

**BOARD OF PRACTICAL TRAINING (EASTERN REGION), KOLKATA**

An autonomous body under the

Ministry of Human Resource Development, Department of Higher Education, Government of India

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**REPORT FOR VISIT OF INSTITUTION UNDER THE APPRENTICES ACT, 1961 FOR THE YEAR 20 -- 20**

1.a) Date of Visit :		Weekly Off :		Telephone :		
b) Date of Last Visit:				Fax :		
				Email:		
				Website :		
2. Name and complete address of the institution being visited :				3. Names and designations of the officers met during the visit		
4. Name and designation of Placement Officer				5. Name of Chairman/Director/Principal		
6.	Graduate/ Diploma/ Voc.	Campus Placement	Enrolment for Apprenticeship Training	Date of Enrolment Programme Organized	Date of CGP / CAP organized	Remarks
Discipline	Out Turn					
7. Whether details of companies visited in current/last year for campus selection to the institute has been forwarded to BOPT. Yes / No If no then committed date for submission.				8. Whether the institute web-site has linkage of the portal of the Board . Yes / No If no committed date of providing connectivity.		
9. Whether Posters designed for publicity of ATS is available in the institute at suitable place. Yes / No If no then committed date for displaying Posters.				10. Number of candidates enrolled for apprenticeship training. (Please give details on overleaf)		
11. Remarks of the Apprenticeship Adviser :						

**ATS: Apprenticeship Training Scheme under the Apprentices Act 1961 and its subsequent amendments.**

**Important:** 1. The concerned officer of the institute / TPO should ensure that close liaison is maintained with the officials of BOPT (E.R.), Kolkata and TPO / authorized official of the institute in regards to publicity of the Apprenticeship Training Scheme and guiding students to avail the facility on continuous basis. 2. It should also be ensured on the part of the institute that the information submitted from time to time to the Board of Practical Training (Eastern Region), Kolkata in regard to the aspiring candidates and related matters is factual and correct.

Received a copy of this report:  
For Institute

Signature

Name  
Designation

Dy. Director/Asst. Director of Training/  
Officer-on-Special Duty (Training)

Seal of Institute