

PART B
GRADING ON PRINCIPAL

Sl. No	Attributes	Total Weightage	Guidelines of Rating Attribute	Verification Document	Weightage given
1	2	3	4	5	6
1	Trainees pass out	25	Pass out more than 80% = 25, 70-79% =20 60-69=15 50-59=10 below 50%=Nil	AITT/SCVT results of the last batch to which he hold the charge more than half of the training period.	-
2	Trainees Placement rate	25	Employability more than 60% = 25, 50-59% =20 40- 49% = 15 30- 39% = 10 less than 30= Nil, (the trainees taking up higher studies including apprenticeship after ITI should not be accounted as employed)	Placement records maintained by Placement officer / placement cell with trainees details.	-
3	Drop outs = (Appeared/admitted * 100)	10	Drop outs Upto 10% = 10, 11% -15% = 5, else Nil	Admission register, attendance register and examination register	-
4	Maintenance of machines and equipment	10	80% and above machines are in working condition =10, 80-89%= 5, below 80%=Nil	Spot inspection	-

5	Condemnation	15	Quantity / Number of items disposed/ total quantity of items found unserviceable a) By self = 8 b) By reporting = 7	Registers and Files	-
6	Preparation of written instructional materials (Lesson plan, Demonstration plan)	15	91 - 100% = 15 81-90% = 10 less than 80% = Nil	Physical verification of approval of documents by the principal	-
7	Status of IMC Executive meeting	5	4 Times in an year 5 3 Times 4 2 Times 3 Bellow 2 nil	Verification of Minutes	
8	Status of PTA Executive meeting	5	Monthly 5 8 Times in an year 4 6 Times in an year 3 Bellow 6 nil	Verification of Minutes	-
9	Functioning of ED club	5	For active ED club 5 Only for formation 3 if not Nil	Documents	-
10	Whether the Principal has written any articles, text books etc? If YES, give details	3	Yes -5 else -Nil	Presentation of document	-
11	Has the Principal received any recognition, award or prize from the Department, or Government during the last 10 years? If YES, give details	3	Yes -3 else -Nil	Presentation of document	-
12	Initiation for teaching aids such as 3D interactive, LCD, projector etc	5	providing 3D/ PPT etc = 5		-

13	Maintenance of Web site	3		Physical	-
14	Timely report to Higher authorities	10	Remarks to be obtained from various sections	to be assigned by the committee	
15	Procurement and distribution of training materials	10	grades to be obtained in the training Inspector	Records	-
16	Distribution of Certificates	10	70% distributed Nil 80% distributed 5 90% distributed 8 100% distributed 10	Registers	-
17	Maintenance fund utilization	20	1) Maintenance of Machines 5 2) Replacement of Machines 2 3) Raw material purchase 3 4) Percentage of utility 100% 10 80% 8 60% 6 40% 30%	Records	-
18	Fund utilization from Local Bodies/Other source for infrastructure development	8	All-8 District Panchayath-2 Block Panchayath-2 Grama Panchayath-2 Other societies (NGO's) - Sponsorship -1	Physical verification	-
19	Interest in waste Management in ITI	5	Special arrangement – 5 New methods adoption-3 Dumping-2	Physical verification of site	

20	Other activities	8	All - 8 Anti-narcotic forum-2 Physical education-2 Health club-2 Entrepreneurship club - 2	Physical verification of files and registers	
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Total weightage awarded:

(Out of Two Hundred)

Declaration

This is to certify that I have verified all the relevant documents regarding the weightage awarded and they are authentic.

Dated Signature of Applicant (Principal

Name:

Designation:

Verification report

Certified that I have verified all the relevant documents based on which details are given and found that the details provided are true and correct.

Place:

Signature of Inspector of Training

Date:

For office use

Assessment of the committee