

PROFORMA FOR ENLISTMENT OF INSTITUTES / ORGANISATIONS UNDER THE SCHEME FOR SKILL DEVELOPMENT FOR THE REGISTERED JOB-SEEKERS OF THE LABOUR DEPARTMENT

1. ORGANISATIONAL DETAILS :

- 1.1 Name and address of the Head Office of the Institution / Organisation with date of establishment, Fax Number, Phone Number(s), e-mail etc. :
- 1.2 Organisations having Head Office outside the State should mention details in respect of their local Office in West Bengal :
- 1.3 Total number of Institutes under the Organisation:
 - a) Own Centres :
 - b) Franchises :
- 1.4 Name and address of the Centres / Franchises of an Organisation for which this application is made alongwith their Phone Number(s), e-mail addresses and Names of the In-Charge with his contact number :
- 1.5 Registration documents of the Institution / Organisation :
- 1.6 Name, designation and address of the contact person alongwith Pin Code, Fax Number, Phone Number(s) etc. in respect of the Head Office / Centres / Franchises of an Organisation:
- 1.7 Type of Institution / Organisation :
 - i) Private / NGO
 - ii) Registered Society
 - iii) Government Undertakings
 - iv) Any other

2. TRAINING & EVALUATION DETAILS:

2.1 COURSE DETAIL :

Sl no	Name of The Course	Eligibility Criteria		Duration & Contact Hours	Session	Batch-wise Intake Capacity	No. of batches per year	Fee	Year of commencement of the course	Whether approved by any Separate Agency
		Qlfn	Age							

- 2.2 If not approved by any separate Agency mention the mode of examination, evaluation and certification in detail :
- 2.3 Whether all the Centres / Franchises (in case of an Organisation) run the courses with same fees? If not mention the reason :
- 2.4 Whether curriculum and syllabi have been framed centrally? If so, please attach one copy for each course :
- 2.5 The deliverables, i.e. the expected minimum skill to be attained on completion of the course should be specified :

3. ADMISSION PROCEDURE :

- 3.1 Basis of admission:
- 3.2 Last date of admission for each session:
- 3.3 Whether 'Admission Register' is maintained?

4. Whether daily attendance register is maintained?

5. Whether weekly work schedule etc. is followed?

6. TRAINING SUPPORT SYSTEM :

6.1 State the major machine / equipment etc. available (Department / Classroom wise):

6.2 State about the other teaching aids available in the Institute:

6.3 In case of IT / ITeS related courses specify the 'Computer- Student' ratio:

6.4 How many posts of teacher, laboratory assistant, other supporting stuff (Existing as well as vacant)?

6.5 Average 'Student – Teacher' ratio in the Institute:

6.6 State whether any library services available (with reading room facility or without reading room facility):

7. INFRASTRUCTURE :

7.1 Whether the Institution / Centre or Franchise of an Organisation for which application relates is situated in rented / own premises:

7.2 Total area of the Institution / Centre or Franchise of an Organisation:

7.3 State average size of classrooms, library, laboratory, staff room, students' common room etc.

8. Submit the last two years' audited annual accounts:

9. PLACEMENT :

9.1 Does the Institution / Organisation maintain any Placement Cell? If yes, give a brief note :

9.2 Placement performance of the Organisation for the last two years vis-à-vis total enrolment

:

10. Court case if any:

11. Any other information about the Institution / Organisation that the applicant likes to mention:

Declaration

I declare that all information given above is true to the best of my knowledge and in case of any change in information in respect of Institution / any Centre or Franchise, that will be duly intimated to the Directorate of Employment .If Directorate of Employment finds any discrepancy in the same during verification, the Directorate may reject the proposal for enlistment. The Directorate of Employment may cancel enlistment of any Institution / Centre or Franchise of the Organisation due to non-fulfillment of the norms and standards for enlistment, if it is detected in any subsequent inspection in future.

Name and signature with seal of the
authorized signatory on behalf of the Organisation

(In case of Organisations please furnish details in respect of each Centre / franchise for Items 3,4,5,6 & 7 and in case of Institutions please strike off as the points are not applicable for an Institution)**

INFORMATION SCHEDULE (FOR ORGANISATION)

A. Organisation Information

A.1 Name of the Organisation :

A.2.1 Address of the Head Office of the Organisation

A.2.2 Address of the Local Head Office of the Organisation :
(in case the head office is outside West Bengal)

A.3 Organisation's contact No. (both head office & local head office)

Phone :

Fax :

Email :

A. 4 Name & designation of Head of the Organisation :

A.5 Name of contact person/s with phone numbers at the local head office

Office :

Mobile :

A.6 Total number of Centre

Own Centre :

Franchisees :

(Enclose Centre list with address / Phone No./
Contact person's name & mobile no.)

A.7 Number and name of Course/s :
(details to be furnished)

A.8 Whether all Centre conduct all courses uniformly :
(If not specify the information in the 'Centre List')

A.9 Payment to be made in favour of :
(Mention operational name / A/C number / Bank Name)

Signature-
Name-
Designation-
Date-

[Use letter head while submitting the information]

B. Course Details

Sl. No.	Name of the Course	Eligibility Criteria		Duration (in month)	Cont act hours	Intake capacity per batch	Total batch in a year	Fees	Sessi on	Rem arks	
		Age									Qualification (Minimum)
		Min	Max								

Signature-
Name-
Designation-
Date-

- Note: 1. In case there is any Course certified by any Government / Global Agency mention it specifically against the course name in 'Remarks' column
2. Use letterhead while submitting the information

C. Centre Details

Sl No.	Name of the Centre	Adress	Phone No.	Name of contact person	Phone No., Fax No., Email of the contact person	Name of the courses conducted by the Centre

Signature-
Name-
Designation-
Date-

D. Infrastructure Details of Centres :

**NORMS AND STANDARDS FOR EMLISTMENT UNDER THE SCHEME FOR SKILL DEVELOPMENT FOR
THE REGISTERED JOB-SEEKERS**

Organisation / Institution	Registered under Register of Societies / Registration Department
Classroom	20 students / stream 200 sq. ft. minimum (additional space will be required for increased intake)
Laboratory / Workshop	20 students / stream 300 sq. ft.
Library	20 students / stream 100 sq. ft.
Administration	100 sq. ft.
Staff Room	50 sq. ft.
Toilet Block	40 sq ft (separate toilet blocks for men and women)
Equipment / tools / instruments etc.	Two students per machine
Student – Teacher ratio	
Intake capacity	Maximum 30 students per batch
Library	Adequate library facility