

**PROFORMA FOR INSPECTION OF INDUSTRIAL TRAINING INSTSITUTES (Govt. and Pvt. ITIs)**

1. General

Name of the ITI :- **ARYA PRIVATE I.T.I LALIT KHERA , JIND**

Block:- **JULANA**, Tehsil :-**JIND**, Urban/Rural :-**RURAL** , District:-**JIND**

E-mail:-**contact@aryaitc.com**,

Phone / Mobile No. :-**01681232346/ 9466076899**

i.	Name and designation of inspecting officer						
ii.	Date of inspection						
iii.	Date on which last inspection was carried out by a) DGE&T b) Directorate	<b>26-04-2013</b>					
iv.	Date of establishment of ITI						
v.	No. of NCVT trades with units	Trade	No. of units	Students strength during 2011-12		Students strength during 2012-13	
				Admitted	Dropped	Admitted	Dropped
1	WELDER		<b>2</b>				
2	ELECTRICIAN		<b>2</b>				
3	FITTER		<b>2</b>				
vi.	No. of SCVT Trades with units	Trade	No. of units	Students strength during 2011-12		Students strength during 2012-13	
				Admitted	Dropped	Admitted	Dropped
	N/A						
	N/A						
	N/A						

2. a) Attendance of Staff: Unauthorized absentees

Sr. No.	Name of Official	Designation	Since when	Remarks
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I. ....  
II. ....

b) Staff in position

Name of post	Sanctioned strength	In position		
		Regular	Contractual / DC rate	Total

3. Status of stipend paid up to the month / year: **JAN 2013**

- a) SC / ST students .....
- b) General students .....
- c) .....

4. Status of Store

- I) Adequacy of Space :-**NO**
- II) List of material available :- **YES**
- III) Monthly store check / Physical verification :-**YES**

5. Status of Workshop & machinery

a) Shortage or Machinery & Equipments: Status attached at Annexure\_\_\_\_\_

Sr. No.	Trade	Unit	NCVT / SCVT	Session Started	M/C Shortage / Percentage	Action Taken
	<b>NO</b>					
	<b>NO</b>					

b) Surplus machinery: Status attached at Annexure\_\_\_\_\_

Sr. No.	Trade	Name of Machinery	Book Value	Surplus since (dated)	Reason / Action taken
	<b>NO</b>				
	<b>NO</b>				

c) Status regarding condemned machinery / furniture / tools etc: Status attached at Annexure \_\_\_\_\_

Sr. No.	Trade	Name of Machinery	Book Value	Condemned since (dated)	Reason / Action taken

d) Status of IT Lab:      i) No. of Computer / System available  
                                      ii) Status of Institutes Website

6. Library

- I) General Condition of Library :- **GOOD**
- II) Availability of instructional material :- **SUFFICIENT**  
       As prescribed by DGE&T / NIMI

7. Result / placement position (last year)

I) NCVT/FTT

Sr. No.	Students appeared	Pass	Fail	Percentage			
					Employed	Engaged Apprentice	Self Employed

II) SCVT/ FTT

Sr. No.	Students appeared	Pass	Fail	Percentage			
					Employed	Engaged Apprentice	Self Employed
	<b>NO</b>						

8. Trade units inspected, reports attached:

Sr. No.	Name of trade	Name of Instructor	Report on page
i)	<b>WELDER</b>	<b>MR. JAI BHAGWAN</b>	
ii)	<b>ELECTRICIAN</b>	<b>MR. SUDHIR &amp; VIRENDER</b>	
iii)	<b>FITTER</b>	<b>MR. SHIV KUMAR &amp; NEERAJ</b>	

9. a) Electric Power available

Electric load required as per norms	Electric load sanctioned	Shortage

c) Generator available if any .....**35 KV & 5 KV**....KYA (Capacity)

10. Status of Budget allotted

Designation	Budget allotted	Expenditure incurred	Balance
Machinery			
Civil works			
Misc.			

11. Placement

- 12. Status of demand and availability of consumable for training :- **SUFFICIENT & GOOD**
- 13. Status regarding ambience and house keeping of institute :- **GOOD**
- 14. Status regarding availability & Maintenance of essential amenities :- **GOOD**
- 15. General observations / weaknesses of Institute :- **NO**
- 16. Any other important issue :- **NO.**

Attach supporting documents:

Total page numbers:

Signature of Inspecting Officer



**Proforma for Inspection of trade instructors  
(To be filled up for each trade instructors separately during inspection)**

Name of the Govt. Industrial Training Institute:

Name of the Instructor .....Date of inspection .....Trade & Section .....

Sr. No.	Description	Maintained (Yes / No) & Status Report
1.	Students Attendance	Admitted on Roll Present Leave Absent
2.	Student Leave Record	
3.	Dally Diary	
4.	Lesson Plan	
5.	Demonstration Plan	
6.	Attendance Chart	
7.	Progress Chart	
8.	Charge Register	
9.	B. Register	
10.	D. Register	
11.	No. of jobs prepared during the session since August	
12.	Latest syllabus availability (year)	
13.	Training scheduled adhered	Training week Theory syllabus covered (week) Practical syllabus covered (week)
14.	Job Marking record / evaluation sheet	
15.	Monthly tests	
16.	Progress cards	
17.	General ambience / lay out maintenance of workshop	
18.	No. of machines out of order / since when	
19.	No. of weak students / step take n for their improvement	
20.	Week-wise syllabus is being adhered	
21.	Additional duties assigned to Instructors by Principals	
22.	Remarks	

Signature of Principal

Signature of G.I.

Signature of Instructor  
(Signature of Inspecting Officer)

**Proforma for Inspection of Group Instructor**

(To be filled up by every GI during inspection)

Name of ITI

Name of GI ..... Date of inspection ..... Trades .....

Sr. No.	Description	Maintained (Y / N)	& Status Report
1.	Deficiency Register		
2.	Results		
3.	Status of machinery (working or non working)		
4.	Status of affiliation		
5.	Availability of raw material		
6.	Status of inspection record		
7.	House keeping of workshop		
8.	Arrangement of safety precaution		
9.	Status of student discipline		
10.	Memos by the Principal		
11.	Status of co-circular activities		