level entrance test conducted by Govt. of India/State Govt. Minimum cut off marks for each course is there but weightage is given to the percentage of marks scored in the entrance test. At post graduation level (after graduation) students are selected through personal interviews. |

Vice Chancellor
THE NEOTIA UNIVERSITY

6.2	Whether the University is admitting students from national level entrance test or state level entrance test? If yes, please provide following details:-	Annexure- G

Name of the National/state level entrance exam	No. of students admitted	% of students from the total admitted	Remarks

6.3	Whether admission procedure is available on the University website and in the prospectus	Yes
6.4	Please provide details of the eligibility criteria for admission in all the courses	**Annexure- H**
6.5	Whether University is providing any reservation/ relaxation in admission? If yes, please provide details in the following format:-	As per the State Govt/ University Act. 25% seats are reserved for Students from West Bengal

Category	No. of students admitted	% of quota provided for reservation and preparation in respect of actual enrolment	Remarks

6.6	Whether any management quota is available for admission in the University? If yes, please provide details in the following format:-	NO

Total No. of Seats (Course-wise)	No. of total students admitted	No. of students admitted under Management quota	% of students admitted under management quota

6.7	What is the admission policy of the University with regard to NRI and overseas students?	We have also online test that can be taken any where any time. These students are encouraged to appear our online test.

E - Fee Structure

7.1	Present Course-wise fee structure of the University (Please provide head-wise details of total fee charged)	**Annexure- I**

Vice Chancellor
THE NEOTIA UNIVERSITY

7.2	Any other fee charged by the University other than the fee displayed in the UGC website (e.g. Building Fee, Development Fee, Fee by any name, etc.)	NO
7.3	Whether fee structure is available on the University website and in the prospectus?	Yes
7.4	Whether fee is charged by the University as per fee structure displayed in the University website and in the prospects or some hidden charges are there?	No Hidden Charges
7.5	Mode of Fee collection	Cheque/Online Mode
7.8	Whether University is providing any concession in fee to students? If yes, please provide details.	Please refer **Annexure- C**
7.9	Details of the Hostel Fee including mess charges	Rs.12,500/- Per Semester Rs.20,000/- Per Semester
7.10	Any other fee	NO
7.11	Basis of Fee Structure	Fees for each program is approved by Governing Board each year. For professional courses such as B.Tech/ tuition fees are decided by State Govt.
7.12	Whether the University has received any complaint with regard to fee charged or fee structure? If yes please give details about the action taken.	No
7.13	Whether University is providing any scholarship to students? If yes, please provide details.	Please refer Annexure- C

Vice Chancellor
THE NEOTIA UNIVERSITY

F - Faculty

8.1	Total no. of Sanctioned and filled up posts (Institution-wise and Department-wise) Yet to be final	School	Professor		Associate Professor		Assistant Professor	
			Sanctioned	Filled	Sanctioned	Filled	Sanctioned	Filled
		Science & Technology	2	1	1	1	23	22
		Maritime Studies	0	0	2	2	12	10
		Agriculture & Allied Sciences	5	5	5	3	26	26
		Health Sciences	1	1	2	2	16	14
		Pharmaceutical Sciences	2	2	2	2	7	4
		Hospitality & Culinary Art	0	0	2	2	6	6
		Legal Studies	0	0	1	1	5	5
		Humanities, Management & Social Sciences	0	0	0	0	9	8

8.2	**Appendix-XIII** Details of teaching staff in the following format (Please provide details – Institution wise and Department-wise Details to be provided in **Appendix-XIII**

Dept	Name of the Teacher	Designation	Age	Educational Qualifications (whether qualified as per UGC Regulations)	Teaching experience in years	Date of appointment	Whether full time or part time	Regular or adhoc	Scale of Pay	No. of publications

8.3	Category-wise No. of Teaching Staff	Category	Female	Male	Total
		SC	03	03	06
		ST	00	00	00
		OBC	02	04	06
		PH	00	00	00
		General	28	76	104
		Total	33	83	116

Vice Chancellor
THE NEOTIA UNIVERSITY

Details of the permanent and temporary faculty members in the following format

Particulars	Female	Male	Total
Total no. of permanent teachers	29	64	93
No. of teachers with Ph.D. as the highest qualification	14	36	50
No. of teachers with M.Phil as the highest qualification	02	00	02
No. of teachers with PG as the highest qualification	13	28	41
Total no. of temporary teachers	03	04	07
No. of teachers with Ph.D. as the highest qualification	00	01	01
No. of teachers with M.Phil as the highest qualification	02	00	02
No. of teachers with PG as the highest qualification	01	03	04
Total No. of part time Teachers	01	15	16
No. of teachers with Ph.D. as the highest qualification	00	03	03
No. of teachers with M.Phil as the highest qualification	00	00	00
No. of teachers with PG as the highest qualification	01	12	13

12

Vice Chancellor
THE NEOTIA UNIVERSITY

8.5	Ratio of full-time teachers to part-time/contract teachers	1: 4.04
8.6	Process of recruitment of faculty -Whether advertised? (pl. attach copy of the ad) -Whether selection committee was constituted as per the UGC Regulation?	Selection Committee is formed as per UGC Regulations. New Paper Advertised and panel of external expert recruitment of Faculty copy attached Enclosed as **Annexure- J**
8.7	Does the University follow self-appraisal method to evaluate teachers on teaching, research and work satisfaction? If yes, how is the self-appraisal of teachers analysed and used? Whether:- Self Appraisal Evaluation Peer Review Students evaluation Others (specify)	YES Teachers perform a self-appraisal using the API form and a format devised by the University as per guideline of UGC
8.8	Institution-wise and Department-wise teacher student ratio (only full time faculty)	(table below)
8.9	Whether the University is providing UGC Pay Scales to the Permanent Faculty? If yes, please provide the following details:-	

Row 8.8 detail:

School	Students	Teacher	Ratio
Science & Technology	153	24	1:6.3
Health Sciences	195	17	1:11.4
Agriculture & Allied Sciences	558	33	1:16.9
Maritime Studies	27	12	1:2.2
Legal Studies	24	6	1:4.0
Humanities, Management & Social Science	52	8	1:6.5
Hospitality & Culinary Art	106	8	1:13.2
Pharmaceutical Science	62	8	1:7.7

Teacher Students Ratio – 1:10.14

Vice Chancellor
THE NEOTIA UNIVERSITY

	Scale of Pay with all the allowances Professor – Associate Prof.- Assistant Prof. – Mode of Payment – (Cash/Cheque)	Professor Pay Scale: ₹ 37400-67000 Plus AGP (10000) and Allowances Associate Professor Pay Scale: ₹ 37400- 67000 Plus AGP (9000) and Allowances Assistant Professor Pay Scale: ₹ 15600-39100 Plus AGP and Allowances Salary is credited in employees' salary accounts and paid by cheque where accounts have not yet been opened.
8.10	Pay /Remuneration provided to:- Part-Time Faculty – Temporary Faculty- Guest Faculty –	Enclosed as **Annexure- K**
8.11	Facilities for teaching staff (Please provide details about Residence, Rooms, Cubicles, Computers/Any other)	No. of Three Bed room flats-2 No. of Two Bed room flats-27 No. of Single Bed room flats-25 16 Nos. 2 bedroom flats under construction. ATM facility available. 24 hours Ambulance facility available. Gymnasium /Swimming Pool facility available. Cafeteria facility is available. Variety Store facility is available. Laptop facility is available. Academic Fees concession to employee's ward is available. Travel grant policy for faculty for research work. Faculty members are also provided cubicals There is university AC bus from city to campus which faculty members use on charge basis.

G - Infrastructure

9.1	Does the University have sufficient space for Land & Building?	Yes
9.2	Does the University have sufficient class rooms?	Yes
9.3	**Laboratory Equipment** Details to be provided in **Appendix-XV**	**Appendix-XV**
a)	Item Description (make and model)	
b)	Location (Department)	
c)	Value (Rs.)	
d)	Present Condition	
e)	Date of Purchase	

Vice Chancellor
THE NEOTIA UNIVERSITY

9.4	**Library** (Details to be provided in **Appendix-XIV**	**Appendix-XIV**
a)	Total Space (all Kinds)	
b)	Computer / Communication facilities	
c)	Total no. of Ref. Books (Each Department)	
d)	All Research Journals subscribed on a regular basis	

Vice Chancellor
THE NEOTIA UNIVERSITY

9.5	**Sports Facilities** (Details to be provided in **Appendix-XVI**)		**Appendix-XVI**
a)	Open Play Ground(s) for outdoor sports (Athletics, Football, Hockey, Cricket, etc.)		
b)	Track for Athletics		
c)	Basketball courts		
d)	Squash / Tennis Courts		
e)	Swimming Pool (Size)		
f)	Indoor Sports Facilities including Gymnasium		
g)	Any other		
9.6	Does the University has provision for Residential Accommodation including hostels (boys & girls separately)		Yes

H - Financial Viability

<table>
<tr><td>10.1</td><td>Details of the Corpus Fund created by the University

Amount –
FDR No. Date –
Period -

(Documentary evidence to be given)</td><td colspan="4">Rs.10,00,00,000/-Development fund
07912900001243 dt. 10.09.2014
10.09.2014 to 25.10.2014
Rs.1,00,00,000/-Corpus Fund
37123061959 dated 30.08.2017</td></tr>
<tr><td rowspan="4">10.2</td><td rowspan="4">Financial position of the University (please provide audited income and expenditure statement for the last 3 years)</td><td colspan="4" align="center">Annexure- L</td></tr>
<tr><td>Sl.No.</td><td>Year</td><td>Income</td><td>Expenditure</td></tr>
<tr><td>1.</td><td>2016-17</td><td>Rs.1,69,27,471/-</td><td>Rs.5,38,65,649/-</td></tr>
<tr><td>2.</td><td>2017-18</td><td>Rs.5,06,54,999/-</td><td>Rs.8,68,03,343/-</td></tr>
<tr><td>10.3</td><td>Source of finance and quantum of funds available for running the University (for last audited year)

Fees –
Donations-
Loan –
Interest-
Any other (pl. Specify)-</td><td>3.</td><td>2018-19</td><td>Rs.9,27,14,813/-</td><td>Rs.12,10,93,119/-</td></tr>
<tr><td></td><td></td><td colspan="4" align="center">Rs.8,52,47,301/-
Rs.2,20,09,910/-
Rs.18,20,00,000/-
Rs.16,26,304/-
Rs.8,31,299/- (miscellaneous income)</td></tr>
</table>

Vice Chancellor
THE NEOTIA UNIVERSITY

| 10.4 | What is the University's 'unit cost' of education? (Unit cost = total annual expenditure (budget accruals) divided by the number of students enrolled) Unit cost calculated excluding the salary component may also be given | Rs.1,08,546/-

***Note
Calculation of unit cost of education:

Total expenditure for 2018-19
                Rs.12,10,93,119/-

Less : Depreciation for 2018-19

       Rs.36,63,285/-

Less : Salary cost for 2018-19
           Rs.4,53,51,757/-

Less : Hostel cost for 2018-19
         Rs.77,10,153/-

Expenditure for unit cost calculation

       Rs.6,43,67,924/-

No. of students :   593
Rs.6,43,67,924 / 593 = Rs.1,08,546/-
(excluding salary cost)
Rs.10,97,19,681 / 593 = Rs.1,85,025/-
(including salary cost) |

I -   Governance System

11.   Organization, Governance and Management

11.1	Composition of the statutory bodies of the University (please give names, profession & full postal address of the members and date of constitution):- Governing Board Executive Council Board of Management Academic Council Finance Committee Board of Studies Others (Details to be provided in **Appendix-XVII**)	**Appendix-XVII** Governing Board Academic Council Faculty Council Finance Committee Board of Studies Finance Committee
11.2	Dates of the meetings of the above bodies held during the last 2 years (Enclose attested copy of the minutes of the meetings)	Annexure M
11.3	What percentage of the members of the Boards of Studies, or such other academic committees, are external? Enclose the guidelines for BOS or such other Committees.	20% Members are external members The Board of Studies shall consist of the following
11.4	Are there other strategies to review academic programmes besides the academic council? If yes, give details about what, when and how often are such reviews made?	Boards of studies and faculty Council meet to discuss the academic programs and suggest improvements

Vice Chancellor
THE NEOTIA UNIVERSITY

J -Research Profile

12.1	Faculty-wise and Department-wise information to be provided in respect of the following:- ➢ Student Teacher Ratio ➢ Class RoomsTeaching labs ➢ Research labs (Major Equipments) ➢ Research Scholars (M.Tech, Ph.D., Post Doctoral Scholars) ➢ Publications in last 3 years (Year-wise list) ➢ No. of Books Published ➢ Patents ➢ Transfer of Technology ➢ Inter-departmental Research (Inter-disciplinary) ➢ Consultancy ➢ Externally funded Research Projects ➢ Educational Programmes Arranged	**Annexure N**

16

Vice Chancellor
THE NEOTIA UNIVERSITY

K - Misc.

13. Details of Non-Teaching Staff   **Appendix-XVIII**

13.1	Details of Non-Teaching Staff					

Name	Designation	Age	Qualification	Scale of Pay	Date of Appointment	Trained Yes/No If yes, Details

(Details to be provided in **Appendix-XVIII**)

13.2	**Summary of the Non-Teaching Staff**				
		Particulars	Female	Male	Total
		Administrative Staff	14	41	55
		Group A	0	7	7
		Group B	4	4	11
		Group C	7	16	23
		Group D	3	11	14
		Sub total	14	41	55
		Technical Staff	1	10	11
		Group A	0	0	0
		Group B	0	1	1
		Group C	1	9	10
		Group D	0	1	1
		Sub total	1	10	11
		Grand Total	15	51	66
13.3	No. of Non-teaching staff category wise				
		Category	Female	Male	Total
		SC	00	02	02
		ST	01	01	02
		OBC	00	03	03
		PH	0	0	0
		General	14	45	59
		Total	15	51	66
13.4	Ratio of Non-teaching staff to students	Non-Teaching: Students=1:0.051			
13.5	Ratio of Non-teaching staff to faculty	Faculty: Non-Teaching =1:1.75			

Vice Chancellor
THE NEOTIA UNIVERSITY

14 - Academic Results

14.1	Faculty-wise and course-wise academic results of the past 3 years

Faculty-wise and course-wise academic results of the AY-2019-20 (pass out in 20)

SCHOOL	Stream/Batch	No of Candidate Appeared	Result
Science & Technology	B. Tech in Robotics & Automation	03 Students	66.66% Passed
	Electrical Engineering (Renewable/Power System)		
	B. Tech (CSE) Cyber Security	10 Students	80 % Passed
	B. Tech (CSE) Data Analytics	02 Students	100% Passed
	B. Tech (CSE) AI/ML		
	B. TechMechanicalEngg/ Automobile Manufacturing	05 students	100% Passed
	B.Sc in Biotechnology		
	M.Sc in Biotechnology	01 Students	100% Passed
	M.Tech (Automotive Tech)		
	M.Tech(CSE) AI/ML		
Hospitality & Culinary Art	B.Sc in Hospitality Administration (With swiss)		
	B.Sc in Hospitality Administration	18 Students	100% Passed
	B.Sc in Culinary Art		
Pharmacy	Bachelor in Pharmacy		
Maritime Studies	B. Tech in Marine Engineering		
	Bachelor in Nautical Science		
Agriculture & Allied Sciences	B.Sc in Agriculture		
	Bachelor in Fisheries Science		
Legal Studies	Integrated BBA with LLB(Hons)		
	Integrated BA with LLB(Hons)		
School of Humanities, Management	BBA with specialization in Retail management		
	B.A(HonS.) in English with specialization in Mass Communication		
	MA in English	02 Students	100% Passed
Health Sciences	B.SC in Applied Psychology	03 Students	100% Passed
	M.SC in Applied Psychology	17 Students	100% Passed
	Bachelor in Medical Lab Tech (BMLT)		
	Bachelor in Physiotherapy(BPT)		
	Bachelor of Hospital Management(BHM)		
	Bachelor of Optometry		
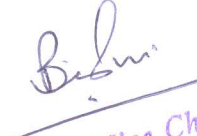
Faculty-wise and course-wise academic result of AY-2018-19 (pass out in 2019)

SCHOOL	Stream/Batch	No of Candidate Appeared	Result
Science & Technology	B. Tech in Robotics & Automation	04 Students	100 % Passed
	Video Game Design	01 Students	100% Passed
	Electrical Engineering (Renewable/Power System)	04 Students	100% Passed
	B. Tech (CSE) Cyber Security		
	B. Tech (CSE) Data Analytics		
	B. Tech (CSE) AI/ML		
	B. TechMechanicalEngg/ Automobile Manufacturing	01 students	100% Passed
	B.Sc in Biotechnology	01 Students	100% Passed
	M.Sc in Biotechnology		
	M.Tech (Automotive Tech)		
	M.Tech(CSE) AI/ML		
Hospitality & Culinary Art	B.Sc in Hospitality Administration (With swiss)		
	B.Sc in Hospitality Administration		
	B.Sc in Culinary Art		
Pharmacy	Bachelor in Pharmacy		
Maritime Studies	B. Tech in Marine Engineering	09 Students	100% Passed
	Bachelor in Nautical Science		
Agriculture & Allied Sciences	B.Sc in Agriculture		
	Bachelor in Fisheries Science		
Legal Studies	Integrated BBA with LLB(Hons)		
	Integrated BA with LLB(Hons)		
School of Humanities, Management	BBA with specialization in Retail management		
	B.A(HonS.) in English with specialization in Mass Communication		
	MA in English	01 Students	100% Passed
Health Sciences	B.SC in Applied Psychology	01 Students	100% Passed
	M.SC in Applied Psychology	07 students	100% Passed
	Bachelor in Medical Lab Tech (BMLT)		
	Bachelor in Physiotherapy(BPT)		
	Bachelor of Hospital Management(BHM)		
	Bachelor of Optometry		

Sr. No.	Course	No. of Candidates appeared	Result
1	Bachelor in Nautical Science (2018)	7	100% Passed
2	B.Sc (Hons) Applied Psychology (2018)	2	100% Passed
3	M.A English (2018)	2	100% Passed
4	M.Sc Applied Psychology (2018)	3	100% Passed
5	M.Sc Applied Psychology (2019)	7	100% Passed
6	M.A English (2019)	1	100% Passed
7	B.Sc (Hons) Applied Psychology (2019)	1	100% Passed
8	B.Tech Marine Engineering (2019)	9	100% Passed
9	B.Tech Energy Engineering (2019)	4	100% Passed
10	B.Tech Automotive Technology (2019)	1	100% Passed
11	B.Tech Robotics & Automation (2019)	4	100% Passed

Vice Chancellor
THE NEOTIA UNIVERSITY

15 - Accreditation

15.1	Whether Accredited by NAAC? If yes please provide the following details: Date of Accreditation Period Grade CGPA Grading System Followed	No
15.2	Whether courses are accredited by NBA? If yes please provide course-wise details as under:- _(table below)_	NA
15.3	Other Accreditations, if any	Director General of Shipping Accreditation , Govt of India

Table for 15.2:

S.No.	Course	Whether Accredited	Period of Accreditation

18

15.4	Any other information (including special achievements by the University which may be relevant for the University)	

16 - Strength and Weaknesses of the University

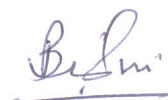|		
16.1	**Strength:**	Strength: 1. Geographical Location: The University campus is situated in a rural location over a large land area with greenaries. This has created an ambience for open thinking. Although it is situated in rural locations, nevertheless it has reasonable connectivity with rail, road and waterways. 2. Available Infrastructure: The University originated from an old famous engineering and technical college having enriched with several facilities like Faculty Buildings, Multi-purpose Halls, Lecture auditorium, Laboratories, Workshop, Playgrounds, Hostel Facilities for boys and girls, Accommodation for staff. Own transport systems for both students and the staff. The University has upgraded / modernadized these facilities. 3. Availability of need oriented subject of studies: The University introduced need oriented subjects for developing students to problems in daily need. 4. Available facilities for Translation of Knowledge: The University has promoted translation of knowledge through outreach activities and integrated it into the local communities. 5. Availability of good Teaching and Supporting Staff: There are a good number of experienced faculty members and supporting staff to build up the student. 6. Contributions in Rural areas: The University developed opportunities of the local people which enhanced economy and employability. This introduces impact on the local economy and empowerment. 7-The University wide General Elective Courses are open for students to choose from the courses depending upon their

Vice Chancellor
THE NEOTIA UNIVERSITY

			interests and goals and are unrelated to the students' departmental programme under study
			8-. The University took the lead in initiating a few unique academic programmes with specializations on some emerging areas.
16.2	Weaknesses of the University		**Weakness:** 1. Remote location: A barrier for students and faculties for adapting in the rural environment 2. Constrain for Summer Training / Internship: Meager number of rural industries put a barrier for access in Summer Training / Internship

Certificate

This is to certify that all the information provided above is true to the best of my knowledge and belief. The University will adhere to the rules, regulations and guidelines of the UGC, Central Government and relevant Statutory Council(s) and abide by all the provisions under the UGC Regulation.

The above information is also posted on the website of the University www._____.

(Prof. Biswajit Ghosh)

Signed and Sealed by the Head of the Institution

Vice Chancellor
THE NEOTIA UNIVERSITY