



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)

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

Information format (STVT/BOCE)

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

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

Sl. No.	Course Name	Duration in Hours	Approved Intake
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

9. Infrastructural Facilities available with Centre:

Facilities	Quantity	Size in Sq. Ft.	Capacity
Classroom			
Laboratory			
Library			
Office			
Toilets (Gents / Ladies)			
Mention (Yes / No)	Drinking Water For students	Electrical Safety Certificate	Fire Safety Certificate

10. Equipments in Computer Laboratory:

Items	Quantity	Year of purchase
Computer		
U.P.S.		
Printer		
Scanner		

11. Faculty Members engaged by the Centre: Please attach additional page if required.
 (Please attach photo copy of appointment letters duly signed and stamped by the centre)

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

12. Library facility:

Course name	Number of books available	Number of magazines subscribed

13. Documents to be attached:

- a) Copy of last affiliation letter
- b) Fire Safety certificate
- c) Electrical Safety certificate – Self declaration
- d) Ownership certificate/Rental certificate

DECLARATION
<p>I do hereby declare that above information furnished by me is true to the best of my knowledge and belief. If any of the above furnished information is found to be false at any point of time in future, affiliation (if allowed) of the courses of my centre with the WBSCT&VE&SD will be cancelled automatically and I shall be liable for any punitive action to be taken by the Council in this regard. My centre will abide by all norms and standards of the Council in respect of conduct of STVT courses.</p> <p style="text-align: right;">Signature with Seal & Date of Authorized Signatory</p>

Full name of the Authorised Signatory: _____

Designation: _____