

Directorate of Technical Education and Industrial Training, Punjab							
SURPRISE INSPECTION PERFORMA (I.T.I's)							
A	GENERAL INFORMATION						
1	Name Of The Institute	Govt. ITI (W) Ropar					
2	Name of the Principal/HM(With Designation)	Kusam Lata, Head Mistress					
3	Date of Present Inspection	29-01-2014					
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	Public Private Partnership (PPP)	Saving:-121694 FDR1: 12460306 FDR2: 12455302	-	70 Lac approx	28%	
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		
	2010-2011	Yes	no				
	2011-2012	Yes	no				
	2012-2013	Yes	no				
6	<b>Availability of Raw Material</b>						
	Teams Findings on Stock			Student's feedback on Availability and use of Raw Material			
	Stock Availability	Quality		Institute provides raw material time to time and Instructors instruct trainees to made jobs by using the same			
	Khadar Kasement Single 54 mtr appr	Good					
	Khadar Kasement Bouble 25 mtr appr	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	Lenovo Desktop with UPS	10 Number or Lenovo Desktop with UPS, one lazer printer,web cam,pen drive and router		YES		
	2	Single Needle Machines	single Needle Machines lock stich with stand and table and moter		YES		
	3	Over lock Machine	Over lock Machine with stand and table and moter		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		

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			
					Number of Student	Against total Admitted	Against Total Passout	
	2009-10	54	51	51	32	59		
	2010-11	58	56	56	24	41		
	2011-12	82	76	76	50	61		
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	
	NA							
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				
	NA							
12	Detail of upkeep the plants/ Building/surroundings	NA						
13	General Cleanliness of the Institute	Excellent	Very Good	Good	Poor			
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14	<b>STAFF POSITION</b>							
	Category	Sanctioned Staff	Filled	Vacant	Sent on Duty from Institute	Working On Duty in Institute	Net Vacancy	Absent/Leave
	Principal Grade-1 or 2 Supdt.Tech./	1	1	0	0	1	0	0
	Group Instructors	0	0	0	0	0	0	0
	Instructors	4	3	1	0	2	1	1
	Office Staff	2	1	1	1	0	0	
15	<b>STRENGTH OF TRAINEES</b>	On Role	Present	Absent	On Leave			
	COPA (A)	25	21	4	0			
	COPA (B)	24	18	5	1			

	Cutting (A)	21	17	3	1	
	Cutting (B)	18	16	1	1	
	Embroidery (A)	16	16	1	0	
	Embroidery (B)	15	10	4	1	
	TOTAL	94	77	14	4	
16	<b>Whether Record of attendance maintained properly</b>	Yes				
17	Academic Record Trade Wise	No. of Monthly		No. of jobs carried out		Remarks
		To be done	Actually done	To be done	Actually done	
	COPA	6	6	0	0	
	Cutting (A)	6	6	22	22	
	Cutting (B)	6	6	22	25	
	Embroidery (A)	6	6	22	22	
	Embroidery (B)	6	6	22	22	

18	Whether information regarding RTI Act has been displayed properly	Yes						
19	Whether Website of the Institute updated. Yes/No.	Newly Designed Website: www.itivrpr.org www.punjabitis.gov.in						
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/ Tuition fee	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 deposit in treasury
		Girls	SC Students below 2 Lacs from annual income					
127	0	64	183750	0	183800	Admission Fee (Annexure Attached)		
23	<b>VTP</b>							
	Trade	Full Targe	Committed Target	Actual trained Till date	Whether Committed Target Will be achieved or not			
	Basic Tailor	150	103	103	students has already completed the course			
	Computer Fundamental	80	76	76	students has already completed the course			
	Hand Embroidery	0	0	0	students has already completed the course			
24	<b>VTP Quality</b>							
	Trade	No Of Trainees	Total Appeare	Passout	Placement			
	Basic Tailor	103	103	78	15 self boutique 4 further study			
	Computer Fundamental, Ms office and internet	76	67	45	13 job, 19 studing further			
25	<b>VTP Fees</b>							
	Fee		Total Amount to be Re-imbursed		Actual Re-imbursment		Pending Re-imbursement	
	Training Fees		502650		387900		114750	
Assessment		99360		10200		89160		

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