Annexure -5

FORMAT FOR WEB-SITE FOR GEVERNMENT AND PRIVATE it is

Date of Last Update

(Must be updated on monthly basis)

1. About Institute

|  |  |  |
| --- | --- | --- |
| S. 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 |  |

1. Introduction of the Institute with the Mission Statement and Objective
2. History of the institute, its Logo.
3. Managing Society/Trust/Company etc.

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

1. 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 |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

Note: 10 (minimum) scrolling photographs (Administration, Block, Workshops and Library)

1. 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 |  |  |  |  |

1. Admission Criteris:
2. 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 |
|  |  |  |

1. Trades Affiliated to NCVT and SCVT

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Names of the Trade (Linked to the respective Syllabus with DGET Website | No. of Units  | Shifts Running (l/ll/lll) | Seating Capacity per unit | Total Seating Capacity | Affiliation Date/Copy of DGET order Link (SCANNED) |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

1. Summary of Trades affiliated to NCVT

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Trade Name | Shift intake capacity | Total No. of Units  | DGET order No. | Remarks |
|  | 1. 2. 3.
 |  |  |  |
|  |  |  |  |  |

1. Summary of Trades affiliated to SCVT

|  |  |  |  |
| --- | --- | --- | --- |
| Trade Name | Shift intake capacity | Total No. of Units | Remarks |
|  | 1. 2 . 3.
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|  |  |  |  |
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|  |  |  |  |

1. Court Case and Status
2. In which court, b. institute/Management Committee/trainees/Trainers are Party

|  |  |  |  |
| --- | --- | --- | --- |
| CWP No/Name of Court | Year | Issue | Status |
|  |  |  |  |

1. Faculty (Technical Staff)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| S.No. | Name  | Designation | Qualification(Class 10th onwards) | Trade  | Date of Joining | Regular/Adhoc/Contract | CTI traines(Yes/No) | Photo Link |
|  |  |  |  |  |  |  |  |  |

1. Special achievement by instructors, if any
2. Awards received by instructors, if any
3. Achievements by Trainees

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of the award | Under Scheme | Won By  | Year | Remarks |
|  |  |  |  |  |
|  |  |  |  |  |
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1. Administrative Staff

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S. No. | Name of Staff | Designation | Date of Joining | Remarks |
|  |  |  |  |  |

1. (a) Infrastructure, Building and Workshop

|  |  |  |  |
| --- | --- | --- | --- |
| S. No. | Ownership Documents/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 | Reamarks (Photograph etc. in link |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

1. 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 |  |  |

1. 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 |
|  |  |  |  |  |  |  |  |

1. Quality Monitoring
2. 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 | August | September | October | November | December |

1. PROGRESS CARD

TRADE 1

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Trainees/Name/Roll No. | Monthly Test 1 | Monthly Test 2 | Monthly Test 3 | Monthly Test 4  | Monthly Test 5 |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
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TRADE 2

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Trainees/Name/Roll No. | Monthly Test 1 | Monthly Test 2 | Monthly Test 3 | Monthly Test 4  | Monthly Test 5 |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
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1. Elecrical Energy Consumption per student per month
2. Raw material Consumption per student per month
3. Maintenance expenditure per year on building and machines
4. Overall Results

Year wise (3years record):

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

1. 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 NTCspending |  |  |  |  |  |  |  |

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

1. Placement
2. Details of placement cell
3. 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 |

1. Library (Brief information on journal and books) :
2. Sports/Recreation (Brief information on Hardware and Software)
3. Sports/Recreation (Brief information on Facilities Available)
4. Industry Institute Linkages
5. Name of the industry parner/MoU
6. Major Activities/Contributions
7. Industry visit/industrial tour
8. Guest Faculty
9. Workshops & Seminars
10. Extra Curricular activities
11. Rights to Information

|  |  |  |
| --- | --- | --- |
| Appellate Officer Name | Designation | Contact No. |
| CPIO |  |  |
|  |  |  |

1. Application Format for Course(s)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Course | Duration | Tentative date of course | When to apply | Application Format (Download link) |
|  |  |  |  |  |

1. State Directorate

|  |  |
| --- | --- |
| Name and Address of Directorate |  |
| Contact Number |  |
| Mobile Number |  |
| Fax Number |  |
| E-mail Address | (Hyperlink to State Directorate Website) |

29. Certification such as ISO 9000, ISO 29990 etc., if any.

30. Funds Status

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S. 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

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| --- | --- | --- |
| 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