

Rajiv Gandhi Chaithanya Yojane

Details of a training centre (excluding residential facilities)

1. Basic information

Sl. No.	Particulars	Details
1.	Name of PIA	
2.	Name of training Centre	
3.	Address	Building No
		Street 1
		Street 2
		City/District
		State
		Pin code
4.	Training centre in charge	Name
		Employee ID
		Profile: provide web link and take photo copy
		Address
		Email ID
		Mobile

2. Physical Infrastructure

2.1 Basic Information

Basic details		
1.	Ownership of the building (Own(O), Rent(R), Lease(L), Govt.(G))	Photocopy of documentary evidence
2.	Ownership of the Training Centre	Documentary evidence
3.	Area of the building (Sq. Ft.) (Including corridors but excluding paces open to sky such as court yards etc.)	Building plan with clear marking of dimensions (line drawing)
4.	Is it RCC/ Non RCC	Photographs
5.	If it is non RCC, Whether it is structurally sound on visual inspection	EPhotographs

Description of rooms			
6.	Class rooms (in number)		
7.	Domain labs (in number)		
8.	IT labs (in number)		
9.	Reception room		
10.	Office room		
11.	Counselling rooms (not mandatory – a portion of office room can be used after proper partitioning)		
Toilets			
12	Toilets (in number) A) Gents B) Ladies		
13	Type of Flooring (write whether it is tiled, cemented etc.)		
14	Connection to running water		
Location			
15	Distance of the training centre to various transport locations:	Bus stand (in KMs)	
		Railway station (in KMs)	
		Is the training centre easily accessible to the trainees	
Information Boards			
16	Training centre name board		
17	Student entitlement banner in Kannada		
18	Contact detail of important people		
19	Basic Information board		

2.2 Assessment of maximum number of candidates permissible per batch:

Sl. No	Name of the Doman (Trade) and batch no.	Class room allotted	Capacity - No. of Candidates			Proposed batch strength (Based on the infrastructure available)
			Theory class room	Practical class room	IT lab	
1						

3. Equipment

3.1 Common Equipment

Sl. No.	Particulars	Quantity in Nos.	Proof	Remarks
1.	Gensets		Photographs	
2.	Installation of Biometric devices		Photographs	
3.	Office tables		Photographs	
4.	Chairs		Photographs	
5.	Table for computer		Photographs	
6.	Office computer		Photographs	
7.	Printer cum scanner		Photographs	
8.	Digital camera		Photographs	
9.	Grievance register	Yes / No		

3.2 Details of equipment available in each theory and practical class room (excludes domain Specific equipment)

Name of the domain (Trade) : (to be repeated for all the domains (Trades))

Sl. No.	Particulars	Relevant data as per mentioned at the item	Proof	Remarks
1.	CCTV cameras with audio facility (If installed)		Photographs	Installation of CC TV is desirable
2.	Over Head Projector screen /LCD		Photographs	
3.	Chair per candidate (in number)		Photographs	
4.	Trainer's chair		Photographs	
5.	Trainer's Table		Photographs	
6.	Writing board		Photographs	

3.3 Is the following equipment available in the IT lab?

Sl. No.	Parameter	Does it conform to standards (yes/no)	Remarks
1.	Computers (in number)		
2.	CCTV camera (in number) (optional)		
3.	LAN enabled computers (in number)		
4.	Internet connections		
5.	Do all computers have typing tutor		
6.	Lights (in number)		
7.	Fans (in number)		
8.	Stools/ chairs		
9.	Trainer chair (in number)		
10.	Tablets (in number)		

3.4 List of domain (Trade) related lab equipment:

Sl. No.	Name of the domain (Trade)	Number of equipment as per specifications given by third party	Status of actual equipment available (Yes/ No)
1.			

4. Teaching Learning Materials (TLM)

4.1 Is the following information available at the training centre?

Sl. No.	Parameter	(yes/no)
1.	Training plan	
2.	Activity cum lesson planner	
3.	Welcome Kit	
To be repeated for all the domains		

4.2 Details of Course content

Sl. No.	Name of the domain	Name of the certifying agency (NCVT/SSC/any other approved agency)	Is course curriculum submitted
1			
Note: If it is SSC, indicate the name of the respective SSC			

4.3 Details of assessment agency

Sl. No.	Name of the domain (Trade)	Name of the assessment agency	Date on which assessment by certifying agency is proposed to be conducted
1			

4.4 Details of course content , trainers kit and assessment material

Availability of course content/training kit and assessment material

Sl. No	Name of the Domain (Trade)	Does it conform to standards (Yes/No)	
		Course content	Training Kit
1	IT		
2	Soft Skills		
3	English		
4	Domain 1 (Trade)		
5	Domain 2 (Trade)		
6	Domain 3 (Trade)		
7	Domain 4 (Trade)		

4.5 Availability of trainers:

Sl. No.	Name of the trade	Total no. of trainer available	Does it confirm to standards (yes/no)
1.	Centre in charge		
2.	IT		
3.	Soft skills		
4.	English		
5.	Domain 1 (Trade)		
6.	Domain 2 (Trade)		
7.	Domain 3 (Trade)		
8.	Domain 4 (Trade)		

4.6 Trainers List

Sl.No	Name of the Trainer	Qualification	Experience in domain (trade)

5. Others

5.1 Is the following support infrastructure available at training centre

Sl. No.	Parameter	Availability	Remarks
1.	Safe drinking water	yes/no	
2.	First aid kit	yes/no	
3.	Fire fighting equipment at appropriated places as per safety norms	yes/no	