

To,  
 Mission Director  
 Assam Skill Development Mission (ASDM)  
 Nayantara Building, Six Mile, Guwahati  
 Assam- 781038

Date:

Subject: Self Certificate on Training Center facilities, tools & equipment

Dear Sir,

With reference to our agreement with Assam Skill Development Mission, dated DDMMYY, wherein we have been empanelled to place XX candidates in YY trade, kindly find below the details of our training center along with a list of complete tools & equipment.

Sl No	Description	Details
1	Training Centre Name	
2	Address	
	House No/ Bldg No. /Apt. No.	
	Street/Road/Lane	
	Landmark	
	Area/locality	
	Post office	
	Police Station	
	Pin Code	
	Town/City	
	State	
	District	
Village		
3	STD Code & Land line Number	
4	Phone	
5	Email ID	
6	Training Centre Incharge Name	
7	Incharge Mobile Number	
8	Incharge E-mail	
9	Owner Ship of the Building	
10	Area of the building (Sq. Ft.)(Including corridors but excluding spaces open to sky such as court yards etc.)	
11	RCC/Non RCC	
12	Structurally Sound on Visual Inspection	
13	Number of Theory Classrooms	
14	Number of Domain Practical Labs	
15	Number of IT Labs	
16	Training Centre Type	
17	Reception Room (Nos.)	
18	Office Room (Nos.)	
19	Counselling Rooms (Nos.)	
20	Approximate Distance from a Prominent Bus Stand (In Meters)	
21	Approximate Distance from a Prominent Railway Station (In Meters)	
22	Approximate Distance from an Auto Stand (In Meters)	
23	Approximate Distance from Airport (In km)	

Sl No	Theory Class Room Details	Measurment (Length X Breadth) in Feet
1	Class room 1	
2	Class room 2	
3	Class room 3	
4	Class room 4	

Practical Lab Details		Measurement (Length X Breadth) in Feet
Trade 1 :		
SI No	Equipment	Nos
1		
2		
3		
4		
5		
6		
7		
8		

Practical Lab Details		Measurement (Length X Breadth) in Feet
Trade 2 :		
SI No	Equipment	Nos
1		
2		
3		
4		
5		
6		
7		
8		

SI No	Non Academic Area Details	Measurement (Length X Breadth) in Feet
1	Office Room	
2	Counselling Room	
3	Reception Room (If Exists)	

SI No	Staff Details	Name	Trade
1	Soft Skills Trainer		NA
2	IT Trainer		NA
3	English Trainer		NA
4	MIS Incharge		NA
5	Centre Incharge		NA
6	Domain Trainer		
7	Domain Trainer		
8	Domain Trainer		
9	Domain Trainer		

SI No	Common Equipment	Details & Count
1	Particulars	
2	Over Head Projector screen /LCD (in number)	
3	Digital camera (in number)	
4	Printer cum scanner (in number)	
5	Office computer (in number)	
6	Table for office computer (Yes/ No)	
7	Chairs (in number)	
8	An office table (in number)	
9	Storage place for securing documents (Yes/ No)	
10	Installation of CCTV cameras (Yes/ No)	
11	Installation of Biometric devices (Yes/ No)	
12	Gensets (Yes/ No)	

Conformance to Standards			
SI No	Head	Sub Head	Yes /No
1	CCTV	Storage of the CCTV recorded material (Yes/ No)	
2	Electrical Wiring and Standards	Securing of wires (Yes/ No)	
3	Electrical Wiring and Standards	Switch boards and panel boards (Yes/ No)	
4	General	Is the centre has prescribed Internet connection (Yes/ No)	
5	General	Visible signs of leakages from walls and roof - applicable for both RCC and Non RCC structures (Yes/ No)	
6	General	Protection of stairs, balconies, and other locations (Yes/ No)	
7	General	Roof height (State in feet)	
8	Location	Sound level is as per standards(Yes/ No)	
9	Location	Whether all the academic centres have been sound proofed with air conditioning	
10	Open Space	Open space for people to gather and interact ( in sq.ft )	
11	Open Space	Exclusive parking space ( number in terms of bicycle parking slots) (Yes/ No)	
12	Other Infrastructure Details	Safe drinking water (Yes/ No)	
13	Other Infrastructure Details	First aid kit (Yes/ No)	
14	Other Infrastructure Details	Firefighting equipment (Yes/ No)	
15	Signage and Information Boards	Training centre name board (Yes/ No)	
16	Signage and Information Boards	Activity summary and achievement board (Yes/ No)	
17	Signage and Information Boards	Student entitlement banner in Assamese (Yes/ No)	
18	Signage and Information Boards	Contact detail of important people (Yes/ No)	
19	Signage and Information Boards	Basic Information board (Yes/ No)	
20	Toilets	Toilets (in number)	
21	Toilets	Washbasins (in number)	
22	Toilets	Connection to running water (Yes/ No)	

(Signature & Stamp)  
 Authorised Signatory:  
 Designation:  
 Phone: