

**Particulars to be furnished by the Management of the Private Institute/Centre seeking permission to conduct Training Courses on the pattern of *Craftsmen Training Scheme leading to affiliation to NCVT***

**1. Particulars of the proposed Institute/Centre**

1. Name/ Proposed Name of the Institute/Centre
2. Full address of the Institute/Centre
3. Proposed date of establishment
4. Particulars of the trades/units proposed to be started on the pattern of Craftsmen Training Scheme.

| Sl. No. | Trades | No. of units | Proposed date of start |
|---------|--------|--------------|------------------------|
|         |        |              |                        |

5. Staff proposed to be appointed.

| Sl. No. | Designation | No. proposed to be appointed | Proposed date of appointment |
|---------|-------------|------------------------------|------------------------------|
|         |             |                              |                              |

6. Accommodation proposed to be provided:

| Sl. No. | Nature of room/workshop/laboratory | Area proposed to be provided | Owned or hired |
|---------|------------------------------------|------------------------------|----------------|
|         |                                    |                              |                |

7. Any other particulars of the proposed Institute/Centre

**II. Particulars of the Management of the proposed Institute/Centre**

1. Name and address of the individual society controlling/managing the institute.
2. Date of the establishment of the Managing Society.
3. Provision of specific by laws/articles authorising the society to run the institute/centre
4. Certified copy of the resolution of the Board of Directors/Managing Committee of the Society through which the Institute has been established.
5. Financial status of the Managing Society – Quantum of funds available under the control of the Managing Society.
6. Likely budget provision for the running of the institute during an academic year.
7. Sources of income of the Society to run the institute.
8. Quantum of monthly tuition fees, etc. proposed to be collected from trainees.
9. Name of the person authorised to collect fees.
10. Any other information about the management of the proposed institute/centre.

## Minimum norms for Permitting an Institute to start in respect of Land, Building and Staff:

### A. MINIMUM NORMS REGARDING STAFF

1. There should be a suitably qualified Principal/Head of the Institute for the ITI.
2. The training staff should be as under:
 

|  |   |
|--|---|
| (a) Group Instructor                             | One for every eight units   |
| (b) Trade Instructor                             | One for each unit   |
| (c) Drawing Instructor                           | * One for 144 (Engg. Trade) seats   |
| (d) Maths Instructor                             | * One for 144 (Engg. Trade) seats   |
| (e) Allied trade Instructor                      | * One for 250 (Engg. Trade) seats   |
| (f) Millwright Instructor                        | One for six units in ITI in the following trades: <ol style="list-style-type: none"> <li>(i) Machinist (Grinder),</li> <li>(ii) Machinist, Turner, Tool and Die Maker, Mechanic Instrument</li> </ol> |
| (g) Social Studies Instructor                    | ** One for 1000 seats.  |
| (h) Millwright Mechanic/<br>Maintenance Mechanic | One for each ITI working in 3 shifts  |
| (i) Millwright Foreman                           | One for ITI with 600 or more seats  |
| (j) Carpenter                                    | One for ITI with 250 or more seats and where no carpentry trade exists  |
| (k) Language Instructor (for Stenography)        | One for every 2 units   |
| (l) Audio Visual Instructor                      | One for 256 seats   |
| (m) Motor Driving Instructor                     | One for Motor Mechanic Trade  |
| (n) Store-keeper:                                |   |
| Institute below 250 seats                        | One   |
| Institute with 250 – 599                         | One Store- keeper and One Asst. Store-Keeper  |
| Institute 600 – 899 seats                        | One Store – keeper and 2 Asst. Store-Keepers  |
| Institute with 900 seats and above               | One Store-Superintendent and three Asst. Store-Keepers.   |
3. Ministerial Staff as per requirements.

### B. MINIMUM NORMS REGARDING BUILDINGS

1. Buildings for ITI should be as under:

| Sl. No. | Sub-head         | Carpet Area for a strength of (Sq.ft.)   |                |                 |                 |                 |
|---------|------------------|--|----------------|-----------------|-----------------|-----------------|
|         |                  | 160  | 250            | 500             | 700             | 1000            |
| 1.      | Principal's room | 200  | 200            | 300             | 300             | 300             |
| 2.      | Class – rooms    | 900<br>3 Nos.  | 1200<br>4 Nos. | 3600<br>12 Nos. | 4500<br>15 Nos. | 5400<br>18 Nos. |
| 3.      | Drawing Hall     | 300  | 400            | 600             | 1200            | 1800            |
| 4.      | Clerk's room     | For the Clerks' room the area may be provided at the rate of 40 Sq. ft. per Clerk and 10% additional area should be provided for the store of records. |                |                 |                 |                 |

\* For lesser number of seats, a part-time instructor could be engaged.

\*\* D. G. E & T. Letter No. DGET-19(9)/93-CD, Dated 27<sup>th</sup> October 1997.

2. The workshop building should satisfy the trade-wise carpet area norms as per Training Manual.
3. Allied trade facilities should be provided in the institute itself as per requirements.
4. Store should be provided with an area of 15% of total area of the workshop.

### **C. POWER SUPPLY**

Power supply should be available as per requirements. Such requirements are stated in D.G.E.& T. letter No. DGET-19/27/96-CD, Dated 11<sup>th</sup> July 1997 (*Annexure – X*).

### **D. INDUSTRIAL STAFF QUALIFICATIONS AND EXPERIENCE**

All the instructional staff should be qualified and experienced as per norms of the Training Manual.

### **E. LAND**

- i) Sufficient land should be available as per requirements based on the strength of an institute
- ii) For establishing a full fledged institute with a minimum of 24 units, in which hostel facilities are not proposed to be provided for the trainees – 5 acres.
- iii) For establishing a full fledged institute with a minimum of 24 units, in which hostel facilities and playground etc. are proposed to be provided for the trainees – 10 acres.

**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/center.....
4. Date of last inspection by Standing Committee.....
5. Date of present inspection.....
6. Whether previously granted affiliation in any trade.....

If so, particulars to be given as under:

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

7. Whether permission has been obtained from the State Director for starting the Institute/Trades/Units..... Yes/No

If so, indicate the reference of State Directorate.....

8. Year-wise trades and units for which affiliation is sought.

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

**Note- All the pages of Annx. III should be signed by all the members of Standing Committee duly stamped with date of signature.**

**II- STAFF**

**1. Principal/Head of Institute/Centre**

- (a) Name of the Principal.....
- (b) Age of the Principal.....
- (c) Qualifications  
 Academic.....  
 Technical.....  
 Working Experience.....
- (d) Date of joining Institute.....
- (e) 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 DGET.**

| Sl. No. | Name of the staff member | Designation | Technical qualification (Craftsmen Training Scheme(CTS)/ Apprenticeship Training Scheme(ATS) Trade/Br. Of Engg.) | Whether Trained under Crafts Instructor’s Training Scheme(CITS) | Trade/Subject handled |
|---------|--------------------------|-------------|--|---|-----------------------|
| 1       | 2                        | 3           | 4  | 5   | 6                     |
|         |                          |             |  |   |                       |

**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 | Date of joining | Technical qualification (CTS/ATS Trade/Br. Of Engg.) | Whether trained under CITS |
|---------|--------------------------|-----|-------------|------------------------|--------------|-----------------|--|----------------------------|
| 1       | 2                        | 3   | 4           | 5                      | 6            | 7               | 8  | 9                          |
|         |                          |     |             |                        |              |                 |  |                            |

**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).....



Total amount spent during the previous year :

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

**3. POWER SUPPLY**

- (a) Date of connection
- (b) Whether three phase current supplied
- (c) I. Required K.W.
- II. Available K.W.

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

**4. DETAILS OF ACCOMMODATION AT THE INSTITUTE**

- (a) Are three separate workshops and theory lecture rooms for each trade:  
Yes/No
- (b) Details of accommodation for workshop / class rooms  
  
(to be given in the following proforma)
- (i) Accommodation for Workshop/Class room

| Sl. No. | Name of the Trade | Maximum no. of units in one shift only | WORKSHOP                             |                              |                   | CLASS-ROOM<br>Actually available (Sq. Mt.) |
|---------|-------------------|--|--------------------------------------|------------------------------|-------------------|--|
|         |                   |  | Required as per DGET norms (Sq. Mt.) | Actually available (Sq. Mt.) | Shortage (If any) |  |
|         |                   |  |                                      |                              |                   |  |

- (ii) Total accommodation (sq. meters) required as per DGE&T : norms for the whole Institute (Covered area)
- (iii) Actual accommodation (covered Area) available (Sq.Meters):.
- (iv) Shortages, if any (Sq. Meters)
- (v) Total land area provided for the Institute:
- (vi) Whether own or rented building (enclose proof of ownership/ lease deed):
- (vii) Date of occupation
- (viii) Duration of Lease and date of expiry of lease:
- (ix) Whether attested copy of site plan and lay-out of the entire institute attached:  
Yes/No

(Actual dimensions of each room should be indicated)

5. Other facilities such as Technical Library, Dispensary, recreational, audio visual aids and sports facilities are available. (list to be furnished separately).

**V. STANDARD OF TRAINING**

- i) Coverage of syllabus on the date of inspection

| Sl. No. | Name of the subject  | No. of weeks to be completed on day of inspection |         | No. of weeks actually completed |         | % of coverage |
|---------|--|---|---------|---------------------------------|---------|---------------|
|         |  | I Year  | II Year | I Year                          | II Year |               |
|         | 1. Theory<br>2. Practical<br>W/S Cal & Science<br>4. Engg. Drg.<br>5. Social Studies |   |         |                                 |         |               |

- ii) No. of testes conducted upto the date of inspection

| First Year |         | Second Year |         |
|------------|---------|-------------|---------|
| Weekly     | Monthly | Weekly      | Monthly |
|            |         |             |         |

- iii) \*Assessment of records maintained by Instructors Very Good/Good/ Satisfactory  
 iv) \*Assessment of records maintained by Trainees Very Good/Good/Satisfactory  
 v) Total amount spent on raw-materials trade-wise so far

| Sl. No. | Trade | Amount |
|---------|-------|--------|
| 1       | 2     | 3      |
|         |       |        |

- vi) 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  |
|         |       |  |

- vii) No. of units of Electricity consumed from the date of starting of training classes.....  
 viii) No. of units of Electricity consumed per month per trainee.....  
 ix) Result of All India Trade Test conducted in last two years trade-wise.

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

- x) Name of External Examiners if appointed.....  
 xi) a) No. of National Trade Certificates issued to passed out trainees, so far.....  
 b) No. of National Trade Certificates yet to be issued  
 xii) a) Total no. of trainees passed out.....  
 b) No. 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 & Equipments & 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

**MODIFIED-PROFORMA FOR RECOMMENDATIONS BY THE MEMBERS OF STANDING COMMITTEE**

Standing Committee Members Inspected (Name and 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:

- 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                                |
|         |   |                                  |

- Availability of tools , equipment and machinery shown in the lists have been verified, The lists have been signed by all the members.
- 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 para IV(Infrastructure) of Annexure III
- Trades/ Units which had already been affiliated to NCVT.

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

- Details of trades/units existing in the Institute:-

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

- Trades/Units which are now recommended for affiliation

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

|  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|

6. Other observations/ comments, if any:-

The above comments/ recommendations from Sl. No.I 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 Head Quarters, new Delhi, The other copies would be forwarded to the DGET, Ministry of Labour by the State Director.

Date :

Signature of the Members

|                |                |                               |
|----------------|----------------|-------------------------------|
| NCVT           | SCVT           | Industry                      |
| _____          | _____          | _____                         |
| Representative | Representative | Representatives/Trade Experts |

Name and designation of the members and Office Seal.

Note:-

1. Each page of the 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 &  
Office seal

**DETAILS OF TRADES/UNITS PROPOSED FOR GRANT OF AFFILIATION  
(BY STATE DIRECTOR DEALING WITH CRAFTSMEN TRAINING SCHEME)**

SUBJECT: AFFILIATION OF (Name, Full Address with pin code no.)

Institute \_\_\_\_\_ to NCVT regarding

- |  |   |
|--|---|
| 1. State/UT _____                                  | 5. Total Seating Capacity of Instt. _____                     |
| 2. Govt./Private _____                             | 6. Date of present inspection by<br>Standing Committee _____  |
| 3. Total no. of Trades<br>already affiliated _____ | 7. Date of previous inspection by<br>Standing Committee _____ |
| 4. Total No. of Units<br>already affiliated _____  | 8. DGET Reference if any _____                                |

SCIR Dated \_\_\_\_\_ forwarded by the State Director, (State/UT) \_\_\_\_\_  
in respect of affiliation of following trade/units at the above subject Institute.

| Sl. No. | Name, Address & File No. of the Institute for reference and future correspondence | Trade/Units for which Affiliation |                    |       |         |
|---------|---|-----------------------------------|--------------------|-------|---------|
|         |   | Sought by Institute               | Standing Committee | DGE&T | Remarks |
| 1.      | 2.  | 3.                                | 4.                 | 5.    | 6.      |
|         |   |                                   |                    |       |         |

The institute has already been affiliated to NCVT for the following trades/units vide DGET File No. \_\_\_\_\_ Dated \_\_\_\_\_ (with Documentary Proof)

| Sl. No. | Name of the Trade | Ist Shift | IInd Shift | Total Units | Total Seating capacity |
|---------|-------------------|-----------|------------|-------------|------------------------|
| 1.      | 2.                | 3.        | 4.         | 5.          | 6.                     |
|         |                   |           |            |             |                        |

a) Staff Position (Page No. of Report) \_\_\_\_\_

| Sl. No. | Post/Trade Allotted | No. of Instructor available | Qualification |
|---------|---------------------|-----------------------------|---------------|
| 1.      | 2.                  | 3.                          | 4.            |
|         |                     |                             |               |

- b) Power Supply Position (Page No. of Report) \_\_\_\_\_  
 Total Power supply available in the Institute is three phase \_\_\_\_\_ K.W. for the trades/units where affiliation is sought for and already affiliated trades while required is \_\_\_\_\_ K.W.
- c) Space (Page No. of Report) \_\_\_\_\_  
 The Institute is functioning in its own/rented building. Space details are as follow: ( with blue print)

| Sl. No. | Name of Trade | Max. no. of Units per shift | Required Area (Sq. Meter) | Available Area (Sq. Meter) | Remarks |
|---------|---------------|-----------------------------|---------------------------|----------------------------|---------|
| 1.      | 2.            | 3.                          | 4.                        | 5.                         | 6.      |
|         |               |                             |                           |                            |         |

- d) Tool and Equipment (Page No. of report \_\_\_\_\_)  
 Details of tools and equipment available for all the trade/units (Trainee's kit, Shop Outfits, Machines etc.)

| Sl. No. | Name of Trade | No. of Items |           |                     |               | Remarks |
|---------|---------------|--------------|-----------|---------------------|---------------|---------|
|         |               | Required     | Available | Partially Available | Not Available |         |
| 1.      | 2.            | 3.           | 4.        | 5.                  | 6.            | 7.      |
|         |               |              |           |                     |               |         |

Signature of State Director  
 Date.  
 Name of the State Directorate &  
 Office seal