



Government of Jammu & Kashmir
Industrial Training Institute (Kishtwar)



Skill Development Department

our motto " skilled hands secured future "

landline : 01995 – 259352
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Correspondence Address : Shaheedi Road, Kishtwar, Jammu, J&K, India. Pin code : 182204

**Minutes of Meeting of IMC OF ITI KISHTWAR,
Dated 11th August 2021**

Reference : Call for Meeting dt 11th August 2021 of IMC OF ITI KISHTWAR by Chairman IMC vide Member Secretary IMC's communication no ITI/ktr/Esstt/837 – 49, dt 07/08/2021.

The Meeting of **IMC OF ITI KISHTWAR** was held, under Chairmanship of Er. Nirmal Singh, General Manager, NHPC, Kishtwar (Chairman, IMC OF ITI KISHTWAR), on **11th August 2021 (Wednesday), 3.30pm** at **Govt. ITI Kishtwar** and simultaneously via **google meet**.

The directions passed and decision taken in the meeting as per agenda :-

1) Introduction of ITI Kishtwar :-

The Member Secretary enlightened all the members via online presentation (39 Slides) about ITI Kishtwar with support of circulated / printed hardcopy copy of same which is also detailed below. The comprehensive information about Institute as on 10th August 2021 discussed in presentation is as :-

- i.* Over view of ITI
- ii.* Tracking Trainees.
- iii.* ONLINE admission Status.
- iv.* Syllabus Coverage.
- v.* Industry Providing Skill to Youth.
- vi.* Conclusion Statement.
- vii.* Photos of ITI.

2) Introduction of STRIVE Scheme :-

Member Secretary submitted online presentation (26 Slides) about basic guidelines of " Strive Scheme " all the member were also prior handed-over a brief writeup of same which included

- i.* STRIVE Overview.
- ii.* Result Area 1 under Strive.
- iii.* KPI's (Key Performance Indicators)
- iv.* Institutional Arrangement at ITI.
- v.* Financial Guidelines.
- vi.* Procurement Norms.
- vii.* Monitoring & Evaluation.
- viii.* How to make IMC success.
- viii.* Eligible & ineligible expenditure under component RA 1.

The Institute Strategic Plan (ISP) submitted to Ministry of Skill Development & Entrepreneurship on the basis of which STRIVE Scheme was approved and 1.5 Cr was sanctioned to Institute was also re-reviewed.

- i.* The submitted ISP's (Parts) that were discussed threadbare are as :-
 - a.* Part A
 - b.* Part B (Part B – Strategic Plan - 7 Sheets discussed)
 - c.* Part C (Part C – Procurement Plan - 63 Sheets discussed to be revised)
 - d.* Part D (Part D - 3 Sheets discussed)
- ii.* It was informed that said Plan/ISP for 200Lac was submitted on behalf of IMC OF ITI Kishtwar for approval, keeping in view of intake capacity of NCVT trades of year 2020, that was more than 200.
- iii.* It was informed that Ministry has taken reference of intake capacity of this Institute of 2017, which was less than 200 students and hence have approved funding of 150Lac instead of 200Lac as per STRIVE norms.
- iv.* It was also discussed now **revised procurement** plan of 1.5Cr instead of 2Cr is to be planned. The Part C " Procurement Plan " will be revised in totality. The approach for same will be discussed under procurement plan agenda.



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3) Procurement Plan :-

The following discussion were carried relevantly regarding procurement plan :

- i. The P & AO, MSDE, New Delhi's Sanction Order dt 1st March 2021 of Rs. 1.5 Cr under Strive in favour of ITI Kishtwar/IMC OF ITI KISHTWAR was discussed and initial release of 40% advance of 1.5Cr on approving ISP i.e Rs. 60Lac was also discussed.
- ii. The account titled Institute Management Committee (IMC) ITI Kishtwar, Account No 790120110000378 has been opened in Bank of India, Jammu as per directions from Directorate office and initial amount of 60Lac is expected to be credited soon in said account.
- iii. The procurement plan was thoroughly discussed and approved as :-
 - a) It was discussed since out 150Lacs only 60Lacs have been released and balance release of 90Lac is subject to PBGA. The plan will be made for 60Lacs on the basis of priority of ITI.
 - b) The Priority requirements (tools, equipment, furniture, etc) of ITI were kept in the plan and proposed to be booked (under expenditure), against initial release of 60 Lac from MSDE.
 - c) The proposed 60Lac plan is aimed to cover priority 1 to 5.
 - d) The tentative cost/estimation for Priority 1 to 5 is 60Lac.
 - e) The additional plan of approx. 32.37Lac was also kept ready under priority 6 & 7.
 - f) The priority 6 & 7 are kept with an intention to be prepared in advance for getting additional funding and incase the requirement/expenditure proposed under priority 1 to 5 are not booked fully or incase there remains unspent funds available even after priority 1 to 5.
 - g) It was also informed that for civil works R&B Division, Kishtwar has been approached by this office vide Letter No ITI/Ktr/852-66, dt 09/08/2021 to frame estimate for Installation of Lift of MMV trade and setting up service center of vehicles by way of Installing MMV trade equipment's.
 - h) It was also discussed that the procurement will be made by ITI in Bulk or Itemised or in grouped manner or as package and will be made from Govt / Semi Govt. Deptt / Govt. Corporation / Competitive Bid / Quotations / Shopping Open Market / Registered Dealers / Channel Partners / Distributors / GeM / Open Tender in newspaper, etc. The procurement through GeM will preferably be itemwise/Itemised.
 - i) It was also discussed that the specification of material taken in proposal is tentative and may change/upgrade as per the availability of equipment, machinery, tools, furniture, etc in the market.
 - j) It was also decided that the procurement process should start immediately as soon as funds are received officials in the account of IMC.

Abstract of approved plan is enclosed and briefly detailed below :

Priority	Description of Expenditure	Procurement Proposed	Amount	Total Amount
1	Setting up IT Lab – General Lab	A. Equipment	23,65,000	27,65,000
		B. IT & Electrical Works	1,00,000	
		C. Furniture	3,00,000	
2	Upgradation of MMV Trade	A. Equipment	1050000	1050000
3	Starting New Trade Smart Phone	A. TRAINEES TOOL KIT	377100	13,85,000
		B. Tools & Equipment	531000	
		C. CONSUMABLES	221000	
		D. WORKSHOP FURNITURE	255900	
4	Civil Works	Civil Works	750000	750000
5	Misc	Publicity, Seminars, POL, OE, Sports, Industrial Visits, Rent, Hosting Charges, Convocations, Awards, emergency Maintenance, Repair, (if any), etc	50000	50,000
Top Priority - TOTAL (Rs) - A				60,00,000
Lacs				60.00
6	Upgradation of Computer Operator & Programming Assistant, other Trades	A. Tools / Equipment	1826000	20,78,200
		B. Software	45000	
		C. Furniture	207200	
7	Procurement for Building Construction Trade	A. TRAINEES TOOL KIT	160000	11,59,040
		B. TOOLS, MEASURING INSTRUMENTS AND GENERAL SHOP OUTFIT	644290	
		C. TOOLS & EQUIPMENT FOR DRAWING HALL	199750	
		D. FURNITURE ITEMS	155000	
TOTAL (Rs) - B				32,37,240
Lacs				32.37
TOTAL (Rs) - (A + B)				92,37,240
Lacs				92.37



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Priority wise proposal :

TOP PRIORITY - STRIVE PLAN - Govt. ITI KISHTWAR							
S. No	Item	Year 1	Year 2	Year 3	Year 4	Year 5	Total
		2018-19	2019-20	2020-21	2021-22	2022-23	
		0	1	2	3	4	
1	Minor Civil Works	-	-	-	7.50	-	7.50
2	Equipment, Furniture, IT Equi	-	-	-	52.00	-	52.00
3	Misc. (unforeseen, expenses other than above)	-	-	-	0.50	-	0.50
Grant Total (Lac) - A		0.00	0.00	0.00	60.00	0.00	60.00
LESS THAN TOP PRIORITY - STRIVE PLAN - Govt. ITI KISHTWAR							
S. No	Item	Year 1	Year 2	Year 3	Year 4	Year 5	Total
		2018-19	2019-20	2020-21	2021-22	2022-23	
		0	1	2	3	4	
1	Equipment, Furniture, IT Equi	-	-	-	31.92	-	31.92
2	Purchase of Books and other Learning Materials	-	-	-	0.45	-	0.45
Grant Total (Lac) - B		0.00	0.00	0.00	32.37	0.00	32.37
OVERALL TENTATIVE STRIVE PLAN OF Govt. ITI KISHTWAR							
S. No	Item	Year 1	Year 2	Year 3	Year 4	Year 5	Total
		2018-19	2019-20	2020-21	2021-22	2022-23	
		0	1	2	3	4	
1	Minor Civil Works	-	-	-	7.50	-	7.50
2	Equipment, Furniture, IT Equi	-	-	-	83.92	-	83.92
3	Purchase of Books and other Learning Materials	-	-	-	0.45	-	0.45
4	Misc. (unforeseen, expenses other than above)	-	-	-	0.50	-	0.50
Grant total (A + B) (Lac)		0.00	0.00	0.00	92.37	0.00	92.37

(The approved tentative procurement plan is enclosed as Annexure " A " to this Minutes of Meeting - 15 Sheets.)

iv. On Job Training :-

- The Chairman IMC directed that a team of officials from ITI and HR Team of NHPC will sit together and chart out plan for OJT of students of ITI Kishtwar.
- He assured preference will be given to ITI Kishtwar students for Industrial Trainings/visits/OJT.
- He directed that the target set by the Strive guidelines on account of OJT should be met in stipulated time.
- He also directed that OJT should be planned keeping in view the Covid19 protocols for educational Institutes.

v. Sponsoring Guest Faculty / Experts / Training of Trainers :-

- It was discussed that the NHPC used to pay for engagement of Guest Faculty till 2018, but has not being doing since then.
- It was discussed that the staff engaged by IMC under previous scheme of VTiP are without salary/wages from a year, as said scheme is closed. The trades started/running under VTiP scheme are all NCVT registered and have very good response and have assets worth crores in place. The trades under VTiP are Health Sanitary Inspector, Plumber, Computer Hardware Network Maintt & Draughtsman Civil.
- Member Secretary requested Chairman to depute Technical Experts of relevant field, as an Industry Expert from his organization for delivering Lecturers to students and staff of his Institute. Chairman assured to look into the matter and directed Senior Manager, HR to come up schedule plan regarding same in consent with ITI.



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vi. Any other Point with permission of Chair :-

- It was informed that whatsapp group of IMC of ITI KISHTWAR has been framed to update about activities and scheme.
- The NHPC assured that they will continue with its CSR support to ITI as have been doing since 2012.
- The material list for procurement will be shared with all including Joint Director, Jammu.
- The below detailed "Works & Procurement Committee" is framed on behalf of Strive for IMC OF ITI KISHTWAR as is requisite to be framed as per norms
 1. Chairperson/Vice-Chairperson of IMC - Chairperson
 2. Member Secretary of IMC - Member
 3. Senior Faculty/Supervisor ITI in IMC - Member
 4. One Industry Member of IMC - Member
- It was also clarified that all officials work related to Strive scheme such as accounts, establishment, verification, stores, training, pfms, operations of portals, etc will be carried by existing staff of ITI, no additional staff shall be engaged for any assignment.

In the end Joint Director, Jammu, Skill Development Department thanked all the members and requested Industry people for support in OJT/CSR/Placement and assured for all possible help at his end.

In conclusion Chairman IMC OF ITI KISHTWAR thanked all for soliciting their precious views in the meeting and stressed upon all the members to work as a team for fulfilling the dreams planned under of STRIVE Scheme.

Enclosed :-	Annexure = 15 Lvs		
	1. Abstract	=	2Lvs
	2. IT - General Lab	=	2Lvs (Priority 1)
	3. MMV Equip	=	1Lv (Priority 1)
	4. Smart Phone	=	3Lvs (Priority 1)
	5. Civil Works	=	1Lv (Priority 1)
	6. COPA/Other Equip	=	1Lvs
	7. Mason Equip	=	4Lvs
	8. Head Wise	=	1Lvs

No :- ITI / Ktr / Esstt / Strive / 916 - 27
Dated :- 12 / 08 / 2021

Sd/-
(Imran Wajahat) BE
Principal

Govt. ITI, Kishtwar, Skill Development Deptt
(Member Secretary, IMC OF ITI KISHTWAR)

Copy for information to :

A. INDUSTRY MEMBER'S IMC OF ITI KISHTWAR:-

- 1) Chairman, IMC OF ITI KISHTWAR,
- 2) Chief Engineer(CIVIL), NHPC Ltd, Dulhasti Power Station
- 3) Senior Manager(HR), NHPC Ltd, Dulhasti Power Station
- 4) Senior Manager(FINANCE), NHPC Ltd, Dulhasti Power Station
- 5) Senior Manager(LAW), NHPC Ltd, Dulhasti Power Station

B. GOVERNMENT MEMBER'S IMC OF ITI KISHTWAR:-

- 6) Director, Skill Development Department, Jammu, Govt. of Jammu & Kashmir.
- 7) Principal (DEGREE COLLEGE), Kishtwar
- 8) Assistant Director (Employment), District Officer, Kishtwar
- 9) Supervisor/Senior Official, Govt. ITI Kishtwar
- 10) Students Representative, Govt. ITI Kishtwar

C. RELEVANT OFFICES & OFFICERS :-

- 11) Joint Director, Jammu Province, Skill Development Department.
- 12) Establishment/Accounts/Training Section, Govt. ITI Kishtwar