

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

A	GENERAL INFORMATION						
1	Name Of The Institute	MS Industrial Training Centre Pathankot Road Jalandhar					
2	Name of the Principal/HM(With Designation)	Parminderjit Kaur (Computer Engg)					
3	Date of Present Inspection	09/09/2013					
4	Scheme wise Details(Attached at Annexure 'A')						
	S. No.	Name Of Scheme	Funds Available	Physical Progress	Financial Progress	Percentage of Utilisation	Remarks
5	Whether Physical Verification of last three year have been conducted give details?						
	Year	Whether Physical verification is done (Yes/No)	If Yes, then findings		Remarks		
	09/02/12	yes	SATISFACTORY		Nil		
6	Availability of Raw Material						
	Teams Findings on Stock			Student's feedback on Availability and use of Raw Material			
	Stock Availability	Quality	Raw Material Issued by I.T.C				
	Yes	Good					
7	Atleast three item should be properly verified from store-stock register						
	S. No	Name of Item	Availability As per Stock Record			Physically Available	
	1	Welding generator DC Rotary Set 200-300 amps	1			1	
	2	Spindle Key	8 nos			8 nos	
	3	Welding Torches with 10 nozzles 2 to 45 Low Pressure with nozzle	6 + 2 Sets			6 + 2 Sets	
8	Machinery not working on inspection date.						

	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	-	-	-	-		
9	Detail of Placement of trainees for the last three years						
	Year	Total Students Admitted	Total students appeared in the exam	Passout Percentage	Placement Percentage		
					No.	Against total Admitted	Against Total Passout
	2010/11	130	102	100	65	130	50
	2011/12	140	120	96.66	70	140	60
	2012/13	133	82	-	-	-	-
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
	Nil	NIL	Nil	Nil	Nil	Nil	Nil
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			
	NIL	NIL	NIL	NIL			
12	Detail of upkeep the plants/ Building/surroundings	YES					
13	General Cleanliness of the Institute	Excellent	Very Good	Good	Poor		
		Yes	-	-	-		

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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	01	01	NIL	NO	Yes	NIL	NO
Group Instructors	Nil	NIL	NIL	NO	Yes	NIL	NO
Instructors	09	09	NIL	NO	Yes	NIL	NO
Office Staff	03	03	NIL	NO	Yes	NIL	NO

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STRENGTH OF TRAINEES TRADEWISE	On Role	Present	Absent	On Leave
Welder	15	10	5	-
Cutting & Tailoring	12	08	4	-
Embroidery & Needle work	15	11	4	-
C.O.P.A	15	13	2	-
Hair & Skin Care	08	08	-	-
Teacher Training	37	23	14	-

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Whether Record of attendance maintained properly	Yes	-
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Academic Record Trade Wise	No. of Monthly test		No. of jobs carried out		Remarks
	To be done	Actually done	To be done	Actually done	NIL
Cutting & Tailoring	12	-	21	-	New Session 2013/14
Embroidery & Needle work	12	-	17	-	New Session 2013/14
COPA	12	-	6	-	New Session 2013/14
Hair & Skin Care	12	-	16	-	New Session 2013/14
Welder	12	-	25	-	New Session 2013/14
Teacher Training	12	8	65	42	NIL

18	Whether information regarding RTI Act has been displayed properly	Yes						
19	Whether Website of the Institute updated. Yes/No.	http://www.facebook.com/msitijalandhar 22 January 2013 Website under process (according to DGET norms)						
20	Whether information regarding Anti Ragging has been displayed properly	Yes						
21	Students feedback if any			Proper Placement After Course				
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 deposit in treasury
		Girls	SC Students below 2 Lacs from annual income					
	65	Nil	Nil	936000	Nil	460000	no	Nil
23	VTP							
	Trade	Full Target	Committed Target	Actual trained Till date		Whether Committed Target Will be achieved or not		
	Nil	Nil	Nil	Nil		Nil		
24	VTP Quality							
	Trade	No Of Trainees	Total Appeared in Exam	Passout	Placement			
	Nil	Nil	Nil	Nil	Nil			
25	VTP Fees							
	Fee		Total Amount to be Re-imbursed		Actual Re-imbursment		Pending Re-imbursement	
	Training Fees		Nil		Nil		Nil	
	Assessment		Nil		Nil		Nil	

26	Additional Findings	Nil		
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