



## Centre Accreditation Affiliation Form (CAAF)

### Training Centre Report

Training Centre Id: TC049872

CAAF Submitted on:

#### 1 - General Details

Training Centre Details

Details	Information Provided by Training Provider
Name of the Training Provider (TP)	TP004826
Training Centre Name	HIMALAYAN VOCATIONAL TRAINING CENTRE
Type of Training Centre	TP Owned
Website (If Any)	
Social Media Link (If Any)	
Availability of Security / Security Guards at the Centre	Yes
Availability of Biometric Attendance System	Aadhaar Enabled
Availability of Greenery	Yes
Proximity to Public Transport System	0- 3 KM
Name of Nearest Bus Stop/Bus Stand/Metro Station/Railway Station	Gossaigaon, Assam, India
Building Status	Industrial/Commercial Building
Type of Construction of Building	Not Pre Fabricated
Is the TC Building well Plastered, Color Distempred/Whitewashed?	Yes
TC Walls/Roofs are made of TIN/Bamboo Sheets	No
Centre Flooris Furnished	
Centre Flooris Tiled/Cemented?	Cemented
Front Facade of the Building	Reinforced Cement Concrete (RCC)
Approach Road to the Centre	10
Is the Centre Easily Accessible?	Yes
Previous State of the Building	Any Other

<b>Is the TC Currently Functional?</b>	No
<b>Availability of Internet at the Centre</b>	Speed of 1 MBPS And Above
<b>Availability of Power Back Up (UPS/Genset/Inverter)</b>	Yes
<b>Categories of other Programs offered by TC</b>	Yes
<b>Is the Degree Program NSQF Aligned?</b>	
<b>Is the Diploma Program NSQF Aligned?</b>	
<b>Is the Vocational Program NSQF Aligned?</b>	
<b>Is the Private Program NSQF Aligned?</b>	
<b>Are Others Programs NSQF Aligned?</b>	

#### Contact Details

<b>Details</b>	<b>Information Provided by Training Provider</b>
<b>SPOC Name</b>	Mr.LAIFUNG NARZARY
<b>SPOC Mobile Number</b>	9476716791
<b>SPOC Alternate Number</b>	
<b>SPOC Email ID</b>	ashadip.hvti@gmail.com
<b>Name of Centre Principal/ Director</b>	Mrs.PRITTY RANI BASUMATARY
<b>Contact Number of Principal/ Director</b>	8812840592
<b>Email Address of Principal/ Director</b>	igct.org2016@gmail.com

#### Centre Address Details

<b>Details</b>	<b>Information Provided by Training Provider</b>
<b>Address Line 1</b>	GOSSAIGAON W/NO. 4 (GWJWNPURI)
<b>Address Line 2</b>	P.O+PS-GOSSAIGAON
<b>State/UT</b>	ASSAM
<b>District/City</b>	KOKRAJHAR
<b>Sub district (Tehsil/Mandal)</b>	Kokrajhar
<b>Parliamentary Constituency</b>	Kokrajhar
<b>Landmark</b>	SRIRAMPUR-GUWAHATI, NH31C ROAD & Padmabil T.P Road
<b>Pin Code</b>	783360
<b>Area Classification of Centre</b>	Rural
<b>Is Entire Centre Situated at the Ground Floor?</b>	No
<b>Address Proof Type</b>	Electricity Bill

#### Commendations and Affiliations Details?

2 - JobRole Details

Details	Information Provided by Training Provider
Job Role	Domestic Data Entry Operator
Skill Sector	IT-ITES Sector Skill Council
Is the Trainee to Trainer Ratio in the Range of 10:1 to 30:1?	Yes
Total Number of Parallel Batches you plan to run for this Job Role at a given point of time.	2
Remarks	

3- Classrooms Details.

Details	Information Provided by Training Provider
Classroom Serial Number	Classroom 1
Floor Area (In Sq.Ft)	425
Availability of any Type of Projector	Yes
Availability of Air Conditioner	No
Availability of CCTV Camera with Recording Facility	Yes
Proposed Batch Size (for this Class Room)	30
Proposed Number of Batches per day in this Classroom	2
Availability of Adequate Light in the Classroom	Yes
Availability of Exhaust Fan	No
Electrical Wires and Switchboard Secured	Yes
Classroom Well Ventilated	Yes
Availability of Dustbin in the Classroom	Yes
Is the Classroom Clean and Hygienic?	Yes
Contact of Fire Brigade, Ambulance, Hospital Emergency Numbers displayed in the Classroom	Yes
Contact of Fire Brigade, Ambulance, Hospital Emergency Numbers displayed in the Classroom	Yes
Remark (If Any)	

4 - Laboratory Details.

Details	Information Provided by Training Provider
Lab Type	Sector Specific + Digital Literacy Lab
Is the Lab also used as Classroom?	No
Lab Serial Number	Lab 1
Total Number of Computers / Laptops in IT Labs	30
Availability of Internet	Yes
Availability of Air Conditioner	Yes
Floor Area (In Sq.Ft)	420

<b>Proposed Batch Size for this Lab</b>	30
<b>Proposed Number of Batches per day in this Lab</b>	2
<b>Availability of CCTV Camera with Recording Facility</b>	Yes
<b>Availability of Adequate Light in the Lab</b>	Yes
<b>Availability of Exhaust Fan</b>	No
<b>Electrical Wires and Switchboard Secured</b>	Yes
<b>Lab Well Ventilated</b>	Yes
<b>Availability of Dustbin in the Lab</b>	Yes
<b>Is the Lab Clean and Hygienic?</b>	Yes
<b>Contact of Fire Brigade, Ambulance, Hospital Emergency Numbers displayed in the Lab</b>	Yes
<b>Remark (If Any)</b>	

#### 5 - Centre Area Details

<b>Details</b>	<b>Information Provided by Training Provider</b>
<b>Area Type</b>	Parking if any
<b>Type of Washroom</b>	N/A
<b>Floor Area (In Sq.Ft)</b>	200
<b>Availability of Air-Conditioning</b>	N/A
<b>Availability of Exhaust Fan</b>	
<b>Electrical Wires and Switchboard Secured</b>	
<b>Room is Well Ventilated</b>	
<b>Availability of Dustbin in the Room</b>	
<b>Is the Room Clean and Hygienic?</b>	
<b>Availability of CCTV Camera with Recording Facility</b>	Yes
<b>Remark (If Any)</b>	N/A
<b>Area Type</b>	Office Space
<b>Type of Washroom</b>	N/A
<b>Floor Area (In Sq.Ft)</b>	75
<b>Availability of Air-Conditioning</b>	No
<b>Availability of Exhaust Fan</b>	No
<b>Electrical Wires and Switchboard Secured</b>	Yes
<b>Room is Well Ventilated</b>	Yes
<b>Availability of Dustbin in the Room</b>	Yes
<b>Is the Room Clean and Hygienic?</b>	Yes
<b>Availability of CCTV Camera with Recording Facility</b>	No
<b>Remark (If Any)</b>	N/A
<b>Area Type</b>	Pantry
<b>Type of Washroom</b>	N/A

<b>Floor Area (In Sq.Ft)</b>	70
<b>Availability of Air-Conditioning</b>	No
<b>Availability of Exhaust Fan</b>	Yes
<b>Electrical Wires and Switchboard Secured</b>	Yes
<b>Room is Well Ventilated</b>	Yes
<b>Availability of Dustbin in the Room</b>	Yes
<b>Is the Room Clean and Hygienic?</b>	Yes
<b>Availability of CCTV Camera with Recording Facility</b>	No
<b>Remark (If Any)</b>	N/A
<b>Area Type</b>	Counselling Area
<b>Type of Washroom</b>	N/A
<b>Floor Area (In Sq.Ft)</b>	120
<b>Availability of Air-Conditioning</b>	No
<b>Availability of Exhaust Fan</b>	No
<b>Electrical Wires and Switchboard Secured</b>	Yes
<b>Room is Well Ventilated</b>	Yes
<b>Availability of Dustbin in the Room</b>	Yes
<b>Is the Room Clean and Hygienic?</b>	Yes
<b>Availability of CCTV Camera with Recording Facility</b>	Yes
<b>Remark (If Any)</b>	N/A
<b>Area Type</b>	Placement And Entrepreneurship Cell
<b>Type of Washroom</b>	N/A
<b>Floor Area (In Sq.Ft)</b>	180
<b>Availability of Air-Conditioning</b>	No
<b>Availability of Exhaust Fan</b>	No
<b>Electrical Wires and Switchboard Secured</b>	Yes
<b>Room is Well Ventilated</b>	Yes
<b>Availability of Dustbin in the Room</b>	Yes
<b>Is the Room Clean and Hygienic?</b>	Yes
<b>Availability of CCTV Camera with Recording Facility</b>	No
<b>Remark (If Any)</b>	N/A
<b>Area Type</b>	Reception Area
<b>Type of Washroom</b>	N/A
<b>Floor Area (In Sq.Ft)</b>	85
<b>Availability of Air-Conditioning</b>	No
<b>Availability of Exhaust Fan</b>	No
<b>Electrical Wires and Switchboard Secured</b>	Yes
<b>Room is Well Ventilated</b>	Yes
<b>Availability of Dustbin in the Room</b>	Yes
<b>Is the Room Clean and Hygienic?</b>	Yes

<b>Availability of CCTV Camera with Recording Facility</b>	Yes
<b>Remark (If Any)</b>	N/A
<b>Area Type</b>	Library
<b>Type of Washroom</b>	N/A
<b>Floor Area (In Sq.Ft)</b>	75
<b>Availability of Air-Conditioning</b>	No
<b>Availability of Exhaust Fan</b>	No
<b>Electrical Wires and Switchboard Secured</b>	Yes
<b>Room is Well Ventilated</b>	Yes
<b>Availability of Dustbin in the Room</b>	Yes
<b>Is the Room Clean and Hygienic?</b>	Yes
<b>Availability of CCTV Camera with Recording Facility</b>	No
<b>Remark (If Any)</b>	N/A

#### 6 - Residential Facilities

<b>Details</b>	<b>Information Provided by Training Provider</b>
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#### 7 - Facilities

<b>Details</b>	<b>Information Provided by Training Provider</b>
<b>Availability of Ramps at the Entrance of the Centre</b>	Yes
<b>Availability of a Dedicated Housekeeping Staff</b>	Yes
<b>Washroom is Clean and Hygienic</b>	Yes
<b>Availability of Daily Inspection Card/Checklist in the Washroom</b>	Yes
<b>Availability of Safe Drinking Water</b>	Water Purifier
<b>Availability of Fire Fighting Equipment</b>	Yes
<b>Fire Safety Instructions Displayed at the Centre</b>	Yes
<b>Availability of First Aid Kit</b>	Yes
<b>Is the First Aid Kit Wall Mounted at the Centre?</b>	Yes
<b>Contact of Fire Brigade, Ambulance, Hospital, Emergency Numbers Displayed in the Reception Area</b>	Yes
<b>Availability of Photocopier</b>	Yes
<b>Availability of Printer</b>	Yes

#### 8 - Trainers Details

<b>Details</b>	<b>Information Provided by Training Provider</b>
<b>Trainer Name</b>	Suman Poudyal
<b>Aadhaar Number</b>	
<b>Trainer Identified for Job Role</b>	Domestic Data Entry Operator
<b>Trainer's Certified for which SSC</b>	IT-ITES Sector Skill Council
<b>Highest Qualification</b>	10 + 2 Pass
<b>Does the Trainer have Minimum Qualification as per SSC Criteria?</b>	
<b>Trainer Certified in Entrepreneurship by NIESBUD or Similar Agency</b>	No
<b>Name of Agency from which Entrepreneurship Certification Obtained</b>	
<b>Trainer is Full Time/Part Time Basis</b>	Full Time
<b>Type of Resource</b>	Dedicated Resource
<b>Trainer Mobile Number</b>	7002024589
<b>Total Years of Experience</b>	4
<b>Out of Total Experience, Sector Related Experience (In Years)</b>	2
<b>Out of Total Experience, Teaching Industry Experience(In Years)</b>	2
<b>Remark</b>	
<b>Trainer Name</b>	Dhaneswar Adhikary
<b>Aadhaar Number</b>	
<b>Trainer Identified for Job Role</b>	Domestic Data Entry Operator
<b>Trainer's Certified for which SSC</b>	IT-ITES Sector Skill Council
<b>Highest Qualification</b>	10 + 2 Pass
<b>Does the Trainer have Minimum Qualification as per SSC Criteria?</b>	
<b>Trainer Certified in Entrepreneurship by NIESBUD or Similar Agency</b>	No
<b>Name of Agency from which Entrepreneurship Certification Obtained</b>	
<b>Trainer is Full Time/Part Time Basis</b>	Full Time
<b>Type of Resource</b>	Dedicated Resource
<b>Trainer Mobile Number</b>	8876366774
<b>Total Years of Experience</b>	4
<b>Out of Total Experience, Sector Related Experience (In Years)</b>	2
<b>Out of Total Experience, Teaching Industry Experience(In Years)</b>	2
<b>Remark</b>	

9 - Centre Staff Details

Details	Information Provided by Training Provider
Type of Support Staff	Receptionist/ Front Office Coordinator
Name	Chishilia Brahma
Highest Qualification	10 + 2 Pass
Highest Experience (In Years)	1
Shared or Dedicated Resource	Dedicated Resource
Remark	
Type of Support Staff	Counselor
Name	Sansumwi Brahma
Highest Qualification	10 + 2 Pass
Highest Experience (In Years)	2
Shared or Dedicated Resource	Dedicated Resource
Remark	
Type of Support Staff	Placement Coordinator
Name	Sudem Eufram
Highest Qualification	10 + 2 Pass
Highest Experience (In Years)	2
Shared or Dedicated Resource	Dedicated Resource
Remark	
Type of Support Staff	MIS Coordinator
Name	Ansuma Basumatary
Highest Qualification	BA
Highest Experience (In Years)	1
Shared or Dedicated Resource	Dedicated Resource
Remark	
Type of Support Staff	Administration Officer
Name	Hafizur Rahman
Highest Qualification	BA
Highest Experience (In Years)	1
Shared or Dedicated Resource	Dedicated Resource
Remark	
Type of Support Staff	Mobiliser
Name	Amar Basumatary
Highest Qualification	BA



<b>Highest Experience (In Years)</b>	2
<b>Shared or Dedicated Resource</b>	Dedicated Resource
<b>Remark</b>	

#### 10 - Equipment Details

S.No.	Job Role Name	Equipment Name	Mandatory	Quantity	Unit Type	Remarks
27	Domestic Data entry Operator	Reading Resources: Access to relevant sample documents and learning forums to enable self-study before and after each training session.	True	30		
28	Domestic Data Entry Operator	Reading Resources: Access to relevant sample documents and learning forums to enable self-study before and after each training session.	True	30		
23	Domestic Data entry Operator	Assessment and Test Tools for day to day online Tests and Assessments	True	30		
24	Domestic Data Entry Operator	Assessment and Test Tools for day to day online Tests and Assessments	True	30		

25	Domestic Data Entry Operator	For team discussions: Adequate seating arrangement in full / half circle format for one or more teams as per planned team composition.	True	30		
26	Domestic Data entry Operator	For team discussions: Adequate seating arrangement in full / half circle format for one or more teams as per planned team composition.	True	30		
21	Domestic Data Entry Operator	For IT Lab sessions: Computer Lab with 1:1 PC : trainee ratio and having internet connection, MS Office / Open office, Browser, chat tools	True	30		
22	Domestic Data entry Operator	For IT Lab sessions: Computer Lab with 1:1 PC : trainee ratio and having internet connection, MS Office / Open office, Browser, chat tools	True	30		
19	Domestic Data Entry Operator	Stationery kit – Staples, Glue, Chart Paper, Sketch Pens, Paint Box, Scale, A4 Sheets	True	30		

20	Domestic Data entry Operator	Stationery kit – Staples, Glue, Chart Paper, Sketch Pens, Paint Box, Scale, A4 Sheets	True	30		
17	Domestic Data Entry Operator	Handy Camera	True	1		
18	Domestic Data entry Operator	Handy Camera	True	1		
15	Domestic Data entry Operator	Microphone / voice system for lecture and class activities	True	30		
16	Domestic Data Entry Operator	Microphone / voice system for lecture and class activities	True	30		
13	Domestic Data Entry Operator	Presentation Tools to support learning activities: Intranet, Email, Ims, Learning management system e.g. Moodle, Blackboard to enable blended learning	True	30		
14	Domestic Data entry Operator	Presentation Tools to support learning activities: Intranet, Email, Ims, Learning management system e.g. Moodle, Blackboard to enable blended learning	True	30		
11	Domestic Data Entry Operator	Supporting software / applications for projecting audio, video, recording,	True	30		

12	Domestic Data entry Operator	Supporting software / applications for projecting audio, video, recording,	True	30		
3	Domestic Data entry Operator	White Board, Markers and Eraser	True	1		
4	Domestic Data Entry Operator	White Board, Markers and Eraser	True	1		
5	Domestic Data Entry Operator	Projector with screen	True	1		
6	Domestic Data entry Operator	Projector with screen	True	1		
7	Domestic Data entry Operator	Flip chart with markers	True	1		
8	Domestic Data Entry Operator	Flip chart with markers	True	1		
9	Domestic Data entry Operator	Faculty's PC/Laptop with latest configuration and internet connection	True	1		
10	Domestic Data Entry Operator	Faculty's PC/Laptop with latest configuration and internet connection	True	1		
1	Domestic Data Entry Operator	Comfortable seats with adequate lighting, controlled temperature and acoustics for training and learning	True	30		
2	Domestic Data entry Operator	Comfortable seats with adequate lighting, controlled temperature and acoustics for training and learning	True	30		

**Photograph of General Details**

Section Name	Uploaded Document
<p><b>Photo of Training Centre</b></p>	
<p><b>Photo of Front View</b></p>	
<p><b>Photo of Back View</b></p>	
<p><b>Photo of Left Side View</b></p>	
<p><b>Photo of Approach Road</b></p>	

Photo of Biometric Device



Photo of Centre OutsideArea 1



Photo of Centre OutsideArea 2



Photo of Right Side View



Photo of Internet Bill





Photo of Power Backup



**Photograph of Trainers**

Trainer Details	Highest Qualification Certificate	SSC TOT Certificate
Suman Poudyal		
Dhaneswar Adhikary		

**Photograph of Classrooms Details (Complete View)**

Class Name	Photo1 Uploaded	Photo2 Uploaded
Classroom 1		

**Photograph of Laboratories Details (Complete View)**

Lab Name	Photo1 Uploaded	Photo2 Uploaded
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Lab 1



**Photograph of Centre Area Details (Complete View)**

**Centre type**

**Photo Uploaded**

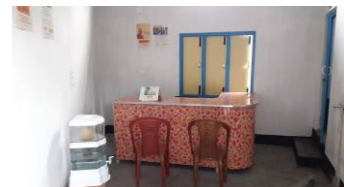
Office Space



Library



Placement And Entrepreneurship Cell



Reception Area





Counselling Area



Parking if any



Pantry

**No Photo Available**

**Facilities Photo**

**Photo Uploaded**

Inspection Card Washroom Photo



Ramps Photo

**No Photo Available**

Drinking Water Photo



First Aid Kit Photo



Fire Equipment Photo



Washroom Clean Hygenic Photo



Housekeeping Staff Photo



Lift Photo

**No Photo Available**

**Photograph of Equipments Details (Complete View)**

Job Role Name	Photo 1	Photo 2	Photo 3	Photo 4
Domestic Data Entry Operator	