

Ms Seema
CCT

**GOVERNMENT OF NCT OF DELHI
INDUSTRIAL TRAINING INSTITUTE
PUSA, NEW DELHI-110012.**

F. 4(1)/ITI Pusa/Misc/2015-16/ 946

Dated: 31.08.2015

OFFICE ORDER

As new Semesters have been started recently, in order to maintain teaching learning process effective, all Group Instructors are hereby directed to supervise their sections in a very strict manner to avoid unforeseen situation in future.

Following are the guidelines / Instructions for All CIs, CCIs, MI, DI, LI now (Instructors ES) :-

1. All are directed to observe the Institute timing and be punctual.
2. All are directed, once inside the ITI campus and having marked their attendance in Biometrics Machine, not to leave the ITI campus, during working hours without written permission of their GIs, countersigned by undersigned.
3. Who are living in the ITI Pusa Staff Quarters must ensure that they are back within the Lunch hours and resume their work without loss of time.
4. Under no circumstances none, (including who living in staff quarters) will leave the ITI campus without making entries in the register kept at the Main Entry Gate.
5. All must be available in their classes, all the times during office hours, under no circumstances no one should be found gossiping with others except in lunch hours.
6. In order to maintain discipline among trainees, the rear gate near workshops shall be kept locked and opened in the emergent cases only.
7. Attendance marked in the Biometric Machine is the only proof of present on duties. In case of any dispute regarding attendance, only Biometric machine attendance will be accepted as proof. Since every staff has been registered in the Biometrics Machine there is no possibility of non-recording of registering the attendance.
8. All must maintain the cleanliness and their class rooms/Labs/Workshop shall be free from dust, birds droppings and cobwebs.
9. The machinery / equipment installed in their Labs must be in working condition, neat & clean properly oiled and greased.
10. There shall be no unserviceable items lying in the corners and should not be hide behind the almirahs, lockers and beneath the tables etc. All such items must be store returned immediately to Store Keeper.
11. All the tube light and fan must be in working condition and all must ensure that light, fans, equipments are switched off before leaving the room.
12. Similarly all windows must be closed before leaving the class or Lab.
13. For security reasons all are directed to get their Vehicle details recorded in the Register maintained with the Security Staff.
14. Similarly Trainees are also asked to provide details of their Motor Cycle, Scooter etc. to their Trade Incharge and a copy of the same shall be handed over to the Security Staff.
15. All must strictly follow their Time Table provided by their Group Instructors.
16. All must maintain their Daily Diaries mentioning Time and Topics taught this must commensurate with the DGE&T syllabus provided.
17. All must ensure that proper practical training is imparted to the trainees and syllabus must be

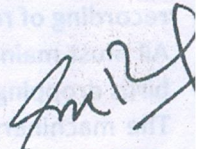
18. All must ask their Trainees to complete their workbooks of Theory, Practical, Maths, Drawing and employability skill on the same day of teaching or maximum within next day.
19. All Attendance Cards of Trainees must be submitted to concern GI for checking within 30 minutes on start of each morning & evening session.
20. At the end of every month the percentage of attendance of each Trainee must be recorded without cutting etc. and all Trainees must acknowledged by signing it in full signature.
21. All GIs must submit the Attendance Cards of previous month complete in all respect in the current month to Time Office positively.
22. For smooth conduct of training raw material required must be available with all Instructors.
23. It is the responsibility of the CIs/CCIs that at no point of time maximum two Trainees can go for drinking water or for washroom to relieve from the class. Such Trainee will bear the PASS from their concern Instructor and countersigned by the GI concern.

All above Instruction are to be supervised strictly by the Group Instructors who will also maintain their Daily Diaries.

All the Staff working in the Time section, Accounts, Purchase and Admin section must be punctual and ensure minimum pungenicies. All Trainees records, cash Books, Service Books of staff, leave records must up-to-date. The disbursement of all type Caution Money shall be done within 15 days after receipt of application request from Trainees with all necessary documents for ECS. All periodical returns to Headquarters must be sent on time.

These Instructions are normal in nature pertains to our daily duties, however reiterated to staff after observation of the Hon'ble Minister for Technical Education during his visit to one of our institutes that even normal system of teaching learning process is not being followed for our trainees who have high expectations from our Institutions.

Non-compliance of the order will be viewed seriously and necessary action deemed fit will be taken.



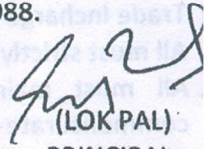
(LOK PAL)
PRINCIPAL

To

All Group Instructors, CI/CCI/Office Suptd./AAO/WSA/other staff

Copy for information to :

1. The Director, Training & Technical Education, Pitam pura, Delhi-110088.
2. The Additional Director, Training & Technical Education, Pitam pura, Delhi-110088.
3. The Deputy Director (Academic) Training & Technical Education, Pitam pura, Delhi-110088.
4. Assistant Director (Trg) Training & Technical Education, Pitam pura, Delhi-110088.
5. Mrs. Seema Saini to upload the office order to our website.



(LOK PAL)
PRINCIPAL