

PART B
GRADING ON INSTRUCTOR

Sl. No	Attributes	Total Weightage	Guidelines of Rating Attribute	Verification Document	Weightage given
1	2	3	4	5	6
1	Trainees pass out	15	Pass out more than 90% = 15, 80-89% =10 70-79 = 5 below 70%=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	5	Employability more than 70% = 5, 40-70% =3 less than 40=2, (the trainees taking up higher studies including apprenticeship after ITI should not be accounted as employed)	Placement records maintained by instructor / placement cell with trainees details.	-
3	Practical conducted for trainees (Number of exercise covered/Total number of exercise)	10	Practical conducted as per DGT Norms 90% or more =10, 80-89%= 5, below 80%=0.	Random checks on 1.students daily diary 2.Job Evaluation sheets 3.Student personal journal 4.Jobs performed experiments done etc.	-
4	Monthly test paper conducted	6	100% - 6 else - 0	Physical verification of answer books and question paper	-
5	Preparation of written instructional materials (Lesson plan, Demonstration plan)	14	100% = 7each 90-99% = 4each less than 90% =0	Physical verification of lesson plan, demonstration plan, Assessment / Evaluation sheet	-
6	Preparation of programme of coaching	6	Displayed - 6 Prepared -3	Physical verification of the documents displayed	-

			Else -0		
7	Whether the Instructor has worked as Resource Person in the training programme? If Yes give details	5	Yes -5 else - 0	On the basis of verification of proof	-
8	Opinion on the maintenance of 'Trainee's records a) Daily diary b) Log Book c) Progress card	9	Yes -3 marks each for a,b and c else - 0	Physical verification of records	-
9	Participation of Instructor in the extra curricular activities conducted in the campus	3	Yes -3 else -0	On the basis of opinion of principal	-
10	Whether the Instructor has written any articles, text books etc? If YES, give details	2	Yes -2 else -0	Physical verification	-
11	Has the Instructor received any recognition, award or prize from the Department, or Government during the last 10 years? If YES, give details	2	Yes -2 else -0	Physical verification	-
12	Evaluation on maintenance of machines and equipment	4	100% =4 90-99 =3 80-89 =2 70-79=1 else =0	Physical verification	-
13	Whether the Instructor is using latest Technology for instruction (power point presentation,	6	100% =6 90-99 =4 80-89 =2	Physical Verification	-

	other teaching aids details)		70-79=1 below 70% =0		
14	Whether the Instructor give any special attention and assistance to the weaker trainees? If YES, give details	5	100% =5 90-99 =4 80-89 =2 70-79=1 below 70% =0	Physical Verification	-
15	Layouts and up keeping of workshop	6	100% =6 95-99% =4 90-94% =3 else =0		-
16	Participation in Skill Training Programme other than CTS	2	Yes -2 else -0	Certification of short term courses SDI-MES, Norka roots	

Total weightage awarded:

(Out of 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 Head of Institute

Name:

Designation:

For office use:

Assessment of the committee: