

## GUIDELINES FOR INSPECTION

The team should ensure the following before recommending trades/units in respect of the ITC inspected.

- Trust deed/Registered Society has the resolution and authorization to open the ITC and it is well within the purview of the bye-law of the Society/Trust deed to open educational institution.
- **Land:**
  - a) If it is own land, it should have the land user certificate from the competent authority to run the educational institution.
  - b) If it is a rented building,
    - i) Minimum rent agreement should be for at least 5 years.
    - ii) Rent agreement should not be signed mutually and it should either be registered before a notary or before a competent registration authority.
    - iii) If it is Govt. leased building (i.e. IDCO, OMFED etc) and sublet to run the ITC on rent, agreement should have been with the knowledge of the leasee and due approval of the authority.
    - iv) Proof of rent should be verified with proper rent receipt.
    - v) Any dispute arising out of disloyalty to the terms & conditions of rent deed during the process of affiliation or after being affiliated with NCVT should be solved mutually and should be incorporated in the terms & conditions of the agreement and it should not be brought to the knowledge of the affiliating authority or DTE&T in future and hamper the study atmosphere of the institute.
- **Building:**
  - i) Preferably Workshop space should be in one compact location and it should not be fragmented to accommodate and match the required area.
  - ii) Class rooms should be separated with required specification.
  - iii) Workshop/classroom/Library/Store/Administrative area etc. should be in MKS system clearly indicating length and breadth and should be signed by a registered architect.
  - iv) Area of different space shown in the sketch should exactly match the figure in the Annexure – III.
  - vi) Line drawing/free land sketch is strictly not accepted.
  - vii) Entire sketch should be on a single piece of paper.
- **3 phase power supply:**
  - i) 3 phase power supply agreement of required KW with the distribution company.
  - ii) Load sanction order
  - iii) Meter sealing report
  - iv) Electricity charge report
  - v) Proof of deposit (M.R.) of all the charges raised by the distribution company till charging of electricity.
  - vi) Electricity should be in the name of the ITC.
  - vii) If the agreement is made with the trust/trustee running different educational institutions and carrying out different activities specific contact demand should be in the name of the ITC and the respective bill should be in the name of the ITC.
  - viii) **In case of existing ITC**, Last 3 months electricity bill along with money receipt should be furnished.

- **Tools & Equipment:**
  - i) Tools & Equipment should be as per prescribed new syllabus.
  - ii) The team should not write % of tools & equipments available, i.e. 30% or 40% tools & equipment are available.
  - iii) Should mention the specific quantity of tools & equipment available.
  - iv) In case of recommending Fitter trade, if a MOU has been signed by the ITC with other organization, clear terms & conditions of MOU and a certificate establishing distance on road between the ITC & the organization within 50 KMs.
  - v) Proof of availability of CNC machine of the organization signing MOU with the ITC.
  - vi) If the organization signing MOU with more than 05 ITCs should clearly indicate the time schedule and time slot for the training prior to its own training need.
  - vii) Proof of purchase of tools & equipment.
  - viii) Due stock entry of each of the tools & equipment in the Stock Register signed by the competent authority.
- **Faculty:**
  - i) Proof of academic qualification
  - ii) Proof of technical qualification along with photograph on the top right hand corner.
  - iii) Experience of the faculty as per DGE&T norms.(DGE&T-19(8)/2008-TC Dt-23.12.08
  - iv) Appointment order v. Joining report
  - vi) In case of already joined faculties copies of acquittance roll as a proof of their salary.
- **General:**
  - i) The team should not make any conditional recommendation.
  - ii) Single unit or odd units should not be recommended i.e. Fitter – 01 or Fitter – 3(2+1).
  - iii) Should not recommend the effectiveness of affiliation i.e. Fitter-4(2+2) w.e.f. August 2010/February 2011.
  - iv) Team should always avoid using white fluid in case of correction, it should be clearly cut and signed by the members.
  - v) Any shortfall detected and mentioned in the Annexure-III should match the recommendation sheet.
  - vi) In case of defects/deficiencies the promoter should be appraised in detail with a copy of rejected recommendation with reasons and proper acknowledgement.
  - vii) The inspection should be carried out during the office hours only.
- **DGE&T Circulars for Reference**
  - 1.DGE&T-12/1/2009-TC Dt-30.01.2009
  2. DGE&T-12/1/2009-TC Dt-06.01.2009
  3. DGE&T-19(8)/2008-TC Dt-23.12.08
  4. DGE&T-12/1/2008-TC Dt-30.12.08
  5. DGE&T-12/1/2008-TC Dt-30.06.08
  6. DGE&T-19(9)/2007-CD Dt-02.06.08
  7. DGE&T-19(20)/2007-CD Dt-17.04.08
- For any other information the DGE&T website [www.dget.nic.in](http://www.dget.nic.in) may be referred.

