

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.shailendrait.com 16.04.2026 |
| 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) | : | 16.04.2026 |
| 8. | Date of last inspection (Standing Committee/State/ Central inspection) Produce last SCIR to present committee members for verifying Drawing, STL etc. | : | 27-06-2025 |

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)

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 | | | |
| | | Ist Shift | IInd Shift | IIIrd Shift | | | | |
| 1 | 2 | 3 | 4 | 5 | 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 | | | | | Total Units | Session for (Month & Year) from which affiliation sought |
|--------|--|-----------|------------|-------------|---|-------------|--|
| | Trades | Units | | | | | |
| | | Ist Shift | IInd Shift | IIIrd Shift | | | |
| 1 | 2 | 3 | 4 | 5 | 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 provided 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.

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 Sear, 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 | Power supply required as per norms in KW |
| | 1. Electrician | 3 | 5.20+5.20+5.20=15.60 |
| | 2. Fitter | 1 | 3.51 |
| | 3. Ref. & A.C. Technician | 1 | 6.82 |
| | 4. Electronics Mechanic | 1 | 3.04 |
| | 5. Mech. (Diesel) | 1 | 4.80 |
| | Total electrical Load | | 33.77 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 which is to be sealed by the State Directorate Officers during inspection to avoid any tempering).
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 list for separate trades as per above Performa.

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 | 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 | I year | II year | 6 months | I 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:- Verify progress card of all the enrolled trainees for each trade and certify. Verify other Performa's/records of each trainee as per training manual. If above records are not available, 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 | 40176 | 27 | 124.20 |
| 3. | Mech. (Ref. & AC) | 14040 | 09 | 130.30 |
| 4. | Electronics Mechanic | 13600 | 08 | 141.60 |
| 5. | Mech. (Diesel) | 21840 | 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 | 068 | .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.

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 : 16.04.2026

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