

Checklist — Government Industrial Training Institute (ITI)

DGT is the sole awarding body for long-term CTS training; NCVET is the regulator. Trades are typically NSQF-compliant (169 trades ranging from conventional to new-age / Industry 4.0). Some trades may be offered under SCVT (state-recognised only) or DST mode (Dual System Training — separate affiliation + industry MoU).

Pre-Visit Section

2A Institution-specific particulars [PRE]

- DGT affiliation code (must match ncvtmis.gov.in listing) — text
- NCVT affiliation (from public listing): NCVT / SCVT / DST mode (industry MoU)
- PM-SETU upgraded? — Y/N (from public listing)
- Number of trades approved (from DGT trade directory) — integer
- Trades approved (multi-select from DGT trade directory)

2B Public displays expected at this institution [PRE — informational]

- List of trades
- Fee structure (SC / ST / OBC / General)
- IMC members list (11 members, 5 from industry)
- Anti-ragging notice
- POSH committee composition
- Companies that have visited for placement
- DST mode / industry MoU details (if applicable)

2C Pre-loaded scheme list [PRE — informational, no Kobo field]

- CTS — Craftsmen Training Scheme
 - NAPS — National Apprenticeship Promotion Scheme
 - PM-SETU upgrades (Skill, Education and Training Upgradation)
 - 120-hour Employability Skills module
 - AITT — All India Trade Test (NCVT)
 - APAAR ID via SIDH portal
 - Post-Matric scholarships (NSP)
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Section 1 — On-arrival logging

Standard.

Section 2 — Observation: Infrastructure

2.2 Institution-specific facilities [OBS]

- Trade-specific workshops present for each approved trade? — Y/N [photo]
 - Workshop equipment present and relevant to the trade (spot-check 2 workshops)? — Y/N
 - Theory classrooms ≥ 25 sqm? — Y/N
 - Theory classrooms ≥ 5 m wide? — Y/N
 - Computer or IT Lab present? — Y/N [photo]
 - Number of working internet-connected systems in the IT lab — integer
 - Multipurpose hall for engineering drawing (where relevant courses exist)? — Y/N/NA [photo]
 - Library with trade manuals? — Y/N [photo]
 - Separate functional toilets for men? — Y/N [photo]
 - Separate functional toilets for women? — Y/N [photo]
 - Electricity working in the building today? — Y/N
 - Hostel (where sanctioned)? — Y/N/NA [photo]
 - Placement and counselling room? — Y/N [photo]
 - CCTV at workshops? — Y/N
 - PM-SETU advanced digital labs / AR-VR / LOMS facilities? — Y/N/NA [photo]
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Section 3 — Observation: Documents displayed

3.2 Institution-specific displays [DOC]

- List of trades displayed? — Y/N [photo]
 - Fee structure (SC / ST / OBC / General) displayed? — Y/N [photo]
 - IMC members list displayed (11 members, 5 from industry)? — Y/N [photo]
 - Companies list visited the institution for placement displayed? — Y/N [photo]
 - DST mode / industry MoU details displayed (if applicable)? — Y/N/NA [photo]
 - AITT results board for last cycle (trade-wise pass numbers) displayed? — Y/N [photo]
 - 120-hour Employability Skills module schedule displayed? — Y/N [photo]
 - Industry exposure visit notice / photographs of past visits displayed? — Y/N [photo]
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Section 4 — Interview: Admin

4.1 Identification — institution-specific dropdowns

- Designation of person met (dropdown): Principal / Group Instructor / Foreman / Vocational Instructor / Employability Skills Instructor / IMC Secretary / Other
- Reporting line (dropdown): State DVET / DTE / Directorate / Other

4.5 Institution-specific quantitative items [ADMIN]

- Total enrolment this academic year — integer
 - Number of instructors sanctioned — integer
 - Number of instructors filled — integer
 - Number of CITS-certified instructors — integer
 - Date of last IMC meeting — date [not_known_allowed]
 - Number of industry representatives attending last IMC meeting — integer [not_known_allowed]
 - Practical hours per week (number of practical hours divided by total weekly hours; expressed as a fraction) — [type: decimal]
 - Biometric attendance in daily use? — Y/N
 - NCVT MIS data up to date? — Y/N
 - Number of PM-SETU new-age trades introduced — integer [not_known_allowed]
 - Mandatory 150 hrs OJT or group project facilitated for trainees (1- or 2-year CTS)? — Y/N
 - APAAR ID generation facilitated via SIDH portal during trainee verification? — Y/N
 - Number of NTC days from result to issuance (target ≤ 60) — integer [not_known_allowed]
 - Block Release Training for apprentices conducted? — Y/N
 - Workshops show signs of recent use (raw materials, consumables, swarf)? — Y/N
 - 1,200 annual learning hours (modular) plus mandatory 150 hrs OJT or group project completed/supervised? — Y/N
 - DST mode trades — industry practical training (up to 12 months for 2-year courses) facilitated? — Y/N/NA + short text
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Section 5 — Interview: Beneficiary

5.1 Beneficiary type — institution-specific dropdown

- Beneficiary type: Trainee (1st year) / Trainee (2nd year) / Recently-passed / Apprentice on OJT
- Trade enrolled (short text)
- **Target:** interview 3 trainees — at least 1 female if female trainees enrolled, at least 1 from SC / ST / OBC.

5.5 Institution-specific beneficiary items [USER]

- Total fee paid this academic year — integer ₹
 - Did practical workshops happen per schedule in last month? — Y/N
 - Have you registered on NAPS portal? — Y/N
 - Number of industry exposure visits attended so far — integer
 - Did you complete the OJT or group project? — Y/N/NA
 - Have you received any scholarship? — Y/N + which (short text)
 - Post-completion plan: Apprenticeship / Job / Self-employment / Further training
 - Was APAAR ID generated during admission or verification? — Y/N
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Section 6 — Closing

Standard.