

## **Check List for Preparation & Submission of NAVTTC Sponsored PC-Is**

[if yes please tick (√) if no then tick (×) in the check box]

Yes

No

### **A. Pre-Requisite Information**

1. Whether, Official of RD Office visited the concerned institutes to determine potential/training capacity of institute?
2. Are the number and qualification of Instructional Staff, Rooms/Workshops and other allied training facilities are enough to impart the proposed training?
3. Whether, Workshop/Lab facilities of the institute are compatible with respect to the proposed training and updated/modern as per market demand?
4. Is the Institute affiliated with relevant body(s)?
5. Has the arrangement of Daily Attendance System and Monitoring System been setup for the proposed training?
6. Is the duration of all proposed training for at least six to twelve months?

### **B. Replacement of text in the PC-I**

7. Whether the word "NAVTEC" has been replaced with "NAVTTC" at page no. 1,2,3,5,7,8,9,12 & 13 in the PC-I?
8. Whether, the word "NAVTEC Ordinance" has been replaced with "NAVTTC Act" at page no. 2 & 5 of PC-I?

### **C. Updating of PSDP Figure**

9. Under "Plan Provision" at Column 4 of PC-I, PSDP block allocation may be shown Rs. 300 million for F.Y. 2011-12. Has the same been done in the PC-I?

### **D. Additional Information/details**

Following additional information/details needs to be incorporated in the PC-I under sub-section of column no. 6 (i.e In Addition to Above Following Specific Information may be provided)

10. Whether, Certificates of the Accreditation/Affiliation status has been incorporated in PC-I?
11. Has the employability opportunity of the proposed trades been specified in the PC-I with respect to location and relevant industries, where ever the demand is?
12. Has the tracer study of employability of already trained persons in the proposed trades?  
has been carried out if so, the same may be incorporated in the PC-I?
13. Has the details of Syllabi/Curricula been undertaken of each proposed trade and incorporated in the PC-I?
14. Do you recommend further demand driven training cadres in the PC-I for future training?
15. On job training/apprenticeship provision is mandatory requirement for NAVTTC sponsored projects e.g Six months course will need 2 months additional time period for on job training /apprenticeship in any relevant unit. Has the aforementioned directions been incorporation in PC-I?
16. The NAVTTC sponsored programme may not follow Apprenticeship Ordinance 1962. It creates its own system of mandatory on job training in any relevant organization, Office, Company, bank, industry, shop, plaza etc. This may be selected by the concerned training institute. Selected body(s) for apprenticeship/on job training needs to be reflected in the PC-I. Has that been reflected in the PC-I?

### **E. Signing of PC-I**

17. Whether, PC-I has been signed by the Head of department of the concerned training institute/executing agency and concerned Regional Director, NAVTTC?