

**MODALITIES REGARDING EXECUTION OF “MANDATORY ADDITIONAL REQUIREMENT FOR EARNING B.TECH. DEGREE” PROGRAM FOR STUDENTS**

1) Necessary steps should be taken to make all Students, of all years, thoroughly aware regarding their “Mandatory Additional Required Activities for earning B.Tech.Degree”.

College website, Departmental notice board will display all necessary information related to “Mandatory Additional Required Activities for earning B.Tech. Degree”.

Mentors will also inform and assist the students(mentee) under him/her in this regard.

If required, members of the “Committee for Mandatory Additional Requirement for earning B. Tech. Degree & Societal outreach program” [ hereinafter, termed as “Committee” ] may be consulted.

2) Each ‘Club/ Program Coordinator or, in-charge teacher of any specific co-curricular, extra-curricular activities’ will issue necessary Certificates in each semester to the concerned students related to the said Club or Program/activity which may come under ‘Mandatory Additional Activities for earning B. Tech. Degree’. If possible, Principal may counter sign or, facsimile Signature of the Principal will be affixed to the Certificates.

The Certificates issuing in-charge teacher related to Clubs/activities should maintain a register bearing the name and class of the students to which the certificates are issued for any possible future reference.

A Common Certificate in this respect may be thought of.

3) Any other listed Mandatory Activities undertaken directly (like Course completion under NPTEL etc., Blood donation etc.) by the students must procure the original Certificates on their own.

4) The ‘Committee’ will provide a soft/hard copy of format to keep “Record of Activities for Mandatory Additional Requirements” [ hereinafter termed as “Point earned record book” ] to each Department. Each Department will distribute the same among the students through the mentors.

5) Each student should maintain a file containing the obtained Certificates by him/her and correctly enter the earned points into the “Point earned record book”.

6) Marks will only be awarded to the listed activities and courses prescribed by MAKAUT.

7) Each mentor should keep personal profile files of students under him/her. The file will subsequently contain “Point earned record book” (Mentor’s copy) and two sets of photocopies of Certificates related to Mandatory Activities undergone by the students.

8) At the end of each semester/year, each student must make two photocopies of the Certificates earned and submit his/her file to the respective mentor for updating his/her earned marks into the Mentor’s Copy of “Point earned record book” meant for him/her. The student also handover two sets photocopies of the Certificates earned.

The mentor will attest the two sets of photocopies of Certificates after verification with the original and keep them in his/her(mentor’s) file. Mentor will also ensure that the marks are correctly entered into both mentee and mentor’s copy of “Point earned record books”. The students’ files are to be returned to the students with original certificates and Students Copy of “Point earned record book”.

9) Immediately after the end of 8<sup>th</sup> Semester examination the Mentor will submit duly signed copy of “Point earned record book” (only Mentor’s copy) along with two sets of attested photocopies of Certificates of each outgoing students under him/her to the Head of the Department. The Points earned in all the semesters to be added to find the “Total Earned Point”.

The Head of the Department will sign in each “Point earned record book” and then arrange to make a photocopy of all “Point earned record books”.

Students’ “Point earned record books”, in a similar way, be signed by the Mentor as well as by the Head of the Department and returned to them.

Each year the same process will continue for all outgoing students.

10) All the “Total Earned Points” by each 8<sup>th</sup> semester student will be entered into a ‘Mark sheet’ similar to other subject mark sheets. Like other subject marks, this ‘Mark Sheet’ containing ‘Total earned Points’ of the 8<sup>th</sup> semester students will be forwarded to the Controller of Examination.

As an initial case, for the coming year the respective “Committee” members of each department may perform this task. After that a system in this regard will be devised.

11) The “Point earned record books” of outgoing students including photocopies of certificates in two separate file (each file containing one copy of “Point earned record books” and one copy of each certificate of the students) to be duly forwarded to the Controller of Examination by the Head of the Department. One file will then be forwarded to MAKAUT and another will be kept for College record.

12) All students must earn stipulated minimum points under “Mandatory Additional Activities” to earn B. Tech. degree.

However, any student can earn more than minimum stipulated marks without any limit and that will be reflected in his/her “Point earned record book” as well as in mark sheet.

13) Since, so far, no guideline has been identified or, prescribed by MAKAUT regarding maximum and/or minimum Points to be earned by ‘Mandatory Additional Activities’ by each student in each semester/ year, it is provisionally decided that students will be encouraged to earn at least between 10 (minimum) to 30 points in each academic year to keep these activities evenly poised during their entire degree course without affecting other routine academic activities.

14) The present “Committee” Members of each department will Co-ordinate the process in his/her department in consultation of the Head of the Department.

15) Name of the “Committee” members :

- i) Dr. Soupayan Mitra, Associate Professor, ME Dept. : Chairman
- ii) Dr. Santanu Das, Associate Professor, EE Dept. : Member
- iii) Prof. Kebal Kabiraj, Assistant Professor, CE Dept. : Member
- iv) Prof. Maitreyee Biswas, Assistant Professor, ECE Dept: Member
- v) Prof. Animesh Hazra, Assistant Professor, CSE Dept: Member
- vi) Prof. Suman Mondal, Assistant Professor, ME Dept : Member
- vii) Prof. Debamita Saha, Assistant Professor, IT Dept : Member
- viii) Dr. Arindam Saha, Assistant Professor, Physics Dept : Member
- ix) Prof. Niharul Alam, Assistant Professor, Chemistry Dept: Member

**MAKAUT (WBUT ) GUIDELINES REGARDING MANDATORY ADDITIONAL ACTIVITIES FOLLOW:** [http://www.wbut.ac.in/datas/users/0-mar\\_final\\_degree.pdf](http://www.wbut.ac.in/datas/users/0-mar_final_degree.pdf)

**Mandatory Additional Activities Record keeping Format of MAKAUT:**  
<http://www.wbut.ac.in/datas/users/0-record%20of%20activities%20for%20mar.pdf>