

PRELIMINARY INSPECTION REPORT, DATED .....

**BLOCK-**

**Sl. Inspecting officers-**

**No.**

- i)
  - 1. a) Name of the institute/ Centre with full Address & telephone number :
  - b) Whether existing or new :
- ii)
  - 2. Name and address of the agency / Managing Society / Trust seeking Affiliation of trades/units with its Registration number and date of Establishment :
  - 3. Provision of specific bye-laws / article Authorizing the society / Trust to run the Institute / Centre
  - 4. Resolution of the board of Directors Managing committee within 6 months By which the proposal has been made (Enclose certified copies) :
  - 5. Track record of the managing committee :
  - 6. Status of the existing trades / units (does Not arise in case of new ITCs)

Sl. No.	Trade	Affiliated Units				Workshop Space Available In sqm.	Other space Available in Number & sqm.			Trainees admitted			
		1 <sup>st</sup> shift	2 <sup>nd</sup> Shift	3 <sup>rd</sup> Shift	Total Unit		Class Room	Office	Store	1 <sup>st</sup> Shift	2 <sup>nd</sup> Shift	3 <sup>rd</sup> Shift	Total Trainees
1	2	3	4	5	6	7	8	9	10	11	12	13	14

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7. Trades & units for which affiliation has been sought for:

Sl. No.	Trade	Unit			Total Existing + New
		1 <sup>st</sup> shift	2 <sup>nd</sup> shift	3 <sup>rd</sup> shift	

8. (A) Land: (Please attach relevant documents)

- I. Quantum of land available
- II. Whether own or rented
- III. If rented the period of agreement
- IV. If own, the ownership

(B) Details of the built-up are available in respect of the trades / units for which affiliation Sought for (Please attach layout plan blue print dully certified by authorized /registered architect)

Sl. No.	Trade	Mximum number of unit in oneshift (Esisting / New)	Workshop space (sqm.)		Class Room	
			Required As per NCVT Norms	Available	Required as per NCVT Norms	Available in number and size

9. Location of the proposed Institution/trades/units (Please attach Location map with reference to District head quarters / NH/ Rly. Station / place of importance)

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10. Details of Instructional and Supervisory staff available for the existing trade and recruited for new trades. (Please attach copy of the recruitment documents)

Sl. No	Name of the staff	Designation	Qualification (General & Technical)	Whether CTI trained	Trade/Subject allotted/proposed to be allotted.	Date of joining
1	2	3	4	5	6	7

11. Tools and Equipment for the trades/ Units sought for affiliation (Please attach a comprehensive list of tools and equipment taking both existing and new Units into account separately for individual as per format in the Annexure-III)

Sl. No.	Name of the Trade	No. of items prescribed in the Syllabus	No. of items available	No. of items partially available	No. of items not available.
1	2	3	4	5	6

12. Furniture available for Workshop, Class room and other locations (Please attach separate list) Adequate/ partially available/ in-adequate/ not at all available.
13. Electric-Power Supply
- Whether 3-Phase or Single phase available
  - Required KW as per NCVT norm
  - Connected load in KW with Consumer number (taking existing trades into account)
  - Agreement reference and period of agreement (Please attach agreement copy)
  - Unit consumed in previous month and amount paid (attach copy of the last month energy bill)

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14. Financial status of the Managing Society / Trust (Please attach audited statement  
 i) Total investment already incurred for fixed assets  
 ii) Approx annual recurring expenditure projected  
 iii) Quantum of funds available with the MC / Trust.  
 iv) Sources of income to run the institute
- 15 Status of the ongoing training programme in case of existing institute

Sl. No.	Trades affiliated	No. of trainees passed during last three years	No. of trainees got apprenticeship training	No. of trainees engaged	In case of no admission, please specify whether the trades requires continuity of affiliation or to be de-affiliated
1	2	3	4	5	6

16. Whether the proposed institute is feasible for NCVT standing committee inspection

Sl. No.	Trade	Units for which affiliation sought for	Units recommended for NCVT Standing Committee inspection	Remarks
1	2	3	4	5

I/we have gone through the relevant documents as prepared by the Managing Society/ Trust as placed before me/us . Physically checked the infrastructural facilities available and having satisfied, **Recommended / Rejected** the proposal as above and the defects/deficiencies observed by me/us has been informed with a copy of the report to the Promoter of the ITI/ITC. .

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