



West Bengal State Council of Technical & Vocational Education & Skill Development

(Technical Education Division)

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

Karigori Bhavan, (4th floor), Plot No. B/7, Action Area-III, New Town, Rajarhat, Kolkata 700160

☎ : (91-33) 23247030

Report Format For the Institute to be submitted before Inspection

1. Name of the Centre : _____
2. Address : _____

3. Date of Inspection : _____
4. Contact Number (Mobile) : _____
(Land Line) _____
5. Official Email id : _____
6. Year of Establishment : _____
7. a) Type of the Organisation : _____
(Society/NGO/Trust/ Proprietorship)

7. b) Organisational Objective :

8. Proposed courses: Proposed Academic Session : _____

Srl. No.	Course Name	Council prescribed structure	Duration in Hours	Intake
1		Yes / No		
2		Yes / No		
3		Yes / No		
4		Yes / No		

9. Infrastructural Facilities available with Centre:

	Quantity / no.s Facilities	Existing	Under construction	Size in Sq. Ft. - Existing	Size in Sq. Ft. under construction	Total Capacity
	Classroom					
	Laboratory					
	Library					
	Office					
	Toilets – Ladies / Girls					
	Toilets – Gents / Boys					
	Drinking Water	(Yes / No)	(Yes / No)			

10. Equipments in Computer Laboratory:

Items	Quantity	Year of purchase & Brief Specification
Computer		
Printer		

11. Faculty Members engaged by the Centre (attach additional sheet, if required):

Course name	Name of Faculty Member	Highest Qualification	Name of the University / Board	Experience in years

(Add separate page, if required)

12. List of Instruments / Tools / Machines / Equipments (as prescribed in the Council's curricula to be submitted by the centre on the day of Inspection)

Course title	Name of the tools etc.	Existing in stock	No.(s) To be procured	Total no.s	Proposed date of procurement

(Add separate page, if required)

13. List of Documents to be submitted by the centre on the day of Inspection

- a) A copy of the floor layout of the center as per the sanctioned plan by the local authority, duly attested by the Head of the Institution
- b) A copy of the Certificate of Registration of the Society / Trust, duly attested by the Head of the Institution, to be enclosed
- c) A copy of Ownership deed / Agreement of Tenancy of the building, duly attested by the Head of the Institution, are to be enclosed
- d) A copy of Audited accounts for last three years, duly attested by the Head of the Institution, are to be submitted.
- e) Certificates from the competent authority are to be submitted in respect of Power connection and Sanitation, duly attested by the Head of the Institution, are to be submitted.
- f) Class Routine indicating both theory and practical classes duly attested by the Head of the Institution in conformity with the requirement of the curriculum
- g) A letter of declaration in respect of the Fire & Safety measures available in the centre duly signed by the Head of the Institution
- h) List of equipment, for each and every course proposed required for conducting theory and practical classes.
- i) Weekly academic-schedule of all the courses (affiliated, non-affiliated) conducted at the center with the class-room no.s and duration with start-time and end-time of each period and concerned faculty name

14. Library Facility:

Course name	Number of books available	Number of magazines subscribed

Details of Academic Conduct of the Institute

15. Duration of daily academic schedule of the Courses currently being conducted :

- a) Daily Office hours : **start-time** – _____ and **end-time** – _____ ; **Weekly Off-day** – _____
 b) Daily academic hours for the courses currently being conducted other than proposed courses :

Sl. No.	Course name (other than the proposed courses)	Name of affiliating body, if any	Course duration	Academic hours total	No. of days per week	start-time	end-time	No. of periods / day	Intake Capacity

(Add separate page, if required)

16. Proposed Daily academic hours for the courses to be conducted under affiliation of the Council:

Sl. No.	Course name (other than the proposed courses)	Course duration	Academic hours total	No. of days per week	start-time	end-time	No. of periods per day	Intake Capacity

(Add separate page, if required)

17. Consolidated statement of Weekly distribution of physical infrastructure of the Center for all the courses being conducted and to be conducted under affiliation of the Council

☆ **For Weekday-1 (No. of theoretical class-rooms - _____, No. of practical class-rooms - _____)**

Sl. No.	Course name (All the proposed courses and also the running courses)	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Period 9	Period 10
	<u>Course 1</u>										

☆ This table is to be prepared for every academic weekday. If the center has 6-day week, it should enclose 6 such tables for each workday. Provision was made for 10 periods each day for each course. Theoretical or practical classes are conducted. Each cell against a course-name have mention theoretical class room no., short name of the teacher/practical trainer. A separate list detailing the full-name and short-name of the teaching faculty.

18. Recorded ‘History of placement’, if any, related to the existing/running courses [for last three years]

Sl. No.	Course name (s)	Academic Session	Intake Capacity	No. of pass-out		No. in service	No. of self-employed			

(Add separate page, if required)

19. Prospect of placement in the proposed courses, as perceived

Sl. No.	Course name (s)	Intake Capacity	Prospective industry for employment	Type of employment

(Add separate page, if required)

20. Course-wise organizational objective

Sl. No.	Course name (s)	Skills to be inducted	Industry applicability	Type of employment

I do hereby declare that the information furnished above and in the preceding 3-pages by me in respect of the present infrastructural and other relevant details available with this training center namely, _____ for conduct

Duly authenticated by the Institute-Head with seal

of the proposed STVT courses under WBSCTVESD and other affiliating authority and non-affiliated with specified intakes are true and correct to the best of my knowledge and belief. Any deviation, if found, at any point of time in future, leading to any deficiency from norms will lead to cancellation of affiliation automatically.