

**INDUSTRIAL TRAINING DEPARTMENT  
(KERALA STATE)**

No. F3/35587/13

Santhi Nagar, Thiruvananthapuram-01  
Date: 03.10-.2015

**Circular**

Sub:- Industrial Training Department- Training Directorate – Improve the quality of Training- Instruction issuing-Reg.

Ref:- 1) Study report submitted by Special Officer numbered STI/309/14  
Dated 06/06/2014

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For improving the quality of training in institutes all officials should adhere the below points.

**I. Study Materials & Records**

- 1) All officials should keep all the Written Instructional Material, (WIM), other records and produce at the time of inspection without fail.
- 2) The main record of ITI Trainees are their progress cards, marks for Monthly Test should be entered in time. Principal and Group Instructors should verify and must Countersign these periodically.
- 3) Monthly test paper evaluation book should be maintained for each trainee and produced at the time of Inspection.
- 4) For proper training, lesson plan, demonstration plan work book should be maintained and produced at the time of Inspection.
- 5) Daily Diary of trainees should be updated with relevant information and countersigned.

**II. Machineries and Instruments**

- 1) Avoid the ruining of machineries by using them without proper installation. The machineries kept idle should be used for Training without fail.
- 2) Issue the machineries to trades at the earliest instead of keeping them in stores. During inspection if any item is kept idle in the store, it will be viewed seriously.
- 3) The valuable instruments for virtual class room and 3DM CDS to be regularly used for training and should be maintained properly.
- 4) Internal inspection by Supervisory staff like Principal, Group Instructor must be conducted regularly. They are directed to follow the provisions in part III para 55 to 60 of Training Manual strictly.
- 5) All Inspector of Training should submit a report of inspection at once with out fail.

  
**For Director of Training**

To

All Department Heads (Through Official Website)