



West Bengal State Council of Technical Education

Karigori Bhavan, 4th Floor, B/7, AA-III, New Town, Rajarhat, Kolkata 700160

Website: www.webscte.org

Memo No. 248 -SC(T)E

Date: 04.05.2015

Notification

Subject: Submission of filled in Information Format

Kind attention: Principals / Heads of the Institution
All Self-financed Polytechnics in the State

This is for information of all concerned Principals / Heads of the Institution of all existing (old) self-financed polytechnics those who have received AICTE approval for continuation of diploma courses in the academic session 2015-16 that for the purpose of extension of renewal of affiliation by this Council for the said session, specific information in prescribed '**Information Format**' have to be submitted to the office of the WBSCTE by **22.05.2015**. The furnished information should essentially be complete in all respect. The information format attached to this notification may be downloaded. Hard copy of the format will also be available from the Council. The filled in format must be signed by the same authorized signatory (as done while submitting application to AICTE) by the respective polytechnics. For 2nd shift, separate 'Information Format' has to be used.


04.05.15
Secretary, WBSCTE

WEST BENGAL STATE COUNCIL OF TECHNICAL EDUCATION

(A Statutory Body under West Bengal Act XXI of 1995)

"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 **polytechnic**, 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)

INFORMATION FORMAT (Academic Session: 2015 - 2016)

1. Name of the Polytechnic/Institute : _____
2. Address with PIN Number : _____

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) Course Details:

Sl. No.	Branch Code	Shift	Approved Intake (2014-15)	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.)
1						
2						
3						
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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	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	Motorised 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	Medical Facility		
18	Training & Placement Cell		

13. Safe Custody for Confidential Materials: _____

14. Total Fee received from the Students :

	Management Quota	JEXPO Quota	VOCLET
Semester - 1			
Semester - 2			
Semester - 3			
Semester - 4			
Semester - 5			
Semester - 6			

15. Additional Information (if any): _____

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

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