

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

*Note-:*

- a. All the pages of format should be verified & signed by all the members of Inspection Committee, duly stamped with date.
- b. No admission is allowed in any NCVT trade before affiliation is granted by Sub-Committee of NCVT

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 NCVT affiliated ITIs which are running under the same management of the society / company / individual	:	
5.	If there is change of Premises or shifting of Trade within the same ITI, provide records and letter with reason for shifting , from State Director		
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.	:	<b>Case Nos.&amp; Court-</b>
7.	Date of present inspection (Preliminary/Standing Committee/State/Central inspection)	:	
8.	Date of last inspection (Preliminary/standing Committee/ State/Central inspection)	:	



						enclosed certificate			No.	
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.

### III- INFRASTRUCTURE

#### a. Details of land & building at the Institute:

(Note: Dimensions on the Drawings prepared by registered architect and Workshop & Class-room Areas Shouldbe 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.	<b>Area available in the institute for Office &amp; Other facilities:</b>	

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.				
<b>Area available in the institute for Workshops &amp; Class rooms:</b>							
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 alongwith 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 web-site [www.dget.nic.in](http://www.dget.nic.in).)

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

### IV. 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)	To be verified

	Available on internet and evidence retained	
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10.No. of Trainees on roll in each trade already affiliated to NCVT

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

11. 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 10% of trained instructors)	

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

b. Coverage of syllabus on the date of inspection for each trade separately:

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. EmployableSkill Training / Social Studies					

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



Bill amount (Rs.)								
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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.

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.

Certified that

- (i) Certified that I, as a member of Standing Committee have physically checked the building space, Tools, equipments and Machineries as per NCVT norms.



- (ii) The documentary Proof for all Tools, Equipments & Machinery, Power Supply and Building Space have been verified with the originals and copies enclosed as per NCVT requirements.
- (iii) All the Tools, Machines and Equipments are new, properly installed, commissioned and found in working condition.
- (iv) The Standing Committee is personally and jointly responsible for the information given in the Annexure III.

Place:

Signature

Date:

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

*Signatures of the Standing Committee for Inspection with name, seal and date. Minimum three members committee should inspect the institute, which should include NCVT & SCVT Representatives. The industry Representative should be from a Govt. undertaking/Deptt. or a Ltd. Company with turnover above Rs. 100 Crores and Designation minimum manager. Labour Union representative should be an executive member of a recognised national level trade union.*

NCVT	SCVT	Industry Representative	Labour Union Representative	Trade Experts
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Note: All the members of the Standing committee are individually and personally responsible for the records verified by them.

## 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 have been checked and verified as per the prescribed norms and standards. Based on the inspection, the following comments and recommendations are made as under:-

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
1	2	3

2. Availability of tools, equipment and machinery shown in the lists have been verified. The lists have been signed by all the members.

3. Infrastructural facilities available at the Institute have been verified additionally and separately for the trades / units for which affiliation is sought now. These facilities are not mixed up with those, which are required as per the norms for the trades/units, which had already been affiliated. The comprehensive list of infrastructure is given in para IV (Infrastructure) of Annexure III.

4. Trades / Units, which had already been affiliated to NCVT.

Sl. No.	Name of the Trade	Year/Session of start	Number of units in			Total number of units
			I-Shift	II-Shift	III-Shift	
1	2	3	4		5	6

5. Details of trades/units existing in the Institute:

Sl. No.	Name of the Trade	Number of units started with year – wise break up	
		Years	Number of trainees presently on –roll in each unit/shift
1	2	3	4

6. Trades/Units, which are now recommended for affiliation:

Sl. No.	Name of the Trade	Year/Session of start	Number of units in			Total number of units
			I-Shift	II-Shift	III-Shift	
1	2	3	4	5	6	7

7. Other observations/comments, if any:

The above comments/recommendations from S. No. 1 to 7 are made by us. A copy of the complete Inspection Report has been collected by the representative of the Directorate General of Employment and Training for sending the same to the Headquarters, New Delhi. The other copies would be forwarded to the DGE&T, Ministry of Labour, by the State Director.

Date:

Signature of the Members:

NCVT

SCVT

Industry/Trade Union

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\_\_\_\_\_

Representative

Representative

Representatives/Trade Experts

Name and designation of the members and Office Seal.

Note:

1. Each page of this proforma should be signed in ink with date by the Members.
2. The Standing Committee should consist of minimum three members for Inspection.

Signature of State Director

Date

Name of the State Directorate and  
Office Seal