

**Performa for Submitting Pre-Inspection Report for Affiliation by  
Inspecting Officer**

1.	Name & Designation of the Inspecting Officer	
2.	Letter No. & Date vide which Inspection was entrusted	
3.	Name of the Inspection Inspected and Date of Inspection.	
4.	trade & units for which affiliation has been sought by the Institution.	
5.	Is the Institute proposed to be run by Individual/Trust/Organization/ Society ? Give full particulars thereof.	
6.	Complete address of the location where the Institution proposed to be/has been established along with Phone Nos. (Land line & Mobile) & E-mail.	
7.	Give trade wise details of machinery equipment required & available with the Institute in the form of annexures. Separate annexures be enclosed for each trade/unit & year (Wherever applicable)	
8.	Is the machinery, equipment, tools and furniture available as per syllabus norms to run the trades for which affiliation is being sought? (The Inspecting Officer must sign the list submitted by the Institute).	
9.	Has the Institute appointed/ selected the requisite staff (Trade wise) according to the norms prescribed as per the NCVT norms. Have the Inspecting Officer checked the record pertaining to the selection/ appointments of the staff? Give full particulars./ Enclose copies of the appointment letters and of certificate. Are you satisfied that the staff so appointed is in accordance with NCVT norms.	

10.	Is the space with the Institute is in accordance with the Norms prescribed by NCVT/ DGE&T. Enclosed Site Plan indicating clearly the space for lab/workshop and theory room duly signed by the Architect and also document related to ownership/lease deed/rent deed duly attested by the competent authority are enclosed.	
11.	In power load available with the Institute sufficient to run the trades for which the affiliation is being sought and in accordance with the norms prescribed by NCVT/DGE&T? (Attach the proof)	
12.	Are other General amenities like approach road water supply etc. available the Institute?	
13.	Financial Status of the Trust/ Society/ Association.	
14.	Is the Site of the Institute environmental friendly and away from any potentially Hazardous source which can adversely effect the training and health of the trainees.	
15.	Whether the deficiencies have been pointed out to the centre in writing and the signature of the representative of the Trust/ Society/ Association has been obtained?	
16.	Do you recommended Inspection of the trades/units by the Standing Inspection Committee for the purpose of affiliation (SIC) ? The SIC should only be recommended if the inspecting officer is satisfied with the Centre/Institute actually have Space, Machinery, Equipment, Tools & Furniture, Selected appointed the staff with requisite qualifications, power load as per Norms prescribed by (NCVT/DGE&T).	
17.	Remarks **(in details if any)	

Signature of the Inspecting Officer  
With Designation & Seal