

# WEST BENGAL STATE COUNCIL OF TECHNICAL & VOCATION EDUCATION AND SKILL DEVELOPMENT

(A Statutory Body under West Bengal Act XXVI of 2013)

"Karigori Bhavan", 4<sup>th</sup> Floor, Plot-B/7, Action Area-III, Rajarhat, New Town, Kolkata - 700160

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## UNDERTAKING

I do hereby declare that the following information furnished herein under by me in respect of present infrastructural and other facilities available with my **institute**, namely, \_\_\_\_\_ for conduct of AICTE approved diploma courses with specified intakes, are true and correct to the best of my knowledge and any deviation, if found at any point of time in future, the affiliation shall be liable to be cancelled automatically.

Date: \_\_\_\_\_ **Signature with seal of the**  
Authorized Signatory (as per AICTE appeal)

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## INFORMATION FORMAT (Academic Session: 2022 - 2023)

1. Name of the Polytechnic/Institute : \_\_\_\_\_
2. Address: \_\_\_\_\_
  - (a) District \_\_\_\_\_
  - (b) Sub-Division
  - (c) Block/ Municipality/ corp.
  - (d) PIN \_\_\_\_\_
3. Contact Nos. : \_\_\_\_\_ Fax Nos. : \_\_\_\_\_
4. E-mail Address : \_\_\_\_\_ Website : \_\_\_\_\_
5. Nearest Railway Station: \_\_\_\_\_ Distance : \_\_\_\_\_ Km. (Approx.)
6. Nearest Police Station: \_\_\_\_\_ Phone Number: \_\_\_\_\_
7. Name & Address of the Organisation/Trust/Society (for Pvt. Polytechnics only):  
\_\_\_\_\_
8. Name of the President/Secretary: \_\_\_\_\_

**9. Principal's Details:**

(a) Name: \_\_\_\_\_

(b) Academic Qualifications: \_\_\_\_\_

(c) Age: \_\_\_\_\_ (d) Years of Experience: \_\_\_\_\_ (e) Appointed on: \_\_\_\_\_

**10. Ongoing Academic Programme:**

(a) Approved intake Details as per AICTE in 22-23

Sl. No.	Branch	Shift	Approved Intake (2022-23)	Number of Regular Faculties	Remarks (New branch/Increase/decrease in Intake/Closure)

(b) Faculty Details : (If required, separate list may be attached, signed by the authority with seal)

Sl. No.	Branch (Code)	Name of Teachers	Years of Experience	Date of Joining	Contact Mobile No.	Gross Monthly Salary (Rs.)
1						
2						
3						
4						
5						
6						
7						
8						
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25						

**11. Details of Infrastructural facilities:**

**(a) Available Class Rooms:**

Branch (code)	Number of Rooms	Total Seating Capacity	Size	Remarks

**(b) Available Laboratories:**

Branch Code	Number of Laboratories Available	Available Number of experimental Set-up	Remarks if any

**(c) Library Details:**

Dept. Name	Total Number of Books available	Books issued per student

**12. Mandatory Requirements:**

Sl. No.	Facilities	Availability (Yes/No)	Size/Number (as applicable)
1	Stand Alone Language Laboratory		
2	Potable Water supply and outlets for drinking water		

	at strategic locations		
3	Electric Supply		
4	Backup Electric Supply		
5	Sewage Disposal		
6	Telephone and Fax		
7	Xerox Machine		
8	Vehicle Parking		
9	Safety Provisions (including fire)		
10	General Insurance for assets		
11	Motorized Road		
12	General & Departmental Notice Board		
13	Grievance Redressal Committee		
14	Anti-Ragging Committee		
15	Drawing Hall for total approved intake		
16	General Workshop		
17	First aid, Medical and Counselling facilities		
18	Training & Placement Cell		
19	Internal Complaint Committee (ICC)		
20	Sports facilities		
21	Students Safety Insurance		
22	Implementation of student Induction Programme		
23	Waste Management and environment improvement measures to ensure a sustainable Green Campus		

13. **Safe Custody for Confidential Materials:** \_\_\_\_\_

14. **Total Fee received from the Students :**

Year	Fees
First Year	
Second Year	
Third Year	

15. **Additional Information (if any):** \_\_\_\_\_

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**Signature with seal** of the  
Authorized Signatory (as per AICTE appeal)

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**(NB:** Please, do not furnish incomplete or ambiguous information which may lead to delay in further action)