

WEBSITE FOR ITI
FORMAT FOR WEB-SITE
GOVERNMENT AND PRIVATE ITIs AFFILIATED TO NCVT

1. About Institute

Sl. No.		
a	Name of the Institute	
b	Address of the Institute	
c	Date of Establishment	
d	DGET File Reference No.	
e	Code Allotted by DGET	
f	Contact Nos.	
g	Mobile No.	
h	Fax No.	
i	E mail ID	
j	Location-Rural/Urban	
k	Approach / How to Reach	

2. Introduction of the Institute with the Mission Statement and Objective

a. History of the Institute, its Logo.

b. Managing Society/Trust / Company etc.

Name of the Society/Trust /Company etc.	
Registration Number and its validity	
Scanned copy of related certificates hyperlinked	
Remarks	

c. Name(s) of Chairman and Members

Name & Designation	Father's Name	Address	Mobile No.	UID No.	Whether member of any other Society/Trust/ company	If answer of column 6 is yes, please furnish details
1	2	3	4	5	6	7

10 (minimum) scrolling photographs (Admn. Block, workshops and Library)

3. Schemes running in the Institute (CTS and MES etc. under NCVT)

Name of the Scheme	Total Capacity	Duration	Admitted in current Financial Year	Current Status
Craftsmen Training Scheme				
Modular Employable Scheme				
Other Schemes				

4. Admission Criteria:

- (a. Merit b. Written Test c. Interview d. Any other)

Name of Trade under (NCVT)	Duration of Training	Eligibility Qualification

5. Trades Affiliated to NCVT and SCVT

Name of the Trade (linked to the respective Syllabus with DGET website)	No. of Units	Shifts Running (I/II/III)	Seating Capacity per Unit	Total Seating Capacity	Affiliation Date/ Copy of DGET order Link (SCANNED).

6. Summary of Trades affiliated to NCVT

Trade Name	Shift intake capacity			Total No. of Units	DGET order no.	Remarks
	1 st	2 nd	3 rd			

7. Summary of Trades affiliated to SCVT

Trade Name	Shift intake capacity			Total No. of Units	Remarks
	1 st	2 nd	3 rd		

8. Court Cases and Status

a. in which court, b. Institute/Management Committee/trainees/Trainers are Party

CWP No./Name of Court	Year	Issue	Status

9. Faculty (Technical Staff)

S. no	Name	Father's name	Designation	Qualification (class X onwards)	Trade	Date of Joining	Regular/ Adhoc/ Contract	CTI trained (Yes/ No)	Photo link

- i) Special achievement by instructors, if any
ii) Awards received by Instructors, if any.

10. Achievements by Trainees

Name of the award	Under Scheme	Won By	Year	Remarks

11. Administrative Staff

Sl. No.	Name of Staff	Date of Joining	Designation	Remarks

12. Infrastructure, Building and Workshop

Sl. No.	Ownership Document/Lease agreement for rented building	In Square Metres	Link to scanned document/image
a	Total Area		
b	Covered Area		
c	Total Class Rooms Area		
d	Total Workshops Area		
e	Drawing Hall		
f	Audio Visual Hall		
g	Computer Lab		
h	Play Area		
i	Library		
j	Remarks		

Trade	Unit	Class Room Area per Unit	Total class room area for Trade	Workshop Area per unit	Total Workshop area for Trade	Remarks (Photograph etc. in link)

13. Electric Power Supply

Present Electric Load	(in KW)	Hyperlink to document proof
Date of Connection		
Connection in the name of		
Meter No.		
Seal No.		
Remarks		

14. Record of Trainees –
Year Wise and Trade wise details of the trainees

Name	Father's Name	UID/DOB	Male/Female	General /SC/ST/Rural/Urban	Trade	Shift

15. Quality Monitoring

a. ATTENDANCE

- Attendance of Instructor
- Attendance of Trainees

b. PROGRESS CARD

TRADE 1

Trainees Name/Roll No	Monthly Test I				Monthly Test II				Monthly Test III				Monthly Test IV				Monthly Test V			
	Th	Pr	Ws	ED	Th	Pr	Ws	ED	Th	Pr	Ws	ED	Th	Pr	Ws	ED	Th	Pr	Ws	ED
Studet 1																				
Studet 2																				

TRADE 2

Trainees Name/ Roll No.	Monthly Test I				Monthly Test II				Monthly Test III				Monthly Test IV				Monthly Test V			
	Th	Pr	Ws	ED	Th	Pr	Ws	ED	Th	Pr	Ws	ED	Th	Pr	Ws	ED	Th	Pr	Ws	ED
Studt 1																				
Studt 2																				

- c. Electricity Consumption per student per month
d. Raw material consumption per student per month
e. Maintenance expenditure per year on building and machines

16. Overall Results

Year wise (3 years record):

Trade	Number of Trainees admitted	Number of Trainees appeared for AITT	Number of Trainees passed	Number of Certificates issued

17. Issue of certificates to Trainees

18. Placement :

i) Details of Placement Cell.

ii) Placement record of the trainees during last five years. (Year-Wise)

S. no.	Roll No.	Name	Trade	Year of Passing	Organization Name	Salary on Joining

19. Visitors:

20. Library (A brief information on journals and books):

21. Computer Lab (Brief information on Hardware and Software)

22. Sports/ Recreation (Brief information on Facilities Available)

23. Industry Institute Linkages

- i) Name of the Industry Partner / MoU
ii) Major Activities /Contributions
i) Industry visit/ Industrial tour
iii) Guest Faculty
iv) Workshop & Seminars

24. Extra Curricular activities

25. Right to Information

Appellate Officer Name	Designation	Contact No.
CPIO		

26. Details of Inspection(s) conducted by State & Central Government

Date of Inspection	Purpose of Inspection	Inspecting Team			Report(Hyperlink)
		Name	Designation	Office Address	

27. Application Format for Course(s)

Name of Course	Duration	Tentative date of course	When apply to	Application Format (Download Link)

28. State Directorate

Name and Address of Directorate	
Contact Number	
Mobile Number	
Fax Number	
Email Address	(Hyperlink to State Directorate Website)

29. Certification such as ISO 9000, ISO 29990 etc., if any.

30. Funds Status

Sl. No.	Budget allotted	Assisted Scheme (DGET/World Bank etc.)	Annual/Five Year	Budget used (Hyperlink to Relevant Central/State Directorate Head)

31. DGET and State Government orders issued from time to time

Order reference Number & date	Subject of the order	Copy of the order scanned/ Hyperlink

32. Rating of Institute by QCI or any other agency.

33. Feedback and suggestions

Address for sending Feedback and suggestions	
e-mail ID	
Contact no.	

34. Grievance Redress Mechanism

35. FAQs

Annexure III (new)

Preliminary Inspection/Standing Committee Inspection Report proforma for the purpose of considering grant of affiliation of the Institutes implementing Craftsmen Training Scheme under the Aegis of the National Council of Vocational Training(NCVT).

Note:-

- All the pages of format should be verified & signed by all the members of Inspection Committee, duly stamped with date.
- No admission is allowed in any NCVT trade before affiliation is granted by Sub-Committee of NCVT
- Use of erasing fluid not allowed
- Normally there should be no cutting in text and numbers. However if it is inevitable, it should be authenticated by all the members of Standing Inspection Committee duly stamped with date, failing which the proposal will be rejected.

I	General		
1.	Name and full postal address of the Institute indicating Taluk, District and Pin Code Tel No. E-mail. Website address: Date on which Website was last updated	:	
2.	Name and address of the agency seeking affiliation Tel No. E-mail.	:	
3.	Date of establishment of the Institute Permission letter from the State Director for starting Institute/Trade/Unit (enclose letter)	:	
4.	Name of the any other NCVT affiliated ITIs which are running under the same management of the society / company / individual	:	
5.	If there is change of Premises of ITI or shifting of Trade within the same ITI, provide records and letter from State Director with reason for shifting	:	
6.	Any Court Case filed by any of the society/ member/ company or by ITI under the same management against DGE&T, NCVT, DGE&T Officials- Provide Case nos.	:	Case Nos.& Court-
7.	Date of present inspection (Preliminary/Standing	:	

	Committee/State/Central inspection)		
8.	Date of last inspection (Preliminary/standing Committee/ State/Central inspection) Produce last SCIR to present committee members for verifying Drawing, STL etc.	:	
9.	DGE&T File Reference No. (for ITI already affiliated to NCVT)		
10.	DGE&T File Reference No.(for any other ITI under the same Management)		

Note: If website is not available, do not recommend affiliation.
If website is not updated, do not recommend affiliation.

II Whether previously granted affiliation in any trade:-
If so, particulars to be given as under:

Sl. No.	Trade/Units for which affiliation already granted					Year of start of session	DGE&T reference under which affiliation granted (State Directorate's ref. No. not be quoted)	Remarks
	Trades	Units			Total Units			
		Ist Shift	IInd Shift	IIIrd Shift				
1	2	3	4	5	6	7	8	9

III. Year-wise trades and units for which affiliation is sought now:

S. No.	Trade/Units for which affiliation sought					Total Units	Session for which affiliation sought
	Trades	Units					
		Ist Shift	IInd Shift	IIIrd Shift			
1	2	3	4	5	6	7	

IV Manpower (Technical & Non-Technical)
(If instructors are not trained under CITS, may be trained within 3 yrs of Start of institute. There-after all trained instructor must be available with the institute)

S.No.	Designation	Name	Date of joining Institute	Date of Birth	Secondary School /Matric Year of Passing Certificate No.	Technical Qualifications (Degree/Diploma, ITI, CTI) Branch Year of Passing Certificate No. of enclosed certificate	Experience Details (Name of establishment & Year of experience)	Salary	Salary A/c Details Bank Name, Branch & A/C No.	Photograph
1.	Principal/Head of Institute									
2.	Vice -Principal / Suptt.									
3.	Group Instructor-1									
4.	Group Instructor-2									

Technical staff

S.No.	Designation	Trade								

Administrative and supporting staff

S.No.	Designation	Name	Date of joining Institute	Date of Birth	Secondary School /Matric Year of Passing Certificate No.	Qualification Year of Passing Certificate No.	Experience Details (Name of establishment & Year of experience)	Salary		Photograph

*Enclosures: attested Copies of the certificates.
 If instructional staff is not qualified or less in number, do not recommend affiliation.
 Verify bank account and payment details.
 If emoluments are less than prescribed norms, do not recommend affiliation.*

V- INFRASTRUCTURE

a. Details of land & building at the Institute:

(Note: Dimensions on the Drawings prepared by registered architect and Workshop & Class-room Areas Should be in meters)

1.	Total accommodation (sq. meters) required as per NCVT norms for the whole Institute (Covered area)							
2	Actual accommodation (covered Area) available (Sq. Meters):							
3	Total land area provided for the Institute							
4	Whether own or rented building (enclose proof of ownership/ lease deed):							
5	Date of occupation							
6	Duration of Lease (Enclose lease / ownership document)							
7	Date of expiry of lease:							
8	Whether attested copy of site plan and lay-out of the entire institute attached:							
9	Name and registration no. of the Architect who prepared & signed on the layout							
10	Area available in the institute for Office & Other facilities:							
	Description	Area Required as per NCVT Norms	Area available in the Institute	Remarks(mention shortage if any)				
	Principal Office							
	Office							
	Staff Room							
	Library			List of the technical books to be verified separately.				
	Dispensary			List of the items available to be verified separately.				
	IT Lab			List of the items available to be verified and furnished separately				
	Engineering Drawing Hall			List of the items available to be furnished separately				
	Play Ground & Sports facilities (Indoor & Outdoor)			List of the Sports items available to be verified separately.				
	Area available in the institute for Workshops & Class rooms:							
	Name of the Trade	Maximum no. of units in one shift only	WORKSHOP			CLASS ROOMS		
			Required as per NCVT norms (Sq. M)	Actually available (Sq. M)	Shortage (If any)	Required as per NCVT norms (Sq. M)	Actually available (Sq. M)	Shortage (If any)

- Enclosures: 1. Copy of the Rent Deed, Lease Deed attested / notarized.
 2. Copy of the Building Layout duly attested by the Architect with registration No.
 3. Site Map of the institute showing some landmark nearby.
 4. If drawing is not to scale, not prepared by registered architect, not readable, dimensions not mentioned, do not recommend affiliation.

b- POWER SUPPLY

(Note: Electrical Connection should be in the name of the ITI / Management / Owner of premises)

1	Electrical Connection issued in the name of			
2	Electrical Connection issuing authority			
3	Date of connection			
4	Whether three phase connection			
5.	K.No. of the Connection			
6.	Meter Seal No.			
7.	Trade	Maximum no. of unit in one shift	Power supply required as per norms in KW	Power supply available in the Institute in KW
	Total electrical Load			

Enclosures:

- (i) For existing institutes: Electricity bill indicating connected load is required to be produced (details of existing trades, units should also form part of the inspection report to assess the required electrical load).
 (ii) For new institutes: Meter sealing report indicating sanctioned load or if meter sealing report does not have sanctioned load, copy of the sanctioned load, proof of payment of dues for the same along with meter sealing report should be produced/submitted.
 (iii) Where the Institute is in the rented/leased building, the electric connection should be in the name of the owner of the institute/management and the mutual agreement between landlord and the Institute/Management/Society as the case may be, should be produced along with the current bill.
 (iv) Declaration by the owner of the Institute that the sanctioned load is for ITI only / shared with any other Institute.

c. TOOLS, EQUIPMENTS & MACHINERIES

(Note: Only new Tools, Equipment and Machinery to be purchased for new trade / expansion and required to be given in the following format in the same serial order as in the standard tool list available in the syllabus of each trade and as available on the DGET website www.dget.nic.in.)

Name of the trade for which affiliation sought	
No. of units in 1 st shift :	
No. of units in 2 nd shift :	
No. of units in 3 rd shift :	
Total Units :	

Sl. No.	Name of the Tools, Equipment & Machinery as per syllabus	Number required for Instructor & Trainees for one unit as per NCVT norms / syllabus	Total Number of Tools and equipments required for the total units affiliated and sought affiliation	Total number actually available for all the units	Indicate shortage if any	Cost of the Tools, Equipment & Machinery	Name, Address, Tel. No. Email. Vat/ TIN No. of the Supplier of General Machineries
1	2	3	4	5	6	7	8
			<i>To be enclosed</i>				

Enclosure: Separate list for separate trades as per above Performa.

VI. STANDARD OF TRAINING (Not required for new institutes)

a. ADMISSIONS (only for the trade (s) already affiliated to NCVT)

(No admission is allowed in any NCVT trade before affiliation is granted by Sub-Committee of NCVT)

1.	Date of starting the session	
2.	Date of issue of notice calling for the application (attach notice or paper advertisement, pamphlets.....etc)	
3.	Last date for receipt of application fixed as per the notice	
4.	No. of applications received	
5.	Date by which the admissions were completed and classes started	
6.	Trade-wise number of trainees on-roll on the day of inspection	
7.	Criteria for admission of trainees	merit / other criteria
8.	Whether the trainees admitted, fulfill the prescribed Qualification and age	
9.	copy of the prospectus should be enclosed	
10.	CCE(continuous and comprehensive evaluation) Available on internet and evidence retained	To be verified

VII. No. of Trainees on roll in each trade already affiliated to NCVT (*Not applicable for new ITI*)

S.No.	Trade	Number of Units			No. of Trainees on roll	No. of Trainees available on the date of inspection	Average % attendance as on Date of Inspection
		I shift	II shift	III shift			

Note: Verify progress card of all the enrolled trainees for each trade and certify. Verify other Performa's/ records of each trainee as per training manual. If above records are not available, do not recommend affiliation

VIII. Instructor's Training

a.	Total No. of Instructors	
b.	No. of instructors CTI untrained	
c.	No. of instructors sponsored for CTI training(at least 20% of untrained instructors)	
d.	No. of instructors sponsored for CTI re-training (at least 30% of trained instructors)	

Note: If "c" & "d" are not followed strictly, do not recommend affiliation

b. Coverage of syllabus for each trade, on the date of inspection: (*Not applicable for new ITI*)

Sl. No	Name of the subject	No. of weeks to be completed on day of inspection		No. of weeks actually completed		% coverage
		I Year	II Year	I Year	II Year	
	1. Trade Theory 2. Trade Practical 3. Workshop Calculation & Science 4. Engg. Drawing 5. Employable Skill Training / Social Studies					

Note: If above records are not available and not as per syllabus, do not recommend affiliation. Not applicable for new ITI.

c. No. of Tests conducted for each trade up to the date of inspection (*Not applicable for new ITI*)

First Year		Second Year	
Weekly	Monthly	Weekly	Monthly

Note: If above records are not available and not as per syllabus, do not recommend affiliation.

d. Total amount spent on raw-materials trade-wise so far (*Not applicable for new ITI*)

Trade:						
S. No.	Raw Material Description	Qty Purchased	Supplier Address Tel. No. Va/ ST No.	Bill No. & Date of supply	Cheque/ Draft No. & Date	Amount in Rs.
1	2	3				
Total in Rs.						

Note: If above records are not available and the expenditure less than prescribed, do not recommend affiliation.

e. Average amount spent on raw-material trade-wise per month per trainee (*Not applicable for new ITI*)

S. No	Trade	Amount Spent since beginning of the session	No. of trainees on roll	Average amount spent per month per trainee (upto the date of Inspection)
1	2	3		

Note: If above records are not available and the expenditure less than prescribed, do not recommend affiliation.

f. No. of units of Electricity consumed per month/trainee from the date of starting of training classes (*Not applicable for new ITI*):

Month	1 st	2 nd	3 rd	4 th	5 th	6 th etc.---	Total	Consumption per month per trainee
No. of units consumed								
Bill amount (Rs.)								

Note: In case of long electricity cut, verify if Generator is available with the institute and used regularly. Verify Diesel Consumption records. If above records are not available and the expenditure less than prescribed, do not recommend affiliation.

g. Result of All India Trade Test conducted in last 3 years trade-wise (*Not applicable for new ITI*):

Sl. No.	Name of the trade	Year of AITT	No. of trainees appeared	No. of trainees passed out	Number of certificates issued in last three years (attach sheets if necessary)	No. of Trainees secured job
1	2	3	4	5	6	

Note: Verify records and registers. If above records are not available or Certificates are due for more than 2 years or both,

do not recommend affiliation.

h. Details of the Inspections/ Joint evaluations/ Preliminary Inspection for Affiliation/ Standing Committee Inspection for affiliation conducted by State & Central Govt.

Date of Inspection	Name, designation & address of Inspecting Officers	Shortcomings if any observed during inspection	Action taken to rectify the shortcomings

Any other relevant information, which the institute would like to bring to the notice of the Standing Committee.....

Industry Partnership

S.No.	Name of the Industry	Type of Partnership

The documentary proof for all tools and equipments and machinery, power supply and space are produced before the Standing Committee and certified that to the best of my knowledge and belief, the information furnished above is correct.

I, shall be held responsible, and punishable, for any information furnished above is found incorrect.

Place:

Date:

Signature
Name and designation of the Secretary/
Principal/Correspondent of the Institute

Proforma for Recommendations by the Members of Standing Committee

Standing Committee Members Inspected (Name & Address of the Institute) on (date month and year)

Various information furnished in the report on the prescribed proforma has been checked and verified as per the prescribed norms and standards. Based on the Standing Committee Inspection, the following comments and recommendations are made:-

1. Defects and deficiencies noticed during the inspection, which should be communicated to the Principal of the Institute for rectification.

Sl. No.	Trade with units for which affiliation has been sought	Defects and deficiencies noticed	Reference page number of the report
1	2	3	4