

**West Bengal State Council of Technical and Vocational  
Education and Skill Development**  
(Technical Education Division)  
Karigori Bhavan, Plot-b/7, Action Area-III, Rajarhat, Newtown, Kolkata-700160

Memo No. WBSCTVESD/TED/I/2015-16/1291

Dated, 21 April 2017

**Notification**

**Subject: Affiliation in 2017-18**

**Kind attention: Principals / Heads of the Institution**  
All Self-financed Polytechnics (Existing & New)

This is for information of all concerned Principals / Heads of the Institution of all Self-financed Polytechnics (existing & new) in the State that for securing affiliation of the WBSCT&VE&SD for the AICTE approved diploma courses in the academic session 2017-18, Polytechnics have to submit application to the office of this Council at Rajarhat seeking affiliation for their AICTE approved diploma courses in 2017-18 by **02.05.2017**. Following documents are required to be attached with the application.

- 1) Authenticated photo copy of the AICTE approval for 2017-18.
- 2) Authenticated photo copy of the last year's affiliation letter (for existing polytechnics only).
- 3) Authenticated photo copy of the NOC from competent authority in case of 'No Admission' status for any AICTE approved course(s) in 2017-18.
- 4) Filled in Declaration Format for affiliation, 2017-18 (available on webscte.org).

Application letter must contain branch and shift wise AICTE approved intakes for the academic year 2017-18 in tabular form and relevant remarks in case of 'No Admission' cases for both JEXPO & VOCLET.

Concerned Principals/Heads of the Institution are requested to take note of the above and take necessary action at the earliest to enable the Council to complete the process of affiliation within the stipulated time limit.

  
21.4.17  
**SAO (TE)**  
WBSCT&VE&SD

# 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 **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)

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## INFORMATION FORMAT

(Academic Session: 2017 - 2018)

1. Name of the Polytechnic/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 (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 (2016-17)	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): \_\_\_\_\_

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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)