To,

1. All Secretaries/Principal Secretaries to State Governments/UT Administrations dealing with Vocational training.

2. Commissioner/Directors dealing with Vocational Training of all States /UT Administrations.

Subject: Video recording of Standing Committee Inspection for affiliation of trades/units of Govt. /Pvt. ITIs with NCVT.

Sir,

This is to inform you that in the meeting of Sub-Committee of NCVT dealing with affiliation held on 27th April 2012 it has been decided that videography should be done during inspection of the institutes conducted by standing committee in order to bring transparency. According to the aforesaid decision, videography covering following events should be done while conducting SCIR/DIR/PIR /Joint evaluation of institute etc.-

1. Videography of all members of standing/committee and principal while entering in the institute.

2. Videography of infrastructure facilities available with the institute-workshops, classrooms, roof tops, principal room, library etc and with committee carrying out inspection and their conversation mentioning name and trade of institute etc.

3. Videography of General Machinery, Tools & Equipment as per list of tools & equipment given in syllabus and their working condition alongwith committee members.

4. Videography of committee verifying store records, purchase bills, salary payment detail, pass book of instructors and staff, deputation of instructors for CTI etc.

Contd...2/-
5. Videography of Electric meter indicating meter sealing no and switch gear installations.

6. Videography of standing / committee members while signing the SCIR/DIR along with recommendation sheet at the end of inspection (same day).

7. NCVT representative in committee should forward the copy of recommendation sheet on the same day to DGET HQ either by fax or by e-mail.

8. In case of any undue pressure regarding affiliation, the same must be communicated through SMS to DG, DDG (T) or DT on the same day.

9. Videography while handing over of one copy of inspection report to principal of the institute in principal’s room on the same day.

10. A group videography covering standing committee members, principal and all the instructors and staff of the institute.

11. It will be the responsibility of institute to make copies of CD and give them to SCI members for retaining one copy with them and one copy is to be forwarded along with report. NCVT representative will retain one CD. It will have date and signature of all the members on the back side of CD.

12. No editing on CD would be done.

13. In case of Preliminary Inspection, Regional Directors would verify CD before deputing NCVT representative for standing committee inspection.

14. RDATs/Coordinating officers will retain one copy of CD with them and forward one copy to DGE&T.

It is, therefore, requested to kindly take immediate steps for implementing videography during inspection of the institutes conducted by standing committee as well as to ensure that one CD incorporating all above mentioned events must accompany the SCIR/DIR report forwarded to DGET (H.Q), New Delhi.
This is to be implemented with immediate effect. If members are on inspection, Regional Directors/Directors/HODs to ensure communication.

Yours faithfully,

(R.L. Singh)
Deputy Director General (T)

Copy forwarded to the following for information & necessary action:

1. The Directors, ATI Chennai, Hyderabad, Mumbai, Kolkata, Kanpur, Ludhiana, CSTARI Kolkata, ATI(EPI)Hyderabad, & Dehradun, FTI Bangaluru, Jamshedpur & NIIMI Chennai.

2. The Regional Directors, RDAT, Kanpur, Mumbai, Kolkata, Chennai, Faridabad & Hyderabad.

3. The Principal, CTI Chennai, MITI Haldwani, Calicut, Jodhpur, Choudwar.

4. The Principals, NVTI Noida, and All RVTIs.

5. All the officers/sections of Training Directorate of DGET.

6. CII/FICCI/ASSOCHAM/PHDCCI.

(R.L. Singh)
Deputy Director General (T)
Endorsement on C3/17271/2012 (1)

Directorate of Training,
Thycaud, Thiruvananthapuram
Dtd: 12-06-2012.

Copy communicated for information and necessary action.

For DIRECTOR OF TRAINING

To

All the Principals of Govt: ITIs

Copy to: (1) Director, SCDD, TVPM (With C/L) (2) Director, STDD, TVPM (With C/L)
(3) All ITs (4) Special Officer, STI Kazhakkuttom (5) JD, Kannur
(6) All Unit officers of Training Directorate (7) S.S (I) (8) J.S (E) (9) J.S. (C)
(10) CA to DT (10) CA to ADT (11) Website- www.det.kerala.gov.in (12) SF-C3