



Guidelines

on

“Upgradation of 1396 Government ITIs through Public Private Partnership.”



कौशल बलम्

**Directorate General of Employment & Training
Ministry of Labour & Employment
Government of India**

Shram Shakti Bhawan, Rafi Marg, New Delhi – 110001.

(As on April, 2008)

“We are proud of our organization”

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Public Private Partnership.”**

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Guidelines on

“Upgradation of 1396 Government ITIs through Public Private Partnership.”

1. BACKGROUND

In India vocational training is provided through a network of Industrial Training Institutes (ITIs) set up by the State Governments and private sector through out the country. . As on 01.09.2007, there are 5405 ITIs, 1913 in Government sector and 3552 in the private sector (called Industrial Training Centres (ITCs), with a total seating capacity of 7.49 lakh. The training is imparted in 110 trades, out of which 60 are engineering and 50 are non-engineering trades. The period of training varies from 6 months to 3 years, while the entry qualification varies from 8th class to 12th class pass, depending upon the trade. The age limit for admission in ITIs is 14 to 40 years.

Over the years, a number of weaknesses developed in the vocational training system in the country. The major deficiencies are rigid training structure, inadequate vocational instructors, lack of modern equipment and machinery and weak linkage with the industry. These deficiencies created a mismatch between the trained manpower produced by the ITIs and those required by the industry. Therefore, a strong need was felt to upgrade the vocational training infrastructure in the country. As a first step, Central Government decided to take up upgradation of Government ITIs into centres of excellence.

2. BUDGET SPEECH 2007-08

As on 1.1.2007 there were 1896 Government ITIs in the country. A scheme for upgradation of 500 Government ITIs into Centres of Excellence was announced by the Hon’ble Finance Minister in his Budget Speech of 2004-05. Subsequently, as per the advice of Ministry of Finance, 100 ITIs were taken up for upgradation through domestic funding and 400 ITIs through World Bank assistance. The remaining 1396 Government ITIs also needed upgradation as the infrastructure and the quality of training in these institutes did not meet the present requirement of our fast growing economy.

For upgradation of the remaining 1396 Government ITIs, Hon’ble Finance Minister, in his Budget Speech 2007-08, made following announcement:

“Para 103. Honourable Members will recall that Government had taken up a programme for upgradation of 500 ITIs over five years beginning 2005. Revised courses in the first lot of 100 upgraded ITIs were started in August 2005 and in the second lot of 100 upgraded ITIs in August 2006. I expect that another 300 ITIs will be covered by August 2009. That would still leave 1,396 Government ITIs.”

Para 104. I propose that the 1,396 ITIs be upgraded into centres of excellence in specific trades and skills under public-private partnership. Under the proposed scheme, the State Government, as the owner of the ITI, will continue to regulate admissions and fees; the new management will be given academic and financial autonomy; and the Central Government will provide financial assistance by way of seed money. ITIs will be encouraged to start a second shift. Once a tripartite MoU is signed among the three

stakeholders, I propose to grant an interest free loan up to Rs.2.5 crore to each ITI for upgradation and revision of courses. I seek the cooperation of State Governments in upgrading at least 300 ITIs every year, beginning 2007-08, under the PPP mode. I have kept aside Rs.750 crore for this purpose.”

3. OBJECTIVE

In pursuance of the above announcement the Scheme “**Upgradation of 1396 Government ITIs through Public Private Partnership.**” was framed after detailed discussions with the State Governments, Industry Associations and other stakeholders. The main objective of the Scheme is to improve the quality of vocational training in the country and make it demand driven so as to ensure better employability of the graduates.

4. TOTAL OUTLAY, COMPONENTS AND PHASING

The total outlay of the Scheme is Rs.3,665 cr. over a period of five years of the XI Five Year Plan from 2007-08 to 2011-12. It is proposed to cover 300 ITIs for upgradation every year for the first four years and the remaining 196 ITIs in the fifth year.

The scheme has two components: (i) Upgradation of the 1396 Government ITIs and (ii) Project Management, Monitoring and Evaluation. The cost of these components is as under:

S.No.	Component	Tentative Cost
1.	Upgradation of 1396 Government ITIs	Rs.3,490 crore
2.	Project management, monitoring and evaluation	Rs.175 crore
	Total	Rs.3,665 crore

The first component strengthens capacity of the ITIs to provide quality training in trades that are in demand in the economy. For 1396 ITIs at a rate of Rs. 2.5 crore per ITI, the cost of this component will be Rs. 3490 crore. The maximum amount of loan that can be given to one ITI is Rs. 2.5 crore. The cost will vary in case some of the ITIs seek less than Rs. 2.5 crore.

The second component aims at management, monitoring and evaluation of the scheme on a regular basis. The funds will be used to meet administrative expenses of project implementation cells at Central and State levels and the training & capacity building of their personnel. It will also be used for development of IT based MIS, hiring of consultants for various activities involved in implementation, monitoring & evaluation of the scheme. The estimated cost for this component is Rs. 175 crore.

The year-wise breakup for physical and financial targets is as follows:

Year	No. of ITIs to be taken up for upgradation	Outlay for component 1(Rs.)	Outlay for component 2 (Rs.)
2007-08	300	750 cr.	24.5 cr.
2008-09	300	750 cr.	37.5 cr.
2009-10	300	750 cr.	37.5 cr.
2010-11	300	750 cr.	37.5 cr.
2011-12	196	490 cr.	38.0 cr.
Total	1396	3490 cr.	175 .

5. EFC AND CABINET APPROVAL

The Expenditure Finance Committee, in its meeting held on 26.07.2007, recommended the scheme, in principle, for the XI Five Year Plan period and agreed to financial sanction for one year, for the first batch of 300 ITIs.

The Cabinet Committee on Economic Affairs (CCEA) also gave its approval on the similar lines on 25.10.2007.

6. SALIENT FEATURES

The salient features of the Scheme in brief, are as follows:-

- For each ITI to be taken up under the Scheme, an **Industry Partner** is associated to lead the process of upgradation.
- An **Institute Management Committee (IMC)**, headed by the Industry Partner is constituted in the ITI and registered as a Society.
- **Interest free loan of upto Rs.2.5 cr.** is given by the Central Government directly to the IMC Society on the basis of Institute Development Plan (IDP) prepared by it.
- The IMC is given financial and academic autonomy by the State Governments to manage the affairs of the ITI. The IMC is allowed to determine upto 20% of the admissions in the ITI.
- A Memorandum of Agreement is signed among the Central Government, the State Government and the Industry Partner defining the roles and responsibilities of all the parties.
- The interest free loan is repayable by the IMC with a moratorium of 10 years and thereafter in equal annual installments over a period of 20 years.
- The Industry Partner may contribute financially and also machinery and equipment to the ITI. It shall arrange to provide training to instructors and on the job training to trainees.
- State Governments remain the owner of the ITIs and continue to regulate admissions and fees except 20% of the admissions which are allowed to be determined by the IMCs.
- National Implementation Cell and State Implementation Cells are set up at Central and State levels to implement the Scheme.
- The Scheme is monitored by National Steering Committee and State Steering Committees at Central and State levels having adequate representation from Industry Associations.

The detailed features are given in Annex-I.

7. IMPORTANT DOCUMENTS

The three important documents used in this scheme are as follows:

- i) Memorandum of Agreement (MoA) to be signed among the Central Government, the State Government and the Industry Partner – **Annex II**

- ii) Model Memorandum of Association and Rules & Regulations for the IMC Society – **Annex III**
- iii) Format for Institute Development Plan (IDP) – **Annex IV**

8. MECHANISM FOR MANAGEMENT AND MONITORING

At the national level, the scheme is guided by National Steering Committee(NSC), headed by Secretary (Labour & Employment) and having significant representation from Industry Associations, State Governments(by rotation) and other Central Government Departments. The NSC is an apex body for guiding the implementation and monitoring of this scheme. The composition and functions of NSC are given in **Annex-V**. A National Implementation Cell has been set up in the DGE&T for management, monitoring and evaluation of the Scheme on a regular basis.

At the State level, the Scheme is guided and facilitated by the State Steering Committee (SSC), headed by the Principal Secretary/Secretary for vocational training. The SSC has significant representation from industry and industry associations. The SSC is assisted by a State Implementation Cell (SIC) with adequate full-time officials, consultants and support staff. The guidelines for formation and funding of the SSC and SIC are provided at **Annex-VI**.

9. STEPS FOR OPERATIONALISATION

The various steps required for operationalisation of the Scheme are as follows:-

- Step 1)** For each ITI to be covered under the Scheme, one Industry Partner is to be identified by the State Government in consultation with the Industry Associations. The ITIs identified for upgradation under the Scheme should be affiliated to National Council for Vocational Training (NCVT). For 2007-08, the number of ITIs to be taken up from different States/UTs have been tentatively allocated in proportion to the existing number of ITIs in the States/UTs. The tentative allocation for 2007-08 is given at **Annex-VII**. The ITIs selected should be other than those already covered or proposed to be covered under the other scheme for upgradation of 500 ITIs into Centres of Excellence - 100 through domestic funding and 400 through World Bank assistance.
- Step 2)** If IMC does not exist in the selected ITI, it has to be constituted as per the composition given in the Memorandum of Agreement. If IMC already exists, it may have to be reconstituted in view of the fact that under this scheme, the Chairperson of the IMC will be Industry Partner or its representative. The other four members from the industry will also be nominated by the Industry Partner in such a way that the IMC is broad based. The five members to be nominated by the State Government are as follows:- i) District Employment Officer, ii) One representative of the State Directorate dealing with ITIs, iii) One expert from local academic circles, iv) One senior faculty member of the ITI, v) One representative of the trainees.
- Step 3)** Once the IMC is constituted/reconstituted, it has to be got registered as a society under the Societies Registration Act applicable in the State. For registration of the Society, the modified model Memorandum of Association and Rules & Regulations of the

Society as given in **Annex-III** above may be used after incorporating any changes which may be necessary in view of the requirements of the respective State Acts.

- Step 4)** After registration of the IMC as a society, the **Memorandum of Agreement** has to be signed among the Central Government, State Government and the representative of Industry Partner (**who will sign on behalf of Industry Partner as well as on behalf of the IMC as its Chairman**). For this purpose the Memorandum of Agreement as given in **Annex-II** should be used. Simultaneously, a bank account is to be opened in the name of the IMC Society in a Public Sector bank having CBS in RTGS facility so that the loan amount sanctioned to the IMC Society may be directly deposited in it.
- Step 5)** State/UT Government has to take steps to delegate powers to the IMCs as mentioned in Para 4(c) of Section B of the Memorandum of Agreement.
- Step 6)** The State/UT Government has to constitute a State Steering Committee (SSC) and setup a State Implementation Cell (SIC) for management, monitoring and evaluation of this scheme as provided in the Memorandum of Agreement. The guidelines for formation and funding of the SSC and SIC are given in **Annex-V**.
- Step 7)** The newly constituted/reconstituted IMCs, under the leadership of the Industry Partner, have to prepare an Institute Development Plan (IDP) and have to decide their target Key Performance Indicators (KPIs) for next five years as given in Annex-A of the Memorandum of Agreement. The IDPs shall contain details about how much money is to be kept as seed money in a corpus fund and how much is to be utilized for different components such as civil works, purchase of machinery/equipment and other miscellaneous activities. The year wise break up for these components is also required to be given. IDP should be prepared after careful consideration of the available resources and requirements of the ITI. A proforma in which the IDPs should be submitted is given in **Annex-IV**.
- Step 8)** The IMCs have to send the IDPs to the State Steering Committee who examine them in terms of their feasibility and overall requirement of the State. The target KPIs for next five years also have to be examined by the SSC. The target KPIs for each ITI are to be jointly signed by the IMC and the State Government in the format given in Annex-A of the Memorandum of Agreement and appended to the already signed Agreement. The approved IDPs and KPIs together will be forwarded to the DGE & T by the SSC for expeditious release of funds.
- Step 9)** The IDPs and KPI targets are scrutinized and approved by the Central Government and the sanctioned loan amount released to the IMC Society directly.
- Step10)** The released amount is utilized by the IMCs for upgradation of their ITIs and the courses in the upgraded facilities to be started from the session commencing in August, 2008.
- Step11)** The utilization of funds and performance of the ITIs will be monitored regularly as per the monitoring mechanism set out in the Memorandum of Agreement.

10. CLARIFICATIONS ON CERTAIN ISSUES.

In the course of operationalisation of the scheme, the State Governments, Industry Partners, Industry Associations and other Stakeholders have raised a few issues, on which clarifications have been issued from time to time. Two letters dated 23/11/2007 and 03/12/2007 issued from DGE&T in this regard are enclosed at **Annex –VIII** for ready reference.

Financial and Procurement Procedure

During formulation and operationalisation of the Scheme, the issue of the manner in which the interest free loan of Rs. 2.5 Cr. is to be spent by the IMC Societies was discussed. It was felt that some guidelines be issued in this regard.

Accordingly, certain guidelines/instructions have been issued to the IMC Societies in respect of the procedure to be followed for utilization of funds received by them as interest free loan from the Central Govt. under this Scheme. These guidelines are given in **Annex-IX**.

11. PRESENT STATUS OF IMPLEMENTATION

- The Scheme was approved by the CCEA on 25.10.07 for implementation in the first batch of 300 ITIs during 2007-08 with an outlay of Rs. 774.5 Cr.
- Detailed guidelines for operationalisation of the Scheme during 2007-08 were issued to the State/UT Governments in the first week of November 2007
- Budget to the tune of Rs. 750.04 Cr. was allotted in the second batch of Supplementary Grants 2007-08 and was communicated on 14.12.07.
- During 2007-08 proposals were received from IMC Societies of 300 ITIs spread all over the country. Interest free loan amounting to Rs.750 Cr. was released to all these 300 ITIs @ 2.5 Cr. per ITI before 31/03/2008. A complete list of these ITIs, alongwith the names of corresponding Industry Partners, covered in 2007-08 is enclosed at **Annex- X**.

Salient features of the Scheme “Upgradation of 1396 Government ITIs through Public Private Partnership”.

SELECTION OF ITI AND INDUSTRY PARTNER

1. For each ITI to be covered under this Scheme, one Industry Partner is associated to lead the process of upgradation in the ITI. The Industry Partner is identified by the State Government in consultation with Industry Associations.

FORMATION OF IMC AND ITS REGISTRATION AS A SOCIETY

2. An Institute Management Committee (IMC) is constituted / reconstituted for each selected ITI. The IMC is converted by the State Government into a Society under relevant Societies Registration Act. The IMC registered as a society is entrusted with the responsibility of managing the affairs of the ITI under the Scheme.

3. The IMC is lead by the Industry Partner. In the IMC, the members are as follows:

- Industry Partner or its representative as Chairperson
- Four members from local Industry to be nominated by the Industry Partner in such a way that the IMC is broad based.
- Five members nominated by the State Govt. [i) District Employment Officer, ii) One representative of the State Directorate dealing with ITIs, iii) One expert from local academic circles, iv) One senior faculty member, v) One representative of the trainees].
- Principal of the ITI, as ex -officio member secretary of the IMC Society.

SIGNING OF MEMORANDUM OF AGREEMENT

4. A Memorandum of Agreement (MOA) is signed among the Central Government, State Government and the Industry Partner in which the terms and conditions for participating in this Scheme and the roles and responsibilities of different parties is set out. This MOA is signed by the Industry Partner or its representative on behalf of the IMC also as its Chairman. The MoA shall be effective upto the repayment of the loan provided to the IMC.

5. An interest free loan of upto Rs. 2.5 crores is given by the Central Govt. directly to the IMC for upgradation of the ITI into a centre of excellence. The IMC is delegated the power to determine upto 20% of the admissions in the ITI. The specific functions and responsibilities of the IMC for upgradation of the ITI is spelt out in the MOA and included in its Memorandum of Association and Rules and Regulations while registering it as a society.

ROLE OF INDUSTRY PARTNER

6. Though financial contribution by the Industry Partner is not a pre condition to participate in the Scheme, however it is desirable if Industry Partner contributes financially in the upgradation of the ITI. The Industry Partner may contribute machinery and equipment which may be instrumental in furthering the objectives of this Scheme. It will arrange to provide training to the faculty members and on the job training to the students of the ITI.

ROLE OF STATE GOVERNMENT

7. The administrative control of the staff of the ITI remains with the State Government and it continues to pay their salaries and other emoluments. The State Government is required to ensure that the sanctioned strength of the instructors in the ITI is always filled up and in no case the vacancies shall exceed 10% of the sanctioned strength. They are required to ensure that all additional positions required by the ITI are sanctioned and filled up on priority. It has to ensure provision of funds to meet office, administrative and other running expenses of the ITI. The State Government, as the owner of the ITI, continues to regulate admissions and fees except 20% of the admissions in the ITI which are allowed to be determined by the IMC.

MONITORING AGENCIES

8. The Central Government has constituted a National Steering Committee (NSC) with adequate representation from industry, State Governments and other Central Government Departments to act as an Apex body for guiding implementation and monitoring of the Scheme. It has also set up a National Implementation Cell (NIC) at the Central level for management, monitoring and evaluation of the Scheme.

9. To monitor implementation of the Scheme at the State level the State Governments have set up State Steering Committees (SSCs) with adequate representation from the Industry. The SSC is assisted by a State Implementation Cell (SIC) with sufficient staff for management, monitoring and evaluation of the Scheme at the State level.

INSTITUTE DEVELOPMENT PLAN

10. The interest free loan is released to the IMC on the basis of an Institute Development Plan (IDP) prepared by it. The IDP is developed in such a way that it leads to upgradation of the ITI as a whole. Simultaneous upgradation in a particular trade sector may also be taken up. The IDP defines the long term goals of the Institute, the issues and challenges facing the Institute and the strategies for dealing with them. It sets targets for institutional improvement, define Key Performance Indicators and detail the financial requirement with year-wise break up to meet the needs. The IDP is submitted to the State Steering Committee (SSC), which scrutinizes it and forwards to the Central Government for release of funds.

CONDITIONS FOR USE OF FUNDS OF IMC

11. The interest free loan received by the IMC shall be kept in a separate bank account opened in the name of the IMC in a public sector bank which has got CBS in RTGS facility. Any private contributions, grants received from State Government and revenue generated by the IMC shall also be deposited in this bank account. The loan amount may be used for providing additional civil work in the ITI, which shall not exceed 25% of the total loan amount; for use as seed money, which shall not exceed 50% of the total loan amount; for procurement of machinery and equipment and for other activities directly related to upgradation of training infrastructure in the ITI. Any deviation from this pattern of use of funds has to be justified and approved by the NSC on case to case basis.

REPAYMENT OF LOAN AND BOOKS OF ACCOUNTS

12. For the repayment of loan, there is a moratorium of ten years from the year in which the loan is released to the IMC. After the moratorium, the loan is payable by the IMC in equal annual installments over a period of twenty years, the first installment repayable from the 11th

anniversary of the day of drawl. In case of default in payment of installment of the loan, the NSC may impose penalty on such overdue payments or take any action deemed fit.

13. The IMC will maintain regular books of accounts, get them audited and prepare annual reports and statements of accounts as required under the relevant Societies Registration Act. The Central Government may call for its books of accounts, vouchers, documents etc. relating to any accounting year and also authorise an officer for their inspection.

KEY PERFORMANCE INDICATORS

14. With the broad objective of improving the quality of training leading to better employability, all the three parties will jointly agree and finalise Key Performance Indicators (KPIs) as yearly targets for next five years, for improving the internal as well external efficiency of the ITI against the base line information. These parameters will be used to evaluate the success of the scheme during and after the project period. The agreed KPIs signed by the IMC and the State Government are appended to the MOA.

MONITORING MECHANISM

15. The IMC is required to submit quarterly report about the implementation of the Scheme to the SSC, which in turn submits report to the NSC about all the ITIs located in the State. In case of unsatisfactory performance in achieving the KPIs, the IMC will submit a detailed report to the SSC within 30 days of receipt of a notice in this regard, inter alia, indicating the reasons for failure and measures required to be taken. The SSC will forward this report to the NSC with their comments. The NSC will fix responsibility for such failure and ensure that necessary corrective action is taken.

MEMORANDUM OF AGREEMENT

BETWEEN

THE PRESIDENT OF INDIA;

THE GOVERNOR/ADMINISTRATOR

of

THE STATE /UT

AND

INDUSTRY PARTNER

NAMELY.....

IN CONNECTION WITH

“UPGRADATION OF 1396 GOVERNMENT INDUSTRIAL TRAINING
INSTITUTES (ITIs)

THROUGH

PUBLIC PRIVATE PARTNERSHIP”

-----X-----

Name of ITI.....State/UT.....

MEMORANDUM OF AGREEMENT

THIS MEMORANDUM OF AGREEMENT is made on this day of between the President of India acting through Shri, Director General/Joint Secretary, Ministry of Labour & Employment, Government of India, Shram Shakti Bhawan, Rafi Marg, New Delhi(hereinafter called '**THE FIRST PARTY**'); the Governor/ Administrator of the State/UT of..... acting through Shri..... Secretary/Principal Secretary, Government of(address) (hereinafter called '**THE SECOND PARTY**') and the Industry Partner/ namely M/s through Shri/ Smt.....(designation)(who also acts as IMC Chairperson)(complete address)(hereinafter called '**THE THIRD PARTY**').

WHEREAS it has been the policy of THE FIRST PARTY that skills imparted by the Industrial Training Institutes (ITIs) must keep pace with the qualitative and technological demands of the industry & expanding universe of knowledge;

AND WHEREAS in pursuance of the aforementioned policy, it is proposed to take up a Scheme for "**Upgradation of 1396 Government ITIs through Public Private Partnership**" (hereinafter called **THE SCHEME**) with the main objective of improving the quality of training leading to better employability of trainees.

AND WHEREAS all the three above named PARTIES commit to upgrade the Industrial Training Institute..... (name and full address)(hereinafter called **THE ITI**) into a Centre of Excellence under this SCHEME.

THE PARTIES HEREOF AGREE AS FOLLOWS:

SECTION A: ROLE OF THE FIRST PARTY

1. THE FIRST PARTY shall provide interest free loan of upto Rs 2.5 crore to the Institute Management Committee of THE ITI, as referred in Para 1 of Section B, based on the Institute Development Plan(hereinafter called THE IDP) developed by the Institute Management Committee and approved by the State Steering Committee (hereinafter called THE SSC). The IDP forwarded by THE SSC will be examined by THE FIRST PARTY and the funds will be released within 30 days of receipt of the proposal.
2. THE FIRST PARTY shall establish a National Steering Committee (hereinafter called 'THE NSC') which will be an Apex body for guiding the implementation and monitoring of THE SCHEME. It shall comprise the following members:
 - i) Secretary, Ministry of Labour & Employment, Government of India as the Chairperson.
 - ii) Director General of Employment & Training, Ministry of Labour & Employment, Government of India as the ex-officio member Secretary.
 - iii) Financial Adviser, Ministry of Labour & Employment as member.
 - iv) Three representatives nominated by industry associations.
 - v) Three representatives nominated by the Central Government
 - vi) Three representatives of State Governments (by rotation)**

SECTION B : ROLE OF THE SECOND PARTY :

1. To participate in THE SCHEME, THE SECOND PARTY has constituted/reconstituted an Institute Management Committee (hereinafter called THE IMC) in THE ITI and registered it as a Society under the relevant Societies Registration Act. THE IMC has been entrusted with the task of managing the affairs of THE ITI according to the terms and conditions set out in this Memorandum of Agreement and spelled out in the Memorandum of Association and Rules and Regulations of the Society so formed.
2. THE IMC Society consists of the following members :
 - i) A representative nominated by THE THIRD PARTY to act as the Chairperson
 - ii) Four other members from the local industries nominated by THE THIRD PARTY
 - iii) Five representatives nominated by THE SECOND PARTY..
 - iv) The Principal of the ITI, as the ex-officio Member Secretary.
3. THE IMC acts as the Governing Council of the Society. It may associate additional members in the society as per need.
4. Having undertaken the activities as per above mentioned paras, THE SECOND PARTY now agrees and undertakes to:
 - a) Establish THE SSC with the following composition:
 - (i) The Secretary/ Principal Secretary, Department of Labour/ Technical Education/ Secretary (dealing with ITIs, as applicable) as the Chairperson;
 - (ii) Financial Advisor/ Financial Controller/any other authority dealing with the finances of the concerned Department, as member;
 - (iii) Chief Engineer of the State PWD or other State approved agency for construction works or his nominee not below the rank of a Superintending Engineer, as member;
 - (iv) Three industry representatives nominated by major industry associations, as members;
 - (v) Three members having knowledge, expertise and interest in vocational training nominated by the State/UT Government, as members.
 - (vi) The State Director dealing with ITIs shall be the ex-officio member, and shall act as Secretary of THE SSC.
 - b). Establish and maintain a State Implementation Cell (hereinafter called 'THE SIC'), with adequate staff to discharge its functions.
 - c). Delegate to THE IMC adequate administrative and financial powers to
 - i) assess emerging skill requirements in the region and suggest changes in training courses being run in THE ITI.
 - ii) start short-term training courses and charge suitable fees for the same;
 - iii) review training needs and approve training of instructors, and of administrative/office staff;
 - iv) facilitate placement of ITI graduates;
 - v) generate, retain and utilize the revenue;
 - vi) appoint contract faculty as per need.
 - vii) make recommendations to THE SECOND PARTY on the funds provided by it to THE ITI out of its Annual Budget.

- viii) make expenditure out of the interest free loan received from THE FIRST PARTY under THE SCHEME as per the prescribed terms and conditions.
- ix) determine upto 20% of the admissions in THE ITI.
- d) Encourage and provide all assistance to THE IMC to establish training-cum-production centre and to start a second / third shift in THE ITI.
- e) As the owner of the ITI, continue to regulate admissions and fees for the regular training courses except upto 20% of the admissions which are to be determined by THE IMC.
- f) Assist the IMC in any other manner to help achieve the objectives of improving quality of training and thereby provide better employment opportunities to the trainees.
- g) Ensure that the sanctioned strength of instructors in THE ITI is always filled up and in no case the vacancies shall exceed 10 percent of the sanctioned strength at any point of time.
- h) Ensure that all additional positions required by THE ITI in accordance with its IDP are sanctioned and filled up on priority.
- i) Continue to have administrative control over the staff of THE ITI and pay their salary and other emoluments.
- j) Ensure the provision of funds to meet office, administrative and other recurring expenses. However, THE SECOND PARTY is free to provide funds for any additional activities recommended by THE IMC for upgradation of THE ITI.

SECTION C : ROLE OF THE THIRD PARTY

- 1 **To participate in THE SCHEME, THE THIRD PARTY has :**
 - i) nominated a representative as a member of THE IMC to act as Chairperson.
 - ii) nominated four other members from the local industries in such a way that THE IMC becomes broad based.
 - iii) ensured that THE IMC has at least one woman industry representative as member.
2. Having undertaken the above actions, THE THIRD PARTY agrees to provide training to faculty members and on the job training to trainees of THE ITI in industrial establishments.
3. The THIRD PARTY may contribute financially and /or in terms of machinery and equipment which may be instrumental in furthering the objectives of THE SCHEME .

SECTION D : THE ROLE OF THE IMC

1. THE IMC agrees and undertakes to, interalia, :
 - i) develop, THE IDP for THE ITI. THE IDP shall define the long-term goals of the institute, the issues and challenges facing the institute and the strategies for dealing with them. It shall set targets for institutional improvement, define key performance indicators, and detail the financial requirement with year wise break up to meet the needs.
 - ii) obtain short term, medium term and long term requirement of skilled work force and take steps to produce graduates accordingly.
 - iii) identify training needs of faculty and depute them for training in associated industries/ other institutes;
 - iv) ensure implementation of various activities of the scheme in time bound manner so as to adhere to the time schedule agreed in the IDP;
 - v) monitor the progress of implementation of the scheme at the Institute level and furnish periodical reports to the SSC.

- vi) set up suitable mechanism to obtain feedback from the trainees and industry about quality of training and use the feedback for improvement in the training delivery;
 - vii) set up placement cells in THE ITI to guide/help the graduates in employment/self employment and develop suitable sustainable mechanism to trace the careers of the graduates for at least three years; and,
 - viii) furnish periodical reports with respect to the placement as mentioned in sub para (vii) above to THE SSC.
 - ix) Determine admissions in THE ITI upto 20% as provided in section B of this Agreement.
- 1.1 These responsibilities have been included in the Memorandum of Association and Rules and Regulations of THE IMC/ Society.

SECTION E : MONITORING MECHANISM

All the three stakeholders shall be responsible for monitoring the implementation of the scheme. The responsibilities of all the PARTIES are as under:

- i) With the broad objective of improving the quality of training leading to better employability, all the three parties shall jointly agree and finalise Key Performance Indicators (KPIs) as yearly targets for next five years, for improving the internal as well external efficiency of THE ITI against the base line information. These parameters shall be used to evaluate the success of THE SCHEME. The agreed KPIs in format enclosed at **Annex 'A'** and signed by the IMC Chairman on behalf of IMC and THE SECOND PARTY shall be appended to this Memorandum and shall be deemed to be an integral part of this Memorandum:
- ii) THE IMC shall develop monitoring mechanism to review the performance of THE ITI under THE SCHEME and submit quarterly reports to THE SSC.
- iii) THE SSC shall also monitor the implementation of THE SCHEME on the basis of reports submitted by THE IMC on quarterly basis and furnish a consolidated report to THE NSC for all the ITIs being upgraded in the State under THE SCHEME.
- iv) In case of unsatisfactory performance in implementation of THE SCHEME, including achievement of KPIs, THE IMC shall submit a detailed report to THE SSC within 30 days of receipt of a notice in this regard, interalia indicating the reasons for failure and measures required to be taken.
- v) THE SSC shall forward this report to THE NSC with their comments. THE NSC shall fix responsibility for such failure and ensure that necessary action is taken.

SECTION F : RELEASE OF FUNDS, ITS UTILISATION & REPAYMENT OF LOAN

1. The interest free loan received by THE IMC shall be kept in a separate bank account opened in the name of THE IMC. Any private contributions, special grants received from State Government and revenue generated by THE IMC shall also be deposited in this bank account.
2. The loan amount may be used for the following purposes :
 - i) Any additional requirement of civil works in the ITI, which shall not exceed 25% of the total loan amount received.
 - ii) As seed money kept in a corpus fund, which shall not exceed 50% of the total loan amount received.
 - iii) For procurement of machinery and equipment.

- iv) For activities directly related to upgradation of training infrastructure under THE SCHEME such as, engaging consultants for preparation of IDPs, hiring contract faculty for running training courses, etc.
3. Any deviation from the above pattern of use of funds has to be justified in the IDP and has to be approved by THE FIRST PARTY on case to case basis.
4. In no case shall the loan amount be used for paying salaries to faculty and staff for the existing courses and also meeting office, administrative and other running expenses related to existing facilities in the ITI such as electricity dues, water charges, municipal dues, etc.
5. The interest free loan received by the IMC Society and any revenue earned by it shall be deposited in a public sector bank only. The funds of the IMC Society shall not be utilized for acquiring any stocks, bonds or securities.
6. For the repayment of loan, there shall be a moratorium of ten years from the year in which the loan is released to THE IMC. After the moratorium, the loan shall be payable by THE IMC in equal annual installments over a period of twenty years, the first installment repayable from the 11th anniversary of the day of drawl;
7. In case of default in payment of installment of the loan in accordance with sub para 6 above, THE NSC shall have power to impose penalty on such overdue payments or take any other action deemed fit.
8. THE FIRST PARTY shall have power to issue instructions in respect of utilization of funds of THE IMC.

SECTION G : MISCELLANEOUS

1. For effective implementation & monitoring of THE SCHEME as envisaged in the Memorandum, Director General Employment & Training will be the Nodal Officer on behalf of THE FIRST PARTY; the State Secretary dealing with vocational training in the Government of will be the Nodal Officer on behalf of 'THE SECOND PARTY' and the(designation) and address will be the Nodal Officer on behalf of THE THIRD PARTY.
2. In order to ensure sustainability of THE SCHEME 'THE SECOND PARTY and THE IMC shall:
 - (a) ensure availability of sufficient funds for purchase of consumables and material for training.
 - (b) undertake measures to generate sufficient revenue not only for running of THE ITI but also for repayment of the loan taken under THE SCHEME.
3. THE IMC shall maintain regular books of accounts as required under THE SCHEME/relevant Societies Registration Act. THE FIRST PARTY may call for its accounts relating to any accounting year and authorize an officer for inspection of its books.
4. This Memorandum of Agreement shall be effective upto the repayment of the loan provided to THE IMC.
5. THE KPIs for the first five years have been set out in Section E of this Memorandum. However, THE KPI target may be set in agreement with THE IMC & THE SECOND PARTY in the block of next five years till the period of repayment of loan.
6. The efforts of all the parties shall be to resolve the issues, if any, amicably. However, in case of disagreement, the matter shall be placed before Minister for Labour and Employment, Government of India, whose decision shall be final & binding on all the three parties.

7. Through this MEMORANDUM OF AGREEMENT, all the three parties affirm their commitment to carry out the activities and achieve the objectives as mutually agreed upon herein in true letter and spirit.
8. For successful implementation of THE SCHEME, this Memorandum may be amended by deleting, adding or revising the clauses during implementation of THE SCHEME, in consultation with all the three parties.

Signed at New Delhi on..... this day of2007.

For and on behalf of
The Governor/
Administrator
State/UT Government
of

(.....)
Secretary
Government of

Witnesses

- 1.
- 2.

For and on behalf of The
Industry Partner

and

For and on behalf of
IMC as Chairman

(.....)
(Shri /Smt.....)

Witnesses

- 1.
- 2.

For and on behalf of
The President of India

(.....)
Director General/ Joint
Secretary DGE&T,
Ministry of Labour &
Employment,
Government of India

Witnesses

- 1.
- 2.

Target Key Performance Indicators (KPIs)

This Addendum shall become a part of the Memorandum signed amongst the Central Government, State Government and Industry Partner once it is finalized by the three parties based on the Institute Development Plan (IDP) of the Institute Management Committee (IMC) of an ITI under the scheme for **UPGRADATION OF 1396 GOVERNMENT INDUSTRIAL TRAINING INSTITUTES(ITIs)**

We the following two parties have jointly agreed to year-wise targets of Key Performance Indicator (KPIs) mentioned below for the Industrial Training Institute _____
(name and address) _____ to be achieved under the scheme UPGRADATION OF 1396 GOVERNMENT INDUSTRIAL TRAINING INSTITUTES(ITIs).

Sl. No.	Key Performance Indicators	Base line in the year of release of loan	Target				
			for the year next to loan release year	for 2 nd year	for 3 rd year	for 4 th year	for 5 th year
1.	% of applications as compared to no. of seats						
2.	% of enrolments as compared to no. of seats						
3.	% of dropout as compared to no. of enrolments						
4.	% of students passed out compared to enroll students						
5.	% of passed out students employed/ self employed within one year of pass out						
6.	Average monthly income of the employed/self employed students.						

Signed at New Delhi on..... this day of200.

**For and on behalf of
The Governor/ Administrator
State/UT Government of**
(.....)

**Secretary
Government of**

**The IMC Chairman
of ITI _____**
(For and on behalf of IMC)
(.....)

(Model)
**Memorandum of Association
and
Rules & Regulations**

of the
“IMC of ITI-----”

**Registered as a Society under
---- Societies Registration**

Act -----

(Model)

Memorandum of Association

of the

“IMC of ITI-----”

1. **NAME OF THE SOCIETY** : The name of the Society shall be "IMC of ITI-----".

2. **REGISTERED OFFICE OF THE SOCIETY** : The Registered Office of the Society shall be situated at _____.(full Address)

3. **AIMS AND OBJECTIVES** :

A. Aims of the Society

- i) The main aim of the Society is to assist in improvement of standard of vocational training and skill development in the country as a whole.
- ii) The Society has been formed with the specific aim of upgradation of the Industrial Training Institute (ITI)----- into a centre of excellence in such a way that the training provided in the ITI is improved and becomes demand driven leading to better employability of the passing out graduates.
- iii) In general the Society shall function ‘on no profit-no loss’ principle. However its affairs shall be managed in such a way that it becomes self supporting in due course and is able to meet all its expenses and liabilities on its own.

B. The main objects to be pursued by the Society are :

- i) To manage the affairs of the ITI, _____ according to the terms and conditions set out in a Memorandum of Agreement to be signed among the Central Government, State Government and Industry Partner. The representative of the Industry Partner shall sign this Memorandum of Agreement on behalf of the Society also as its chairman.
- ii) To develop an Institute Development Plan (IDP) for the ITI_____. The IDP shall, inter alia, define long-term goals of the institute, the issues and challenges facing the institute and the strategies for dealing with them. It shall set targets for institutional improvement, key performance indicators, and detail the infrastructural & financial requirement with year wise break up to meet the needs.
- iii) To assess emerging skill requirements in the region and suggest changes in the training courses being run in the ITI.
- iv) To obtain short term, medium term and long term requirement of skilled work force and take steps to produce graduates in the ITI accordingly.
- v) To identify short-term training courses, which can be offered in the ITI, develop infrastructure for the same, organise and run the courses and charge suitable fees for the same.
- vi) To review training needs of instructors and administrative/office staff of the ITI and arrange for their training programme.
- vii) To plan & establish such production/service centres in the ITI which help the trainees develop/learn their skills and also generate funds for the Society to be used in the task of upgradation.
- viii) To adopt innovative measures like providing consultancy/ advisory services to the industry so as to generate revenue which can be utilised for development of training activities in the ITI.
- ix) To appoint contract faculty as per need and as per rules and regulations of the Society.
- x) To assess the requirement of funds for the ITI and make recommendations to the State Government on the funds provided by it to the ITI out of its Annual Budget.
- xi) To make expenditure out of the funds of the Society, including interest free loan received from the Central Government under the Scheme ‘Upgradation of 1396 Government ITIs through Public Private Partnership’, as per the

prescribed terms and conditions.

- xii) To set up Placement Cell in the ITI to guide/help the graduates in employment/self employment.
- xiii) To network, interact, establish and maintain working relations with other institutes within and outside Vocational Training System and participate in related activities so as to increase awareness in trainees and trainers in the area of Vocational training.
- xiv) To network and interact with local industry chambers, other industry associations, employment exchanges, lead banks, other Government departments and undertake measures, like job fairs, so as to increase the employability of ITI graduates.
- xv) To undertake measures to achieve target Key Performance Indicators set out in the Tripartite Memorandum of Agreement as referred in the para (i) above.
- xvi) To organise skill competitions in the ITI, take part in other skill competitions including State/National/ World Skill competitions.
- xvii) To undertake publicity and other measures, like organising seminars in schools for potential candidates for ITIs, to increase awareness about vocational training and also to create a better image of vocational training courses.
- xviii) To promote measures so as to increase the capacity of ITI by organising second & third shift in the ITI.
- xix) To determine admissions in the ITI to the extent provided in the Memorandum of Agreement referred to in para 3B(i) above.

C. The objects incidental or ancillary to attainment of Main objects of the Society:

- i) To make provision in the ITI, so that any of the services as mentioned in the main objects may be rendered.
- ii) To set up suitable mechanism for getting information on long term, medium term and short term skill requirement in the region and provide the same to the State and Central Government.
- iii) To institute and award prizes, medal and fellowships, in accordance with the rules and regulations of the Society .
- iv) To award certificates to those having successfully completed their respective training courses other than courses under NCVT & SCVT.
- v) To maintain a fund to which the funds provided by Central Government / State Govt. and any other amount received in the form of aids, grants, and gifts, donations, benefactions, bequeath or transfers, fees, charges etc will be credited in accordance with the rules and regulations of the Society.
- vi) To ensure implementation of various activities of the Scheme refereed in Para 3B(xi) in time bound manner so as to adhere to the time schedule agreed in the IDP;
- vii) To monitor the progress of implementation of the above Scheme at the institute level and furnish periodical reports to the authorities as per the decided schedule.
- viii) To set up suitable mechanism to obtain regular feedback from trainees and industry about quality of training and using the feedback for improvement in the training delivery;
- ix) To develop suitable sustainable mechanism to trace the careers of the graduates for at least three years after passing out.
- x) To advise State Govt. to create administrative, technical, ministerial and other posts in accordance with the agreed Institute Development Plan.
- xi) To arrange and provide sufficient amount as corpus fund so that the Society may proceed for achieving its aims and objects confidently.
- xii) To solicit, receive and accept funds, aids, grants, services and contributions in kind

from individuals, companies, foundations, governmental departments and agencies, other agencies and sources and in accordance with the rules and regulations of the Society, in furtherance of the aims and objects of the Society, subject to the applicable laws.

xiii)To acquire, purchase, hire, take on lease, exchange, construct or acquire in any other manner property movable or immovable which may be necessary or convenient for the objects of the Society.

xiv)To borrow and raise monies on mortgages, promissory notes or other securities founded or based upon all or any of the properties and assets of the Society or without any securities provided that prior approval in writing of the State Government is obtained in that behalf.

xv)To open and operate bank accounts in Public Sector Bank, draw, accept, endorse, discount and negotiate cheques, bills of exchange, promissory notes and other negotiable instruments.

xvi)To invest funds of the Society in such manner, as proposed by the Society and in accordance with its rules and regulations.

xvii)To create depreciation fund, sinking fund, insurance fund, whether for depreciation or for repairing, improving, replacing, renewing, financing, extending, or maintaining any of the properties of the Society or for any other purpose whatsoever deemed beneficial to the Society and as per rules and regulations of the Society.

xviii)To pay all expenses preliminary or incidental to formation and registration of the Society and for its management and administration out of its fund.

xix)To pay out of the funds of the Society or out of any particular part of such funds all expenses for carrying out any of the objects of the Society including payments of salaries and payments to persons employed or hired, if any.

xx)To impose and recover fees and charges for the services rendered by the Society.

xxi)To meet expenses of the Society out of its funds to buy materials/store that may be required to maintain the services of the Society as mentioned in the main objects as well as building and equipment belonging to the Society.

xxii)To negotiate and enter into contracts on behalf of the Society and vary or rescind such contracts and sign, execute and deliver such contracts, deeds and instruments as may be necessary.

xxiii)To constitute such committee or committees as it may deem fit for the disposal of any business of the Society and tendering advice in any matter pertaining to the Society.

xxiv)To delegate any of its powers to the Governing Council of the Society or any of the committee or committees constituted by it.

xxv)To promote, support, take-over, affiliate, amalgamate or merge with any other institution or body having object wholly or in part similar to those of the Society, with the prior approval of the State Government.

xxvi)To make rules and regulations and bye-laws for the conduct of the affairs of the Society and to add, amend, vary or rescind them from time to time.

xxvii)To print, publish, distribute reports, studies and brochures and other publications pertaining to the activities of the Society.

xxviii)To promote or associate with any other person, authority or body whether incorporated or otherwise for attainment of the objects herein stated and on that behalf also to invest funds of the Society.

xxix)To subscribe money for any national, charitable and benevolent object useful for general public or for any exhibition or to any institution, club, Society or fund, but not intended for any political party or class with prior approval of State Government.

xxx)To institute, conduct, defend or compromise legal proceedings by or against the Society or its officers or employees in respect of any matters affecting the Society

directly or indirectly.

xxx)To do all such other lawful things as are conducive or incidental to the attainment of any or all of the above objects and for furthering the purposes and growth of the Society or its resources.

4. INCOME AND PROPERTY OF THE SOCIETY

The income and property of the Society, howsoever derived, shall be applied towards the promotion of the aims and objects thereof as set forth in this Memorandum of Association. No portion of the income and property of the Society shall be paid or transferred as dividends, bonus or by way of profits or otherwise, to any person who at any time are or have been members of the Society or to any one claiming through them, provided that nothing herein contained shall prevent the payment in good faith of honoraria, perquisites , facilities of any nature to the officers and employees as the Governing Council thinks fit in return of any services rendered to the Society.

5. GOVERNING COUNCIL:

The Governing Council of the Society shall be the Council constituted in accordance with the Rules and Regulations of the Society. The names, addresses, occupations and designations of the members of the first Governing Council to which the management of the Society shall be entrusted as required under the Act are furnished in **Annex-I**.

Annexure-I

The names, addresses, occupations and designations of the members of the first Governing Council:

Rules and Regulations

of the Society –

“IMC of ITI.....”

1. The Society shall be known as ‘IMC of ITI.....’
2. The address of the registered office of the Society shall be
3. The Society was formed on.....
4. The Society is within the jurisdiction of the Registrar of Societies,.....
5. The business hours of the Society shall be between a.m to p.m on all working days except Sundays and Government Holidays.
6. These rules may be called “Rules of the Society -IMC of ITI.....”
7. The aims and main objects of the Society shall be as set out in the Memorandum of Association.
8. In these Rules and Regulations, the language shall be interpreted according to its ordinary meaning provided, however, that unless the context necessarily indicates otherwise.
9. Definitions: For the purpose of these Rules and Memorandum of Association of the Society;
 - i) “Rule” means any of the Rules, regulations and bye laws of the Society, set out herein or in Memorandum of Association..
 - ii) ‘Society’ means the “IMC of ITI.....” as registered under
 - iii) ‘Act’ means the Societies Registration Act, (as relevant)
 - iv) ‘Governing Council’ means Committee in terms of The Societies Registration Act, to which the management of the affairs of the Society “IMC of ITI” shall be entrusted.
 - v) ‘General Body’ of the Society shall mean the body consisting of the members of the Governing Council together with other categories of members mentioned hereinafter.
 - vi) ‘Chairman’ means the Chairman of the Governing Council who shall also be the ex-officio President of the Society.
 - vii) ‘Vice Chairman’ means the Vice Chairman of the Governing Council who shall also be the ex-officio Vice President of the Society.
 - viii) ‘President’ means President of the Society whose functions and powers shall be exercised by the Chairman of the Governing Council.
 - ix) **Secretary** means the **Principal** of the Industrial Training Institute (ITI) who shall also discharge the duties and responsibilities of the Secretary of the Society and the Governing Council and as such shall be referred to as **Secretary** hereinafter in the relevant context.
 - x) ‘Central Government’ means Government of India and ‘State/UT Government’ means the Government of the State/UT of -----.
 - xi) ‘Industry Partner’ means the Industry organization selected by the State Government for associating with the task of upgradation of Industrial Training Institute-----, under the Central Government Scheme “ Upgradation of 1396 Government ITIs through public private partnership”
 - xii) ‘ITI’ means the Industrial Training Institute-----.
 - xiii) ‘Annual General Meeting’ means the meeting of the members of the Society held once in a Year within six months after closing of the Financial year of the Society for adopting the accounts of the Society, appointing auditors and discussing such other

- issues as may be brought before the meeting.
- xiv) 'Registrar' means the Inspector General of Registration (as applicable under the relevant Act)
- xv) 'Special Resolution' means resolution passed by a majority of not less than three fourth of Society members present and entitled to vote as are present in person or by proxy at a General Body with a notice of not less than days specifying the intention to propose the resolution as been duly given.
- xvi) 'NSC' means 'National Steering Committee', an Apex body for guiding the implementation and monitoring of the Central Government Scheme "Upgradation of 1396 Government ITIs through public private partnership". as defined in Memorandum of Agreement to be signed among Central Government, State Government and Industry Partner.
- xvii) 'SSC' means 'State Steering Committee' a body at State level for guiding the implementation and monitoring of the Central Government Scheme "Upgradation of 1396 Government ITIs through public private partnership". as defined in Memorandum of Agreement to be signed among Central Government, State Government and Industry Partner.

GENERAL BODY OF THE SOCIETY

10. The General Body of the Society shall be composed of members of the Governing Council together with such persons, from public and private bodies and individuals of ability or experience, subscribing to the aims and objects of the Society as may be nominated by the Governing Council and approved by the State Government, provided, however, that it will also be open for the State Government to nominate any individual as a member of the Society.
11. The Society shall keep a roll of members with their addresses and occupations and every member shall sign the same.
12. If a member of the Society changes his address, he shall notify his new address to the Secretary and the entry in the roll shall be changed accordingly. If such member fails to notify his address, the address in the rolls of the Society shall be deemed to be his address.
13. Should any ex-officio or institutional member of the Society be unable to attend or prevented from attending a meeting of the Society, the respective parent organization shall be at liberty to appoint a substitute in his place for that meeting of the Society. Such a substitute shall have all the rights and privileges of a member of the Society for that meeting.
- 14 (a) When a person is appointed as a member of the Society by reason of the office of appointment he holds, his membership of the Society shall terminate when he ceases to hold that office or appointment. The respective parent organization shall, however, be entitled to remove their nominee at any time from membership of the Society and appoint others in his place.
- (b) Member of the Society shall hold the office for such a period not more than three years or as may be prescribed by the Society at the time of their appointment or at any time thereafter.

(c) The Society may, notwithstanding anything contained in sub-rule (b) above, terminate the membership of any member or one and the same time the membership of all members. Upon such termination, the vacancies shall be filled in accordance with the relevant provisions of the Rule. The members whose membership is so terminated, shall be eligible for reappointment.

15. A members of the Society shall loose his/her membership on the following grounds and reasons and the Governing Council is empowered to take such decisions:
- i) If he/she does not attend three consecutive meetings of the Society without sufficient cause or leave of absence granted to him/her by the Chairman;
 - ii) If he/she dies, resigns, becomes of unsound mind or insolvent and is convicted of a criminal offence involving moral turpitude;
 - iii) If the tenure of his/her respective office as prescribed in these Rules and Regulations terminates.
 - iv) If he/she is hindrance in the achievements of the aims and objects of the Society.
16. The resignation of a member shall be tendered to the Society through the Secretary and shall not be effective till it has been accepted in writing by the Chairman of the Governing Council on behalf of the Society.
17. (a) A vacancy in the membership caused by any of the reasons mentioned in rule 15 may be filled up by the Society.
- (b) The members whose membership is terminated for the reason as mentioned in rule 15 (iii) shall be eligible for reappointment.

MEETINGS OF THE SOCIETY

18. There shall be two meetings of the Society, namely:
- i)Annual General Meeting.
 - ii)Extra Ordinary General Meeting
19. a) The Annual General Meeting of the Society shall be held not later than six months after the expiry of each financial year at such date and time and place as may be determined by the President in consultation with the Governing Council.
- b) The business of the Annual General Meeting shall be:
- i)To receive and adopt the audited statements of accounts prepared for the preceding financial year and the annual report of the Society;
 - ii)To consider the budget estimates and the action plan of the Society for the next financial year prepared by the Secretary and approved by the Governing Council, and to adopt the same;
 - iii)To appoint auditors of the Society; and
 - iv)To transact such other business which may be brought before the meeting by the Governing Council.
20. The President can at any time summon an extra ordinary general meeting of the Society, if considered necessary for transacting business of important nature or if so requisitioned by not less than five members of the Society by request in writing and specifying the reasons for the requisition within one month from the date of request of requisition.

21. Except as otherwise provided in these Rules and Regulations, all meetings of the Society shall be called by notice under the hand of the Secretary who shall act in accordance with the directions of the Chairman in this regard.
22. a) Every notice calling meetings of the Society under Rule 18 shall state the date, time and place at which such meeting will be held and be served upon every member of the Society not less than 10 clear days before the day appointed for the meeting.
 - b) The accidental omission to give or non-receipt of such notice by any member shall not invalidate the proceedings of any such meeting.
 - c) A notice may be served upon any member of the Society either personally or by sending it by post in an envelope addressed to such member at his address as mentioned in the roll of members.
 - d) Any notice so served by post shall be deemed to have been served on 4th day following that on which the envelope containing the same was posted and prove that the envelope containing such notice was properly addressed and duly posted.
23. Every meeting of the Society shall be presided over by the President/Vice President and in their absence, by a member chosen to preside over that particular meeting,
24. One-third of the total members of the Society present in person shall form a quorum at every meeting of the Society. Where the quorum is not present within half an hour after the time fixed for the meeting of Governing Council, the meeting shall stand adjourned and may be held at the same place after half an Hour following the adjournment. No quorum shall be necessary for such adjourned meeting.
25. Subject to provisions contained in Rule 79 supra, all disputed questions at the meeting of the Society shall be determined by majority of votes.
26. a) Each member of the Society shall have one vote,
 - b) In case of equality of votes for and against a particular issue, the Chairman shall have a casting vote.
27. a) The Society shall cause minutes of all proceedings of its Annual General Meetings, and of its Extra Ordinary General Meetings to be entered in a Minute Book kept for the purpose.
 - b) Any such minutes, if purporting to be signed by the Chairman of the meeting at which the proceedings were held or by the Chairman of the next succeeding meeting, shall be evidence of the proceedings.
 - c) The minutes book shall be kept at the Registered Office of the Society and shall during business hours be open to inspection of any member free of charge.
28. a) In respect of the following business of the Society a special resolution as defined in Section..... of the Act would be required to be passed:
 - i)Amendment of the Memorandum of Association and Rules & Regulations;
 - ii)Change in the name of the Society, subject to approval of the Registrar.
 - iii)Amalgamation and division of the Society;
 - iv)Manner of distribution of any property left undistributed on dissolution of the Society.
 - b) A copy of the special resolution shall be filed with the Registrar within days from the date of passing of such resolution signed by the **Secretary** of the Society.

GOVERNING COUNCIL

29. a) The affairs of the Society shall be administered, directed and controlled by a Governing Council in accordance with its Rules and Regulations.
- b) The members of the Governing Council shall become ipso facto members of the Society on their admission.
- c) The members of the Governing Council shall not be less than and more than

COMPOSITION OF THE GOVERNING COUNCIL AND TENURE OF OFFICE

30. The Governing Council of the Society shall have the following members:
 - i) A representative nominated by the Industry Partner as the Chairman
 - ii) Four other members from local industries nominated by the Industry Partner, one of whom to be nominated as the Vice Chairman.
 - iii) Five representatives nominated by the State Government.
 - iv) The Principal of the ITI, as the ex-officio Member Secretary

31. The tenure of the Governing Council shall be for a period of not more than three years, and the outgoing members shall be eligible for reappointment.

32. The ex-officio and nominated members of the Governing Council shall hold their office by virtue of being the nominees on behalf of their respective parent organizations. Their membership of the Governing Council shall automatically terminate in case they cease to be in that office or appointment by reason of which they hold membership in the Society or if they are removed by their respective nominating organization from membership of the Society. The respective nominating organization shall have power to nominate others as their representative instead of the previous ones.

33. a) The members of the Governing Council, except the ex-officio members, shall lose his/her membership on the following grounds and the Governing Council is empowered to take such decision;
 - i) if they do not attend three consecutive meetings of the Governing Council without sufficient cause or leave of absence granted to them by the Chairman;
 - ii) if they resign, become of unsound mind or insolvent and are convicted of a criminal offence involving moral turpitude;
 - iii) if in the opinion of the 'IMC of ITI-----' continued association of any member is not conducive to the interest of the Society and an order in writing is made to that effect.
 b) Upon such termination of membership, the vacancies shall be filled in accordance with the relevant Rules and Regulations of the Society.

34. The resignation of a member of the Governing Council shall be tendered to the Secretary and shall not be effective till it has been accepted in writing by the Chairman of the Governing Council on behalf of the Society.

POWERS, FUNCTIONS AND RESPONSIBILITIES OF THE GOVERNING COUNCIL

35. With a view to attaining the aims and objects of the Society, the Governing Council shall discharge such duties and responsibilities, exercise such powers and undertake to carry out such activities as are considered essential in general and with particular reference to the following:

- i) To prepare and execute plans and programmes and to carry on the administration and management of the Society.
- ii) To receive grants and contributions and to have custody of the funds of the Society.
- iii) To prepare the budget estimates of the Society each year and sanction expenditure within the limits of the budget approved by the Society at the Annual General Meeting.
- iv) To prepare and maintain accounts and other relevant records and annual statements of accounts including the Balance sheet of the Society.
- v) To fix, levy and receive such fees and other charges for service rendered by the Society.
- vi) To make, inform, adopt, amend, vary or rescind from time to time rules and byelaws with the approval of General Body of the Society for regulation of any purpose connected with the management and administration of affairs of the Society and for the furtherance of its aims and objectives.
- vii) To perform such additional functions and carry out such duties as may from time to time be assigned to it by the Society.
- viii) To establish procedure in respect of services and technical advice to be rendered by the Society and the levy and collection of charges for the same.
- ix) To institute and award scholarship, prizes and medals .
- x) To recommend to the State Government :
 - a) For creation of post and other infrastructure for the ITI as per IDP
 - b) For filling up of the posts
- xi) To co-operate with any other organization in the matters of education, training management and allied subjects.
- xii) To enter into arrangements for and on behalf of the Society.
- xiii) To sue and defend all legal proceedings on behalf of the Society.
- xiv) To appoint committee or committees for disposal of any business of the Society or for advice in any matter pertaining to the Society.
- xv) Subject to sub-rule (xvii), to delegate to such extent it may deem necessary any of its powers to any officer or committee of Governing Council.
- xvi) To consider and pass such resolution on the annual report, the annual accounts and the financial estimates of the Society as it thinks fit.
- xvii) To delegate to such extent it may deem necessary any of its powers to any officer or committee of the Governing Council.
- xviii) To delegate powers as it may consider appropriate but not the powers for:
 - a) altering, extending or abridging the aims and objects of the Society;
 - b) amalgamating either wholly or partially with any other Society having same or similar aims and objects;
 - c) altering, extending or abridging the Rules and Regulation;
 - d) making capital investment exceeding the approved budget;
 - e) borrowing money except for working capital exceeding the approved budget;
 - f) transferring by way of mortgage, pledge, hypothecation or otherwise any assets, movable or immovable, except as security for working capital;
 - g) appointing bankers and auditors and
 - h) generally anything extraordinary and of major importance.
- xix) To determine admissions in the ITI to the extent provided in the Memorandum of Agreement referred to in para 3B(i) of Memorandum of Association of the Society.

36. The Governing Council shall abide by any instructions issued by the Central Government in respect of any matter related to upgradation of the ITI.

37. a) In the event of any matter not being provided for herein, the Governing Council have the power to make bye-laws, as it deems necessary, with the approval of General Body of the Society.

b) The Governing Council shall be the sole authority for resolving any doubts as to the interpretation of these provisions and its ruling shall be final and binding.

38. Subject to the provisions of the Act, no member of the Governing Council shall be held personally liable for any loss damage or harm that may be caused by reason of any act or omission done by him in good faith, in course of discharging his functions and powers.

39. No member of the Governing Council shall in that capacity be entitled to receive remuneration except travel allowance for attending the meeting the quantum for which shall be fixed from time to time by the Governing Council with the approval of the Society.

MEETINGS OF THE GOVERNING COUNCIL

40. The meetings of the Governing Council shall be held as frequently as is considered necessary by the Chairman but in any case not less than one meeting every three months for considering the progress of the Society, solving problem, if any, that may arise in the way of achieving the desired aims and objects as mentioned in the Memorandum of Association of the Society and planning future course of action. However, during the first one year of the formation of the Society when the process of upgradation of the ITI is underway the Governing Council is expected to meet once every month.

41. The agenda for all meetings shall including confirmation of the minutes of the preceding meeting shall be prepared by the Secretary in consultation with Chairman of the Society.

42. a) Members of the Governing Council shall be served notice in writing days before the date of all the meetings. The Chairman shall have powers to reduce the notice period if the circumstances so warrant.

b) The notice of the meeting shall set out the date, time and venue of the proposed meeting of the Governing Council and shall be accompanied by the agenda of the meeting.

c) Any accidental omission and /or non receipt of the notice for any meeting shall not itself invalidate the proceedings of any meeting of the Governing Council.

43. The Governing Council may frame such bye laws as it may deem necessary for holding and conduct of its meetings.

44. a) The Chairman shall preside over all the meetings of the Governing Council.

b) If the Chairman is unable to attend a meeting of the Governing Council, the Vice Chairman will preside over the meeting.

c) If there is no Chairman / Vice Chairman or the Chairman/ Vice Chairman is not present within half an hour of the time appointed for the meeting, the members present shall choose one of themselves to function as acting chairman of that meeting.

45. a) All questions in the meeting of the Governing Council where unanimity can not be reached, shall be decided by a majority of votes.

b) In case of equality of votes for and against a particular issue, the Chairman shall have a casting vote in addition to his ordinary vote.

46. a) The quorum for all the meetings of the Governing Council shall be one third of the total number of its members.

b) Where the quorum is not present within half an hour after the time fixed for the meeting of Governing Council, the meeting shall stand adjourned and may be held at the same place after half an hour following the adjournment. No quorum shall be necessary for such

adjourned meeting.

47. The Chairman of the Governing Council may himself call or by resolution in writing signed by him require the member secretary to call a meeting of the Governing Council at any time.

AUTHORITIES OF THE SOCIETY

48. The following shall be the authorities of the Society:
- i) The Chairman of the Governing Council, who shall also be ex-officio President of the Society.
 - ii) The Vice-Chairman of the Governing Council, who shall also be the ex-officio Vice-President of the Society.
 - iii) The Governing Council.
 - iv) The **Secretary** of the Society who shall also be the ex-officio secretary of the Society and the Governing Council.
 - v) Such other authorities as may be constituted as such by the Governing Council.
49. The Governing Council shall have powers to appoint financial and other committees/ sub committees for carrying out the objects of the Society, and by resolution delegate to the committees or sub-committee(s) so constituted such of its powers for conduct of business as it may deem necessary.

THE CHAIRMAN

50. The Chairman of the Governing Council shall be nominated by the Industry Partner.
51. The Chairman shall have the following powers, functions and responsibilities:

- a) The chairman shall provide vision to the Society and lead the IMC for upgradation of the ITI.
- b) The Chairman may direct the Secretary to call a special meeting at a short notice in case of emergency.
- c) The Chairman shall see that the affairs of the Society are run efficiently in accordance with the provisions of the Memorandum of Association, Rules & Regulation and bye laws of the Society as may be framed.
- d) On such matters, which the Chairman thinks are of sufficient importance and urgency and can not wait for being placed in the next meeting of the Governing Council, and which he anticipates would get the approval of the Council, the Chairman shall take decisions and place the same before the Governing Council at its next meeting.
- e) The Chairman shall be the sole and absolute authority to judge the validity of the votes cast by the members of the Governing Council and General Body.
- f) The Chairman may in writing delegate such of his powers as he may consider necessary to the Secretary.
- g) The Chairman shall be entitled to invite any other person to attend the meeting of the Governing Council but such person shall not have power to vote.
- h) The Chairman shall have the authority to review periodically the work and progress of the Society and to order inquiries into the affairs of the Society and to pass necessary orders on the recommendations of the inquiry committee.
- i) The Chairman shall plan, direct and coordinate the overall working, of the Society.

THE MEMBER SECRETARY

52. a) The Secretary shall be the Chief Executive Officer of the Society.
 b) The Secretary will be member secretary to the Society as well as the Governing Council and shall, in consultation with, the Chairman prepare agenda for the meetings of the General Body and Governing Council, convene such meetings, keep a true and accurate record of the proceedings of the same and forward all such documents, papers and related information as may be required in the discharge of his duties.
53. a) The Secretary shall be charged with the responsibility of day to day management and administration of the Society.
 b) The Secretary shall perform his duties and functions and exercise his powers under the overall direction, superintendence and control of the Chairman of the Governing Council under the Rules and Regulations, of the Society.
54. In discharge of his functions, duties and powers, the Secretary, shall in particular do the following:
- a) plan, direct, co-ordinate, organise and supervise day to day work of the Society.
 - b) prepare concrete operational plan of action for the year together with the revolving action plan for subsequent period of time to be determined by the Governing Council and budget estimates for the concerned period.
 - c) report to the Governing Council on policy matters and achievements and delegate responsibilities to other officers, if required.
 - d) present report of the Governing Council in the annual general meeting of the Society.
 - e) determine operational targets, measures and methods to achieve such targets and implement them after the approval of Governing Council
 - f) submit annual budget of the succeeding year at least six months prior to the closing of the Financial Year and furnish the same to State Government for getting funds from them, if any, after approval of Governing Council.
 - g) submit audited statements of accounts of the preceding year not later than three months after the close of the Financial Year.
 - h) submit all such other reports as may be required by the Governing Council or otherwise.
 - i) report to the Governing Council on all capital and recurring expenditure.
 - j) sanction and incur expenditure in accordance with the procedure laid down in the bye laws framed for the purpose and within the authority as may be delegated by the Governing Council.
 - k) sign all deeds and documents for and on behalf of the Society
 - l) sign all documents and proceedings requiring authentication by the Society.
 - m) with the approval of the Governing Council delegate any of his powers and functions and duties to any member the staff of the Society/ITI which are not inconsistent with the provisions of these rules.
 - n) do all such things as may be required for day to day management and administration of the Society

FUNDS OF THE SOCIETY

55. The funds of the Society shall consist of the following:
- i) Interest free loan received from the Central Government under the Scheme “Upgradation of 1396 Government ITIs through Public Private Partnership”.
 - ii) Income from investments and savings.

- iii) Receipts by way of fees and charges for any short term or long term training courses run by the Society in the ITI.
 - iv) Income earned by running production/service centres by the Society in the ITI.
 - v) Charges for consultancy services provided by the ITI.
 - vi) Grants, contributions, and donations received by the Society from Government of India, State Governments, Public Undertaking, private parties or any other sources.
 - vii) Extra charges allowed to be collected by the State Government to the Society for any paid seats in the ITI for any training course.
56. a) The bankers of the Society shall be the bank as may be decided by the Governing Council and prescribed by the Central Government in the instructions issued from time to time.
- b) All funds shall be paid into accounts of the Society which shall be operated upon by such officer(s) as may be duly authorized by the Governing Council.
57. Subject to the provisions of Section..... of the Act, and with the approval of Governing Council, any portion of the funds of the Society, not immediately required, may be invested or deposited.
- i) in a special account opened by the Society for the purpose in a banking company as defined in the Banking (Regulation) Act,1949 and prescribed by the Central Government.
 - ii) in any other mode permitted by the Central Government in its instructions issued from time to time.

PROPERTY OF THE SOCIETY

58. All funds and assets transferred to the Society shall be at the disposal of the Society.
59. All the properties of the Society shall be acquired and registered in the name of the Society.
60. All funds and properties of the Society shall be used only for the aims and objects of the Society.
61. No property of the Society shall be disposed of except on the recommendations of the Governing Council. Disposal of any immovable property shall be approved by the Society as well.

ACCOUNTS AND AUDIT

62. a) The Society shall maintain proper accounts and other relevant records and prepare annual statements of accounts for each of the financial year ending 31st March in such form as may be prescribed by the auditors appointed by the Society.
- b) The audited accounts of the Society shall be placed before General Body within six months from the date of closing of Financial year for approval and the reports shall be filed with the Registrar within three months from the date of conducting the General Body of the Society.
63. Books of accounts of the Society shall be kept at the Registered Office of the Society and shall be open to inspection of any member free of charge during the business hours.

64. The accounts of the Society shall be audited annually by auditors and any expenditure incurred in connection with the audit of accounts of the Society shall be payable by the Society.
65. The audited Statements of Accounts together with the Audit Report shall be placed before the Governing Council for consideration and approval and thereafter the same shall be put up before the General Body for approval.
66. The Central Government shall have the right to demand production of books, accounts, connected vouchers and other document of the Society relating to any accounting year.
67. Every member of the Society on an application made and payment of prescribed fees shall be entitled to receive a copy of the bye-laws, balance sheet and receipts and expenditure account.

ANNUAL REPORT

68. a) A draft of Annual report and the yearly accounts of the Society shall be prepared by the Secretary for consideration and approval of the Governing Council and shall thereafter be placed before the General Body at its Annual General Meeting for consideration and adoption;
- b) Copies thereof as finally approved by the Society shall be supplied to the members of the Society.
- c) The Books and Registers of the Society shall be kept ready for inspection by Registrar at all reasonable hours.

ALTERATION OF THE AIMS AND OBJECTS OF THE SOCIETY AND THE RULES AND REGULATIONS

69. Whenever it appears to the Governing Council that it is advisable to alter, extend or abridge the aims and objects of the Society either wholly or partially, the Governing Council may take necessary action in accordance with the provisions of section of the Societies Registration Act with the prior approval of the State Government.

AMALGAMATION WITH OTHER SOCIETIES

70. If in the opinion of the Governing Council it is desirable to amalgamate the Society either wholly or partially with any other Society having similar aims and objects, it can be done as per provision of section..... of the Societies Registration Act,, and with the prior consent of the Registrar and the State Government.

SEAL OF THE SOCIETY

71. The Governing Council of the Society shall provide a seal and also its safe custody and the seal shall never be used except with the authority of Governing Council previously given and one member of the Council shall sign every instrument to which the seal is affixed and every such instrument shall be countersigned by the **Secretary** or by some other person appointed by the Council.

DISSOLUTION OF THE SOCIETY

72. The Society shall not be dissolved without the consent of the State Government and upon such dissolution, the assets of the Society shall be dealt with in accordance with the

provisions contained in the Societies Registration Act as applicable to the State of _____
_____.

SUBMISSION OF ANNUAL LIST

73. Once in every year a list of members shall be filed with the Registrar of Societies as per provisions of (Section-----) of the Societies Registration Act.

LEGAL PROCEEDINGS

74. The Society may sue or may be sued in the name of the Chairman or the **Secretary** of the Society as per provisions laid down under (Section----) of the Societies Registration Act.

APPLICABILITY CLAUSE

75. All the provisions of the Societies Registration Act, ----- shall apply to this Society.

POWERS OF THE GOVERNMENT

76. a) The Central Government shall have the following powers in the conduct of the affairs of the Society:
- i) to issue instructions for bringing about any changes in the Memorandum of association and Rules and Regulation of the Society.
 - ii) to call for such reports, documents and papers with respect to the activities of the Society as may be required from time to time.
 - iii) to issue instructions regarding the utilization of the funds of the Society.
- b) The State Government shall have the following powers in the conduct of the affairs of the Society:
- i) to give directions as to the exercise of powers and performance of functions of the Society in matters involving substantial public interest, education and training policies.
 - ii) to evaluate from time to time the relevance, effectiveness, impact and efficiency of the Society in fulfilling its aims and objectives.
- c) The above mentioned powers will be exercised only on the recommendations of the NSC/SSC.

RESTRICTIONS OF THE POWERS OF THE SOCIETY

77. The Society shall be precluded from making amends, varying or rescinding such Rules and Regulations and byelaws which provide for the prior approval of the Central Government or the State Government for doing or performing any act by the Society.

GENERAL

78. The Society shall function notwithstanding that any person who is entitled to be a member by reason of his office is not a member of the Society and notwithstanding any other vacancy in its body whether by non-appointment or otherwise and no act or proceedings of the Society or its Governing Council shall be deemed to be invalid merely for the reasons of any vacancy or defect in the constitution of the General Body, Governing Council or Committee as the case may be.

CERTIFIED THAT THIS IS THE CORRECT COPY OF THE RULES AND REGULATIONS OF THE SOCIETY.

Witnesses:

Members Governing Council

***UPGRADATION
OF
1396
GOVERNMENT ITIs
THROUGH
PUBLIC PRIVATE PARTNERSHIP***

***INSTITUTE DEVELOPMENT
PLAN***

(This IDP proforma is to be completed by IMC Society of the ITI seeking interest free loan under the scheme. It shall then be forwarded to State Steering Committee which will approve it and send it to DGE&T, Ministry of Labour & employment for release of funds.)

SECTION-A: INFORMATION ABOUT IMC OF ITI

1	STATE/UT	
2	ITI(Name/ Address)	
3	Name of Principal:	
	Contact details- Phone:	
	Fax:	
	Email:	
4	Industry Partner (Name/ Address)	
	Details of Nodal officer (Name/Address)	
	Designation in parent org.:	
	Contact details- Phone:	
	Fax:	
	Email:	
5	IMC Chairman (Name/ Address)	
	Designation in parent org.:	
	Contact details- Phone:	
	Fax:	
	Email:	
6	Affiliation of Industry Partner	CII/FICCI/ASSOCHAM/Other(pl. specify)
7	Details of Contact Person of above Industry body at:	
	Local level	
	State level	
	National level	
8	Details of Bank Account of IMC Society- Account No:	
	Bank & Branch:	

Composition of Institute Management Committee (IMC)

S No		<i>Name of member</i>	<i>Additional information about the member</i>
1	Chairman of the IMC		
2	Secretary of the IMC (Principal of ITI)		
	Members nominated by Ind. Partner		
3	Member 1		
4	Member 2		
5	Member 3		
6	Member 4		
	Members nominated by State Govt.		
7	Member 1		
8	Member 2		
9	Member 3		
10	Member 4		
11	Member 5		

SECTION-B: EXECUTIVE SUMMARY OF THE DETAILS OF THE EXISTING ITI:

1. Year of Establishment: -----
2. Affiliation Number given by DGE&T -----
3. Building/ Premises : (Owned/ Rented) -----
4. Total land Area (in Sq. m) -----
5. Total Constructed area: (in sq.mts) Office: _____
Workshop: _____
Hostel: _____
6. Types of industries available in the region -----
7. Whether Placement cell available in ITI-----YES/ NO
8. Percentage of passed out trainees employed/self employed during last two years-----
9. Trades having high employment potential in the region-----
10. Trades having low employment potential in the region -----
11. Total yearly fees collected from trainees (average of last two years) ----Rs-----
12. Revenue generated during last two years through other sources/ activities (Pl specify)-----Rs. (Year _____) Rs. (Year _____)
13. Trainees Details (Trainees as on date)

Total Number	Males	Females	Scheduled Caste		Scheduled Tribe		OBC	
			Males	Females	Males	Females	Males	Females

14. Trade details:

Trades available in ITIs	No. of trainees			Instructors					
				Availability				Training (out of filled posts)	
	Ist year	2 nd year	3 rd year	Sancti oned	Filled	vacant	Total	Trained	untrained
<u>NCVT</u>									
1.									
2.									
3.									
4.									
Others									
<u>SCVT</u>									
1.									
2.									
3.									
Others									

15. Expenditure details:

(Rs in Lakh)

Expenditure of last two years			
Exp for the Year.....		Exp for the Year.....	
Recurring	Non recurring	Recurring	Non recurring

**SECTION C: SUMMARY OF THE FUTURE PLAN FOR
UPGRADATIUN OF ITI:**

(I) Skill requirements of the region.

- a. How the skill needs of the region has been determined
 (ii) Though study/survey-----Yes/No

(iii) Data collected from -----Yes/No

b. Estimate of the yearly skill requirement (in terms of number of workers)

Skill requirement	For the region	For outside the region which can be met by the ITI
Short term		
Medium term		
Long term		

(II) Proposed changes in training programmes:

(a) Upgrade the ITI into a Centre of Excellence in trade sector.

(b) Upgrade the following trades.

List of Trades	No. of units
<input type="radio"/>
<input type="radio"/>
<input type="radio"/>

(c) Add the following new trades.

List of Trades	No. of units
<input type="radio"/>
<input type="radio"/>
<input type="radio"/>

(d) Delete the following trades

List of Trade	No. of units
<input type="radio"/>
<input type="radio"/>

(III) Details of the additional resources required and the total loan amount sought by the IMC society under this scheme:

- Total interest free loan amount sought : Rs..... (lakhs)
- Seed money to be used as a corpus : Rs..... (Lakhs)
- Manner in which the remaining amount is proposed to be used:

(Rs in lakhs)

Item	For CoE	For upgradation	For new trades	Total
Civil works				
Equipment furniture				

learning material etc.				
Recurring expenditure				
Total				

4. Additional Manpower requirement:

S No	Trade	Instructors	Other staff

(IV) Details of any revenue generating facilities proposed to be set up in the ITI:

- (1). Whether any Business Plan to generate revenue has been prepared?.
- (2). If yes, please give the details interalia indicating the year when the facilities for the same is envisaged to be developed, funds requirement & how the expenditure is likely to be met, etc. in a separate Annexure.

(V) Key Performance Indicators(KPIs)

The details to the Key Performance Indicators set as targets under this scheme during next five years are as follows:

Sl. No.	Key Performance Indicators	Base line in the year of release of loan	Target				
			for the year next to loan release year	for 2 nd year	for 3 rd year	for 4 th year	for 5 th year
1.	% of applications as compared to no. of seats						
2.	% of enrolments as compared to no. of seats						
3.	% of dropout as compared to no. of enrolments						
4.	% of students passed out compared to enroll students						
5.	% of passed out students employed/ self employed within one year of pass out						
6.	Average monthly income of the employed/self employed students.						

**SECTION D: DESCRIPTION OF THE MEASURES FOR IMPROVING
THE PERFORMANCE OF THE INSTITUTE**

(a) What changes would you like to introduce for better management of the ITI?

(b) What sort of training do teaching and non-teaching staff of the ITI require?

(c) What improvements in teaching and learning resources does the ITI require?

(d) Can you improve the number of female students in ITI courses? How would this be done?

(e) Can you improve the number of students from disadvantaged background in the ITI courses? How would this be done?

(f) How can you improve your linkages with the local labour market? Do you need to improve your linkages with labour markets outside your locality and if yes, how could you go about it?

SECTION E: ACTION PLAN FOR UPGRADATION

(a) Do you intend to establish a Centre of Excellence? **Yes... No**

If Yes:

Which trade sector do you prefer?

Why did you choose this sector?

(b) *In addition to above or otherwise* Which trades would you prefer to upgrade?

- 1
- 2
- 3
- 4
- 5
- 6

Why did you choose these trades?

(c) What resources do you need to upgrade your institution as a COE or to upgrade selected trades?

(i) *Civil works* – describe and justify any civil works you want to undertake.

(ii) *Equipment, Tools & other items*– describe and justify all goods you want to procure.

(a) Equipment

(b) Furniture

(c) Books, Learning Resources and Software

(Pl add annexure if required)

(d) *Training of Staff* – describe and justify the training needed by your staff and indicate how this could be implemented. (Please fill-up the ***Annexure to IDP***)

(i) Training of Teaching Staff

(ii) Training of Non-Teaching Staff

(e) Additional Staff - describe and justify any additional staff you need.

(f) Consumables and Training Materials – describe and justify the consumables and any maintenance you need.

SECTION F: YEARWISE BREAKUP OF RESOURCES REQUIRED

(I) What finances do you need to procure the resources you described in the previous section?

(a) for CoE:

(figures in lakh of Rupees)

		Year 1	Year 2	Year 3	Year 4	Year 5	Total
		<i>Non-recurring costs</i>					
1	<i>Civil Works</i>						
2	Equipment						
3	Furniture						
4	Books, Learning Resources and Software etc						
5	Sub Total(1+2+3+4)						
		<i>Recurring Costs</i>					
6	Additional manpower						
7	Consumables, Maintenance and Training Materials						
8	Misc Exp.(Pl specify)						
9	Sub Total (6+7+8)						
	TOTAL(5+9)						

(b) for Upgradation of trades:

		Year 1	Year 2	Year 3	Year 4	Year 5	Total
		<i>Non-recurring costs</i>					
1	<i>Civil Works</i>						
2	Equipment						
3	Furniture						
4	Books, Learning Resources and Software etc						
5	Sub Total(1+2+3+4)						
		<i>Recurring Costs</i>					
6	Additional manpower						
7	Consumables, Maintenance and Training Materials						
8	Misc Exp. (Pl specify)						
9	Sub Total (6+7+8)						
	TOTAL(5+9)						

(c) for new trades :

		Year 1	Year 2	Year 3	Year 4	Year 5	Total
		<i>Non-recurring costs</i>					
1	Civil Works						
2	Equipment						
3	Furniture						
4	Books, Learning Resources and Software etc						
5	Sub Total(1+2+3+4)						
		<i>Recurring Costs</i>					
6	Additional manpower						
7	Consumables, Maintenance and Training Materials						
8	Misc Exp. (Pl specify)						
9	Sub Total (6+7+8)						
	TOTAL(5+9)						

TOTAL requirement of funds (a)+ (b)+(c)

		Year 1	Year 2	Year 3	Year 4	Year 5	Total
		<i>Non-recurring costs</i>					
1	Civil Works						
2	Equipment						
3	Furniture						
4	Books, Learning Resources and Software etc						
5	Sub Total(1+2+3+4)						
		<i>Recurring Costs</i>					
6	Additional manpower						
7	Consumables, Maintenance and Training Materials						
8	Misc Exp. (Pl specify)						
9	Sub Total (6+7+8)						
	TOTAL(5+9)						

SECTION G: MISCELLANEOUS

a) How do you see the future of the Institute and what action would you suggest for achieving its growth and sustainability.

b) Any outstanding achievements/ success stories of the Institute?

(Besides the information asked for in this proforma, if any other relevant information is to be submitted, it may be enclosed)

**ITI Principal(Secretary of IMC)
Chairman)**

Signature

Industry Partner(IMC

Signature

Annexure to IDP

Details of the Instructional Staff in the Institute

Sl. No.	Name of the Instructional Staff	Educational /Technical Qualification	Email ID	Mobile No./Phone No.	Instructor in which Area and how long	Is the Instructor Trained in Principles of Teaching-POT (Yes/No)	Is the Instructor Trained in Trade area(s) (Yes/No)
<i>a</i>	<i>b</i>	<i>c</i>	<i>d</i>		<i>e</i>	<i>f</i>	<i>g</i>
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							

Additional sheets may be added, if required

Composition and Functions of National Steering Committee

• **COMPOSITION**

- a) Secretary, Ministry of Labour & Employment, - Chairperson
Government of India
- b) Director General of Employment & Training, - Ex-Officio Member
Ministry of Labour & Employment, Government Secretary
of India
- c) Financial Adviser, Ministry of Labour & - Member
Employment, Government of India
- d) One representative each nominated by Apex - Members
Industry Associations, namely, CII, FICCI and
ASSOCHAM
- e) Secretary, Ministry of Micro, Small and Medium - Member
Enterprises or his representative not below the
rank of Joint Secretary
- f) Secretary, Department of Information Technology - Member
or his representative not below the rank of Joint
Secretary
- g) Secretary, Ministry of Human Resource - Member
Development, Department of Higher Education or
his representative not below the rank of Joint
Secretary.
- h) Representatives of three State Governments (by - Members
rotation)

For the year 2007-08, the Principal Secretaries/Secretaries dealing with Craftsmen Training Scheme in the States of Uttar Pradesh, Maharashtra and Karnataka are the members of the NSC.

• **FUNCTIONS**

The functions of the NSC are as follows :

- Guiding the overall implementation and monitoring of the scheme.
- Guiding the work of the National Implementation Cell (NIC).
- Reviewing progress of implementation of the scheme and taking corrective measures for improvement.
- Scrutinizing cases of default in repayment of loan under the scheme and imposing penalty or take any other action deemed fit.
- Suggesting areas for policy development to be taken up by National Implementation Cell.
- Any other issues considered necessary for the effective implementation of the Scheme.

Guidelines for formation and funding of State Steering Committee (SSC) & State Implementation Cell(SIC) :

The guidelines for formation, working and funding of SSC and SIC under the Scheme for 'Upgradation of 1396 Government ITIs through Public Private Partnership' are as follows :

State Steering Committee(SSC) :

State/UT governments involved in the Scheme are required to establish State Steering Committee (SSC) of ten members. The SSC will have following members:

- (i) The Secretary/ Principal Secretary, Department of Labour/ Technical Education/ Secretary dealing with ITIs (as applicable) as the Chairperson;
- (ii) Financial Advisor/ Financial Controller/any other authority dealing with the finances of the concerned Department, as member;
- (iii) Chief Engineer of the State PWD or other State approved agency for construction works or his nominee not below the rank of a Superintending Engineer, as member;
- (iv) Three industry representatives nominated by major industry associations, as members;
- (v) Three members having knowledge, expertise and interest in vocational training nominated by the State/UT Government, as members.
- (vi) The State Director dealing with ITIs shall be the ex-officio member, and shall act as Secretary of the SSC.

2. The operational cost of the SSC, including sitting fees for industry representatives, are financed by the Scheme.

3. At the State level, the Scheme will be guided and facilitated by the State Steering Committee (SSC), under the Chairmanship of the Principal Secretary/ Secretary/ Commissioner for vocational training. The responsibilities of SSC would be as follows:

- ❖ Guiding overall implementation and monitoring of the Scheme at the State level.
- ❖ Assessing and recommending the IDPs of the IMCs for financing under the Scheme to the Central Government.
- ❖ Authorising submission of reports to the NSC or Central Government, wherever required, under the scheme.
- ❖ Reviewing and approving the training plans for the staff of SIC.

- ❖ Coordination with the Industry/Industry Partners/Industry Associations at the State level to solve their problems in implementation, if any.
- ❖ Performing any other specific functions as provided under the tripartite MoU to be signed amongst the Central Government, State Govt. and Industry Partner.

It is understood that for the on going Scheme of DGE&T, MoL & E for upgradation of 400 ITIs into COEs through World Bank assistance, the "State Steering Committee" has already been established in each state for implementation and monitoring of the scheme at

the State level. The same Committee may be used under this scheme with the additional roles and responsibilities.

State Implementation Cell (SIC):

For management, monitoring and evaluation of the Scheme at the State level, a State Implementation Cell (SIC) has to be set up for a five year period from 2007-08 to 2011-12. The SIC would be responsible for implementation of the Scheme under the guidance of State Steering Committee. Some of the major functions of the 'SIC' will be:

- i) to register IMC as Society after identification of Industry Partner.
- ii) to ensure signing of Memorandum of Agreement (MoA) by Industry Partner, State Govt. and Central Govt.
- iii) to guide and support of IMC Society in preparation of IDPs.
- iv) to scrutinise the Institute Development Plans of IMCs, submit them to SSC for recommendations and finally forward them to NSC for approval and release of loan to the concerned IMCs.
- v) to regularly monitor all the aspects of implementation of the scheme, take corrective actions and convey the same to concerned IMCs wherever required.
- vi) to build capacity of the ITIs and IMCs wherever required and facilitate the sharing of information among IMCs.
- vii) to ensure that accurate and timely information is fed into the IT based MIS maintained at DGE&T for the scheme.
- viii) to assist and prepare documents for Joint Review Meetings.
- ix) to prepare timely Progress reports and furnish to DGE&T, MoL&E.
- x) to act as a secretariat for the SSC.
- xi) to seek funds from Central Govt. for activities of SIC/SSC.
- xii) to ensure compliance of activities conveyed in MoA on the part of State Govt.

2. The office and administrative expenses including salaries and other remuneration of the staff of the SIC will be borne out of management, monitoring, and evaluation component of the outlay of the Scheme. The funds for this purpose will be released by the DGE & T on receipt of suitable proposals from the SICs.

3. SIC Structure and Composition :

As the number of ITIs to be covered under the scheme will vary from State to State, the structure of SIC in each State shall be decided depending upon the number of ITIs to be covered. The SIC will be headed by the State Director dealing with ITIs and may consist of full time officers and staff as follows :

Sl.No.	No. of ITIs to be covered during the entire Project Period	No. of Posts in SIC	Details of Posts in the SIC
1	200 & above	7	i) Joint Director - 2 ii) Dy Director/Asstt. Director - 4 iii) Section Officer/Assistant - 1 for establishment matters
1.	150 to 199	6	i) Joint Director - 1 ii) Dy. Director/Asst. Director - 4 iii) Section Officer/Assistant - 1 for establishment matters
2.	100 to 149	5	i) Joint Director - 1 ii) Dy. Director/Asst. Director - 3 iii) Section Officer/Assistant - 1 for establishment matters
3.	50 to 99	4	i) Joint Director - 1 ii) Dy. Director/Asst. Director - 2 iii) Section Officer/Assistant - 1 for establishment matters
4.	10 to 49	3	i) Joint Director - 1 ii) Dy. Director/Asst. Director - 2
5.	5 to 9	1	i) Assistant Director - 1

NOTE : In addition to the above, contract staff (part time or full time) could be utilized for specific activities such as computer/Data entry operations, house keeping, secretarial work and other specialized activities.

Annex-VII

Tentative allocation of Number of ITIs for 2007-08

SNo	State/ UTs	Tentative No. of ITIs
1	Andhra Pradesh	15
2	Assam	4
3	Bihar	5
4	Chhattisgarh	13
5	Delhi	2
6	Goa	2
7	Gujarat	22
8	Haryana	13
9	Himachal Pradesh	9
10	Jammu & Kashmir	6
11	Jharkhand	2
12	Karnataka	21
13	Kerala	5
14	Madhya Pradesh	22
15	Maharashtra	54
16	Manipur	1
17	Meghalaya	1
18	Orissa	4
19	Pondicherry	1
20	Punjab	18
21	Rajasthan	15
22	Tamil Nadu	12
23	Tripura	1
24	Uttar Pradesh	30
25	Uttaranchal	9
26	West Bengal	8
27	Chandigarh	1
28	Nagaland	1
29	Mizoram	1
30	Arunachal Pradesh	1
31	Daman & Diu	1
	Total	300

Annex- VIII

No. DGET- 35(1396)/Guidelines /2007- NIC
Government of India
Ministry of Labour & Employment
Directorate General of Employment & Training

Shram Shakti Bhawan,
New Delhi, December 3, 2007

To

All State/UT Principal Secretaries/Secretaries dealing with Craftsman Training Scheme.

Subject :Operationalisation of the Scheme ‘Upgradation of 1396 Government ITIs through Public Private Partnership’ – Clarifications regarding certain issues raised during Video Conferences with State Governments.

Sir/Madam,

In connection with operationalisation of the Scheme ‘**Upgradation of 1396 Government ITIs through Public Private Partnership**’, which has been approved by the Union Cabinet on 25.10.2007, Video Conferences have been held with the representatives of some of the State Governments on November 14, 16, 26 and 27, 2007. During these Conferences certain issues/queries have been raised about various aspects of this Scheme.

2. **The following clarifications are issued in respect of these issues/queries:**

Sl.	Issues/Queries	Clarifications
1.	Can a local industry association be associated with the upgradation of an ITI as an Industry Partner? (Chattisgarh, Gujarat)	Yes, an Industry Association can be associated with the upgradation of an ITI as an Industry Partner, where it is not possible to identify an Industry Partner who can shoulder this responsibility.
2.	Can the President/Chairman of such Industry Association become the ex-officio Chairperson of the IMC Society? (Chattisgarh)	Yes.

3.	Can one person be the Chairperson of more than one IMC? (Chattisgarh)	Yes. But it has to be ensured that he is able to devote sufficient time to the working of all the IMCs where he acts as the Chairperson.
4.	DGE&T may clarify as to whether the Memorandum of Agreement to be signed among the stakeholders has been approved by the Finance and Law Departments of the Government of India. (Himachal Pradesh)	The final Memorandum of Agreement has been approved by the CCEA of Union Cabinet after considering the observations of Ministry of Finance and Ministry of Law and Justice of the Government of India
5.	At some places suitable woman member from industry may not be available. In such case how should the condition related to woman member be filled? (Himachal Pradesh)	In such cases the woman member can be from among the State Government nominated members.
6.	Do the Industry Partners have any personal liability in the IMC Society? (Uttar Pradesh)	The individual members in the IMC Society will have any kind of liability only to the extent provided in the Societies Registration Act under which the IMC Society is registered.
7.	While spending the funds received by it as interest free loan or from any other source, will the IMC be required to follow financial procedures of the Central Government, State Government or any other agency? (Haryana)	The matter is being examined in consultation with relevant Departments/Ministries of Central Government and clarification in this regard will be issued shortly.
8.	Will the books of accounts of the IMC be auditable by State Government or Central Government audit? (Haryana)	The matter is being examined in consultation with relevant Departments/Ministries of Central Government and clarification in this regard will be issued shortly.
9.	For preparation of IDPs will the IMCs be allowed to engage any consultants? If yes, does the Central Government have any panel of consultants out of which the IMCs /State Governments can choose? (Haryana)	The IMCs may engage consultants for preparation of the IDPs. The expenditure for this purpose should not exceed 1% of the total outlay of the IDP and can be made out of the interest free loan on its receipt by the IMC.

10.	Can the States send proposals (IDPs) for more number of ITIs than those allocated to them out of the 300 ITIs to be taken up in 2007-08? (Gujarat)	Yes, the States can send proposals for upto 25% more ITIs than those allocated to them in 2007-08.
11.	Is there any provision to take some sort of surety or bond from the Industry Partner to ensue that it does not withdraw from the IMC before the expiry of the Memorandum of Agreement? Is there any penalty clause for mid way unilateral withdrawal by the Industry Partner? (Gujarat)	As of now there is no provision for taking any surety or bond from the Industry Partner on this issue. Nor is there any penal provision for unilateral withdrawal by the Industry Partner from the IMC. It is expected that the Industry Partner will honour the Agreement to the best of its capacity. In case of any difficulty the National Steering Committee will examine the matter and take a suitable decision. However, this matter will be discussed in the meetings of the National Steering Committee, and if required, suitable instructions will be issued.
12.	Will the IMC have any administrative control over the regular staff of the IMC? (Goa)	The IMC will not have any administrative control over the regular staff of the IMC. However, it will be free to make recommendations about any staff member to the Training Directorate of the State Government who, being the final controlling authority, will take necessary action as deemed fit.
13.	Will the regular funding of the ITI by the State Government also go to the kitty of IMC Society? (Goa)	The State/UT government will continue to fund the normal activities of the ITI at the existing level. Of course, they can increase the funding over the existing level. However, these funds will be controlled and spent as per the prevailing State Government Rules and procedures. The IMCs will be empowered to make recommendations about the manner of spending these funds, but will not have any direct control over these.

The above clarifications are issued for your information and further necessary action.

Yours faithfully,

(Sharda Prasad)

Director General of Employment & Training /Joint Secretary

Copy to : All State/UT Directors dealing with Craftsmen Training Scheme.

DGET- 35(1396)/Guidelines (Pt.) /2007- NIC
Government of India
Ministry of Labour & Employment
Directorate General of Employment & Training

Shram Shakti Bhawan,
New Delhi, November 5/8 , 2007

To

All State/UT Principal Secretaries/Secretaries dealing with Craftsman Training Scheme.

Subject :Operationalisation of the Scheme 'Upgradation of 1396 Government ITIs through Public Private Partnership' – Clarification regarding the issue of determination of upto 20% admissions in the ITIs by the IMCs.

Sir/Madam,

The Scheme 'Upgradation of 1396 Government ITIs through Public Private Partnership' has been approved by the Union Cabinet on 25.10.07. While approving the Scheme, the CCEA has directed that :

- (i) the term of the loan be kept at 30 years; and
- (ii) the Institute Management Committees be allowed to determine upto 20% of the admissions in the ITIs.

2. The various documents required for operationalisation of this Scheme have been circulated to all the State Governments on 5/8 November, 2007 after incorporating the above directions of the Union Cabinet. The necessary guidelines giving various steps involved in implementation of this Scheme have also been issued on 5/8 November 2007.

3. In connection with operationalisation of this Scheme, Video Conferences were held with the representatives of some of the State Governments on 14.11.07 and 16.11.07. Some more Video Conferences are proposed to be held with other State/UT Governments shortly.

During the above mentioned two Video Conferences, many of the State Governments have enquired as to how will the 20% of admissions in the ITIs be determined by the IMCs?

4. In this connection, it is clarified that the CCEA, while giving directions in this respect, has not specified any specific manner in which these admissions are to be made. It may be noted that, as of now, the fees and admissions to the ITIs are regulated by the State Governments. The individual State/UT Governments can consult the IMCs

and the State Steering Committee and arrive at a uniform procedure to be followed by all the IMCs in their State keeping in view the requirements of the State/UT.

However, pending this decision the process of operationalisation of the Scheme for 2007-08 may not be stalled as courses in the upgraded facilities in the ITIs are to be started from the session starting in August 2008 and the process of admissions for that will be started in May-June 2008 only.

It is, therefore, requested that selection of Industry Partners and ITIs be completed by 30 November 2007, if not done earlier, signing of Memorandum of Agreement be done by 15 December 2007 and finalization of Institute Development Plans be completed by 31 December 2007 in order to ensure expeditious operationalization of the Scheme, as has been agreed with the apex Industry Associations.

Yours faithfully,

(Sharda Prasad)
Director General of Employment & Training /Joint Secretary

Copy to : All State/UT Directors dealing with Craftsmen Training Scheme

ANNEX-IX

Upgradation of 1396 Govt. ITIs through Public Private Partnership Guidelines regarding Financial and Procurement Procedure to be followed by the Institute Management Committees for utilization of the funds received by the IMC Society.

During formulation and operationalisation of the Scheme, the issue of the manner in which the interest free loan of Rs. 2.5 Cr. is to be spent by the IMC Societies was discussed. It was felt that some guidelines be issued in this regard.

2. Accordingly, the following guidelines/instructions are issued to the IMC Societies in respect of the procedure to be followed for utilization of funds received by them as interest free loan from the Central Govt. under the Scheme ‘**Upgradation of 1396 Govt. ITIs through Public Private Partnership**’.

3. **Administrative Approval** : Except for some contingent expenses of upto Rs. 5000/- at a time, all expenditure made out of the funds of the IMC Society shall have the administrative approval of the Governing Council of the IMC Society.

4. **Financial powers of different authorities in IMC Society** : The following authorities in the IMC Society shall have financial power to incur expenditure of any nature (works, procurement of goods, services, consultancy etc.) upto the monetary limits mentioned below :

1. Upto Rs. 15,000 - ITI Principal/Secretary, IMC Society.
2. Above Rs. 15,000 and upto Rs. 10 lakh - Works and Procurement Committee of IMC Society.
3. Above Rs. 10 lakh - Governing Council of the IMC Society.

4.1 Works and Procurement Committee of the IMC Society shall consist of

1. Chairperson/Vice-Chairperson - Chairperson
2. Member Secretary - Member
3. Nominated Senior faculty member - Member
4. One nominated Industry member - Member

5. **Procurement Procedure** : The authorities mentioned in para. 4 above shall carry out works and procure goods and services according to the procedure mentioned below :

S.No.	Type and amount of Expenditure	Procurement Procedure
1.	Works (Civil/Electrical) (i) Upto Rs. 5 lakh (ii) Above Rs. 5 lakh Note : For works IMC may take assistance from State Public Works organizations or hire consultants to	Limited tender enquiry : More than three tenders/quotations shall be called from State Govt. qualified contractors Open tenders to be called by advertising in at least one national daily having wide circulation.

	assist in preparing estimates, tendering, supervision of work, clearance of bills and payments. However, the rates for different items of work shall not exceed the Scheduled rates of relevant State PWD.	
2.	<p>Goods</p> <p>(i) Upto Rs. 15,000/- on each occasion</p> <p>(ii) Above Rs. 15,000/- and upto Rs. 1 lakh on each occasion</p> <p>(iii) Above Rs. 1 lakh and upto Rs. 25 lakh</p> <p>(iv) Above Rs. 25 lakh</p> <p>Note : Directorate General of Supplies & Disposal (DGS&D) rate contracted goods can be procured from suppliers. The prices to be paid for such goods shall not exceed those stipulated in the rate contract</p>	<p>Prudent shopping without inviting quotation or bids. A certificate of satisfaction about the quality of goods and reasonableness of their prices to be recorded by the competent authority.</p> <p>Prudent shopping by a Committee of 3 members chosen by the Works and Procurement Committee who will survey the market to ascertain reasonableness of rate, quality and specifications and identify the appropriate supplier. A certificate of satisfaction about the quality of goods and reasonableness of their prices to be recorded by the 3 member committee.</p> <p>Limited tender enquiry : More than three tenders/quotations shall be called from suitable manufacturers/suppliers.</p> <p>Open tenders to be called by advertising in at least one national daily having wide circulation.</p> <p>(For purchasing high value plant, machinery, etc. of a complex and technical nature, bids may be obtained in two parts, i.e., Technical bid and Financial bid)</p>

	and the other salient terms and conditions of purchase should be in line with those specified in the rate contract. The IMC should make its own arrangement for inspection and testing of such goods where required.	
3.	<p>Engaging Consultants</p> <p>(i) Upto Rs. 25 lakh</p> <p>(ii) Above Rs. 25 lakh</p>	<p>By calling for bids from more than three potential consultants, identified on the basis of formal / informal inquiries.</p> <p>By seeking “Expression of Interest” from consultants by publishing in at least one national daily having wide circulation and then following a two bid – Technical and Financial bid, procedure.</p>
4.	<p>Outsourcing of Services</p> <p>(i) Upto Rs. 10 lakh</p> <p>(ii) Above Rs. 10 lakh</p>	<p>Limited tender enquiry – by inviting offers from at least six contractors/service providers.</p> <p>Open tenders to be called by advertising in at least one national daily having wide circulation.</p>

6. The Cheques of the Bank Account of the IMC Society should be signed by the following authorities of the Society:

- i) Cheques of amount upto Rs. 15000/- by the Member Secretary (ITI Principal) and one Industry member nominated by the Chairperson who is regularly available locally.
- ii) Cheques of amount larger than Rs.15,000/- by the Member Secretary (ITI Principal) and the Chairperson of the Society.

7. In case of financial decisions taken by the Works and Procurement Committee and Governing Council, the Member Secretary (ITI Principal) will sign all the required documents.

8. Overall, the IMC Society should ensure that the funds of the Society are spent in the most efficient manner; only for the purposes mandated in the Memorandum of Association of the IMC Society; and in accordance with the Institute Development Plan.

**List of ITIs along with Industry Partner for the Scheme
“Upgradation of 1396 Government ITIs through Public Private Partnership.” for 2007-08**

Sl. No	Name of the IMC/ITI	Name of the Industry partner
I	Andhra Pradesh (ITI-20)	
1	ITI Medchal	M/s. Meera & Ceiko Pumps Pvt. Ltd. Azanbad Industrial Area, Hyderabad.
2	ITI, Ongole	M/s. Glaxy Granites No. 11 Industrial Estate, Ongole .
3	ITI, Tada	M/s. Shri City SEZ Pvt. Ltd. Tada, P&M, Nallore District.
4	ITI, Bhadrachalam	M/s. ITC Ltd., Paper Boards & Specialty, Paper Boards Division.
5	ITI, DLTC, GUNTUR	M/s. ITC Ltd., I.L.T.D. Division, Guntur.
6	ITI, Sanathnagar	M/s.Poloman Instrumentation Pvt. Ltd. Sanathnagar, Hyderabad.
7	ITI, Visakhapat-num	M/s. Brandix India Aooarel City (Pvt.) Ltd. Visakhapatnam.
8	ITI, Bhongir	M/s. KLR Service Ltd., Hyderabad
9	ITI(W) Etcherla Srikakulam	M/s. Suresh Rubber Industries, Srikakulam.
10	ITI, Alwal	M/s. Vem Technologies (Pvt.) Ltd., Bachupally.
11	ITI,Srisailam	M/s. Venkateshwara Mechanical and Engineering, Hyderabad.
12	ITI, Karvetinagaram	M/s. Amar Raja Power System Pvt. Ltd., Triupati
13	ITI, Dhone	M/s. Sreeniwasa Minerals, Dhone
14	ITI, DLTC Gudur	M/s. Samanth Engineering Pvt. Ltd., Nallore.
15	ITI, Venkatagiri	M/s. Lanco Industries Srikalahasthi Chittoor District.
16	ITI, Anantapur	V. Suryanarana, GM., M/s MG Metallic Springs Pvt. Ltd., Ananthapur
17	ITI,/DLTC, Mallepally, Hyderabad	P Samantha Reddy, CEO., M/s B2B Software Technologies Ltd., Hyderabad
18	ITI, /DLTC Mahabubnagar	M Babu Rao, M .D. M/s GSB Forge Pvt. Ltd., Hyderabad
19	ITI, /DLTC Srikakulam	M/s Sri Mhadeo Jute Twine Mills, RAJAM

20	ITI, Shadnagar	T Venugopal, M/s GM HBL Power Systems Ltd., Nandigaon
II Kerala (ITI-05)		
21	ITI, Attingal	CII, opposite Passport Office, Panapally Nagar, Kochi, Kerala
22	ITI, Chengannur	CII
23	ITI, Kozhikode	Pee Key Steel Casting Pvt. Ltd. Nallalam, Kozhikode
24	ITI, Kannur	Mascot Industries Azhikode, Kanur
25	ITI, Kasaragode	J.R. Steel Industries, Near L.V. Temple Kanhangad
III Madhya Pradesh (ITI-21)		
26	ITI, (W) INDORE	M/s Hertz Electronics,
27	ITI, KHANDWA	M/s Erawat Engineering, Pithampur
28	ITI, DHAMNOD	M/s Satyam Cotton Processor Pvt.Ltd., Dhamnod.
29	ITI, UJJAIN	M/s Singh Cold Storage Pvt. Ltd., Ujjain.
30	ITI, (W) RATLAM	M/s D.P. Industries, Ratlam
31	ITI, NEEMUCH	M/s Filterco Company, Neemuch
32	ITI, JAWAD	M/s Vikram Cement, Jawad
33	ITI, (W) REWA	M/s Ashok Plastic Industries, Rewa.
34	ITI, SAGAR	Sh. Devender Pal Singh Chawla, Sagar
35	ITI, (W) GWALIOR	M/s Noortech & Feb Pvt. Ltd., Gwalior
36	ITI, BHIND	M/s K. S. Oil Mills Ltd. Morena
37	ITI, BHOPAL	M/s Bhargava Industries, Bhopal
38	ITI, VIDISHA	M/s M.P. Small Scale Industrial Organization, Bhopal
39	ITI, RAISEN	M/s. Indrapuri Trading & Manufacturing Co. Pvt. Ltd.
40	ITI, (W) SEHORE	M/s Shailendra Engineering, Sehore
41	ITI. ITARSI	Vipin Kumar jain Arera Coloney, Bhopal
42	ITI, (W) JABALPUR	M/s M.K. Industries, Adhartal
43	ITI, KATNI	M/s Katni Tiles Works Pvt. Ltd, Katni
44	ITI, CHHINDWARA	M/s J.R. Chemicals, Chhindwara
45	ITI, Tonkkhurd	M/s Tata International Dewas (Shri Anil Dubey)
46	ITI, Vijayraghav, Gharh	M/s ACC Cement Factor, Kymore (Shri Vivek Chawla)
IV Maharashtra (ITI-62)		
47	ITI, Shahapur	JSW Steel Ltd., Shahapur, Thane
48	ITI, Belapur	ASAPP Media Pvt. Ltd., Mumbai
49	ITI,(Girls) Nashik	Gogate Electro Systems Pvt Ltd., Nashik
50	ITI, Sinner	SMP Autotech Pvt. Ltd, Nashik
51	ITI, Niphad	Sushil Grapes Exports Co. Nifad

52	ITI, Yeola	Akruti City Gold Institute., Mumbai
53	ITI, Akkalkuwa	Techno Fab Engg. Dhule
54	ITI, Jamner	Jain Irrigation Systems Ltd, Jalgaon
55	ITI, Shrigonda	Microtech Industries, Ahmednagar
56	ITI, Newase	GKN Sinter Metals Ltd., Ahamadnagar
57	ITI, Pathardi	Jifcon Tools Ltd., Ahamadnagar
58	ITI, Shirpur	Priyadarshini Sahakari Sutgirmi, Shirpur
59	ITI, Daund (Varvand)	Vishay Componanats Pvt. Ltd., Pune
60	ITI, Purander (Saswad)	Electronica Machine Tools Pvt. Ltd., Saswad
61	ITI, Khed	Bharat Forge India Ltd., Pune
62	ITI, Pandharpur	Laxmi Hydraulics Ltd., Solapur
63	ITI, Mangalwedha	Precision Camshafts Ltd., Solapr
64	ITI, Vita	Kirloskar Brothers Ltd., Kirloskarwadi, Sangli
65	ITI, Wai	Garware Wall Ropes Ltd., Wai
66	ITI, Dahiwadi (Man)	Kay Bouvet Engg. Pvt. Ltd., Satara
67	ITI, Aurangabad (W)	Wakhardt Industries Ltd., Aurangabad
68	ITI, Badnapur	Akruti City Gold Institue., Mumbai
69	ITI, Bhokardan	Hindustan Composite Pvt. Ltd.,
70	ITI, Ashti	Endurance Systems (1) Pvt.K-226/2
71	ITI, Basmatnagar	Siemens Ltd., Aurangabad
72	ITI, Dharmabad	JDT Diamond Tools Pvt. Ltd., Aurangabad
73	ITI, Bhokar	Nirlep Appliances Pvt. Ltd., Aurangabd
74	ITI, Kalamb	Videocon Industries Ltd., Aurangabad
75	ITI, Latur (W)	Videocon Industries Lt., Aurangabad
76	ITI, Ahmadpur	Jain Diamond Tools, Aurangabad
77	ITI, Morshi	Ispat Industries Ltd., Nagpur
78	ITI, Mozari	Jadhav Gears, Amravati
79	ITI, Pusad	Raymond Uco Denim Pvt. Ltd., Yeotmal
80	ITI, Umerkhed	Raymond Uco Denim Pvt. Ltd., Yeotmal
81	ITI, Manglurpeer	J.S. Corporation, Akola
82	ITI, Devari	Ashok Leyland Ltd., Bhandara
83	ITI, Saleksa	Gayatri Agro Indl. Power Ltd., Gondia
84	ITI, Tiroda	Adani Power Maharashtra Pvt. Ltd.,
85	ITI, Bhandara (W)	Sunflag Iron & Steel Co., Bhandara
86	ITI, Tumsar	Sunflag Iron & Steel Co., Bhandara
87	ITI, Sakoli	Ashok Leyland Ltd., Bhandara
88	ITI, Boriwali	Oberoi Hotel & Resorts
89	ITI, Brahamapuri	Maharashtra Electros melt, Mul, Chandrapur
90	ITI, Shindewahi	Sandeep Metals Pvt. Ltd., Nagpur
91	ITI, Desalganj	Jejani Pulp & Paper Mill Desaiganj Pvt. Ltd
92	ITI, Shirur	Butkhardt Compression (India) Pvt. Ltd
93	ITI, Savner	Prithipal Singh & Co. Pvt. Ltd.
94	ITI, Paranda	Videocon Industries Ltd., Aurangabad
95	ITI, Gunj (Mahagaon)	Raymond Uco Denim Pvt. Ltd. Kiran Machine Tools, Jalgaon
96	ITI, Parola	Kiran Machine Tools, Jalgaon
97	ITI, Ambad	NRB Bearings Ltd., Jalana
98	ITI, Nandgaon Dist. Amravati	M/s Deegee Cotsyn Pvt Ltd., Nandgaon Khan eshwar
99	ITI, Satana Dist. Nashik	M/s Shalaka Shafts Pvt. Ltd., Ambad, Nashik
100	ITI, Parali & vajjnath Dist Beed	M/s. Rucha Engineers Pvt. Ltd.

101	ITI, Chandwad Dist. Nashik	M/s Kailash Treatments, Panchvati, Nashik
102	ITI, Dharni Dist. Amravati	M/s Aspa-bandsons Ltd.
103	ITI, Girls Dist. Amravati	Hotel Shripad Continental
104	ITI, Women Dist. Akola	M/s J.S. Corporation, Akola
105	ITI, Phondaghat Dist. Sindhudurg	M/s. Sapale Auto Service Pvt. Ltd., Phondaghat
106	ITI.women, Dist.aundh, pune	M/s Videocon Industries Ltd.,
107	ITI, Bhoom Dist. Osmanabad	M/s Videocon Industries Ltd., Aurangabad.
108	ITI, Warora	M/s Pee. Vee. Textiles Jam, Samudrapur.
V	Karnataka (ITI-26)	
109	ITI, Wilson garden, Vivek Nagar, Bangalore	M/S Awake Industry Association
110	ITI, Vittalapur, Bangalore	M/S JSW Steel Ltd., Hospet
111	ITI, (W) Urwastore, Mangalore	M/s. Manipal Group of Industry
112	ITI, Jawahar Road, Bangalore	M/s Bhoruka Welfare, Bangalore
113	ITI (W), Kolar,	M/S Lakshmi Embroidery Pvt. Ltd
114	ITI, Zewargi	M/S Patil Group of Industry
115	ITI, Jamkhandi	M/S Artistic Pvt. Ltd.
116	ITI, Hunsur	M/S TVS Motor Company Ltd., Mysore
117	ITI, Humnabad	M/S Geodesik Techniques Ltd., Bangalore
118	ITI, (W) Hosur Road	M/S NTT Electronics Centre, Bangalore
119	ITI, Hospet T.B. DAM	M/S JSW Steel Ltd., Hospet
120	ITI, H D Kote	M/S Madhura Garments Exports
121	ITI, Gundlupet (W)	M/S Supreme Pharmaceutical Pvt. Ltd., Mysore
122	ITI, Gulbarga (W)	M/S Patil Group of Industries, Gulbarga.
123	ITI, Gadag	M/S Trident Powercraft Pvt. Ltd.
124	ITI, Dharwad	M/S NTT Technical Training Center, Dharwad
125	ITI, Taluk Office Road, Devanahalli	M/S Kirloskar Toyoda Textile Machinery Ltd.,
126	ITI, Ambewadi	M/s. The West Coast Paper Mills Ltd.
127	ITI, Vijya pura, Chickmagalur	M/S Amps Electrical Facility Services
128	ITI, (W), Udyambag	M/s. Bhoruka Welfare, Bangalore
129	ITI, Bagepalli	M/S Life style Services
130	ITI, Hadavanalli (Ammasandra)	M/s. Precision Industrial Component, Bangalore
131	ITI, (W) Channarayapattana	M/s. Taj Group of Hotels
132	ITI, Sira	M/s. Sumaya HMX Systems Ltd.
133	ITI, Wadi	M/s. ACC Ltd.
134	ITI, Tumkur	M/s. Sumaya HMX Systems Ltd.
VI	Gujarat (ITI-19)	
135	ITI, Rapar	M/s Suzlon Energy Ltd.
136	ITI, Panandhro	M/s Sanghi Cement Ltd.
137	ITI, Dhrangadhra	M/s DCW Ltd.
138	ITI, Valiya	M/s Cadila Pharma Ltd.,
139	ITI, Mandvi (Kutchh)	M/s Ashapura Minechem Ltd.

140	ITI, Keshod	M/s Hindustan Uniliver Ltd.
141	ITI, Khedbrahma	M/s Asian Granito Ltd.
142	ITI, Savli	M/s Jewel Consumer Care Pvt. Ltd.
143	ITI, Bardoli	M/s Batliboi Ltd.
144	ITI, Balisana	M/s Apollo Industrial Product Ltd.
145	ITI, Lunawada	M/s Inox India Ltd.
146	ITI, Dhandhuka	M/s Cadila Pharma Ltd.
147	ITI, Waghodiya	M/s Jord Engg. India Ltd.
148	ITI, Dwarka	M/s Tata Chemicals
149	ITI, Rajula	M/s Pipavav Shipyard Ltd.
150	ITI, Ukai	M/s J.K Paper Mills
151	ITI, Talala	M/s Max Precision Bearing Pvt. Ltd.
152	ITI, Mahuva (Bhavnagar)	M/s Pipavav Shipyard Ltd.
153	ITI, Naswadi	M/s Danke Electricals.
VII	Uttar Pradesh (ITI-25)	
154	ITI, Mainpuri	M/s. Maharaja Agro Ltd., Mainpuri
155	ITI, Azamgarh	M/s Laghu Udyog Samiti, Partner- Bharat Engg. Industries, P3, Industrial Estate, Azamgarh
156	ITI, Gonda	M/s The Balrampur Chini Mills Ltd., Distt. Balrampur (U.P)
157	ITI, Etah	M/s Educomp Solutions Ltd., Gurgaon
158	ITI, Shahjahanpur	M/s DSCL, Shahjahanpur
159	ITI, Faizabad	M/s Yash Papers Ltd., Faizabad
160	ITI, Fatehpur	M/s Educomp Solutions Ltd.,Gurgaon
161	ITI, Unnao	M/s Superhouse Accessories Ltd. Kanpur
162	ITI, Hardoi	M/s DSCL, Hardoi
163	ITI, Sitapur	M/s Educomp Solutions Ltd.,Gurgaon
164	ITI, Charbagh, Lucknow	M/s PTC Industries,Lucknow
165	ITI, Chaukaghat, Varanasi	M/s Hindalco Industries Ltd.,Renukoot
166	ITI, Mau	M/s Mahabir Industrial Enterprises, Mau.
167	ITI, Chandausi	M/s Educomp Solutions Ltd., Gurgaon
168	ITI, Budaun	M/s. Param Engineers (P)Ltd., Bareilly.
169	ITI, Farrukhabad	M/s Vidya Ply Board Pvt. Ltd.,Gandhiganj, Shahjahanpur
170	ITI, Orai	M/s Ram Shree Foods Pvt.Ltd., Orai
171	ITI, Deoria	M/s Chemical & Allied Products, Government Industrial Estate, Deoria.
172	ITI, Banda	M/s Ram Shree Foods Pvt.Ltd., Orai
173	ITI, Mathura	M/s Ginni Filaments,Mathura
174	ITI, Pilibhit	M/s LH Sugar Factory,Pilibhit
175	ITI Rampur	M/s Xerox India Ltd.

176	ITI, Jaunpur	M/s Kapoor Engineering Works
177	ITI, Mahova	M/s, K.V Industries Mahova
178	ITI Partapgarh	M/s Maya Industries Ltd.
VIII	WEST BENGAL (ITI-04)	
179	ITI, SURI	M/s BAKRESWAR THERMAL POWER LTD.
180	ITI, MALDA	M/s SUKHJIT STARCH INDUSTRIES
181	ITI, RAIGUNG	M/S KALYANI SOLVEX (P) LTD
182	ITI, KOLKOTA	M/s CREDAI BENGAL
IX	ORISSA (ITI-04)	
183	ITI, PURI	M/S SWOSTI GROUP
184	ITI, CUTTACK	M/S RSB TRANMISSIONS(I) LTD.
185	ITI, UMERKOTE	M/S MANGALAM TIMBER PVT. LTD.
186	ITI,(W) CHATRAPUR	M/s SHAKTI ELECTRONOICS PVT. LTD.
X	Bihar (ITI-04)	
187	ITI, Gannipur, Muzarffarpur	M/s Uttam Technology
188	ITI, Dheri On-Sone	M/s Kalyanpur Cements Ltd.,
189	ITI, Hajipur	M/s Amrapali Foods
190	ITI, Muger	
XI	Rajasthan (ITI-17)	
191	ITI, Sikar	M/s. Sekhawati Plantation Pvt. Ltd.
192	ITI,(W) Jaipur	M/s KAMTECH ACCOCIATES P. Ltd.,307, Shrigopal Tower C-Scheme, Jaipur
193	ITI, Abu Road	M/s Raj Westpower Ltd.
194	ITI, Nagaur	M/s RAJASTHAN INDUSTRIES, 13 Heavy Industrial Area, Jodhpur
195	ITI, Bhilwara	M/s Kanchan Group of Industries, ACHINT CHEMICALS, Near St. Anslems School, PB No.47, Subhash Nagar, Bhilwara.
196	ITI, Bundi	M/s ELECTRO MECH INDUSTRIES, G-12, Chambal Industrial Area, Kota
197	ITI, Banswara	M/s Kushal Bagh Marble P. Ltd, G-76-79/85/88 Road No. 5, RIIIOO Industrial Area, Dahod Road, Banswara.
198	ITI, Paratapgarh	M/s EDUCOMP, 514, Udyog Vihar III, Gurgaon
199	ITI (W), Alwar	M/s Havell's India Ltd.
200	ITI (W) Ajmer	M/s. Toshniwal Industries Pvt. Ltd.
201	ITI, Lakheri	M/s Lakheri Cement Works, ACC Cement Ltd, Lakheri Distt. Bundi
202	ITI, Beawer	M/s VIDYUT TELETRONICS LTD., H-108-109, Heerawala Industrial Area (Near Kamota), Jaipur
203	ITI, Bhiwari	M/s Honda Siel Cars India, Ltd.
204	ITI, Balotra	M/s EDUCOMP, 514, Udyog Vihar III, Gurgaon

205	ITI, Khetri	M/s EDUCOMP, 514, Udyog Vihar III, Gurgaon
206	ITI, Jhalawar	M/s EDUCOMP, 514, Udyog Vihar III, Gurgaon
207	ITI, Dungarpur	M/s EDUCOMP, 514, Udyog Vihar III, Gurgaon
XII	JHARKHAND (ITI-02)	
208	ITI, CHAIBASA	M/s ACC LTD.
209	ITI, DALTONGANJ	M/S BIHAR CAUSTIC & CHEMICALS LTD.
XIII	UTTRAKHAND (ITI-10)	
210	ITI, SITARGANJ	M/s KHATEMA FIBRES LTD.
211	ITI, MUSSOORIE	M/s HOTEL MADHUBAN
212	ITI, ALMORA	M/S COLLEGE OF ENGG. ROORKEE
213	ITI, SALD MAHADEV	M/s. TATA MOTORS LTD.
214	ITI, DINESHPUR	M/s TATA MOTORS LTD.
215	ITI, KALSII	M/s STAYA INDUSTRIES MOHBEWALA
216	ITI, CHAMBA	M/S TEHRI HYDRO DEVELOPMENT CORP. LTD.
217	ITI, DOIWALA	M/S D.P.E. PREM NAGAR DOIWALA
218	ITI, VIKASNAGAR	M/S JANARDHAN PLYWOOD INDUSTRIES LTD.
219	ITI, RAJUR ROAD DEHRADUN	M/S KANCHI NIRMAN PVT. LTD.
XIV	ASSAM (ITI-06)	
220	ITI, TEZPUR	M/s KAMRUP MINERALS & CHEMICAL (PVT) LTD
221	ITI, TINSUKIA (W)	M/S GOLD STAR HOLDING
222	ITI, GAWAHATI	M/s HOTEL ATITHI
223	ITI, Nalbari	M/S, Trans Virtual Pvt. Ltd,
224	ITI, Dhemaji	M/S, Sunrise Agro Export Pvt. Ltd.
225	ITI, Tinsukhia	M/S, TI Motors Pvt Ltd.
XV	CHHATISGARH (ITI-12)	
226	ITI, JAGDALPUR	M/s HELI WAL COLD STORAGE
227	ITI, PARPODI	M/s ACC LTD.
228	ITI, RAIPUR (W)	M/S KAKKAR BHAWAN
229	ITI, KABIRDHAM	M/s MAHAMAYA ISPAT
230	ITI, KHARSIA	M/S JINDAL STEEL & POWER LTD.
231	ITI, GHARGHODA	M/S JINDAL STEEL & POWER LTD.
232	ITI, MAHASAMUND	M/S GOYAL FOODS
233	ITI, BERLA	M/S BHILAI STEEL PLANT
234	ITI, KASDOL	M/S BHIMSARIA DOORS PVT LTD.
235	ITI, RAJPUR	M/S BHIMSARIA DOORS PVT LTD.
236	ITI, BEMETRA	M/S BHIMSARIA DOORS PVT LTD.
237	ITI, Konibilaspur	M/s Chhatisgarh Laghu and Sahayak Udyog Sangh
XVI	TAMILNADU (ITI-12)	

238	ITI, CUDDALORE	M/S FOODS FATS & FERTILISERS LTD.
239	ITI, TIRUPPUR	M/S GEMINI COMMUNICATION LTD.
240	ITI, SALEM(W)	M/S SAMBANDAM SPINNING MILLS LTD.
241	ITI, METTUR DAM	M/S SOUTHERN IRON AND STEEL COMPANY LTD.
242	ITI, NAGERCOIL	M/S JOE ENGG. WORKS
243	ITI, THENI	M/S M.M.SYNTHETICS
244	ITI, CHEKKANURANI	M/S FENNER (INDIA) LTD.
245	ITI, DINDIGUL (W)	M/S C.A.V.COTTON MILLS LTD.
246	ITI, NEEDAMANGALAM	M/S G.B.ENGINEERING ENTERPRISES PVT LTD.
247	ITI, VIRUDHUNAGAR	M/S MAFOI MANAGEMENT CONSULTANT LTD.
248	ITI, ULUNDURPETTAI	M/S HYUNDAI MOTOR INDIA LTD.
249	ITI, Thiruchendur	M/s The India Cements ltd.
XVII	HARYANA (ITI-13)	
250	ITI,Kaithal	M/S, Educomp Solutions Limited
251	ITI,Bhiwani	M/S Educomp Solutions Limited
252	ITI,Kurukhetra	M/S Educomp Solutions Limited
253	ITI, Bahdurgarh	M/S Reliance Harayana SEZ Limited
254	ITI, Nagina	M/S, Sona Koyo Steering Systems LTD.
255	ITI, Ferojapur Jhirka	M/S, Career Launcher India LTD.
256	ITI, Hasangarh	M/S Carrer Launcher India LTD.
257	ITI, Meham	M/S Carrer Launcher India LTD.
258	ITI, Mahendergarh	M/S GRP. Industries LTD.
259	ITI, Narnaul	M/S GRP. Industries LTD.
260	ITI, Sadhuara	M/S Yamuna Power And Infrastructure LTD.
261	ITI, Ganaur	M/S Osram India PVT. LTD.
262	ITI, Rewari(W)	M/S, Rico Auto India LTD.
XVIII	HIMACHAL PRADESH (ITI-9)	
263	ITI, Bilaspur	M/S Gagat Cement Works
264	ITI, Poanta Sahib	M/S A Power Himalayas Ltd.
265	ITI, Nalagarh	M/S BBN Industries Association
266	ITI, Nehranupkhar	M/S Dateline Publication
267	ITI(W) Palampur	M/S Tea Planter & Social Worker
268	ITI(W), Dharamshala	M/S Kangra Herbs Pvt. Ltd.
269	ITI(W), Hamirpur	M/S WeP Peripheral Ltd.
270	ITI, Bhoranj	M/s. Transcore Industries
271	ITI (W), Kasauli	M/s. Horological Components (P) LTD.
XIX	ARUNACHAL PRADESH	
272.	ITI, Tabarijo	NHPC
XX	PUNJAB (ITI – 20)	
273	ITI, (SC) Fategarh, Churian	M/s Khosla Industries, Batala
274	ITI, Ropar (W)	M/s Carrer Maker
275	ITI, Jagraon (W)	M/s Career Launchers India Ltd.
276	ITI, Phagwara (W)	M/s Career Launchers India Ltd.

277	ITI, Morinda(W)	M/s Career Launchers India Ltd.
278	ITI, Nabha (W)	M/s Swaraj Automotives
279	ITI, Baba Bakala	M/s Srishti Constructions
280	ITI, Derababananak (W)	M/s Delux Kutali Works
281	ITI, Barnala (W)	M/s Trident Group (Raikot)
282	ITI, Barnala	M/s Trident Group (Raikot)
283	ITI, Pathanankot(W)	M/s VEE & VEE International Pathankot
284	ITI, Khanna(W)	M/s Malwa Industries Ltd. (Garment Division)
285	ITI, Ranike(Amritsar)	M/s Centre for Vocational Education & Training (C-PYTE)
286	ITI, Anandpur Sahib (W)	M/s Ambuja Cements Ltd.
287	ITI, Kharar(W)	M/s Centre for Vocational Education & Training
288	ITI, Soondh, Nawanshahr	M/s Rai Steel Industries
289	ITI, Manuke	M/s Educomp Solutions Ltd.
290	ITI, Neelpur, Rajpura(W)	M/s Educomp Solutions Ltd.
291	ITI, Patiala(W)	M/s Educomp Solutions Ltd.
292	ITI, Hoshiarpur(W)	M/s Educomp Solutions Ltd.
XXI	J & K (ITI – 06)	
293	ITI, Kathua	M/s Industrial Equipment Comp.
294	ITI, Udhampur	M/s Associations of Industries Udhampur
295	ITI, Pulwama	M/s Link Way Crushers Tengpora
296	ITI, Samba	M/s Vinayak Synthetics
297	ITI, Budgam	M/s Eiffel Electronics
298	ITI, Ganderbal	M/s M.D.Qadri Group of Industries
XXII	Tripura (ITI-01)	
299	ITI, Indranagar, Agartala (W)	M/s CII, Industry Building, Agartala
XXXIII	Chandigarh (ITI-01)	
300	ITI,GCCI (W), Chandigarh	M/s IDS Infotech Ltd.