

Inspection and Grading of Government and Private Industrial Training Institutes (ITIs)- Grading Phase-2

QUESTIONNAIRE EXPLANATION

Submitted by:



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ITI GENERAL DETAILS

2.1. General Details

Brief: ITI name, Address, SPOC, Trades, Units, Type of ITI (Government/ Private) need to be cross verified with other details like ITI category (**Women Only/Minority Only/ Differently abled Only**) and location of ITI(Rural/Urban)

General Details			
NAME OF ITI:- _____		Type of ITI Government <input type="checkbox"/> Private <input type="checkbox"/> Women Only <input type="checkbox"/> Minority Only <input type="checkbox"/> Differently Abled Only <input type="checkbox"/> ITI Location 1. Rural <input type="checkbox"/> 2. Urban <input type="checkbox"/>	
STATE:- _____			
DISTRICT _____			
CITY/VILLAGE _____			
SOCIETY /MOHOLLA/STREET NO. _____			
PLOT NO. /DOOR NO. / ANY UNIQUE NO. _____			
NAME OF ITI HEAD / PRINCIPAL _____			
CONTACT NUMBER OF ITI HEAD / PRINCIPAL _____			
YEAR OF ESTABLISHMENT _____			
WEBSITE _____			
NUMBER OF TRADES affiliated To NCVT (2019-20) _____			
Name of Trade affiliated To NCVT	No. of batches in Shift 1	No. of batches in Shift 2	No. of batches in Shift 3

To be entered by the inspector

2.2. Enrolment Details

Brief: Enrolment details need to be captured

	2018-19	2019-20
MALE		
FEMALE		

	2018-19	2019-20
GENERAL		
SCHEDULED CASTE		
SCHEDULED TRIBE		
OTHER BACKWARD CLASSES		
MINORITY		

Activities to be performed: Enrolment details for year 2018-19 and 2019-20, Please cross verify the enrolment register at the ITI, if available.

Assessment Requirements: Collect the undertaking from the principal for enrolment details.

ITI GRADING FRAMEWORK

2.3. Section A: Trades and Industry Engagement

Parameter 1: No. of Active Memorandum of Understanding (MoU) existing with industry

Brief: Collaboration of ITI with industries helps the training stay relevant and up-to-date with industry requirements and latest technologies. ITI can collaborate for industrial visits, internships/apprenticeship opportunities, placement assistance, industry expert lecture, instructor training, industry-sponsored infrastructure, assistance in curriculum revamp etc.

Note: MoU will be considered Active only if MoU is valid as on date and MoU has provided some benefit to ITI like trainee exposure program, internship/ apprenticeship opportunity, industry sponsored infrastructure, training of instructors, industry expert lecture, placement assistance, assistance in curriculum revamp), If any ITI is still using a machine provided by an industry under an older MoU, then that MoU will also be considered active provided the machine is still properly maintained and in working condition, as evidenced through videos and/or physical inspection

Inspection Methodology

What is MOU?

A memorandum of understanding (MOU or MoU) is a formal agreement between two or more parties. Companies/industries and organizations can use MOUs to establish official partnerships or collaboration.

Documentary Proof	Instruction to Investigator
<ul style="list-style-type: none"> ▪ Copy of Active MoUs signed in last 2 calendar years (January 2017 to till date), clearly mentioning the nature of MoU <p>AND</p> <ul style="list-style-type: none"> ▪ Proof of benefits (in Academic years 2017-18, 2018-19 & 2019-20) derived from the MoU in terms of industrial visits, internships/ apprenticeship opportunities, placement assistance, industry expert lecture, instructor training, industry-sponsored infrastructure, assistance in curriculum revamp etc (Email/letter from the industry detailing in terms letter for 	<ul style="list-style-type: none"> ▪ Active MoU means the validity of MoU should lie between last three academic years (2017-18, 2018-19, 2019-20). ▪ For academic year 2019-20, the benefit should have already been realised as on date of inspection and not due. ▪ MoU should be on stamp paper/company letter head. MoUs on ITI letter head/email is not valid. ▪ Multiple MoUs signed with the same company, during different time periods OR with different departments of the company

Documentary Proof	Instruction to Investigator
<p>industrial visits, internships/ apprenticeship certificate, letter/ email for placement assistance, invitation/ acceptance for industry expert lecture, certificate of instructor training, certificate for industry-sponsored infrastructure, letter/ email for assistance in curriculum revamp). The same validated through with pictures of ITI and physical inspection</p>	<p>for different trades of the ITI will be considered as individual MoUs.</p> <ul style="list-style-type: none"> ○ MoU signed with the same company, with the same department, for different benefits will be considered as individual MoUs ○ MoU signed with the same company, with the same department on different timelines for the same benefit will not be considered as a individual MoUs. ○ MoU with the same company, same department for different trades will be considered as individual MoUs <ul style="list-style-type: none"> ▪ MoU signed by the state directorate on behalf of the ITI will also be considered provided the ITI submits the MoU and there are benefits derived. ▪ MoU for Dual system of training will not be considered for this parameter. ▪ Check the purpose of the MOU. ▪ Benefit (certificate/ letter / letter of Award/ email / visit showing benefits) should be derived during the active period. If no benefit is witnessed, then the MoU should not be considered active. ▪ Check the date of signing of the MoU. The date of signing of MoU should between January 2017 – till date. ▪ MOU signed before January 2017 will be considered if an extension/renewal letter is available with the ITI. ▪ Check expiry date of the MoU. If it has expired before Dec 2016 is not Active MoU. ▪ If any ITI is still using a machine provided by an industry under an older MoU, then that MoU will also be considered active provided the machine is still properly maintained and in working condition, as evidenced through videos and/or physical inspection <ul style="list-style-type: none"> ○ The MoU should have been active on December 2016 & the machine should be in operating condition at the time of inspection to consider the MoU as active. ○ If the MoU expired before Dec 2016 and the machine is still operating, it will not be considered as an active MoU

Activities to be performed:

- Please check with ITI SPOC for active MOU documents
- Collect the data in Mobile Application, as per below given responses
 - No Active MoU
 - Up to 1 MoUs Active
 - 2 MoUs Active
 - 3 MoUs Active
 - 4 MoUs Active
 - 5 or greater than 5 Active MoUs

Assessment Requirements:

- Please cross verify and collect copy of active MoUs signed in last 2 calendar years (January 2017 to till date) and proof of benefit derived from the MoU like email/letter from the industry/photos/news articles/videos/certificates detailing benefit derived three academic years (2017-18, 2018-19, as on date of inspection of 2019-20).

Parameter 2: Corporate Social Responsibility (CSR) Support for ITI in developing training infrastructure

Brief: CSR is a good channel for engaging with the Industries for getting training infrastructure support. This signifies that the ITI has a good outreach and connect with the Industries.

Inspection Methodology**What is CSR?**

Corporate social responsibility (CSR) is a company's commitment to manage the social, environmental, and economic effects of its operations responsibly and in line with public expectations.

CSR activities may include:

- Company policies that insist on working with partners who follow ethical business practices
- Reinvesting profits in health and safety or environmental programs
- Supporting charitable organizations in the communities where a company operates

Documentary Proof	Instruction to Investigator
<ul style="list-style-type: none"> ▪ Copy MoU Singed between ITI & Industry for CSR between three academic years (2017-18, 2018-19, 2019-20). It should clearly mention CSR in the document. <p>OR</p> <ul style="list-style-type: none"> ▪ Notification/letter from the industry detailing the CSR support provided by industry <p>AND</p> <ul style="list-style-type: none"> ▪ Pictures & Video of ITI to support proof of infrastructure created through such CSR activity. 	<ul style="list-style-type: none"> ▪ Can be from a company, NGO and missionary in the form of CSR funds/donations/gifts/benefits. ▪ CSR MoU should be on stamp paper/company letter head/ company email. CSR MoUs on ITI letter head is not valid. ▪ CSR/fund/donation/gift/grant/benefit should be in the form of hard physical infrastructure such as equipment/ machinery/laboratory/ building. ▪ Soft infrastructure such as scholarship, free hostel stay, paid internship, sponsorship for food/ travel will not be

Documentary Proof	Instruction to Investigator
	<p>considered under CSR MoU, BUT they can be considered for Parameter 1 under industry MoU</p> <ul style="list-style-type: none"> ▪ Any Active MoU which has offered hard infrastructure and considered in Parameter 1, can also be counted under Parameter 2. ▪ Active MoU means the validity of MoU should lie between three academic years (2017-18, 2018-19, 2019-20). ▪ Benefit should be derived during the active period. If no benefit is witnessed, then the MoU should not be considered active ▪ Check the date of signing of the MoU. The date of signing of MoU should be after January 2017 – till date ▪ Check expiry date of the MoU. If it has expired before Dec 2016 is not Active MoU. ▪ Please take video of any equipment supported under CSR to show its functionality ▪ If any ITI is still using a machine provided by an industry under an older MoU, then that MoU will also be considered active provided the machine is still properly maintained and in working condition, as evidenced through videos and/or physical inspection <ul style="list-style-type: none"> ○ The MoU should have been active as on December 2016 & the machine should be in operating condition at the time of inspection to consider the MoU as active. ▪ If the MoU expired before Dec 2016 and the machine is still operating, it will not be considered as an active MoU

Activities to be performed:

- Please check with ITI SPOC for active CSR MOU documents
- Please check with ITI SPOC for email/letter from the industry detailing the CSR support
- Collect the data in Mobile Application, as per below given responses
 - No CSR Support from any company for ITI
 - Up to 1 company supporting ITI with CSR
 - 2-3 companies supporting ITI with CSR
 - >3 companies supporting ITI with CSR

Assessment Requirements:

Please cross verify and collect photos of the MoU/notification/letter from the industry/certificates/photos/videos/news articles detailing the CSR support provided. Pictures of ITI and/or physical inspection should support the proof of infrastructure created through such CSR activity.

Parameter 3: Trainees who have been sent for "dual training" (%)

Brief: Dual training is defined as a system under which theory portion, basics about safety, tools & equipment and foundation practical are conducted at ITI, whereas practical/ laboratory training portion of the curriculum is provided in the industry.

Inspection Methodology**What is Dual training?**

The Dual Training System (DTS) is a mode of training delivery, which combines theoretical and practical training. It is called "dual" because the training happens in two venues – the ITI and the industry.

Documentary Proof	Instruction to Investigator
<ul style="list-style-type: none"> ▪ Copy of Active MoUs signed in last academic year (2018-19), clearly mentioning the nature of MoU for dual training and number of students <p>AND</p> <ul style="list-style-type: none"> ▪ Proof of benefits derived from the MoU in terms of dual training (Email/letter/ training completion certificate from the industry detailing the dual training provided and specifying the no. of trainees) <p>AND</p> <ul style="list-style-type: none"> ▪ Certificate from Principal which presents Total seats for which benefit was derived for dual training and Total seats offered in ITI. 	<ul style="list-style-type: none"> ▪ Active MoU means the validity of MoU should lie between last academic year. (2018-19) ▪ Benefit should be derived during the active period of the MoU ▪ Check the date of signing of the MoU. The date of signing of MoU should be after January 2017 till June 2019 ▪ MoU should be in the DGT prescribed format for dual system of training (sample attached below) ▪ Check expiry date of the MoU. If it has expired before Dec 2016 is not Active MoU. ▪ In case of 1 year courses, it will 3 months classroom + 9 months training, In case of 2 years, it will be 6 months classroom + 18 months training. ▪ Training completion certificate is desirable.

Activities to be performed:

- Please check with ITI SPOC for active dual training MoU
- Please check with ITI SPOC for email/letter from the industry indicating training report
- Please compute Formula = Total seats offered for which benefit was derived for dual training X 100 /Total seats offered in ITI
- The Mobile Application will compute the score based on input received at backend, as per below-
 - Less Than 10% of the total seats offered at ITI are offered in dual training mode
 - >=10% to less than 20%
 - >=20% to less than 30%
 - >=30% to less than 40%

- $\geq 40\%$ to less than 50%
- $\geq 50\%$ and above

Assessment Requirements:

Please cross verify and collect Copy of MoUs, indicating number of trainees, signed with industry for dual training in last one calendar year (of last academic session).

MoU to be in the DGT prescribed format.

Parameter 4: Placement Cell and its functioning (Conduct of placements and the number of job fairs conducted)

Brief: Placement cell is expected to organize regular campus placement and job fairs for the benefit of the trainees. Additionally, the cell is also expected to be used for conducting additional placement allied activities such as counselling sessions for trainees, training in employability skills etc.

Inspection Methodology

What is placement cell?

The Institute helps each student in exploring placement opportunities by inviting various companies for campus recruitment of students. The Cell provides complete support to the visiting companies at every stage of placement process. In addition, students are given career guidance

Activities of placement cell

- Developing the students technical knowledge and soft skills to meet the corporate recruitment process.
- To motivate students to develop their overall personality in terms of career planning, goal setting and re-skilling
- To place the maximum number of students in top notch companies through campus & off-campus interviews.
- Periodically conducts Aptitude test, Group discussions, Mock Interviews and Technical Tests. Guidance is also offered for pursuing higher studies.

Documentary Proof	Instruction to Investigator
<ul style="list-style-type: none"> ▪ Photos of designated/demarcated placement room <i>where the placement process happens</i> ▪ ITI should have a placement coordinator – Dedicate/Shared – Documentary proof (letter/ notice etc) of role ▪ List of placement drive/ Job fairs /etc. conducted by the ITI in last academic year 2017-18/2018-2019. Either of the two academic years can be considered. ▪ Copy of job offers given during such events ▪ Proof of such events undertaken like newspaper cuttings, offer letters, email correspondence with dates and event photographs. ▪ Proof of initiatives beyond campus placement drives would include email correspondence thanking the trainer for conducting the session, attendance record/ photos of participations, training certificates 	<ul style="list-style-type: none"> ▪ The placement/ job fairs/ training for placement should have happened in the previous academic year i.e. 2017-18/2018-2019. Either of the two academic years can be considered. ▪ Look for records like communication letter, selection letter on the industry letter head and the yearly selection record. ▪ Participation in job fairs/job melas organised by state/nodal ITI/other ITIs would not be considered even if students have received placement offers in them. ▪ Placement cell has undertaken initiatives beyond regular campus placement drives and job fairs to improve placement (e.g. counselling sessions for trainees, training in employability skills, training on computer usage, interview skills, soft skills etc.) ▪ The initiatives beyond regular campus placements are to be considered only if the first three conditions have been satisfied.

Activities to be performed:

- Please check with ITI SPOC for activity reports
- Please check with ITI SPOC for photographs of activities/newspaper cuttings
- Collect the data in Mobile Application, as per below given responses
 - ITI doesn't have a placement cell
 - ITI does have a placement cell BUT Placement cell has organized NO regular campus placement drives OR job fairs in last 1academic year
 - ITI does have a placement cell AND Placement cell has organized ATLEAST ONE regular campus placement drives OR job fairs in last 1 academic year BUT Placement cell has not undertaken initiatives beyond regular campus placement drives and job fairs to improve placement (e.g. counselling sessions for trainees, training in employability skills etc.)
 - ITI does have a placement cell AND Placement cell has organized ATLEAST ONE regular campus placement drives OR job fairs in last 1 academic year AND Placement cell has undertaken initiatives beyond regular campus placement drives and job fairs to improve placement (e.g. counselling sessions for trainees, training in employability skills etc.)

Assessment Requirements:

Please cross verify and collect Dates and photographs the of such events conducted and copy of job offers given during such events. Photograph of the designated area & the documents and event photographs.

2.4. Section B: Instructor quality and availability

Parameter 5: Craftmen Instructor Training Scheme (CITS) certification of available instructors (in eligible trades as per NCVT) (%)

Brief: Trained instructors are necessary to ensure that trainees are provided with the highest quality of teaching. This parameter is expected to track the CITS certification level of instructors as per NCVT norms in eligible trades. More the instructors certified with CITS in eligible trades, higher is the score.

Inspection Methodology

What is CITS training?

The Crafts Instructor Training Scheme (CITS) is comprehensive training both in skills and training methodology is imparted to the instructor trainees to make them conversant with techniques of transferring hands-on skills, to train skilled manpower for the industry. Under the Crafts Instructor Training Scheme programme, the eligible candidates are those who possess NTC / NAC / Diploma /Degree qualifications. National Apprentice Certificate (NAC) / National Trade Certificate (NTC) is issued by NCVT

Documentary Proof	Instruction to Investigator
<ul style="list-style-type: none"> ▪ Undertaking from ITI Principal certifying list of the certified instructors along with CITS certificate number & the total no. of sanctioned instructors as per NCVT norms as on date. ▪ Photographs of the certificate of CITS certification 	<ul style="list-style-type: none"> ▪ Take an undertaking from the instructor if he/she is available otherwise an undertaking from the principal ▪ Check CITS certificates and also make sure that certified instructors are on the rolls of the ITI by checking the attendance register ▪ CITS certificates of Contractual staff who have written contracts for more than 6 months can be considered. If no written contract/signed agreement is available, then the certificate of staff will not be considered. ▪ Total sanctioned strength to include workshop, calculation and drawing instructor.

Activities to be performed:

- Please check with ITI SPOC for total list of instructors and list of certified instructors; cross check the certificate of instructors
- The Mobile Application will compute the score based on input received at backend, as per below-
 - Less than 40% Instructors are certified
 - >=40% to Less Than 50% Instructors are certified
 - >=50% to Less Than 60% Instructors are certified
 - >=60% to Less Than 70% Instructors are certified
 - >=70% to Less Than 80% Instructors are certified
 - >=80% and above Instructors are certified

Assessment Requirements:

Please cross verify and collect copy of undertaking from ITI Principal certifying instructors already certified or have undergone CITS training (as on date) in eligible trades. Certificate of instructors in eligible trades will be checked during inspection. Photograph the documentary evidence.

Parameter 6: Number of ITI instructors who have completed short term refresher training (at least 5 days) at NSTI/Industry/any other Institute in last 2 years (%)

Brief: Refresher training of instructors is important for keeping the instructors in touch with their skills and new developments in the trade, thus ensuring high quality of training. Higher the number of instructors who have undergone refresher training (at least 5 days) in the last 2 years, higher is the score.

Inspection Methodology

What is refresher training?

The Refresher Training is a training programme designed for the old or existing instructors of an ITI, with a purpose to acquaint them with the new skills, methods, and processes required to improve their teaching performance.

Documentary Proof	Instruction to Investigator
<ul style="list-style-type: none"> ▪ Certificate of refresher training certification/Participation letter from NSTI/Industry/any other institute ▪ Undertaking from ITI Principal certifying instructors already certified or have undergone refresher training (as on date) in eligible trades and the sanctioned strength for NCVT trades as on date 	<ul style="list-style-type: none"> ▪ Check if the days of training are minimum 5 days in one training session to consider the same ▪ Refresher training must have been undertaken the previous two academic years (2017-18 and 2018-19). ▪ The undertaking will not be taken on face value, it has to be supported by the certificate. ▪ Formula = No. of trainers for NCVT trades who underwent short-term refresher training in the last two years/total no. of sanctioned posts for NCVT trades as on date. ▪ Refresher/ Training of Trainers (ToT) training certificates of Contractual staff who have written contracts for more than 6 months can be considered. If no written contract/signed agreement is available, then the certificate of staff will not be considered.

Activities to be performed:

- Please check with ITI SPOC for certificate of Refresher/ Training of Trainers (ToT) and proof of instructor undergone refresher course
- Capture the Number of instructors undergone training in the last 2 years (2017-18 and 2018-19) and Total number of sanctioned posts
- The Mobile Application will compute the score based on input received at backend, as per below-
 - <5% Instructors have undergone refresher training in the last 2 years
 - >=5% to less than 10% Instructors have undergone refresher training in the last 2 years
 - >=10% to less than 20% Instructors have undergone refresher training in the last 2 years
 - >=20% to less than 30% Instructors have undergone refresher training in the last 2 years

- $\geq 30\%$ to less than 40% Instructors have undergone refresher training in the last 2 years
- $\geq 40\%$ Instructors have undergone refresher training in the last 2 years

Assessment Requirements:

Please cross verify and collect copy of certificate of ToT in eligible trades (as on date) and Proof of Instructor having undergone refresher/ Training of Trainer course – training certificates/proof of participation issued on the company letter head. Photograph the evidence provided.

Sample Refresher training certificate:

Parameter 7: Instructor vacancy against sanctioned posts (%)

Brief: The shortage of instructors at ITIs is a key challenge which has impact on effectiveness of training. The posts have been sanctioned keeping in mind the requirements, and so the ITIs are encouraged to fill up vacant posts in order to maintain the quality of training. Hence, higher the vacancy, lower is the score.

Inspection Methodology

Documentary Proof	Instruction to Investigator
<ul style="list-style-type: none"> ▪ Check for physical presence of the instructors and Undertaking from ITI Principal certifying no. of instructors for NCVT available in the ITI and total number of sanctioned instructor for NCVT posts as on date. ▪ To be calculated 	<ul style="list-style-type: none"> ▪ Check the sanctioned posts and available number of instructors at the institute. ▪ Take data from the institute on vacancy as the NCVT data may not be updated. ▪ Contractual staff who have written contracts for more than 6 months can be considered. If no written contract/signed agreement is available, then the certificate of staff will not be considered. ▪ Guest instructors would not be considered. ▪ Formula = Total number of vacant instructor post/ total number of sanctioned instructor posts as on date ▪ One instructor to work for 8 hours ▪ One theory & one practical instructor for each batch ▪ One instructor can teach maximum of 2 batches ▪ In addition to this, there is a requirement of 1 workshop instructor, 1 drawing and 1 computer instructor. ▪ The drawing and workshop instructor can be common.

Activities to be performed:

- Please check with ITI SPOC for undertaking from ITI Principal certifying instructor vacancy in the ITI or through NCVT MIS portal

- Formula = Total number of vacant instructor post/ total number of sanctioned instructor posts as on date
- The Mobile Application will compute the score based on input received at backend, as per below given responses
 - 25% and above
 - $\geq 20\%$ to less than 25%
 - $\geq 15\%$ to less than 20%
 - $\geq 10\%$ to less than 15%
 - $\geq 5\%$ to less than 10%
 - less than 5%

Assessment Requirements:

Please cross verify and collect undertaking from ITI Principal certifying instructor vacancy in the ITI or through NCVT MIS portal (as on date) or through NCVT Affiliation Norms Calculation.

Parameter 8: Percentage of guest instructor from Industry

Brief: This indicates close tie-ups with industry and effective leveraging of the relations for the benefits of trainees. It is expected that guest instructor from industry can impart instructions about latest technologies in the industry and provide a different perspective.

Inspection Methodology**Who is a guest instructor?**

Guest instructors in ITIs are usually up-and-comers, experts, or well-known personalities in their field. Guest lecture is a way of enriching students with the latest updates of the Industries and Technicalities.

Documentary Proof	Instruction to Investigator
<ul style="list-style-type: none"> ▪ Email/Letter from the industry confirming his visit/ proof of salary/honorarium paid to guest instructors from industry/company <p>AND</p> <ul style="list-style-type: none"> ▪ Undertaking from ITI Principal certifying Total number of guest instructor from industry and total number of guest instructors in last two academic session (2017-18 & 2018-19) 	<ul style="list-style-type: none"> ▪ Formula = Total number of guest instructor from industry/ total number of guest instructors in last two academic session (2017-18 & 2018-19) ▪ Check for the letter/email copy for invitation, proof of salary/honorarium paid. ▪ Contractual or visiting faculty is not to be treated as guest instructor. ▪ Check for attendance register of guest instructors, if available ▪ One guest instructor visiting the ITI multiple times would be considered as one. ▪ Self-employed person would not be considered as a guest instructor from the industry

Activities to be performed:

- Please check with ITI SPOC for Email/Letter from instructor's employer and proof of salary/honorarium paid to guest instructors
- Formula = Total number of guest instructor from industry/ total number of guest instructors in last two academic session (2017-18 & 2018-19)

- The Mobile Application will compute the score based on input received at backend, as per below given responses
 - Less than 5%
 - $\geq 5\%$ to less than 10%
 - $\geq 10\%$ to less than 15%
 - $\geq 15\%$ to less than 20%
 - $\geq 20\%$ to less than 25%
 - $\geq 25\%$ and above

Assessment Requirements:

Please cross verify and collect copy of Email/Letter from instructor's employer and proof of salary/honorarium paid to guest instructors. Photograph the evidence.

2.5. Section C: Outcome

Parameter 9: Pass rate (%) (Proportion of trainees who passed in first attempt as a percent of total hall tickets issued)

Brief: Pass rate is an indicator which also showcases the quality of training. It is calculated by dividing the number of trainee who passed in first attempt as a percent of total number of hall tickets issued. Hence, higher the pass rate, higher is the score.

Inspection Methodology

Documentary Proof	Instruction to Investigator
<ul style="list-style-type: none"> ▪ Data to be auto-populated from NCVT-MIS portal. <p>AND</p> <ul style="list-style-type: none"> ▪ Undertaking from ITI Principal certifying Total number of students passed in 1st attempt and Number of hall tickets issued to final year students (of last academic session 2017-18). 	<ul style="list-style-type: none"> ▪ Data to be auto-populated in the mobile application from NCVT-MIS ▪ For only 2nd year students who attempted the examination the previous academic year. ▪ Formula = Total number of students passed in 1st attempt X 100/ Number of hall tickets issued to final year students (of last academic session – 2017-18)

Activities to be performed:

- Formula = Total number of students passed in 1st attempt X 100/ Number of hall tickets issued to final year students (of last academic session 2017-18)
- The Mobile Application will compute the score based on input received at backend, as per below given responses
 - Less Than 40%
 - $\geq 40\%$ to less than 60%
 - $\geq 60\%$ to less than 70%
 - $\geq 70\%$ to less than 80%
 - $\geq 80\%$ to less than 90%
 - $\geq 90\%$ and above

Assessment Requirements:

- Please cross verify and collect data from NCVT MIS portal (of last academic session) and Undertaking from ITI Principal certifying Total number of students passed in 1st attempt and Number of hall tickets issued to final year students (of last academic session 2017-18).

Parameter 10: Percentage of trainees passing in first attempt and scoring more ≥ 80 percent marks in the final exam

Brief: This is an indicator of the quality of training, as a large number of trainees obtaining greater than or equal to 80 percent marks in the final exam means that the training imparted is effective. This parameter will be calculated by dividing the number trainees passing in first attempt and scoring more ≥ 80 percent marks in the final exam by the total trainees issued hall ticket for the final exam.

Inspection Methodology

Documentary Proof	Instruction to Investigator
<ul style="list-style-type: none"> ▪ Data to be auto-populated in the mobile application from NCVT-MIS of last academic session ▪ Undertaking from ITI Principal certifying number trainees passing in first attempt and scoring more ≥ 80 percent marks in the final exam and total trainees issued hall ticket for the final exam (of last academic session – 2017-18) 	<ul style="list-style-type: none"> ▪ For only 2nd year students who attempted the examination the previous academic year. ▪ Formula : Number trainees passing in first attempt and scoring more ≥ 80 percent marks in the final exam $\times 100$ / total trainees issued hall ticket for the final exam (of last academic session 2017-18)

Activities to be performed:

- Please check with ITI SPOC for relevant data from NCVT MIS portal
- Formula : Number trainees passing in first attempt and scoring more ≥ 80 percent marks in the final exam $\times 100$ / total trainees issued hall ticket for the final exam (of last academic session)
- The Mobile Application will compute the score based on input received at backend, as per below given responses
 - Less Than 4%
 - $\geq 4\%$ to less than 6%
 - $\geq 6\%$ to less than 7%
 - $\geq 7\%$ to less than 8%
 - $\geq 8\%$ to less than 9%
 - $\geq 9\%$ and above

Assessment Requirements:

Please cross verify and collect data from NCVT MIS portal (of last academic session) and Undertaking from ITI Principal certifying number trainees passing in first attempt and scoring more ≥ 80 percent marks in the final exam and total trainees issued hall ticket for the final exam (of last academic session – 2017-18)

Parameter 11: Career Progression Rate % i.e. Rate of Wage Employment + apprenticeship engagement + higher studies + self-employment (%)

Brief: This shows an ability of an ITI to provide apprenticeship and employment opportunities (wage employment and self-employment) to its pass-out trainees.

Employment/placement (%) is a very important indicator of quality of training being imparted at ITI. If the placement is low then it reflects poorly on various facets of its training programs. More the number of pass-out trainees getting placed/employed or going into apprenticeships, higher is the score. It will be calculated by dividing the total number of trainees who have achieved career progression (i.e. wage employment, or self-employment, apprenticeship or undertaking higher education) by the total trainees pass outs of the ITI.

Inspection Methodology

Documentary Proof	Instruction to Investigator
<ul style="list-style-type: none"> ▪ Undertaking from ITI Principal certifying details of trainee (in last academic session – 2017-18) who have pass out and received wage employment, self-employment, and apprenticeship or have undertaken higher education <p>AND</p> <ul style="list-style-type: none"> • Job offer letters in case of wage employment and apprenticeship • Admission Letter from higher education institution • Self-declaration letter detailing Self-employment by the candidate 	<ul style="list-style-type: none"> ▪ Capture the number of students pass outs and the number of students who progressed through any of the mentioned means (received wage employment, self-employment, and apprenticeship or have undertaken higher education) ▪ Formula: Total number of trainees who have achieved career progression (i.e. wage employment, or self-employment, apprenticeship or undertaking higher education) X 100/ The total trainees pass outs of the ITI. ▪ Career progression rate would only be computed based on availability of job offer letters/admission letter/self-declaration letter at the time of inspection.

Activities to be performed:

- Please check with ITI SPOC for undertaking from ITI Principal certifying details of trainee
- Formula: Total number of trainees who have achieved career progression (i.e. wage employment, or self-employment, apprenticeship or undertaking higher education) X 100/ The total trainees pass outs of the ITI.
- The Mobile Application will compute the score based on input received at backend, as per below given responses,
 - less than 40%
 - >=40% to less than 60%
 - >=60% to less than 70%
 - >=70% to less than 80%
 - >=80% to less than 90%
 - >=90% and above

Assessment Requirements:

- Please cross verify and collect copy of undertaking from ITI Principal certifying details of trainee (in last academic session – 2017-18) who have passed out and received wage employment, self-employment, and apprenticeship or have undertaken higher education (along with proof of trainee undergoing/undergone for higher education). Photograph the documents In case of wage employment and apprenticeship etc job offer letters

Parameter 12: Participation, Awards and accolades by Principal/trainees/Instructors /ITI at District / State / National/ International Level (including skill competitions etc.) in the last 2 years

Brief: Participation in skill competitions outside the ITI provides an opportunity to trainees for getting recognized for their excellence in skilling. It also boosts the enthusiasm of trainees and instructors towards learning.

Inspection Methodology

Documentary Proof	Instruction to Investigator
<ul style="list-style-type: none"> ▪ Participation certificate/ Letter/ Email in skill competition in the last years (2017-18 or 2018-19) <p>AND</p> <ul style="list-style-type: none"> ▪ Award certificate/ Trainee medallion in skill competition in the last years (2017-18 or 2018-19) 	<ul style="list-style-type: none"> ▪ Check the year of participation and award in the last 2 years (2017-18, 2018-19) ▪ Check the participation at district/ state/ national/ International levels. ▪ Award won from district/ state/ national/ International levels. ▪ Invitation to participate in events are not to be considered as proof ▪ Collect the photos of medals or certificates, letter, email ▪ Name of the event and year to be printed on the medal for it to be considered. ▪ Avoid double of double counting of medal & certificate of the same event. ▪ Skill competition organised by private companies can also be considered.

Activities to be performed:

- Please check with ITI SPOC for documentary proof of award/accolade
- Collect the data in Mobile Application, as per below given responses
 - Principal/Trainees/Instructors haven't participated any Skill India Competition (State/Central/International)
 - Principal/Trainees/Instructors have participated in at least one Skill India Competition (State/Central/International)
 - Principal/Trainees/Instructors have participated in at least one Skill India Competition (State/Central/International)

And

Principal/Trainees/Instructors or ITI have won 1-2 awards cumulatively across District / State / National/ International Level

 - Principal/Trainees/Instructors have participated in at least one Skill India Competition (State/Central/International)

And

- Principal/Trainees/Instructors or ITI have won 3-4 awards cumulatively across District / State / National/ International Level
- Principal/Trainees/Instructors have participated in at least one Skill India Competition (State/Central/International)
And
Principal/Trainees/Instructors or ITI have won 5-6 awards cumulatively across District / State / National/ International Level
- Principal/Trainees/Instructors have participated in at least one Skill India Competition (State/Central/International)
And
Principal/Trainees/Instructors or ITI have won >6 awards cumulatively across District / State / National/ International Level

Assessment Requirements:

Please cross verify and collect documentary proof of award/accolade (like participation certificate/trainee medallion etc.) of participation in skill competition in the last 2 years. Photograph the documents

2.6. Section D: Knowledge Infrastructure and Institute Processes

Parameter 13: Functional Institute Management Committee (IMC) in case of Govt. ITI and similar institutional mechanism with at least one industry representative expert in case of Pvt. ITI

Brief: IMC ensures that the ITI has proper institutional mechanism to effectively govern the institute. Functional IMC means that meetings of IMC have been held on a regular basis as per the agenda defined at the beginning of the year or session. A similar institutional mechanism for a Private ITI could be a society/board/trust which has at least one representative from industry or industry has a significant role to play in training operations through an appropriate forum. Further, the IMC or a similar institutional mechanism should be instrumental in facilitating industry-institute engagement.

Inspection Methodology

Documentary Proof	Instruction to Investigator
<p>For Government ITI</p> <ul style="list-style-type: none"> ▪ Certification of incorporation of IMC (or similar) <p>AND</p> <ul style="list-style-type: none"> ▪ For measuring functioning of IMC, collect copy of minutes of the meeting (MoM) of the last 3 meetings conducted in last 1 year (2018-19) <p>For private ITI</p> <ul style="list-style-type: none"> ▪ a society/board/trust/governing body/committee of members consisting of one industry partner can be accepted in place of an IMC. For proof of industry take Registration number, GST number or TIN number <p>AND</p> <ul style="list-style-type: none"> ▪ For measuring functioning, collect copy of minutes of the meeting (MoM) of the last 3 meetings conducted in last 1 year (2018-19). The minutes of meeting are to be signed by the industry partner/mailed to the industry partner. 	<ul style="list-style-type: none"> ▪ Only 1 Institute management committee (IMC) per ITI. It's a permanent committee. The members may be replaced but the IMC remains. It is important to check whether they have an industry partner. ▪ Check memorandum of association of the IMC detailing the industry and its representative.

Activities to be performed:

- Please check with ITI SPOC for Certification of incorporation of IMC and minutes of the meeting (MoM) of the last 3 meetings conducted in last 1 year (2018-19)
- Collect the data in Mobile Application, as per below given responses
 - IMC or similar structure has not been constituted
 - IMC has been constituted but all posts as per the requirement are not filled
 - IMC has been constituted but not functional
 - IMC has been constitutional and functional. IMC meets at least once in a year
 - IMC has been constitutional and functional. IMC meets at least twice in a year
 - IMC has been constituted and functional. IMC meets at least once in a quarter.

Assessment Requirements:

Please cross verify and collect copy of certification of incorporation of IMC (or similar). For measuring functioning IMC, Minutes of Meeting (MoM) of the last 3 meetings conducted in last 1 year to be verified. Photograph the evidence documents

Parameter 14: Machine maintenance log books

Brief: Maintaining logbooks to record annual machine repair and maintenance should be a regular practice across the ITIs.

Inspection Methodology**What is a logbook?**

A log book is a book in which someone records systematic record of activities, events, and/or occurrences.

Documentary Proof	Instruction to Investigator
<ul style="list-style-type: none"> ▪ Date and photos of updated machine log book (as on date) for all major machines. ▪ If the log-book has been updated and signed by Workshop in-charge/ SPOC/ Principal for more than 70% of the machines, we consider it as updated. 	<ul style="list-style-type: none"> ▪ Check for updates, log books without entries do not count (as on date) ▪ In some cases, Annual maintenance contract (AMC) would be there, in some the machines would be updated with a sticker. ▪ The log books must be updated at least annually ▪ To check the machines required pls refer to cstarikolkatta.gov.in

Activities to be performed:

- Please check with ITI SPOC for updated machine log book
- Collect the data in Mobile Application, as per below given responses
 - No such log books available or the log books not up to date
 - Updated log books available

Assessment Requirements:

Please check the log-books of machines and inspect for updates, photograph the documents.

Parameter 15: Availability of "full-time" ITI Principal and post-employment training. (Admin/management of at least 5 days).

Brief: Full time ITI Principal is important to ensure that an effective leadership provided to the institute which can steer it through various challenges being faced by it. It also motivates other staff to give-in their best and work collectively towards the success of the institute. Post-employment training of ITI Principal will enable him/her to understand the roles and responsibilities of principal related to ITI administration, overall management and providing necessary leadership to trainees and trainers.

Inspection Methodology

Documentary Proof	Instruction to Investigator
<ul style="list-style-type: none"> ▪ Letter of appointment or promotion from the government or top management or transfer letter from government <p>AND</p> <ul style="list-style-type: none"> ▪ Record of monthly salary deposit through "cheque /online payment" (of last 3 months at least) <p>AND</p> <ul style="list-style-type: none"> ▪ Record of post-employment training like certificate of attending such training program (of administration/management employees for at least 5 days) 	<ul style="list-style-type: none"> ▪ Training to be on administration/ management of employees ▪ Training should be of minimum 5 days in one session, else it will not be considered ▪ If a new principal has been appointed in the last 1-2 months, check the proof of availability of the old principal for the last three months ▪ The principal post should not have been vacant anytime during the last three months. ▪ If the new principal is available only for the previous two months, it will not be considered.

Activities to be performed:

- Please check with ITI SPOC for records of monthly salary deposit (of last 3 months at least)
- Please check with ITI SPOC for record of post-employment training like certificate
- Collect the data in Mobile Application, as per below given responses
 - No Full Time ITI Principal

- Full Time ITI Principal exists but no provision of post-employment training (of administration/management employees for at least 5 days)
- Full Time ITI Principal exists and provision of post-employment training(of administration/management employees for at least 5 days)

Assessment Requirements:

Please cross verify and collect records of monthly salary deposit through “cheque /online payment” (of last 3 months at least) and record of post-employment training like certificate of attending such training program. Photograph the evidence

Parameter 16: Availability of production centre generating revenues (excl. course fee) / earn with learn scheme as per audit report.

Brief: It is expected that ITIs explore diverse revenue streams other than course fees to enhance the long term sustainability of institutes. One way could be to establish a “production centre” to produce and supply products as per industry demand. Similarly, a “service centre” corresponding to service related trades could also be set up to provide services and generate additional revenues. This parameter will encourage ITIs to explore this option and engage in “job-works” with industry to provide hands-on learning experience to the trainees in the ITI. Hence, ITIs with a production centre and generating additional revenues other than course fee will score high. ITIs have to mention the revenues earned as per audit report.

Inspection Methodology

Documentary Proof	Instruction to Investigator
<ul style="list-style-type: none"> ▪ Audit report of last financial year (2018-19) for generating revenue from production duly signed by CA (OR) Entry in P&L account/accounts ledger. ▪ Take photographs of production centre 	<ul style="list-style-type: none"> ▪ Check the availability of production centre machines. The equipment need not be exclusive, laboratory equipment can be used as well ▪ The notes to accounts should have the details. ▪ Seekho aur kamao scheme can also be accepted.

Activities to be performed:

- Please check with ITI SPOC for audit report of last financial year (2018- 19)
- Collect the data in Mobile Application, as per below given responses
 - Production centre /earn with learn scheme with up to INR 50,000 revenues per annum
 - Production centre /earn with learn scheme with >=INR 50,000 to less than 1lakh revenues per annum
 - Production centre /earn with learn scheme with >=INR 1lakh revenues per annum

Assessment Requirements:

Please cross verify and collect copy of audit report of last financial year (2018-19). Photograph the evidence.

2.7. Section E: Bonus: Best Practices

Note: This category consists of 11 parameters. However, since all of these parameters might not be applicable to all the ITIs, hence only top 5 parameters (under this category) will be scored.

Parameter 17: Playground/Horticulture/ Garden/Indoor Play Ground facilities

Brief: Facilities such as Playground/Horticulture/Garden/Indoor Play Ground are necessary for conduction and promotion of extra-curricular activities such as sports, cultural events etc. which are essential for ensuring holistic learning, as they provide opportunity to learn values of patience, team spirit, etc.

Inspection Methodology

Documentary Proof	Instruction to Investigator
<ul style="list-style-type: none"> ▪ Photos/ videos of the facilities such as Playground/Horticulture/Garden/Indoor Play Ground 	<ul style="list-style-type: none"> ▪ Cultivated facilities shall not be considered as playground. ▪ Facilities can be within the ITI campus, it can be dedicated/ shared for ITI ▪ Any one facility is sufficient to score full marks.

Activities to be performed:

- Please physically verify the facilities and collect photos and videos
- Collect the data in Mobile Application, as per below given responses
 - Such facilities are not available or not maintained
 - Such facilities are available and maintained

Assessment Requirements:

Please physically verify the availability of such facilities and photograph/ video-graph the same.

Parameter 18: Percent of trainees who were 10th pass on joining and got 12th Certificate after passing (Not Applicable for ITI younger than 3 years)

Brief: Providing a 12th standard equivalent certificate to trainees who studied for 2 years after 10th standard ensures that they can smoothly transition to further education opportunities without being hindered by lack of certification.

Inspection Methodology

Documentary Proof	Instruction to Investigator
<ul style="list-style-type: none"> ▪ Undertaking from ITI Principal on: Total trainees who were 10th pass on joining and got 12th Certificate after passing AND Total trainees joined from the academic batch 2017-18 	<ul style="list-style-type: none"> ▪ Take an undertaking from the ITI principal. They will ideally maintain a register as some ITI are especially set-up to facilitate students to apply to NIOS to clear 12th examination. Passing certificates are not required. ▪ Formula: Total trainees who were 10th pass on joining and got 12th Certificate after passing X 100/Total trainees joined from the academic batch 2017-18

Activities to be performed:

- Please check with ITI SPOC for details of equivalence certificate facilitated through ITI
- Formula: Total trainees who were 10th pass on joining and got 12th Certificate after pass out X 100/Total trainees joined from the academic batch 2017-18
- Data cross verification with NCVT MIS portal
- The Mobile Application will compute the score based on input received at backend, as per below given responses,
 - Less than 50%
 - >=50% and above

Assessment Requirements:

- Undertaking from ITI Principal on: Total trainees who were 10th pass on joining and got 12th Certificate after passing AND Total trainees joined from the academic batch 2017-18

Parameter 19: Recognized Technological Innovation/Advancements

Brief: Recognition granted for Innovation/Advancements are an indicator of research and innovation activities taking place in an ITI. This could provide self-employment opportunities to ITI trainees provided there is an adequate arrangement for incubation and commercialization of the idea/product/service.

Inspection Methodology**What is technological innovation/advancement?**

Technological innovation is the successful implementation (in commerce or management) of a technical idea new to the institution creating it. Innovations are distinguished from inventions, technology and research, but may arise from any of the three

Documentary Proof	Instruction to Investigator
<ul style="list-style-type: none"> ▪ Physical copy of proof of recognition from national/state level entrepreneurship/incubation cells <p>OR</p> <ul style="list-style-type: none"> ▪ Certificate copy for technical innovation /Advancement or patent <p>OR</p> <ul style="list-style-type: none"> ▪ Copy of email /letter from the entrepreneurship/ incubation cells 	<ul style="list-style-type: none"> ▪ Only State/National/International recognition to be considered. The certificate / letter should receive from Atal Tinkering Labs / other innovation labs. Achievement can be either of the student or the instructor ▪ To be achieved in the academic years (2017-18 and 2018-19) ▪ Letter from local body or organization not to be considered

Activities to be performed:

- Please check with ITI SPOC for proof of recognition from national/state level entrepreneurship/incubation cells
- Collect the data in Mobile Application, as per below given responses
 - No Recognized innovation
 - At least one Recognized innovation

Assessment Requirements:

Please cross verify and collect copy of proof of recognition from national/state level entrepreneurship/incubation cells like Atal Tinkering Labs/ other innovation labs. Photograph the evidence.

Parameter 20: Availability of new generation courses like IoT, Mechatronics, Drone Technology

Brief: This signifies that training provided at the ITI contributes to manpower requirement as per changing needs of the economy. It also shows ITI's progressiveness in carrying out skill development activities. Hence, more the number of seats offered in new generation courses, higher is the score.

Inspection Methodology

Documentary Proof	Instruction to Investigator
<ul style="list-style-type: none"> ▪ Undertaking from ITI Principal on number of seats being offered in new generation courses like IoT, Mechatronics, Drone Technology etc in the last year (2018-19) 	<ul style="list-style-type: none"> ▪ Data to be auto-populated in the mobile application from NCVT-MIS (of last academic session)

Activities to be performed:

- Please collect undertaking from ITI Principal on number seats being offered in new generation courses like IoT, Mechatronics, Drone Technology etc in the last year (2018-19)
- Collect the data in Mobile Application, as per below given responses
 - <60 seats being offered in such courses
 - >=60 seats offered in such courses

Assessment Requirements:

- Please cross verify and collect data from NCVT MIS portal (of last academic session) and Undertaking from ITI Principal on number of seats being offered in new generation courses like IoT, Mechatronics, Drone Technology etc in the last year (2018-19)

Parameter 21: Sustainable measures being adopted by ITI viz. rain water harvesting, solar power utilization, utilization of scrap, and waste management

Brief: These measures are important to ensure the efficient utilization of resources which are limited in nature, or whose over-use results in ecological damage. Rain water harvesting helps recharge the water level, reducing the ITI's dependence for water from external sources. Using solar electricity, recycling/reuse of scrap and efficient waste management help minimize the negative effects on the environment.

Inspection Methodology

Documentary Proof	Instruction to Investigator
<ul style="list-style-type: none"> ▪ Photos/ videos of the facilities along with physical inspection ▪ Either one of the facilities can be considered 	<ul style="list-style-type: none"> ▪ Scrap sales is not to be considered ▪ Waste management plant, sewerage treatment plant, waste or water recycling plants, solar plants, rain water harvesting plants to be considered

Activities to be performed:

- Please physically verify the facilities and collect photos / videos
- Collect the data in Mobile Application, as per below given responses
 - NO such measures adopted by ITI
 - At least one of these measures adopted by ITI

Assessment Requirements:

Please cross verify the availability of such infrastructure and photograph the evidence.

Parameter 22: Women oriented courses available in ITI (Courses related to Apparel/ Dress making, Beauty and Wellness, Stenographer, COPA, Secretarial Assistant (English), Food Processing etc.)

Brief: Women oriented courses such as Courses related to Apparel/Dress making, Beauty and wellness, Stenographer, Computer Operator & Programming Assistant (COPA), Secretarial Assistant (English), Food Processing etc. improve the representation of female trainees in overall trainee strength of ITI, creating a women friendly training environment. It also showcases the effort of ITI management to admit more women trainees.

Inspection Methodology

Documentary Proof	Instruction to Investigator
<ul style="list-style-type: none"> ▪ Undertaking from ITI Principal on number of seats being offered in Women oriented courses such as Courses related to Apparel/Dress making, Beauty and wellness, Stenographer, Computer Operator & Programming Assistant (COPA), Secretarial Assistant (English), Food Processing etc. in the last year (2018-19) 	<ul style="list-style-type: none"> ▪ Data to be auto-populated in the mobile application from NCVT-MIS

Activities to be performed:

- Please check with ITI SPOC for number of seats being offered in Women oriented courses such as Courses related to Apparel/Dress making, Beauty and wellness, Stenographer, Computer Operator & Programming Assistant (COPA), Secretarial Assistant (English), Food Processing etc. in the last year (2018-19)
- Collect the data in Mobile Application, as per below given responses
 - 60 seats being offered in such courses
 - >=60 seats offered in such courses

Assessment Requirements:

- Please cross verify and collect data from NCVT MIS portal (of last academic session) and Undertaking from ITI Principal on number of seats being offered in Women oriented courses such as Courses related to Apparel/Dress making, Beauty and wellness, Stenographer, Computer Operator & Programming Assistant (COPA), Secretarial Assistant (English), Food Processing etc. in the last year (2018-19)

Parameter 23: All the details of Instructors entered in NCVT MIS Portal

Brief: It is important that database of instructors is available on the MIS so that information may be used for the benefit of the ITI such as conducting training of instructors, capacity development etc.

Inspection Methodology

Documentary Proof	Instruction to Investigator
<ul style="list-style-type: none"> ▪ Undertaking from ITI Principal that complete details (like name and code) of Instructors entered in NCVT MIS Portal in the last year (2018-19) 	<ul style="list-style-type: none"> ▪ Instructor's names & IDs to be cross verified to ensure all details entered on NCVT MIS. ▪ If 70% compliant, then consider it as fully compliant.

Activities to be performed:

- Please check with ITI SPOC for list of instructors and details uploaded in the NCVT portal
- Collect the data in Mobile Application, as per below given responses
 - Completed details of instructors are not available on MIS
 - Completed details of instructors are available on MIS

Assessment Requirements:

- Please collect data from NCVT MIS portal (of last academic session) and Undertaking from ITI Principal that complete details (like name and code) of Instructors entered in NCVT MIS Portal in the last year (2018-19)

Parameter 24: Convocation Ceremony for ITI passed out

Brief: Convocation ceremony conducted for pass-out trainees gives the feeling of ownership/ belongingness towards the institute they belong to.

Inspection Methodology

Documentary Proof	Instruction to Investigator
<ul style="list-style-type: none"> ▪ Date and photos of last convocation ceremony in the last year (for the passing batch of 2017-18) ▪ Newspaper cuttings / Report of the convocation ceremony can be considered as proof 	<ul style="list-style-type: none"> ▪ Even state level convocation is acceptable if proof of participation is available ▪ Invitation to participate will not be considered

Activities to be performed:

- Please check with ITI SPOC for dates and photos of last convocation ceremony
- Collect the data in Mobile Application, as per below given responses
 - No
 - Yes

Assessment Requirements:

Please cross verify and collect details of date and photos of last convocation ceremony (for the passing batch of 2017-18). Photograph the evidence

Parameter 25: Existence of functional Alumni association

Brief: Alumni association helps keep the trainee pass outs remain connected to their alma mater. This has several benefits for ITI, such as improved tracking of pass out trainees, building a support network for the ITI that can contribute towards the needs of the ITI such as placement assistance, guest lectures for ITI etc.

Inspection Methodology

Documentary Proof	Instruction to Investigator
<ul style="list-style-type: none"> ▪ Photos of Charter of alumni association 	

Activities to be performed:

- Please check with ITI SPOC for photos of charter of alumni association
- Collect the data in Mobile Application, as per below given responses
 - No
 - Yes

Assessment Requirements:

Please cross verify and collect photos of charter of alumni association.

Parameter 26: Diversity of Trades

Brief: This signifies that training provided at the ITI is not limited to traditional trades, and that the ITI is proactive in providing skill development opportunities. Hence, if the ITI is offering greater than equal to four trades, ITI will score on this parameter.

Inspection Methodology

Documentary Proof	Instruction to Investigator
<ul style="list-style-type: none"> ▪ Undertaking from ITI Principal that ITI is offering less or equal or greater than four trades in the last year (2018-19) 	<ul style="list-style-type: none"> ▪ Data to be auto-populated in the mobile application from NCVT-MIS

Activities to be performed:

- Please check with ITI SPOC for list of trades and Undertaking from ITI Principal that ITI is offering equal or greater four trades in the last year (2018-19)
- Collect the data in Mobile Application, as per below given responses (Grade to be provided offline)
 - <4 trades offered in ITI
 - >=4 trades offered in ITI

Assessment Requirements:

- Please cross verify and collect data from NCVT MIS portal (of last academic session) and Undertaking from ITI Principal that ITI is offering less or equal or greater than four trades in the last year (2018-19)

Parameter 27: Fund Utilization by ITI (in case ITI was part of any of Centrally Sponsored Scheme such as viz. “Scheme for upgradation of 1396 Government ITIs in Public Private Partnership (PPP) Mode” , “Model ITI Scheme” , "World Bank Funded VTIP Scheme")

Brief: This is a measure of the willingness and efficiency of the ITI management for carrying out reform and development activities by using the funds provided under various schemes. This parameter is applicable to only those Govt. ITI who have been part of any Centrally Sponsored Scheme such as viz. “Scheme for upgradation of 1396 Government ITIs in *Public-private partnership* (PPP) Mode”, “Model ITI Scheme”, "World Bank Funded *Vocational Training Improvement Project* (VTIP) Scheme".

Inspection Methodology

Documentary Proof	Instruction to Investigator
	<ul style="list-style-type: none"> ▪ Data to be auto-populated in the mobile application from the information shared by DGT/states. ▪ Applicable only for Government ITIs

Activities to be performed:

- Collect the data in Mobile Application, as per below given responses
 - <80% Fund utilization as a percentage of total funds released to the ITI (total across such schemes)
 - >80% Fund utilization as a percentage of total funds released to the ITI (total across such schemes)

Assessment Requirements:

Please cross verify and collect a copy of Fund utilization certificate by CA of the last year (2018-19).