

No. 558 /Dt. 28/1/19
VT-I-3/2018

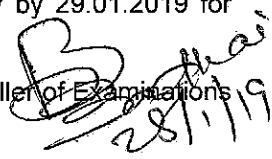
NOTICE

In continuation to this office earlier notifications and guidelines uploaded on the Council website in connection with conduct of practical examinations of AITT January/February 2019, the Principals/ Centre Superintendents of all the Govt. & Private ITIs are hereby directed to follow the following instructions for submission of practical jobs and mark foils in the District Nodal Centres by 29.01.2019 positively.

1. The practical jobs of the trainees with necessary tagging on each job must be sealed semester wise trade wise in separate boxes with proper labeling on the top.
2. Each copy of the Mark foil must be sealed separately super scribing on the top ORIGINA/DUPLICATE/TRIPPLICATE with signature of the Examiner & Centre Superintendent on the top of the envelope. The ITI will retain the triplicate copy for entry of practical marks at their level through Vidyarthi portal. The sealed original mark foils of all the trades of one semester must be kept in one large packet. Similarly, the sealed duplicate mark foils of all the trades of the same semester must be kept in another large packet. The eight numbers of large packets thus prepared must be labeled as ORIGINA/DUPLICATE accordingly with the examination name, ITI name, semester name, trade name etc. being written on the top for submission to the Council. **The original & duplicate mark foils should not be kept in one packet as the Council faces a lot of problem in separating them during mark entry.**
3. The CD containing recordings of the practical examinations must be sealed and labelled with name of the ITI.
4. The Practical Mark Foil Account in the following format must be prepared by each ITI duly signed by the Principal/ Centre Superintendent at the bottom.

District	MIS Code of the ITI	Name of the ITI	Semester	Trade	No. of roll numbers in the mark Foil	Name of the External Examiner	Designation	Name of the ITI/ institute/ organisation in which the Examiner Serves	Mob. No. of the Examiner

5. The above materials/reports must be deposited at the Nodal Centres positively by 29.01.2019 for onward transmission to the Council in time.


Controller of Examinations

Memo No. 559 /Dt. 28/1/19

Copy to all the Centre Superintendents of Practical examination of AITT January 2019 for information and necessary action. They are directed to submit the mark foils along with the forwarding letter and mark foil accounts as at SI. No.4 above at the Nodal Centres of their district in time. Late submission shall not be accepted by the Nodal Centres.


Controller of Examinations

Memo No. 560 /Dt. 28/1/19

Copy to the Principals of all Nodal Centres of the AITT July 2018 (as declared during AITT Jan/Feb 2018) for information and necessary action. They will ensure that each Private ITI of their districts have submitted the mark foils along with mark foil Accounts in proper format by 04.08.2018 positively.


Controller of Examinations