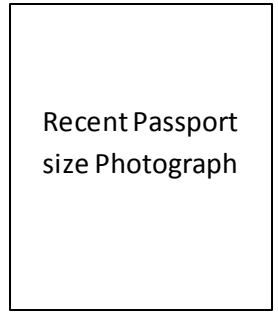


One passport size photograph duly attested on Back side by the principal of ITI be attached in separate envelope. The photograph should not be defaced in anyway



PROFORMA FOR RECOMMENDATION FOR STATE AWARD-2018-19 :PRINCIPAL

Part A should be filled by the applicant and Part B should be filled by the Inspector of Training based on available records and performance.

PART A

Particulars of the Principal

- 1 Name (in Block letters) :
- 2 Gender :
- 3 Designation :
- 4 Name of Institute :
- 5 Date of Birth :
- 6 Age as on 31.12.2018 :
- 7 Date of retirement/ Superannuation :
- 8 Academic Qualification :

Sl.No	Examinations passed	University/ Board/ Department	Year of Passing	% of marks obtained

9 Service Details from the date of entry

Sl.No	Designation	Trade / ACD	Name of Institute	Period	
				From	To

10 Details of compulsory training

Name of programme	Duration		Name of CTI/ATI	Whether passed or not		
	From	To				
CTI						
Modular Training	M1					
	M2					
	M3					
	M4					

11. Other Training Programmes attended

Name of Programme	Duration	Centre of Training

12. Whether the officer undergone any disciplinary action (memos, suspension, censure etc.) for the last 10 years ; Yes/ No

If yes give details

Declaration

Certified that the documents and the details provided are true and correct to the best of my knowledge and belief.

Place :

Name :

Date :

Signature :

Verification and Recommendation Report

Certified that I have verified all the relevant documents based on the available records and found that the details provided are true and correct. I also recommended to Sri/Smt:..... for best Principal Award.

Place:

Signature of Inspector of Training

Date:

For Office use

Remarks by the Verification Committee :

PART B -2018-19
GRADING PARAMETERS (Principal)

Sl. No	Attributes	Total Weightage	Guidelines of Rating Attribute	Verification Document	Weightage given
1	2	3	4	5	6
1	Trainees pass out rate of trainees	15	Trainees Pass out more than 90% = 15, 80-89% = 10 70-79 =5 below 69% = Nil	MIS Portal. 1. AITT/SCVT Result of the last batch to which he hold the charge for last three years. 2. More than half of the training period in particular institute.	-
2	Trainees Placement rate	15	Employability more than 60% = 15, 50-59% =10 40- 49% = 5 30- 39% = 2 less than 30= Nil, (the trainees taking up higher studies including 1. Apprenticeship after ITI should not be accounted as employed) 2. Inplant training associated with academic should not be accounted.	Placement records maintained by placement cell with trainees details.	-
3	Drop outs = (Appeared/admitted * 100)	8	Drop outs Upto5% = 8, 6% - 10% = 5	Admission register, attendance register and examination register	-

			else Nil		
4	Maintenance of machines and equipment	10	80% and above machines are in working condition =10, 80-89%= 5, 70-79 = 3 below 69%=Nil	Spot inspection	-
5	Condemnation/Scrap disposal	10	Quantity / Number of items disposed/ total quantity of items found unserviceable a) By self = 5 b) By reporting = 10 • (1 mark each)	Registers and Files	-
6	Verification of written instructional materials (Lesson plan, Demonstration plan)	8	90- 100% =8 less than 90%=Nil	Physical verification of approval of documents	-
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	Whether Principal has implemented any innovative projects (eg. Solar projects etc)/Production centres in the institution for the last 5 years	5	Yes = 5 Else = 0		-
10	Whether the Principal has written any articles, text books	5	Yes =5(State level) 3 (District level)	Presentation of document	-

	etc? If YES, give details (State/National level)		else =Nil		
11	Has the Principal received any recognition, Social commitments, award or prize from the Department, or Government during the last 10 years? If YES, give details	5	State Level = 5 else -0	Presentation of document	-
12	Active industrial tie-up with the industry for training	10	Min. 1 Batch = 6 Above 1 Batch = 10		-
13	Maintenance of Web site	5	Updated = 5	Physical	-
14	Trainees participation from institute in National/International competition (eg. ISK)	5	Min.1 mark/trainee	Physical	
15	Procurement and distribution of training materials	5	Grades to be obtained in the training Inspector	Records	-
16	Maintenance fund utilization/Central fund	8	1) Percentage of utility 80% = 8 70%-79% =6 60%-69% = 4	Records	-
17	Fund utilization from Local Bodies/Other source for infrastructure development	5	Yes = 5 No= 0	Physical verification	-
18	Other activities	8	All – 8 Anti-narcotic forum-2 NSS-2	Physical verification of files and registers	-

			RRC-2 Entrepreneurship club - 2		
19	General ambiance of the institute	5	Special arrangement = 5 New methods adoption = 3	Physical verification of site	
20	Grade of the institute	8	Above 2 pts. = 8 Above 1.5 pts. = 5 Above 1 pts. = 2	MIS Portal	

Total weightage awarded:

(Out of One Hundred&Fifty Only)

Verification report

Certified that I have verified all the relevant documents based on the available records in the institution and found that the details provided are true and correct.

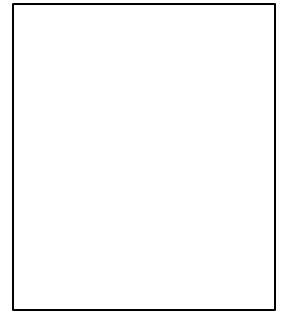
Place:

Signature of Inspector of Training

Date:

Assessment of the Committee

One passport size photograph duly attested on Back side by the principal of ITI be attached in separate envelope. The photograph should not be defaced in anyway



PROFORMA FOR RECOMMENDING FOR STATE AWARD-2018-19: GROUP INSTRUCTOR

Part A should be filled by the Applicant and Part B should be filled by the Principal.

PART A

Particulars of the Group Instructor

- 1 Name (in Block letters) :
- 2 Gender :
- 3 Designation :
- 4 Name of Institute :
- 5 Date of Birth :
- 6 Age as on 31.12.2018 :
- 7 Date of retirement/ Superannuation :
- 8 Trade / ACD in which the official is working :
- 9 Academic Qualification

SlNo	Examinations passed	University/ Board/ Department	Year of Passing	% of marks obtained

10 Service Details from the date of entry

Sl.No	Designation	Trade / ACD	Name of Institute	Period	
				From	To

11 Details of compulsory training (Verified with Service Book)

Name of programme	Duration		Name of CTI/ATI	Whether passed or not		
	From	To				
CTI						
Modular Training	M1					
	M2					
	M3					
	M4					

12. Other Training Programmes attended (Verified with Service Book)

Name of Programme	Duration	Centre of Training

13 Whether the officer undergone any disciplinary action for the last 10 years ; Yes/No

If yes give details

Declaration

I Sri/Smt.certified that above statements and facts are true and correct to the best of my knowledge and belief.

Place :

Name :

Date :

Signature :

Verification and Recommendation Report

Certified that I have verified all the relevant documents based on the records available and found that the details provided are true and correct. I also Recommended to Sri/Smt..... for best Group Instructor Award.

Place:

Signature of Principal

Date:

For Office use

Remarks by the Verification Committee :

PART B -2018-19
GRADING ON PARAMETERS (Group Instructors)

Sl. No	Attributes	Total Weightage	Guidelines of Rating Attribute	Verification Document	Weightage given
1	2	3	4	5	6
1	Trainees pass out	10	Trainees Pass out more than 90% = 10, 80-89% = 8 70-79 =5 below 69% = Nil	MIS Portal. 3. AITT/SC VT Result of the last batch to which he hold the charge for last three years. 4. More than half of the training period in particula r institute.	-
2	Trainees Placement Rate	5	Above60% = 5, 50% -59% = 3 40%- 49 % = 2 Below- Nil	Last two years	-
3	Verification of Trainees Records And Other Documents In time	10	100% =10 90 - 99 =5 Below -Nil	1. Annexure – II & III 2. Observation sheet 3. Split up syllabus	-

				4.Lesson plan 5.Demonstration plan	
4	Verification of trainees diary, Logbook progress card& attendance register	8	100% =8 90-99 =4 Below Nil	Physical verification of Records	-
5	Maintenance of Registers- Trainees Leave Registers, Stipend Registers etc,	4	100% - 4 Else -Nil	Physical verification of records	
6	Development of Learning Resources Teaching aids, Charts ,Projects, E-Content etc.	4	Any two	Physical Verification	
7	Conducting model lessons to the trainees	4	All trades = 4 Else Nil	Documents verification	-
8	Raw materials requirement of the sections are prepared well in advance and arranged in time	4	Above 90% = 4 Else Nil	Document verification	-
9	Initiation of scrap disposal ,condemnation procedure ,Machine maintenance& W/S ambience	6	90%- 100% = 6 80- 89 = 4 else -0	Document Verification Physical Verification	-

10	Guiding Trainees Projects	4	Other than trade projects Yes- 4 Else -Nil	Physical Verification/Photograph.	
11	Effective Communication, Leadership & Problem Solving etc.	5	Above 95% = 5 80-94 =3 Else Nil	Report from the principal	-
12	Safety precautions Maintained/Observed in the W/S	4	Above 90% =4 70-89 =2 else -0	Physical verification	-
13	Active participation of IMC,ED Club, NSS, Central aid projects etc.	4	Yes =4 Else-Nil	Document verification	
14	Leadership of productivity (Agriculture ,Solar Panels, Water harvesting, Other extra curricular activities	4	Yes 4 Else Nil	Physical verification	-
15	Participation in Skill Training Programme other than CTS	3	Yes 3 Else Nil	Document verification-	
16	Whether the Group Instructor give any special attention and assistance to the weaker trainees? If YES, give details	4	Yes =4 Else =0	Document Verification	-
17	Whether the Group instructor has worked as resource person in the	4	Yes =4 Else Nil	Document verification	-

	training program If yes give details				
18	Whether the Group Instructor has written any articles in magazines, text books etc? If YES, give details	4	Yes -4 else -0	Document Verification	-
19	Has the Group Instructor received any recognition, award or prize from the Department, or Government during the last 10 years? If YES, give details	5	Yes =5 Else Nil	Document verification	
20	Active performance in any social commitment	4	State level= 4 District level =3 Local body level =2 Else Nil	Document verification	

Note : The verification of data should be done by the concerned Principal with outmost care.

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

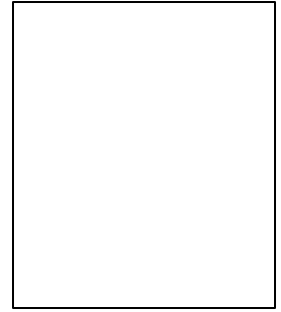
Name:

Designation:

For office use:

Assessment of the committee:

One passport size photograph duly attested on Back side by the principal of ITI be attached in separate envelope. The photograph should not be defaced in anyway



PROFORMA FOR RECOMMENDING STATE AWARD -2018-19: INSTRUCTORS

Part A should be filled by the applicant for the Instructors Performance Award and Part B should be filled by the Principal.

PART A

Particulars of the Instructor

- 1 Name (in Block letters) :
- 2 Gender :
- 3 Designation :
- 4 Name of Institute :
- 5 Date of Birth :
- 6 Age as on 31.12.2018 :
- 7 Date of retirement/ Superannuation :
- 8 Trade / ACD in which the official is working :
- 9 Academic Qualification

SlNo	Examinations passed	University/ Board/ Department	Year of Passing	% of marks obtained

10 Service Details from the date of entry

Sl.No	Designation	Trade / ACD	Name of Institute	Period	
				From	To

11 Details of compulsory training

Name of programme		Duration		Name of CTI/ATI	Whether passed or not		
		From	To				
CTI							
Modular Training	M1						
	M2						
	M3						
	M4						

12. Other Training Programmes attended

Name of Programme	Duration	Centre of Training

13 Whether the officer undergone any disciplinary action for the last 10 years ; Yes/ No

If yes give details :-

Declaration

Certified that the documents and the details provided are true and correct to the best of my knowledge and belief.

Place :

Name :

Date :

Signature :

For Office use

Remarks by the Verification Committee:

PART B -2018-19
GRADING ON PARAMETERS (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	Average of last three years performance	
2	Dropout rate	3	Upto 5% = 3 06% -10% = 2 More than 10% = 0	Last two years	
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% to 89% = 5 below 80%=0	Random checks on 6.Annexure – II & III 7.Observation sheet 8.Split up syllabus 9.Monthly progressive of coaching	
4	Monthly test paper conducted	5	10 Nos. and above - 5 else – 0	Evaluation book and question paper (question paper must approved by GI and Principal)	
5	Preparation of written instructional materials (Lesson plan, Demonstration plan, programme of coaching etc.)	10	100% = 10 90-99% = 4 80-89 = 3	Physical verification of lesson plan, demonstration plan, Assessment / Evaluation sheet	

6	Development of Learning Resources Teaching Aids, Charts, Projects, E-content	2	Any one	Physical verification	
7	Guiding Training Projects	4	Trade Projects – 2 marks Other Projects – 2 marks	Physical verification of records	
8	Maintenance of Trainer's records a) Daily Diary b) Log Book c) Progress Card	6	Yes – 2 marks each for a, b and c else – 0	Physical verification of records	
9	Active participation of IMC, ED Club, NSS, Nypunya Karmasena etc.	3	Yes -3 else -0	Document verification	
10	Leadership of productivity (Agriculture, Solar Panel, Water Harvesting, Production Centre, other extra-curricular activities	3	Yes -2 else -0	Physical verification/Photograph	
11	Whether the Instructor has written any articles, text books, translation books, QP translation etc ? If YES, give details	2	Yes – 2 else – 0	Physical verification	
12	Has the Instructor received any recognition, award or prize from the Department, or Government during the last 10 years? If YES, give details	5	Yes - 5 else -0	Physical verification	

13	No. of trainees working in the industry after completion of training under the guidance of skill trainer/self employment Trainees career progress rate – last three years (Employment, Training, Self Employment etc.)	10	Above 60% - 10 marks 50% to 59% - 8 30% to 49% - 5	Document verification (concerned trade)	
14	Maintenance of machines and equipment	5	100% =5 90-99 =3 80-89 =2 70-79=1 else =0	1. Physical verification of M/Cs 2. History chart of M/C 3. Machine Maintenance Register	
15	Whether the Instructor gives any special attention and assistance to the weaker trainees? If YES, give details	3	Yes = 3 else =0	Physical/Document Verification	
16	Layouts and up keeping of workshop	4	80% - 100% = 4 60% - 79% =3 else =0	1. Housekeeping of workshop 2. Layout and machine setup	
18	Participation in skill training programme other than CTS Any achievement of the trainees at State/National/International level under the guidance of the skill instructor	5	Yes -2 else -0	Certification of short term courses SDI-MES, Norka roots	

19	Active performance in any social commitments	5	State Level = 10 District level = 5 else -0	Physical verification	
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Note : The verification of datas should be done by the concerned Principal with outmost care.

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: