

**Bi-monthly information for (April-May, June-July, Aug-Sept, Oct-Nov, Dec-Jan, Feb-Mar)
to be sent up to 10th of succeeding month. Use separate sheet for each information. (Format 1 to 12)**

Format - 1 - Conduct of short term courses by CIDC

S.no.	Name of ITI	Course name	Course duration (in months)	Course commencement date	Course completion date	No. of trainees admitted	Trainees appeared in exam	Pass out trainees	No. of trainees placed	Remarks

Format - 2 - Detail of short term course of CIDC

S.no.	Name of ITI	Trainees admitted	General		SC		ST		OBC		MINORITY	
			M	F	M	F	M	F	M	F	M	F

Format -3 - Information of certification activities conducted by CIDC

S.no.	Name of ITI	Certification date	S.no.	Name of trade	No. of persons detail				Remarks
					Tested	Cleared	Not cleared	Cert. issued (Yes/no)	
1.			1.						
			2.						
2.			1.						
			2.						

Format - 4 - RMoL related information

S. no.	Name of ITI	Name of course approved by RMoL	Duration of course	Commencement date	Completion date	Trainees admitted	Trainees completing training	Remarks

Format - 5 - Short term courses (self finance basis) related information

S. no.	Name of ITI	Name of course	Duration of course	Course fee	Commencement date	Completion date	Trainees completing course	Remarks

Format - 6 - Adoption of Villages scheme related information

S. no.	Name of ITI	Name of village adopted	Total youth trained	Youth trained			Specify the mode	Remarks
				Within regular CTS training	Under RMoL training program	Any other mode		

Format - 7 - Information for Institutional Development Fund for financial year

S. no.	Name of ITI	Amount available at the start of the year (1st July)	Income during the two months	Expenditure during the two months	Cumulative income till date	Cumulative expenditure till date	Available balance on month end

Format - 8 - Information regarding on-roll trainees

Name of ITI →			1	2	3	4.....	Total
Name of trade ↓							
	1.	Senior					
		Junior					
	2. etc.						

Format - 9 - Placement details (Self employment/ Employment/ Campus interview/ Apprenticeship engagement)

(Give information of employment with respect to the year the trainee passed from the ITI)

S.no.	Name of ITI	Name of trade	Trainees passed in the last year	Specify the year of trainees passing from ITI	Name of Employer/ Organization	Self employment	Paid employment	Campus interview	Apprentice engagement	Total

Format - 10 - Category wise placement (relate with format - 8)

S.no.	Name of ITI	Total placement	General		SC		ST		OBC		MINORITY	
			M	F	M	F	M	F	M	F	M	F

Format - 11 - Tours & Inspections by Regional Officer & their field officers (Principal/ Superintendent of Govt. ITI's) from September to June, every year (This does not include internal inspections done by head of institute in his ITI)

S.no.	Name & designation of inspection authority	Annual norms			Details of inspection carried out (during the month)			Cumulative				
		Govt.		Pvt.	Name of ITI	Type of inspection (sudden/ regular)	Date on which inspection report sent to DTE	Govt.		Pvt.		
		Regular	Sudden	Regular				Sudden	Regular	Sudden	Regular	

Format - 12 - Affiliation Inspections (Pre and main) by Regional Officer & their field officers

S.no.	Name & designation of inspection authority	Details of inspection carried out (during the month)			Cumulative			
		Name of ITI	Type of inspection (Pre/ main)	Date on which inspection report sent to DTE	Govt.		Pvt.	
					Pre	Main	Pre	Main

Format - 1- Chetna Pradarshani (Information to be sent once in a year, after completion of activity)

S.No.	Name of ITI	No of schools invited	No. of schools visited	Details of students visiting the ITI						No. of Guardians/ Teachers	Remarks
				8th	9th	10th	11th	12th	Total		