

Guidelines for Inspection Committee

❖ *Inspection team is requested to go through the guidelines and inspection perform before the start of the inspection.*

1. Building plan and site plan should be properly prepared to suitable scale by a professional architect which should be duly authenticated. Copy of Registration papers/Lease document in support of land/building to be furnished. The site plan should include nearest motorable road in the plan for proper location of the institute. It should also include postal Index Number (PIN) and other prominent land mark in the vicinity for proper identifications.
2. Basic amenities such as availability of proper drinking water, fans, electrical fittings, connecting roads, separate toilets for girls, boys & staff, quality of construction of building such as plastering, painting, flooring, wood work etc. and also general ambiance of the institute including adequate open spaces / parking area should be checked in addition to inspection of other infrastructural facilities as per DGE&T norms.
3. Electrical connected load should be available as per norms prescribed. Provision of Generator will not be accepted for miscellaneous reasons. Power sanction order, meter sealing report, installation report and current electricity bill in support of availability of required power supply to be furnished. Certificates issued by competent authority of electricity department shall be acceptable.
4. List of tools and equipment should be verified based on the latest syllabus. Sometimes equipment for 2nd year of two year course are not mentioned property, these should be checked carefully and the proof of their purchase, payment and store stock register must be verified.
5. Qualified Instructors including instructor for 'Workshop Calculation & Science' and 'Engg. Drawing' (qualification as per NCVT norms) should be appointed/ posted and their certificates of technical qualification should be enclosed along with the inspection report.
6. **No recommendation should be made by the Inspection Committee on the basis of affidavit/undertaking.**
7. **Date and duration of inspection must be clearly indicated in the inspection report.**

Inspection Report of Private ITC for NOC (2010-11)

Date of inspection: _____

Duration of Inspection: From _____AM/PM to _____AM/PM

Note:

- ❖ All pages of this Report must be numbered and signed by inspection committee. ITC must be capable of running 8 units as per departmental policy.
- ❖ Dimensions of Land and Building (W/Shops, Theory Rooms etc.) must be given in Sqm only.
- ❖ For Non-Engg Trades where space norms (W/Shop and Theory Rooms) are not specified by DGE&T (Website/Training Manual/Syllabus etc.), minimum W/Shop and Theory Room size should be 50 Sqm and 30 Sqm respectively.
- ❖ As per DGE&T norms minimum 28 hours per week practical training must be imparted to the trainees. Time Table of ITC must ensure this norm.
- ❖ For every three units, there must be one Theory Room available in the ITC.
- ❖ This Report be sent to Directorate through special messenger by the inspection Committee on the next day of carrying out the inspection.

I. BASIC INFORMATION:

1.	Name of the Industrial Training Centre with Full Postal Address alongwith Pin Code & District . Phone No. Fax No.				
2.	Name and address (alongwith District) of the organization / society seeking permission to start ITC Phone No. Fax No.				
3	Trades applied for by the organization/society:				
	Sr.No.	Name of Trade	No. of Units (Even numbers only to be run in 2 shifts)	No. of students in each unit as per DGE&T norms	Total No. of students
	1.				
	2.				
	3.				
	4.				
	5.				
	6.				
	7.				
	8.				
	Total =				

4	Whether Society, as per Departmental Policy, has availability of minimum Rs 10.0 lacs as working capital for meeting the recurring expenses (attach proofs)	
5	Whether the institute has minimum constructed area of 500 SqM. as per Departmental Policy and adequate open spaces and parking area. If not, give details about the area constructed.	
6	Whether the Inspection Committee is satisfied that the Institute's surroundings are free from any Liquor Vend and other hazardous or evil sources which can adversely effect the training and health (Physical or Moral) of the trainees etc.	

II. INFRASTRUCTURE

❖ **Dimensions of Land and Building (W/Shops, Theory Rooms etc.) must be given in sqm. only.**

7	<p>Land :</p> <p>i. Whether Own Land / on Lease (Attach proof in the name of Society)</p> <p>ii. Period of Lease:</p> <p>iii. In case land is Urban, whether it falls in Municipal Limits / Controlled Area</p> <p>iv. CLU/NOC from DTP/ Municipal Committee or Corporation (Attach proof)</p> <p><u>Other Details of Land:</u></p> <p>i) Registration No., Date & Place.</p> <p>ii) Survey No./Khasra No.</p> <p>iii) Area in Acre</p> <p>Building:</p> <p>v. Whether Own / on Lease</p> <p>(Attach copy of lease deed for minimum 10 years which must include the permission of owner to make alterations in the building, if required for compliance of DGE&T norms and standards)</p> <p>vi. Attach attested copies of site plan and architectural drawings of building prepared on some suitable scale and duly authenticated by a professional Architect showing tradewise Workshops, Theory rooms and Administrative Block (<i>dimensions in Sq.mts only</i>)</p> <p>vii. Attach photographs of building, tradewise workshops and theory rooms</p> <p>viii. Area of built up space in Sq. M. available exclusively for the proposed ITC</p> <p><u>Other Details of Built up Area</u></p> <p>Quality of construction (excellent/ very Good/ Good/ Satisfactory/ Poor)</p> <ul style="list-style-type: none"> • Plastering • Painting • Flooring • Wood Work • Overall ambiance 	<p>Own _____ Lease _____</p> <p>Proof available at page no. _____</p> <p>_____</p> <p>_____</p> <p>Proof available at page no. _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Own _____ Lease _____</p> <p>Available at page no. _____</p> <p>Available at page no. _____</p> <p>Available at page no. _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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8	<p>Class Rooms:</p> <p>❖ For every three units, there must be one Theory Room available in the ITC.</p> <p>i) Number of Trades: _____</p> <p>ii) Total No. of units of all trades: _____</p> <p>iii) Number of Theory Rooms: _____</p> <p>iv) Give Areas of each Theory Room in Sq.M. 1 _____ 3 _____ 2 _____ 4 _____</p> <p>v) Are there separate Workshops for each trade unit (Yes/ No) _____</p> <p>vi) Short fall, if any _____</p>	
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- (i) For Non-Engg Trades where space norms (W/Shop and Theory Rooms) are not specified by DGE&T (Website/Training Manual/Syllabus etc.), minimum W/Shop and Theory Room size should be 50 Sqm and 30 Sqm respectively.
- (ii) As per DGE&T norms minimum 28 hours per week practical training (i.e. about 5 hours daily) must be imparted to the trainees. Hence, there must be **one dedicated workshop per unit of the trade in single shift.**
- (iii) However, two units of that trade can also be run in one workshop provided these are run in two shifts which must be reflected in the time table. **But separate tools and trade instructors shall be required for two units in double shifts.**

9	Accommodation for Workshops:						
	S.No	Name of Trade	Total No of Units to be run for each Trade (Even No. only to be run in 2 shifts)	No. of W/shops required (i.e. equal to half the no. of units proposed to be run in two shift)	Area required for each W/shop (Sq.M) (As per DGE&T norms)	Actual available area (Sq.M) (Give area of each w/shop if more than one w/shops are required for the Trade)	Short fall if any
3	Whether the Institute complies with the Power Load requirement as per DGE&T Training Manual ⁱ . (Indicate Yes/No): Attach details as Annexure 'A' in given format.					Available at Page No. _____	
4	Whether Tools, Equipment and Machinery for each proposed trade are available as per DGE&T norms ⁱⁱ . (Indicate Yes/No): Attach details as Annexure 'B' in given format.					Available at Page No. _____	
5	Whether Administrative, Instructional and Supervisory staff is available as per DGE&T norms. (Indicate Yes/No): Attach details as Annexure 'C' in given format.					Available at Page No. _____	
6	Whether sufficient Furniture and Library facilities are available as per norms. (Indicate Yes/No): Attach details of Furniture as Annexure 'D' showing requirements as per DGE&T norms, actually available, and shortages					Available at Page No. _____	

III. CHECK LIST:

1.	Whether Preliminary Inspection Fee of Rs. 10000/- had been deposited or Demand Draft Submitted by the Centre.	
2.	Whether all pages of the Report, Performa, Annexures, documents attached with the report have been signed by the Inspecting Committee	
3.	Whether the copy of Registration/ Constitution/M.O.A., By Laws, Resolution of the Society/Trust/Association have been seen by Inspecting Committee	
4.	Whether trade wise details of the Tools, Machinery, Equipment and Furniture required and available with the Institute have been attached in the form of Annexures.	
5.	Whether the details of the Staff selected/appointed have been attached.	
6.	Whether the copies of Site Plan, Building Map and Location Plan has been attached	
7.	Whether copies of Ownership/Lease Deed/Rent Deed of land/building have been attached	
8.	Whether the Space earmarked for the Existing trades (if approved previously) and proposed trades has been shown separately.	
9.	Whether the Proof of Power Load has been attached.	
10.	Whether the other General amenities such as availability of proper drinking water, Fans, Electrical fittings, connecting roads, separates toilets for girls, boys & staff are available satisfactory.	
11.	Whether the deficiencies have been pointed out to the ITC in writing. (In case any deficiencies were found)	
12.	Whether the copy of proof(s) of Financial status of the Trust/ Society /Association has been attached.	
13.	Whether the stock registers of Tools, Machinery, Equipment & Furniture has been maintained and cross checked.	
14.	Whether the payment of bill of materials have been made and cross checked	
15.	Whether the ITC is running any other educational institute . If so, attach the proof as annexure.	

IV. RECOMMENDATION OF THE COMMITTEE:

(A) Trades recommended by the Committee on the basis of availability of infrastructural facilities with the ITC as per DGE&T Norms and Departmental policy:

S.No.	Name of Trades recommended	Course Duration	No. of Units applied by the Society / Institution (Must be in even numbers)	No. of Units recommended by the Committee (Must be in even numbers)	Reason(s) in brief, if lesser no. of units are being recommended by the Committee
1					
2					
3					
4					
5					

(B) Trades rejected by the Committee, if any, on the basis of DGE&T Norms/Departmental policy:

<u>S.No.</u>	<u>Name of Trades Rejected</u>	<u>Reason(s) in Brief</u>
1.		
2.		
3.		
4.		
5.		

Signature of expert Committee Members :

Sr.No.	Name	Designation	Signature
1			
2			
3			

DETAILS OF VISIT

Duration of Inspection : From _____ AM/PM to _____ AM/PM on _____

PARTICULARS OF THE EXPERT COMMITTEE

S.NO.	Name & Designation	Postal Address with Pin code	Phone (office & Resi.) fax Mobile NO. & Email
1.			
2.			
3.			
4.			
5.			
6.			

PARTICULARS OF THE APPLICANT INTERACTING WITH THE EXPERT COMMITTEE

S.No.	Name	Designation	Phone NO.	Signature
1.				
2.				
3.				
4.				
5.				

DECLARATION

The report is unbiased based purely on factual information as provided by the applicant and cross checked by the Committee through physical inspection.

Signatures: Applicant:

Signatures of the Expert Committee Members

DETAILS OF INSTRUCTIONAL STAFF

Sr.No.	Name of Post	Name of person appointed (also affix Stamp size photograph below)	Required qualification as per norms	Qualification of the person appointed
1	Principal			
2.	Group Instructor (One for every 8 units)			
2	Social Study Instructor			
3	Workshop Calculation Instructor (for Engg. Trades)			
4	Drawing Instructor (for Engg. Trades)			
TRADE INSTRUCTORS				
1				
2				
ADMINISTRATIVE AND SUPPORTING STAFF				

➤ *Attach sheet for more Trade Instructors*

ⁱ Attach photo copy of last bill paid by the Centre duly signed by head of centre/ Secretary/President of the Society

ⁱⁱ Attach separate sheet for each trade