

Explanatory Note for Filling up the Questionnaires on Guidelines for Recognition of Training Institutes

How to fill Annexure-I

1. **Field of Training** – Appropriate Field(s) of Training may be ticked from Thermal/Hydro/Transmission/Distribution/Power Management or specified if the field is different from these.
2. **Category of Institute**
 - 2.1 Tick ‘Category-I’ if the institute imparts training to degree/ diploma personnel only or to both degree/ diploma personnel and ITI qualified personnel.
 - 2.2 Tick ‘Category –II’ if the institute imparts training to ITI and non-ITI technicians only.
3. **Annual Capacity of the Institute** – Annual capacity of the institute has to be approximately worked out based on number of class rooms (including seminar halls or Syndicate Room, computer room, etc which are regularly used for classes), optimum size of the class(say 25), and no. of working days.

e.g. if there are 6 class rooms accommodating 25 participants in each class for 250 working days in a year, the annual capacity of the institute would be 37500 man-days.

4. Infrastructure

4.1 Under this, class rooms, seminar halls or Syndicate Room, computer rooms as well as laboratories can be incorporated **if they are regularly used for lecture classes.**

4.2 Hostel capacity of the institute –

- i). Annual capacity during the year can be calculated based on the yearly sum of the number of trainees which can be accommodated each day in the hostel.

Annual capacity = (no. of double-bed rooms * 2+no. of single-bed rooms*1)*annual working days

- ii). Annual occupancy is equal to yearly sum of the trainees actually stayed daily.

Example- Occupancy during 10 days

Day→	1	2	3	4	5	6	7	8	9	10	Total occupancy in 10 days
Persons stayed→	5	8	2	10	6	8	4	6	9	4	62

- iii). Percentage annual occupancy of the hostel is equal to- (annual occupancy/total capacity)x 100

- 4.3 **Laboratories** – In laboratories, the institute can mention the total number of laboratories available in it and also those in the plant premises in the vicinity of the institute if the plant belongs to the same organization to which the institute belongs and if such laboratories are being used for the purpose of training.
- 4.4 **Workshops** – The institute can mention the workshops in its campus and also those in the plant premises in the vicinity of the institute if the plant belongs to the same organization to which institute belongs and if such workshops are being used for the purpose of training.
- 4.5 **Library** – The library facilities available in the institute and at the plant premises belonging to the same organization (as of the institute) where trainees can make use of them may be incorporated. No. of books, journals etc. available and no. of books and journals issued (including reissued) must be furnished.
- 4.6 **Model Room** - No. of model rooms, no. of major static and working models in each of them and the list thereof to be furnished. No. of the minor models and parts of machine/ equipment may be given separately
- 4.7 Major **Audio visual packages** include the entire list of Computer Based Training packages in the subjects pertaining to the field of the training institute. The subject-wise no. of audio visual cassettes, CDs, tapes, animation films etc. may be given separately.
- 4.8 The **Audio-visual aids** include LCD, OHP, electronic boards, digital camera etc. The list should be furnished.
- 4.9 Self explanatory.
- 4.10 If the institute has online connectivity with other institutes of the same organization or other organizations for sharing of information/ knowledge, then ‘Yes’ option should be ticked otherwise ‘No’ option should be ticked. If ‘Yes’ option is ticked, the institutes with which such e-integration is established should be listed.
- 4.11 ‘Yes’ should be ticked if the training institute has arrangement of on-job training at Power Plants/ Sub-station either owned by the organization to which the institute belongs or with which the institute has a tie up.
- (a) If ‘Yes’, the details of the linkages(tie up) with the Power Plant / Sub-station / Discom etc where on-job training is provided should be furnished. If no such arrangement exists, ‘No’ should be ticked.

(b) The details of regular as well as non-regular employees including those who are employed through outsourcing in the plant / sub-station with which the institute is associated should be furnished in the table.

- 4.12 If exclusive officer is allotted for on-job training, the name of the executive, designation, contact No. can be mentioned. If all the faculty members of the institute are acting as trainers for on-job training also, it should be clearly indicated.
- 4.13 Tick 'Yes' if Auditorium/ Conference hall' available or else tick 'No'. In case of 'Yes', the number of persons that can be accommodated in the Auditorium/ conference hall should be indicated.
- 4.14 Reprographic facilities/ Resource centre – this can include the photocopying machine, binding machines, cyclostyling machines, scanner, DTP, information centre etc.
5. **Faculty** – The details of the faculty can be given in two different tables- One for core faculty/in-house faculty members with details e.g. name, qualification, subject specialization, experience in years, etc as per the format at page number 15 of the Guidelines, the other for the guest faculty drawn from the outside organizations with details e.g. name of faculty, qualification, experience in years, etc as per the same format.

6. Training courses

- 6.1 No. of courses, no. of persons trained, man-days, annual training capacity and utilization of the training capacity of the institute are required to be furnished in the table. The values in the table should indicate only man-days corresponding to training imparted for theoretical knowledge. The details of the courses giving the name of the programme, duration, from date, to date, no. of participants, level of participants etc are to be enclosed as per the format at page 14 of the Guidelines. The **On-job training** means training given to the employees directly on the equipment/ site other than theoretical input.
- 6.2 It brings out the break-up of the total man-days in **theory, practical and other** categories with sub-break-up:

A. Theory Courses:

- 6.2.1 **Induction/ long term courses** – this is applicable to the long term training being given to Executive Trainees, Diploma trainees/ ITI trainees. Training programmes conducted for newly inducted employees for one month or more can also be included in this category.
- 6.2.2 Any kind of **refresher training** related to technical training programmes etc. can be brought out in this.
- 6.2.3 **Management, IT & others** – the programmes being run by the Institute under Management, IT, technical and other disciplines can be put in this category.

N.B.- The programmes which have been identified under one category should not be repeated under any other category.

B. Practical Training

6.2.4 **Simulator training-** The simulator training programmes being run by the institute/ being arranged by the institute at the simulators of other training institutes should be indicated here.

6.2.5 **On-job training** – It can be

6.2.5.1. for in-service personnel,

6.2.5.2. for apprentice trainees, and

6.2.5.3. for students from engineering Degree/ Diploma colleges and should be indicated against respective categories.

C. Other Courses

6.2.6 Mandays in respect of Academic courses like B.Tech, MBA, etc. run by the institute at its own campus should be indicated here.

6.2.7 Distance learning/ part time courses where the institute campus is used for classes. It is further sub-divided as:

6.2.7.1. Training courses i. e. web-based or virtual classroom training for personnel where classroom(s) of the institute are used for contact classes.

6.2.7.2. Academic courses(PGD, certification, etc) through distance learning mode where institute classroom facility is used.

6.2.7.3. Correspondence courses / web-based courses where contact classes or part time classes are arranged in the institute.

N.B.

01. The sum of the total number of persons x number of mandays for theory courses should match with the details provided in 6.1 i.e. number of persons and number of mandays trained as brought out in 6.1.
02. The institute can provide any other information such as the courses arranged at other institutes as supplementary information

7. Organisational Structure and Training Budget

7.1 **Training budget** – The allocated budget for training during the given financial year should be indicated. Total amount spent for the given year should be indicated. In the budget utilization column, the percentage budget utilized should be worked out. In case the budget allocation is revised, the same should be mentioned in the remarks.

7.2.1 **Organisational set up** is nothing but the Organogram. The reporting pattern of the institute should be brought out right from the Head of Training to the down level employees.

7.2.2 **Administrative and account set up** of the institute should be drawn from the Unit organogram with specific reference to the administrative control and financial control.

- 8 **Training methodology** – A detailed write up on class room lectures, group discussion sessions etc. can be given in the form of a work sheet bringing out the approximate number of group discussions/ practical sessions etc. if possible with break-up

9 **Instructional Capability**

- 9.1 This clause is for the details regarding the in-house faculty members who are exposed to various kinds of training so as to hone their teaching skills.

The programmes like faculty development training, communication skills, presentation skills, etc. can be incorporated. The details of the faculty members who have undergone such type of training should be shown in the given columns.

- 9.2 A brief write-up covering the course curriculum, course duration, course material, presentations, hand-outs etc is to be furnished. The visiting team of CEA may be shown the hand-outs and course material supplied to the trainees.

9.3 Feedback System should have feedback on :

- 9.3.1 The knowledge, presentation and communication skills of the members of faculty.
9.3.2 Training modules being offered in the training programmes, course contents, course duration, etc.
9.3.3 The training need which can be reflected in the future programmes.
9.3.4 The institute facilities extended during the training program e.g. quality of infrastructure, quality of boarding & lodging facilities, etc.

Sample of the feedback format should be enclosed. The regular feedback being taken about the training programmes may be checked by the visiting team of CEA.

- 10 Supporting documents indicating the vision and objective of the Power Training Institute, the provisions of the Act under which the institute was set up, and adherence to syllabi as specified in the Indian Electricity Act, 1956 (saved under the Electricity Act, 2003) are required to be enclosed.
- 11 Supporting documents indicating whether the institute follows the appraisal system as specified in the Indian Electricity Act, 1956 (saved under the Electricity Act, 2003) are required to be enclosed.

I. **Format (on page 14 of the Guidelines) for year-wise details of courses conducted during the last three years separately –**

01) This format should include the exact number of programmes, duration, for whom the programme is conducted and number of persons trained and total number of mandays training achieved through that programme. Total number of all the categories of the programmes and total number and total mandays can be brought out

categorywise in the macro level as per the format of Annexure-IA like induction, refresher, management, IT and other courses, simulator and on-job training.

02) However, a detailed Excel sheet bringing out the above details can be enclosed for every year. Induction courses should include only mandays for theoretical training. The practical programmes/ on-job training programmes should be brought out separately under **on-job training**.

The various formats like faculty and panel of experts are meant for point 5) of the questionnaire.

II. Annexure-IA (on page 16) –

1) The details regarding the training institute, sector/ region has to be furnished clearly. All the details given under the heading infrastructure, faculty support, courses conducted should exactly match with the corresponding details given in the questionnaire from point 1. to 9.3 of the questionnaire.

2) The columns marked with asterisks (*) are to be filled in by CEA team.

Annexure-IA can be given for all the three years by incorporating the columns suitably in the format itself. It need not be given separately.

All the institutes are requested to go through the guidelines and explanatory notes before filling up the formats.