

No. DGET- 19(14)/2012-CD
Government of India
Ministry of Labour & Employment
Directorate General of Employment & Training

Shram Shakti Bhawan, New Delhi.

Dated: 7th May, 2012

To

1. Secretaries/ Principal Secretaries of all the State Govts. / UT Administrations dealing with Vocational Training
2. Directors dealing with Vocational Training of all States/ UT Administrations
3. Director, ATI Chennai, Hyderabad, Bombay, Kolkata, Kanpur, Ludhiana, CSTARI Kolkata, ATI (EPI) Hyderabad & Dehradun, FTI Bangalore & Jamshedpur and NIMI Chennai
4. RDAT Kanpur, Mumbai, Kolkata, Chennai, Faridabad & Hyderabad

Subject: AVAILABILITY OF WEBSITE FOR ALL GOVERNMENT & PRIVATE ITIs AS PER APPROVED FORMAT

Sir/Madam,

This is to inform you that the 40th meeting of the National Council for Vocational Training (NCVT) under the Chairmanship of Hon'ble Minister of Labour & Employment was held on 16th December, 2011. Developing of web-site for all Government and Private ITIs was discussed vide agenda item No. 4003.12 in the meeting.

2. The council approved the proposal for the blue print of format for website and all the institutes shall design their website, according to the approved format. Availability of website would be a pre-condition for Standing Committee inspection for the purpose of considering grant of affiliation carried out on or after 01st July, 2012.

3. Government of India has accepted the above recommendations of council for implementation with immediate effect. Accordingly, all the Government and Private ITIs which are already affiliated or are desirous of seeking affiliation from NCVT should design, develop & maintain their website as per the approved format (copy enclosed) positively by 1st July, 2012. Hence, Directors of all the States and Union Territories dealing with Craftsmen Training Scheme are requested to issue necessary instructions in this regard and ensure that website, as per the approved format is developed with immediate effect and not later than 01st July, 2012, by every Government and Private ITI falling under their jurisdiction. It is once again reiterated that availability of website would be a pre-condition for all the inspections for the purpose of affiliation which are to be carried out on or after 01st July, 2012. It is further added that the website, once operational, has to be updated atleast on monthly basis.

Yours faithfully,



(D. Mallick)

Director of Training
Member Secretary, NCVT

Encl.: As above

Contd/-2

Copy to:-

1. Principal CTI Chennai, MITI Haldwani, Calicut, Jodhpur, Choudwar, NVTI, New Delhi and all RVTIs.
2. All Officers up to JDT level of DGE&T (HQ)
3. P. R. O., Ministry of Labour & Employment, Government of India for wide publicity.

Amrit Pal Singh

(Amrit Pal Singh)
Deputy Director of Training

Copy for information:

1. PPS to Minister of Labour and Employment
2. PPS to Secretary (L&E)
3. PPS to DG/AS

**FORMAT FOR WEB-SITE FOR
GOVERNMENT AND PRIVATE ITIs AFFILIATED TO NCVT**

Date of Last Update:
(Must be updated on monthly basis)

1. About Institute

Sl. No.		
a	Name of the Institute	
b	Address of the Institute	
c	Date of Establishment	
d	DGET File Reference No.	
e	Code Allotted by DGET	
f	Contact Nos.	
g	Mobile No.	
h	Fax No.	
i	E mail ID	
j	Location-Rural/Urban	
k	Approach / How to Reach	

2. Introduction of the Institute with the Mission Statement and Objective

- a. History of the Institute, its Logo.
b. Managing Society/Trust / Company etc.

Name of the Society/Trust /Company etc.	
Registration Number and its validity	
Scanned copy of related certificates hyperlinked	
Remarks	

c. Name(s) of Chairman and Members

Name & Designation	Father's Name	Address	Mobile No.	UID No.	Whether member of any other Society/Trust/ company	If answer of column 6 is yes, please furnish details
1	2	3	4	5	6	7

10 (minimum) scrolling photographs (Admn. Block, Workshops and Library)

3. Schemes running in the Institute (CTS and MES etc.under NCVT)

Name of the Scheme	Total Capacity	Duration	Admitted in current Financial Year	Current Status
Craftsman Training Scheme				
Modular Employable Scheme				
Other Schemes				

4. Admission Criteria:

- (a. By percentage of Marks in qualifying Exam. b. Written Test c. Interview d. Any other)

Name of Trade under (NCVT)	Duration of Training	Eligibility Qualification

5. Trades Affiliated to NCVT and SCVT

Name of the Trade (linked to the respective Syllabus with DGET website)	No. of Units	Shifts Running (I/II/III)	Seating Capacity per Unit	Total Seating Capacity	Affiliation Date/ Copy of DGET order Link (SCANNED).

6. Summary of Trades affiliated to NCVT

Trade Name	Shift intake capacity			Total No. of Units	DGET order no.	Remarks
	1 st	2 nd	3 rd			

7. Summary of Trades affiliated to SCVT

Trade Name	Shift intake capacity			Total No. of Units	Remarks
	1 st	2 nd	3 rd		

8. Court Cases and Status

a. in which court, b. Institute/Management Committee/trainees/trainers are Party

CWP No./Name of Court	Year	Issue	Status

9. Faculty (Technical Staff)

S. no	Name	Designation	Qualification (class X onwards)	Trade	Date of Joining	Regular/ Adhoc/ Contract	CTI trained (Yes/ No)	Photo link

- i) Special achievement by instructors, if any
 ii) Awards received by Instructors, if any.

10. Achievements by Trainees

Name of the award	Under Scheme	Won By	Year	Remarks

11. Administrative Staff

Sl. No.	Name of Staff	Designation	Date of Joining	Remarks

12 (a). Infrastructure, Building and Workshop

Sl. No.	Ownership Document/Lease agreement for rented building	In Square Metres	Link to scanned document/image
a	Total Area		
b	Covered Area		
c	Total Class Rooms Area		
d	Total Workshops Area		
e	Drawing Hall		
f	Audio Visual Hall		
g	Computer Lab		
h	Play Area		
i	Library		
j	Remarks		

12 (b). Trade Specific Infrastructure, Building and Workshop

Trade	Unit	Class Room Area per Unit	Total class room area for Trade	Workshop Area per unit	Total Workshop area for Trade	Remarks (Photograph etc. in link)

13. Electric Power Supply

Present Electric Load	(in KW)	Hyperlink to document proof
Date of Connection		
Connection in the name of		
Meter No.		
Seal No.		
Remarks		

14. Record of Trainees –

Year Wise and Trade wise details of the trainees

Name	Father's Name	UID/DOB	Male/Female	General/SC/ST/OBC/Minorities/PH	Trade	Shift	Session

15. Quality Monitoring

a. ATTENDANCE (on monthly basis)

Attendance of Instructor

S. No.	Name of the Instructor	August	September	October	November	December

Attendance of Trainees

S. No.	Name of the Trainee	Trade	August	September	October	November	December

b. PROGRESS CARD**TRADE 1**

Trainees Name/Roll No.	Monthly Test I				Monthly Test II				Monthly Test III				Monthly Test IV				Monthly Test V			
	Th	Pr	Ws	ED	Th	Pr	Ws	ED	Th	Pr	Ws	ED	Th	Pr	Ws	ED	Th	Pr	Ws	ED
Studt 1																				
Studt 2																				

TRADE 2

Trainees Name/Roll No.	Monthly Test I				Monthly Test II				Monthly Test III				Monthly Test IV				Monthly Test V			
	Th	Pr	Ws	ED	Th	Pr	Ws	ED	Th	Pr	Ws	ED	Th	Pr	Ws	ED	Th	Pr	Ws	ED
Studt 1																				
Studt 2																				

c. Electrical Energy Consumption per student per month

d. Raw material consumption per student per month

e. Maintenance expenditure per year on building and machines

16. Overall Results

Year wise (3 years record):

Trade	Number of Trainees admitted	Number of Trainees appeared for AITT	Number of Trainees passed	Number of Certificates issued

17. Details of certificates issued to Trainees

Year*	2009		2010		2011	
	February	August	February	August	February	August	
No. of Trainees appeared							
No. of Trainees passed							
No. of NTCs issued							
No. of NTCs pending							

(* Number of all the issued/pending certificates, year-wise, is to be given)

18. Placement :

i) Details of Placement Cell.

ii) Placement record of the trainees during last five years. (Year-Wise)

S. no.	Roll No.	Name	Trade	Year of Passing	Organization Name	Salary on Joining

19. Visitors:**20. Library (Brief information on journals and books):****21. Computer Lab (Brief information on Hardware and Software)****22. Sports/ Recreation (Brief information on Facilities Available)****23. Industry Institute Linkages**

- i) Name of the Industry Partner / MoU
- ii) Major Activities /Contributions
- i) Industry visit/ Industrial tour
- iii) Guest Faculty
- iv) Workshop & Seminars

24. Extra Curricular activities**25. Right to Information**

Appellate Officer Name	Designation	Contact No.
CPIO		

26. Details of Inspection(s) conducted by State & Central Government

Date of Inspection	Purpose of Inspection	Inspecting Team			Report(Hyperlink)
		Name	Designation	Office Address	

27. Application Format for Course(s)

Name of Course	Duration	Tentative date of course	When apply to	Application Format (Download Link)

28. State Directorate

Name and Address of Directorate	
Contact Number	
Mobile Number	
Fax Number	
Email Address	(Hyperlink to State Directorate Website)

29. Certification such as ISO 9000, ISO 29990 etc., if any.**30. Funds Status**

Sl. No.	Budget allotted	Assisted Scheme (DGET/World Bank etc.)	Annual/Five Year	Budget used (Hyperlink to Relevant Central/State Directorate Head)

31. DGET and State Government orders issued from time to time

Order reference Number & date	Subject of the order	Copy of the order scanned/ Hyperlink

32. Rating of Institute by QCI or any other agency.**33. Feedback and suggestions**

Address for sending Feedback and suggestions	
e-mail ID	
Contact no.	

34. Grievance Redressal Mechanism
