

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

Recent Passport  
size Photograph

**PROFORMA FOR RECOMMENDATION FOR STATE AWARD :PRINCIPAL (2019-20)**

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 31.07.2020 :
- 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:

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**For Office use**

**Remarks by the Verification Committee :**

<b>PART B</b> <b>GRADING PARAMETERS (Principal)</b>					2019-20
Sl. No	Attributes	Maximum Marks	Guidelines of Rating Attribute	Verification Document	Weightage Awarded
1	2	3	4	5	
1	Trainees pass out  (Proportion of trainees passed in first attempt as a percent of total hall tickets issued)	10	i) Trainees Pass out 90% and above = 10 ii) 80-89% = 7 iii) 70-79% = 5 Below 70% = 0	MIS Portal. 1. AITT/SCVT Result of the last batch to which he hold the charge for last Two years.	
2	Trainees Placement	10	i) Employability more than 60% = 10 ii) 50-59% = 7 iii) 40- 49% = 5 iv) 30- 39% = 2 less than 30= 0. (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.)	1. Placement records maintained by placement cell with trainees details for last Two years.	
3	Drop out rate  (Appeared/admitted * 100)	7	Drop outs  ii) 6% - 10% = 5 Else= 0	Admission register, attendance register and examination register Admission closing number to Hall ticket issued	

4	Maintenance of machines and equipment	10	i) 90% and above machines are in working condition =10 ii) 80-89%= 5 iii) 70-79 = 3 Below 69%=0	Physical verification	
5	Condemnation/Scrap Disposal	10	Quantity / Number of items disposed/ total quantity of items found unserviceable.a) By self (i) 6( Full limit utilized) (ii) 2(50% and more utilization)b) By reporting all = 4	Registers and Files	
6	Verification of written instructional materials as per NSQF.	5	i) 90- 100% = 5 ii) Below 90%= 0	Physical verification of approval of documents	
7	Status of IMC Executive meeting	5	i) 10 and above in an year= 5 ii) 7-9 Times = 4 iii) 4-6 Times = 2 iv) Below 4= 0	Verification of Minutes	
8	Status of PTA Executive meeting	5	i) Monthly = 5 ii) 10 Times in an year = 4 iii) 8 Times in an year = 2 iv) Bellow 8 = 0	Verification of Minutes	
9	Status of Staff meeting	5	i) Monthly = 5 ii) 10 Times in an year = 4 iii) 8 Times in an year = 2 iv) Bellow 8 = 0	Verification of Minutes	

10	Implementation of any innovative projects (eg. Solar project/Production centre in the institution etc. for the last 3 years which is not as per the part of any scheme proposed by department.	5	i) Yes = 5 ii) Else = 0	Physical verification of files and registers	
11	Written any technical articles, text books, translation of books etc? If YES, give details (State/National level)	5	i) 5 National ii) 3 ( State level ) Else =0 State	Presentation of document	
12	Received any recognition, award or prize from the Department/ Government during the last 10 years? If YES, give details.	5	State Level = 5 District Level= 3 Else = 0		
13	Number of active MoUs existing with industry for faculty development, placement of trainees etc, OJT	5	i) 10 & above =5 ii) Between 5 & 10 = 3 iii) Below 5= 0	Physical verification of files and documents	
14	Maintenance of Web site( NCVT MIS portal	5	i) Updated = 5ii) Else=0	Physical verification	
15	Trainees Participation in National/International competitions from the institute . (Skills)	5	Min.1 mark/trainee International -5 National -4 State-3	Physical verification	
16	Procurement and distribution of training materials	5	i) All trades = 5 ii) 80% and above = 3 iii) 70% and above= 2 Below 70%= 0	Records	

17	Utilization of Maintenance fund in the academic years	5	a) 80% and above=5 b) 70-79%= 3 c) 60-69%= 2 Below 60%= 0	Records up to 31/10/20 (Two Academic year)	
18	Fund utilization from Local Bodies/Other source for infrastructure development	5	i) Yes = 5 ii) No= 0	Physical verification of files and registers	
19	Activities related to NSS, RCC, ED Club, Anti- Narcotic forum, Nypunya karmasena, Haritha karmasena.	6	All- 6 * One mark each.	Physical verification of files and registers	
20	Grade of the institute	5	i) Above 3= 5 ii) Above 2= 3 iii) Above 1= 1  (Principal should have at least 6 months continuous service in the Institute before the date of inspection for grading)	MIS Portal	
21	Convocation ceremony for ITI pass outs	5	i) Yes = 5 ii) No= 0	Physical verification of files and registers	
22	No. of batches undergone OJT ( At least 15 days)	10	i) All TRAINEES = 10 ii) 80% and above= 7 iii) 70% and above= 5 iv) 60% and above= 3	Physical verification of files and registers	
23	CSR support for ITI in developing training infrastructure	5	1 Mark each per support More=5 marks	Physical verification of files and registers	
24	Instructor Vacancy against sanctioned posts.	5	No vacancy= 5 Else= 0	Physical verification of files and registers	

25	Existence functional Alumni Association	2	Yes= 2 Else= 0	Verification of Minutes	
	<b>Total</b>	<b>150</b>			

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

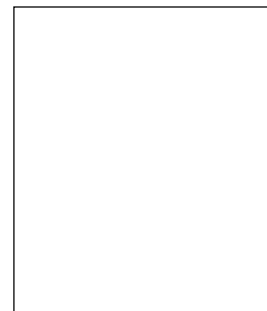
Date:

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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:GROUP INSTRUCTOR (2019-20)**

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 31.07.2020 :
- 7 Date of retirement/ Superannuation :
- 8 Trade / ACD in which the official is working :
- 9 Academic Qualification

Sl.No	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:

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### **For Office use**

### **Remarks by the Verification Committee :**

<b>PART B</b> <b>GRADING ON PARAMETERS (Group Instructor)</b>					2019-20
Sl. No	Attributes	Maximum Marks	Guidelines of Rating Attribute	Verification Document	Weightage Awarded
1	2	3	4	5	
1	Trainees pass out  (Proportion of trainees passed in first attempt as a percent of total hall tickets issued)	10	i) More than 90% = 10 ii) 80-89% = 8 iii) 70-79 =5 iv) below 70% = 0	MIS Portal/ Records  1. AITT/SC VT Result of the last batch to which he hold the charge <i>for last Two years.</i> 2.Charge sheet of GI& His portal result	
2	Trainees Placement Rate	5	i) Above 60% = 5, ii) 50% -59% = 3 .iii) 40%- 49 % = 2 Below 40% = 0 Placed/Passout	1. Placement records maintained by placement cell with trainees details for last Two years. (Results of concerned Trade)	
3	Verification of Trainers Records And Other Documents as per NSQF.	10	i) 100% =10 ii) 90 - 99 =5 Below 90% = 0	Physical verification of documents as per NSQF.	
4	Verification of trainees diary, Logbook progress card & attendance register.	8	100% = 8 Else=0	Physical verification of Records	
5	Maintenance of Registers- Trainees Leave Registers, Stipend Registers etc.	5	100% = 5 Else = 0	Physical verification of Records	
6	Development of Learning Resources, Teaching aids, Charts etc.	5	LR-2 T.A-2 Any two Else=0	Physical Verification	

7	Conducting model lessons to the trainees	5	All trades = 5 Else= 0	Diary &Principal Certificate Documents verification	
8	Raw materials requirement of the sections are prepared well in advance and arranged in time	5	Above 90% = 5 Else = 0	Document verification Indent Book ,Submissions etc	
9	Initiation of scrap disposal, condemnation procedure , Machine maintenance& W/S ambience	10	i) 90%- 100% = 10 ii) 80- 89% = 5 Else = 0	Document VerificationPhysical Verification	
10	Guiding Trainees Projects. (Other than trade projects)	5	Yes= 5 Else= 0	Physical Verification/ Photograph.	
11	Safety precautions Maintained/Observed in the Workshops.	5	i) Above 90% = 5 ii) 70-89% = 3 Else = 0	Physical verification	
12	Active participation of IMC,ED Club, NSS, Central aid projects ,Nypunya KarmaSena PTA, Alumini, Red Ribbon etc.	5	Yes =5 Else-0	Document verification	
13	Maintenance of machines and equipment	10	i)100% = 10 ii)90-99 = 7 .iii)80-89 = 5 Below 80%= 0	1. Physical verification of M/Cs 2. History chart of M/C 3. Machine Maintenance Register	
14	Leadership of productivity (Agriculture ,Solar Panels, Water harvesting, Other extra curricular activities)	5	Yes = 5 Else = 0	Physical verification	

15	Participation in Skill Training Programme other than CTS	5	Yes = 5 Else= 0	Document verification-	
16	Whether the Group Instructor give any special attention and assistance to the weaker trainees? If YES, give details	5	Yes = 5 Else = 0	Document Verification	
17	Whether the Group instructor has worked as resource person in the training program. If YES, give details	4	Yes = 4 Else = 0	Document verification	
18	Written any technical articles, text books, translation of books etc? If YES, give details (State/National level)	5	Yes = 5 Else = 0	Document Verification	
19	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	Document verification	
20	All the details of Staff entered in MIS portal	4	Completed=4Else=0	Physical verification	
21	CSR support from Industries	5	i) More than 4 Nos = 5 ii) 3 Nos= 3 .iii) 2 Nos=2 iv) 1 No=1	Document verification	
22	No. of trainees undergone OJT ( At least 15days)	10	i) All Trainee=10 ii) 80% and above=5 .iii) 70% and above=3 iv) 60% and above=2	Document verification	

23	Number of active MoUs existing with industry for trade units.	5	i) 70% or more Batches = 5 ii) 50- 69% Batches = 3 iii) Below 50%= 0	Document verification	
24	Development of E-Learning Resources	5	Yes = 5 Else = 0	Document verification	
25	Recognised Technological innovation/Advancements	5	Yes = 5 Else = 0	Document verification	
		<b>150</b>			

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

Total Weightage awarded:

(Out of Hundred and Fifty)

#### 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:

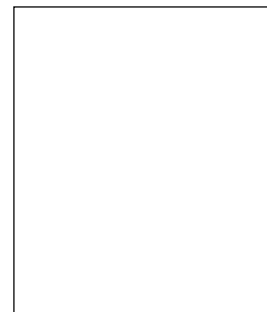
Designation:

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For office use:

Assessment of the committee:

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**PROFORMA FOR RECOMMENDING STATE AWARD: INSTRUCTORS (2019-20)**

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 31.07.2020 :
- 7 Date of retirement/ Superannuation :
- 8 Trade / ACD in which the official is working :
- 9 Academic Qualification

Sl.No	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 :

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**For Office use**

**Remarks by the Verification Committee:**

<b>PART B</b> <b>GRADING ON PARAMETERS (Instructor)</b>					2019-20
Sl. No	Attributes	Maximum Marks	Guidelines of Rating Attribute	Verification Document	Weightage Awarded
1	2	3	4	5	
1	Trainees pass rate	15	i) 100% = 15 ii) 90- 99% = 10 iii) 80-89% = 7 iv) 70-79 = 5 Below 70%=0	Performance of last 2 batches for two year trade and 3 batches for one year trade. (Proportion of trainees passed in first attempt as a percent of total hall tickets issued) Physical verification of documents	
2	Dropout rate (%) (Ratio of total hall tickets issued to Number of trainees admitted)  *Last two batches dropout rate.	5	Nil=5 Upto 5% = 3 More than 5%= 0	Physical verification of documents.	
3	Practical conducted for trainees (Number of exercise covered/Total number of exercise)	10	Practical conducted as per DGT Norms  i) 90% or more =10 ii) 80-89% = 5 Below 80%=0 * (Minimum 80% is mandatory)	Physical verification of concerned NSQF documents	
4	Conduct of Monthly test paper	5	10 Nos./Year and above = 5 Else = 0	Physical verification of Evaluation book, progress card and question paper (question paper must approved by GI and Principal)	

5	Preparation of written instructional materials as per NSQF	10	i) 100% = 10 ii) 90-99% = 4 iii) 80-89% = 3 Below 80%=0 * <b>(Minimum 80% is mandatory)</b>	Physical verification of lesson plan, demonstration plan, Assessment / Evaluation sheet/Annexure-iii Observation sheet	
6	Development of Learning Resources, Teaching Aids, Models, Projects etc.	4	i) Learning Resources - 2ii)Teaching Aid -2	Physical verification	
7	Guiding Training Projects	7	Trade Projects = 3 Other Projects = 4	Physical verification of documents	
8	Maintenance of records a) Daily Diary b) Log Book c) Progress Card d) Trainees Attendance Register	8	Yes = 2 marks each 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	Whether the Instructor has written any technical articles, text books, translation of books etc ? If YES, give details. (State/National level)	5	National= 5 State= 3	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	5	State Level= 5 District Level= 3	Physical verification	

12	No. of trainees working in the industry after completion of training under the guidance of skill trainer/self employment.(Apart from Job fair) Trainees career progress rate – last two batches (Employment, Self Employment etc.)	8	i) Above 60% = 8 ii) 50% to 59% = 6 iii) 30% to 49% = 4 Below 30%= 0	Document verification (concerned trade) Testimony from Principal	
13	Maintenance of machines and equipment	10	i) 100% = 10 ii) 90-99 % = 7 iii) 80-89% = 5  Below 80%= 0	1. Physical verification of M/Cs 2. History chart of M/C 3. Machine Maintenance Register	
14	Whether the Instructor gives any special attention and assistance to the weaker trainees? If YES, give details	5	Yes = 5 Else = 0	Verification of documents	
15	Participation/ any achievement of the trainees at State/National/ International level in skill training programme other than CTS under the guidance of the skill instructor	5	Yes = 5 Else = 0	Certification of short term courses SDI-MES, Norka roots	
16	Active performance in any social commitments	5	State Level = 5 District level = 3	Physical verification	
17	Number of active MoUs existing with industry related to batch	5	i) 3 MoU and above = 5 ii) 2 MoU = 2 iii) 1 MoU = 1	Verification of documents	
18	CSR support from Industry for the batch.	5	i) 3 Nos and above = 5 ii) 2 Nos = 2 iii) 1 No = 1	Verification of documents	
19	No. of trainees undergone OJT ( At least 15days)	10	i) All trainees- 10 ii) 90-99%= 7 iii) 80-89%= 5 Below 80%= 0	Verification of documents	
20	Industry Experience (Minimum One Year)	5	Yes = 5 Else = 0	Verification of documents	

21	Development of E-Learning Resources (Videos, Presentations etc) whether obtained any Rank for Trainees in State/National	5	Yes = 5 Else = 0	Social Media Utilisation Verification of documents	
22	Recognised Technological innovation/advancements	5	Yes = 5 Else = 0	Physical Verification	
23	Safety precautions Maintained/Observed in the Workshops	5	Yes = 5 Else = 0	Physical Verification	
		150			

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

Total weightage awarded:

(Out of Hundred and Fifty)

#### 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:

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For office use:

Assessment of the committee: