

**Directorate of Technical Education and Industrial Training, Punjab**  
**SURPRISE INSPECTION PERFORMA (I.T.I's)**

A									
GENERAL INFORMATION									
1	Name Of The Institute	Govt. Industrial Training Institute for Women, Patiala							
2	Name of the Principal/HM(With Designation)	Smt. Sarabjeet Kaur							
3	Date of Present Inspection	14-8-2013							
4	<b>Scheme wise Details(Attached at Annexure 'A')</b>								
	S. No.	Name Of Scheme		Funds Available	Physical Progress	Financial Progress	Percentage of Utilisation	Remarks	
	1	PPP	Scheme	2.5crore	Achived Tragate	--	100%		
	2	Non Plan	Scheme	92lac	30lac	--	32.60%		
5	<b>Whether Physical Verification of last three year have been conducted give details?</b>								
	Year	Whether Physical veriication is done (Yes/No)			If Yes, then findings		Remarks		
	3-8-2010, 29-4-2010, 15-12-2011, 10-2-2012, 1-6-2012	Yes			Ok		---		
6	<b>Availability of Raw Material</b>								
	Teams Findings on Stock				Student's feedback on Availability and use of Raw Material				
	Stock Availability		Quality						
	Sufficient		Good						
7	<b>Atleast three item should be properly verified from store-stock register</b>								
	S. No	Name of Item		Availability As per Stock Record			Physically Available		
	1	Harpic (500 ml)		3 Pc.			Yes		
	2	Duster (27"X27")		22 Pc			Yes		
	3	Daily Diary		9 Pc			Yes		
8	<b>Machinery not working on inspection date.</b>								
	Sr. No.	Machinery not in working order		From which date	Whether entry is made in the log book		Action taken by the Principal to get it in order		
	1	--		--	--		Machinery in working Condition		
9	<b>Detail of Placement of trainees for the last three years</b>								
	Year	Total Students Admitted	Total students appeared in the exam	Passout Percentage	Placement Percentage				
					No.	Against total Admitted	Against Total Passout		
	2011-12	265	228	228	86	32.45	37.71		
	2012-13	280	257	257	55	19.64	21.4		
	2013-14	188 (Till 1st Counsling)	--	--	--	--	--		
10	<b>Detail of Apprentice trainees for the last three years</b>								

Year	Total Students Admitted	Total students appeared in the exam	Passout Percentage	Apprentice Percentage				
				No.	Against total Admitted	Against Total Passout		
N/A								
11	<b>Detail of apprenticeship for the last three years</b>							
	No. of survey conducted in this year	No. of Seats available during last year.	No. of Seats added during this year	Total No of Seats Accessed				
N/A								
12	Detail of upkeep the plants/ Building/surroundings		Good and Clean					
13	General Cleanliness of the Institute	Excellent	Very Good	Good	Poor			
				Good				
14	<b>STAFF POSITION</b>							
	Category	Sanctioned Staff	Filled	Vacant	Sent on Duty from Institute	Working On Duty in Institute	Net Vacancy	Absent
	Principal Grade-3	1	1	0	0	1	0	0
	Group Instructors	0	0	0	0	0	0	0
	Instructors	14	5	9	0	5	9	0
	Office Staff	6	3	3	0	3	3	0
15	<b>STRENGTH OF TRAINEES</b>	On Role		Present		Absent		On Leave
	Cutting and Sewing	48		41		6		1
	Emb. And Needle Work	24		15		9		--
	COPA	36		30		6		--
	Hair and Skin Care	24		20		4		--
	Punjabi Stenography	18		10		8		--
	Information Technology	13+18		10+14		3+4		--
	Teacher Training Course	40		28		12		--
	Fashion Technology	22		19		3		--
16	<b>Whether Record of attendance maintained properly</b>	Yes						
17	Academic Record Trade Wise	No. of Monthly test		No. of jobs carried		Remarks		
		To be done	Actually done	To be done	Actually done	Session is started on 1/8/2013		

18	Whether information regarding RTI Act has been displayed properly	Yes						
19	Whether Website of the Institute updated. Yes/No.	Yes						
20	Whether information regarding Anti Ragging has been displayed properly	Yes						
21	Students feedback if any							
22	<b>Fees</b>							
	Total Admission	Students Exempted from fees		Total fees payable	Total Fees due to be collected on the date of Inspection	Actual Fees Collected	Whether full collection deposited in the Treasury Account Yes or No	If Yes then date of deposite in treasury
		Girls	SC Students below 2 Lacs from annual income					
188	188	23	208350	208350	208350	89250 in Treasury & 34500 PPP & 84600 PLA & PITSA	08.01.2013	
23	VTP							
	Trade	Full Target	Committed Target	Actual trained Till date	Whether Committed Target Will be achieved or not			
24	VTP Quality							
	Trade	No Of Trainees	Total Appeared	Passout	Placement			
	Basic of Beauty, Comp. Fundamental, hand Embroidery, Machine Embroidery, Basice sewing Operator, banking Accounting.	458	412	397				
25	VTP Fees							
	Fee		Total Amount to be Re-imbursed		Actual Re-imbursment		Pending Re-imbursment	
	Training Fees		349875		388500		38625	
	Assessment		22					
26	<b>Additional Findings</b>							
27	<b>General Observation Made by Inspecting Officer</b>							
28	<b>Reccomandation of Action Against official</b>							

	Sr. No.	Name Of Staff	Finding in case of dereliction/committed wrong	Proposed Action