

Directorate of Technical Education and Industrial Training, Punjab							
SURPRISE INSPECTION PERFORMA (I.T.I's)							
A	GENERAL INFORMATION						
1	Name Of The Institute	GURU GOBIND SINGH I.T.C., MANSA					
2	Name of the Principal/HM(With Designation)	AMANDEEP SINGH (PRINCIPAL)					
3	Date of Present Inspection	18/11/2013					
Scheme wise Details(Attached at Annexure 'A')							
4	S. No.	Name Of Scheme	Funds Available	Physical Progress	Financial Progress	Percentage of Utilisation	Remarks
NOT APPLICABLE DUE TO PRIVATE ITI							
Whether Physical Verification of last three year have been conducted give details?							
5	Year	Whether Physical verification is done (Yes/No)	If Yes, then findings		Remarks		
	2010-2011	YES	—				
	2011-2012	YES	—				
	2012-2013	YES	—				
Availability of Raw Material							
6	Teams Findings on Stock			Student's feedback on Availability and use of Raw Material			
	Stock Availability	Quality		satisfactory			
	SUFFICIENT	OK					
Atleast three item should be properly verified from store-stock register							
7	S. No	Name of Item	Availability As per Stock Record		Physically Available		
	1	SOLDERING IRON 65 WATT	AVAILABLE		YES		
	2	POWER FACTOR METER	AVAILABLE		YES		
	3	BATH IMPROGRATRY	AVAILABLE		YES		
Machinery not working on inspection date.							
8	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		
		NIL	NA	NA	ALL MACHINE AND EQUIPMENTS ARE IN WORKING CONDITION		
Detail of Placement of trainees for the last three years							
9	Year	Total Students Admitted	Total students appeared in the exam	Passout Percentage	Placement Percentage		
					No.	Against total Admitted	Against Total Passout
	2010-11	57	57	56	18	57	56
	2011-12	122	122	103	30	122	103
	2012-13	146	146	127	38	146	127

10	Detail of Apprentice trainees for the last three years							
	Year	Total Students Admitted	Total students appeared in the exam	Passout Percentage	Apprentice Percentage			
					No.	Against total Admitted	Against Total Passout	
NOT APPLICABLE								
11	Detail of apprenticeship for the last three years							
	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				
12	Detail of upkeep the plants/ Building/surroundings		100 TREES					
13	General Cleanliness of the Institute	Excellent		Very Good		Good		Poor
				VERY GOOD				
14	STAFF POSITION							
	Category	Sanctioned Staff	Filled	Vacant	Sent on Duty from Institute	Working On Duty in Institute	Net Vacancy	Absent
	Principal Grade-1 or 2 Supdt.Tech./ Headmistress	1	1	0	0	1	0	
	Group Instructors	2	2	0	0	1	0	ONE ON LEAVE
	Instructors	15	15	0	0	11	0	FOUR ON LEAVE
Office Staff	2	2	0	0	1	0	ONE ON LEAVE	
15	STRENGTH OF TRAINEES TRADEWISE	On Role		Present		Absent		On Leave
	WELDER	32		26		4		2
	EMB	32		26		4		2
	WIREMAN 1st yr	21		16		5		1
	WIREMAN 2nd yr	20		14		6		0
	PLUMBER	42		31		7		3
	ELECTRICIAN-1ST	42		32		7		3
ELECTRICIAN-2nd	40		33		6		1	
16	Whether Record of attendance maintained properly	ATTENDENCE RECORD MAINTAIN				OK		

	Academic Record Trade Wise	No. of Monthly test		No. of jobs carried out		Remarks		
		To be done	Actually done	To be done	Actually done			
17	ELECTRICIAN 1ST	1	1	8	8			
	ELECTRICIAN 2ND	3	3	15	14			
	WELDER	1	1	8	8			
	PLUMBER	1	1	8	8			
	WIREMAN	3	3	15	14			
	WIREMAN	1	1	8	8			
	EMB	1	1	5	5			
	18	Whether information regarding RTI Act has been displayed properly	yes available				No	
19	Whether Website of the Institute updated. Yes/No.	UNDER PROCESS						
20	Whether information regarding Anti Ragging has been displayed properly	YES						
21	Students feedback if any	OK						
22	Fees							
	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
	2013-14	Girls	SC Students below 2 Lacs from annual income					
210	10	28	2096000	1,446,000	650,000	NA	NA	
	VTP							
	Trade	Full Target	Committed Target	Actual trained Till date		Whether Committed Target Will be achieved or not		
	BASIC ELECTRICAL	60	20	---		RUNNING		
	TRANSFORMER WINDING	20	---	---		---		
	REWINDING OF AC/DC MOTORS	20	---	---		---		
	BASIC WELDER GAS	60	---	---		---		
	BASIC WELDING ARC	60	20	---		RUNNING		
GAS CUTTING	20	---	---		---			

23	TIG WELDING	20	---	---	---
	MIG WELDING	20	---	---	---
	PIPE WELDING	20	---	---	---
	ASSISTANCE PLUMBER	60	20	---	RUNNING
	PLUMBER	20	---	---	---
	ASSISTANCE MASSON	60	---	---	---
	MASSON	20	---	---	---
	GARMENT CUTTER	20	---	---	---
	TAILOR LADIES	20	---	---	---
	MACHINE EMBROIDERY	20	---	---	---
	TAILOR OPERATOR	60	20	---	RUNNING
	COMPUTERISED EMB. MACHINE OPERATOR	20	---	---	---
	24	VTP Quality			
Trade		No Of Trainees	Total Appeared in Exam	Passout	Placement
BASIC ELECTRICAL		20	RUNNING	RUNNING	
ASSISTANCE PLUMBER		20	RUNNING	RUNNING	
BASIC SEWING OPERATOR		20	RUNNING	RUNNING	
BASIC WELDING ARC	20	RUNNING	RUNNING		
25	VTP Fees				
	Fee	Total Amount to be Re-imbursed		Actual Re-imbursment	Pending Re-imburement
	Training Fees	AS PER NEW RULES NO FEES IS COLLECTED		NO	NO
	Assessment				
26	Additional Findings				
27	General Observation Made by Inspecting Officer				
28	Reccomandation of Action Against official				
	Sr. No.	Name Of Staff	Finding in case of dereliction/committed wrong	Proposed Action	

(Annexure 'A')

S. No.	Name Of Scheme	Funds Available	Physical Progress	Financial Progress	Percentage of Utilisation	Remarks

