

A GENERAL

S. NO.		
1	Name of the Institute/Centre	M.S.I.T.C., Pathankot Road, Jalandhar.
2	Name & designation of the inspecting officer	S. Kehar Singh, Assistant Director
3	Date of Inspection	21-02-2011
4	Date on which the last inspection was carried out.	10-09-2010
5	Indicate the name and designation of the officer	S. Rupinder Singh Deputy director
6	Normal working hours of the institute.	8.30 am to 5.00 pm

B TRADES/UNITS AFFILIATED TO NCVT

S. No.	Trades	Units	Affiliation letter no. with date	Remarks
1	Cutting & Tailoring	2	D.G.E.T 6 / 19/4-2006 - TC 30-06-2006	
2	Emp & Needle Work	2	D.G.E.T 6 / 19/4-2006 - TC 30-06-2006	
3	Hair & Skin Care	1	D.G.E.T 6 / 19/4-2006 - TC 25-05-2007	
4	C.O.P.A.	1	D.G.E.T 6 / 19/4-2006 - TC 25-05-2007	

Note: Furnish the information regarding affiliation on the above performa

C STRENGTH OF THE TRAINEES (Furnish information for the last three years)

S. No.	Trade	Details of number of trainees admitted/dropout/pass out during past 3 years.								
		Year			Year			Year		
		Admit	Drop out	Passed	Admit	Drop out	Passed	Admit	Drop out	Passed
1	Cutting & Tailoring	32	10	20	23	5	17	32	5	
2	Emp & Needle Work	14	3	11	17	11	6	11	1	
3	Hair & Skin Care	17	5	12	22	6	16	21	2	
4	C.O.P.A.	25	5	20	17	1	17	26	10	

Note: Furnish the information regarding Strength of Trainees on the above performa

D POSITION OF STAFF ALONG WITH QUALIFICATIONS

S. No.	Category of Staff with their names	Qualification	Sanctioned Strength	Present strength	Shortfall	Re-remarks
1	2		3	4	5	6
1	Ranjit Kaur, Rajwant Kaur (Ins)	Diploma in Teacher Training	2	2	NIL	
2	Parveen Kumari, Maninder Kaur (Ins)	Diploma in Teacher Training	2	2	NIL	
3	Daljit Kaur (Ins)	Diploma in Hair & Skin Care	1	1	NIL	
4	Parminder Kaur & Manpreet Singh (Ins)	Diploma of Computer Engg.	1	1	NIL	
5	Anju Mahajan	M.A.B.Ed.	1	1	NIL	

Note: Furnish the information regarding Staff on the above Performa

Photo copy of attendance register of the staff should be enclosed for the period from provisions inspection up to date.

E. MACHINERY & EQUIPMENT (TICK WHICHEVER APPLICABLE)

S. NO.	TRADE(S)	ADEQUATE	INADEQUATE	Reasons for Deficiency
1	2	3	4	5
1	Cutting & Tailoring	Adequate		
2	Emp & Needle Work	Adequate		
3	Hair & Skin Care	Adequate		
4	C.O.P.A.	Adequate		

Note: Furnish the Trade wise information regarding Machinery, tools, equipment etc. on the below given Performa in the same order as in the latest standard list of the concerned trade whether the trade is running or not.

Trade Name	Std. List No.	Items (As per standard list)	Reqd. No.	Availab le	Shorta ge
Cutting & Tailoring		List of Tools & Equipment Attached			
Emp & Needle Work		List of Tools & Equipment Attached			
Hair & Skin Care		List of Tools & Equipment Attached			
C.O.P.A.		List of Tools & Equipment Attached			

F. MAINTENANCE OF MACHINERY AND EQUIPMENT

S. NO.	TRADE	NO.OF MACHINES /EQUIPMENT IN WORKING CONDITION	NO.OF MACHINES UNDER BREAKDOWN	NO. OF MACHINES/ EQUIPMENT NEEDS REPLACEMENT	RE-MARKS
1	Cutting & Tailoring	In working condition			
2	Emp & Needle Work	In working condition			
3	Hair & Skin Care	In working condition			
4	C.O.P.A.	In working condition			

Note: Furnish the Trade wise information regarding Maintenance of Machinery & Equipment etc. on the above Performa

G TRAINING STANDARD (STATE YES/NO)

S. NO.	Methodology	Yes/No	If "No", state reasons thereof
1	Whether latest copies syllabi available	Yes	
2	Whether Instructor follow breakup of syllabi by time schedule, lesson plan and demonstration.	Yes	
3	Use of Audio/Visual.	Yes	
4	Preparation and updating of instructional material carried out.	Yes	
5	Design of practical exercises for entire syllabi.	Yes	
6	Caliber of Instructors in respect of theory & Practice of Craft.	Yes	
7	Availability of raw material quality wise, quantity wise sufficient.	Yes	
8	Jobs are manufactured by trainees.	Yes	
9	Training imparted on different machine to enlarge skill is adequate.	Yes	
10	any Specific problem in skill training	Yes <i>no</i>	

H Any extra curricular activities including library studies & sports:

Whether the staff, space, M/C etc is suffice to run the institute.

CONCLUSIONS AND RECOMMENDATIONS

NOTE:-

While carrying out inspection of a section of the trade, frank discussion may be held with the Instructors and trainees regarding various problems encountered during the process of training and their suggestions for improvement.

Signature of the Inspecting Officer
Name of the Inspecting Officer
Designation