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सत्यमेव जयते

अखिल भारतीय तकनीकी शिक्षा परिषद्

(भारत सरकार का एक सांविधिक निकाय)

(मानव संसाधन विकास मंत्रालय, भारत सरकार)

नेल्सन मंडेला मार्ग, वसंत कुंज, नई दिल्ली-110070

ALL INDIA COUNCIL FOR TECHNICAL EDUCATION

(A Statutory Body of the Govt. of India)

(Ministry of Human Resource Development, Govt. of India)

Nelson Mandela Marg, Vasant Kunj, New Delhi-110070

**PROFORMA TO BE USED FOR OPENING OF ITI IN SPARE  
CAPACITY BY POLYTECHNICS**

**27<sup>th</sup> February, 2019**

**2-2/D-NSQF/U.S. Infra/2016**

**Subject: Opening of Industrial Training Institutes (ITIs) in spare capacity by  
Polytechnics approved by AICTE**

Reference to Revised Notification No. 2-2/D-NSQF/U.S. Infra/2016 dated 5<sup>th</sup>  
December, 2018 and Corrigendum dated 31<sup>st</sup> December, 2018.

The format as mentioned at Para 4(a) of the said Notification has been received  
vide MSDE, DGT letter No. 07/11/2016-CD dated 21<sup>st</sup> February, 2019, a copy of the  
same is enclosed as attachment.

(Prof. A.P. Mittal)

Member Secretary

Copy to:

1. AS(T), MHRD, GOI
2. DG/JS, DKT, MSDE, GOI
3. All AICTE Approved Polytechnics
4. All State Secretaries, Technical Education
5. All State Directors, Technical Education
6. Advisor, Approval Bureau, AICTE
7. Regional Offices, AICTE
8. Guard File

**MSDE-07/11/2015-CD**  
**Government of India**  
**Ministry of Skill Development & Entrepreneurship**  
**Directorate General of Training (DGT)**

Employment Exchange Building, PUSA Complex, IARI,  
New Delhi-110012

Dated: 21<sup>st</sup> February, 2019

To

**The Director**  
Skill Development Cell  
All India Council for Technical Education (AICTE)  
Vasant Kunj, New Delhi

**Subject:** Forwarding of performa for application for running NCVT Courses in spare capacity of Polytechnic.

Sir,

I am directed to forward herewith Performa for running NCVT Courses in spare capacity of Polytechnic for circulation (including uploading of AICTE' website) and invitation of applications. The aspirant Polytechnics may forward performa, duly filled in all respect to the Deputy Director General (C, P & Admin), 2<sup>nd</sup> floor, Employment Exchange Building, Pusa Complex, IARI, New Delhi-110012.

An early action is solicited please.

Yours faithfully;



(Sushil Kumar Agarwal)  
Deputy Director (Training)  
s\_gwal@nic.in

## Performa for application for running NCVT Courses in spare capacity of Polytechnic

1. Name and complete address of the polytechnic (Block Letters):  
(With land line no., Geo location and URL of Website)
2. Type of Institute: Government / Private.
3. Institute location : Rural / Urban
4. Reference approval number of AICTE:  
(with latest renewal approval )
5. Name of the Director/ Principal of the Polytechnic:  
(with contact details including email id & whatsapp no.)
6. Name and address of the Trust/ Society/ company/sole proprietary/  
Individual etc, running the polytechnic and seeking for affiliation:
7. Registration Detail of the organization:
8. Name and phone no of President/Chairman and Secretary:
9. Detail about the Polytechnic

Sl. No.	Name of the sanctioned branches of engineering	Sanction strength shift wise		On roll students year wise			Remarks
		1 <sup>st</sup> shift (timing)	2 <sup>nd</sup> shift (timing)	1 <sup>st</sup> yr.	2 <sup>nd</sup> yr	3 <sup>rd</sup> yr	
1.							
2.							

### 10. NCVT Courses (Trades & Units) applied for affiliation:

Sl. No.	Name of CTS trades proposed for affiliation	Corresponding branches of Engineering in operation	Total Units	Units in 1 <sup>st</sup> shift	Units in 2 <sup>nd</sup> shift	Units in 3 <sup>rd</sup> shift
1.						
2.						

### 11. NoC of the Central/ State authority, if required:

**Space available with the Polytechnic and space required to be spare for NCVT courses as per present guide line.**

1. Total Land of the Polytechnic (in acres):
2. Total Covered area (Sq. mts.):
3. Open space available (in sq. mts):
4. Boundary wall of the land is available: Yes/ No
5. Detail about infrastructure available

a) Description of Classrooms exclusively for NCVT Courses

S.no.	Description of Classrooms	Size	No.	Total area	Current usages	Proposed to be shared	Timing of NCVT course	Remarks

b) Description of Workshop etc

S. no.	Description of Workshop/Library etc.	Size	No.	Total area	Current usages	Proposed to be shared	Timing of NCVT course	Remarks
	Workshop							
	Library							
	Canteen							
	Hostel							
	Others							

6. Detail about the amenities available, proposed to be shared or dedicatedly to be used for the students of NCVT courses:

S. no.	Description of different amenities available and can be spared for the students of NCVT courses.	Size	No	Total Area	Proposed to be shared for NCVT courses	Timing for NCVT Courses
	IT Lab					
	Drawing Hall					
	Seminar Hall					
	Library					
	Canteen					
	Common room					
	Play ground					



## Availability of power supply in Polytechnic

1. Total contract load for the polytechnic: KVA
2. Current usages of electricity for running the polytechnic: KWH
3. Reference no. of the connection with date of sanction
4. The connection is in the name of Polytechnic/applicant organization at the Polytechnic address:
5. Backup electric supply is available, if so give detail:

## Tools and Equipments available as per NCVT norms

1. Details of the Tools, Equipments & Machinery, Trade wise as per Trade list of syllabus:

S. No.	Description of Tools, Equipments & Machinery	Quantity required/unit as per norms	Quantity required for total no. of New Units	Quantity actually available for units sought affiliation	Deficiency (if any )
1.					
2.					

2. Machineries and equipments are installed properly: Yes/ No.
3. Machineries are connected as per electrical safety standards: Yes/ No
4. Classroom furniture as per NCVT norms is available: Yes/ No.

## Staff position as per present NCVT guide line vis-à-vis no of staff can be spared for NCVT courses.

1. Detail about nodal officer for NCVT courses:

Sl. No.	Name of the officer(s)	Designation	DoJ of this organisation	Qualification	Experience	Salary	Remarks
1.							

2. Details of instructors exclusively for NCVT courses

S. no.	Details of Position	Required as per NCVT norms	Proposed to be shared	Qualification & experience of the proposed staff	Deficiency if any (to be recruited)
1.	Trade Instructors for the proposed trades				
2.	Workshop Calculation & Science Instructor				
3.	Drawing Instructor				
4.	Employability Skill Instructor				
5.	Workshop Attendants				
6.	Other staff				

3. Detail about the faculties and other staff to be shared for the proposed NCVT courses:

Sl. No.	Name of the Instructor/staff	Designation	Date of Joining	To be engaged for which Trade	Qualification	Experience	Salary	Aadhar card no.

4. Any other relevant details

Date

(Signature with stamp)