

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
Craftsmen Training Scheme				
Modular Employable Scheme				
Other Scheme				

4. Admission Criteria :

(a. Merit b. Written 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 Trade 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	DGET order no.	Remarks
	1 st	2 nd	3 rd			

8. Court case 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	Father's name	Designation	Qualificatio n class 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	Date of Joining	Designation	Remarks

12. Infrastructure, Building and workshop

Sl. No.	Ownership Document/Lease agreement for rented building	In Square Meter	Link to Scanned document/image
a	Total Area		

b	Covered Area		
c	Total Class Rooms Area		
d	Total Workshop Area		
e	Drawing Hall		
f	Audio Visual Hall		
g	Computer Lab		
h	Play Area		
i	Library		
j	Remarks		

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. 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	UDI/ DOB	Male/ Female	General /SC/ST/Rural/Urban	Trade	

15. Quality Monitoring

a. ATTENDANCE

- Attendance of Instructor
- Attendance of Trainees

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. Electricity Consumption per student per month
- d. Raw material consumption per students per month
- e. Maintenance expenditure per year on building and machines

16. Overall Results

Years wise (3years record)

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

17. Issue of certificated to Trainees

18. Placement:

i) Details of Placement Cell.

ii) Placements 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 (A brief information on journals and books):

21. Computer Lab (Brief information on Hardware and Software)

22. Sports/ Recreation (Brief information of Facilities Available)

23. Industry institute Linkages

i) Name of the industry Partner/MoU

ii) Major Activities / Contributions

iii) Industry visit/ Industrial tour

iv) Guest Faculty

v) Workshop & Seminars

24. Extra Curricular activities

25. Right to Information

Appellate Officer Name	Designation	Contact No.

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

Date of Inspection	Purpose of Inspection	Inspecting Team			Report(Hyperlink)

27. Application Format for Course(s)

Name of course	Duration	Tentative date of course	When to apply	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 ect.)	Annual /Five Years	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 suggestion	
E-mail ID	
Contact NO.	

34. Grievance Redress Mechanism

35. FAQs

