

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

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

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

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

-----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

INFORMATION FORMAT

(Academic Session: 2020-21)

1. Name of the Institute : _____
2. Address with PIN Number & Block : _____

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 :

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) Course Details:

Sl. No.	Branch Code	Shift	Approved Intake (2019-20)	Number of Regular Faculties	Remarks (New branch/Increase 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 the Regular Teachers	Years of Experience	Date of Joining	Contact Mobile No.	Gross Monthly Salary (Rs.)
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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	Potable Water supply and outlets for drinking water at strategic locations		
2	Electric Supply		
3	Backup Electric Supply		
4	Sewage Disposal		
5	Telephone and Fax		
6	Xerox Machine		
7	Vehicle Parking		

8	Safety Provisions (including fire)		
9	General Insurance for assets		
10	Motorised Road		
11	General & Departmental Notice Board		
12	Anti-Ragging Committee		
13	Drawing Hall for total approved intake		
14	General Workshop		
15	Medical Facility		
16	Training & Placement Cell		

13. Safe Custody for Confidential Materials: _____

14. Total Fee received from the Students :

Semester - 1 / Year 1		
Semester - 2 / Year 2		
Semester - 3 / Year 3		
Semester - 4		
Semester - 5		
Semester - 6		

15. Additional Information (if any): _____

**Signature with seal of the
Authorized Signatory**

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