

Inspection Committee Report proforma for the purpose of considering grant of affiliation of the Institutes implementing Craftsmen Training Scheme under the aegis of the National Council of Vocational Training (NCVT).

Warning :- The proposal is liable to be rejected due to non-compliance of the following :

- All the pages of format should be verified & signed by all the members of Inspection Committee, duly stamped with date.
- Use of erasing fluid not allowed.
- Normally there should be no cutting in text and numbers. However if it is inevitable, it should be authenticated by all the members of Standing Inspection Committee duly stamped with date.

I- General

1.	Name and full postal address of the Institute indicating Taluk, District and Pin Code Tel. No. with STD Code E-mail Website address Date on which Website was last updated	: : Shailendra Pvt. Industrial Training Institute, Sugreev Colony, Near Jain Mandir, Sewar Road, Bharatpur (Rajasthan Pin Code- 321001) : +91-8058423520 : Pvt_iti_p079@yahoo.in : www.shailendraititi.com : 15.06.2025
2.	Name and address of the organisation seeking affiliation Tel. No. with STD Code E-mail	: Mahatma Gandhi Shiksha Samiti, Pichuna, Bharatpur (Raj.) : 8058423520 : mahatmaganditcollege@gmail.com
3.	Date of establishment of the Institute Permission letter from the State Director for starting Institute/Trade/Unit (enclose letter) DGT File Reference No. (for ITI already affiliated to NCVT)	: May 2003 : 6/20/3/2004-TC(Pvt.)
4.	Details of the any other NCVT affiliated ITIs which are running under the same organisation DGT File Reference No. (for any other ITI under the same Organisation)	: Gandhi ITI, Dholpur : 6/20/3/2004-TC(Pvt.)
5.	If there is change of Premises of ITI or shifting of Trade within the same ITI, provide records and letter from State Director with reason for shifting	: NIL
6.	Details of Court Case filed by the organisation or any member of the organisation under the same management against DGT, NCVT, DGT Officials- Provide Case nos.	: NIL
7.	Date of present inspection (Standing Committee/State/Central inspection)	: 27/06/2025
8.	Date of last inspection (Standing Committee/State/ Central inspection) Produce last SCIR to present committee members for verifying Drawing, STL etc.	: 31-08-2012

Note:- If website is not available, do not recommend affiliation. If website is not updated, do not recommend affiliation.
(Note: Website is to be updated at least on monthly basis)


प्रधानाचार्य
शैलेन्द्र निजा औद्योगिक प्रशिक्षण समिती
भारतपुर (राज.)
DGET CODE-PR08001022

II- Whether previously granted affiliation in any trade :-

If so, particulars to be given as under:

Sl. No.	Affiliated Trade/Units					Month & Year of start of session	DGT reference under which affiliation granted with date (State/UT Directorate's ref. No. not be quoted)	Remarks
	Trades	Units			Total Units			
1	2	Ist Shift	IInd Shift	IIInd Shift	6	7	8	9
1	Electrician	3	3	3	9	Aug-2004	6/20/3/2004-TC(Pvt)	-
2	Fitter	1	1	1	3	Aug-2004	6/20/3/2004-TC(Pvt)	-
3	Ref. & A.C. Technician	1	1	-	2	Aug-2004	6/20/3/2004-TC(Pvt)	-
4	Electronics Mechanic	1	1	-	2	Aug-2004	6/20/3/2004-TC(Pvt)	-
5	Mech. (Diesel)	1	1	-	2	Aug-2004	6/20/3/2004-TC(Pvt)	-

III- Trades and units for which affiliation is sought now:

S. No.	Trade/Units for which affiliation sought					Session for (Month & Year) from which affiliation sought
	Trades	Units			Total Units	
1	2	Ist Shift	IInd Shift	IIInd Shift	6	7
1	Electrician	3	3	3	9	Aug. 2025
2	Fitter	1	1	1	3	Aug. 2025
3	Ref. & A.C. Technician	1	1	-	2	Aug. 2025
4	Electronics Mechanic	1	1	-	2	Aug. 2025
5	Mech. (Diesel)	1	1	-	2	Aug. 2025

(b) Instructor Training (for already affiliated institute)

a.	Total No. of Instructors	22
b.	No. of instructors CTI untrained	5
c.	No. of instructors sponsored for CTI training (at least 20% of untrained instructors)	5
d.	No. of instructors sponsored for CTI re-training (at least 30% of trained instructors)	Nil

Note : If "c" & "d" are not followed strictly, do not recommend affiliation.

V- Infrastructure :

a. Details of land & building at the Institute :

(Note:- All Dimensions on the Drawings to be prepared by registered Architect should be in meter)

1.	Total accommodation (sq. meters) required as per NCVT norms for the whole Institute (Covered area)	: 2000 Sq M.
2.	Actual accommodation (covered area) available (Sq. Meters)	: 2200 Sq M.
3.	Total land area reserved for the Institute	: 3500 Sq. M.

4.	Whether own or rented building (enclose proof of ownership/ lease deed/rent agreement)		:	Lease Deed				
5.	Date of occupation		:	12 Jan. 2007				
6.	Duration of Lease / rent agreement.		:	30 Years				
7.	Date of expiry of lease/rent agreement:		:	11 Jan. 2037				
8.	Whether attested copy of site plan and lay-out of the entire institute attached		:	Attached				
9.	Name and registration no. of the Architect who prepared & signed on the layout		:	Amar Nath Saini Licence No. 1-1-735/37-270-4 Alwar (Raj.)				
10.	Area available in the institute for Office & Other facilities :							
	Description	Area Required as per NCVT Norms	Area available in the Institute	Remarks (mention shortage if any)				
	Principal's Chamber	-	22.80 Sq M.	Nil				
	Office	-	31.02 Sq M.	Nil				
	Staff Room	-	29.74 Sq. M.	Nil				
	Library	-	32.59 Sq M.	List of the technical books to be verified separately.				
	Dispensary	-	21.01 Sq M.	List of the items available to be verified separately.				
	IT Lab	-	43.02 Sq M.	List of the items available to be verified and furnished separately.				
	Engineering Drawing Hall	-	60.03 Sq M.	List of the items available to be furnished separately.				
	Workshop Calculation and Science Room	-	29.74 Sq M.	Nil				
	Employability Skills/Social Studies Room	-	45.60 Sq M.	Nil				
	Play Ground & Sports facilities (Indoor & Outdoor)	-	250.00 Sq M.	List of the Sports items available to be verified separately.				
	Area available in the institute for Workshops & Class rooms :							
	Name of the Trade	Maximum no. of units in one shift only	WORKSHOP		CLASS ROOMS			
			Required as per NCVT norms (Sq. M)	Actually available (Sq. M)	Shortage (If any)	Required as per NCVT norms (Sq. M)	Actually available (Sq. M)	Shortage (If any)
	Electrician	03	97.60+ 97.60+ 97.60 =292.80 Sq M.	111.26+ 98.00+ 99.00+ =308.26 Sq M.	Nil	21+ 21+21=63.00SqM.	21.01+ 21.04+ 21.04 =63.09 SqM.	Nil
	Fitter	01	88.00 Sq M.	88.00 Sq M.	Nil	21.00 Sq M.	21.00 Sq M.	Nil
	Ref. & A.C. Technician	01	80.00 Sq M.	80.00 Sq M.	Nil	21.00 Sq M.	24.43 Sq M.	Nil
	Electronics Mechanic	01	56.00 Sq M.	93.94 Sq M.	Nil	21.00 Sq M.	23.97 Sq M.	Nil
	Mech. Diesel	01	136.60 Sq M.	160.94 Sq M.	Nil	21.00 Sq M.	23.97 Sq M.	Nil

- Enclosures: -**
1. Copy of the Rent Deed, Lease Deed attested / notarized.
 2. Copy of the Building Layout duly attested by the Architect with registration No.
 3. Site Map of the institute showing some landmark nearby.
 4. If drawing is not to scale, not prepared by registered architect, not readable, dimensions not mentioned, do not recommend affiliation.


प्रधानाचार्य
 निजी औद्योगिक प्रशिक्षण संस्थान
 भरतपुर (राज.)
 DGET CODE-PR08001022

B. POWER SUPPLY :

(Note: Electrical Connection should be in the name of the ITI/Management/Owner of premises)

1.	Electrical Connection issued in the name of	Shailendra Industrial Training Institute, Sugreev colony, Anah Sesar, Bharatpur
2.	Electrical Connection issuing authority	Bharatpur Electricity Services Limited
3.	Date of connection	June 2003
4.	Whether three phase connection	YES
5.	K. No. of the Connection	210212033031
6.	Meter Seal No.	M-6004639
7.	Whether Diesel Generator Set Available? If Yes, its capacity, Diesel Consumption and Payment	YES (Three Phase) 15 KVA 1000 Liter and amount Rs. 43500.00
8.	Trade (Existing)	Maximum no. of units in one shift
	1. Electrician	3
	2. Fitter	1
	3. Ref. & A.C. Technician	1
	4. Electronics Mechanic	1
	5. Mech. (Diesel)	1
	Total electrical Load	33.19 kw
	Power supply available in the Institute in KW	40.00 kw

(Note: The energy supplied by DG set is to be measured by installing Digital/Electronic meter at suitable location. This energy meter is to be sealed by the State Directorate Officers during inspection to avoid any tampering).
Enclosures :

- For existing institutes: Electricity bill indicating connected load is required to be produced (details of existing trades, units should also form part of the inspection report to assess the required electrical load).
- For new institutes: Meter sealing report indicating sanctioned load or if meter sealing report does not have sanctioned load, copy of the sanctioned load, proof of payment of dues for the same along with meter sealing report should be produced/submitted.
- Where the Institute is in the rented/leased building, the electric connection should be in the name of the owner of the institute/management and the mutual agreement between landlord and the Institute/ Management/ Society as the case may be, should be produced along with the current bill.
- Declaration by the owner of the Institute that the sanctioned load is for ITI only / shared with any other Institute.

C. TOOLS, EQUIPMENTS & MACHINERIES

(Note: Only new Tools, Equipment and Machinery to be purchased for new trade / expansion and required to be given in the following format in the same serial order as in the standard tool list available in the syllabus of each trade and as available on the DGET web-site www.dget.nic.in.)

Name of the trade for which affiliation is sought:

Number of units in 1st shift: :
 Number of units in 2nd shift: :
 Number of units in 3rd shift: :
Total units :

Sl. No.	Name of the tools Equipment & Machinery as per syllabus	Number of Tools, Equipment & Machinery required for Instructor & Trainees for one unit as per NCVT norms/ syllabus	Total Number of Tools and equipment required for the total units already affiliated and affiliation sought	Total number actually available for all the units	Indicate shortage if any	Cost of the Tool, Equipment & Machinery	Name, Address, Tel. No. Email, Vat/TIN No. of the Supplier of General Machineries (Costing above Rs. 10,000/-)
1	2	3	4	5	6	7	8
		To be enclosed					

Enclosures: Separate for separate trades as per above Performa.

श्रीलाल निजी औद्योगिक प्रशिक्षण संस्थान
 भारतपुर (राज.)

DGET CODE-PR08001022

VI- STANDARD OF TRAINING (Not required for new institutes):**a. ADMISSIONs (only for the trade (s) already affiliated to NCVT)**

(No admission is allowed in any NCVT trade before affiliation is granted by Sub-Committee of NCVT)

1.	Date of starting the session	19 Sep. 2024																		
2.	Date of issue of notice calling for the application (attach notice or paper advertisement, pamphlets..... etc)	July 2024																		
3.	Last date for receipt of application fixed as per the notice	Oct. 2024																		
4.	No. of applications received	365																		
5.	Date by which the admissions were completed and classes started	19 Sep. 2024																		
6.	Trade-wise number of trainees on-roll on the day of inspection	<table> <tr> <th>S. No.</th><th>Trade</th><th>Trainees on-roll</th></tr> <tr> <td>1</td><td>Electrician</td><td>80+99=179</td></tr> <tr> <td>2</td><td>Fitter</td><td>17+10=27</td></tr> <tr> <td>3</td><td>Ref. & A.C. Technician</td><td>04 04+05=09</td></tr> <tr> <td>4</td><td>Electronics Mechanic</td><td>05+03=08</td></tr> <tr> <td>5</td><td>Mech. (Diesel)</td><td>14</td></tr> </table>	S. No.	Trade	Trainees on-roll	1	Electrician	80+99=179	2	Fitter	17+10=27	3	Ref. & A.C. Technician	04 04+05=09	4	Electronics Mechanic	05+03=08	5	Mech. (Diesel)	14
S. No.	Trade	Trainees on-roll																		
1	Electrician	80+99=179																		
2	Fitter	17+10=27																		
3	Ref. & A.C. Technician	04 04+05=09																		
4	Electronics Mechanic	05+03=08																		
5	Mech. (Diesel)	14																		
7.	Criteria for admission of trainees	Merit/other criteria																		
8.	Whether the trainees admitted, fulfill the prescribed Qualification and age	YES																		
9.	Copy of the prospectus should be enclosed	Yes																		
10.	CCE (continuous and comprehensive evaluation) Available on internet and evidence retained	To be verified																		

b. Coverage of syllabus for each trade, on the date of inspection : (Not applicable for new ITI)

Sl. No.	Name of the subject	No. of weeks to be completed on day of inspection			No. of weeks actually completed			% coverage
		6 months	1 year	II year	6 months	1 year	II year	
1.	Trade Theory	-	52	104	-	52	104	100
2.	Trade Practical	-	52	104	-	52	104	100
3.	Workshop Calculation & Science	-	52	104	-	52	104	100
4.	Engg. Drawing	-	52	104	-	52	104	100
5.	Employability Skills/ Social Studies	-	52	104	-	52	104	100

Note:- If above records are not available and not as per syllabus, do not recommend affiliation. Not applicable for new ITI.

c. No. of Tests conducted for each trade up to the date of inspection : (Not applicable for new ITI)

First Year		Second Year	
Weekly	Monthly	Weekly	Monthly
50	11	100	22

d. No. of Trainees on-roll in each trade already affiliated to NCVT (Not applicable for new ITI):

S. No.	Trade	Number of Units			No. of Trainees on-roll shift wise			No. of Trainees available on the date of inspection			Average % attendance as on Date of Inspection
		I shift	II shift	III shift	I shift	II shift	III shift	I shift	II shift	III shift	
1.	Electrician	3	3	3	49	60	60				
2.	Fitter	1	1	-	10	17	-				
3.	Mech. (Ref. & A.C.)	1	1	-	05	04	-				
4.	Electronics Mechanic	1	1	-	05	03	-				
5.	Mech. (Diesel)	1	1	-	05	09	-				

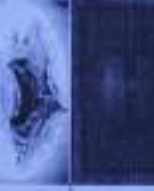
Note: The Institute should certify the enrolled trainees for each trade and certify.

Verify the performance/records of each trainee as per training manual.

If above records are not available, do not recommend affiliation.

IV- (a) Manpower (Technical & Non-Technical)

(Untrained instructors, if any, are to be trained within a year of affiliation. No untrained instructors to be engaged after one year of operation)

S. No.	Designation	Name	Date of joining Institute	Date of Birth	Secondary School/ Matric Year of Passing Certificate No.	Technical Qualifications (Degree/Diploma, ITI/CTI) Branch Year of Passing Certificate No. of enclosed certificate	Experience Details (Name of establishment & Year of experience)	Salary	Salary A/c Details Bank Name, Branch & A/C No.	Photo-graph
1.	Principal/Head of Institute	Sanjeev Kumar	01/03/03	28/01/66	1981 (10210)	Dip. In Mechanical Engg. 1987 (6705)	CIMMCO LTD. Bharatpur (11/05/88 to 13/11/2000) 11.5 Yrs.	18000/-	CBI 1718820681	
2.	Group Instructor-1	Deepak Sharma	01/08/12	21/07/90	2005 (113290)	B.Tech Electronics Comm. Engg. 2008 (0032594)	SWJET Ajmer. 10 Yrs.	15000/-	OBC 0258312103 0185	
3.	Group Instructor-2	Shiv Kumar	17/06/15	05/12/91	2004 (0087944)	B.Tech Electronics Comm. Engg. 2013 (1618380)	SWJET Ajmer. 05 Yrs.	15000/-	CBI 3162896384	
4.	Instructor - 1	Nischal Sharma	03/01/14	08/09/70	1988 (249667)	NTC 2010 (004737)	CIMMCO Ltd. Bharatpur 02 Yrs	15000/-	CBI 3162896420	
5.	Instructor - 2	Krishna Kumar	21/08/09	30/10/84	1999 (926996)	Dip. In Electrical Engg. 2001 (399221)	IMPL Gurgaon 3 Yrs.	15000/-	RGB 7776010014 5121	
6.	Instructor - 3	Harshan Singh	01/06/12	04/09/83	2000 (0225164)	Dip. In Electrical Engg. 2008 (62541)	JEPL Jaipur 3 Yrs.	15000/-	BGB 0838010000 2070	
7.	Instructor - 4	Rajesh Kumar	10/07/12	01/08/85	2003 (134157)	NTC Electrician 2007 (00378)	SET Jaipur 3 Yrs.	15000/-	SBI 1100068978	
8.	Instructor - 5	Sitaran Baurva	16/06/12	15/07/87	2002 (025659)	Dip. In Electrical Engg. 2007 (62104)	GEW Udaipur 3.5 Yrs	15000/-	RGB 7776010015 5890	

प्रधानाचार्य

जैन-बुद्ध विज्ञान आधुनिक परिचय समस्थान
भारतपुर (राज.)

DGET CODE-PR08001022

20.	Instructor - 2	Workshop / Calc.	Ramansh nd Sharma	08/01/12	05/11/75	1992 (11722)	Dip. In Mechanical Engg. 1998 (9456)	GPIL Jaipur 07 Yrs.	15000/-	IOB 3810200004 1754	
21.	Instructor -	Emp. / Skill	Devendr #	01/08/12	12/08/77	1993 (9124)	MBA 2009 (07528)	SWCM Jaipur 03 Yrs	15000/-	ICICI 1201560789	
22.	Workshop/ Attendant		Ganga Prasad	10/07/12	01/07/68	1988 (0102173)	NTC Fitter 1993 (057020)	3 Yrs	10000/-	SBI 1173386066 5	
23.	Workshop/ Attendant		Satyanar aym	10/07/12	02/08/88	2003 (026875)	NTC Electrician 2009 (4975)	3 Yrs	10000/-	RGB 777601001 55915	

(This should also include Workshop Attendant, Lab Attendant, Class Room Attendant, Maintenance Personnel (Mechanical), Maintenance Personnel (Electrical))

प्रधानाचार्य

श्रीलेन्ड निजी औद्योगिक प्रशिक्षण संस्थान

भरतपुर (राज.)

DGET CODE-PR08001022

Administrative and supporting staff

S. No.	Designation	Name	Date of joining Institute	Date of Birth	Secondary School/ Matric Year of Passing Certificate No.	Qualification Year of Passing Certificate No.	Experience Details (Name of establishment & Year of experience)	Salary	Salary A/c Details Bank Name, Branch & A/C No.	Photograph
1.	Inst. IT Lab.	Rachna Shrivastava	01-08/12	10-10/77	1993 (023592)	BGDC A 2003 (06322)	3 Yrs.	10000/-	RCB 77760100156 934	
2.	Library	Kirti Bhardwaj	01-08/12	10-06/79	1996 (061329)	B.Lib. 2003 (9627315)	3 Yrs.	10500/-	OBC 10982121002 155	
3.	U.D.C	Haimi Meena	15-07/12	01-07/81	1995 (054911)	Graduation	3 Yrs	10000/-	OBC 10982041002 356	
4.	U.D.C	Pre Shankar Kathwah	10-07/11	01-08/88	2003 (2911030)	Graduation	3 Yrs.	10000/-	OBC 10982041000 1727	
5.	Peon	Omi Prakash	13-08/10	10-06/80	Middle Pass	10*	2 Yrs.	7000/-	Cash	
6.	Peon	Ratan Dasi	02-05/2020	15-07/19 75	Middle Pass	-	5 Yrs	7000/-	Cash	

(This should also include Dispensary Staff, Library Staff, IT Lab Staff, Hostel Staff, Watchman etc)

Enclosures: - Attested Copies of the certificates.

If instructional staff is not qualified or less in number, do not recommend affiliation.

Verify bank account and payment details.

If enclosures are less than prescribed norms, do not recommend affiliation.

e. Total amount spent on raw-materials trade-wise for the batch undergo training (Not applicable for new ITI) :

Trade :						
S. No.	Raw Material Description	Qty. Purchased	Supplier Address Tel. No. Vat/ST No.	Bill No. & Date of supply	Cheque/Draft No. & Date	Amount in Rs.
1	2	3	4	5	6	7
		List Enclosed				
Total in Rs.						

Note :- If above records are not available and the expenditure less than prescribed, do not recommend affiliation.

f. Average amount spent on raw-material trade-wise per month per trainee for the batch undergo training (Not applicable for new ITI) :

S.No.	Trade	Amount Spent since beginning of the session	No. of trainees on-roll	Average amount spent per month per trainee (upto the date of Inspection)
1	2	3	4	5
1.	Electrician	1,37,214	179	63.88
2.	Fitter	40,176	27	124.20
3.	Mech. (Ref. & AC)	14,040	09	130.30
4.	Electronics Mechanic	13,600	08	141.60
5.	Mech. (Diesel)	21,840	14	129.80

Note :- If above records are not available and the expenditure less than prescribed, do not recommend affiliation.

g. No. of units of Electricity consumed per month/trainee from the date of starting of training classes (Not applicable for new ITI) :

Month	1 st	2 nd	3 rd	4 th	5 th	6 th etc.—	Total	Consumption per month per trainee
No. of units consumed	500	840	540	580	1420	1860	5740	3.18
Power Factor	0.68	.89	.91	.86	.84	.89	-	-
Bill amount (Rs.)	7000	11760	7560	8120	14778	27883	76991	40.72

Note :- In case of long electricity cut, verify if Generator is available with the institute and used regularly. Verify Diesel Consumption records. If above records are not available and the expenditure less than prescribed, do not recommend affiliation.


प्रधानाचार्य

श्रीलेन्दु निती ओ.बी.ए. प्रशिक्षण संस्थान
भारतपुर (गज०)
DGET CODE-PR08001022

h. Result of All India Test conducted in last 3 years trade-wise (Not applicable for new ITI)

Sl. No.	Name of the trade	Year of AITT Month & Year	No. of trainees appeared	No. of trainees passed out	Number of certificates issued (attach sheets if necessary)	No. of Trainees secured job*
1	2	3	4	5	6	7
1.	Electrician	July 2020	130	90	Issued	13
		July 2021	120	92	Issued	08
		July 2022	122	82	Issued	20
2.	Fitter	July 2020	21	13	Issued	05
		July 2021	27	15	Issued	03
		July 2022	22	12	Issued	02
3.	Mech. (Ref. & AC)	July 2020	12	7	Issued	1
		July 2021	09	6	Issued	2
		July 2022	11	8	Issued	2
4.	Electronics Mechanic	July 2020	5	3	Issued	2
		July 2021	5	3	Issued	1
		July 2022	6	4	Issued	2
5.	Mech. (Diesel)	July 2020	22	19	Issued	6
		July 2021	24	17	Issued	4
		July 2022	17	12	Issued	3

Note: Verify records and registers. If above records are not available or Certificates are due for more than 2 years or both, do not recommend affiliation.

*Whether placement cell is there or not.

i. Details of the Inspections/ Joint evaluations for Affiliation/ Standing Committee Inspection for affiliation conducted by State & Central Govt.

Date of Inspection	Name, designation & address of Inspecting Officers	Shortcomings if any observed during inspection	Action taken to rectify the shortcomings

Any other relevant information, which the institute would like to bring to the notice of the Standing Committee

Industry Partnership

S. No.	Name of the Industry	Type of Partnership
	N/A	

The documentary proof for all tools and equipments and machinery, power supply and space are produced before the Standing Committee and certified that to the best of my knowledge and belief, the information furnished above is correct.

I, shall be held responsible, and punishable, if any information furnished above is found incorrect.

Place : BHARATPUR

Date : 27/06/2025

प्रधानाचार्य

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DGET CODE-PR08001022

Signature

Name and designation of the Secretary/
Principal/Correspondent of the Institute