



Dr. Sudhir Chandra Sur Degree Engineering College

540, Dum Dum Road, Suremath, Kolkata 700 074

Website: www.dsec.ac.in Email: info@dsec.ac.in

Affiliated to MAKAUT and Approved by AICTE

Minutes of the 15th Meeting of the Board of Governors, held on Saturday, 4th January 2020

The 15th meeting of the **Board of Governors (BoG)** of Dr. Sudhir Chandra Sur Degree Engineering College, Dum Dum, Kolkata was held on **Saturday, 4th January, 2020 at 10:30 AM** onwards at **Hotel Hindustan International, Kolkata - 700020**.

Members Present		
Serial No.	Name	Designation
1.	<i>Dr. S. M. Chatterjee, Ex-Vice Chancellor, IEST</i>	Chairman
2.	<i>Prof. Partha Ghosh, State Govt. Nominee, Govt. College of Engineering & Ceramic Technology</i>	Member
3.	<i>Prof. Narayan Banerjee, MAKAUT Nominee, MAKAUT, West Bengal</i>	Member
4.	<i>Mr. Taranjit Singh, Managing Trustee, JIS Foundation</i>	Member
5.	<i>Mr. Simarpreet Singh, Member, JIS Foundation</i>	Member
6.	<i>Mr. Amanjot Singh, Member, JIS Foundation</i>	Member
7.	<i>Mr. U. S. Mukherjee, Deputy Director, JIS Group</i>	Member
8.	<i>Dr. Asit Guha, Adviser, JIS Group and Educationist</i>	Member
9.	<i>Mr. Amit Srivastava, Managing Director, Hash Technology</i>	Industrial Representative
10.	<i>Prof. G.L. Dutta, Former Dean, IIT, Kharagpur</i>	Special Invitee
11.	<i>Mr. Saibal Sinha, Assistant DTE, Govt. of West Bengal</i>	Invitee Member



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13.	<i>Dr. Swapan Bhattacharyya, Professor & HoD, Dept. of Electronics & Communication Engineering, Dr. Sudhir Chandra Sur Degree Engineering College</i>	Faculty Member
14.	<i>Mr. Vivek Shaw, Assistant Professor, Dept. of Civil Engineering, Dr. Sudhir Chandra Sur Degree Engineering College</i>	Faculty Member
15.	<i>Dr. Om Prakash Sharma, Principal, Dr. Sudhir Chandra Sur Degree Engineering College</i>	Member Secretary

Members Absent

Serial No.	Name	Designation
1.	<i>The Regional Director, AICTE, Eastern Regional Office</i>	Member
2.	<i>Mr. Haranjit Singh, Trustee Member, JIS Foundation</i>	Member
3.	<i>Mr. Amrik Singh, Trustee Member, JIS Foundation</i>	Member
4.	<i>Mr. Harjot Singh, Member, JIS Foundation</i>	Member

The leave of absence of the above members were granted by the honourable Chairman of BoG, Dr. Sudhir Chandra Sur Degree Engineering College.

Introduction

The meeting started with the welcome address of Dr. S. M. Chatterjee, Hon'ble Chairman, BoG, Dr. Sudhir Chandra Sur Degree Engineering College. The meeting then continued with the deliberation of the agendas.

The following agendas were resolved in the meeting:

Agenda 1	Confirmation of the Minutes of 14th BoG meeting held on 6th July 2019
Resolution 1	The board members discussed and approved the minutes of the last BoG meeting i.e., 14 th BoG, held on 6 th July, 2019.
Agenda 2	Action Taken Report (ATR) on the points raised during 14th BoG meeting held on 6th July 2019
Resolution 2	The Action Taken Report on the suggestions made against the minutes of the last held meeting was presented for consideration, and, subsequently, was noted and approved by the Chair and other members.
Agenda 3	To report admission status of student for current academic year



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Resolution 2	The Action Taken Report on the suggestions made against the minutes of the last held meeting was presented for consideration, and, subsequently, was noted and approved by the Chair and other members.
Agenda 3	To report admission status of student for current academic year
Resolution 3	The Member Secretary presented the updated status of the admission records for the individual departments. The members noted the same and asked the Member Secretary to ensure necessary branding of the Institute to keep up the good admission record ongoing in the next academic year also.
Agenda 4	Discussion on the Finance Committee.
Resolution 4	<ul style="list-style-type: none">• The Member Secretary presented the proposed budget for the Financial Year of the Institute and the respective departments.• The members of the BoG approved the Budget for the Financial Year 2020-21. The Board also approved the Audited Financial Statement for the Financial Year 2019-20.
Agenda 5	To assess the academic performance of students based on Even Semester 2019 and Odd Semester 2018 Results.
Resolution 5	<ul style="list-style-type: none">• The Member Secretary presented a detailed analysis of the Academic Performance of the students based on Odd Semester, 2018 and Even Semester, 2019.• The Chairman appreciated the efforts made by the institute to prepare the critical result analysis subject-wise by all Heads of the Departments. However, he insisted the institute prepare the result analysis based on slow/fast learners from the ensuing semester onwards.
Agenda 6	To report on Training and Placement
Resolution 6	<p>The Member-Secretary presented the training & placement report in respect of the ongoing batch of 2019. Further, it was informed that the various measures taken by the institute to enhance employability. Some of the measured are as given below:</p> <ul style="list-style-type: none">• Grooming classes are embedded in the semester routine.• Classes on Soft Skill Development and assessment• Software Trainings• Domain Knowledge enhancement• Imparting Beyond Syllabus knowledge• Participation in Seminars & Workshops



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	<ul style="list-style-type: none">• Career Counseling• Mentoring <p>The Chairman has requested to add Gate qualifying data indicating the higher education percentage in training and placement. The data is being incorporated accordingly in training and placement.</p>
Agenda 7	Report by the Member Secretary
Resolution 7	<p>To report specific achievement and upcoming activities</p> <p>The Member-Secretary elaborated various achievements done by the students and staff members since last BoG meeting which are as follows:</p> <ul style="list-style-type: none">a) Chatra Vishwakarma Award received by the students.b) IEI student chapter of Electrical Engineeringc) Felicitation of the Toppers of Automobile and Mechanical Engineering (M. Tech) Departmentd) Discipline & punctuality.e) Institution Innovation Cellf) Ki Hote Chaig) Internship outside West Bengalh) IIT Bhubaneswar Robotics, Electrical Engineeringi) Disposal of waste records by shreddingj) Plantation of Bottle palm tree (Greening of campus)k) AQIS, Electrical Engineeringl) DST Project of Electrical Engineeringm) Exam & Attendance reformatationsn) Project display outsideo) Proposed water testing for Arsenic contents by Jadavpur Universityp) Proposed NPTEL talk 12 Nov 2018q) Proposed Alumni Meet 6 Oct 2018r) Proposed Bengalathon ECEs) Proposed Smart India Hackathon
	<p>b) To report achievements of various departments in the current academic year</p> <p>The Member-Secretary elaborated achievements of various departments in the current academic year since the last BoG meeting.</p> <p>The Chairman desired that the achievements of all academic departments to be presented under various categories like</p> <ul style="list-style-type: none">• Academic• Non-academic.• It was also desired that the non-academic achievements must be presented under various categories like Social, Ethics, and Humanities etc.



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	<ul style="list-style-type: none"> The Chairman mentioned to specify HACKATHON whether in State or Central level.
	<p>c) To report of surveillance prevention safety & check adoption compliance</p> <p>The Member-Secretary presented the report on surveillance prevention and safety measures taken by the institute. He elaborated the measures as follows:</p> <ul style="list-style-type: none"> Refilling of fire extinguishers was done. Fire-fighting practice being carried out. First Aid Box was made available in Workshops, Dept and central places. A patient Emergency Ramp has been made at the entrance. Sick Room is established. Testing of potable water has been completed. Iron Guard introduced in water supply line. CCTV Surveillance has been installed and monitored from the Principal's room. <p>BoG Members noted the status and appreciated the efforts.</p>
Agenda 8	Any other matter with the permission of Chair
Resolution 8	<p>The suggestions shared by the Chairman to the Member Secretary are as follows:</p> <ul style="list-style-type: none"> To implement cluster technology in the education system. To introduce a mentoring system starting from 1st year in the different areas like social, academic, industrial etc. as per AICTE. policy. To ensure that faculty should speak in English in English Lab. To indicate the enrichment of curriculum by introducing CO-PO mapping of the courses. To highlight the attainment level of each subject to comply with outcome-based education. To plan for improvement of attainment level of the respective subject. To prepare a single brochure indicating all achievements in the institution. To highlight the assessment of the teaching learning process. To introduce Entrepreneur Resource Planning (ERP) in the system for centrally monitoring the activities. To plan and focus on research activities in UG Classrooms. To make a program for dissemination of knowledge of prevention of arsenic contamination to villagers. To highlight the outcomes of the induction program conducted in 1st year B. Tech. To highlight the outcomes of events organized in the Institute.



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Agenda 9	To endorse the allocation of reserved seats for admission through WBJEE for the Academic Year 2020-21.
Resolution 9	As per the Section 5.1 of the WBJEE Bulletin, published on 17 th October, 2019, the private self-financing institutes have the sole right to decide the number of reserved category seats to be admitted through the West Bengal Joint Entrance Examinations. Referring to this notification issued by the WBJEE Board, the Member Secretary provided the details of the Department specific reserved seat details as shown in Annexure - I. The reserved seats were allocated in such a way so that it doesn't exceed the 10% of the Total Intake. The Board of Governors approved this proposal.
Agenda 10	To approve the sanctioned number for the post of faculties as required for AY 2020-21.
Resolution 10	The principal provided the board with information regarding the faculty requirements for each department based on the student-faculty ratio prescribed by AICTE for the upcoming Academic Year 2020-21. The board approved a total of 122 faculty positions as per the requirements outlined by the Institutional Academic Council for the AY 20-21. The distribution of these positions across departments is detailed in Annexure II. Additionally, the Board delegated authority to the principal; to maintain the faculty count in line with the sanctioned positions, in consultation with the BoG.
Agenda 11	Approval by the BOG Committee members for the Change in name of the College.
Resolution 11	The newly proposed name "DR. SUDHIR CHANDRA SUR INSTITUTE OF TECHNOLOGY AND SPORTS COMPLEX" has been approved by the Board of Governing members and it was unanimously decided that this will come into effect from June 2020.




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The Chairman in his closing remarks expressed his sincere thanks to all the members present in the meeting for their valuable presence, participation, and constructive criticism with meaningful contributions.

The meeting concluded with the vote of thanks to the Chair by the Member Secretary.

Dr. S. M. Chatterjee
Chairman



Dr. Om Prakash Sharma
Member Secretary

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Annexure-I Department wise Details of Reserved Seats Academic Year: 2020-21

Department wise details of Reserved Seats for AY 2020-21					
Serial No.	Name of the Department	Distribution of Reserved Seats			Total
		SC	ST	OBC	
1	Department of CSE (B. Tech)	8	2	4	14
2	Department of Robotics (B. Tech)	2	0	1	3
3	Department of ECE (B. Tech)	3	1	1	5
4	Department of ME (B. Tech)	2	0	1	3
5	Department of CE (B. Tech)	3	1	1	5
6	Department of EE (B. Tech)	3	1	1	5
7	Department of AUE (B. Tech)	3	1	1	5
Total		24	6	10	40

Apart from the department wise reserved category seat break-up, the selected and relevant pages of the WBJEE Bulletin is attached herewith for the detailed description of the Reservation Policies adopted by the WBJEE authorities for private or self-financing institutions.




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Annexure-II

Department wise details of sanctioned faculties

Academic Year: 2020-21

Serial No.	Department	No. of sanctioned faculties			
		Professor	Associate Professor	Assistant Professor	Total
1	AUE	1	2	7	10
2	CE	2	2	6	10
3	CSE	1	2	13	16
4	ECE	3	5	13	21
5	EE	1	1	9	11
6	ME	2	1	18	21
7	BSH	4	8	21	33
Total		14	21	87	122

Note:

AUE: Department of Automobile Engineering

CE: Department of Civil Engineering

CSE: Department of Computer Science and Engineering


ECE: Department of Electronics and Communication Engineering

EE: Department of Electrical Engineering

ME: Department of Mechanical Engineering

BSH: Department of Basic Science and Humanities




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INFORMATION BULLETIN

WEST BENGAL JOINT ENTRANCE EXAMINATION-2020 (WBJEE-2020)

Date of Examination

02.02.2020 (Sunday)

(Tentative and may be changed in extraordinary circumstances)



West Bengal Joint Entrance Examinations Board

AQ-13/1, Sector V, Salt Lake City, Kolkata – 700 091


Toll free phone Nos.: 1800-1023-781, 1800-3450-050

Release date: 17th October 2020



Dr. Sudhir Chandra Sur
Principal
Dr. Sudhir Chandra Sur Degree
Engineering College
540, Dum Dum Road, Suranath
Kolkata - 74




Principal
Dr. Sudhir Chandra Sur Degree
Engineering College
540, Dum Dum Road, Suremath
Kolkata - 74

IMPORTANT INSTRUCTIONS FOR ON LINE APPLICATION	
<p>Candidates are required to go through the Information Bulletin carefully before applying for the examination</p> <p>Once an application is received, it will be construed that the candidate agrees to all terms & conditions, rules & regulations stipulated in the Information Bulletin and notices published by the Board for the said purpose.</p> <p>Any application not in compliance with the conditions specified in the Information Bulletin is liable to be rejected.</p>	
1.	Application for WBJEE-2020 must be done online only. No printed application form is available.
2.	Ensure filling genuine application form available on line at www.wbjeeb.nic.in
3.	<p>It is essential to have a mobile number and a unique email ID.</p> <p>All future communications will be sent to the registered mobile number and email ID. WBJEEB will not be responsible for non-receipt of any communication by the candidates if the mobile number and/or the email ID are wrong/non-existing/non-functional/changed.</p>
4.	<p>Once the registration details i.e. name, father's name, mother's name, gender and date of birth are entered and submitted, this information cannot be changed/modified/edited under normal circumstances.</p> <p>Also, the information must match exactly with the school admit cards, mark sheets, certificates, photo identity cards, caste/category certificates etc. which a candidate has to produce at the time of entering the examination hall, during admission and registration with the University.</p>
5.	Do not attempt to make any duplicate application.
6.	Do not share your application number; password, security question/answer with anyone.
7.	Upload scanned copy of photograph and signature as per the instructions provided in the Information Bulletin.
8.	If any information other than name, father's name, mother's name and date of birth given in the application needs to be corrected then the rectification can only be made within the given period notified in the Information Bulletin. The Board will not allow any correction thereafter.
9.	If any candidate receives any SMS/email regarding discrepancy in photograph/ signature uploaded by him/her, he/she must take corrective action immediately within one day.



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Kolkata - 74

10.	<p>Application fees for WBJEE-2020 is Rs 700 (Rupees Seven hundred only) for General candidates and Rs 500 (Rupees Five hundred only) for SC/ST/OBC-A/OBC-B candidates, plus the Bank's service charges as applicable.</p> <p>The above fee is for registration for examination as well as for counselling and is payable by Net Banking/Debit Card/Credit Card.</p> <p>At the time of counselling, exclusive JEE(Main)-2020 candidates (i.e. the candidates who did not appear for WBJEE-2020) will have to pay Rs 500 as registration fees.</p> <p>Once the on-line payment is complete, the system automatically generates the Confirmation Page to be downloaded. If the confirmation page is not generated, its an indication that the payment is not complete. In such case, the candidate is advised to make payment once again.</p> <p>Do not wait for the last day to make fee payment in order to avoid payment failure by Bank or EPG.</p>
11.	Keep copies of confirmation page, admit card in safe custody.
12	Candidates are requested to go through the Board's website (www.wbjee.nic.in/wbjeeb.in) regularly in order to update themselves for the latest information.
13	For any information of Academic Qualification in respect to admission into different Universities/Institutions and in respect to other specific criteria issued by the Government from time to time, the candidates are requested to go through the respective websites of the different Universities and Board's website regularly.
14	Board will not be held responsible by any way, if any candidate fails to aware himself/herself regularly on any updation.
	<p>For any query regarding the examination, contact:</p> <p>The Controller of Examinations West Bengal Joint Entrance Examinations Board AQ-13/1, Sector -V, Salt Lake City, Kolkata-700091 Examination Helpdesk: -1800-1023-781, 1800-3450-050 Email: Link <Contact Us> in www.wbjeeb.in</p>



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Engineering College
540, Dum Dum Road, Suremath
Kolkata - 74

Section	CONTENTS	Page
1.0	Introduction	8
2.0	The West Bengal Joint Entrance Examination-2020 (WBJEE-2020)	8
2.1	The mode of Examination	8
2.2	Subjects of Examination:	8
2.3	Syllabus of Examination:	8
2.4	Schedule of WBJEE-2020	9
2.5	Pattern of Question Papers in WBJEE-2020	9
2.6	Mode of answering in the examination	9
2.7	Scoring Methodology	10
2.8	Ranking Methodology and publication of Merit Lists	11
2.9	Tie-breaking Methodology in determination of Merit Rank:	12
2.9.1	Tie breaking Rule for GMR	12
2.9.2	Tie breaking Rule for PMR	12
2.9.3	Final Tie-breaking rule for GMR and PMR	12
2.10	Rules of the examination (WBJEE-2020)	13
3.0	Eligibility and academic qualification	13
3.1	Eligibility criteria for appearing in the WBJEE-2020	13
3.2	General Academic Qualifications for admission	13
3.2.1	For admission to Engineering courses	13
3.2.2	For admission to Pharmacy courses	13
3.2.3	Important consideration in terms of academic qualification	14
3.2.4	Important information regarding eligibility	14
3.3	Special eligibility criteria	14
3.3.1	Institute specific special eligibility criteria	15
3.3.1.1	University of Calcutta	15
3.3.1.2	Jadavpur University (Faculty of Engineering & Technology):	15
3.3.1.3	West Bengal University of Animal and Fishery Sciences	16
3.3.1.4	Neotia University	16
3.3.1.5	Aliah University	17
3.3.1.6	Sister Nivedita University	17
3.3.2	Course specific special eligibility criteria	17
3.3.2.1	The degree course in Marine Engineering	17
3.3.2.2	The Five-Year Degree Course in Architecture	17



Principal
Dr. Sudhir Chandra Sur Degree
Engineering College
540, Dum Dum Road, Suremath
Kolkata - 74

3.4	Requirements in terms of Residential/Domicile Criteria	18
3.4.1	Criteria to be treated as domicile of West Bengal and applicable proforma of certificate	18
3.4.2	Competent authority to issue domicile certificate	19
4.0	Category of participating institutions and scope of admission	20
4.1	Categories of Institutions	20
4.2	State funded/State aided Universities / University Departments (U)	20
4.3	Government Engineering & Technology Colleges (G)	20
4.4	Private & Self-Financing Universities (PU)	20
4.5	Private & Self-Financing Engineering & Technology Colleges (P)	20
4.6	Private & Self-Financing Engineering & Technology Colleges-Minority Institutions	21
5.0	Reservation of seats for students under Reserved Category	21
5.1	Reservation of Seats for SC/ST/OBC-A/OBC-B/PwD	21
5.1.1	Competent Authorities for the issuance of SC/ST Certificate	22
5.1.2	Competent Authorities for the issuance of OBC-A / OBC-B Certificate	22
5.1.3	Reservation of seats for PwD candidates	22
5.1.3.1	Special concessions to PwD candidates	22
5.2	Reservation of Seats for admission of the wards of Defense Personnel (Defense Quota Seats)	23
5.3	Seats for admission through JEE (Main) 2020	24
6.0	Tuition Fee Waiver (TFW) Scheme	24
6.1	Availability of seats under the Tuition Fee Waiver (TFW) Scheme	25
6.2	Submission of Income Certificate in availing seat under the TFW Scheme	25
7.0	Legal jurisdiction	26
8.0	Procedure for submission of application form, payment of examination fees and downloading/printing of the confirmation page	26
8.1	Application for WBJEE-2020	26
8.2	Registration	26
8.3	Application	27
8.4	Uploading of images	27
8.5	Payment of Examination Fees	28



Dr. Sudhir Chandra Sur Degree Engineering College
Principal
540, Dum Dum Road, Suremath
Kolkata - 74

8.6	Confirmation Page	28
8.7	Correction of application form	29
9.0	Admit Card	29
10.0	Allocation of examination center	30
11.0	Evaluation and declaration of result	30
12.0	Counselling/seat allotment and admission	32
APPENDIX -1	Proforma-a1 for domicile certificate	33
APPENDIX -2	Proforma-a2 for domicile certificate	34
APPENDIX -3	Proforma-b for domicile certificate	35
APPENDIX -4	Proforma for income certificate	36
APPENDIX -5	Syllabus	37
APPENDIX -6	Rules of the examination	45
APPENDIX -7	Examination Zones	47
APPENDIX-8	Important dates	48
APPENDIX-9	Guidelines for on line application	49
APPENDIX-10	Sample OMR	53
APPENDIX-11	Sample attendance sheet	54




 Principal
 Dr. Sudhir Chandra Sur Degree
 Engineering College
 540, Dum Dum Road, Suremath
 Kolkata - 74

	<p>2020.</p> <p>However, there may be some institutes allowed to admit students under management quota. Admission to such seats is not through WBJEEB-2020.</p> <p>Separate Fee-Structures are available for study in such Private & Self-Financing Institutions as may be defined by the Department of H. E., Govt. of W. B.</p>															
4.6	<p>Private & Self-Financing Engineering & Technology Colleges-Minority Institutions</p> <p>50% of approved seats shall be open to all categories of candidates and is available for admission through the WBJEE-2020.</p>															
5.0	Reservation of seats for students under Reserved Category															
5.1	<p>Reservation of Seats for SC/ST/OBC-A/OBC-B/PwD category of students</p> <p>Depending on the category of participating institutions, reservation of seats for such category of students shall be available following the guidelines as provided below:</p> <table><tr><th></th><th>Nature of Institutions</th><th>Applicability of Reservation Rules</th></tr><tr><td>1</td><td>State University/University Departments</td><td>Reservation rules of concerned University/ Authority</td></tr><tr><td>2</td><td>Government Engineering/ Technology / Pharmacy Colleges</td><td>Reservation rules of the State Government</td></tr><tr><td>3</td><td>Private & Self-Financing Engineering / Technology / Pharmacy Colleges</td><td>As per the decision of the concerned Institution</td></tr><tr><td>4</td><td>Private & self-Financing Universities</td><td>As per decision of the concerned Authority</td></tr></table> <p>a) However, availability of such reserved category seats shall be restricted to students domiciled in West Bengal only.</p> <p>b) Candidates claiming such seats must submit relevant Certificate issued from either of the competent Authorities as enlisted below.</p> <p>f) The certificate is to be produced during counselling, admission etc. If the certificate is then found to be invalid, the candidate will lose the opportunity of admission in reserved category.</p>		Nature of Institutions	Applicability of Reservation Rules	1	State University/University Departments	Reservation rules of concerned University/ Authority	2	Government Engineering/ Technology / Pharmacy Colleges	Reservation rules of the State Government	3	Private & Self-Financing Engineering / Technology / Pharmacy Colleges	As per the decision of the concerned Institution	4	Private & self-Financing Universities	As per decision of the concerned Authority
	Nature of Institutions	Applicability of Reservation Rules														
1	State University/University Departments	Reservation rules of concerned University/ Authority														
2	Government Engineering/ Technology / Pharmacy Colleges	Reservation rules of the State Government														
3	Private & Self-Financing Engineering / Technology / Pharmacy Colleges	As per the decision of the concerned Institution														
4	Private & self-Financing Universities	As per decision of the concerned Authority														



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5.1.1	<p>Competent Authorities for the issuance of SC/ST Certificate for candidates claiming under such reserve category of seats</p> <p>SC/ST Certificates are to be issued by any of the following authorities:</p> <ul style="list-style-type: none"> (i) Sub-Divisional Officers for all districts except Kolkata (ii) District Welfare Officer, Kolkata & Ex-Officio Joint Director, B.C.W. in case of Kolkata Municipal Area (as defined in clause (9) of Section 2 of K.M.C Act, 1980
5.1.2	<p>Competent Authorities for the issuance of OBC-A / OBC-B Certificate for candidates claiming under such reserve category of seats:</p> <p>As per Notification vide No. 374(71)-TW/EC/MR-103/94 dated 27/7/1994, read with Memorandum No. 1204-SBCW/MR-67/10 dated 27/7/2015 issued by Backward Classes Welfare Department. Govt. of W.B., the Sub Divisional Officer of a Sub- Division in a District is the certificate issuing authority. In Kolkata such certificate is issued by such an officer as the State Government by modification authorizes. Accordingly, the District Welfare Officer, Kolkata and Ex-officio Joint Director, BCW has been notified to act as the certificate issuing authority in respect of Kolkata covering the jurisdiction of the Kolkata Municipal Corporation.</p>
5.1.3	<p>Reservation of seats for PwD candidates</p> <p>Reservation will be available for candidates with 40% to 70% disabilities of following types, subject to the condition that the candidate can carry out all activities related to theory and practical work as applicable to B.E/B. Tech/B. Arch/B. Pharm courses without any special concession and exemption.</p> <ul style="list-style-type: none"> A. Locomotor disability B. Visual Impairment C. Hearing impairment D. Speech and language disability <p>In addition to the above four types, if any candidate of any other type of disability claim for PwD reservation, his/her admission in PwD category will be decided solely by the concerned institution/University.</p> <p>PwD certificates are to be issued by any of the following authorities</p> <p>Officer-in-Charge/ Head of Department/ Head of the institute of Sub-Divisional Hospitals, District Hospitals, Govt. Medical Colleges run by the Govt. of West Bengal.</p>
5.1.3.1	<p>Special concessions to PwD candidates</p> <ul style="list-style-type: none"> a) PwD candidates are eligible for 40% reduction on application fees. To avail the same, the candidate must formally apply in writing (enclosing a copy of his/her confirmation page and PwD certificate) to the



Dr. Sudhir Chandra Sur Degree Engineering College
Principal
540, Dum Dum Road, Suremath
Kolkata - 74

	<p>Chairman, WBJEEB and send/submit the application to the Board office by 31.01.2020.</p> <p>b) PwD candidates are entitled for 20 minutes extra time in each paper, for which the candidate must sit for the examination in the Board's office in Kolkata. To avail the concession, the candidate must formally apply in writing (enclosing a copy of his/her confirmation page and PwD certificate) to the Chairman, WBJEEB and send/submit the application to the Board office by 31.01.2020.</p> <p>c) Visually impaired PwD candidates are entitled to use a scribe/writer having less/lower academic qualification than the candidate. Highest qualification of such scribe/writer will be passed/appeared in 10th standard examination in 2020. To avail such facility, the candidate must sit for the examination in the Board's office in Kolkata. The candidate must formally apply in writing (enclosing a copy of his/her confirmation page and PwD certificate) to the Chairman, WBJEEB and send/submit the application to the Board office by 31.01.2020.</p> <p>d) The Board's decision in this regard will be final and binding on the candidate.</p>
5.2	<p>Reservation of Seats for admission of the wards of Defense Personnel (Defense Quota Seats)</p> <p>As per the Govt. Order vide No. 406(T), Dated, 09.06.2016 of the Higher Education Department, Govt. of West Bengal 13(thirteen) seats are available for admission of the wards of Defense Personnel through WBJEE-2020.</p> <p>Those seats are supernumerary in nature and separate allotment is done by the West Bengal Joint Entrance Examinations Board as per the following guidelines:</p> <p>A. For consideration under Defense Quota, intending candidates registered for the WBJEE-2020 will have to apply to the Rajya Sainik Board, Home Department, Government of West Bengal, Writers' Buildings, Kolkata - 700001 through the concerned Zila Sainik Board, W.B. (for ex-servicemen) and Units (for serving soldiers) in the prescribed form with an attested copy of WBJEE - 2020 Admit Card.</p> <p>B. Based on the recommendation of the said Rajya Sainik Board, a separate list shall be published by the WBJEEB for subsequent offline counselling and allotment of seats inter-se merit basis. Securing a General Merit Rank (GMR) is mandatory for such category of seat.</p> <p>C. Allotment of seats under Defense Quota is not through e-counseling.</p> <p>D. Institution-wise and course-wise availability of such seats under Defense Quota for 2018 is given below. List for 2020 shall be published before counseling.</p>



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Kolkata - 74

Sl. No.	Name of the Institution	Name of the available course(s)	No. of seats
1.	Jadavpur University	As decided by the University Authority	2
2.	Jalpaiguri Govt. Engg. College	1. Mechanical Engg. 2. Information Tech.	1 1
3.	Kalyani Govt. Engg. College	Electrical Engineering	1
4.	Purulia Govt. Engg. College	1. Comp. Sc. & Engg. 2. Electronics & Comm. Engg.	1 1
5.	Coochbehar Govt. Engg. College	1. Comp. Sc. & Engg. 2. Electronics & Comm. Engg.	1 1
6.	Govt. College of Engg & Leather Tech., Kolkata	Leather Technology	1
7.	Govt. College of Engineering & Ceramic Tech., Kolkata	Information Tech.	1
8.	Govt. College of Engineering & Textile Tech., Serampur	Information Tech.	1
9.	Govt. College of Engineering & Textile Tech., Berhampur	Comp. Sc. & Engg.	1

5.3	<p>Seats for admission through JEE (Main) 2020</p> <p>Seats are available for student's merit listed in JEE (Main) 2020 up to the extent of 10% of the approved seats in all Self-Financed Engineering & Technology Colleges of West Bengal.</p> <p>Allotment of seats shall be strictly based on merit and preference of students through the counselling process conducted by the WBJEEB.</p> <p>The eligibility and other criteria described in section 3 for admission to degree level Engineering / Technology / Pharmacy / Architecture courses, will be applicable for JEE (Main) 2020 merit listed candidates also.</p>
6.0	Tuition Fee Waiver (TFW) Scheme



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