

FORMAT FOR WEB-SITE FOR GOVERNMENT AND PRIVATE ITI s

Date of Last Update
(Must be updated on monthly basis)

1. About Institute

S. No		
a	Name of the Institute	
b	Address of the Institute	
c	Date of Establishment	
d	DGET File Reference No.	
e	Code Allotted by DGET	
f	Contact Nos.	
g	Mobile No.	
h	Fax No.	
i	E mail ID	
j	Location-Rural/Urban	
k	Approach/How to Reach	

2. Introduction of the Institute with the Mission Statement and Objective

a. History of the Institute, its Logo.

b. Managing Society/Trust/Company etc.

Name of the Society/Trust/Company etc.	
Registration Number and its validity	
Scanned copy of related certificates hyperlinked	
Remarks	

c. Name (s) of Chairman and Members

Name & Designation	Father's Name	Address	Mobile No.	UID No.	Whether member of any other Society/ Trust/ company	If answer of column 6 is yes, please furnish details
1	2	3	4	5	6	7

Note : 10 (minimum) scrolling photographs (Administration, Block, Workshops and Library)

3. Schemes running in the Institute (CTS and MES etc. under NCVT)

Name of the Scheme	Total Capacity	Duration	Admitted in Current Financial Year	Current Status
Craftsman Training Scheme				
Modular Employable Scheme				
Other Schemes				

4. Admission Criteria :

(a. By percentage of Marks in qualifying Exam. b. Written Test c. Interview d. Any other)

Name of Trade under (NCVT)	Duration of Training	Eligibility Qualification

5. Trades Affiliated to NCVT and SCVT

Names of the Trade (linked to the respective Syllabus with DGET website)	No. of Units	Shifts Running (I/II/III)	Seating Capacity per unit	Total Seating Capacity	Affiliation Date/Copy of DGET order Link (SCANNED)

6. Summary of Trades affiliated to NCVT

Trade Name	Shift intake capacity			Total No. of Units	DGET order No.	Remarks
	1 st	2 nd	3 rd			

7. Summary of Trades affiliated to SCVT

Trade Name	Shift intake capacity			Total No. of Units	Remarks
	1 st	2 nd	3 rd		

8. Court Case and Status

a. in which court, b. Institute/Management Committee/trainees/Trainers are Party

CWP No/Name of Court	Year	Issue	Status

9. Faculty (Technical Staff)

S.No	Name	Designation	Qualification (class 10 th onwards)	Trade	Date of Joining	Regular/Adhoc/ Contract	CTI trainees (Yes/No)	Photo link

- i) Special achievement by instructors, if any
- ii) Awards received by Instructors, if any

10. Achievements by Trainees

Name of the award	Under Scheme	Won By	Year	Remarks

11. Administrative Staff

Sl. No.	Name of Staff	Designation	Date of Joining	Remarks

Annexure -5

12. (a) Infrastructure, Building and Workshop

Sl. No.	Ownership Documents/Lease agreement for rented building	In Square Metres	Link to scanned document/image
a.	Total Area		
b.	Covered Area		
c.	Total Class Rooms Area		
d.	Total Workshops Area		
e.	Drawing Hall		
f.	Audio Visual Hall		
g.	Computer Lab		
h.	Play Area		
i.	Library		
j.	Remarks		

12 (b) Trade Specific Infrastructure, Building and Workshop

Trade	Unit	Class Room Area per Unit	Total class room area for Trade	Workshop Area per unit	Total Workshop area for Trade	Remarks (Photograph etc. in link

13. Electric Power Supply

Present Electric Load	(in KW)	Hyperlink to document proof
Date of Connection		
Connection in the name of		
Meter No.		
Seal No.		
Remarks		

Annexure -5

**14. Record of Trainees –
Year Wise and Trade wise details of the trainees**

Name	Father's Name	UID/DOB	Male/Female	General/SC/ST/O BC/Minorities/PH	Trade	Shift	Session

15. Quality Monitoring

a. ATTENDANCE (on monthly basis)

Attendance of Instructor

S/ No	Name of the Instructor	August	September	October	November	December

Attendance of Trainees

S/ No	Name of the Trainee	August	September	October	November	December

b. PROGRESS CARD

TRADE 1

Trainees/ Name/ Roll No.	Monthly Test I				Monthly Test II				Monthly Test III				Monthly Test IV				Monthly Test V							
	Th	Pr	WS	ED	Th	Pr	Ws	ED	Th	Pr	Ws	ED	Th	Pr	Ws	ED	Th	Pr	Ws	ED				

TRADE 2

Trainees/ Name/ Roll No.	Monthly Test I				Monthly Test II				Monthly Test III				Monthly Test IV				Monthly Test V							
	Th	Pr	WS	ED	Th	Pr	Ws	ED	Th	Pr	Ws	ED	Th	Pr	Ws	ED	Th	Pr	Ws	ED				

- c. Electrical Energy Consumption per student per month
- d. Raw material Consumption per student per month
- e. Maintenance expenditure per year on building and machines

Annexure -5

16. Overall Results

Year wise (3 years record) :

Trade	Number of Trainees admitted	Number of Trainees appeared for AITT	Number of Trainees passed	Number of Certificates issued
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17. Details of certificates issued to Trainees

Year*	2009		2010		2011	
	February	August	February	August	February	August	
No. of Trainees appeared							
No. of Trainees passed							
No. of NTCs issued							
No. of NTCs pending							

(* Number of all the issued/pending certificates, year wise, is to be given)

18. Placement

i) Details of Placement Cell

ii) Placement record of the trainees during last five years. **(Year-Wise)**

S. No	Roll No.	Name	Trade	Year of Passing	Organization Name	Salary on Joining
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19. Library (Brief information on journals and books) :

20. Sports/Recreation (Brief information on Hardware and Software)

21. Sports/Recreation (Brief information on Facilities Available)

22. Industry Institute Linkages

- i) Name of the Industry Partner/MoU
- ii) Major Activities/Contributions
- iii) Industry visit/Industrial tour
- iv) Guest Faculty
- v) Workshop & Seminars

23. Extra Curricular activities

24. Right to Information

Appellate Officer Name	Designation	Contact No.
CPIO		

25. Application Format for Course(s)

Name of Course	Duration	Tentative date of course	When to apply	Application Format (Download link)

26. State Directorate

Name and Address of Directorate	
Contact Number	
Mobile Number	
Fax Number	
E-mail Address	(Hyperlink to State Directorate Website)

29 Certification such as ISO 9000, ISO 29990 etc., if any.

30. Funds Status

Sl. No.	Budget allotted	Assisted Scheme (DGET/World Bank etc.)	Annual/Five Year	Budget used (Hyperlink to Relevant Central/State Directorate Head)

31. DGET and State Government orders issued from time to time

Order reference Number & date	Subject of the order	Copy of the order scanned/Hyperlink

32 Rating of Institute by QCI or any other agency .

33. Feedback and suggestions

Address for sending Feedback and suggestions	
e-mail ID	
Contact no	

34. Grievance Redressal Mechanism