

Annexure III

Particulars to be furnished to the Secretary NCVT for the purpose of considering Grant of Affiliation of Institutes/ Centres implementing Craftsmen Training Scheme under the Aegis of the National Council of Vocational Training – Revised Proforma for Inspection Report by Standing Committee.

(Items not applicable may be deleted)

I. **General**

1. Name and full postal address of the Institute/ Centre indicating taluk, district and pin code-
2. Name and address of the agency seeking affiliation
3. Date of establishment of the Institute/ Centre: --
4. Date of last inspection by Standing Committee: --
5. Date of present inspection: --
6. Whether permission has been obtained from the State Director for starting the Institute/ Trades/ Units -----(yes/no) If so, indicate the reference of the State Directorate -----
7. Year-wise Trades and Units for which affiliation is sought:

Sl. No.	Trade/ Units for which affiliation sought					Year of their first admission	Remarks
	Trades	Units			Total Units		
		Ist Shift	IInd Shift	IIIrd Shift			
1	2	3	4	5	6	7	8

Note: All the pages of Annexure III should be signed by all the members of the Standing Committee, duly stamped with date of signature.

Date & Signature in full of the Standing Committee Members

II. **Staff**

1. Principal/ Head of Institute/ Centre
2. Name of the Principal:
3. Age of the Principal:
4. Qualifications:
Academic :
Technical:
Working Experience:
Date of joining the Institute:
5. Scale of pay and actual pay drawn:

2. **Administrative and Ministerial Staff:**

Sl. No.	Name of the staff member	Age	Designation	Qualification	Scale of Pay	Nature of job handled
1	2	3	4	5	6	7

3. Details of Instructional and Supervisory Staff for the Trades/ Units, which have already been granted affiliation by the DGE&T:

Sl. No.	Name of the staff member	Designation	Technical Qualification (Craftsmen Training Scheme (CTS)/ Apprenticeship Training Scheme(ATS) Trade/ Branch of Engg.).	Whether trained Under Craftmen Instructor's Trng. Scheme(CITS)	Trade/ Subject handled

4. Details of instructional and supervisory staff for the Trades/ Units for which affiliation is sought now:

Sl. No.	Name of the Staff Member	Age	Designation	Trade/ Subject handled	Scale of Pay (Consolidated)	Date of joining	Technical Qualification (CTS/ATS Trade/ Branch of Engg.)	Whether Trained Under CITS

III. Admission (for the trade for which affiliation is sought)

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. Number of applications received :
5. Date by which the admission were completed and classes started :

4. DETAILS OF ACCOMMODATION AT THE INSTITUTE

- (a) Are there separate workshops and theory lecture rooms for each trade :
Yes / No -
- (b) Details of accommodation for workshop/ classrooms
(to be given in the following proforma)
 - Accommodation for workshop/ classroom

Sl. No.	Name of the Trade	Maximum number of units in one shift only	WORKSHOP			CLASS ROOM Actually available (sq.mt.)
			Required as per DGE&T norms (Sq.mt.)	Actually available (sq.mt.)	Shortage (if any)	

- Total accommodation (Sq.metres) required as per DGE&T norms for the whole Institute (covered area)-
- Actual accommodation (covered area) available (sq.meters):
- Shortages, if any (sq.metres)
- Total land area provided for the Institute
- Whether own or rented building (enclose proof of ownership/lease deed):
- Date of occupation:
- Duration of lease and date of expiry of lease:
- Whether attested copy of site plan and layout of the entire institute attached: Yes/ No (actual dimensions of each room should be indicated) –

5. Other facilities such as technical library, dispensary, recreational, audiovisual aids and sports facilities are available (list to be furnished separately):

a) List of Library Books –

b) First Aid :

c) Audio Visual Aids:

d) Sports:

e) Computer:

f) Toilet:

g) Water:

6. Trade-wise number of trainees on-roll on the date of inspection:

(In case of pre-inspection, the admission position and standard of training should be given in the Supplementary Report separately after start of session, duly verified by the State Director or his nominee)

Sl. No	Trade	Number of Units			Total	Number of Trainees on-roll.
		Ist Shift	IIInd Shift	IIIrd Shift		
1	2	3	4	5	6	7

7. (Criteria for admission of trainees whether on merit alone or other criteria) :

8. A copy of the prospectus should be enclosed :

9. Whether the trainees admitted, fulfill the prescribed qualification and age :

IV. Infrastructure

1. The details of tools, equipment and machinery required as per syllabi, in the same serial order :

(to be given in the following proforma separately for each trade)

Name of the Trade(s) for which affiliation is sought:

Sl. No.	Name of the tools, equipment and machinery as per syllabus	Number required for Instructor and Trainees for one unit as per DGE&T norms	Total(Units affiliated and sought affiliation)	Total number actually available for all the units	Indicate shortage if any	Percentage of availability (item wise)
1	2	3	4	5	6	7

7. Give details of raw materials purchased for each trade separately in the following proforma:
8. Name of the trade:
9. Total number of units:

Total amount spent during the previous year

Sl.No	Name of the Item	Quantity Purchased	Number and date of purchase order	Address of Supplier	Date of supply	Cost	Number and date of DD/Cheque or cash receipt
1	2	3	4	5	6	7	8

3. **POWER SUPPLY** (details of Power Supply requirement for various trade is given at Annexure X)

- (a) Date of connection -
- (b) Whether three phase current supplied –
- (c) I. Required KW; II. Available KW-

Sl.No.	Name of Trade	Maximum number of unit in one shift	Power supply required as per norms	Power supply available in the Institute

V. *Standard of Training*

- Coverage of syllabus on the date of inspection.

Sl.No	Name of the subject	Number of weeks to be completed on day of inspection		Number of weeks actually completed		Percentage of coverage
		1 Year	II Year	I year	II Year	
	1. Theory					
	2. Practical					
	3. Workshop Calculation and Science					
	4. Engineering Drawing					
	5. Social Studies					

- Number of tests conducted up to the date of inspection:

First year		Second year	
Weekly	Monthly	Weekly	Monthly

- *Assessment of records maintained by Instructors: Very Good/ Good/ Satisfactory
- *Assessment of records maintained by Trainees: Very Good/ Good/ Satisfactory
- Total amount spent on raw materials trade-wise so far

Sl. No	Trade	Amount
1	2	3

- Average amount spent on raw material trade-wise per month per trainee:

Sl.No.	Trade	Average amount spent per month per trainee
1	2	3

- Number of units of electricity consumed from the date of starting of training classes –
- Number of units of electricity consumed per month per trainee – NEW ITC
- Result of All India Trade Test conducted in last two years trade-wise - NEW ITC

Sl. No.	Name of the Trade	Year of AITT	No. of trainees appeared	No. of trainees passed out
1	2	3	4	5

- Names of External Examiners if appointed.....
- (a) Number of National Trade Certificates issued to passed out trainees, so far.....
- (xi) (b) Number of National Trade Certificates yet to be issued
- (a) Total number of trainees passed out.....
- (b) Number of passed out trainees known to have secured jobs.....

VI. Previous inspection and rectification of deficiencies

- 1.Date of last inspection by Standing Committee –
- 2.Defects pointed out by the previous Committee -
- 3.Action taken to rectify defects :
- 4.Any other relevant information, which the Institute would like to bring to the notice of the Standing Committee-

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.

Place:
Date :

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

