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भारत सरकार
GOVERNMENT OF INDIA
विद्युत मंत्रालय
MINISTRY OF POWER
केंद्रीय विद्युत प्राधिकरण
CENTRAL ELECTRICITY AUTHORITY
मानव संसाधन विकास प्रभाग
HUMAN RESOURCE DEVELOPMENT DIVISION

विद्युत क्षेत्र के प्रशिक्षण संस्थानों की
मान्यता के लिये मार्गदर्शी सिद्धांत
GUIDELINES FOR RECOGNITION OF
TRAINING INSTITUTES FOR POWER SECTOR

फरवरी २०१९
February 2019

INDEX

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Guidelines for recognition and grading of various training institutes in power sector in the country

1.0   General

1.1   Training is mandatory for all the personnel engaged in operation and maintenance (O&M) of generation, transmission and distribution systems of electricity as per the Regulations 6 & 7 of the Central Electricity Authority (Measures relating to Safety and Electricity Supply) Regulations 2010.

1.2   Central Electricity Authority (Measures relating to Safety and Electricity Supply) Regulations 2010 has the following provision regarding the training of personnel engaged in O&M of the electric power system:

Regulation 6- Safety measures for operation and maintenance of electric plants:

(1)   Engineers and supervisors appointed to operate or undertake maintenance of any part or whole of thermal power generating station and a hydro power plant together with associated sub-station shall hold diploma in Engineering from a recognized institute, or a degree in Engineering from a university.

(2)   The technicians to assist engineers or supervisors shall possess a certificate in appropriate trade, preferably with a two years course from Industrial Training Institute recognized by the Central Government or the State Government.

(3)   Engineers, supervisors and technicians engaged for operation and maintenance of electric plants should have successfully undergone the type of training as specified in the **Schedule-I**.

Provided that the existing employees shall have to undergo the training mentioned in sub-regulation (3) within three years from the date of coming into force of these regulations.

(4)   The owner of every thermal power generating station and hydro power plant together with their associated sub-station shall arrange for training of personnel engaged in the operation and maintenance of his generating station alongwith associated sub-station in his own institute or any other institute recognized by the Central Government or the State Government.

Provided that separate training shall be given to the persons engaged in operation and maintenance of thermal power stations and hydro power stations including associated sub-stations.

Regulation 7- Safety measures for operation and maintenance of transmission and distributions systems:

(1)   Engineers and supervisors engaged in operation and maintenance of transmission and distribution systems shall hold diploma in electrical, mechanical, electronics and instrumentation engineering from a recognized institute or university.

(2)   The technicians to assist engineers or supervisors shall possess a certificate in appropriate trade, preferably with a two years course from Industrial Training Institute recognized by the Central Government or the State Government.

(3)   Engineers, supervisors and technicians engaged for operation and maintenance of transmission and distribution systems should have successfully undergone the type of training as specified in the **Schedule-II.**

Provided that the existing employees shall have to undergo the training mentioned in sub-regulation (3) within three years from the date of coming into force of these regulations.

(4)   The owner of every transmission or distribution system shall arrange for training of personnel engaged in the operation and maintenance of transmission and distribution system in his own institute or any other institute recognized by the Central Government or the State Government.

For implementing the above regulations effectively and on rational basis, these Guidelines and norms are hereby framed to describe the procedure to be followed for recognition and grading of the training institutes for power sector in the country.

1.3   In these Guidelines unless the context otherwise requires;

(a)   'Act' means the Electricity Act, 2003.

(b)   'Authority' means the Central Electricity Authority constituted under sub-section (2) of Section 70 of the Act.

(c)   Guidelines means "Guidelines for Recognition of Training Institutes for Power Sector"

(d)   Regulations means "Central Electricity Authority (measures relating to Safety and Electricity supply) Regulations, 2010".

(e)   'Institute' means the Training Institute.

1.4   Other words and expressions used and not defined in these guidelines but defined in the Electricity Act, 2003 shall have the meaning assigned to them in the said Act.

2.0   Applicability of the Guidelines

2.1   These guidelines are applicable for recognition of the training institute imparting the type of training for the power sector personnel as specified in **Schedule-I** and **Schedule-II** of the Central Electricity Authority (Measures relating to Safety and Electricity Supply) Regulations, 2010 or their subsequent amendment.

2.2   Jurisdiction of recognition of training institutes between the State Governments and Central Government in respect of recognition of different categories of the training institutes shall be as under:

(A)   Training institutes as categorized below shall be recognized by CEA on behalf of the Central Government :-

(i)   The training institutes owned wholly or partly by the Central Government/Central Power Sector Undertakings/ Central Government Organizations.

(ii)   The training institutes that especially provide training to the utilities having operation in more than one State or to the utilities from the States other than the State in which it is situated.

(iii)   The training institutes for which the proposals are referred to the Central Government / CEA by the State Government.

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(B) Whereas the training institutes which are categorized as below shall be given recognition by the concerned State Government:-

(i) The training institutes owned by the State Government(s) / State Power Sector Undertakings / State Government Organizations and proposed to impart training to the Utilities operating within the same State only.

(ii) The training institutes owned by the Private Sector and propose to provide training to the Utilities operating in the respective States in which these training institutes are located.

The training institutes which are not covered under the categories as explained above shall be given recognition by the Central Electricity Authority on behalf of the Central Government.

3.0 Institutional Facilities

3.1 The training institute shall have separate own building; and hostels for men and women with mess and recreation facilities including indoor and outdoor games.

3.2 The training institute shall have adequate number of classrooms, seminar/conference hall/ auditorium, Simulators, workshops (mechanical, electrical and basic workshops), laboratories (control & instrumentation, water chemistry and relevant testing and research facilities), library & computer centre. The training institute shall have facilities for demonstration by static and working models, training resource unit supported with appropriate reprographic facilities, Audio-visual training aides including Computer Based Training (CBT) packages, LCD, Slide and Overhead projectors.

3.3 The every training institute shall have a tie-up with the Power Stations/ Sub-stations/ Load Dispatch Centers so as to facilitate familiarization and to provide in-plant training.

3.4 The institute shall have facilities to arrange refresher courses for those personnel who already have experience in the operation and maintenance of a generating station/ transmission system/ distribution system.

3.5 The institute shall be equipped with internet facility and e-networking with other training institutes within organization and other reputed educational/professional / training institutes to tap the best management and technical expertise.

3.6 The institute shall have e-learning facilities for the upgradation of the knowledge of personnel in the areas of Power Sector development.

3.7 The training institutes shall ensure that the environment provided to the trainees is proper, clean, hygienic and such that people enjoy their tenure while undergoing training at the institutes.

4.0 Organization and Staffing

4.1 The training institute shall have a full time Principal/ Director of appropriate level officer as described below and an adequate number of regular in-house teaching staff in addition to the external faculty depending upon the scope and magnitude of the training institute-

    i) The Principal/Director of the training institute owned by Central/State Govt., shall be an officer of the level of Superintending Engineer or above.

    ii) The Principal/Director of the training institute of PSUs shall be an officer equivalent to DGM or above.

iii) The Principal/Director of Private Sector training institute shall be an executive (Graduate Engineer/MBA-HR) having work experience of 15 years or more.

4.2   The staff of the training institute shall be properly qualified and shall preferably have undergone a specialized training course in the art of imparting training.

4.3   The organizational structure of the training institute shall have the functional set up for providing training to the participants and development of course/ related activities. The set up under the administration and finance may have flexibility   depending upon the variable factors such as power utility policy of centralized recruitment and promotions, salary, administration etc.

4.4   The trainees undergoing training shall be totally under the administrative control of the Head of the institute.

4.5   The budget provision and control of expenditure for training programme shall be distinctly and exclusively earmarked for the institute.

5.0   Training Methodology

5.1   The induction level training consisting of the familiarization with the power station/sub-station equipment systems, theoretical training in the institute and on-job training in the power station/sub-station/ Load Dispatch Centre (LDC)/Discom shall be imparted to the new recruits for a period and course as specified in Central Electricity Authority (measures relating to Safety and electric supply) Regulations, 2010 or in the latest amendments thereof.

5.2   The institute shall have appropriate training methodology by way of class-room lecture, tutorials, lesson techniques, discussion sessions, practical sessions, project works, and learning with the help of Computer Based Training(CBT) packages etc. Where ever possible, the class-room lectures be supplemented by site/plant visits.

5.3   The on-job components of the training must be appropriately designed and organized with the close liaison of the Power Station Superintendent. There shall be nodal officer between the institute and the power station designated as On-job Training Officer who would ensure the implementation and monitoring of the on-job training plan prepared by the Institute, at the power stations/sub-station/LDC/Discom under various functional heads.

5.4   Both the operation & maintenance training shall be on a modular system. Each module shall specify the objectives and description of the contents and methods, and shall be clear as to what trainee is expected to learn after the completion of the module. Proper handouts on all topics into which a lesson has been broken shall be made available to the trainees and lectures shall be supported by objective/multiple choice questions at the end.

5.5   The significant features of the training shall be the division of the course into formal and on-job modules. The formal modules would generally be conducted at the institute and on-job training in the power stations/ sub-stations/LDCs/Discoms.

5.6   On-job training shall be considered as an essential complement to the formal training as it is essential for the trainee to get the feel of real situation and to have direct contact

with the staff with whom he has to work. The on-job training shall ensure that the trainee participates in the situation as far as possible rather than observes it. The trainee's approach shall be analytical. He shall find out & record such facts as to what is being done and why, the job method used, sequence of findings and time taken. He shall produce what are the critical points for Supervisor Engineers to check and he shall be required to discuss his findings with the experienced engineers and from time to time produce written reports. Individual and group projects may be introduced into the programme at the appropriate points. The project reports and models, if any, (Static or working) prepared by the trainees may be well documented and displayed so as to disseminate the knowledge to the other participants/trainees.

6.0 **Instructional Capability**

6.1 The core faculty of the training institute shall have adequate back-ground experience and shall be specialized in the subject. The trainers shall also undergo training in instructional techniques and the use of latest audio-visual aids for the training methodology. The trainers shall possess an aptitude for imparting training to others and shall utilize innovative means for administering the training inputs.

7.0 **Training Programmes**

7.1 The institute shall specify its specialized field(s) of training from amongst the fields of Thermal, Hydro, Transmission, Distribution and Power Management.

7.2 The courses organized by the institute shall cover, inter alia, induction, refresher, On-the-Job, management, IT and all types of courses related to the development of Power Sector.

7.3 The content of course and duration of Induction level/ long term training shall be as specified in the Central Electricity Authority (measures relating to Safety and electric supply) Regulations, 2010.

7.4 The training institute shall prepare an annual training programme calendar based on training need analysis of its own organization or for meeting the requirement of other utilities of Power Sector.

8.0 **Performance Appraisal**

8.1 The Institute shall have a systematic Scheme of evaluation and assessment for the performance of the candidates by conducting oral and written tests at adequate intervals.

8.2 The impact of training shall be assessed based on written tests conducted before and on completion of training programme.

8.3 The assessment forms shall be as specified in Part XXVII of **Schedule-I** of CEA Regulations 2010 or in their amendments.

8.4 The certificate issued on successful completion of the training shall include a declaration that the training institute/center is recognized under Central Electricity Authority (Measures relating to Safety and Electricity Supply) Regulations 2010.

9.0 **Mandatory Requirements**

The institutes not meeting the mandatory requirements of the guidelines shall not be considered for recognition. The following shall be the mandatory requirements for any training institute set up for training of Power Sector personnel:-

i) A separate building for the training institute. In case of a rented/leased building, the Rent/Lease agreement shall have validity period more than the period of recognition of the training institute.
ii) Tie-up of institute with a power plant/ sub-station
iii) A full time Principal/Director and teaching staff
iv) Facilities for demonstration by simulators, models and for slide shows & movies.
v) Process / Mechanism for Evaluation and Assessment of the performance of trainees by oral and written tests

10.0 **Criteria/Norms for Recognition and Grading of Institute**

10.1 Recognition and Grading of institutions shall be made based on the information furnished by Institutes as per Questionnaire and assessment of the visiting team of CEA. Questionnaire is enclosed at **Annexure-I & I(A)**. Hot Line Training Institute is required to furnish additional information in the Questionnaire at **Annexure-II**.

10.2 The broad parameters for appraisal of training institute are given as under:

S. No.		Parameters	Units	
1.	**Infrastructure**			
	1.1	Class Room / Seminar / Syndicate Room	Nos.	
	1.2	Hostel		
		(a) Hostel Capacity (persons)	Nos.	
		(b) Hostel Occupancy	Mandays	(%)
	1.3	Laboratories	Nos.	
	1.4	Workshops	Nos.	
	1.5	Library		
		(a) Library No. of books / journals	Nos./Nos.	
		(b) No. of Books issued during the year	Nos.	
	1.6	Models	Nos.	
	1.7	Audio-visual training packages on various subjects	Nos.	
	1.8	Audio-visual Aids	Nos.	
	1.9	ISO:9001-2015	Y/N	
	1.10	Integration of training institutes with other institutes	Y/N	
	1.11	Quality of infrastructure	Score	
2.	**Faculty Support**			
	2.1	Core Faculty	Nos.	
	2.2	Quality of faculty	Score	
3.	**Courses Conducted (Theoretical + Practical)**		**Mandays**	
	A.	**Theory Courses**	Mandays	

	3.1	Induction level & long term	Mandays
	3.2	Refresher	Mandays
	3.3	Management, IT & others courses related to power sector development	Mandays
	B.	**Practical Training**	
	3.4	Simulator training imparted to the trainees during the year	Mandays
	3.5	On-job Training	Mandays
		(a) Training of employees	Mandays
		(b) Apprentice Training	Mandays
	C.	**Other Courses**	Mandays
	3.6	Training courses related to Power Sector for fresh graduate engineer/ diploma / ITI holder	Mandays
	3.7	Training courses related to Power Sector which are not included in Schedule-I&II	Mandays
	Total Theory Mandays (3A +3C)		Mandays
	Total Theory and Practical Mandays(3A+3B+3C)		Mandays
	3.8	Quality of courses	Score
4	**Utilization of Budget**		
	4.1	Annual Budget	%
	4.2	Annual Capacity of the institute	%

10.3   The weightage and norms for each parameter/activity for appraisal of the institute are given in **Annexure-III**. The evaluation for rating these facilities shall take into consideration the qualification, experience and availability of guest faculty, availability of infrastructure, video conferencing facility and National/ Regional training programmes/ workshop conducted during the past three years.

10.4   The score on the quality of infrastructure shall be, inter-alia, based on the availability of following facilities in the institute:
* Maintenance of institute building and hostel
* Whether classrooms are AC or Non-AC.
* Whether the institute has auditorium
* Whether the auditorium is AC or Non-AC
* Whether the institute has conference hall
* Whether the conference hall are AC or Non-AC.
* Whether the institute has seminar/ syndicate room
* Whether the seminar/ syndicate room are AC or Non-AC.
* Whether video conferencing facility is available.
* Whether the institute has a transport facility for plant visits, for picking up faculty and trainees, etc.
* Whether internet facility is available in the library/computer lab.
* Whether the library is AC or Non-AC.
* Digitization & computerization of library.
* The condition of books, type of books, magazines, journals, latest CBT packages, etc, seating arrangement for the readers.
* Whether the institute has mess facility for the trainees.

- Whether the hostel rooms have telephone & intercom facilities.
- Whether the hostel rooms have internet facilities.
- Whether indoor recreation facilities exist
- Whether outdoor recreation facilities exist Environment, cleanliness and hygienic condition of the institute and hostel.

10.5 The score on quality of faculty shall take into account the following factors:
- Qualification of core faculty and guest faculty
- Experience of core and guest faculty
- Ratio of core and guest faculty
- Trainers undergone training specially in instructional techniques in last three years.
- Feedback on faculty members received from the trainees

10.6 The score on quality of courses shall be based on:
- Induction course
- Refresher course
- Power management including financial & commercial aspects
- Appraisal through written tests
- Appraisal through oral tests, group discussions/ group presentation
- Simulation and group mock exercises
- Relevance of study and training material to the course
- Course Material in hard copy form,
- Course Material in soft copy form
- Use of Case studies
- Feedback on the quality of course, duration, & content
- Plant visits
- Training impact assessment carried out

10.7 The score against each parameter/activity shall be worked out from the actual facility/performance of the institute by applying the laid down weightage and norms for the same. In case of non-furnishing of information against any parameter or its part by the institute, zero score will be awarded against that parameter.

10.8 The overall grading of the training institute shall be given on the basis of computation of the final score based on yearly scores for a three year period prior to the visit by the CEA team. The weightages for the three years' shall be 0.2, 0.3 and 0.5 respectively.

10.9 The training institute shall be graded as under:

Score Obtained	Grading	Rating
>79	A	Excellent
60-79	B	Very Good
40-59	C	Good
< 40	---	Not qualified

10.10 The grading of the institute *may* be reviewed annually based on the information furnished to CEA by the institute Authorities.

11.0 Recognition Period of the Training Institutes

A new institute / an existing institute applying for the first time or the training institute applying for renewal of its recognition shall be accorded recognition for a period of 3 to 5 years depending on its grade (arrived after assessment) as indicated in the table given below:

Score Obtained	Grading	Rating	Renewed Period of Recognition
>79	A	Excellent	5 years
60-79	B	Very Good	4 years
40-59	C	Good	3 years
< 40	---	Not qualified	---

12.0 Levy of Fee

12.1 A fee of Rs.1,00,000/- in case of Category-I (i.e. institutes organizing regular long term programmes for graduate/diploma engineers) and Rs.50,000/- in case of Category-II (i.e. smaller institutes/centers running courses for ITI and non-qualified technicians, etc.) shall be levied for fresh recognition. Subsequently, a renewal fee of Rs.50,000/- for Category-I training institutes and Rs. 30,000/- for Category-II training institutes shall be charged.

12.2 The fee may be sent by Bank Draft drawn in favour of Chairperson, CEA, Sewa Bhawan, New Delhi.

13.0 Procedure for Recognition

13.1 The training institute / power utility shall apply for renewal/fresh recognition. The institutes seeking renewal of recognition shall apply two months before the expiry of the earlier recognition.

13.2 The training institute/ power utility shall furnish the information (along with Bank Draft drawn in favour of Chairperson, CEA towards the remittance of requisite fee) as per the questionnaire [**Annexure-I** and **Annexure-II** (for Hot Line training only)] through a hard copy and soft copy to Chief Engineer(HRD), CEA, 1st Floor, Wing-5, West Block-2, R. K. Puram, New Delhi-110066.

13.3 After receipt of the fee and information specified above, the team of CEA officers shall visit the institute on a date mutually agreed upon by the visiting team and the institute and the Team shall have its assessment on the various aspects like institutional arrangements, organization and staffing, training methodology, instructional capability, training contents, performance appraisal system etc.

13.4 The performance of the institute shall be assessed by the team of CEA Officers in accordance with laid down criteria/norms as specified in the guidelines. Based on the recommendations of the team, the observations/recognition of the institute shall be communicated to the head of organization/training institute.
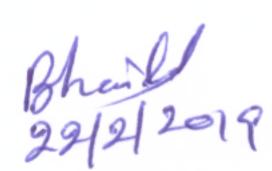
13.5 It shall be mandatory that all the institutes shall furnish information annually to HRD Division of CEA through a hard copy and soft copy by 30th April of next financial year in the prescribed formats (i.e. **Annexure-I & Annexure-IA** and additional **Annexure-II** for hot line training).

13.6 The institute not qualifying for recognition shall be given six-month time to come up with a report on improvements in the laid down parameters and resubmit the application along with 50% of the original fee. The CEA Team will re-visit the institute. If the institute does not qualify at the time of such re-visit, it shall not be considered for recognition. Subsequently, if the institute desires to apply for recognition, it shall again be treated as fresh application and the fee charged shall be as applicable for fresh recognition as mentioned in Para 12.1.

13.7 CEA team may visit the institute any time after granting the recognition to review the action taken on CEA observations and the progress of improvement in the Standard of the institute.

13.8 The institutes not approaching for renewal of recognition within three months from the expiry of the earlier recognition shall not be displayed in the list of training institutes recognized by CEA.

13.9 The training institutes applying for recognition after three months from the date of expiry of earlier recognition shall be treated as institute seeking fresh recognition and shall be charged a fee same as that for fresh recognition as mentioned in Para 12.1.

14.0 Cancellation of Recognition

14.1 The recognition of any training institute shall stand cancelled automatically due to the following reasons :-

(a) Change in the ownership of the institute by sale or transfer of the institute.

(b) Change / shift in the location of the institute.

14.2 In case of cancellation of recognition due to any reasons as stated above, the institute may apply for its recognition as in the case of a fresh recognition.

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Questionnaire for Training Institute

	Name of the Institute	Name & Designation of the head of the Institute: ....
Address:		
Phone:		
Mobile :		
Fax:		
E-mail:		
Website:		

1. **Field of training** : Thermal / Hydro / Transmission / Distribution / Power Management
   (Tick the appropriate field)

2. **Category of Institute**

Category -I : Training for Degree/Diploma Engineers	
Category –II : Training for ITI qualified / Nonqualified technicians	

3. **Mandatory Requirement**

   3.1 Whether the Institute has its separate building   Yes/No

   3.2 Whether the training institute has linkage with the   Yes/No
         power stations / sub-station

   3.3   Whether the Institute has full time Principal/Director   Yes/No

   3.4   Whether the Institute has facilities for demonstration by
         Simulators, models and for slide shows & movies   Yes/No

   3.5   Whether the Institute has process/ mechanism for Evaluation and
         Assessment of the performance of trainees by Oral & Written tests   Yes/No

4. **Annual Capacity of the Institute** in terms of mandays of training

5. **Infrastructure**

   5.1 Class Rooms (including rooms of capacity 25-30 trainees, seminar/syndicate
        rooms/computer room/laboratories if they are regularly used for lectures)

	Nos.	Total Capacity
Classrooms		
Seminar/Syndicate rooms		
Computer rooms		
Laboratories		

5.2   Whether the training institute has got hostel facility.   Yes/No

If yes, then give the details as per following:

No. of rooms x beds*	Hostel Capacity (no. of beds)	annual occupancy during the year(i.e. annual sum of no. of trainees stayed each day)	% Annual occupancy

* e.g. 24x2 stands 24 twin-bed rooms , and 13x1 for 13 single-bed rooms

5.3   Laboratories including computer labs

Sl. No.	Type of laboratory

5.4   Workshops

Sl. No.	Type of workshop

5.5   Library   Yes/No
       If yes,

No. of books	No. of Journals	No. of books/journal issued during the year

5.6   Model Room   Yes/No

If yes, then enclose the number of models and their list.

5.7   Audio-Visual training packages (Give nos. and list)

Sl. No.	Subject

5.8   Audio-Visual aids (Give nos. and list the details)

5.9   _ Whether the training institute is ISO-9001:2015   Yes/No

5.10 Whether the training institute has e-integration with other   Yes/No
       training institutes within the organization or with other organizations.

If yes, then list the details.

5.11 Whether the training institute has linkage with the power stations /   Yes/No
       sub-station in respect of organizing and monitoring the on-job
       training

(a) If yes, then furnish the name of the organization
    where on-job training imparted.

(b) Manpower in the associated Plant / Sub-station:

Sl. No.	Name of the associated Plant / Sub-Station	Organisation	Manpower in the Plant / Sub-Station (No.)											
			REGULAR						NON-REGULAR					
			Technical			Non-Technical			Technical			Non-Technical		
			Executive	Non-Executive	Total	Executive	Non-Executive	Total	Executive	Non-Executive	Total	Executive	Non-Executive	Total

5.12 Do you have an officer designated as an On-job Trainer?　　Yes/No
　　　If yes, then give the name and designation of the officer.

5.13 Auditorium/Conference Hall　　Yes/No
　　　If yes, then Capacity (no of persons)

5.14 Reprographic Facilities /Resource Centre　　Yes/No
　　　If yes, then list the details.

6. Faculty (Give details in the format #)

	Numbers		Qualification wise(nos.)				Core faculty trained during the year (nos.)
Total	Own(core)*	Guest	Diploma	Degree	PG	Ph.D.	

* Those from the own organization and take classes regularly at the institute.

7. Training Courses

7.1 The courses conducted during the last three years (year-wise)
　　(Details as per the enclosed Format @)

Year	Number of courses	Persons trained		Annual training capacity (Mandays)	Utilization of Capacity (%)
		Nos.	(Mandays)*		
2016-17					
2017-18					
2018-19					

* Excluding on-job training at the plant/work site.

7.2 Break up of total training mandays during the last three years (year-wise)

Sl. No.	Type of Course	Persons trained					
		2016-17		2017-18		2018-19	
		No.	Mandays	No.	Mandays	No.	Mandays
	Theory Courses						
1.	Induction/ long term*						
2.	Refresher						
3.	Management, IT & others courses related to power sector development.						

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	Practical Training							
4.	Simulator training							
5.	On-job training							
	(a) Training for employees							
	(b) Apprentice training							
	Other Courses							
6.	Training courses							
	(a)Training courses related to Power Sector for fresh engineering graduate / diploma / ITI holder							
	(b)Training courses related to Power Sector which are not included in schedule I & II							

* Long term programmes include those having the duration of one month or more and *excluding on-job training*.

8. Organizational structure of the institute and Budget

8.1 Training Budget

8.1.1. Budget provisions for training during the last three years (year-wise)

(Rupees in lakh)

Year	Allocated Budget	Budget Utilized	% Budget Utilized
2016-17			
2017-18			
2018-19			

8.2 Organizational Set up

8.2.1. Furnish the organizational and functional set up of the institute

8.2.2. Furnish the administrative and accounts set up of the Institute.

9. Training methodology

(a)	Classroom lectures	Yes/No
(b)	Group Discussion Session	Yes/No
(c)	Practical Session	Yes/No
(d)	Workshop/labs/project	Yes/No
(e)	On-job Training	Yes/No
(f)	Case Studies and presentation by each trainee	Yes/No

(Enclose the details)

10. Instructional capability

10.1 Has the training faculty been adequately trained in the instructional technique ?　　　　Yes/No

If yes,

Name of the core faculty member	Training in instructional techniques			
	At Institute	Period		Mandays
		From	To	

22/2/2019

10.2	Whether the handouts are prepared for each lecture and given to trainees.	Yes/No
10.3	Do the handouts clearly indicate the objectives of the lesson, various elements into which the lesson has been broken relevant to syllabus.	Yes/No
10.4	Is the lecture supported by the objective type questions?	Yes/No
10.5	Feedback from trainees on (attach a copy of sample feedback)	
	10.5.1. each faculty	Yes/No
	10.5.2. each training module	Yes/No
	10.5.3. training need	Yes/No
	10.5.4. Institute facilities	Yes/No

11. Are you following the syllabi as set-out in the Schedule-I / Schedule-II of the CEA Regulations 2010? If yes, give details. Yes/No

12 Are you following the appraisal system as set out in the Assessment form at Part XXVII of Schedule-I of the Regulations 2010? Yes/No
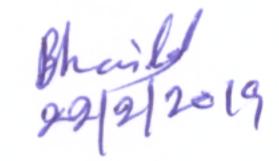

Signature of the Head of the institute

Date:

@ **Format for details of courses conducted during the last three years separately (year-wise):**

	Name of course	Modules / topics covered	Duration (Days) (From-To)	Trainees		Total Mandays
				Level (Engineer / Technicians)	Nos.	
Theory Courses (In - house)	*Induction: 1. 2. ………. Sub-total					
	Refresher: 1. 2. ………. Sub-total					
	Management: 1. 2. ……….. Sub-total					
	IT & other courses related to power sector development: 1. 2. ………… Sub-total					
Practical Training	Training on Simulator 1. 2. ……….. Sub-total					
	On-job training at plant/sub-station 1. 2. ………. Sub-total					
	Apprentice Training 1. 2. ……….. Sub-total					
Other Courses	Training courses related to Power sector 1. 2. ……….. Sub-total					
	Training courses related to Power sector which are not included in Schedule I & II 1. 2. ……….. Sub-total					
	Total					

* Including long term courses of duration one month or more and *excluding on-job training.*

 # Format for details of Faculty/ Panel of experts

Sl. No.	Name of faculty member	Qualification	Experience	Specialization
A. Core faculty including from own organization				
1.				
2.				
B. Guest faculty / Experts				
1.				
2.				

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Information for Appraisal of Training Institute
(For the Financial Years 2016-17, 2017-18 & 2018-19 separately)
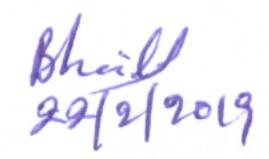
Name and Address of the Institute:

Training Field: Sector:

Organization: Region:

Sl. No.	Items		Units			Actual Values
1.	**Infrastructure**					
	1.1	Class Room / Seminar / Syndicate Room	Nos.			
	1.2	Hostel				
		(a) Hostel Capacity (persons)	Nos.			
		(b) Hostel Occupancy	Mandays	(%)		
	1.3	Laboratories	Nos.			
	1.4	Workshops	Nos.			
	1.5	Library				
		(a) No. of books / journals	Nos./Nos.			
		(b) No. of Books issued during the year	Nos.			
	1.6	Models	Nos.			
	1.7	Audio-visual training packages on various subjects	Nos.			
	1.8	Audio-visual Aids	Nos.			
	1.9	ISO:9001-2015	Y/N			
	1.10	Integration of training institutes with other institutes	Y/N			
	1.11*	Quality of infrastructure	Score			
2.	**Faculty Support**					
	2.1	Core Faculty	Nos.			
	2.2*	Quality of faculty	Score			
3.	**Courses Conducted (Theoretical + Practical)**		**Mandays**			
	A.	**Theory Courses**				
	3.1#	Induction level & long term	Mandays			
	3.2	Refresher	Mandays			
	3.3	Management, IT & others courses related to power sector development	Mandays			
	B.	**Practical Training**				
	3.4	Simulator training imparted to the trainees during the year	Mandays			
	3.5	On-job Training	Mandays			
		(a) Training of employees	Mandays			
		(b) Apprentice Training	Mandays			

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Sl. No.		Items	Units	Actual Values
	C.	Other Courses		
	3.6	Training courses related to Power Sector for fresh graduate engineers/ diploma / ITI holder	Mandays	
	3.7	Training courses related to Power Sector which are not included in Schedule I&II	Mandays	
	Total theory (3A +3C)		Mandays	
	Total theory and practical (3A+3B+3C)		**Mandays**	
	3.8 *	Quality of Courses	Score	
4.**	Utilization of			
	4.1	Annual Budget	%	
	4.2	Annual Capacity of the institute	%	

* To be filled in by the team of CEA

** To be calculated by the team of CEA

\# Excluding on-job training. It includes refresher courses of duration one month or more.

Signature of the Head of the Institute

Date:

Information regarding Hot Line Training Centre

1. Name of the Hot Line Training Institute:
    Name and designation of the head of the institute:
    Address of the institute:
    Phone No.
    Mobile No.
    Fax No.
    Email id:
    Website:

2. Whether safety precautions mentioned in Regulation 19 of the CEA(measures relating to Safety and Electricity Supply) Regulations 2010 are observed during the training?

3. Details of Syllabus for long term courses and short term courses including the duration of classroom and on-job components. (Enclose a soft copy and a hard copy of it)

4. Whether the trainers are qualified? if yes, their Qualification

5. Whether the trainers have been certified in hotline maintenance works? If yes, (enclose a copy of certificate), give details of hotline training attended by them in the format 1.

6. Whether the institute has live-line maintenance equipments for hotsticks and barehand methods like: Insulated Aerial Devices (Vehicular-mounted articulating or telescoping boom-type personnel lift device), Cable Cart, hotsticks, pole gins, switching sticks, tie sticks, strain link sticks, roller link sticks, suspension link sticks, insulated ladders, fuse sticks, grounding sticks, nonconductive ropes used as handlines or taglines, insulated ladders (vertical, horizontal, traveling), Personal protective equipment –Conductive footwear, Conductive Clothing, Miscellaneous Tools like- jacket gloves, tool bags, capstan hoists, various types of support platforms including a Bosun's chair, a basket or bucket, a tree-trimmer's saddle, shotguns, harnesses, safety belts, wire tongs, wire tongs saddle, auxiliary arms, strain carrier, Cum-a-along clamp, conductor guards, x-arm guards, insulator covers, etc. (Provide a list of all tools and equipment available)

7. Does the institute have a training yard consisting of poles and towers? If yes, furnish details of specifications, etc.

8. Whether the institute has dummy lines and charging transformers, dummy switchyard, etc. If yes, please furnish the details of level of voltage of dummy lines/transformers and other specifications.

9. Please furnish the List of Training infrastructure like, classrooms, conference hall, labs, workshops, model room, hostel, mess, recreational facilities, etc.

10. Details of training programmes in hot line maintenance conducted by the institute during the last three years, if any.

Date:

Signature of the Authorized Signatory
Name & designation of the Authorized Signatory:

Details of trainer qualification, certification, training etc.

S. No.	Name of the trainer	Qualification of the trainer	Name of trainer certifying institute	Field Experience(years) in hot-line maintenance work	Hot-line training attended		
					Training institute's name	From date	To date

Date:

<div align="center">
Signature of the Authorized Signatory
Name & designation of the Authorized Signatory:
</div>

Criteria for Recognition of Training Institute

S. No.	Item		Weightage ↓	Score					
				a (100)	b (80)	c (70)	d (60)	e (40)	f (20) / g(0)
1.0	Infrastructure								
	1.1	Class Room / Seminar / Syndicate Room	1.0	6	5	4	3	2	1
	1.2(a)	Hostel Capacity (Persons)	0.5	≥ 125	100-124	75-99	50-74	25-49	<25
	1.2(b)	Hostel Occupancy (%)	0.5	≥ 90%	80-89%	70-79%	60-69%	50-59%	<50%
	1.3	Laboratories	0.5	5	4	3	2	1	0
	1.4	Workshops	0.5	5	4	3	2	1	0
	1.5(a)	Library (No. of books)	0.3	≥ 6000	4000-5999	2500-3999	1000-2499	300-999	<300
	1.5(b)	No. of Books issued during the year (% of total books)	0.2	≥ 80%	65-79%	50-64%	35-49%	10-34%	<10%
	1.6	Models	0.5	≥ 15	12-14	9-11	6-8	3-5	<3
	1.7	Audio-Visual training packages on various subjects	0.5	≥ 50	40-49	30-39	20-29	10-19	<10
	1.8	Audio-Visual Aids	0.5	≥ 10	8-9	6-7	4-5	2-3	<2
	1.9	ISO : 9001-2015	0.5	Y					N
	1.10	Integration of training institute with other institutes	0.5	Y					N
	1.11	Quality of Infrastructure	2.0	≥ 90%	80-89	70-79	60-69	50-59	<50
		Sub-total	**8.0**						
2.0	Faculty Support								
	2.1	Core Faculty	1.0	≥ 20	14-19	10-13	6-9	4-5	<4
	2.2	Quality of faculty (Core +Guest)	2.0	≥ 90%	80-89	70-79	60-69	50-59	<50
		Sub-total	**3.0**						
3.0	Total Courses Conducted (Total Mandays)								
	A.	**Theory Courses**							
	3.0 *	Total Theory Courses conducted (Mandays)	1.5	≥ 40000	30000-39999	20000-29999	10000-19999	2000-9999	<2000
	3.1 **	Induction level / long term	0.4	≥ 12000	9000-11999	6000-8999	3000-5999	600-2999	<600
	3.2	Refresher	0.3	≥ 16000	12000-15999	8000-11999	4000-7999	800-3999	<800

S. No.		Item	Weightage	Score					
				a (100)	b (80)	c (70)	d (60)	e (40)	f (20) / g(0)
	3.3	Management, IT & others courses related to power sector development	0.3	≥12000	9000-11999	6000-8999	3000-5999	600 - 2999	<600
	B.	**Practical Training**							
	3.4	Simulator training imparted to the trainees during the year (as % of total mandays)	1.0	≥ 1%	0.7 - 0.9%	0.5 - 0.6%	0.3 - 0.4%	0.1 - 0.2%	<0.1%
	3.5	On-job training (as % of total mandays)	1.0	≥ 20%	15-19%	10-14%	5-9%	1-4%	<1%
	3.6	Quality of courses	1.5	≥ 90	80-89	70-79	60-69	50-59	<50
		Sub-total	**6.0**						
4.0	**Utilization of**								
	4.1	Annual Budget	1.5	≥ 100%	90-99%	80-89%	70-79%	60-69%	<60%
	4.2	Annual capacity of the institute	1.5	≥ 90%	75-89%	60-74%	50-59%	40-49%	<40%
		Sub-total	**3.0**						
		@ Grand Total	**20.0**						

Note-1: a, b, c, d, e, f and g indicates grades for the different items (parameters) for appraisal. They are Assigned marks as: a→100, b→ 80, c→70, d→60, e→40, f→20, g→0

Note-2: "g" means no facility and zero marks.
  * Excluding mandays on on-job training / plant / sub-station visits.
  ** Long term means training for one month or more.
  @ Final score is given on the scale of 0-100 to determine the Grade of the institute.