

Government of West Bengal
Higher Education Department
Integrated Law Cell
Bikash Bhavan, Salt Lake City, Kolkata- 700091

No.281L/HED-23012/59/2024-ILC SEC-Dept. of HE

Dated 30.10.2024

MEMORANDUM

SUB: - Standard Operating Procedure (SOP) for setting up self financing degree College in West Bengal

WHEREAS, Higher Education Department issued a policy and guidelines for setting up self financing degree college in West Bengal vide notification No- 885- Edn (CS) dated 17.09.2015;

AND WHEREAS, it is felt necessary to frame a Standard Operating Procedure (SOP) for streamlining the process and to dispose of such applications expeditiously in a time bound manner;

NOW THEREFORE, a Standard Operating Procedure (SOP) is framed in the following manner:-

1. The Integrated Law Cell shall act as the Nodal Branch for this purpose
2. The Integrated Law Cell shall initiate the file **within a period of one (1) month from the date of receipt of the application.**
3. The application shall only be considered as complete application if the application is submitted in accordance with Para 7(A)(B)(C)(F) of the notification No-885-Edn(CS) dated 17.09.2015.

4. Upon satisfactory compliance of the requirements mentioned in Para 7, the Integrated Law cell shall initiate a proposal for formation of Enquiry Committee in accordance with Para 8(A) and (B) of the notification No- 885-Edn (CS) dated 17.09.2015 for approval of competent authority of Higher Education Department. **The entire process shall be completed within one month from the date of the initiation of file.** If the proposal is found to be not viable in terms of the policy, that shall be communicated to the applicant **within 15 days** with the approval of the competent authority of the Higher Education Department.
5. The Enquiry Committee shall submit its report **within a period of one month** from the date of constitution of Enquiry Committee.
6. If the Enquiry Committee cannot submit its report within the stipulated time then the committee shall take permission from the Department for extending the time limit.
7. Upon receipt of the Enquiry Report the Integrated Law Cell shall examine the report and place its findings before the competent authority of Higher Education Department. **The entire process has to be completed within a period of 2 months.**
8. If the enquiry report is satisfactory then LOI may be issued **within a period of 2 months** as mentioned above. If the report is not satisfactory the regret letter has to be communicated to the applicant with the approval of Competent Authority of Higher Education Department. The draft LOI will be prepared by Integrated Law Cell and thereafter place before Competent Authority for approval of LOI.
9. After the issuance of LOI the applicant **will be allowed 12 months** time from the date of issuance of LOI for necessary compliance **which may be extended**

to 6 months in accordance with Para 8H of the notification No- 885-Edn(CS)dated 17.09.2015.

10.If the State Government receives no compliance report within the stipulated time the LOI shall be treated as revoked.

11.If necessary compliance in terms of LOI has been made by the applicant the NOC may be issued within a period of 2 months from date of receipt of compliance. The draft NOC will be put up by Integrated Law Cell with terms and conditions before the competent authority for issuance of NOC.

Psc
30/10/24
Principal Secretary to the
Government of West Bengal

No. 281/1(8) L/ HED-23012/59/2024-ILC SEC-Dept. of HE

Dated 30.10.2024

Copy forwarded for information and necessary action to:-

1. Senior Special Secretary (T), of this Department;
2. Senior Special Secretary (CS), of this Department;
3. Senior Special Secretary (U), of this Department;
4. OSD & ex-officio Senior Special Secretary (Law) of this Department;
5. Director of Public instruction, West Bengal;
6. Private Secretary to the HMIC of this Department;
7. Senior P.S. to the Principal Secretary of this Department;
8. Guard File.

Chandan Kish
Assistant Secretary