

SOP for Affiliation:

1. Inspection of ITI's to the affiliation norms (new norms for brand new ITI's and old norms for existing ITI's)
2. While inspection the following documents to be verified:
 - i) Land/ Land lease documents
 - ii) Building completion certificate
 - iii) Electricity bill for last three months (highlight the connected load, consumption units and bill period) in case of existing ITI's.
 - iv) Bills and payment particulars of major machinery
 - v) Dead Stock register entry of all Tools and Equipment
 - vi) Raw material consumption register(in case of existing ITI)
 - vii) Staff/faculty appointment letters and Salary acquittance
 - viii) Staff attendance through Biometric
 - ix) Students attendance through Bio-metric (in case of existing ITI)
 - x) Machinery properly installed or not
 - xi) Machinery in working condition
 - xii) Student records matching as per break up of syllabus/schedule of syllabus (in case of existing ITI)
 - xiii) Amenities viz. Toilets, Drinking water and Safety measures
 - xiv) In case if the Officers face any threat/forced to sign reports should report immediately to Director (TC) within 3 days.
 - xv) Inspection reports should be signed immediately after inspection within two days.

GITI Inspection in UT of J&K as per DGT/NCVET Norms (SCVT to NCVT)
List of Essential Enclosures/ Attachments to be obtained:

Arrange xerox copies of documents as follows in Two sets in File

1. **Original Ownership or Rented Building(Lease Deed) :Land/ Land lease documents**
2. **Original Approved Building Plan** of Classrooms & Workshop(Attested **Site Plan & Layout** of Entire **institute** showing Sizes of Rooms as per NCVT Norms)
3. **Original Building Completion Certificate(BCC)** issued by Corporation/Competent Authority
4. **Original Copies of 3-Phase Connection of Electricity Bills** for last Three Months and electric meter sealing report is compulsory with required total sanction load (KWS) of three phase electric supply as per Tradewise electric load norms in KWS.
5. **Original Bills** and payment particulars of Major Machineries of each trade/s (Engg as well as Non-engg Trades). Original Copies of the Purchase Bills of Tools, Equipment's and Machineries
6. Fire NOC is also compulsory
7. **Original Dead Stock Register (DSR)** entry of all Tools & Equipments, Xerox Copies of Dead Stock Register(4 or more Pages of DSR)
8. Raw material consumption register (in case of existing ITI)
Xerox Copies of the Trade-wise Bills of Raw Material purchased
9. On the date of Inspection take **Trade-wise Classroom & Workshop Videography & Photos** with respective **Trainees** (In case of existing ITI)
10. On the date of Inspection take Videos & Photos of **Library**
11. On the date of Inspection take Videos & Photos of **IT Lab**
12. Amenities Viz. Toilets, Drinking water Photos of separate Male & Female students
13. Safety Measures /Safety Posters /Fire fighting Equipments / First Aid Boxes in each Workshop. Emergency exit must be in each workshop.
14. Trade-wise & Batch-wise Xerox Copies of **Trainees Biometric Print / Attendance Register** of past 3 months **(in case of existing ITI)**
15. Students records matching as per break up of syllabus/ schedule of syllabus (in case of existing ITI)
16. Staff/faculty appointment letters and salary acquaintance. Xerox Copies of **Appointment Letters** of Instructional & Supervisory staff including Principal for Trades / Units for which **affiliation is sought with Aadhar Cards, appointment letters, educational, their, qualifications certificates & experience certificate, bank saving bank account first page with account number**
17. Staff attendance through Biometric Machine. Xerox Copies of Staff Biometric Print / Attendance Register of past 3 months.
18. Students attendance through Bio-metric Machine. Trade-wise & Batch-wise Xerox Copies of Trainees Biometric Print of past 3 months **(in case of existing ITI)**
19. Machineries must be properly installed on foundation / plate form with Nuts and bolts, not by cement Nails. All Machineries should be good working Conditions
20. Trade-wise and Batch-wise Xerox Copies of **Progress Cards** **-(For New ITI: Not Applicable: NA)**
21. Trade-wise and Batch-wise Xerox Copies of **Monthly Test Records**-(in case of existing ITI)
22. Xerox Copies of the Bank Passbook /Statement of the ITI(Past 3 Months)

23. Copies of **Affiliation Letter** issued by **SCVT** for each Trade and its Unit-(in case of existing ITI)
24. Copies of **Affiliation Letter** issued by **DGT** for each Trade and its Unit-for existing ITI for additional Units
25. List & Photos of **Other facilities** E.g. Workshops, Class rooms Library, staff room, principal room, Dispensary, canteen, storage room, Recreational, AVAs, Sports Facilities, Toilet (Male & Female), water cooler should not be near toilet (As per NCVT space Norms)
26. ***Biometric machine is compulsory (For staff and Student - separate) with purchase bill**
27. Electric Generator must be good working Condition for **Electrician Trade** (Three phase Supply) fixed on foundation with nut and bolts. Exhaust should be taken out from electric workshop and flue gases should be taken straight 5/10-meter vertical pipe outside.
28. Lathe machines in **Fitter / Machinist / Turner trade** should be fixed on foundation properly with Nut and bolts and good working condition. Coolant pump must be in working condition and lamp on lathe machine should be working condition.
29. Proper best illuminations / lighting must be in all workshops and class rooms.
30. Proper wiring and earthing must be provided to all 3phase/single phase machineries.
31. For IT Labs 10 computer with LCD/ LED Monitor with UPS, with Internet & LAN connection with Original OS, Original Microsoft Office softwares, Original Antivirus in all Computers. 10 computer table with 20 revolving chairs are compulsory. IT lab must have provided 1.5 Ton 2 Air conditioners.
32. IT lab must have working electronic DLP/OHP with Screen, White Board (4feet x6 feet.) Scanner, Printer are in working condition
33. Notice /Advt./ Pamphlets for calling applications for admission
34. Prospectus of ITI, if Printed
35. It has been approved by the NCVT Sub-Committee that the workshop for all trades must be rectangular in shape and width must not be less than 05 meter.
36. The walls of workshop made of tin sheet are not allowed. The minimum height of workshop must be 10 feet (3.048 meter) for RCC roof and 12feet (3.65 meter) for Industria roof shed from lower end.
37. Principal – Degree in Engineering with three years' Experience or Diploma in Engineering with Five years Experience
38. Instructor : NTC/ NAC with 5 years' experience and CITS is mandatory

IMP NOTE: 1. All ITI staff must be present on the date of ITI affiliation / inspection.

2. Arrange all Tools & Equipments, Machineries as per syllabus as per Sr. No. in Tools & Equipments list of Each trade.

Sl No.	Description	Area –Square meter	Remarks
1	Principal Room	20	---
2	Staff Room	20	Upto 160 Trainees
3	Administrative Hall	50	Upto 160 Trainees
4	Placement /Counselling Room	20	Upto 160 Trainees
5	Reception cum waiting lobby	40	Upto 160 Trainees
	Amenities		
6	Multipurpose Hall/Courtyard	Min 110	----
7	Library & Reading Room	40	Upto 160 Trainees, 10SQM/40 Trainees
8	Canteen	110	---
9	Storage Room for RMs/Gases /Oil Drums	90	For Engineering Trades
		30	For Non-engineering Trades
10	First Aid Room	15	--
11	Car Parking	23/28/32	--
12	Two wheeler Parking	1.25/Two Wheeler	--
13	Bicycle Parking	1.25/ each	--
14	Treated Drinking Water	Cooler + Water Filter	--
15	Play Ground /Water Harvesting plant/Solar Pannel for Electricity		
1	Fire Safety	Fire Extinguisher	Fire Water Hydrant
2	First AID Box	In each Lab	
3	Toilet	Male and Female	
4	IT Lab	25	Min width 3m
5	Drawing Hall	50	Min width 3m
6	Workshop	As per Trade	Min width 5m
7	Classroom	25	Min width 3m
A	Minimum 4 Trades ,Maximum 12 unit		4291.4 SQM /1.07 Acres
B	6 Trades , Maximum 18 unit		6802.4SQM / 1.7 acres
C.	ITI Main Gate	2.4 meter wide	--

Trade	Area Lab –SQM	Classroom -SQM	Electric Load- KW
Electrician	98	25	5.20
Fitter	88	25	3.51
Solar Technician	50	25	3.00
COPA	70	25	3.45
Total	306 SQM	100SQM	15.16KW

Biometric Machine for Staff and student are compulsory with invoice of both and payment proof.

All Trades Tools & Equipments Invoice and payment proof to supplier is compulsory.

IT Lab and COPA Lab computers, Laptops, Invertors ,LCD Projector ,Screen ,software bills and payment proof are also compulsory .

Affiliation Norms for Engineering and Non-Engineering Trades under Craftsman Training Scheme (NCVT Affiliation Norms ,2018)

Sr. No.	Name of trade	Unit size	Unit size for workshop per unit (Square meter)	Space norm for classroom (Square meter)	Power supply Load (KW) 3phase, Commercial
1.	Electrician	16	98	25	5.2 for 2 U in 1 shift
2.	Fitter	16	88	25	3.51
3.	Mechanic (Diesel)	16	210 (including Parking Area)	25	4.8
4.	Electronic Mechanic	20	56	25	3.04
5.	Draughtsman (Civil)	20	64+50 for Computer Lab	25	5.0
6.	Draughtsman (Mechanical)	20	64	25	3.7
7.	Machinist	12	130	25	20
8.	Welder	16	100	25	16
9.	Turner	12	110	25	18.5
10.	Wireman	16	88 (11x8)	25	5.0
11.	Plumber	20	80	25	2.0
12.	Painter General	16	56	25	5.0
13.	Mechanic (Motor Vehicle)	16	210 (including Parking Area)	25	4.8
14.	Domestic Painter	20	80	25	2.5
15.	General Carpenter	20	120	25	8.0
16.	Industrial Painter	20	80	25	2.5
17.	Information Technology	20	70	25	3.45
18.	Information Technology Communication	20	70(*IT&ESM also)	25	*3.45
19.	Instrument Mechanic	20	80	25	8.07
20.	Machinist (Grinder)	12	102	25	23.4
21.	Mason (Building Constructor)	20	80	25	3.0
22.	Mechanic Machine Tools Maintenance	16	192	25	17.0
23.	Architectural Assistant	20	80+35 for Computer Lab	25	5.0
24.	Computer Hardware & Network Maint.	20	70	25	3.45
25.	Sheet Metal Worker	16	80	25	11.0
26.	Health Sanitary Inspector (Non-Engg)	20	40	25	4.0
27.	Refractory Technician	16	130 (L: B= 2:1)	25	13.6
28.	Physiotherapy Technician	16	100	25	3.0
29.	Hospital House Keeping (Non-Engg)	20	40	25	5.0
30.	COPA (Non-Engg)	20	70	25	3.45