

बिहार सरकार
श्रम संसाधन विभाग,
निदेशालय नियोजन एवं प्रशिक्षण,बिहार,पटना ।
कार्यालय-आदेश

नए निजी औद्योगिक प्रशिक्षण केन्द्र खोलने हेतु पूर्व से विज्ञापन प्रकाशन के आलोक में सम्प्रति आवेदन प्रत्येक वर्ष सामान्य रूप से 01 दिसम्बर से 31 दिसम्बर तक तथा 100 /- रुपये विलंब शुल्क के साथ 01 जनवरी से 10 जनवरी तक प्राप्त किया जा रहा है । जबकि एतद् संबंधी प्रशिक्षण मैनुअल के Appendix XIX के कंडिका III (a)(i) एवं (iii) के अनुसार ऐसे आवेदन 01 दिसम्बर के पूर्व भी प्राप्त किये जा सकते हैं ।

अतः आदेश दिया जाता है कि नए निजी औद्योगिक प्रशिक्षण केन्द्र खोलने हेतु आवेदन प्रत्येक वर्ष सामान्य रूप से 31 दिसम्बर तक एवं विलंब शुल्क के साथ 10 जनवरी तक प्राप्त किया जायेगा ।

यह आदेश तत्काल प्रभाव से लागू होगा ।

ह0 /-
(अतुल प्रसाद)
निदेशक,

नियोजन एवं प्रशिक्षण,बिहार,पटना ।

पटना, दिनांक- 04-07-2007.

ज्ञापांक- प्रशि0नि0सं0-38/05-1339

प्रतिलिपि:- सभी उप निदेशक प्रशिक्षण को सूचनार्थ एवं आवश्यक कार्यार्थ प्रेषित ।

ह0 /-
निदेशक,
नियोजन एवं प्रशिक्षण,बिहार,पटना ।

How to Open ITIs / ITCs ?:

To open the new ITIs/ITCs, the rules and guide lines are provided in TRAINING MANUAL prescribed by DGE&T, Government Of India.

The Director, Employment & Training notify in the leading newspapers of the State to receive particulars in the Prescribed Performa (annexure 1) from the agency seeking permission to start training on the pattern of the craft men Training Scheme from The August session of the following year. The last date for the receipt of the application will be 31st December. However, the applications Received up to 10th January of the following year could be given Consideration, if a late fee of Rs 100/-is deposited by applicants. The Management of the Institute shall make all necessary arrangement and provide infrastructural facilities for the proposed trades and Units as per prescribed norms by the end of June. An institute seeking affiliation has to supply the information regarding Infrastructure available in the institute in Annexure III to the Director, Employment & Training. The Directorate shall verify the availability of necessary infrastructure & availability of instructor at the institute and if institute is found a fit case for considering for affiliation to NCVT, may constitute a standing Committee and get the Institute inspected by 15th July.

Cut off date: 30th July of every year have been fixed a cut off date by Which the State Directorates should identify and intimate the number and details of ITIs \ ITCs to be considered for affiliation during the following academic year.

Only those trades \ units which are found out to the prescribed norms shall be recommended by DGE&T and final orders conveying grant of affiliation shall be issued by the secretary, NCVT after obtaining approval from the subcommittee of NCVT dealing with affiliation. The time schedule for various activities mentioned above, if need arises be altered by the state directors at their end but the final date of submission of proposal to DGE&T Hq by 20th August of each year.

For additional trade /units All additional trade/unit to be started in an affiliated institute.if one unit of the trade is already affiliated to National Council for Vocational Training (NCVT) additional unit, i.e. 2nd unit may be inspected by Departmental Inspection Committee on the same line as the inspection is carried out by the Standing Committee.

To ensure that the general standards laid down by DGE&T are follow in the right sprit in the ITIs/ITCs, inspection are carried out by the officers of the Directorate.

Contact Address:

**Director, Employment & Training, New Secretariat,
Patna – 8000 15**

Telephone No: 0612-2221142

Email: detbihar@yahoo.co.in

Note: For Syllabus and other information go through the following websites:

1. www.dget.gov.in
2. www.detbihar.in

No. _____

Annexure – I

Particulars to be furnished by the Management of the Private Institute / Centre seeking permission to conduct Training Courses on the Pattern of Craftsmen Training Scheme Leading to Affiliation to NCVT

I. Particulars of the Proposed Institute / Centre:

1. Name / Proposed name of the Institute / Centre:
2. Full address of the Institute / Centre:
3. Proposed date of establishment:
4. Particulars of the trades / Units proposed to be started on the pattern of Craftsmen Training Scheme:

| SI.No. | Trades | No. of units | Proposed date of start |
|--------|--------|--------------|------------------------|
| | | | |

5. Staff proposed to be appointed:

| SI.No. | Designation | No. proposed to be appointed | Proposed date of appointment |
|--------|-------------|------------------------------|------------------------------|
| | | | |

6. Accommodation proposed to be provided:

| SI.No. | Nature of room / Workshop / Laboratory | Area proposed to be provided | Owned or Hired |
|--------|--|------------------------------|----------------|
| | | | |

7. Any other particulars of the proposed Institute / Center:

II. Particulars of the Management of the Proposed Institute / Center

1. Name and address of the individual society controlling / managing the Institute.
2. Date of the establishment of the Managing Society.
3. Provision of specific by laws / articles authorizing the society to run the Institute / Center
4. Certified copy of the resolution of the Board of Directors / Managing Committee of the Society through which the Institute has been established.
5. Financial status of the Managing Society – Quantum of funds available under the control of the Managing Society.
6. Likely budget provision for the running of the Institute during an academic year.
7. Sources of income of the Society to run the Institute.
8. Quantum of monthly tuition fees, etc. proposed to be collected from trainees.
9. Name of the person authorized to collect fees.
10. Any other information about the management of the proposed Institute / Center.

GUIDELINES / INSTRUCTIONS TO BE FOLLOWED STRICTLY BEFORE SUBMITTING THE APPLICATION FOR AFFILIATION WITH NCVT ON ANNEXURE– I

1. Applications duly filled in the given format along with all the enclosures should be submitted in a file cover.
2. Proposed name of the center should end as **INDUSTRIAL TRAINING CENTRE (ITC)** and should not have the word National or Indian. Complete address with telephone Nos., if any of office as well as residence of Chairman / Director etc. of both proposed center and society / office should be clearly shown.
3. Blue Print of the building drawn by an architect and duly approved by the Competent Authority Viz. MCD / NDMC / DDA (All dimensions shown in Meters) along with site plan showing location, etc. must be submitted with application.
4. Documentary evidence regarding availability of Electric Power in the name of the Society / Management should be attached with application.
5. Documentary evidence regarding availability of drinking water and sanitation facilities should be submitted along with application.
6. A fire Safety certificate from the Delhi Fire Service Authorities showing that the building is fire safe / suitable for running educational institution.
7. A certificate from the competent authority that the land is not an encroached or agricultural Land.
8. Land use certificate from the Competent Authority Viz. MCD / NDMC / DDA

Submission of the following particulars of the society / Management of the proposed center is also must:

1. Name and address of the Individual Society, controlling / Managing the center.
2. Copy of Certificates of registration with Registrar of Society.
3. Date of establishment of Managing Society.
4. Provision of specific byelaws / articles authorizing the society to run the center.
5. Documentary proof of financial status.
6. Likely budget provision for running the center during an academic year.
7. Source of income of the Society / Management to run the center.
8. Quantum of monthly tuition fees etc. proposed to be collected from trainees.
9. Name of the person authorized to collect the fees.
10. Any other information about the Society / Management of the proposed center (Attach annexure) / Profile of the Society and its members.
11. Justification for the course(s) proposed based on admission preference and employability.

For detailed guidance you may consult the Training Manual for Industrial Training Institutes and Centres – Second Edition (Updated as of April 2002) a publication of DGE&T, Govt. of India, Ministry of Labour published by M/s.Tata McGraw Hill regarding the following:

Procedure for affiliation with NCVT at page No.137 of Training Manual.

Space requirement of ITCs and various trade at page No.171 of Training Manual

Terms & Conditions for affiliation at page No.157 of Training Manual.

The Training Manual and Syllabus of the trade desired to start are available with M/s. New Asian Publishers, 7/31, 1st Floor, Ansari Road, Daryaganj, Delhi 110 001 (Tel. No. 011 – 23280163) besides course contents the syllabus contains the list of Tools & Equipments required for the concerned trade.

Particulars to be furnished to the Secretary, NCVT for the purpose of considering Grant of Affiliation of Institute / Centres implementing Craftsmen Training Scheme under the Aegis of the National Council of Vocational Training – Revised pro-forma for Inspection Report by Standing Committee

(Items not applicable may be deleted)

I. General

1. Name and full postal address of the Institute / Center indicating taluk, District and Pin code : _____
2. Name and address of the agency seeking affiliation: _____
3. Date of establishment of the Institute / Center: _____
4. Date of last Inspection by Standing Committee: _____
5. Date of Present Inspection: _____
6. Whether permission has been obtained from the State Director for starting the Institute / Trades / Units: _____ (Yes / No)
7. Year-wise Trades and Units for which affiliation is sought:

| Sl.No. | Trade / Units for which affiliation sought | | | | Year of their first admission | Remarks | |
|--------|--|-----------|-------------|-------------|-------------------------------|---------|-------------|
| | Trades | Units | | | | | Total Units |
| | | Ist Shift | IIInd Shift | IIIrd Shift | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| | | | | | | | |

Note: All the pages of Annexure III should be signed by all the Members of the Standing Committee, duly stamped with date of signature.

II. Staff

1. Principal / Head of Institute / Center:
 - (a) Name of the Principal: _____
 - (b) Age of the Principal: _____

(c) Qualifications:

Academic: _____

Technical: _____

Working Experience: _____

(d) Date of joining the Institute: _____

(e) Scale of pay and actual pay drawn: _____

2. Administrative and Ministerial Staff:

| Sl.No. | Name of the Staff Member | Age | Designation | Qualification | Scale of pay | Nature of Job handled |
|--------|--------------------------|-----|-------------|---------------|--------------|-----------------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| | | | | | | |

3. Details of Instructional and Supervisory Staff for the Trades / Units, which have already been granted affiliation by the DGE&T:

| Sl.No. | Name of the Staff Member | Designation | Technical Qualification (Craftsmen Training Scheme (CTS)/Apprenticeship Scheme (ATS) Trade/Branch of Engineering) | Whether trained under Craft Instructor's Training Scheme (CITS) | Trade / Subject handled |
|--------|--------------------------|-------------|---|---|-------------------------|
| 1 | 2 | 3 | 4 | 5 | 6 |
| | | | | | |

4. Details of Instructional and Supervisory staff for the Trades / Units for which affiliation is sought now:

| Sl.No. | Name of the Staff Member | Age | Designation | Trade / Subject handled | Scale of pay | Date of Joining | Technical Qualification (CTS / ATS) Trade / Branch of Engineering) | Whether trained under (CITS) |
|--------|--------------------------|-----|-------------|-------------------------|--------------|-----------------|--|------------------------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| | | | | | | | | |

III. Admission (for the trade for which affiliation is sought)

1. Date of starting the session: _____
2. Date of issuance of notice calling for the application (attach notice or paper advertisement, Pamphlets, etc.): _____
3. Last date for receipt of application, fixed as per the Notice: _____

4. Number of applications received: _____

5. Date by which the admissions were completed and classes started: _____

6. Trade-wise number of trainees on roll on the day of Inspection: _____

(In case of pre-inspection, the admission position and standard of training should be given in the Supplementary Report separately after start of session, duly verified by the State Director or his nominee)

| Sl.No. | Trade | Number of Units | | | Total | Number of Trainees on Roll |
|--------|-------|-----------------|-------------|-------------|-------|----------------------------|
| | | Ist Shift | IIInd Shift | IIIrd Shift | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| | | | | | | |

7. (Criteria for admission of trainees whether on merit alone or other criteria): _____

8. A copy of the prospectus should be enclosed: _____

9. Whether the trainees admitted, fulfill the prescribed qualification and age: _____

IV. Infrastructure

1. The details of tools, Equipment and Machinery required as per syllabi, in the same serial order: (To be given in the following pro-forma separately for each trade):

Name of the Trade(s) for which affiliation is sought:

Total Number of units:

Number of units in Ist Shift: _____

Number of units in IIInd Shift: _____

Number of units in IIIrd Shift: _____

| Sl.No. | Name of Tools, Equipment and Machinery as per syllabus | Number required for Instructor and Trainees for one unit as per DGE&T norms | Total (Units affiliated and sought affiliation) | Total number actually available for all the units | Indicate shortage, if any | Percentage of availability (Item wise) |
|--------|--|---|---|---|---------------------------|--|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| | | | | | | |

2. Give details of raw material purchased for each trade separately in the following pro-forma :

Name of the trade : _____

Total Number of units : _____

Total amount spent during the previous year : _____

| SI.No. | Name of the item | Quantity purchased | Number and date of purchase order | Address of supplier | Date of supply | Cost | Number and date of DD /Cheque or cash receipt |
|--------|------------------|--------------------|-----------------------------------|---------------------|----------------|------|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| | | | | | | | |

3. POWER SUPPLY(details of Power supply requirement for various trade is given at Annexure X)

(a) Date of connection :

(b) Whether three phase current supplied:

(c) I. Required kW:

II. Available kW:

| SI.No. | Name of the Trade | Maximum number of unit in one shift | Power supply required as per norms | Power supply available in the Institute |
|--------|-------------------|-------------------------------------|------------------------------------|---|
| 1 | 2 | 3 | 4 | 5 |
| | | | | |

4. DETAILS OF ACCOMMODATION AT THE INSTITUTE:

(a) Are there separate workshops and theory lecture rooms for each trade: Yes / No

(b) Details of workshop / class rooms (to be given in the following pro-forma)

(i) Accommodation for workshop / class rooms

| SI.No. | Name of the Trade | Maximum number of unit in one shift | WORKSHOP | | | CLASS ROOM Actually available (Sq.Mt.) |
|--------|-------------------|-------------------------------------|--------------------------------------|-----------------------------|-------------------|--|
| | | | Required as per DGE&T norms (Sq.Mt.) | Actually available (Sq.Mt.) | Shortage (if any) | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| | | | | | | |

- (ii) Total accommodation (Sq. meters) required as per DGE&T norms for the whole Institute (Covered area) :
 - (iii) Actual accommodation (Covered area) available (Sq. Meters) :
 - (iv) Shortage, if any (Sq. meters):
 - (v) Total land area provided for the Institute:
 - (vi) Whether own or rented building (enclose proof of ownership / Lease deed):
 - (vii) Date of occupation:
 - (viii) Duration of lease and date of expiry of lease:
 - (ix) Whether attested copy of site plan and layout of the entire institute attached: Yes / No. (actual dimensions of each room should be indicated)
5. Other facilities such as technical library, dispensary, recreational, audiovisual aids and sports facilities are available (list to be furnished separately):

V. Standard of Training

- (i) Coverage of syllabus on the date of inspection:

| Sl.No. | Name of the subject | Number of weeks to be completed on day of inspection | | Number of weeks actually completed | | Percentage of coverage |
|--------|--|--|---------|------------------------------------|---------|------------------------|
| | | I year | II year | I year | II year | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 1 | Theory | | | | | |
| 2 | Practical | | | | | |
| 3 | Workshop Calculation and Science | | | | | |
| 4 | Engineering Drawing | | | | | |
| 5 | Social Studies | | | | | |

- (ii) Number of tests conducted up to the date of inspection:

| First Year | | Second Year | |
|------------|---------|-------------|---------|
| Weekly | Monthly | Weekly | Monthly |
| 1 | 2 | 3 | 4 |
| | | | |

- (iii) * Assessment of records maintained by Instructors: Very good / Good / Satisfactory
- (iv) * Assessment of records maintained by Trainees : Very good / Good / Satisfactory
- (v) Total amount spent on raw materials trade-wise so far:

| Sl.No. | Trade | Amount |
|--------|-------|--------|
| 1 | 2 | 3 |
| | | |

(vi) Average amount spent on raw material trade-wise per month per trainee:

| SI.No. | Trade | Average amount spent per month per trainee |
|--------|-------|--|
| 1 | 2 | 3 |
| | | |

(vii) Number of units of electricity consumed from the date of starting of training classes:_____.

(viii) Number of units of electricity consumed per trainee per month per trainee_____.

(ix) Result of All India Trade Test conducted in last two years trade-wise:

| SI.No. | Name of the trade | Year of AITT | No. of trainees appeared | No. of trainees passed out |
|--------|-------------------|--------------|--------------------------|----------------------------|
| 1 | 2 | 3 | 4 | 5 |
| | | | | |

(x) Names of External Examiners if appointed:_____

(xi) (a) Number of National Trade Certificates issued to passed out trainees, so far:_____

(b) Number of National Trade Certificates yet to be issued:_____

(xii) (a) Total number of trainees passed out:_____

(b) Number of passed out trainees known to have secured jobs:_____

VI. Previous inspection and rectification of deficiencies

1. Date of last inspection by Standing Committee:_____

2. Defects pointed out by the previous Committee:_____

3. Action taken to rectify defects:_____

4. Any other relevant information, which the Institute would like to bring to the notice of the Standing Committee:_____

The documentary proof of 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.

Place:

Date:

Signature

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

Pro-forma for Recommendations by the Members of Standing Committee

Standing Committee Members Inspected AIMS INDUSTRIAL TRAINING CENTRE on _____.

Various information furnished in the report on the prescribed pro-forma have been checked and verified as per the prescribed norms and standards. Based on the inspection, the following comments and recommendations are made as under:

- Defects and deficiencies noticed during the inspection, which should be communicated to the Principal of the Institute for rectification.

| SI.No. | Trade with units for which affiliation has been sought | Defects and deficiencies noticed |
|--------|--|----------------------------------|
| 1 | 2 | 3 |
| | | |

- Availability of tools, equipments and machinery shown in the lists have been verified. The list have been signed by all the members.
- Infrastructure facilities available at the Institute have been verified additionally and mixed up with those, which are required as per the norms for the trades / units, which had already been affiliated. The comprehensive list of infrastructure is given in para IV (Infrastructure) of Annexure III.
- Trades / Units, which had already been affiliated to NCVT:

| Sl. No. | Name of the Trade | Year / Session of start | Number of units in | | | Total number of units |
|---------|-------------------|-------------------------|--------------------|----------|-----------|-----------------------|
| | | | I –Shift | II-Shift | III-Shift | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| - | - | - | - | - | - | - |

- Details of trades / units existing in the Institute:

| SI.No. | Name of Trade | Number of units started with year-wise break-up | |
|--------|---------------|---|---|
| | | Years | Number of trainees presently on-roll in each unit / shift |
| 1 | 2 | 3 | 4 |
| - | - | - | - |

- Trades / Units, which are now recommended for affiliation:

| SI.No. | Name of the Trade | Year / Session of start | Number of units in | | | Total number of units |
|--------|-------------------|-------------------------|--------------------|----------|-----------|-----------------------|
| | | | I –Shift | II-Shift | III-Shift | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 1 | COPA | 2006 AUGUST | 1 | 1 | - | 2 |

7. Other observations / comments, if any:

The above comments / recommendations from Sl.No.1 to 7 are made by us. A copy of the complete Inspection Report has been collected by the representatives of the Directorate General of Employment and Training for sending the same to the Headquarters, New Delhi. The other copies would be forwarded to the DGE&T, Ministry of Labour, by the State Director.

Date:

Signature of the Members:

NCVT

SCVT

Industry / Trade Union

Name and designation of the members and Office Seal.

Note:

1. Each page of this pro-forma should be signed in ink with date by the Members
2. The Standing Committee should consist of minimum three members for Inspection.

Signature of State Director

Date: _____

**Name of the State Directorate
and Office Seal**

