

1. Proforma IDP

**VOCATIONAL TRAINING IMPROVEMENT
PROGRAM
INSTITUTION DEVELOPMENT PLAN**

This form is to be completed by any Industry Training Institute seeking funds under the Vocational Training Improvement Program.

Name of Institution:

Address of Institution:

Name of Principal:

Contact Details: Phone:

Fax:

Email

Year of Establishment

Is the IMC constituted

Yes / No

Building

Owned / Rented

Date:

SECTION 1: INSTITUTIONAL INFORMATION

Institute Management Committee (IMC)

Name of member

Affiliation of member

Chairman of the IMC

Members of IMC

Support of Local Industry

Please attach a letter from the IMC Chairperson indicating the managerial and technical support and the resources that are available to your institution from local industry and indicating why the IMC chose particular trades to focus on for upgradation.

Year of constitution of the IMC:

Total Trainees as on Date

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

Budget for Recurrent Cost in 2007-08 Rs

Trades Taught in Institution:

<i>Name of Trade</i>	<u><i>Student Numbers</i></u>		
	<i>First Year</i>	<i>First Year</i>	<i>Third Year</i>

SECTION 2: FACTORS AFFECTING THE PERFORMANCE OF THE INSTITUTION

(a) What developments or changes would you like to introduce for better management of your institution?

(b) What sort of training does your teaching staff require? What sort of training does your non-teaching staff require?

(c) What teaching facilities and learning resources does your institution require?

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

(e) Could you improve the number of students from disadvantaged backgrounds in your courses? How would this be done?

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

SECTION 3: SHORT AND MEDIUM-TERM GOALS OF THE INSTITUTION

(a) How do you want to use the Project to introduce better management of your institution?

(b) How do you want to use the Project to provide training to your teaching staff and to your non-teaching staff?

(c) How do you want to use the Project to improve your teaching facilities and learning resources?

(d) How do you want to use the Project to increase the number of female trainees in your courses?

e) How do you want to use the Project to increase the number of trainees from disadvantaged backgrounds in your courses?

(f) How do you want to use the Project to improve your linkages with the local or with external labour market?

SECTION 4: ACTION PLAN

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?

What second preference would you have?

If No:

Which trades would you prefer to upgrade?

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

Why did you choose these trades?

Do you have other preferences?

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

Civil works – describe and justify any civil works you want to undertake

Goods– describe and justify all goods you want to procure

(a) Equipment

(b) Vehicles

(c) Furniture

(d) Books, Learning Resources and Software

Training of Staff – describe and justify the training needed by your staff. (Please fill-up the *Annexure to IDP*)

(a) Training of Teaching Staff

(b) a) Training of Non-Teaching Staff

Incremental Operating Costs

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

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

Section 5: Resource Requirements

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

Quote your figures in lakhs of rupees and break down the financial requirements year by year.

Year 1	Year 2	Year 3	Year 4	Year 5
<i>Civil Works</i>				
<i>Goods</i>				
Equipment				
Vehicles				
Furniture				
Books, Learning Resources and Software				
<i>Training of Non-teaching Staff Training</i>				
<i>Incremental Operating Costs</i>				
Additional Staff				
Consumables, Maintenance and Training Materials				
Travel expenses				

Note: The finances for training teaching staff will be included in a central fund

SECTION 6: ACHIEVING SUSTAINABILITY

Will industry help to sustain gains made under the Project?

Continuing Support from Industry
<i>a) Will industry support (involvement of industry representatives, physical resources, financial assistance or other support) continue and what form is this likely to take?</i>

<i>b) Any other outstanding achievements of the Institute?</i>

ITI Principal
Signature

IMC Chairman
Signature

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>
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Additional sheets may be added, if required