

# **Information on Section 4(1) (a) and (b) of Right to information Act 2005 and Obligations of Public Authorities**

**Canacona Govt. Industrial Institute, Canacona Goa.**

## **(i) The particular of its organisation, functions and duties:**

### **Particular of its organization:**

Our mission is to provide a safe and supportive learning environment with opportunities for each student to develop the technical skills & knowledge to become a social, responsible and successful citizen of India.

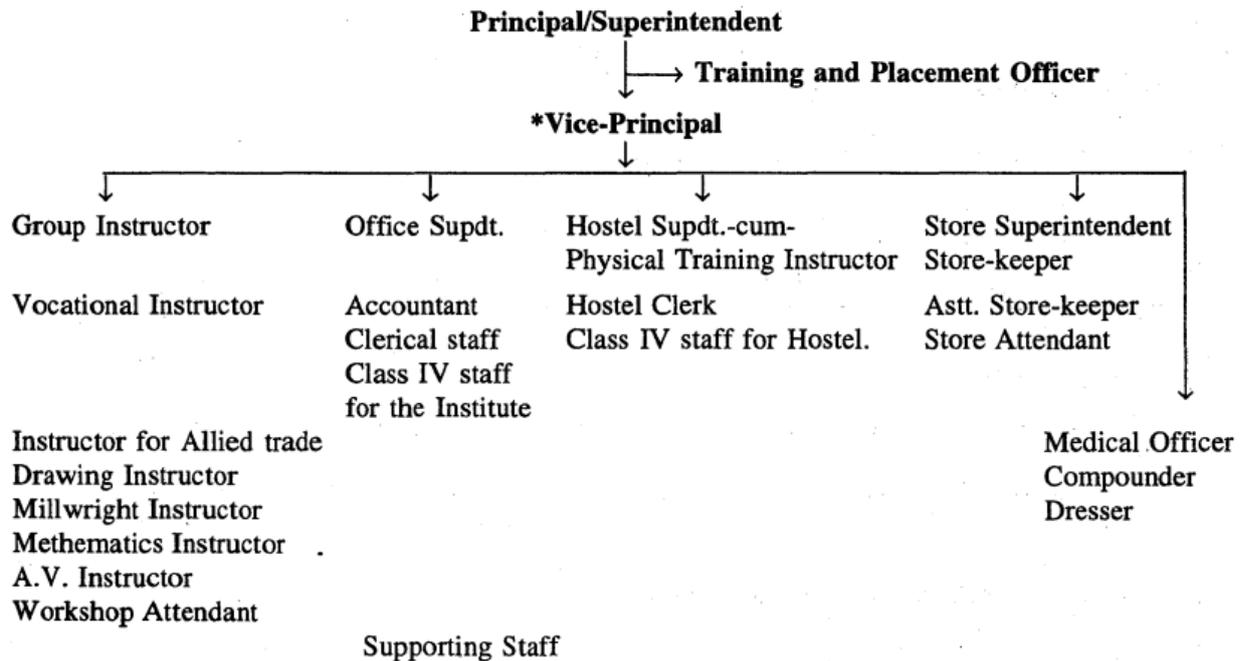
### **Functions:**

The aim of the I.T.I is to create a learning environment for the trainees and provide opportunities for them to realize their complete potential. Emphasis is laid on character building and development of individual aptitudes for learning and ability to adapt to the society.

### **Duties:**

- 1:-** To provide a curriculum designed to develop a trainee physically, intellectually and emotionally so that he/she emerges as a responsible and well balanced fully technically skilled citizen who can adjust him/herself in the modern industry as well as be a future entrepreneur.
- 2:-** To ensure steady flow skilled workers in different trades for the industry.
- 3:-** To raise the quality and quantity of industrial production by systematic training of workers
- 4:-** To reduce unemployment among the educated youth by equipping them for suitable industrial employment.

(ii) the powers and duties of its officers and employees:



Duties of Principal, Supervisory and Instructional Staff of Industrial Training Institutes

PRINCIPAL: The Principal should ensure that

1. All the instructions issued to him by the higher authorities are properly and expeditiously carried out;
2. Accounts are maintained properly, stores are properly accounted for and verified periodically, and the purchases are according to specification and in good condition;
3. training programmes are carried out according to schemes;
4. raw materials are purchased in time and duly supplied;
5. machine and equipment are properly maintained;
6. manufactured products are properly accounted for and disposed-off in accordance with the rules and instructions issued from time to time;
7. ensure that the foremen and supervisors maintain an extremely close supervision over the work of instructors and the progress of the classes;
8. Proper discipline is maintained in the institute;
9. There is close relationship between the trainees and the instructional staff;
10. Proper follow up is maintained of the passed out trainees;
11. Proper security arrangements are maintained and safety precautions observed.
12. The trainees get the proper medical aid and welfare arrangements

are available; and

13. Proper facilities are made available to the inspection staff of the State Directorate, DGE&T, and other authorised bodies.

**GROUP INSTRUCTOR:** The Group Instructors should ensure that:

1. proper coordination is maintained in all the sections and the training programme is carried out efficiently, by personal close check and inspections;
2. the tests are regularly carried out, the trainees' work is correctly assessed, and proper record is kept in the progress cards;
3. raw material requirements of the sections are prepared well in advance to enable supply to be arranged in time;
4. safety precautions are observed in the workshop; and
5. the sections function strictly according to the time schedule laid down and proper discipline maintained.

The Group Instructor will also conduct model lessons in his own or connected subjects.

The Group Instructor will also carry out any additional work entrusted to him by the Principal.

**NOTES** (i) The lessons prepared by instructors should be checked by the concerned Group Instructor for its correct planning and accuracy. This may be done at the beginning of each working day for which the Group Instructor may spend about 15 min. in each section.

(ii) The Group Instructor may also carry out a check of a certain percentage of these lessons to ensure proper planning of lessons and right standard.

iii) The Group Instructor will also from time to time attend these lectures to ensure that the proper teaching technique is followed.

## **HOSTEL SUPERINTENDENT-CUM-PHYSICAL TRAINING INSTRUCTORS**

They will be responsible for:

1. imparting physical training to the trainees; and .
2. arranging such cultural activities as are considered essential for creating team spirit, responsibility and a sense of discipline amongst the trainees.

**INSTRUCTORS** : The instructors will be responsible for:

1. taking of class of trainees in theory and practice according to the prescribed syllabus and graded exercises; .
2. maintenance of attendance register, progress cards, raw material register, tools and equipment register, manufacturing register and other sectional records in accordance with the instructions;
3. checking and correcting of theory notes, practical work and journals of trainees;
4. preparing charts, drawing and other visual aid material -for the section;
5. ensuring that the machines in the section are in good working condition and are properly cleaned at the closing time daily;
6. requisitioning of tools and raw materials required for the section
7. ensuring close relationship with the trainees; and
8. attending to leave applications of trainees.

**MILLWRIGHT FOREMAN** :The responsibilities include:

1. To train all millwright instructors who are responsible for the maintenance and repairs of the machinery in all industrial training institutes/centres in the State/Union Territory.
2. To carry out special periodical inspection of the machinery in the industrial training institutes/ centres in the State/Union Territory and to report on the state of maintenance and also to render advice with a view to improving the maintenance.
3. While Millwright Instructors concerned at the industrial training institutes/centres are responsible for the maintenance and normal repairs of the machinery, the Millwright Foreman will undertake major repairs to the machinery in abnormal cases with the help of the Millwright Instructors concerned.

**(iii) the procedure followed in the decision making process, including channels of supervision and accountability:**

**Staff Meetings**

One of the regular features of training activities in an industrial training institute should be instructional/ supervisory staff meetings at different levels called to take stock of the progress made in the training programme, to spell out and discuss difficulties encountered at different levels in implementing the programme and to chalk out the future plan of action.

Greater the strength of the Institute, more necessary it may be to have such meetings at the Group Instructor's and/or Supervisor's level. In a small Institute this may not be necessary. These meetings may be called once a fortnight.

The Principal will also call a meeting of the Supervisory and Instructional staff, depending whether the Institute is big or small, once a month. Proper record should be kept of the minutes of these monthly meetings and of the decisions arrived at and action taken. These records should be submitted to the Inspecting Officers.

**(iv) the norms set by it for discharge of its functions:**

**Reference Material and Training Aids**

The following reference material should normally be available in the Institute.

**(a) In the Principal's Office:**

1. Layout plan of the institute
2. Layout plan of the workshop giving locations of machines installed
3. Layout showing the electrical installation in the workshop
4. Layout of the electrical distribution in the institute premises
5. Organisational charts of the institute
6. Prescribed syllabi and standard tools and equipment lists
7. Chart showing the up-to-date trade wise number of trainees who have passed their trade test from the institute (Additional information of the number of passed-out trainees who have secured employment or settled down may also be given wherever available.)
8. Duty charts of instructional/supervisory staff
9. Weekly working time-table of each section.

**(b) In the workshop sections:**

1. Sectional layout plan showing position of the machines installed, their specifications and individual and total connected loads
2. Prescribed syllabus and standard tools and equipment list for the trade
3. Charts showing the break-up of syllabus on a month wise/ week wise basis
4. Weekly working time-table of the section
5. Section Progress card, showing practical exercises completed by trainees individually
6. Visual aids, charts, drawing and models (This will also include drawing of each type of machine installed in the section, showing its parts and special features)

7. Instructions on the maintenance of machines and equipment
8. Chart showing safety rules to be observed in the section
9. First aid instructions.

**(v) the rules, regulations instructions, manual and records held by it or under its control or used by its employees for discharging its functions:**

### **Internal Inspection of Institutes**

Regular internal inspections of the institute will help a great deal in ensuring smooth working of the training programme and to increase efficiency of the administration.

(a) Internal inspection of Institute may be carried out at two different levels;

1. Group instructor's
2. Principal's

These inspections will be confined to one section at one time and will be intensive and thorough covering all aspects of the activities of the section and factors affecting training.

(b) The inspection date will normally be fixed in advance and the section will be informed of the date.

(c) The Principal will normally spend two hours in the section under inspection. He will normally carry out such inspections on four days every week. He will thus normally be able to inspect 16 sections per month.

(d) In institutes where it may not be possible for the Principal to inspect all the sections in the institute in one month, he may require his Group Instructor to assist him in carrying out inspections. In that case inspections may be so arranged that as far as possible neither the Principal nor the Group Instructor inspect the same sections during consecutive month.

(e) Proper record should be kept of these inspections noting the deficiencies observed and suggesting remedies to remove them. Action taken on these suggestions should also be checked and recorded at the time of the next inspection.

(f) Supervisors will normally carry out intensive inspections of their sections on four days in a week.

They will normally spend about three hours for such inspection.

(vi) a statement of the categories of documents that are held by it or under its control:

## Progress Card for Craftsmen Training Scheme (for Engineering Trades only)

### PROGRESS CARD (FIRST YEAR)

Name of Trainee:  
Roll No.:  
Date of Admission:  
Date of Leaving:

ITI/ITC:  
Trade:  
Educational Qualification:

#### Monthly Tests

No. of monthly tests	Practical	Theory	W/S Cal & Science	Engg. Drg.	Total	Trade Instructor's initial	Drg. Instructor's initial	Math Instructor's initial	GI's Initial	Remarks
Monthly Test I (Aug)										
Monthly Test II (Sep)										
Monthly Test III (Oct)										
Monthly Test IV (Nov)										
Monthly Test V (Dec)										
Monthly Test VI (Jan)										
Monthly Test VII (Feb)										
Monthly Test VIII (Mar)										
Monthly Test IX (Apr)										
Monthly Test X (May)										
Monthly Test XI (Jun)										
Monthly Test XII (Jul)										

#### Quarterly Assessment

#### Sessional Marks

No. of qtr	Attendance during the quarter actual possible %	Loss of trg. if any	Extra hours suggested to make up	Prog-ress on loss of trg.	No. of qtr	Prac-tical	Theory	W/S Cal & Science	Engg Drg.	Total	Conduct	GI's Initial	Principal's Initial
					100	20	10	20	150				
I					I								
II					II								
III					III								
IV					IV								

General remarks, if any

# Progress Card for Craftsmen Training Scheme (for Non-Engineering Trades)

## PROGRESS CARD

Name of Trainee:  
Roll No.:  
Date of Admission:  
Date of Leaving:

ITI/ITC:  
Trade:  
Educational Qualification:

### Monthly Tests

No. of monthly tests	Practical	Theory	Total	Trade Instructor's Initial	Remarks
Monthly Test I (Aug)					
Monthly Test II (Sep)					
Monthly Test III (Oct)					
Monthly Test IV (Nov)					
Monthly Test V (Dec)					
Monthly Test VI (Jan)					
Monthly Test VII (Feb)					
Monthly Test VIII (Mar)					
Monthly Test IX (Apr)					
Monthly Test X (May)					
Monthly Test XI (Jun)					
Monthly Test XII (Jul)					

Quarterly Assessment					Sessional Marks						
No. of qtr	Attendance during the quarter actual possible %	Loss of trg. if any	Extra hours suggested to make up	Progress on loss of trg.	No. of qtr	Practical	Theory	Total	Conduct	GI's initial	Principal's initial
						100	20	120			
I					I						
II					II						
III					III						
IV					IV						

General remarks on training if any

- NOTES: 1. This progress card should be used for non-engineering trades only.  
2. Maximum and minimum marks should be inserted in the related columns by the instructor concerned.  
3. The instructor concerned should bring the card up-to-date for each trainee.

## Record Card of Ex-Trainee-Follow Up

- Name in full (block letters)
- Father's name
- Full postal address
- Temporary address (if different from above)
- Date and year of birth
- Physical fitness
- Trade and year of passing
- Assessment in the institute
- Date of completion of training
- National Trade Certificate issued on
- Date of completion of training
- Pay drawn and scale of pay
- If unemployed and registered at an employment exchange
  - Name of the exchange
  - Registration number
  - Date of registration
- Particulars of further career

## Maintenance of Tools and Equipment's

As the maintenance of tools and equipment's is already included in the existing syllabi for various trades, it should constitute an important part of the training programme in all industrial training institutes/centres in the State. The following steps should also be taken in each institution in this direction:

1. History sheets of each machine should be maintained centrally in a log book indicating important repairs undertaken.
2. Each machine should have a maintenance chart hung nearby which should indicate among other items, the lubrication routine for each machine (daily, weekly and periodically).
3. All oiling points on the machines should be properly colour-marked.
4. Trainees, by rotation, should be detailed for oiling, greasing and other maintenance work in the section. Rotation charts should be prominently displayed in the section.
5. Where Maintenance Mechanics have been provided, the trainees could be allocated to work with them in rotation.
6. The supervisor-in-charge of each shop or group of shops will be responsible for ensuring that correct and systematic maintenance of all machines within the shop(s) under his control is carried out. The Principal and foreman will further check this by carrying out periodical checks themselves.

Such checks will also be recorded on the maintenance charts.

This may please be also borne in mind by the Inspecting Officer while inspecting the training centres.

**(vii) the particulars of any arrangement that exist for consultations with, or representation by, the members of the public in relation to formulation of its policy or implementation thereof;**

## Local Advisory Committees for Institutes/Centres

(a) Local Advisory committees should be attached to training institutes /centres to study the needs of industry in the region served by the centre and suggest measures to adopt the training programmes to meet local needs. The committee will consist of the following members:

1. Principal of the training institute/centre,
2. Two representatives of the local industry,
3. One representative of labour, and
4. Local employment officers.

(b) Proposals regarding trades to be taught at any training institute/centre are ordinarily initiated by the State Councils for Vocational Training, on the recommendations of the Local Advisory Committees attached to the institutes/centres. The authority to start the training programme and issue certificates on completion of training in new trades, offering employment opportunities in local areas, rests with the State Council for Vocational Training, if the training programme in such trades is not to last for more than 5 years. For programmes of longer duration, proposals to start new trades should be referred to the National Council for Vocational Training.

**(viii) a statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards councils committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;**

**IMC details.**

**(ix) A directory of its officers and employees;**

<b>Sr. No.</b>	<b>NAME</b>	<b>Designation</b>	<b>Contact No.</b>
1	Shri Edwin Fernandes	Principal	9822138737
2	Shri Ramesh V. Velip	Group Instructor	9420686463/ 8550949263
3	Shri. M.A Bosco Coutinho	V.I. (P) Electrician	9284048731
4	Shri. Sudesh Gadkari	V.I. (T) Mech. Electronics	9423835893
5	Shri. Sanjay Gaonkar	V.I.(T) Maths & Drawing	8408044766
6	Shri. Suresh P. Gaonkar	V.I. (P) Plumber	9834506033
7	Shri. Diogo D Souza	V.I.(T) Maths & Drawing	9881232014
8	Shri. Ramdas R. Gaonkar	V.I. (P) Electrician	9420979780
9	Shri. Geetesh V. Naik	V.I. (T) Wireman	9422456582
10	Shri. Savan D. Pagui	V.I. (P) Electrician	9421157984
11	Shri. Baiju K. Aiya	V.I. (T) Mech. Electronics	9422575266
12	Smt. Sayali S. Prabhu Desai	G.I. (Copa)	7820957534
13	Shri. Shirish Sangelkar	V.I. (T) Fitter	8805582806
14	Shri Vijay G. Chari	V.I. (P) Carpenter	9923017341
15	Shri. Lenin D'Costa	V.I.(T) Food Production	7020215795
16	Shri. Tessy Anne Joseph	V.I.(T) House Keeper	8805207252
17	Shri. Purnanand Dalal	V.I.(T) Mech. Diesel	9923149345
18	Shri. Rajneesh Komarpant	V.I.(T) Welder	9923488477
19	Smt. Dilma Velip	V.I. (T) Employability Skill	9168087713/ 9404146814
20	Kum. Priyanka Nair	V.I. (T) Employability Skill	8668791384
21	Shri. Sushant Chari	V.I.(P) DCM	9823881579
22	Smt. Gauri Dhuri	V.I.(T) Sewing Technology	9850114604
23	Shri. Rajdeep Tubki	V.I.(T) Maths & Drawing	7972205663
24	Shri. Navlesh Patti	V.I.(T) Wireman	8552862383
25	Kum. Isha Natekar	V.I.(T) F & B Assistant	8390401180
26	Smt. Siddhi N. Karapurkar	Programming Assistant	9423315693
27	Shri Manoj M Nagekar	Store Keeper	9823963750
28	Shri Sahil Gaonkar	L.D.C.	9552194809

29	Smt. Bhagyashri Xete Dalal	L.D.C.	9822689828
30	Shri Pravin Virdikar	L.D.C.	9823131125
31	Shri. Ajit Velip	Apprentice	9158850679
32	Kum. Nisha Pagi	Apprentice	9158698965
33	Shri. Pritesh Dessai	Apprentice	7218065707
34	Shri Premanand Velip	Carpenter	9011694150
35	Shri Dilkhush V.G. Dessai	Workshop Attendant	9637436888
36	Shri Durgesh Velip	Driver	9637248953
37	Shri Vikas Velip	Driver	8806584568
38	Smt. Sujata Bandekar	Peon	9763748095
39	Shri Ratnakar K. Gosavi	Helper	9823880683
40	Smt. Pallavi P. Pagi	Sweeper	8805936884
41	Shri Ulhas P Velip	Watchmen	9421089843
42	Shri Paik C. Gaonkar	Watchmen	9922770166
43	Shri. Milind Velip	Watchmen	9923326831
44	Shri. Anand. Velip	Watchmen	9158595965

**(x) the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;**

Remuneration of officer: 1,31,626/-

Remuneration Employee: 11,68,195/-

Contract Remuneration:

Vocational Instructors: 2,13,600/-

Guest Vocational Instructors: 69,600/-

Watchman/Sweeper : 71,000/-

Driver :35,200/-

Apprentice :24,288/-

**(xi) the budget allocated of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;**

Office Expenses :  
Allotted: 5,00,000/-      Progressive : 4,66,059/-

Supplies & material  
Allotted: 14,00,000/-      Progressive: 11,23,300/-

P. O.L  
Allotted: 1,50,000/-      progressive : 54,921/-

Professional Service  
Allotted: 2,10,000/-      progressive: 1,76,150/-

Tribal Area Sub- plan  
Allotted: 2,66,016/-      progressive:1,25,081/-

**(xii) the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;**

**1. Register of Caution Money Deposits**

Sl. No.	Trade	Roll No. of the trainee	Name of the trainee	Father's name	Receipt No. and date	Amount	Date of admission	Date of completion of training	Date of refund of caution money to trainee	Amount refunded	Dated signature of the trainee	Remarks
1.												
2.												
3.												

MONTHLY ABSTRACT OF CAUTION MONEY DEPOSITS AT THE END OF MONTH

Opening Balance		Total	Receipts during the month	Total	Payments to trainees	Balance	Signature of Principal
Cash in hand	Balance in treasury						

Cash Book of Caution Money for the ..... of .....19 ...

Receipt							Payments						
Date	No. of receipt where necessary	Particulars	Folio	Cash Rs. P.	Treasury Rs. P.	Total Rs. P.	Date	No. of Voucher	Particulars	Folio	Cash Rs. P.	Treasury Rs. P.	Total Rs. P.

**(xiii) particulars of recipients of concessions, permits or authorisations granted by it;**

**Concessions**

Trainees will be given the following concessions while at the Institutes/Centres:

1. Free workshop clothing at the rate of two overalls every year to those who have to work on or near moving machinery and also in hazardous trades.
2. Free facilities for games, recreation and medical treatment.

**Special Concessions to Persons belonging to Scheduled Castes and Scheduled Tribes**

1. **RESERVATION OF SEATS** The reservation of seats for the Scheduled Castes and Scheduled Tribes for the purpose of admission to the industrial training institute/centres under the Craftsmen Training Scheme in the various States may be proportionate to their population in the respective State/Union Territory.
2. **STIPENDS** besides being considered for award of stipend under Craftsmen Training Scheme, the SC and ST trainees are also entitled to get stipend from the Department of Social Welfare according to the prevailing rules.

Facilities Available for Apprenticeship Training in Industry under Apprentices Act, 196.

The trainees in the ITIs after completion of one or two year courses may be engaged by employers for apprenticeship training in the designated trades. Such trainees are given full credit for the period spent in the ITI and they are required to undergo training in industry only for the remaining period of apprenticeship.

The total period of apprenticeship in the designated trades is six months to four years depending on the trades. Those who successfully complete apprenticeship training will be awarded National Apprenticeship Certificate to be issued by National Council for Vocational Training after they pass the All India Trade Test. National Apprenticeship Certificates are of a higher grade than the National Trade Certificate which is recognised for posts and services under the Central Government in the appropriate field.

The rate of stipend during apprenticeship training under the Act is as follows:.

<b>Year of training</b>	<b>Amount</b>
<b>During the first year of training</b>	<b>Rs. 460.00 per month</b>
<b>During the second year of training</b>	<b>Rs. 530.00 per month</b>
<b>During the third year of training</b>	<b>Rs. 610.00 per month</b>
<b>During the fourth year of training</b>	<b>Rs. 700.00 per month</b>

Provided that in the case of trade apprentices referred to in clause (a) of section 6 of the Act, the period of training already undergone by them in a school or other institution recognised by the National Council shall be taken into account for the purpose of determining the rate of stipend payable. Ex-ITI trainees going in for Apprenticeship training will receive stipend after counting the period of training undergone by them at the ITIs, i.e. weightage will be given for the period of their institutional training in determining the rate of stipend.

**(xiv) details in respect of the information, available to or held by it, reduced in an electronic form;**

<https://www.iticanacona.goa.gov.in/>

**(xv) the particulars of facilities available to citizens for obtaining information , including the working hours of a library, or reading room, if maintained for public use;**

<https://www.goa.gov.in/department/canacona-government-industrial-training-institute/>

<https://www.iticanacona.goa.gov.in/>

**(xvi) the names, designations and other particulars of Public Information Officers;**

Shri Edwin Fernandes  
Principal  
PUBLIC INFORMATION OFFICER  
ADDRESS  
Canacona Government Industrial Training Institute  
Canacona Goa – 403702

Shri Ramesh V. Velip  
Group Instructor  
ASST. PUBLIC INFORMATION OFFICER  
ADDRESS  
Canacona Government Industrial Training Institute  
Canacona Goa – 403702

**(xvii) such other information as may be prescribes;**