

## ITI Grading Parameters

# CHECK-LIST

Category	Head	Sr. No.	Parameter	Required Documentary Proof	Documentary Proof Attached: Y/ N (Tick Any)
A	<b>Civil Works</b>	1	Dedicated plot in the name of ITI	<i>Title deed of plot of land</i>	Y / N
		2	ITI boundary wall with main entrance gate	<i>Photograph/video of boundary wall with entrance gate</i>	Y / N
		3	Availability of Building Completion Certificate by the competent authority	<i>Building completion certificate Approved building plan</i>	Y / N
		4	Owned building	<i>* Lease agreement in case of owned building on leased land and last paid property tax receipt * Title deed of land in case of owned building on own land and last paid property tax receipt * For ITIs in rural areas not under property tax system, latest electricity bill in the name of institute will suffice</i>	Y / N
B	<b>Trades</b>	5	Diversity of Trades (availability of trades over and above "Fitter and Electrician")	<i>NCVT affiliation order for additional trades</i>	Y / N
		6	Availability of high-end/advanced trades such as Machinist / Turner / Welder / MMV / MD / RAC / Tool and Die Making / Power Electronics (indicative list)	<i>NCVT affiliation/re-affiliation order for high-end/advanced trades</i>	Y / N
		7	Availability of high-end machinery and equipment categorized as optional as per NCVT norms	<i>Physical inspection and photographs of high-end machinery and equipment</i>	Y / N
		8	Re-affiliation of all trades as per latest NCVT norms	<i>Re-affiliation order, Physical inspection and photographs of updated/new machinery and equipment</i>	Y / N
C	<b>Industry Connect</b>	9	Number of MoUs signed with industry (at least a Small and Medium Enterprise (SME)) for industrial visits of students:	<i>Copy of MoUs signed in last 2 calendar years</i>	Y / N
		10	Number of trainees who have been sent for "dual training" (%)	<i>Copy of MoUs, indicating number of trainees, signed with industry for dual training in last one calendar year</i>	Y / N
		11	Functional IMC in case of Govt. ITI and a similar institutional mechanism in case of Pvt. ITI	<i>Minutes of meeting of latest IMC meeting in case of Govt. ITI and certificate of incorporation of institutional mechanism in case of Pvt. ITI</i>	Y / N
		12	Number of guest faculty from Industry	<i>Attendance record of GUEST FACULTY involved in last one calendar year</i>	Y / N

D	<b>Outcome</b>	13	Apprenticeship engagement and Employment/Placements (%)	Apprenticeships contracts and employer email / employment letter of pass-out trainees of last academic session	Y / N
		14	Dropout rate (%)	Through NCVT MIS Portal (of latest academic session)	Y / N
		15	Pass-out rate (%)	Through NCVT MIS Portal (of latest academic session)	Y / N
		16	Number of companies that have recruited at least 5 pass-outs each in last 3 academic years	Email from employer / Employment letter of trainees employed by such companies in last 3 academic years	Y / N
		17	Name of 5 employers (together employing 25% of eligible trainees) who did campus recruitment in last academic year (%)	Email from employer / Employment letter of trainees employed by 5 employers in last academic year	Y / N
E	<b>Instructors</b>	18	Instructor vacancy against sanctioned posts (%)	Through NCVT MIS Portal (as on date)	Y / N
		19	Availability of "full-time" ITI Principal	Record of monthly salary deposit through "cheque/online payment" (of last 3 months at least)	Y / N
		20	Craftsmen Instructor Training Scheme (CITS) certification of available instructors (in eligible trades as per NCVT) (%)	CITS certificate of trainers in eligible trades as on date	Y / N
		21	Number of ITI instructors with "industry experience" of at least 3 years (%)	Email from instructor's employer/ Experience certificate of instructors	Y / N
F	<b>Production Center</b>	22	Availability of production center generating revenues (excl. course fee) as per audit report	Audit report of last financial year	Y / N
G	<b>Capacity Utilization</b>	23	Capacity Utilization (power): No. of electricity units consumed against norms prescribed by DGT	Electricity bill of last calendar year	Y / N
		24	Capacity Utilization (% of seats) – (excluding super-numeri) filled	Through NCVT MIS Portal (of last academic session)	Y / N
H	<b>Key Compliances</b>	25	Aadhar number and other details of all instructors entered in MIS	Through NCVT MIS Portal (as on date)	Y / N
		26	Number of women students equal to or more than 30% of total student strength of ITI	Admission register of ITI	Y / N
		27	Biometric attendance	Physical inspection, Photographs of biometric machine, Monthly report generated by biometric attendance system	Y / N
I	<b>Special Achievement</b>	28	Awards and accolades at District / State / National Level	Certificate/trophy against awards and accolades	Y / N
		29	ISO Certification: 29990	Physical copy of ISO:29990 certificate	Y / N
		30	Patent	Physical copy of Patent certificate/s	Y / N

<b>Miscellaneous</b>	31	<b>Operational IT Lab with minimum 10 computers</b>	<i>Physical inspection and photographs of computer lab</i>	Y / N
	32	<b>Availability of library with NIMI books and reference books per trade</b>	<i>Physical inspection and photographs of library showcasing books</i>	Y / N
	33	<b>Functional website of ITI</b>	<i>Link to the ITI website for verification</i>	Y / N
	34	<b>No. of scholarships available with an ITI</b>	<i>Scholarship letter/s given to trainees in last academic session (NOT TO ATTACH STIPEND DETAILS)</i>	Y / N
	35	<b>Convocation ceremony of ITI pass-outs</b>	<i>Date and Photographs of last convocation ceremony</i>	Y / N
	36	<b>Grievance redressal mechanism in ITI</b>	<i>Grievance redressal register (as on date)</i>	Y / N
	37	<b>ITI Logo</b>	<i>Photograph of visible ITI Logo on institute building/entrance gate</i>	Y / N
	38	<b>Skill India Logo</b>	<i>Photograph of visible Skill India Logo on institute building/entrance gate</i>	Y / N
	39	<b>Uniform for ITI trainees</b>	<i>Photographs showing all enrolled trainees wearing uniform</i>	Y / N
	40	<b>Separate washrooms for girls</b>	<i>Photographs showing separate washroom for girl students</i>	Y / N
	41	<b>Availability of logbook in respect of machine repair and maintenance</b>	<i>Physical copy of logbooks (as on date)</i>	Y / N
	42	<b>ITIs adopting innovative measures</b> Rain water harvesting Solar power utilization Scrap utilization Waste management	<i>Any valid proof along with photographs</i>	Y / N
	43	<b>Digital transactions</b>	<i>Audited balance sheet and bank statement of last financial year</i>	Y / N

**File Made and Checked by:**

1 ..... (S.I.)

(NAME:.....)

2 ..... (F.I.)

(NAME:.....)

**File Verified by:**

1 ..... (PRINCIPAL)

(NAME: .....) ITI, .....

2 ..... (MENTOR)

(NAME: .....) ITI, .....