



NATIONAL INSTRUCTIONAL MEDIA INSTITUTE, CHENNAI

1. NIMI'S BACKGROUND

National Instructional Media Institute (NIMI) was set up in the name of Central Instructional Media Institute (CIMI) in Chennai in December 1986 by the Government of India as a Subordinate Office under Ministry of Labour, Directorate General of Employment and Training (DGE&T) with the assistance from Government of Germany through GTZ (German Agency for Technical Co-operation) as the executing agency.

The main objective for the establishment of the Institute was to make available well prepared Instructional Material (books) for the use of the trainees and trainers for securing overall improvement in the standard of training imparted in (i) Industrial Training Institutes (ITIs) / Industrial Training Centres (ITCs) and (ii) Industries and Establishments implementing the Apprenticeship Training Programme.

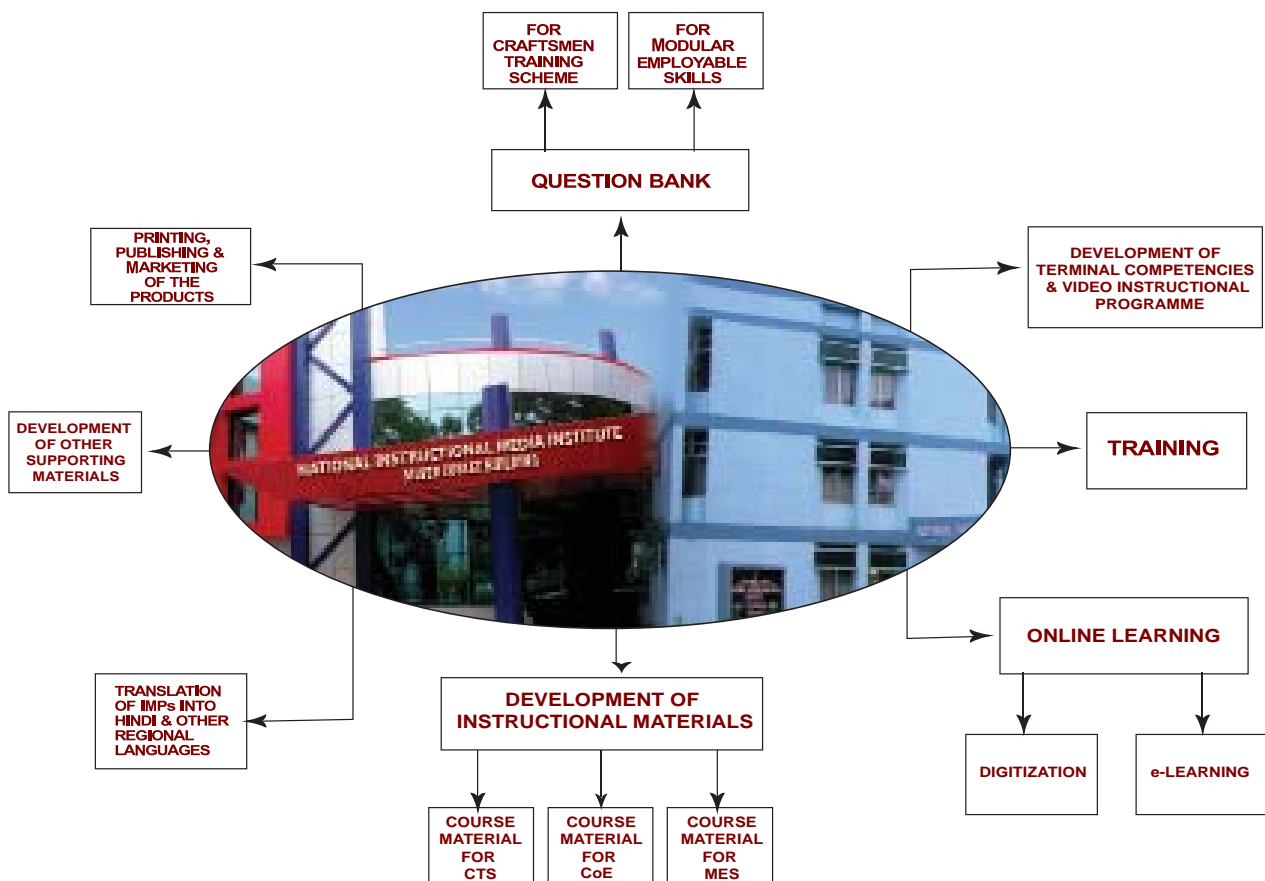
After the approval of the Cabinet for the Grant of Autonomous status to CIMI, the Institute was registered as a society on 1st April 1999 under the Tamil Nadu Societies Registration Act 1975. Since then, it is functioning as an Autonomous Institute under the Govt. of India, Ministry of Labour and Employment, Directorate General of Employment & Training, New Delhi.

As per the recommendation of the Governing Council in its 5th Meeting held on 29.06.2003 under the Chairmanship of the Hon'ble Union Labour Minister, the institute was renamed as **National Instructional Media Institute (NIMI)** to reflect its National Character.

2. ACTIVITIES OF NIMI

The activities of the Institute are listed below:

1. Development of Instructional Media Packages (IMPs) for
 - (a) Courses under Craftsmen Training Scheme (CTS)
 - (b) Courses under Centres of Excellence (COE)
 - (c) Courses under Skill Development Initiative (SDI) Scheme for Modular Employable Skill (MES)
2. Development of Question Bank for assessing the trainees under
 - (a) Craftsmen Training Scheme (CTS)
 - (b) Centres of Excellence (COE)
 - (c) Skill Development Initiative (SDI) Scheme for Modular Employable Skills (MES).
3. Translation of IMPs into Hindi and other Regional Languages
4. Digitizing of Instructional Materials prepared by NIMI.
5. Development of e-Learning.
6. Training.
7. Development of Terminal Competencies for the courses under MES.
8. Development of Video Instructional Programmes for the courses under MES.
9. Printing, Publishing and Marketing of the products developed by NIMI.



3. DEVELOPMENT OF INSTRUCTIONAL MEDIA PACKAGES (IMPs)

3.1. Elements of IMPs

The Instructional Media Packages developed by NIMI comprises the following elements of instructional materials:

- 1 Trade Practical
- 2 Trade Theory
- 3 Test/Assignment
- 4 Instructor Guide for the use of Instructors
- 5 Visual aids in the form of Wall Charts and Transparencies

3.2. Process of IMP Development

The IMPs are developed by Media Development Committees (MDC) comprising of a group of 10 to 15 experts drawn from DGE&T field Institutes, Instructors and Trainers from the Directorates of Employment and Training of various States and Industrial establishments.

The MDC members meet periodically either at NIMI or at a convenient place at any Institute or Industry. One of the Officers of NIMI, coordinates such meetings and assist the MDC members in various activities for developing Instructional Media Packages for the respective trades.

Before the MDC members start developing the IMPs, they are given intensive training by NIMI faculty in the development of IMPs. MDC members analyze the Syllabus and identify the skills involved in the syllabus. The skills can be imparted effectively by suitable design of exercises. Hence suitable exercises are framed for the whole year of training as per the syllabus and compiled in the form of a Practical book. The theoretical knowledge required to acquire the identified skills is prepared in the form of Theoretical lessons and compiled as Theory book. As continuous evaluation is also essential, Assignment/Test items are also developed as Assignment book.

The required graphics are developed in the Computer Aided Drafting system (CAD software) by Experienced Draughtsman. The script developed is entered by various Data Entry Operators into Computers connected through Local Area Network (LAN).

The Graphics and the Script are assembled by Pagemaking process in the Desktop Publishing (DTP) section. The Output is taken in the form of any one of the following for Printing purposes:

- ▶ Polyester master
- ▶ Nova trace sheet
- ▶ Film

The books, the Wall Charts and Transparencies so developed are printed and published in house.

The process of development of Instructional Media Packages (IMPs) as explained above is graphically represented in the diagram as in Appendix I (Page No.137)

3.3 Craftsmen Training Scheme (CTS)

3.3.1. IMPs developed and published in English upto 31st March 2013

Table - 1

Sl. No.	Trade	No. of books	Wall Charts	Transparencies
1	Fitter 1st Year	4 Nos.	1 Set	1 Set
2	Fitter 2nd Year	4 Nos.	1 Set	1 Set
3	Turner 1st Year	4 Nos.	1 Set	1 Set
4	Turner 2nd Year	4 Nos.	1 Set	1 Set
5	Machinist 1st Year	4 Nos.	1 Set	1 Set
6	Machinist 2nd Year	4 Nos.	1 Set	1 Set
7	Electrician 1st Year (Revised)	4 Nos.	1 Set	1 Set
8	Electrician 2nd Year (Revised)	4 Nos.	1 Set	1 Set
9	Wireman 1st Year	4 Nos.	1 Set	1 Set
10	Wireman 2nd year	4 Nos.	1 Set	1 Set
11	Mech. Motor Vehicle 1st Year	4 Nos.	1 Set	1 Set
12	Mech. Motor Vehicle 2nd Year	4 Nos.	1 Set	1 Set
13	Electronic Mech. 1st Year	4 Nos.	1 Set	1 Set
14	Electronic Mech. 2nd Year	4 Nos.	1 Set	1 Set
15	Mech. Radio & TV 1st Year	4 Nos.	1 Set	1 Set
16	Mech. Radio & TV 2nd Year	4 Nos.	1 Set	1 Set
17	Tool & Die Maker 1st Year	4 Nos.	1 Set	1 Set
18	Tool & Die Maker 2nd Year (Dies & Moulds)	4 Nos.	1 Set	1 Set
19	Welder	4 Nos.	1 Set	1 Set
20	Welder (Revised)	4 Nos.	1 Set	1 Set
21	Mechanic Diesel	4 Nos.	1 Set	1 Set
22	Cutting & Sewing	4 Nos.	1 Set	1 Set
23	Sheet Metal Worker	4 Nos.	1 Set	1 Set
24	IT & ESM 1st Year (Vol.I,II &III)	8 Nos.	1 Set	1 Set

25	IT & ESM 2nd Year (Vol.I,II&III)	8 Nos.	1 Set	1 Set
26	Tool & Die Maker 2nd Year (Press Tools , Jigs & Fixtures)	4 Nos.	-	-
27	Tool & Die Maker 3rd Year (Press Tools, Jigs & Fixtures)	4 Nos.	-	-
28	Tool & Die Maker 3rd Year (Dies & Moulds)	4 Nos.	-	-
29	Mechanic R&AC 1st Year	4 Nos.	-	-
30	Mechanic R&AC 2nd Year	4 Nos.	-	-
31	Draughtsman Mech. 1st Year	4 Nos.	-	-
32	Carpenter	4 Nos.	-	-
33	Instrument Mechanic 1st Year	4 Nos.	-	-
34	Plumber	4 Nos.	-	-
35	COPA	4 Nos.	-	-
36	Mechanic Tractor	3 Nos.	-	-
37	Welder (Supplementary)	2 Nos.	-	-
38	Fitter 1st Year (Q.B. Pattern)	2 Nos.	-	-
39	Electrician 1st Year (Q.B. Pattern)	2 Nos.	-	-
40	Draughtsman Civil 1st Year	2 Nos.	-	-
41	Embroidery and Needle Work	2 Nos.	-	-
42	Dress Making	2 Nos.	-	-
43	Mason	2 Nos.	-	-
44	Surveyor	2 Nos.	-	-
45	MMTM 1st Year	3 Nos.	-	-
46	COPA (Revised)	3 Nos.	-	-
47	Machinist Grinder 1st Year	4 Nos.	-	-
48	Driver Cum Mechanic	3 Nos.	-	-
49	Data Entry Operator	3 Nos.	-	-
50	Desk Top Publishing Operator	3 Nos.	-	-
51	Fashion Technology	3 Nos.	-	-

52	Mechanic Repair & Maintenance Light Vehicle	2 Nos.		
53	Mechanic Computer Hardware	2 Nos.		
54	Attendant Operator chemical plant	2 Nos.		
	Total	195 Nos.	25 Sets	25 Sets

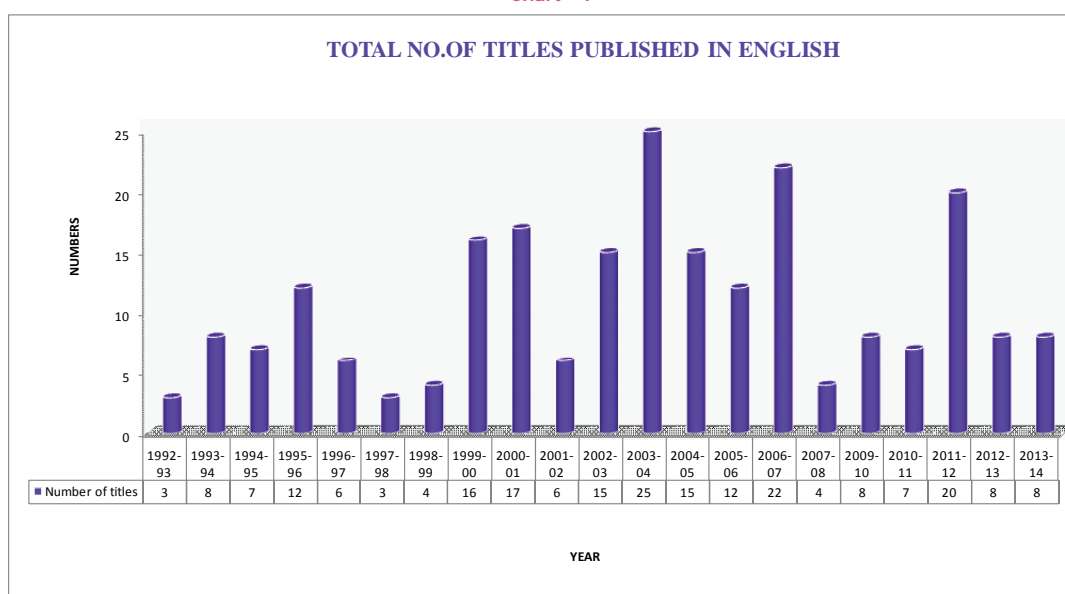
*A Set consists of 25 Numbers

3.3.2 Other Support Materials developed in English up to March 2013

Table - 2

Sl. No.	Trade	No. of Books /Sets
1	Workshop Calculation & Science (Machine Shop group)	1 No.
2	Workshop Calculation & Science (Heat Engine group)	1 No.
3	Workshop Calculation & Science (Electrical group)	1 No.
4	Industrial Welding Technology	1 No.
5	Electrical Safety	1 No.
6	Wall Charts for traffic signals	1 Set
7	Engineering Drawing (Mechanical) for all 1 year trades	2 Nos.
8	Engineering Drawing (Electrical) for all 2 year trades	2 Nos.
9	Model Question paper (Fitter, Machinist, Electrician, Welder, Mechanic Diesel & Turner)	6 Nos.
10	Engineering Drawing (Mechanical) for all 2 years trades	2 Nos.
11	Employability Skills	1 No.
	OTHERS	
12	Apprenticeship Training Manual	1 No.

Chart - 1



3.3.3. IMPs for which development were continued during the year 2013-2014 (English)

Tool & Die Maker 2nd Year (Press Tools, Jigs & Fixtures)	-	(WC & Trans)
Tool & Die Maker 3rd Year (Press Tools, Jigs & Fixtures)	-	(WC & Trans)
Tool & Die Maker 3rd Year (Dies and Moulds)	-	(WC & Trans)
Mechanic Tractor	-	(IG, WC & Trans)
Mechanic R & AC 1st Year	-	(WC & Trans)
Mechanic R & AC 2nd Year	-	(WC & Trans)
Draughtsman (Mechanic) 1st Year	-	(WC & Trans)
Draughtsman Mechanic 2nd Year	-	(TP,TT,Assign,IG,WC&Trans)
Mechanic Machine Tool Maintenance 1st Year	-	(Assign,IG,WC& Trans)
Mechanic Machine Tool Maintenance 2nd Year	-	(TP,TT,Assign,IG,WC&Trans)
Instrument Mechanic 1st Year	-	(WC & Trans)
Instrument Mechanic 2nd Year	-	(TT,TP,Assign,IG,WC&Trans)
Plumber	-	(WC & Trans)
Carpenter	-	(WC & Trans)
Mason	-	(Assign,IG,WC & Trans)
Surveyor	-	(Assign,IG,WC & Trans)

Draughtsman (Civil) 1st Year	-	(Assign,IG,WC & Trans)
Dress Making	-	(Assign,IG,WC & Trans)
Embroidery Needle Work	-	(Assign,IG,WC & Trans)
COPA (Revised)	-	(Assign,IG,WC & Trans)
Machinist Grinder 1st Year	-	(WC & Trans)
Machinist Grinder 2nd Year	-	(TP,TT,Assign,IG, WC&Trans)
Driver Cum Mechanic	-	(IG, WC & Trans)
Data Entry Operator	-	(IG, WC & Trans)
Desk Top Publishing Operator	-	(IG, WC & Trans)
Attendant Operator Chemical Plant	-	(TP , TT)
Pump Operator Cum Mechanic	-	(TP , TT)
Maintenance Mechanic Chemical Plant	-	(TP , TT)
Architectural Assistant	-	(TP , TT)

TT - Trade Theory

TP - Trade Practical

Assign -Assignment/Test

IG- Instructor's Guide

WC - Wall Charts

Trans - Transparencies

3.4. Centre of Excellence (CoE)

(Under Vocational Training Improvement Project (VTIP) scheme)

A centrally sponsored scheme for Upgradation of ITIs into Centre of Excellence has been launched in the year 2006-07. The objective of the scheme is to upgrade the existing 100 ITIs into "Centre of Excellence (CoE)" for producing multi skilled workforce of world standard. The highlights of the scheme are introduction of multiskilling courses during the first year, followed by advanced / specialized modular courses in the second year by adopting industry wise cluster approach, multi entry and multi exit provisions, and Public-Private-partnership in the form of Institute Managing Committee (IMC) to ensure greater & active involvement of industry in all aspects of training.

Government of India has signed Financing Agreement with World Bank for upgradation of 400 ITIs under Vocational Training Improvement Project (VTIP). The other major activities to be taken up under VTIP include Training of Trainers, curriculum development & Instructional media Development.

NIMI is assigned with the task of developing Instructional Media Packages (IMPs) for the Broad Based Basic Training and Advanced Modules of all CoE Sectors. Accordingly, NIMI has taken up development of IMPs consisting of Trade Practical and Trade Theory for each module.

Now, NIMI has come out with the Instructional Media Package (IMP) for the Broad Based Basic Training modules consisting of Trade Practical book and Trade Theory book as detailed below:

The development of Instructional Material for both BBT & Advanced modules were taken up.

3.4.1. Books printed & published upto 31st March 2013

Table - 3

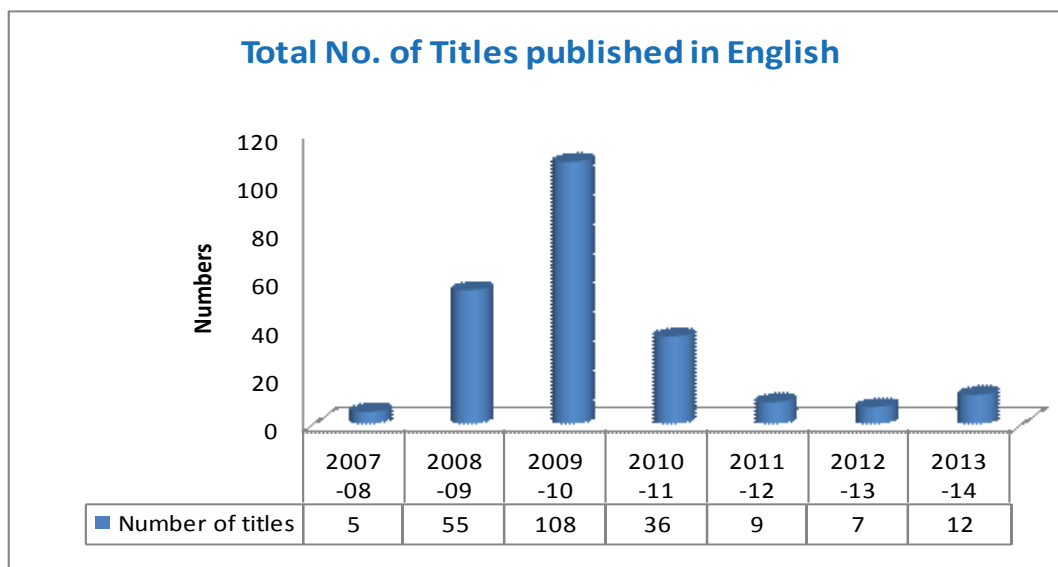
SI.No.	Name of the Sector	No. of Modules
1	Refrigeration & Air-Conditioning	9 Nos.
2	Fabrication (Fitting & Welding)	11 Nos.
3	Information Technology	11 Nos.
4	Automobiles	12 Nos.
5	Electrical	11 Nos.
6	Production & Manufacturing	13 Nos.
7	Construction & Wood Working	10 Nos.
8	Chemical	10 Nos.
9	Apparel	9 Nos.
10	Electronics	10 Nos.
11	Industrial Automation	9 Nos.
12	Instrumentation	12 Nos.
13	Process Plant Maintenance	11 Nos.
14	Textile Processing and Technology	10 Nos.
15	Bamboo Technology	9 Nos.
16	Food Processing	11 Nos.
17	Tourism	9 Nos.
18	Agricultural Machinery	10 Nos.
19	Leather Goods & Footwear	10 Nos.
20	Plastic Processing	10 Nos.
21	Hospitality Management	10 Nos.
	Total	217 Nos.

3.4.2. Books printed & published during the year 2013-14

Table - 4

SI.No.	Name of the Sector	Basic/ Advanced	No. of Modules
1	Rubber Technology	Basic	6 Nos.
2	Information Technology	Advanced	2 Nos.
3	Process Plant Maintenance	Advanced	2 Nos.
4	Textile Processing & Technology	Advanced	2 Nos.
	Total		12 Nos.

Chart - 2



3.5. Modular Employable Skills (MES) (Under Skill Development Initiative (SDI) Scheme)

Ministry of Labour & Employment in pursuance to excellence in vocational training has developed a new strategic framework for Skill Development namely "MODULAR EMPLOYABLE SKILLS (MES)" in close consultation with industry, State Governments and experts with the objective

- ▶ to provide vocational training to school leavers, existing workers, ITI graduates, etc. to improve their employability by optimally utilizing the infrastructures available in Govt., private institutions and the industry. Existing skills of the persons can also be tested and certified under this scheme.
- ▶ to build capacity in the area of development of competency standards, course curricula, learning material and assessment standards in the country.

The development of Instructional Material, Question Bank, Terminal Competencies & Video Instructional Programmes, Translation of instructional Material and Digitization of Instructional Material were taken up by NIMI for the courses under Modular Employable Skills (MES).

NIMI has also taken up the development of Instructional Material for the Courses under MES.

3.5.1. IMPs developed/published upto 31st March 2013 (English)

Table -5

Sl.No.	Name of the Sector	No.of courses
1	Fabrication	9 Nos.
2	Automotive Repair	18 Nos.
3	Garments Making	43 Nos.
4	Printing	10 Nos.
5	Process Instrumentation	7 Nos.
6	ICT	35 Nos.
7	Beauty Culture & HD	9 Nos.
8	Hospitality	65 Nos.
9	Gem and Jewellery	17 Nos.
10	Plastic Processing	10 Nos.
11	Construction	5 Nos.
12	Security	9 Nos.
13	Wood Work	2 Nos.
14	Media	3 Nos.
15	Food Processing & Preservation	1 No.
16	Leather & Sports Goods	12 Nos.
17	Agriculture	40 Nos.
18	Travel & Tourism	9 Nos.
19	R & AC	6 Nos.
20	Electrical	9 Nos.
21	Electronics	18 Nos.
22	Production & Manufacturing	10 Nos.
23	Chemical	14 Nos.
24	Manufacturing of Indian sweets, snacks & food	35 Nos.
25	Banking & Accounting	4 Nos.
26	Medical & Nursing	29 Nos.
27	Retail	2 Nos.
28	Khadi	8 Nos.
29	Toy Making (Soft Toy)	7 Nos.
30	Fire & Safety	2 Nos.
31	Fashion Design	21 Nos.
32	Industrial Electrical	3 Nos.
33	Animal Husbandry	5 Nos.
34	Poultry	31 Nos.
35	Textile	38 Nos.
36	Apiculture	6 Nos.
37	Sericulture	17 Nos.
38	Carpet	12 Nos.

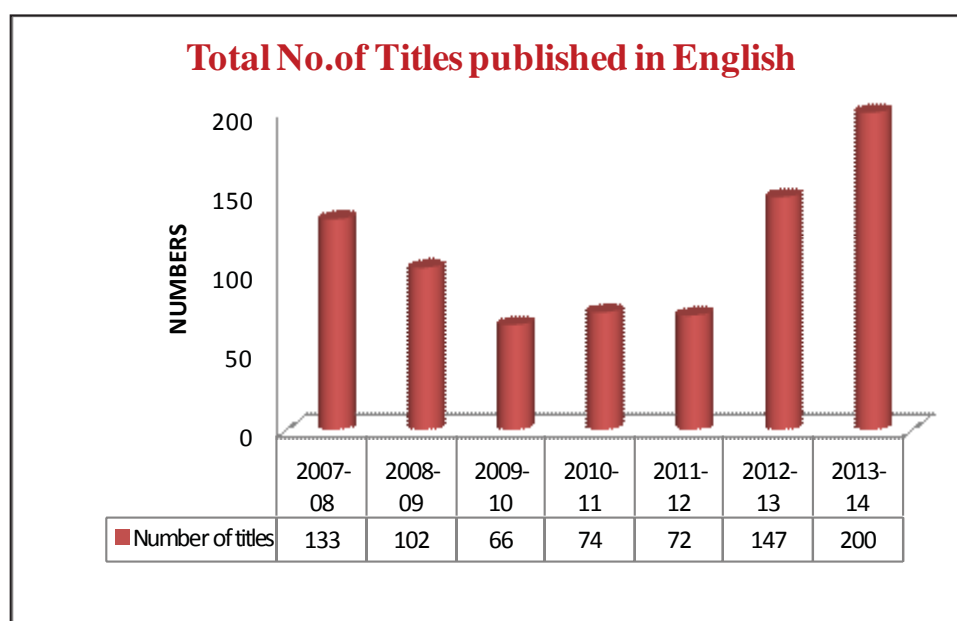
39	Insurance	4 Nos.
40	Fisheries & allied sector	7 Nos.
	Total	592 Nos.

3.5.2. IMPs developed/published during the year 2013-2014 (English)

Table - 6

Sl.No.	Name of the Sector	No.of courses
1	Textile	65 Nos.
2	Telecom	1 No.
3	Media	1 No.
4	Garment Making	53 Nos.
5	Business & Commerce	8 Nos.
6	Materials Management	5 Nos.
7	Counselling Skills	10 Nos.
8	Fisheries & Allied Sector	6 Nos.
9	Medical & Nursing	12 Nos.
10	Renewable Energy	10 Nos.
11	Fashion Design	5 Nos.
12	Gem & Jewellery	14 Nos.
13	Carpet	1 No.
14	Jute Diversified	3 Nos.
15	Jute	4 Nos.
16	Retail	2 Nos.
	Total	200 Nos.

Chart - 3



4. DEVELOPMENT OF QUESTION BANK

In Industrial Training Institutes / Industrial Training Centres, at the end of completion of the training period, the skills acquired by the trainees are assessed through, both Theory and Practical Examinations. All India Test examinations are conducted by Trade Testing Cell of Directorate General of Employment & Training, Ministry of Labour & Employment, Govt. of India and certificates are issued to successful participants by NCVT.

Trainee's skills are assessed only by subjective type Question Paper. Generation of this type of question paper is cumbersome. It depends upon the person who sets the question paper. Normally, the test paper may not cover the entire syllabus. The evaluation of answer papers is also not uniform throughout the country. Therefore the modernization of Trade Testing system for the Craftsmen training under NCVT was taken up with the assistance of GTZ. As part of the efforts, development of Question Bank was started.

The salient features of Question Bank are:-

- Objective type questions like Short Answer, Multiple Choice, Matching Type Answer, simple calculations etc.
- Comprises various levels of questions to test fact knowledge, Application and problem solving.
- Questions are provided with clear illustrations.
- Automatic generation of question paper in a short duration of time using computer software.
- Apart from generation of question paper, generation of key paper is also done for the purpose of uniform evaluation.
- Generation of Answer paper and Key paper format for answering
- Controlling the repetition of questions from previous Examinations.
- Use of necessary software for operating and managing Question Bank.

The quality and the method of developing test items were reviewed and a reliable and scientific method was evolved.

Trade Testing in theory for the trades of Machinist, Turner, Fitter, Electrician with the help of Question Bank developed by NIMI was introduced in July, 1999. NIMI generates and supplies question paper both in English and Hindi twice in a year for the Final Trade Test for the trainees. On the basis of the feed back received from the above trade test, the test items are being reviewed continuously.

As the manpower available in the Institute was limited for developing the test items, it was decided to train freelance experts in the respective trade as test item developers.

4.1. Craftsmen Training Scheme (CTS)

4.1.1. Activities during 2013-2014

During this year, development of test items for the following trades were continued.

A. Details of Test Items developed

Table - 7

Sl. No.	Trade	Subject
1	Wireman	Trade Theory
2	Mechanic Tractor	Trade Theory
3	Mechanic Radio and TV	Trade Theory
4	COPA	Trade Theory
5	R & AC	Trade Theory
6	MMV	Trade Theory
7	Electronic Mechanic	Trade Theory
8	Information Technology	Trade Theory
9	Tool & Die Maker	Trade Theory
10	Dress Making	Trade Theory
11	Embroidery & Needle Work	Trade Theory
12	Mason	Trade Theory
13	Employability Skills	Trade Theory
14	Draughtsman Civil	Trade Theory
15	Surveyor	Trade Theory

B. Providing of Question papers for All India Trade Test (Both English & Hindi version and other regional Languages)

The questions were generated using the question bank developed by NIMI for the following trades in Trade Theory for All India Trade Test from July 2010 onwards

1	Machinist	16	Electronic Mechanic
2	Turner	17	Mechanic R & AC
3	Fitter	18	Engineering Drawing group (II, III, VII, VIII, X, XIX, XXV, XXVI)
4	Electrician	19	Workshop Calculation & Science (II, III, VII, VIII, X, XIX, XXV, XXVI)
5	Welder		
6	Mechanic Diesel		
7	Carpenter		
8	Sheet Metal Worker		
9	Plumber		
10	COPA		
11	Wireman		
12	Mechanic Tractor		
13	Employability Skills		
14	Mechanic Motor Vehicle		
15	Mechanic Radio & TV		

4.2. Centre of Excellence (CoE)

NIMI was also assigned with the task of developing question bank for the courses under Centre of Excellence (CoE). During this year, development of test items for the following **19 sectors (Basic) 4 Sector (Advanced)** have been taken up.

4.2.1. Development of Question Bank (Test Items) upto 31 March 2013

Table - 8

Sl. No.	Name of the Sector	No. of Modules	Subject
BASIC SECTOR			
1	Electrical	6	Trade Theory
2	Electronics	6	Trade Theory
3	Fabrication	6	Trade Theory
4	Automobile	6	Trade Theory
5	Refrigeration & Air-conditioning	6	Trade Theory
6	Apparel	6	Trade Theory
7	Production & Manufacturing	6	Trade Theory
8	Construction & Wood Working	6	Trade Theory
9	Information Technology	6	Trade Theory
10	Chemical	6	Trade Theory
11	Leather	6	Trade Theory
12	Hospitality	6	Trade Theory
13	Food Processing	6	Trade Theory
14	Agriculture	6	Trade Theory
15	Instrumentation	6	Trade Theory
16	Process Plant Maintenance	6	Trade Theory
17	Tourism	6	Trade Theory
18	Plastic Processing	6	Trade Theory
19	Industrial Automation	6	Trade Theory
ADVANCED SECTOR			
1	Fabrication	5	Trade Theory
2	Refrigeration & Air-conditioning	3	Trade Theory
3	Apparel	3	Trade Theory
4	Agriculture	4	Trade Theory

4.2.2. Development of Question Bank (Test Items) during the year 2013-2014

Table - 9

Sl. No.	Name of the Sector	No. of Modules	Subject
BASIC SECTOR			
1	Textile	6	Trade Theory
ADVANCED SECTOR			
1	Electrical	5	Trade Theory

4.3. MODULAR EMPLOYABLE SKILLS (MES)

NIMI was assigned with the development of question bank (an assessment Tool) to be used by the assessors appointed by the assessing bodies for assessing the candidates appearing for test and certification under MES.

4.3.1. Question Banks (Test Items) developed upto 31st March 2013

Table - 10

Sl.No.	Name of the Sector	No. of Courses
1	Fabrication	9 Nos.
2	Automotive Repair	18 Nos.
3	Garment Making	77 Nos.
4	Printing	10 Nos.
5	Process Instrumentation	7 Nos.
6	ICT	35 Nos.
7	Beauty Culture & HD	9 Nos.
8	Carpet	12 Nos.
9	Hospitality	65 Nos.
10	Gem & Jewellery	17 Nos.
11	Plastic Processing	10 Nos.
12	Construction	14 Nos.
13	Security	9 Nos.
14	Wood Work	2 Nos.
15	Media	3 Nos.
16	Food Processing & Preservation	1 No.
17	Leather & Sports Goods	12 Nos.
18	Agriculture	40 Nos.
19	Travel & Tourism	9 Nos.
20	R & AC	6 Nos.
21	Electrical	9 Nos.
22	Electronics	18 Nos.
23	Production & Manufacturing	10 Nos.
24	Chemical	14 Nos.
25	Manufacturing of Indian Sweets, Snacks & Food	35 Nos.
26	Banking & Accounting	4 Nos.
27	Medical & Nursing	29 Nos.
28	Retail	2 Nos.
29	Khadi	8 Nos.
30	Toy Making (Soft Toy)	7 Nos.
31	Soft Skills	3 Nos.
32	Insurance	5 Nos.
33	Fire & Safety	2 Nos.

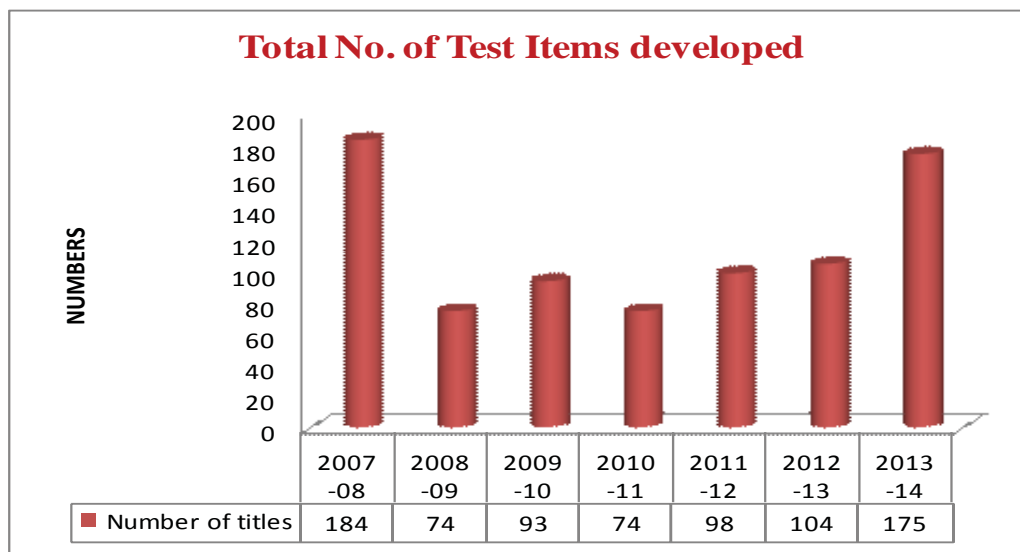
34	Fashion Design	17 Nos.
35	Industrial Electrical	3 Nos.
36	Animal Husbandry	5 Nos.
37	Textile	30 Nos.
38	Apiculture	6 Nos.
39	Fisheries & allied sector	8 Nos.
40	Poultry	31 Nos.
41	Sericulture	16 Nos.
	Total	627 Nos.

4.3.2. Development of Question Bank (Test Items) during the year 2013-14

Table - 11

SI.No.	Name of the Sector	No. of Courses
1	Textile	65 Nos.
2	Telecom	1 No.
3	Media	1 No.
4	Garment Making	27 Nos.
5	Materials Management	5 Nos.
6	Counselling Skills	10 Nos.
7	Fisheries & Allied Sector	8 Nos.
8	Medical & Nursing	12 Nos.
9	Renewable Energy	10 Nos.
10	Fashion Design	4 Nos.
11	Gem & Jewellery	14 Nos.
12	Carpet	1 No.
13	Jute Diversified	3 Nos.
14	Jute	4 Nos.
15	Retail	2 Nos.
16	Business & Commerce	8 Nos.
	Total	175 Nos.

Chart - 4



5. TRANSLATION OF NIMI IMPs IN HINDI & OTHER REGIONAL LANGUAGES

5.1. Craftsmen Training Scheme (CTS)

The IMPs developed in English are translated into Hindi and other Regional Languages. The details of the same are given below:

5.1.1. HINDI

Books printed & published upto 31st March 2013

Table - 12

Sl. No.	Trade	No.of books
1	Mechanic Diesel	4 Nos.
2	MMV 1st Year	4 Nos.
3	MMV 2nd Year	4 Nos.
4	Fitter 1st Year	3 Nos.
5	Fitter 2nd Year	3 Nos.
6	Turner 1st Year	3 Nos.
7	Turner 2nd Year	3 Nos.
8	Machinist 1st Year	3 Nos.
9	Machinist 2nd Year	3 Nos.
10	Cutting & Sewing	3 Nos.
11	Wireman 1st Year	3 Nos.

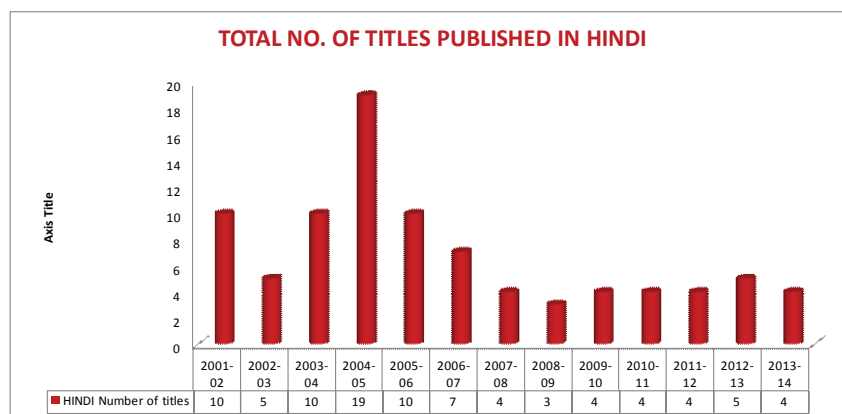
12	Wireman 2nd Year	4 Nos.
13	Mechanic Tractor	3 Nos.
14	Electrician 1st Year (Revised)	3 Nos.
15	Electrician 2nd Year (Revised)	3 Nos.
16	Mechanic Radio & TV 1st Year & 2nd Year	2 Nos.
17	Electronic Mechanic 2nd Year	3 Nos.
18	Welder (Revised)	3 Nos.
19	Sheet Metal Worker	3 Nos.
20	Mechanic Radio & TV 2nd Year	3 Nos.
21	Mechanic R & AC 1st Year	2 Nos.
22	Mechanic R & AC 2nd Year	2 Nos.
23	Instrument Mechanic 1st year	1 No.
24	Workshop Calculation for Metal Trade	1 No.
25	Workshop Calculation for Electrical Trade	1 No.
26	Employability Skills	1 No.
27	Plumber	1 No.
28	Carpenter	1 No.
29	IT & ESM	1 No.
30	Mechanic Tractor	1 No.
31	Draughtsman Mech. 1st Year	1 No.
	Total	76 Nos.

Books printed & published during the year 2013-2014

Table - 13

Sl.No.	Trade	No. of books
1	Engineering Drawing (for Mechanical group of all one year trades)	1 No.
2	Engineering Drawing (for Mechanical group of all two & three year trades)	1 No.
3	Basic Cosmetology Trade Practical	1 No.
4	Basic Cosmetology Trade Theory	1 No.
	Total	4 Nos.

Chart - 5



5.1.2 Regional Languages

TAMIL

The translation into Tamil was taken up in Collaboration with DET, TamilNadu

Books printed & published upto 31st March 2013

Table - 14

SI.No.	Trade	No.of books
1	Mechanic Diesel	3 Nos.
2	MMV 1st Year	3 Nos.
3	MMV 2nd Year	3 Nos.
4	Welder (Revised)	3 Nos.
5	Fitter 1st Year	3 Nos.
6	Fitter 2nd Year	3 Nos.
7	Electrician 1st Year	3 Nos.
8	Electrician 2nd Year	3 Nos.
9	Machinist 1st Year	3 Nos.
10	Machinist 2nd Year	3 Nos.
11	Turner 1st Year	3 Nos.
12	Turner 2nd Year	3 Nos.
13	Mechanic R & AC 1st Year	3 Nos.
14	Mechanic R & AC 2nd Year	3 Nos.
15	Cutting & Sewing	3 Nos.
16	Electrician 1st Year	3 Nos.
17	Sheet Metal Worker	3 Nos.
18	Carpenter	3 Nos.
19	Plumber	3 Nos.
20	Electronic Mechanic , Radio & TV 1st Year	3 Nos.
21	Draughtsman Mechanical	3 Nos.
22	Engg.Drg Mechanical 1st year Theory&Procedure	1 No.
23	Engg.Drg Electrical 1st Year Theory & Procedure	1 No.

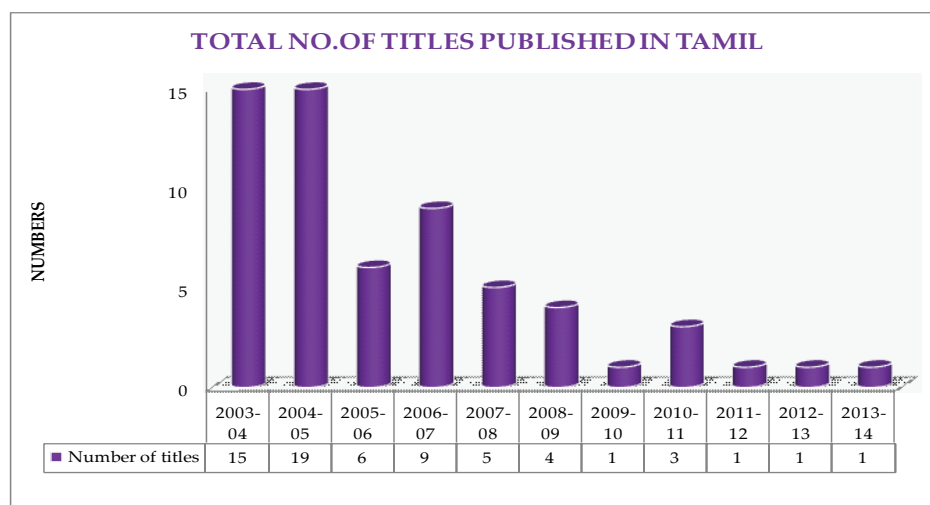
24	Workshop Calculation Metal Trade	1 No.
25	Workshop Calculation Electrical Trade	1 No.
26	Workshop Calculation Heat Engine	1 No.
27	Instrument Mechanic 1st Year	3 Nos.
28	Employability Skills	1 No.
29	Wireman II Year	1 No.
	Total	73 Nos.

Books printed & published during the year 2013-2014

Table 15

Sl.No.	Trade	No. of books
1	IT & ESM (Assign)	1 No.
	Total	1 No.

Chart - 6



TELUGU

Books printed & published upto 31st March 2013

Table - 16

Sl.No.	Trade	No. of books
1	Fitter 1st Year	3 Nos.
2	MMV 1st Year	4 Nos.
3	Mechanic Diesel	3 Nos.
4	Turner 1st Year	1 No.
5	Carpenter	5 Nos.

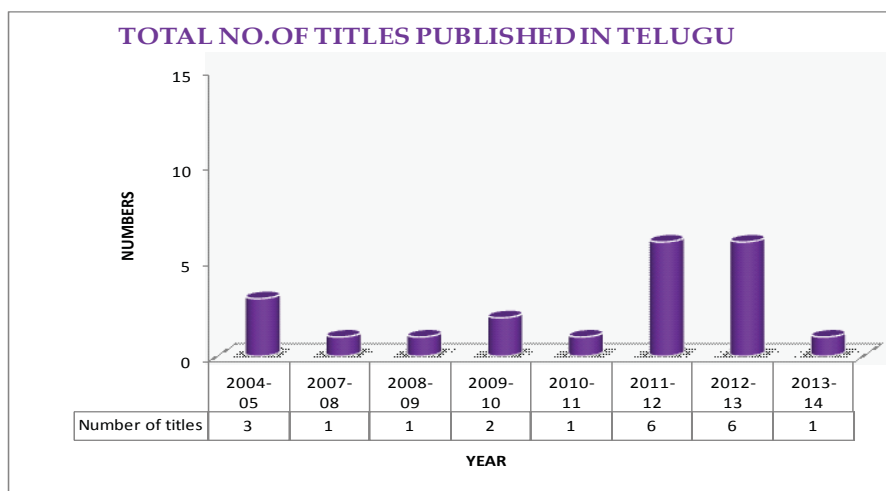
6	Machinist 1st Year	3 Nos.
7	Machinist 2nd Year	2 Nos.
8	Fitter 2nd Year	3 Nos.
9	Employability Skills	1 No.
10	Plumber	3 Nos.
	Total	28 Nos.

Books printed & published during the year 2013-2014

Table - 17

Sl.No.	Trade	No. of books
1	Electronic Mechanic (Trade Practical)	1 No.
	Total	1 No.

Chart - 7



Under Progress during 2013-2014

- 1 Electronic Mechanic (Trade Theory)
- 2 Electronic Mechanic (Assign Test)
- 3 Welder (TP, TT, Assign Test)

KANNADA

Books printed & published upto 31st March 2013

Table - 18

Sl.No.	Trade	No.of books
1	Cutting & Sewing	3 Nos.
2	Carpenter	3 Nos.
3	Fitter 1st Year	3 Nos.
4	Fitter 2nd Year	3 Nos.
5	Electrician 1st Year	3 Nos.
6	Electrician 2nd Year	3 Nos.
7	Mechanic Diesel	3 Nos.
8	MMV 1st Year	3 Nos.
9	MMV 2nd Year	3 Nos.
10	Turner 1st Year	3 Nos.
11	Turner 2nd Year	4 Nos.
12	Machinist 1st Year	4 Nos.
13	Wireman 1st Year	6 Nos.
14	Plumber	2 Nos.
	Total	46 Nos.

Books printed & published during the year 2013-2014

Table -19

Sl.No.	Trade	No.of books
1	Electronic Mechanic (TP)	1 No.
2	Electronic Mechanic (Assign)	1 No.
	Total	2 Nos.

Under Progress during 2013-2014

1. Electronic Mechanic (Trade Theory)

Chart - 8

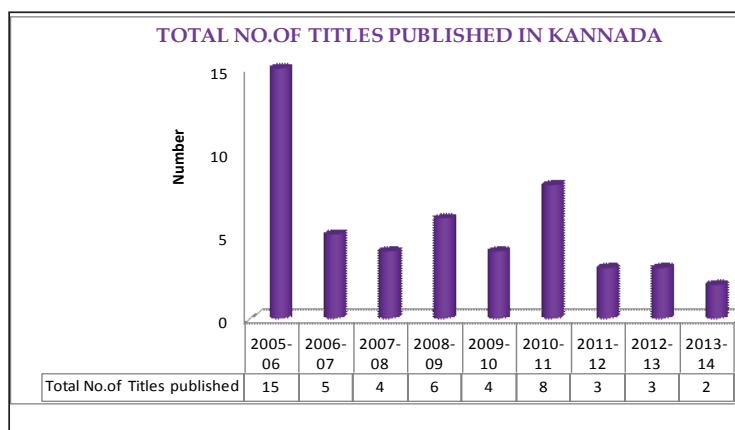
**MALAYALAM****Books printed & published during the year 2013-2014**

Table - 20

Sl.No.	Trade	No.of books
1	Electronic Mechanic Trade (TT, TP, AT)	1 No. each

BENGALI**Books printed & published upto 31st March 2013**

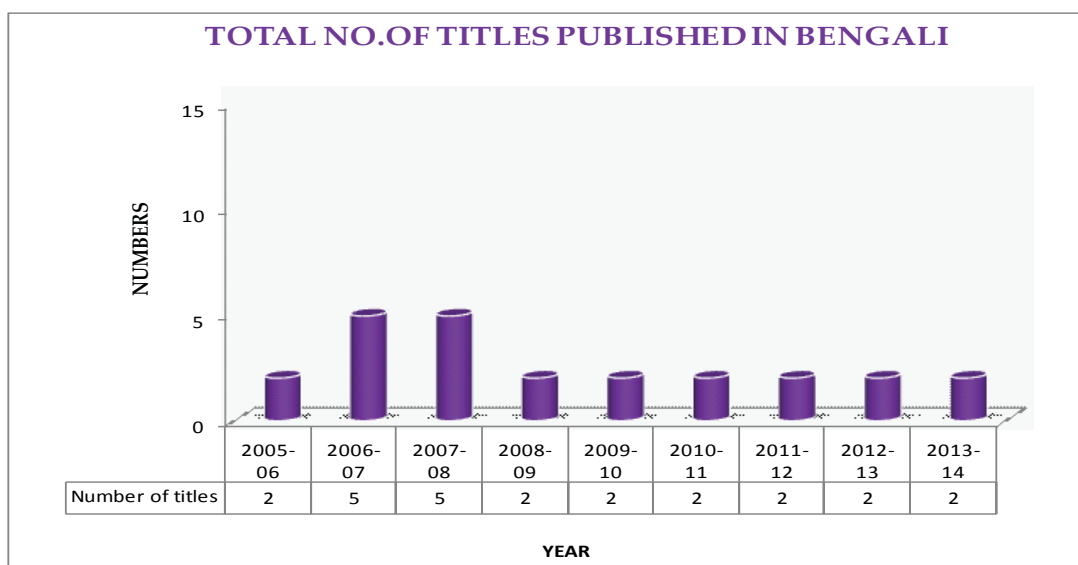
Table - 21

Sl.No.	Trade	No.of books
1	Fitter 1st Year	3 Nos.
2	Fitter 2nd Year	2 Nos.
3	Machinist 1st Year	3 Nos.
4	Machinist 2nd Year	3 Nos.
5	Electrician 1st Year	2 Nos.
6	MMV 1st Year	1 No.
7	MMV 2nd Year	1 No.
8	Instrument Mechanic 1st Year	1 No.
9	Electronic Mechanic 1st Year	1 No.
	Total	17 Nos.

Under Progress during 2013-2014.

1. Turner 1st & 2nd Year
2. Electrician 1st & 2nd Year

Chart - 9

**GUJARATI**

The Translation & publication of IMPs into Gujarati was taken up by a Private Publisher M/s.Team Spirit(India) Pvt.Ltd, Vastrapur, Ahmedabad

- 1 Fitter 1st Year - Theory, Practical & Assignment - **Published**
- 2 Fitter 2nd Year
- 3 Turner 1st Year
- 4 Turner 2nd Year
- 5 Machinist 1st Year
- 6 Machinist 2nd Year
- 7 MMV 1st Year
- 8 MMV 2nd Year
- 9 Wireman 1st Year
- 10 Mechanic Diesel
- 11 Electrician 1st Year
- 12 Electronic Mechanic 1st Year & Mech. Radio & TV 1st Year
- 13 Welder

MARATHI

Books printed & published upto 31st March 2013

Table - 22

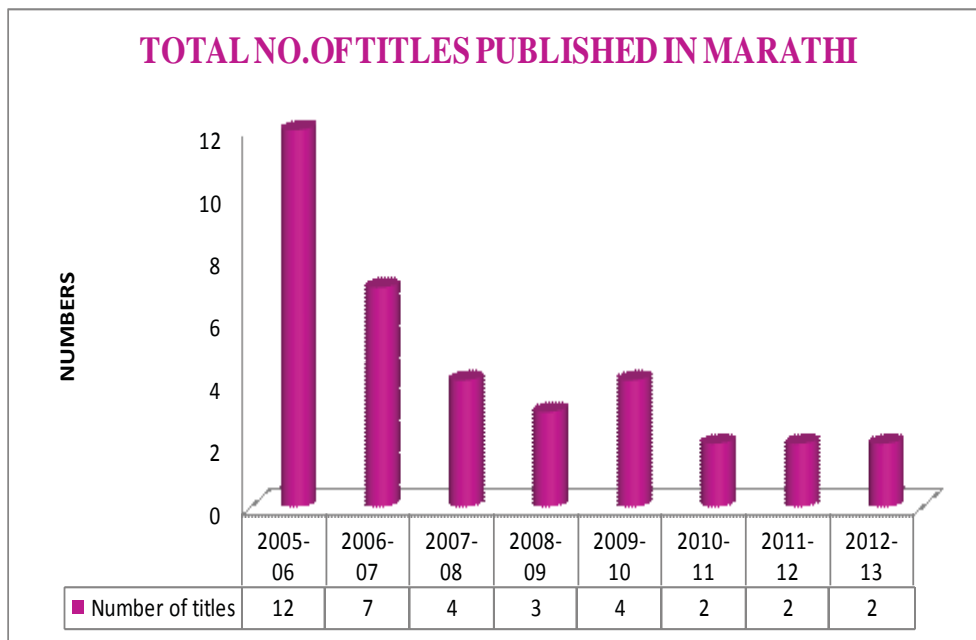
SI.No.	Trade	No.of books
1	Turner 1st Year	2 Nos.
2	Turner 2nd Year	2 Nos.
3	Machinist 1st Year	2 Nos.
4	Machinist 2nd Year	2 Nos.
5	Tool & Die Maker 1st Year	2 Nos.

6	Wireman 1st Year	2 Nos.
7	Mechanic Diesel	2 Nos.
8	MMV 1st Year	2 Nos.
9	MMV 2nd Year	2 Nos.
10	Fitter 1st Year	3 Nos.
11	Fitter 2nd Year	2 Nos.
12	Wireman 2nd Year	2 Nos.
Total		25 Nos.

Under Progress during 2013-2014

1. Welder
2. Electrician 1st & 2nd Year
3. Wireman 1st & 2nd Year
4. Mechanic Diesel
5. Tool & Die Maker
6. Plumber
7. Carpenter

Chart - 10

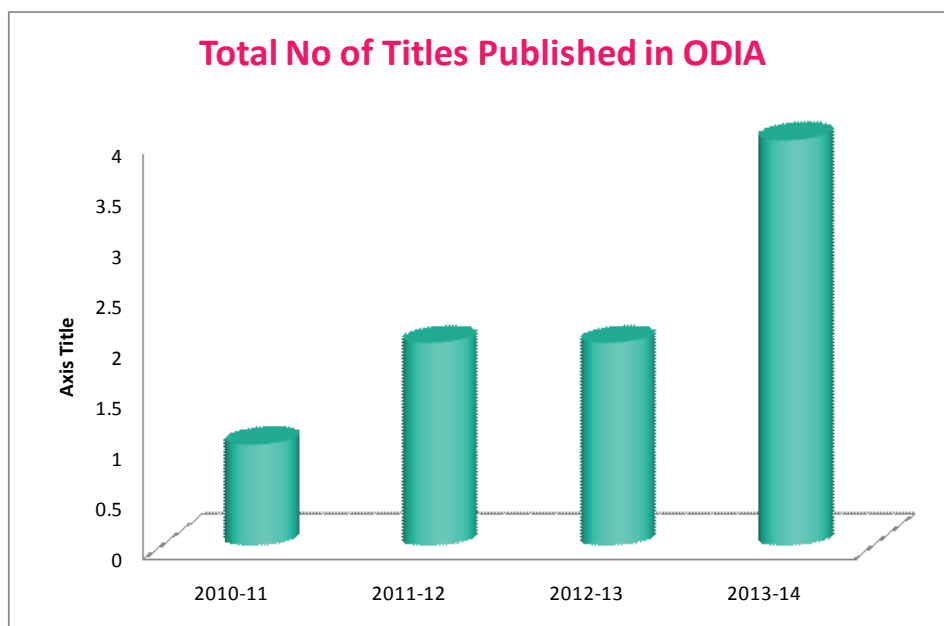


ODIA**Books printed & published upto 31st March 2013****Table - 23**

Sl.No.	Trade	No.of books
1	Fitter 1st Year	3 Nos.
2	Fitter 2nd Year	3 Nos.
3	Turner 1st Year	2 Nos.
	Total	8 Nos.

Books printed & published during the year 2013-2014**Table - 24**

Sl.No.	Trade	No.of books
1	Turner 1st year	1 Nos.
2	Turner 2nd year	3 Nos.
	Total	4 Nos.

Chart - 11**PUNJABI****Under Progress during 2013-2014**

1. Welder - 3 Nos.

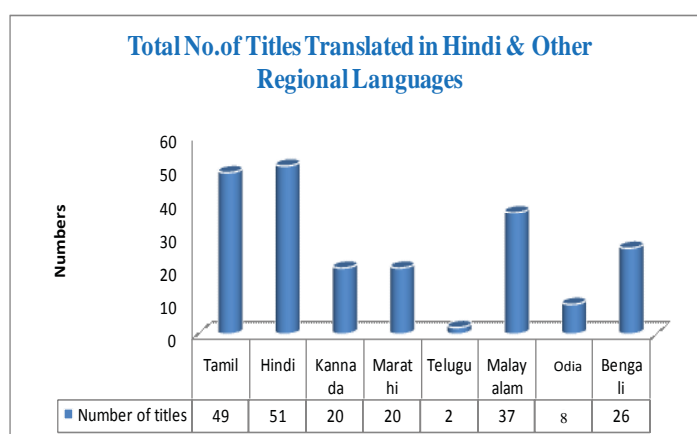
5.2. Centre of Excellence (CoE)

The translation of IMPs developed in English into Hindi and other Regional Languages were taken up. So far **213 titles** for the following sectors were taken up the translation.

Table - 25

Name of the Sector	Language							
	Tamil	Hindi	Kannada	Marathi	Telugu	Malayalam	Odia	Bengali
Automobile	6	6	5	6	1	6	1	5
Electrical	6	5		1		5	1	4
Industrial Fabrication	6	6	5	4		6	3	6
R&AC	8	8		3		3	1	5
Information Technology		4		2		5	2	3
Electronics	3	2				4		
Construction & Wood working	4	3		1		3		
Apparel	5	5				3		
Production & Manufacturing	5	5	5		1	2		3
Food Processing		3						
Chemical	4	3	5	3				
Process Plant Maintenance	2	1						
	49	51	20	20	2	37	8	26

Chart - 12



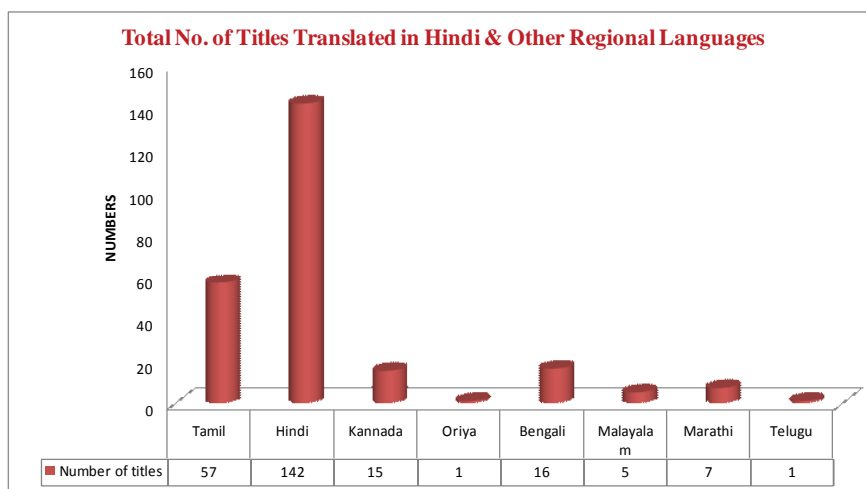
5.3. MODULAR EMPLOYABLE SKILLS (MES)

The translation of IMPs developed in English into Hindi and other Regional Languages were also taken up. for the following sectors. So far **244 titles** for the following sectors were taken up for translation.

Table - 26

Name of the Courses	Language							
	Tam il	Hindi	Kann ada	Odia	Ben gali	Malay alam	Mara thi	Telu gu
Retail	2	2						
Electrical	6	7		1	1			
Electronics	5	15			4			
Agriculture	2	12						
Fabrication	9	6	8		3			
Garment Mak- ing	2	6						
Production & Manufacturing	2	6			1	1	1	
Automotive Repair	19	16	2		2			
Mechanic R&AC	9	2			3	2	6	
Hospitality		20						
Khadi		7						
ICT					2	2		
Plastic Process- ing		9	5					
Beauty Culture&HD		3						1
Construction		1						
Chemical	1	19						
Indian Sweet & Snacks		1						
Plastic Process- ing		10						
Total	57	142	15	1	16	5	7	1

Chart - 13



6. DIGITIZATION OF INSTRUCTIONAL MATERIALS

The proposal for digitizing of Instructional Materials prepared by NIMI was approved in the 11th Governing Council meeting held on 19.12.2008 at DGE&T, New Delhi.

The digitization of the course material is to convert the complete book available in print format to digital format with features like Navigational movement, internal search, bookmark facility, selective zoom in & zoom out of the images, zoom in & zoom out of pages to be made available on the internet in digital format.

6.1. Craftsmen Training Scheme (CTS)

6.1.1. Digitization of Instructional Materials developed upto 31st March 2013

Table - 27

Sl.No.	Name of the Trade	No. of Titles
1	COPA	4
2	Electronic Mechanic	8
3	Electrician	8
4	Mechanic R & AC	8
5	Welder	4
6	Wireman	8
7	Workshop Calculation & Science – Metal trades	1
8	Carpenter	4
9	Fitter	8
10	IT & ESM	8

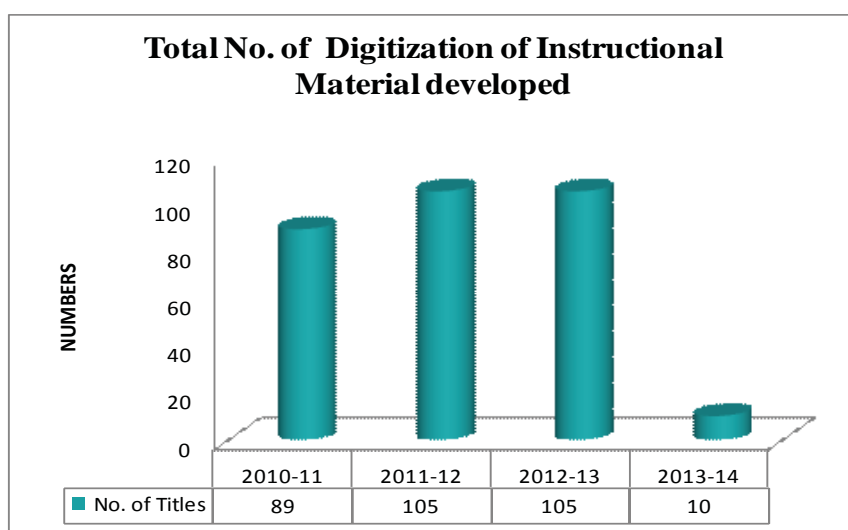
11	Machinist	8
12	Mechanic Diesel	4
13	Mechanic Motor Vehicle	8
14	Mechanic Radio & TV	4
15	Plumber	4
16	Sheet Metal Worker	4
17	Tool & Die Maker	8
18	Turner	4
Total		105 Nos.

6.1.2. Digitization of Instructional Materials under Progress during the year 2013-2014

Table - 28

Sl.No.	Name of the Trade	No. of Titles
1	Surveyor 1st Year (Trade Theory)	2 Nos.
2	Surveyor 1st Year (Trade Practical)	2 Nos.
3	Draughtsman Civil 1st Year (Trade Theory)	2 Nos.
4	Mechanic Machine Tool Maintenance 1st Year (Trade Theory)	2 Nos.
5	Computer Operator & Programming Assistant Trade Practical (Revised)	2 Nos.
Total		10 Nos.

Chart - 14



6.2. Centre of Excellence (CoE)

6.2.1. Digitization of Instructional Materials developed upto 31st March 2013

A. BBT Modules

Table - 29

Sl.No.	Name of the Sector	No. of Modules
1	Refrigeration & Air Conditioning	6 Nos.
2	Fabrication	6 Nos.
3	Apparel	5 Nos.
4	Automobile	6 Nos.
5	Chemical	5 Nos.
6	Construction & Wood Working	3 Nos.
7	Electrical	6 Nos.
8	Electronics	6 Nos.
9	Food Processing	3 Nos.
10	Production & Manufacturing	6 Nos.
11	Information Technology	6 Nos.
12	Instrumentation	6 Nos.
13	Agricultural Machinery	6 Nos.
14	Hospitality	1 No.
15	Industrial Automation	6 Nos.
16	Leather Goods and Footwear	3 Nos.
17	Textile Processing	1 No.
18	Process Plant Maintenance	3 Nos.
19	Plastic Processing	2 Nos.
20	Tourism	6 Nos.
21	Bamboo Technology	1 No.
	Total	93 Nos.

B. Advanced Modules

Table - 30

Sl.No.	Name of the Sector	No. of Modules
1	Refrigeration & Air Conditioning	2 Nos.
2	Electrical	3 Nos.
3	Hospitality	1 No.
4	Agricultural Machinery	4 Nos.
5	Tourism	1 No.
6	Chemical	2 Nos.
7	Apparel	1 No.
	Total	14 Nos.

6.2.2. Digitization of Instructional Materials under progress during the year 2013-14

A. BBT Modules

Table - 31

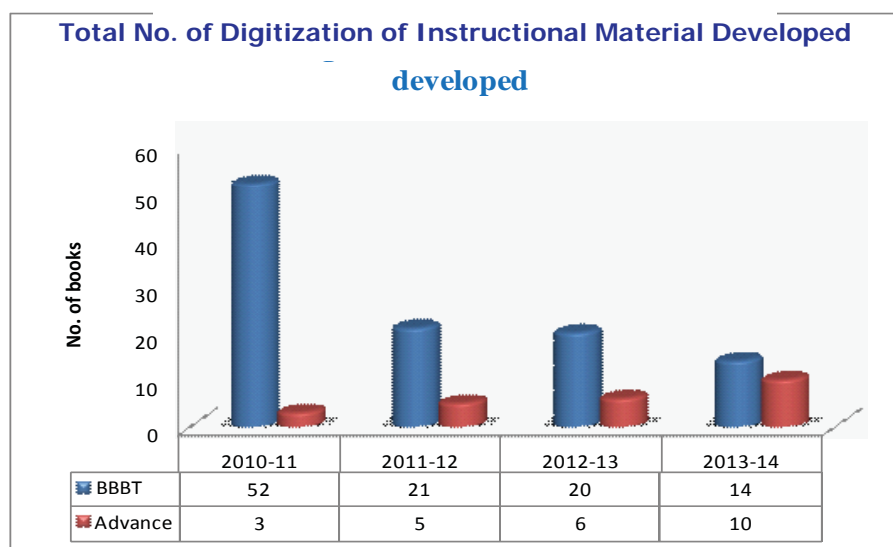
Sl. No.	Name of the Sector	No. of Modules
1	Agricultural Machinery	1 No.
2	Construction & Wood Working	1 No.
3	Food Processing	2 Nos.
4	Plastic Processing	3 Nos.
5	Hospitality	3 Nos.
6	Leather Goods & Footwear	3 Nos.
7	Textile Processing & Technology	1 No.
	Total	14 Nos.

B. Advanced Modules

Table - 32

Sl. No.	Name of the Sector	No. of Modules
1	Automobile	2 Nos.
2	Electrical	1 No.
3	Production & Manufacturing	2 Nos.
4	Information Technology	3 Nos.
5	Process Plant maintenance	1 No.
6	Textile Processing & Technology	1 No.
	Total	10 Nos.

Chart - 15



6.3 MODULAR EMPLOYABLE SKILLS (MES)

Nimi has also taken up the digitization of Instructional Materials prepared and development of E- Learning content for the courses under MES.

6.3.1. Digitization of Instructional materials upto 31st March 2013

Table - 33

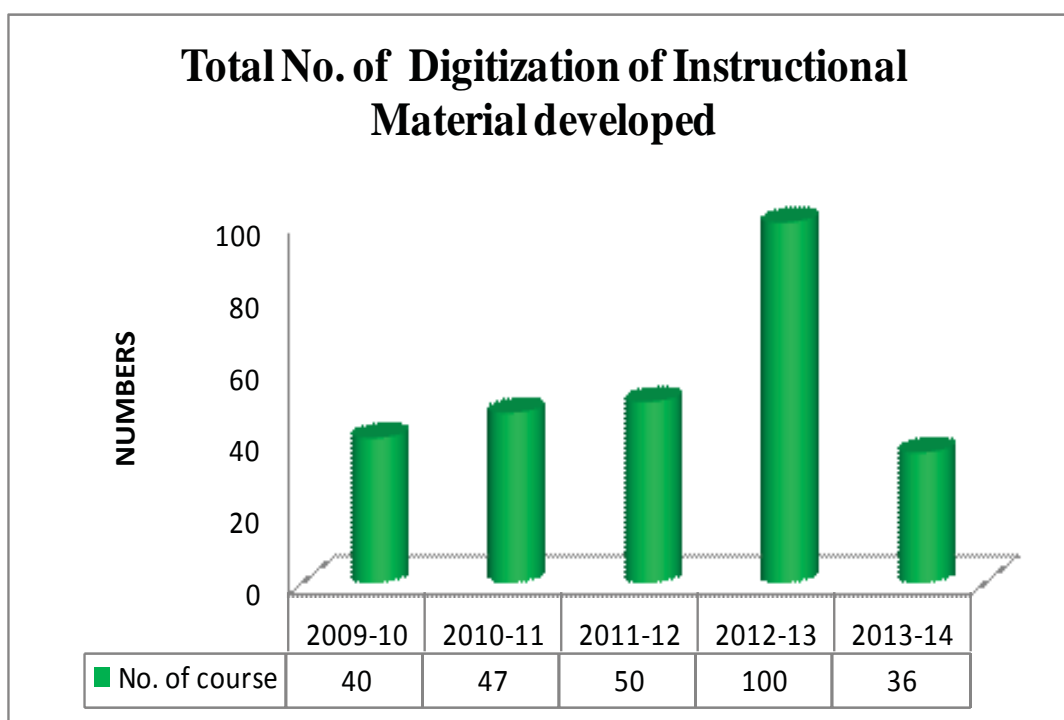
Sl.No.	Name of the Sector	No. of Courses
1	Indian Sweets, Snacks and Food	28 Nos.
2	Automotive Repair	14 Nos.
3	Khadi	7 Nos.
4	Banking & Accounting	1 No.
5	Retail	2 Nos.
6	Plastic Processing	18 Nos.
7	Fabrication	9 Nos.
8	Hospitalty	30 Nos.
9	R & AC	5 Nos.
10	Electronics	18 Nos.
11	Garment Making	14 Nos
12	Process Instrumentation	4 Nos.
13	Agriculture	39 Nos.
14	Travel & Tourism	9 Nos.
15	Beauty Culture & Hair Dressing	9 Nos.
16	Construction	1 No.
17	Medical & Nursing	17 Nos.
18	Chemical	14 Nos.
19	Food Processing & Preservation	1 No.
20	ICT	9 Nos.
21	Leather & Sports Goods	4 Nos.
	Total	253 Nos.

6.3.2. Digitization of Instructional materials under progress during the year 2013-14

Table - 34

Sl.No.	Name of the Sector	No. of Courses
1	Business & Commerce	8 Nos.
2	Carpet	1 No.
3	Garment	4 Nos.
4	Textile - PP/HDPE - QC	2 Nos.
5	Jute	3 Nos.
6	Retail	2 Nos.
7	Textile - Cotton Spinning - Carding	1 No.
8	Textile - Cotton Spinning - Preparatory	2 Nos.
9	Textile - Spinning - Ring Frames	1 No.
10	Textile - Chemical Processing (Wet)	8 Nos.
11.	Textile - Weaving	4 Nos.
	Total	36 Nos.

Chart - 16



7. DEVELOPEMENT OF e - LEARNING

The proposal for Development of e-learning of Instructional Materials was approved in the 11th Governing Council meeting held on 19.12.2008 at DGE&T, New Delhi.

Conversion of books (lessons) prepared by NIMI into e-Learning content using Animation, Text, Voice Over, Graphics, etc. are deployed using a webportal. E-Learning is the name given to the activities that go into deploying Education and Training using Internet and computing technology.

7.1. Craftsmen Training Scheme (CTS)

Development of E- Learning content for the Instructional Materials upto 31st March 2014

Table - 35

SI.No.	Name of the Trade
1	Fitter
2	Electrician
3	Machinist
4	Welder
5	Mechanic Motor Vehicle
6	Mechanic Diesel
7	Wireman
8	Cutting & Sewing
9	Carpenter
10	Plumber
11	Turner
12	Mechanic R & AC

7.2. Centre of Excellence (CoE)

Development of E- Learning upto 31st March 2014

A. BBBT Modules

Table - 36

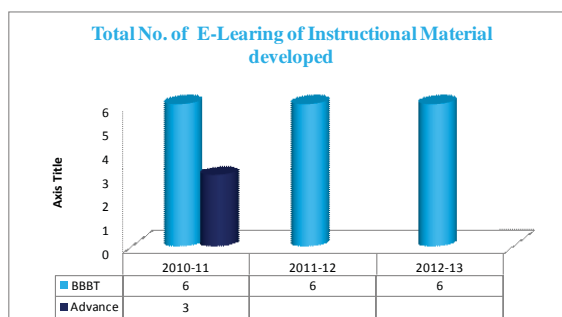
Sl.No.	Name of the Module
1	Basic Workshop Practices
2	Basic Electricity, Electronics and Electro-Mechanic
3	Basic Refrigeration – I
4	Basic Refrigeration – II
5	Basic Refrigeration – III
6	Basic Refrigeration – IV
7	Basic Fitting and Measurement
8	Basic Sheet Metal Worker and Welding
9	Basic Electrical and Electronics and Computer Skill
10	Basic Turning and Grinding (Including knowledge of material and heat treatment)
11	Basic Milling and Gear Cutting (Including knowledge of planning, shaping and slotting)
12	Basic CNC Programming & Operation and Hydraulics & Pneumatics
13	Basic Electrical Wiring & Winding
14	Basic Power Generation, Transmission & Distribution
15	Metal & Surface Finishing Techniques
16	Basic Welding
17	Basic Sheet Metal Work and Fastening
18	Basic Machine Shop Practice

B. Advanced Modules

Table - 37

Sl.No.	Name of the Sector
1	Domestic, Commercial Refrigeration & Air Conditioning
2	Central Air Conditioning Plant, Industrial Cooling and Package A.C.
3	Cold Storage, Ice-Plant and Ice-Candy Plant

Chart - 17



7.3. MODULAR EMPLOYABLE SKILLS (MES)

7.3.1. Development of E-Learning content for Instructional Material up to 31st March 2013

Table - 38

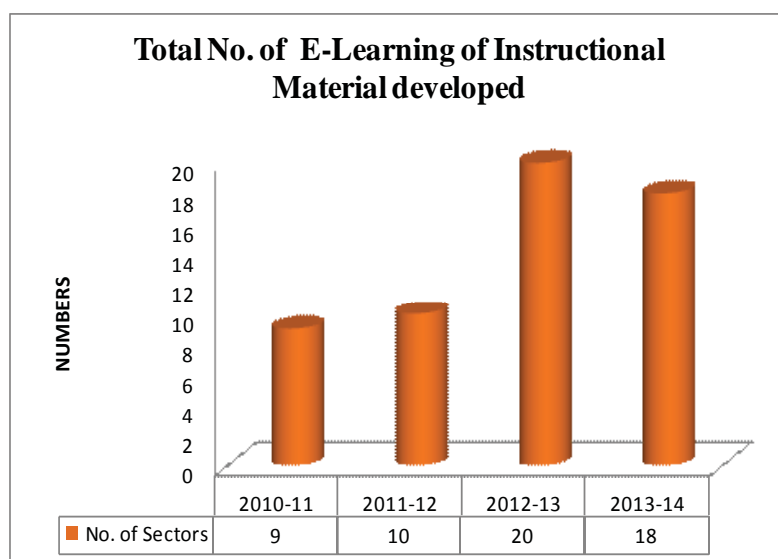
Sl.No.	Name of the Sector	No of Courses
1	Automotive Repair	16 Nos.
2	Agriculture	2 Nos.
3	Leather & Sports Goods	1 No.
4	Electrical	8 Nos.
5	Electronics	4 Nos.
6	Chemical	2 Nos.
7	Mechanic R & AC	6 Nos.
	Total	39 Nos.

7.3.2. Development of E-Learning content for Instructional Material during the year 2013 - 2014

Table - 39

Sl.No.	Name of the Sector	No of Courses
1	Hospitality	2 Nos.
2	Chemical	3 Nos.
3	Apparel	4 Nos.
4	Fabrication	9 Nos.
	Total	18 Nos.

Chart - 18



8. TRAINING

Awareness Seminar

NIMI prepares the Instructional Materials as a package called **IMP**. It is called a package as it encompasses all the stakeholders in the training situation i.e. the trainer, the trainee and the administration. Hence the "Awareness Seminar on effective use of NIMI's products" are conducted. The duration of the programme is of two days.

Target group

- ⇒ Instructors/Trainees from both Govt. & Private ITIs/ITCs
- ⇒ Instructor Trainees from CTI/ATI

Generally the programmes for Govt. ITIs and others are organized through the State Directorate of Employment and Training and for the Private ITIs. The Programmes are conducted through any one of the Private ITIs who take lead by pooling Instructors from neighbouring private ITIs of their region.

Training programmes conducted during the year 2013-14

Table - 40

Sl. No.	Training Programme	No. of programmes conducted during the year 2013-2014	No. of participants trained
1.	Awareness programme	12	450

9. DEVELOPMENT OF TERMINAL COMPETENCIES (for MES)

NIMI was entrusted with the task of identifying and listing the Terminal Competencies for each course, which can be incorporated in the certificate to be issued to the successful candidates. Terminal Competencies for the following courses covering various sectors were developed.

9.1. Terminal Competencies developed upto 31st March 2013

Table - 41

Sl.No.	Name of the Sector	No. of Courses
1	Fabrication	11 Nos.
2	Automotive Repair	18 Nos.

3	Garment Making	98 Nos.
4	Printing	10 Nos.
5	Process Instrumentation	7 Nos.
6	ICT	37 Nos.
7	Beauty Culture & HD	9 Nos.
8	Carpet	22 Nos.
9	Hospitality	81 Nos.
10	Gem and Jewellery	21 Nos.
11	Plastic Processing	10 Nos.
12	Construction	42 Nos.
13	Paint Industry	6 Nos.
14	Security	10 Nos.
15	Wood Work	2 Nos.
16	Media	6 Nos.
17	Food Processing & Preservation	11 Nos.
18	Leather & Sports Goods	12 Nos.
19	Agriculture	40 Nos.
20	Travel & Tourism	9 Nos.
21	R & AC	6 Nos.
22	Electrical	11 Nos.
23	Electronics	18 Nos.
24	Production & Manufacturing	13 Nos.
25	Chemical	14 Nos.
26	Manufacturing of Indian sweets, snacks & food	35 Nos.
27	Banking & Accounting	2 Nos.
28	Medical & Nursing	42 Nos.
29	Retail	4 Nos.
30	Khadi	8 Nos.
31	Toy Making (Soft Toy)	7 Nos.
32	Soft Skills	4 Nos.
33	Courier & Logistics	6 Nos.
34	Insurance	3 Nos.
35	Jute	19 Nos.
36	Jute diversify	6 Nos.
37	Fisheries & allied sector	16 Nos.
38	Fire & Safety	2 Nos.
39	Business & Commerce	8 Nos.
40	Materials Management	5 Nos.

41	Handmade Paper & Paper Products	26 Nos.
42	Fashion Design	21 Nos.
43	Industrial Electrical	3 Nos.
44	Textile	395 Nos.
45	Apiulture	6 Nos.
46	Glassware	10 Nos.
47	Clock & Watch Repair	3 Nos.
48	Marine Engineering	7 Nos.
49	Rain water Harvesting	2 Nos.
50	Bamboo Fabrication	6 Nos.
51	Film Production	12 Nos.
52	Fragrence, Flower & Perfume	8 Nos.
53	Renewable Energy	10 Nos.
54	Spa & Wellness	2 Nos.
55	Automative Repair	1 No.
56	Poultry	31 Nos.
57	Animal Husbandry	60 Nos.
58	Sericulture	26 Nos.
59	Home Decor - Art Bonsai	13 Nos.
60	Home Decor - Art Flower	8 Nos.
61	Home Decor - Art Water Falls	5 Nos.
62	Home Decor - Art Jewellery	6 Nos.
63	Home Decor - Art Ceramic Craft	9 Nos.
64	Home Decor - Art Painting	13 Nos.
65	Home Decor - Art Mehendi	3 Nos.
66	Home Decor - Art Wood Handcraft	4 Nos.
67	Electromechanical	3 Nos.
	Total	1384 Nos.

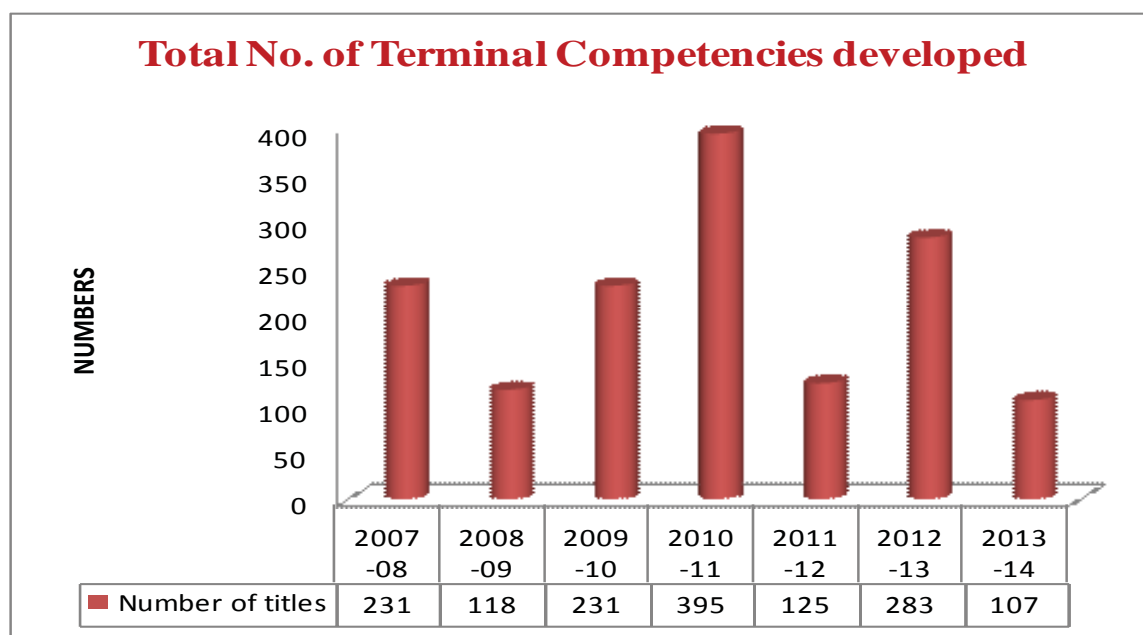
9.2. Terminal Competencies developed during the year 2013-2014

Table - 42

Sl.No.	Name of the Sector	No. of Courses
1	Banking & Accounting	3 Nos.
2	Beauty Culture & HD	1 No.
3	Medical & Nursing	1 No.
4	Courier & Logistics	4 Nos.
5	Insurance	1 No.
6	Brassware	3 Nos.

7	Glassware	5 Nos.
8	Allied Healthcare	4 Nos.
9	FMCG	1 No.
10	Construction Equipment	1 No.
11	Sponge Iron	3 Nos.
12	Counselling Skill	9 Nos.
13	Ship Construction	4 Nos.
14	Telecom	1 No.
15	Travel & Tourism	1 No.
16	Gem & Jewellery	10 Nos.
17	Garment Making	34 Nos.
18	Fashion Designing	5 Nos.
19	Plastic Processing	16 Nos.
	Total	107 Nos.

Chart - 19



10. DEVELOPMENT OF VIDEO INSTRUCTIONAL PROGRAMMES(for MES)

NIMI has taken up the development of Video Instructional Programmes to facilitate the easy understanding and gaining skills.

10.1. Video Instructional programmes developed upto 31st March 2013

Table - 43

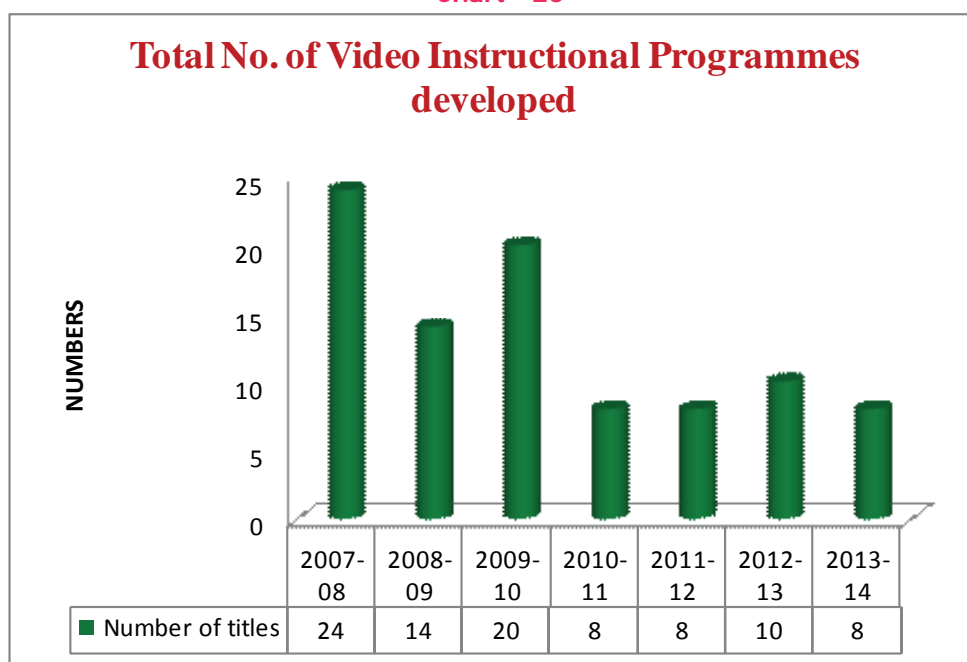
Sl.No.	Name of the Sector	No. of Courses
1	Fabrication	8 Nos.
2	Automotive Repair	4 Nos.
3	Garment Making	7 Nos.
4	ICT	4 Nos.
5	Hospitality	21 Nos.
6	R & AC	6 Nos.
7	Electrical	9 Nos.
8	Electronics	5 Nos.
9	Production & Manufacturing	1 No.
10	Retail	2 Nos.
11	Plastic Processing	2 Nos.
12	Beauty Culture & Hair Dressing	5 Nos.
13	Indian Sweets, snacks & Food	10 Nos.
	Total	84 Nos.

10.2. Video Instructional Programmes developed during the year 2013-14

Table - 44

Sl.No.	Name of the Sector	No. of Courses
1	Hospitality	2 Nos.
2	Automotive Repair	4 Nos.
3	Beauty Culture	2 Nos.
	Total	8 Nos.

Chart - 20



11. POSITION OF STAFF

As NIMI was converted from a subordinate office of the Government of India to an Autonomous body, the services of the staff members are continued on foreign service terms with NIMI society on year to year basis. The relevant recruitment rules were framed and approved by the 5th Governing Council. 61 posts out of 84 posts sanctioned were transferred to NIMI Autonomous. All the staff working at this institute were requested to exercise their option. Accordingly, 33 staff have expressed their willingness to continue in Government Service and 28 staff have expressed their willingness to continue in NIMI Autonomous. Those staff who have opted for Government Service were transferred to other DGE&T field institutes.

The staff strength of NIMI as on 31.03.2014 is at Appendix II (Page Nos.138 & 139)

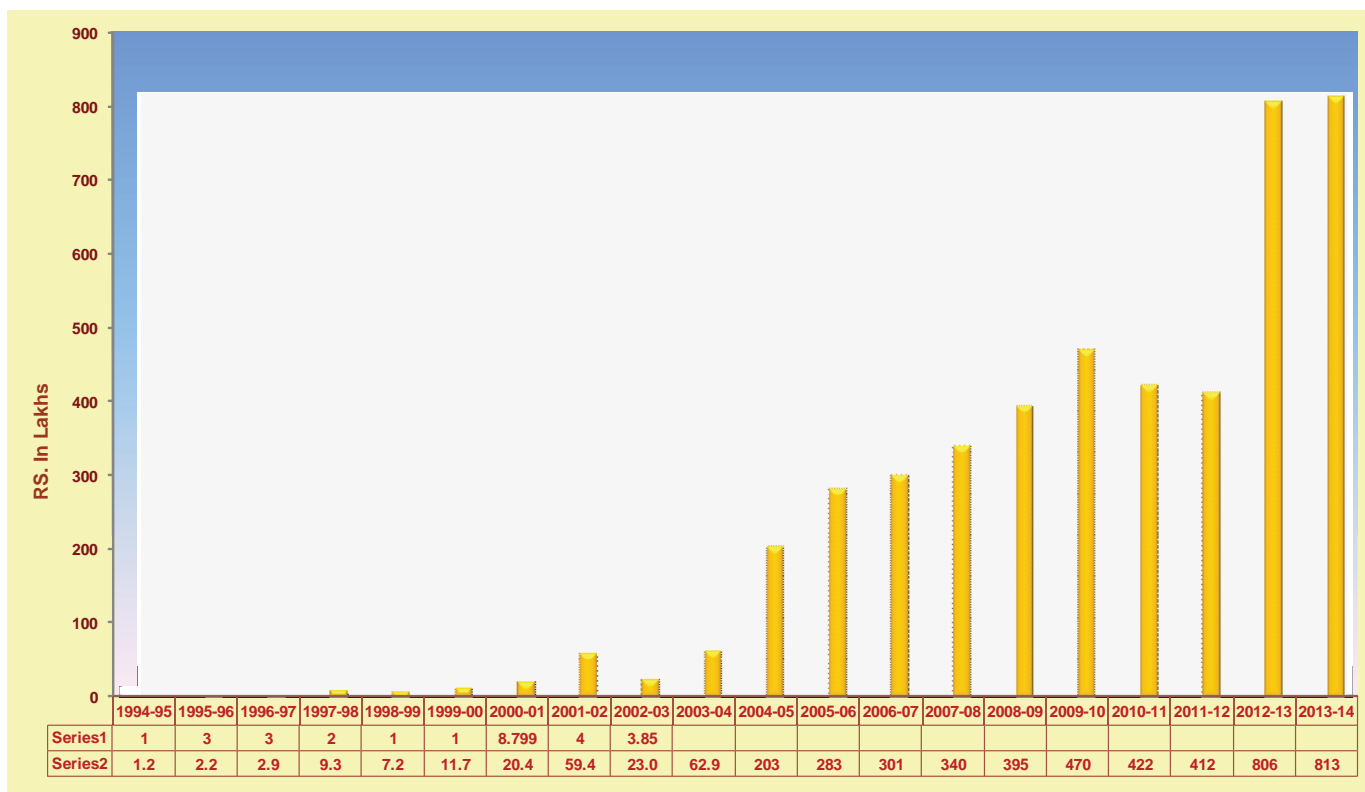
12. GRANT-IN-AID

- ✘ An amount of Rs.425 lakhs was received by NIMI as Grant-in-Aid from the Government of India for the Financial Year 2013-14 under Plan Scheme.
- ✘ An amount of Rs.88.13 Lakhs was received by NIMI as Grant-in-Aid under World Bank assisted Vocational Training Improvement Project (VTIP) was received by NIMI. The total Grant-in-Aid sanctioned under VTIP was fully utilized for the development of Instructional Material, Translation of IMPs from English into Hindi and other Regional Languages, development of Question Banks, Digitization of Instructional Materials and development of e-Learning of Instructional Materials for the various sectors under Centre of Excellence (COE).
- ✘ An amount of Rs.450 lakhs was received by NIMI under Skill Development Initiative Schemes for Modular Employable Skills (MES). The amount was fully utilized towards development of Instructional Material, Translation of IMPs from English into Hindi and other Regional Languages, development of Question Bank, development of Terminal Competencies, development of Video Instructional Programmes. Digitization of Instructional Materials and development of e-Learning of Instructional Materials for the various courses under Modular Employable Skills (MES)

13. REVENUE GENERATION

During this year the sale of IMPs was Rs.813 lakhs . The revenue generated so far is graphically represented below.

Chart - 21



C A PARAMESWARAN & CO.,
CHARTERED ACCOUNTANT

AUDITOR'S REPORT

To
The Director
National Instructional Media Institute
Guindy, Chennai - 600 032

Sir,

We have examined the Receipts and Payments account of the National Instructional Media Institute (NIMI) Chennai - 600 032 for the year ending 31st March 2014 and report that:

1. We have obtained all the information and explanation, which to the best of our knowledge and belief were necessary for the purpose of our audit.
2. In our opinion, proper books of account have been kept by the Institute.
3. The Institute's Receipts and payments account dealt by the report are in agreement with the books of accounts.
4. In our opinion and to the best of our information and according to the explanation given to us,

The accounts under audit give the information required and give true and fair view

- (i) In the case of Receipt & Payment account for the ending 31st March 2014
- (ii) In the case of Income & Expenditure for the year ending 31st March 2014
- (iii) In the case of Balance Sheet as on 31st March 2014.

Place : Chennai

sd/-

C.A.PARAMESWARAN & CO.,
CHARTERED ACCOUNTANT

Udaya Apartments (B2), 14/2(28), Dandapani Street, T.Nagar, Chennai 600 017.
Tel. 32903726, 9444714498 E-mail: capsivam@yahoo.co.in

C A PARAMESWARAN & CO.,
CHARTERED ACCOUNTANT

NATIONAL INSTRUCTIONAL MEDIA INSTITUTE
CHENNAI 600 032

Notes on Accounts for the Balance Sheet for year ended 31.03.2014

1. Significant accounting policies.
The accounts have prepared on accrual basis.
2. Fixed assets are as per the valuation certificate produced by the Institute on the date of conversion into utonomous body.
3. Depreciation are provided as per following rates.

Building	5%
Computer	15%
Electrical Equipments	15%
Furniture & Fittings	15%
Vehicle	20%
Digital Multimeter	15%
Drilling Machinery	15%
Telephones	15%
Books	10%
Tarpaulin	15%
4. For the Assets purchased after September 2013, 50% of the applicable rates has been taken
5. Grant Received by the Institute are specific nature which includes provision for purchase of Machine & Equipments, hence it is not considered as revenue receipt.
6. Stocks of IMP's are valued as per certificate given by the Institute.

sd/-

C.A.PARAMESWARAN & CO.,
CHARTERED ACCOUNTANT

Udaya Apartments (B2), 14/2(28), Dandapani Street, T.Nagar, Chennai 600 017.
Tel. 32903726, 9444714498 E-mail: capsivam@yahoo.co.in

FORM OF FINANCIAL STATEMENTS (NON-PROFIT ORGANISATIONS)
Name of Entity : NATIONAL INSTRUCTIONAL MEDIA INSTITUTE
BALANCE SHEET AS AT 31.03.2014

(Amount - Rs.)

	Schedule	Current Year	Previous Year
<u>CORPUS/CAPITAL FUND AND LIABILITIES</u>			
CORPUS/CAPITAL FUND	1	396,027,647.57	304,057,700.43
RESERVES AND SURPLUS	2	NIL	NIL
EARMARKED / ENDOWMENT FUNDS	3	0.00	0.00
SECURED LOANS AND BORROWINGS	4	NIL	NIL
UNSECURED LOANS AND BORROWINGS	5	NIL	NIL
DEFERRED CREDIT LIABILITIES	6	NIL	NIL
CURRENT LIABILITIES AND PROVISIONS	7	3,746,224.50	2,076,635.50
TOTAL		399,773,872.07	306,134,335.93
<u>ASSETS</u>			
FIXED ASSETS	8	29,015,630.74	30,947,481.64
INVESTMENTS - FROM EARMARKED/ENDOWMENT FUNDS	9	NIL	NIL
INVESTMENTS - OTHERS	10	310,294,215.00	225,062,376.00
CURRENT ASSETS, LOANS, ADVANCES ETC.,	11	60,464,026.33	50,124,478.29
MISCELLANEOUS EXPENDITURE (to the extent not written off or adjusted)			
TOTAL		399,773,872.07	306,134,335.93
SIGNIFICANT ACCOUNTING POLICIES	24		
CONTINGENT LIABILITIES AND NOTES ON ACCOUNTS	25		

FORM OF FINANCIAL STATEMENTS (NON-PROFIT ORGANISATIONS)

Name of Entity : NATIONAL INSTRUCTIONAL MEDIA INSTITUTE

INCOME AND EXPENDITURE ACCOUNT FOR THE PERIOD/YEAR ENDED 31.03.2014

Table 46

	Schedule	Current Year	Previous Year
INCOME			
Income from Sales/Services	12	81,541,980.00	80,630,576.00
Grants/Subsidies	13	NIL	NIL
Fees/Subscriptions	14	NIL	NIL
Income from Investments (Income on Invest.from earmarked/endow.Funds transferred to Funds)	15	NIL	NIL
Income from Royalty, Publication, Licence Fee, etc.,	16	81,823.00	55,235.00
Interest Earned	17	20,301,398.00	15,521,153.00
Other Income	18	NIL	NIL
Increase/(decrease) in stock of Finished goods and works-in-progress	19	15,438,980.04	395,962.39
TOTAL (A)		117,364,181.04	96,602,926.39
EXPENDITURE			
Establishment Expenses	20	16,194,309.00	11,754,118.00
Other Administrative Expenses etc.,	21	49,393,091.00	51,514,622.00
Expenditure on Grants, Subsidies etc.,	22	53,163,437.00	38,738,314.00
Interest	23	NIL	NIL
Depreciation (Net Total at the year-end - corresponding to Schedule 8)		2,956,396.90	3,262,046.78
TOTAL (B)		121,707,233.90	105,269,100.78
BALANCE BEING EXCESS OF INCOME OVER EXPENDITURE (A-B)		-4,343,052.86	-8,666,174.39
Transfer to Special Reserve (Specify each)			
Transfer to / from General Reserve			
BALANCE BEING SURPLUS/(DEFICIT) CARRIED TO CORPUS/CAPITAL FUND			
Significant Accounting Policies	24		
Contingent Liabilities and Notes on Accounts	25		

FORM OF FINANCIAL STATEMENTS (NON-PROFIT ORGANISATIONS)
Name of Entity : NATIONAL INSTRUCTIONAL MEDIA INSTITUTE
SCHEDULES FORMING PART OF BALANCE SHEET AS AT 31.03.2014

Table 47
(Amount - Rs.)

	Current Year		Previous Year	
SCHEDULE 1 - CORPUS/CAPITAL FUND:				
Balance as at the beginning of the year		304,057,700.43	74,000,000.00	238,723,874.82
Add: Contribution towards Corpus/Capital Fund	96,313,000.00			
Add: / (Deduct) : Balance of net income/(expenditure) transferred from the Income and Expenditure Account	-4,343,052.86		-8,666,174.39	
BALANCE AS AT THE YEAR - END		396,027,647.57		304,057,700.43
SCHEDULE 2 - RESERVES AND SURPLUS:				
1. Capital Reserve:				
As per last Account		NIL		NIL
Addition during the Year				
Less: Deductions during the Year				
2. Revaluation Reserve:				
As per last Account		NIL		NIL
Addition during the Year				
Less: Deductions during the Year				
3. Special Reserve:				
As per last Account		NIL		NIL
Addition during the Year				
Less: Deductions during the Year				
4. General Reserve:				
As per last Account		NIL		NIL
Addition during the Year				
Less: Deductions during the Year				
TOTAL		NIL		NIL

FORM OF FINANCIAL STATEMENTS (NON-PROFIT ORGANISATIONS)
Name of Entity : NATIONAL INSTRUCTIONAL MEDIA INSTITUTE
SCHEDULES FORMING PART OF BALANCE SHEET AS AT 31.03.2014

	FUND-WISE BREAK UP					TOTAL	
	Fund WW	Fund XX	Fund YY	Fund ZZ	Current Year	Previous Year	
	(Amount - Rs.)						
SCHEDULE 3 - EARMARKED/ENDOWMENT FUNDS:							
a) Opening balance of the funds							
b) Additions to the Funds:							
i. Donations/grants					-	-	
ii. Income from investments made on account of funds							
iii. Other additions (specify nature)					NIL	NIL	
TOTAL (a+b)					0.00	0.00	
c) Utilisation/Expenditure towards objectives of funds							
<i>I. Capital Expenditure</i>							
- Fixed Assets							
- Others							
Total							
<i>I. Revenue Expenditure</i>							
- Salaries, Wages and allowances etc.,							
- Rent							
- Other Administrative expenses							
Total							
TOTAL (c)					0.00	0.00	
NET BALANCE AS AT THE YEAR - END (a+b-c)					0.00	0.00	
Notes:							
1) Disclosures shall be made under relevant heads based on conditions attaching to the grants							
2) Plan Funds received from the Central/State Governments are to be shown as separate Funds are not to be mixed up with any other Funds.							

FORM OF FINANCIAL STATEMENTS (NON-PROFIT ORGANISATIONS)
Name of Entity : NATIONAL INSTRUCTIONAL MEDIA INSTITUTE
SCHEDULES FORMING PART OF BALANCE SHEET AS AT 31.03.2014

	(Amount - Rs.)	
	Current Year	Previous Year
SCHEDULE 4 - SECURED LOANS AND BORROWINGS:		
1. Central Government	NIL	NIL
2. State Government (Specify)	NIL	NIL
3. Financial Institutions	NIL	NIL
a) Term Loans		
b) Interest accrued and due		
4. Banks		
a) Term Loans	NIL	NIL
- Interest accrued and due		
b) Other Loans (specify)	NIL	NIL
- Interest accrued and due		
5. Other Institutions and Agencies	NIL	NIL
6. Debentures and Bonds	NIL	NIL
7. Others (Specify)	NIL	NIL
TOTAL	NIL	NIL
Note : Amounts due within one year		

FORM OF FINANCIAL STATEMENTS (NON-PROFIT ORGANISATIONS)

Name of Entity : NATIONAL INSTRUCTIONAL MEDIA INSTITUTE

SCHEDULES FORMING PART OF BALANCE SHEET AS AT 31.03.2014

		(Amount - Rs.)	
		Current Year	Previous Year
SCHEDULE 5 - UNSECURED LOANS AND BORROWINGS:			
1. Central Government		NIL	NIL
2. State Government (Specify)		NIL	NIL
3. Financial Institutions		NIL	NIL
4. Banks		NIL	NIL
a) Term Loans			
b) Other Loans (specify)			
5. Other Institutions and Agencies		NIL	NIL
6. Debentures and Bonds		NIL	NIL
7. Fixed Deposits		NIL	NIL
8. Others (Specify)		NIL	NIL
TOTAL		NIL	NIL
<i>Note : Amounts due within one year</i>			

		Current Year	Previous Year
SCHEDULE 6 - DEFERRED CREDIT LIABILITIES :			
a) Acceptances secured by hypothecation of capital equipment other assets		NIL	NIL
b) Others		NIL	NIL
TOTAL		NIL	NIL
<i>Note : Amounts due within one year</i>			

FORM OF FINANCIAL STATEMENTS (NON-PROFIT ORGANISATIONS)
Name of Entity : NATIONAL INSTRUCTIONAL MEDIA INSTITUTE
SCHEDULES FORMING PART OF BALANCE SHEET AS AT 31.03.2014

	Current Year		Previous Year
	(Amount - Rs.)	(Amount - Rs.)	(Amount - Rs.)
SCHEDULE 7 - CURRENT LIABILITIES AND PROVISIONS:			
A. CURRENT LIABILITIES			
1. Acceptances		NIL	NIL
2. Sundry Creditors	407,022.00	-	-
a) For Goods - TNPL	4,560.00	411,582.00	
- Novena Offset			
b) Others			
3. Advances Received		NIL	NIL
4. Interest accrued but not due on:		NIL	NIL
a) Secured Loans/borrowings		NIL	NIL
b) UnSecured Loans/borrowings		NIL	NIL
5. Statutory Liabilities:		NIL	NIL
a) Overdue		3,334,642.50	2,076,635.50
b) Others			
6. Other current liabilities			
TOTAL (A)		3,746,224.50	2,076,635.50
B. PROVISIONS			
1. For Taxation		NIL	NIL
2. Gratuity		NIL	NIL
3. Superannuation/Pension		NIL	NIL
4. Accumulated Leave Encashment		NIL	NIL
5. Trade Warranties/Claims		NIL	NIL
6. Others (Specify)		NIL	NIL
TOTAL (B)		0.00	0.00
TOTAL (A + B)		3,746,224.50	2,076,635.50

FORM OF FINANCIAL STATEMENTS (NON-PROFIT ORGANISATIONS)
Name of Entity : NATIONAL INSTRUCTIONAL MEDIA INSTITUTE
SCHEDULES FORMING PART OF BALANCE SHEET AS AT 31.03.2014

SCHEDULE 8 - FIXED ASSETS	GROSS BLOCK						DEPRECIATION			(Amount - Rs.) NET BLOCK	
	Cost/Valuation As at beginning of the year	Additions during the year	Deductions during the year	Cost/valuation at the year-end	As at the beginning of the year	On Additions during the year	On Deductions during the year	Total up to the year-end	As at the Current year- end	As at the Previous year- end	
A. FIXED ASSETS:											
1. LAND											
a) Freehold											
b) Leasehold											
2. BUILDINGS	9,199,705.53			9,199,705.53				872,835.80	8,326,869.73	9,199,705.53	
a) On Freehold Land											
b) On Leasehold Land											
3. PLANT MACHINERY & EQUIPMENT	6,413,529.04	124,470.00		6,537,999.04				1,125,132.64	5,412,866.40	6,413,529.04	
4. VEHICLES	39,883.69			39,883.69				7,347.73	32,535.96	39,883.69	
5. FURNITURE, FIXTURES	93,071.14			93,071.14				23,209.26	69,861.88	93,071.14	
6. OFFICE EQUIPMENT	787,162.44	699,952.00		1,487,114.44				59,611.15	1,427,503.29	787,162.44	
7. COMPUTER/PERIPHERALS	4,903,271.76	200,124.00		5,103,395.76				642,940.06	4,460,455.70	4,903,271.76	
8. LIBRARY BOOKS	614,332.53			614,332.53				61,433.26	552,899.27	614,332.53	
9. TUBEWELLS & W.SUPPLY	8,894,532.04			8,894,532.04				163,617.47	8,730,914.57	8,894,532.04	
10. OTHER FIXED ASSETS	1,993.47			1,993.47				269.53	1,723.94	1,993.47	
a. Tarpaulin											
TOTAL OF CURRENT YEAR	30,947,481.64	1,024,546.00		31,972,027.64				2,956,396.90	29,015,630.74	30,947,481.64	
PREVIOUS YEAR											
B. CAPITAL WORK-IN-PROGRESS											
TOTAL											

(Note to be given as to cost of assets on hire purchase basis included above)

FORM OF FINANCIAL STATEMENTS (NON-PROFIT ORGANISATIONS)

Name of Entity: NATIONAL INSTRUCTIONAL MEDIA INSTITUTE

SCHEDULES FORMING PART OF BALANCE SHEET AS AT 31.03.2014

(Amount - Rs.)

	Current Year	Previous Year
SCHEDULE 9 - INVESTMENTS FROM EARMARKED/ENDOWMENT FUNDS		
1. In Government Securities	NIL	NIL
2. Other approved Securities	NIL	NIL
3. Shares	NIL	NIL
4. Debentures and Bonds	NIL	NIL
5. Subsidiaries and Joint Ventures	NIL	NIL
6. Others (to be specified)	NIL	NIL
TOTAL	NIL	NIL

	Current Year	Previous Year
SCHEDULE 10 - INVESTMENTS - OTHERS		
1. In Government Securities	NIL	NIL
2. Other approved Securities	NIL	NIL
3. Shares	NIL	NIL
4. Debentures and Bonds	NIL	NIL
5. Subsidiaries and Joint Ventures	NIL	NIL
6. Others		225,062,376.00
- Fixed Deposit with Banks	309,566,149.00	
- Electricity Deposit	722,066.00	
- Telephone Deposit	6,000.00	
TOTAL	310,294,215.00	225,062,376.00

FORM OF FINANCIAL STATEMENTS (NON-PROFIT ORGANISATIONS)

Name of Entity : NATIONAL INSTRUCTIONAL MEDIA INSTITUTE
SCHEDULES FORMING PART OF BALANCE SHEET AS AT 31.03.2014

	Amount - Rs.	
	Current Year	Previous Year
SCHEDULE 11 - CURRENT ASSETS, LOANS, ADVANCES ETC.		
A. CURRENT ASSETS		
1. Inventories		
a) Stores and Spares		
b) Loose Tools		
c) Stock-in-trade	33,922,790.00	27,922,536.61
Finished Goods		
Work-in-progress		
Raw Materials	14,253,753.41	4,815,026.76
2. Sundry Debtors:		
a) Debts Outstanding for a period exceeding six months	48,176,543.41	32,737,563.37
b) Others	4,719,603.47	6,472,760.47
3. Cash balance in hand (including cheques/drafts and imprest)	4,900.00	5,040.00
4. Bank Balances:		
a) With Scheduled Banks:		
-On Current Accounts		
-On Deposit Accounts (includes margin money)	7,203,480.45	5,300,302.45
-On Savings Accounts		
b) With non-Scheduled Banks		
-On Current Accounts		
-On Deposit Accounts		
-On Savings Accounts		
5. Post Office-Savings Accounts		
TOTAL (A)	60,104,527.33	44,515,666.29

FORM OF FINANCIAL STATEMENTS (NON-PROFIT ORGANISATIONS)
Name of Entity : NATIONAL INSTRUCTIONAL MEDIA INSTITUTE
SCHEDULES FORMING PART OF BALANCE SHEET AS AT 31.03.2014

	Current Year		Previous Year		Amount - Rs.
SCHEDULE 11 - CURRENT ASSETS, LOANS, ADVANCES ETC.(Contd.)					
B. LOANS, ADVANCES AND OTHER ASSETS					
1. Loans					
a) Staff					
- Medical Advance	135,886.00		451,357.00		
- Tour Advance	55,800.00				
- Festival Advance	62,267.00				
b) Other Entities engaged in activities/objectives similar to that of the Entity					
c) Others (Specify) Prepaid Insurance	76,546.00	330,499.00		451,357.00	
2. Advances and other amounts recoverable in cash or in kind or for value to be received.					
a) On Capital Account					
b) Prepayments					
c) Others -(Fuel Deposit Rs.25000 + Curriculum Development Rs.4000)	29,000.00	29,000.00	5,157,455.00	5,157,455.00	
			NIL	NIL	
3. Income Accrued:					
a) On Investments from Earmarked/Endowment Funds					
b) On Investments - Others					
c) On Loans and Advances					
d) Others (includes income due unrealised-Rs.....)					
4. Claims Receivable					
TOTAL (B)		359,499.00		5,608,812.00	
TOTAL (A + B)		60,464,026.33		50,124,478.29	

FORM OF FINANCIAL STATEMENTS (NON-PROFIT ORGANISATIONS)

Name of Entity : NATIONAL INSTRUCTIONAL MEDIA INSTITUTE

SCHEDULES FORMING PART OF INCOME & EXPENDITURE FOR THE PERIOD/YEAR ENDED 31.03.2014

		(Amount - Rs.)	
		Current Year	Previous Year
SCHEDULE 12 - INCOME FROM SALES/SERVICES			
1. Income from Sales:			
a) Sale of Finished Goods		81,353,734.00	80,383,464.00
b) Sale of Raw Material			
c) Sale of Scraps			
2. Income from Services			
a) Labour and Processing Charges			
b) Professional/Consultancy Services			
c) Agency Commission and Brokerage			
d) Maintenance Services (Equipment/Property)		188,246.00	247,112.00
e) Others (Specify) Freight			
TOTAL		81,541,980.00	80,630,576.00
SCHEDULE 13 - GRANTS/SUBSIDIES			
(Irrevocable Grants & Subsidies Received)			
1. Central Government		NIL	NIL
2. State Governments(s)		NIL	NIL
3. Government Agencies		NIL	NIL
4. Institutions/Welfare Bodies		NIL	NIL
5. International Organisations		NIL	NIL
6. Others (specified)		NIL	NIL
TOTAL		NIL	NIL

FORM OF FINANCIAL STATEMENTS (NON-PROFIT ORGANISATIONS)

Name of Entity : NATIONAL INSTRUCTIONAL MEDIA INSTITUTE

SCHEDULES FORMING PART OF INCOME & EXPENDITURE FOR THE PERIOD/YEAR ENDED 31.03.2014

	Amount - Rs.	
	Current Year	Previous Year
SCHEDULE 14 - FEES/SUBSCRIPTIONS		
1. Entrance Fees		
2. Annual Fees/Subscriptions		
3. Seminar/Program Fees		
4. Counsultancy Fees		
5. Others (Specify)		
TOTAL	NIL	NIL
<i>Note : Accounting Policies towards each item are to be disclosed</i>		

	Investment from Earmarked Fund		Investment-Others	
	Current Year	Previous Year	Current Year	Previous Year
SCHEDULE 15 - INCOME FROM INVESTMENTS (Income on Invest.from Earmarked/Endowment Funds transferred to Funds)				
1. Interest				
a) On Govt. Securities				
b) Other Bonds/Debentures				
2. Dividends				
a) On shares				
b) On Mutual Fund Securities				
3. Rents				
4. Others (Specify)				
TOTAL	NIL	NIL	NIL	NIL
TRANSFERRED TO EARMARKED/ENDOWMENT FUNDS				

FORM OF FINANCIAL STATEMENTS (NON-PROFIT ORGANISATIONS)

Name of Entity : NATIONAL INSTRUCTIONAL MEDIA INSTITUTE

SCHEDULES FORMING PART OF INCOME & EXPENDITURE FOR THE PERIOD/YEAR ENDED 31.03.2014

		<i>Amount - Rs.</i>	
		Current Year	Previous Year
SCHEDULE 16 - INCOME FROM ROYALTY, PUBLICATION ETC.			
1. Income from Royalty		NIL	NIL
2. Income from publications		NIL	NIL
3. Others (specify) Licence Fee Rs.76314+ Other Income 5509)		81,823.00	55,235.00
TOTAL		81,823.00	55,235.00

		<i>Amount - Rs.</i>	
		Current Year	Previous Year
SCHEDULE 17- INTEREST EARNED			
1. On Term Deposits			
a) With Scheduled Banks (Accrued Interest)		20,301,398.00	15,068,608.00
b) With Non-Scheduled Banks			
c) With Institutions			
d) Others		0.00	452,545.00
2. On Savings Accounts		NIL	NIL
a) With Scheduled Banks			
b) With Non-Scheduled Banks			
c) Post Office Savings Accounts			
d) Others			
3. On Loans:		NIL	NIL
a) Employees/Staff			
b) Others			
4. Interest on Debtors and Other Receivables		NIL	NIL
TOTAL		20,301,398.00	15,521,153.00
<i>Note : Tax deducted at source to be indicated</i>			

FORM OF FINANCIAL STATEMENTS (NON-PROFIT ORGANISATIONS)
Name of Entity : NATIONAL INSTRUCTIONAL MEDIA INSTITUTE
SCHEDULES FORMING PART OF INCOME & EXPENDITURE FOR THE PERIOD/YEAR ENDED 31.03.2014

		Amount - Rs.	
		Current Year	Previous Year
SCHEDULE 18 - OTHER INCOME			
1. Profit on Sale/disposal of Assets:			
a) Owned assets			
b) Assets acquired out of grants, or received free of cost			
2. Export Incentives realized			
3. Fees for Miscellaneous Services			
4. Miscellaneous Income		0.00	0.00
TOTAL		0.00	0.00
SCHEDULE 19 - INCREASE / DECREASE IN STOCK OF FINISHED GOODS & WORK IN PROGRESS			
a) Closing stock			
- Finished Goods and Raw material		48,176,543.41	32,737,563.37
- Work-in-Progress			
b) Less: Opening Stock			
- Finished Goods		32,737,563.37	32,341,600.98
- Work-in-Progress			
NET INCREASE / DECREASE (a-b)		15,438,980.04	395,962.39
SCHEDULE 20 - ESTABLISHMENT EXPENSES			
a) Salaries and Wages		14,875,368.00	11,149,002.00
b) Allowances and Bonus		103,620.00	
c) Contribution to Provident Fund CPF Employer contribution		631,239.00	
d) Contribution to other Fund (specify)			
e) Staff Welfare Expenses		-	
f) Expenses on Employees' Retirement and Terminal Benefits		584,082.00	605,116.00
g) Others (specify)			
TOTAL		16,194,309.00	11,754,118.00

FORM OF FINANCIAL STATEMENTS (NON-PROFIT ORGANISATIONS)
Name of Entity : NATIONAL INSTRUCTIONAL MEDIA INSTITUTE
SCHEDULES FORMING PART OF INCOME & EXPENDITURE FOR THE PERIOD/YEAR ENDED 31.03.2014

	Current Year	Previous Year
SCHEDULE 21 - OTHER ADMINISTRATIVE EXPENSES ETC.		
a) Purchases	17,035,414.00	28,713,324.00
b) Labour and processing expenses	148,488.00	223,343.00
c) Cartage and Carriage Inwards	Nil	Nil
d) Electricity and power	2,296,616.00	1,748,844.00
e) Water charges	Nil	Nil
f) Insurance	61,846.00	
g) Repairs and maintenance	190,140.00	649,089.00
h) Excise Duty	Nil	Nil
i) Rent, Rates and Taxes	Nil	Nil
j) Vehicle Running and Maintenance	233,163.00	98,110.00
k) Postage, Telephone and Communication Charges	418,911.00	385,278.00
l) Printing, Stationery and Binding Charges	11,206,835.00	7,238,981.00
m) Travelling and conveyance Expenses	1,362,586.00	759,376.00
n) Expenses on Seminar/Workshops	239,599.00	
o) Subscription Expenses	7,974.00	
p) Expenses on Fees	0.00	0.00
q) Auditors Remuneration	86,000.00	74,000.00
r) Hospitality Expenses	Nil	Nil
s) Professional Charges	2,094,141.00	270,424.00
t) Provision for Bad and Doubtful Debts/Advances	Nil	Nil
u) Irrecoverable Balances Written-off	Nil	Nil
v) Packing Charges	1,008,951.00	333,442.00
w) Freight and Forwarding Expenses	579,559.00	558,182.00
x) Distribution Expenses	Nil	Nil
y) Advertisement and Publicity	583,348.00	14,494.00
z) Others (specify)	11,839,520.00	10,447,735.00
TOTAL	49,393,091.00	51,514,622.00

(Amount - Rs.)

FORM OF FINANCIAL STATEMENTS (NON-PROFIT ORGANISATIONS)

Name of Entity : NATIONAL INSTRUCTIONAL MEDIA INSTITUTE

SCHEDULES FORMING PART OF INCOME & EXPENDITURE FOR THE PERIOD/YEAR ENDED 31.03.2014

		(Amount - Rs.)	
		Current Year	Previous Year
SCHEDULE 22 - EXPENDITURE ON GRANTS, SUBSIDY ETC.			
a) Grants given to Institutions / Organisations			38,738,314.00
World Bank	Rs. 8,812,900.00		
MES	Rs. 44,350,537.00	53,163,437.00	
b) Subsidies given to Institutions / Organisations		NIL	NIL
TOTAL		53,163,437.00	38,738,314.00
<i>Note: Name of the entities, their activities along with the amount of grants/subsidies are to be disclosed</i>			
		Current Year	Previous Year
SCHEDULE 23 - INTEREST			
a) On Fixed Loans		NIL	NIL
b) On other Loans (including bank charges)		Nil	NIL
c) Others (specify)			
TOTAL		NIL	NIL

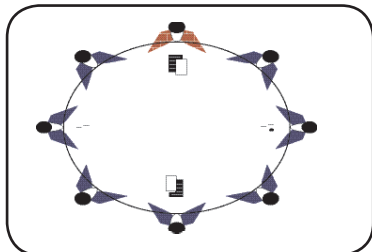
FORM OF FINANCIAL STATEMENTS (NON-PROFIT ORGANISATIONS)
Name of Entity : NATIONAL INSTRUCTIONAL MEDIA INSTITUTE
RECEIPTS AND PAYMENTS FOR THE PERIOD/YEAR ENDED 31.03.2014
Table 48

RECEIPTS	Current Year	Previous Year	PAYMENTS	Current Year	Previous Year
<u>I. Opening Balance</u>			<u>I. Expenses</u>		
a) Cash in hand	5,040.00	8,695.00	a) Establishment Expenses (Corresponding to Schedule 20)	13,488,464.00	10,100,383.00
b) Bank Balance	5,300,302.45	29,747,272.85	b) Administrative Expenses	20,784,505.00	16,002,308.00
i) In current accounts					
ii) In deposit accounts					
iii) In savings accounts					
<u>II. Grants Received</u>	96,313,000.00	74,000,000.00	<u>II. Payments made against funds for various projects</u>	53,163,437.00	38,738,314.00
a) i. From Government of India			<u>Sch. no 22</u>		
ii. Curriculum development scheme	0.00	0.00	(Name of the fund or project should be shown along with the particulars of payments made for each project)		
a) From State Government					
b) From other sources (details)					
(Grants for capital & revenue exp. To be shown separately)					
MIT GRANT	NIL	NIL			
<u>III. Income on Investments from</u>			<u>III. Investments and deposits made</u>		
a) Earmarked/Endow.Funds			a) Out of Earmarked/Endowment funds		
b) Own Funds (Oth.Investment)			b) Out of Own Funds (Investments-Others)	64,957,742.00	69,508,094.00
<u>IV. Interest Received</u>	0.00	0.00	<u>IV. Expenditure on Fixed Assets & Capital Work-in-Progress</u>		
a) On Bank deposits			a) Purchase of Fixed Assets		
b) Loans-Advances etc.			b) Expenditure on Capital Work-in-progress	1,024,546.00	897,330.00
<u>V. Other Income (Specify)</u>			<u>V. Refund or surplus money/Loans</u>		
SALE OF IMPS (collection from Drs.)	77,951,356.00	64,572,088.60	a) To the Government of India		
Counter Sales	5,343,781.00	13,561,476.00	b) To the State Government		
Licence Fee (NIMI)	76,314.00	53,285.00	c) To other providers of funds		



RECEIPTS		PAYMENTS		Current Year	Previous Year
<u>VI. Amount Borrowed</u>		<u>VI. Finance Charges (Interest)</u>		833.00	2,050.00
<u>VII. Any other receipts (Give details)</u>		<u>VII. Other Payments (Specify)</u>		19,742,675.00	37,832,484.00
Leave Salary Payable		Raw materials purchase (Payment to Creditors Nett)		16,968.00	16,968.00
Pension Contribution		Postal Life Insurance		135,886.00	37,363.00
Other Income	5,509.00	Medical advance		93,180.00	120,561.00
Prepaid Expenses		LTC Advance		67,500.00	78,750.00
Others (specify) Rent		Festival Advance		669,690.00	351,433.00
Sale of Old Newspapers		Income Tax		2,033,007.00	1,813,117.00
Interest on F D	27,301.00	TDS		1,476,024.00	1,597,882.00
		GPF		83,220.00	61,846.00
		Professional tax		76,546.00	
		PREPAID EXPENSES - Insurance			
		<u>VIII. Closing Balance</u>		4,900.00	5,040.00
		a) Cash in hand		7,203,480.45	5,300,302.45
		b) Bank Balance			
		i) In current accounts			
		ii) In deposit accounts			
		iii) In savings accounts			
TOTAL	185,022,603.45	TOTAL		185,022,603.45	182,464,225.45

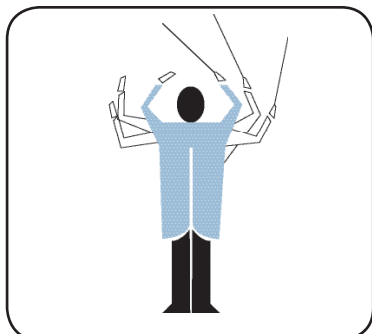
Appendices

Appendix - I : Development Process of Instructional Media Packages








MEDIA DEVELOPMENT COMMITTEE (MDC)

-  Consists of experienced instructors/ professionals
-  Develops drafts on Instructional Media






NIMI CO-ORDINATOR

-  Gives training to MDC members
-  Edits MDC drafts
-  Plans, organises and monitors the development process
-  Conducts trial run/ obtains feed back
-  Revises drafts









DATA ENTRY / CAD / DTP

-  Text Entry
-  Graphics preparation
-  Page Making






IN HOUSE - PRINTING & PUBLISHING

-  Printing & Publishing of
 -  Written Instructional Material
 -  Wall Charts/Transparencies
 -  Supporting Material
 -  Newsletter, Leaflets, Brochures etc.
-  Production of DVDs



SALES

-  Counter Sales
-  Cheques/Demand Drafts/Money Order
-  Delivery of books

Appendix - II : STAFF OF NIMI, CHENNAI AS ON 31.03.2014

Table - 49

Sl. No.	Name of Official Shri/Smt./Kumari	Designation	Pay Band + GP	Remarks
1	A. Mahendiran	Director	37400-67000+8700	Joined on 26.04.2013
2	N.R.Aravindan	Joint Director	15600-39100+7600	Joined on 03.04.2013
3	R. Mehalan	Assistant Director	15600-39100+5400	Relieved on 03.06.2013
4	H.Charles	Training Officer	15600-39100+5400	
5	G. Mohan	Training Officer	9300-34800+4800	
6	G. Michael Johny	Training Officer	9300-34800+4600	
7	V. Gopalakrishnan	Training Officer	9300-34800+4600	
8	N. Ashfaq Ahmed	Training Officer	9300-34800+4600	
9	T. Mohanraj	Training Officer	9300-34800+4600	
10	N.Sundararajan	Data Pro.Asst. Gr.'B'/ Training Officer	9300-34800+4600	
11	Subhankar Bhowmik	Data Pro.Asst. Gr.'B'/ Training Officer	9300-34800+4600	
12	S. Gopalakrishnan	Junior Tech. Asstt.	9300-34800+4200	
13	M.Ganesh	Sr. Draughtsman	9300-34800+4800	
14	S.M.Dhurve	Sr. Draughtsman	9300-34800+4800	
15	R.Purushothaman	Sr. Draughtsman	9300-34800+4600	
16	E. Rajeswari	Data Entry Operator. Gr.'C'	9300-34800+4200	
17	R.Radhakrishnan	SLIA	15600-39100+6600	
18	V.Veera Kumar	Skilled Worker	5200-20200+2800	
19	V.Nirmal Kumar	Skilled Worker	5200-20200+2800	
20	B. Revathi	Data Entry Operator	5200-20200+2800	
21	E. Deepak	Data Entry Operator	5200-20200+2800	
22	M. Natarajan	Data Entry Operator	5200-20200+2800	
23	A. Muthukumar	Data Entry Operator	5200-20200+2800	
24	S. Anitha	Stenographer Gr.III	5200-20200+2400	
25	R. Sangeetha	Stenographer Gr.III	5200-20200+2400	
26	K. Bhoopal	Upper Division Clerk	5200-20200+2400	
27	P. Thanammai	Lower Division Clerk	5200-20200+1900	

28	P. Anitha	Lower Division Clerk	5200-20200+1900	
29	M. Gokulnath	Lower Division Clerk	5200-20200+1900	
30	D.N. Malakondiah	Semi Skilled Worker	5200-20200+2400	
31	R.Shankar	Semi Skilled Worker	5200-20200+1900	
32	R. Nandakumar	Driver	5200-20200+1900	
33	S.Ramu	Gestetner Operator	5200-20200+1900	
34	M. Ramasamy	Peon	5200-20200+1900	
35	P. Srinivasan	Peon	5200-20200+1800	
36	K. Soundararajan	Peon	5200-20200+1800	
37	K. Gopi	Chowkidar	5200-20200+1900	
38	V. Murugan	Safaiwala	5200-20200+1800	