MANDATORY DISCLOSURES
of
INSTITUTE OF SCIENCE & TECHNOLOGY MANAGEMENT

1. **Name of the Institution :**
   - **Institute of Science & Technology Management**
   - **Address** : Dhurabila, Dhamkuria, Chandrakona Town, Paschim Medinipur, Pin-721201, W.B
   - **Email ID** : chairman@istonline.org.in / support@istonline.org.in
   - **Contact No.:** 9083265518 / 9083265515
   - **Website** : www.istonline.org.in

2. **Name and address of the Society :**
   - Gopsai Avinandan Sangha
   - **Address** : Gopsai, Chandrakona Town, Paschim Medinipur, Pin-721201, W.B
   - **Email ID** : chairman@istonline.org.in
   - **Contact No.:** 9775384488
   - **Website** : www.gasonline.org.in

3. **Name and Address of the Principal :**
   - **Name** : Dr. Mithun Das
   - **Address** : Chandrakona Town, Paschim Medinipur, Pin-721201, W.B
   - **Email ID** : academic@istonline.org.in
   - **Contact No.:** 9083283906

4. **Name of the affiliating University :**

   Maulana Abul Kalam Azad University of Technology (Formerly known as WBUT)

5. **Governance**

   - **Members of the Board and their brief background :**

SL NO.	NAME	ADDRESS	OCCUPATION	DESIGNATION
1.	Anindita Ghosh	Vill-Gopsai, PO- Chandrakona Town Dist: Paschim Medinipur Pin-721201	Social Work	President
2	Mahadev Ghosh	Vill-Gopsai, PO- Chandrakona Town Dist: Paschim Medinipur Pin-721201	EX-Teacher & Social Work	Asst. Secretary
3.	Pravas Ghosh	Vill-Gopsai, PO- Chandrakona Town Dist: Paschim Medinipur Pin-721201	Educationist	Secretary
4.	Pranali Ghosh	Vill-Gopsai, PO- Chandrakona Town Dist: Paschim Medinipur Pin-721201	Doctor & Social Work	Vice President
5.	Arijit Ghosh	Vill-Gopsai, PO- Chandrakona Town Dist: Paschim Medinipur Pin-721201	Social Work	Treasurer
6.	Ketaki Paul	Vill-Bhalukkundu P.O.-Karasia Dist: Paschim Medinipur Pin: 721201	Social Work	Member
7.	Pradip Ghosh	Aparna Pally, Satbankura Chandrakona Road Dist: Paschim Medinipur Pin-721253	Social Work	Member

- **Members of Academic Advisory Body :**

SL NO	NAME	PROFESSION	DESIGNATION
01	Pravas Ghosh	Educationist	Chairperson
02	Anindita Ghosh	Social worker	Member
03	Arijit Ghosh	Social worker	Member
04	Pranali Ghosh	Doctor	Member
05	Principal/Teacher-in-Charge	Service	Member
06	Nominee of Govt. of W.B	Ex-Officio	Member
07	Nominee of AICTE	Ex-Officio	Member
08	Nominee of (MAKAUT,WB)	Ex-Officio	Member

- **Frequently of the Board Meeting and Academic Advisory Body :**

Board Meeting : 4 times in a Year (Interval of 3 Months)

Academic Advisory Body :

Academic Advisory Body Meeting : 6 times in a Year (Interval of 2 Months)

- **Organizational chart and processes**

Governing Body - Chairman – Principal – HOD – Faculty

Admin Officer - Office Staff

Accounts Officer- Accounts Asst.

- **Nature and Extent of involvement of Faculty and students in academic affairs/improvements :**

Governing body, Academic Cell, Internal Quality Assurance Cell have faculty students involvement in academic affairs/improvements.

- **Mechanism/ Norms and Procedure for democratic/ good Governance :**

  a. Open House meetings
  b. Open Door Policy
  c. Personalized performance monitoring
  d. Communication of Performance
  e. Departmentalization of Work
  f. Designated personnel for each class and Hostel
  g. Fast redressal of grievances
  h. Turn Around time allocated to all administrative tasks
  i. Platform for students to take responsibility and perform and show excellence
  j. Dedicated training and placement
  k. Continuous feedback and improvement processes

- **Student Feedback on Institutional Governance/ Faculty performance :**

  1. Alumni Feedback is taken from Alumni for the academic year. The analysis helped the institute in development of curriculum for 'Autonomy'.

  2. Feedback about Faculty is taken from students twice a semester. The various parameters on which teaching is assessed are: Communication Skills, Quality of Teaching/ Academic input, Subject Knowledge, Content and Method of Delivery, Resourcefulness, Readiness of teacher, Accessibility and Availability of Teacher in Campus/ Department.

  3. An Institute level Parent Teacher meeting is conducted once every semester. During the meeting, parents are made aware about their wards' attendance, academic performance for the semester as well as about the various learning processes conducted in the institute.

- **Grievance Redressal mechanism for Faculty, staff and students :**

Institute has developed a Grievance redressal portal www.istonline.edugrievance.com where Faculty, staff and students can raise their grievance. After that, member of Grievance Redressal committee will resolve the Grievances.

- **Establishment of Anti Ragging Committee :** The Institute constituted an Anti Ragging Committee to prevent ragging in the College Campus with the following members.

ANTI RAGGING COMMITTEE

NAME	PROFESSION	CONTACT NO	E-MAIL ID
PRAVAS GHOSH	SOCIAL WORKER	9083265518	chairman@istonline.org.in
MITHUN DAS	SERVICE	9038088950	management@istonline.org.in
SUMIT KARMAKAR	SERVICE	9083265515	ist.faculty7.2020@gmail.com
MANISHA PAL	SERVICE	9083265510	ist.faculty2.2020@gmail.com
SATYAKI SARKAR	SERVICE	9083265511	ist.faculty3.2020@gmail.com
SUBHENDU MAITY	SERVICE	9083265512	ist.faculty4.2020@gmail.com
PARTHA KHAMRAI	SERVICE	9083265508	ist.faculty13.2020@gmail.com
RITWIKA GHOSH	SERVICE	9083265516	ist.faculty8.2020@gmail.com
ANIMESH KUMAR DE	SERVICE	9083265517	ist.faculty9.2020@gmail.com

- **Establishment of Online Grievance Redressal Mechanism**

Institute has developed a Grievance redressal portal www.istonline.edugrievance.com where Faculty, staff and students can raise their grievance. After that, member of Grievance Redressal committee will resolve the Grievances.

- **Establishment of Grievance Redressal Committee in the Institution and Appointment of OMBUDSMAN by the University :**

The Institute has established a Grievance Redressal Committee to resolve the grievance of students, staffs of the Institute.

GRIEVANCE REDRESSAL COMMITTEE

NAME	PROFESSION	CONTACT NO	E-MAIL ID
PRAVAS GHOSH	SOCIAL WORKER	9083265518	chairman@istonline.org.in
MITHUN DAS	SERVICE	9083283906	director@istonline.org.in
SUMIT KARMAKAR	SERVICE	9083265515	ist.faculty7.2020@gmail.com

- **Establishment of Internal Complaint Committee (ICC)**

The Institute has established a Internal Complaint committee to prevent sexual harassment and ensure their wide dissemination.

Internal Complaint Committee (ICC)

NAME	DESIGNATION	PROFESSION	MOB NO	MAIL-ID
DR. KARUNAMOY BHATTACHARYA	CHAIRPERSON	ACDEMIC	9083265515	director@istonline.org.in
MITHUN DAS	MEMBER	ACADEMIC	9083265515	mithundas_18@yahoo.co.in
SNEHANGSHU ADHIKARY	MEMBER	NON TEACHING	9083265508	admin@istonline.org.in
PROSENJIT ROY	MEMBER	ADMIN	9083265507	prosenjitroy.440@gmail.com
RITWIKA GHOSH	MEMBER	TEACHING	9083265508	ist.faculty8.2020@gmail.com

- **Establishment of Committee for SC/ST :**

The Institute has established a SC/ST committee with following members :

NAME	PROFESSION	CATEGORY	MOB NO	MAIL ID
MITHUN DAS	TEACHING	ACADEMIC	9083283906	mithundas_18@yahoo.com
ACHINTYA BASU	ADMIN	ADMIN	9083265511	accounts@istonline.org.in
SOUVIK PAUL	STUDENT	ACADEMIC	9083265512	souvikpal0001@gmail.com
ANKUSH SAMANTA	STUDENT	ACADEMIC	9083265508	ankushsamanta062@gmail.com
RAJESH GHOSH	STUDENT	ACADEMIC	9083265520	rajeshghoshwb05@gmail.com

- **Internal Quality Assurance Cell**

Internal Quality Assurance Cell (IQAC) has been established for the post-accreditation quality sustenance measure for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education. The primary responsibility of IQAC is to ensure quality enhancement and sustenance. It ensures the efficiency and effectiveness of measures taken/methods used to provide high quality education and evaluate the degree to which each task is fulfilled. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realization of the goals of quality enhancement and sustenance.

Objective of IQAC

The Prime objective of the IQAC is to develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.

6. **Programmes :**

- **Name of Programmes approved by AICTE :**

LEVEL OF COURSE	NAME OF THE COURSE	INTAKE
BBA	BACHELOR IN BUSINESS ADMINISTRATION	30
BBA (HM)	BACHELOR IN BUSINESS ADMINISTRATION (HOSPITAL MANAGEMENT)	30
BCA	BACHELOR IN COMPUTER APPLICATION	30

- **Name of Programmes Accredited by NBA :**
- Status of Accreditation of the Courses
  - Total number of Courses : **0**
  - No. of Courses for which applied for Accreditation : **0**
  - Status of Accreditation – Preliminary/ Applied for SAR and results awaited/ Applied for SAR and visits completed/ Results of the visits awaited/ Rejected/ Approved for . . Courses (specifythe number of courses): **Preliminary**

- **For each Programme the following details are to be given (Preferably in Tabular form) :**

LEVEL OF COURSE	NAME OF THE COURSE	INTAKE	DURATION	FEE
BBA	BACHELOR IN BUSINESS ADMINISTRATION	30	4 Yrs	1,04,000.00
BBA (HM)	BACHELOR IN BUSINESS ADMINISTRATION (HOSPITAL MANAGEMENT)	30	4 Yrs	1,77,000.00
BCA	BACHELOR IN COMPUTER APPLICATION	30	4 Yrs	1,77,000.00

- **Placement Facilities :** Available
- **Campus placement in last three years with minimum salary ,maximum salary and average salary :**
- **Name and duration of Programme(s) having Twinning and Collaboration with Foreign University(s)and being run in the same Campus along with status of their AICTE approval. If there is Foreign Collaboration, give the following details** :

  Not Applicable

7. **Faculty : Course/Branch wise list Faculty members:**

SL	SALUTE	1ST NAME	M.NAME	L.NAME	DEPARTMENT
1	Mr.	MITHUN		DAS	MANAGEMENT
2	Mr.	PARTHA		KHAMRAI	MANAGEMENT
3	Mr.	SOUMALYA		MISHRA	MANAGEMENT
4	Ms.	MANISHA		PAL	MANAGEMENT
5	Mr.	SATYAKI		SARKAR	MANAGEMENT
6	Mr.	SUBHENDU		MAITY	BASIC SCIENCE & HUMANITIES
7	Mr.	SUMANTA		SAHOO	BASIC SCIENCE & HUMAINITIES
8	Ms.	SUBRATA		BERA	COMPUTER SCIENCE & ENGINEERING
9	Mr.	SUMIT		KARMAKAR	COMPUTER SCIENCE & ENGINEERING
10	Ms.	RITWIKA		GHOSH	COMPUTER SCIENCE & ENGINEERING
11	Ms.	ANIMESH	KUMAR	DE	COMPUTER SCIENCE & ENGINEERING
12	Ms.	SAYAN		PRADHAN	COMPUTER SCIENCE & ENGINEERING
13	Mr.	KAILASH		DAS	BASIC SCIENCE & HUMANITIES
14	Mr.	TUSHAR		RUDRA	BASIC SCIENCE & HUMANITIES
15	Ms.	POULAMI		MONDAL	BASIC SCIENCE & HUMANITIES
16	Ms.	MST SAHIN		SULTANA	BASIC SCIENCE & HUMANITIES
17	Ms.	ANKRITA		NIYOGI	BASIC SCIENCE & HUMANITIES
18	Ms.	ARPITA		GHOSH	BASIC SCIENCE & HUMANITIES
19	Mr.	ARIJIT		DUTTA	BASIC SCIENCE & HUMANITIES
20	Mr.	ARUP		MANDAL	MANAGEMENT
21	Mr.	AVIJIT		MUKHERJEE	MANAGEMENT
22	Mr.	SARODA		MONDAL	MANAGEMENT

- Permanent Faculty : **22**
- Adjunct Faculty : **0**
- Permanent Faculty: Student Ratio : **1:15**
- Number of Faculty employed and left during the last three years : NA

8. **Profile of Principal :**

- **Name** : Dr. Mithun Das
- **Date of Birth** : 18-05-1977
- **Education Qualifications** : MBA, PHD
- **Work Experience**
  - **Teaching** : 10 Yrs
  - **Research** : 4 Yrs
  - **Industry** : 2 Yrs
  - **others**
- **Area of Specialization** : Management
- **Courses taught at Diploma/ Post Diploma/ Under Graduate/ Post Graduate/ Post Graduate Diploma Level** : Under Graduate (As per syllabus of MAKAUT)
- **Research guidance(Number of Students)**
  - **No. of papers published in National/ International Journals/ Conferences :** 02
  - **Master (Completed/Ongoing)** : Completed
  - **Ph.D. (Completed/Ongoing)** : Completed

9. **Fee : Details of Fee, as approved by State Fee Committee, for the Institution :**

LEVEL OF COURSE	NAME OF THE COURSE	INTAKE	FEE
BBA	BACHELOR IN BUSINESS ADMINISTRATION	30	1,04,000.00
BBA (HM)	BACHELOR IN BUSINESS ADMINISTRATION (HOSPITAL MANAGEMENT)	30	1,77,000.00
BCA	BACHELOR IN COMPUTER APPLICATION	30	1,77,000.00

- **Time schedule for payment of Fee for the entire Programme : July & Jan Every Year**
- **No. of Fee waivers granted with amount and name of students :**

  Diploma – 05,
- **Number of scholarship offered by the Institution, duration and amount** : 04
- **Criteria for Fee waivers/scholarship** : As per Govt. Norms
- **Estimated cost of Boarding and Lodging in Hostels : 7800.00 Per Month**

10. **Admission**

- Number of seats sanctioned with the year of approval

LEVEL OF COURSE	NAME OF THE COURSE	INTAKE	LATEST YEAR OF APPROVAL
BBA	BACHELOR IN BUSINESS ADMINISTRATION	30	2024-2025
BBA (HM)	BACHELOR IN BUSINESS ADMINISTRATION (HOSPITAL MANAGEMENT)	30	2024-2025
BCA	BACHELOR IN COMPUTER APPLICATION	30	2024-2025

- **Number of applications received during last two years for admission under Management Quota and number admitted :** 100 Approx

11. **Admission Procedure :**

   - **Mention the admission test being followed, name and address of the Test Agency/State Admission Authorities and its URL (website) :**

LEVEL OF COURSE	NAME OF THE TEST AGENCY	NAME & ADDRESS OF THE TEST AGENCY	URL
Management	CET	Maulana Abul Kalam Azad University of Technology NH-12 (Old NH-34) Simhat Haringhata, Nadia 741249, West Bengal	https://makaut.formflix.com/

   - **Number of seats allotted to different Test Qualified candidate separately (AIEEE/ CET (State conducted test/ University tests/ CMAT/ GPAT)/ Association conducted test etc.) :**

   As per Govt. Norms

   - **Calendar for admission against Management/vacant seats:**
     - Last date of request for applications   : According to Govt. Notification
     - Last date of submission of applications   : According to Govt. Notification
     - Dates for announcing final results   : According to Govt. Notification
     - Release of admission list (main list and waiting list shall be announced on the same day)   : According to Govt. Notification
     - Date for acceptance by the candidate (time given shall in no case be less than 15days)   : According to Govt. Notification
     - Last date for closing of admission   : According to Govt. Notification
     - Starting of the Academic session   : According to Govt. Notification
     - The waiting list shall be activated only on the expiry of date of main list   : According to Govt. Notification
     - The policy of refund of the Fee, in case of withdrawal, shall be clearly notified   : According to Govt. Notification

12. **Information of Infrastructure and Other Resources Available**

   - **Number of Class Rooms and size of each**   : 20 – Size each Room : 66 Sq. Mtr

   - **Number of Tutorial rooms and size of each**   : 10 – Size each room : 33 Sq. Mtr

   - **Number of Laboratories and size of each**   : 52- Size each Room : 66 Sq. Mtr

   - **Number of Computer Centres with capacity of each** : 03 (50 Capacity Each Centre)

   - **Central Examination Facility, Number of rooms and capacity of each**   : 20 (60 Capacity Each)

   - **Online examination facility (Number of Nodes, Internet bandwidth, etc.)**   : 150, 80 MBPS Internet Bandwidth)

   - **Barrier Free Built Environment for disabled and elderly persons**   : Yes, Ramp & Lift Available

   - **Occupancy Certificate**   : Yes

   - **Fire and Safety Certificate**   : Yes

   - **Hostel Facilities**   : Yes

- **Library**
  - **Number of Library books/ Titles/ Journals available (Programme-wise)** : 36542
  - **List of online National/ International Journals subscribed :** 100

  - **E- Library facilities :** Yes
  - **National Digital Library(NDL) subscription details :** Yes
- **Laboratory and Workshop**
  - **List of Major Equipment/Facilities in each Laboratory/Workshop** : As per norms
  - **List of Experimental Setup in each Laboratory/Workshop :** As per norms
- **Computing Facilities**
  - **Internet Bandwidth** : 80MBPS
  - **Number and configuration of System** : 150, Intel i5 Processor, 500 GB HDD, 8 GB Ram, 15" Color Monitor, Mouse, Keybaord
  - **Total number of system connected by LAN** : 150
  - **Total number of system connected by WAN** : 50
  - **Major software packages available** : MS-WINDOW, MS-OFFICE, VISUAL BASIC, C & C++, Python, Unix etc.
  - **Special purpose facilities available (Conduct of online Meetings/Webinars/Workshops, etc.)** : Projector, Screen, Sound System Etc.
  - **Facilities for conduct of classes/courses in online mode (Theory & Practical) :**
    E-learning method equipment available
  - **Innovation Cell** : Available
  - **Social Media Cell** : Available
  - **Compliance of the National Academic Depository (NAD), applicable to PGCM/ PGDM Institutions and University Departments :** Yes
  - **List of facilities available**
    - **Games and Sports Facilities** : Available
    - **Extra-Curricular Activities** : Available
    - **Soft Skill Development Facilities** : Available
  - **Teaching Learning Process**
    - Curricula and syllabus for each of the Programmes as approved by the University :
      Management : MAKAUT
    - **Academic Calendar of the University** : Yes
13. **List of Research Projects/ Consultancy Works**
    - **Industry Linkage** : Yes
    - **MoUs with Industries (minimum3(10))** : 05

LoA and subsequent EoA till the current Academic Year : Newly Applied

14.   Accounted audited statement for the last three years :

INDEPENDENT AUDITOR'S REPORT

To
The Members of
Gopsai Avinandan Sangha,
At- Gopsai, Chandrakona Town-721201.
Dist. Paschim Medinipur .

We have audited the accompanying financial statements of **Gopsai Avinandan Sangha (Consolidated)** which comprise the Balance Sheet as at 31st March, 2023 and the Income & Expenditure statement for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation of these financial statements in accordance with the Income Tax Act, 1961. This responsibility includes the design, implementation and maintenance of internal control relevant to the preparation of the financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with the Standards on Auditing issued by the Institute of Chartered Accountants of India. Those Standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Trust's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of the accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion and to the best of our information and according to the explanations given to us, the financial statements **Gopsai Avinandan Sangha (Consolidated)**, for the year ended 31st March, 2023 give a true and fair view :-

i)   In the case of the Balance Sheet, of the state of affairs of the Trust as at 31st March, 2023;

ii)   In the case of the Income and Expenditure Account, of the deficit for the year ended on that date.

For ROY GHOSH & ASSOCIATES
CHARTERED ACCOUNTANTS

The 23rd September, 2023.
KHARAGPUR

PANCHANAN BERA
PARTNER
MEMB.NO.: 054413

(UDIN: 23054413BGXXOD5273)

GOPSAI AVINANDAN SANGHA (CONSOLIDATED)

GOPSAI, CHANDRAKONA TOWN,
PASCHIM MEDINIPUR, WEST BENGAL, PIN - 721201

INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31.03.2023

	Schedule	F.Y.2022-23 Rs.	F.Y.2021-22 Rs.
INCOME			
Other Income	9	30,21,005	24,43,958
Fees From Student	10	17,50,63,615	12,44,72,472
TOTAL		**17,80,84,620**	**12,69,16,430**
EXPENDITURE			
Academic Expenses	11	54,78,448	84,90,257
Administrative and General Expenses	12	9,06,61,683	3,56,24,189
Repair & Maintenance	13	1,94,69,253	68,44,302
Depreciation	5	-	-
Staff Payment & Benefits	14	7,40,42,123	6,49,67,152
Website Expenses		-	
Finance cost		-	
TOTAL		**18,96,51,507**	**11,59,25,900**
Balance Being Excess of Expenditure Over Income		**(1,15,66,887)**	**1,09,90,530**
ACCOUNTING POLICY	14		
NOTES ON ACCOUNTS	15		

As per our report of even date

For ROY GHOSH & ASSOCIATES
CHARTERED ACCOUNTANTS

The 23rd September 2023
Kharagpur

PANCHANAN BERA
PARTNER
MEMB. NO. 054413
FIRM REGN. NO. 320094E
UDIN : 23054413BGXXOD5273

GOPSAI AVINANDAN SANGHA (CONSOLIDATED)

GOPSAI, CHANDRAKONA TOWN,
PASCHIM MEDINIPUR, WEST BENGAL, PIN - 721201

BALANCE SHEET AS AT 31.03.2023

	Schedule	F.Y.2022-23 Rs.	F.Y.2021-22 Rs.
SOURCES OF FUNDS			
CAPITAL FUND	1	14,54,82,184	14,54,82,184
GENERAL FUND	2	5,18,22,517	6,33,89,404
ADVANCES	3	5,80,410	38,42,08,588
CURRENT LIABILITIES	4	26,84,80,578	19,62,79,447
TOTAL		**46,63,65,690**	**78,93,59,623**
APPLICATION OF FUNDS			
FIXED ASSETS	5	24,67,65,360	20,39,19,028
OTHER ASSETS	5A	15,47,63,650	15,47,63,650
INVESTMENTS	6	5,07,81,216	2,95,10,144
CURRENT ASSETS	7	74,93,513	83,63,517
ADVANCES & DEPOSITS	8	65,61,952	39,28,03,284
TOTAL		**46,63,65,690**	**78,93,59,623**
ACCOUNTING POLICY	14		
NOTES ON ACCOUNTS	15		

As per our report of even date

For ROY GHOSH & ASSOCIATES
CHARTERED ACCOUNTANTS

The 23rd September 2023
Kharagpur

PANCHANAN BERA
PARTNER
MEMB. NO. 054413
FIRM REGN. NO. 320094E
UDIN : 23054413BGXXOD5273