



Industrial Training Institute



PROSPECTUS

2019-2020



Skill India
कौशल भारत - कुशल भारत

GOVT. WOMEN'S INDUSTRIAL TRAINING INSTITUTE

Indranagar, Agartala

(An ISO 29990:2010 Certified Institute)

Department of Industries & Commerce
Affiliated to National Council on Vocational Training (NCVT)

"Involvement of Women for building of Nation through Skill Development"



WELCOME

Preface

Growth and development of Industry is very much related to development of Industrial Training Institutes. Industry will be able to grow and prosper only if the Trainees coming out from various Industrial Training Institute is able to meet the expectation of Industry.

In the current era of knowledge based economy, ITI education is playing a vital role in the socio-economic development of the country. The emergence of New India has created a palpable need for a large number of professionally trained young men and women having expertise in all fields with hallmark of adaptability, quality consciousness, discipline and commitment to boost country's economic growth.

Women's Industrial Training Institute, Indranagar has been established in 1988 with a mission to promote quality vocational/ technical training to the trainees of rural and urban area. Best infrastructure facilities in terms of building, workshops, tools and equipment etc. (as per NCVT Syllabus) are also available here.

The soul motto of this institute is to provide the job oriented Industrial training to the Women trainees of the Urban and Rural area. The Institute has a mission of imparting technical education to create a new technical knowledge based craftsmen who will be capable of facing the challenges of the globalization. The institute also provides opportunities for a bright career and prepare trainees for self-employment of the 21st century. The management has taken care of the institution in providing job oriented Vocational, Certificate level courses which are not only relevant for the changing needs of the time with regard to human resources and man power but also prepare students for self-employment.

Principal's Message



*“Education is not the preparation for life;
Education is life itself.....”*

Govt. Women's ITI Indranagar, Agartala is the only designated Women's ITI of Tripura, committed to work for the Women's empowerment by way of inspiring a scientifically designated Craftsman Training Scheme programme as per all India NCVT pattern with a holistic approach to the promising young women to make them ready to serve in different industries or to be self-employed, self-reliant to sustain their livelihoods in a better way by alleviating poverty. So, if you are an aspirant and academically qualified, please come and visit our ITI and try to a stakeholder in the nation building concept “With all, Development for all”.

Er. Debashish Barman
Principal
Govt. Women's ITI
Indranagar, Agartala

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Women's ITI at a glance

Govt. Women's ITI Indranagar was established in the year of 1988 with NCVT affiliated CTS Trades both Engineering & Non- Engineering. This is the only designated training Institute imparting vocational training exclusively to the educated unemployed women youth in the state of Tripura.

Govt. Women's ITI Indranagar provides training in technical field in various trades constituted under Directorate General of Training, Ministry of skill development & entrepreneurship, Union Govt. of India & it is now under the administrative control of the Directorate of Industries & Commerce, Govt. of Tripura.

It is a well equipped ITI with all the latest State – Of – The – Art installation with 1:1 trainees & tools.

With a view to raise the quality & standard of training to World standard, the Govt. of India has been selected Women's ITI as a model ITI under the scheme "Up gradation of Govt. ITI's into Model ITI's" in the year 2015.

Govt. Women's ITI Indranagar is committed to provide vocational education and uplift the women of Tripura imparting skill development training in various sectors and thereby empowering the Women.

Our Values



"The future depends on what you do today"

----- Mahatma Gandhi.

Our Mission

To secure the future of the youth of Tripura through competency –based vocational training and market ready technical education.

To disseminate vocational education and to strengthen the highly effective and innovate technocratic Women our nation.

Our Vision

To Impart value base Hi- Tech vocational education to women in order to face the global competing and to empower turn to the new era of technology.

Quality Policy

We are committed to provide excellence education with well equipped infrastructure to all the urban Women within their means concerning only to attain the pinnacle of Women empowerment.

Location

It is located at Indranagar which is 4 km. away from the State capital Agartala. It is situated opposite of Software Technology Park (IT Bhavan), Agartala and within ITI Indranagar (Boys) complex. AGMC and G.B Panth Hospital are within a walk- able distance.

How to reach

Wome's ITI, is well connected both by train and other surface transportation. Anyone plans to come by train can get down either at Jogendranagar or Badharghat (Agartala) railway station so as to easily reach here. From the Jogendranagar railway station, one can reach to G.B Panth Hospital by 20 min while from Badharghat one can reach by auto or other light vehicles within 30min. All the vehicles moving on the Agartala Motor Stand to G.B Hospital via Indranagar have gone infront of Women's ITI.

"The highest education is that which does not merely give us information but makes our life in harmony with all existence"

----- Rabindranath Tagore

Objectives of the Institute

The objective of the Institute is to go beyond the prescribed syllabus and curriculum and mould the trainees to developed skill and self confidence to meet the competitive world through employability and entrepreneurship.



"Arise, Awake, and stop not until the goal is achieved"

-----Swami Vivekananda

Scheme for Training at ITI

Craftsmen Training Scheme (CTS):

The Government of India introduced the Craftsmen Training Scheme (CTS) in 1950 by establishing Industrial Training Institutes (ITIs) for imparting skills in various vocational trades to meet the skilled manpower requirements for technology and industrial growth of the country.

Objective of Scheme:

- To ensure steady flow of skilled workers in different trades for the industries.
- To improve the quality and quantity of industrial production by systematic training of workers.
- To reduce the unemployment among the educated youths and equipping them for suitable industrial employments.

Apprenticeship Training Scheme (ATS):

Development of human resource is crucial for the industrial development of any nation. Up-gradation of skills is an important component of Human Resource Development. Training imparted in Institutions alone is not sufficient for acquisition of skills and needs to be supplemented by training in the actual work place.

Objective of Scheme:

- To regulate the programme of training of apprentices in the industry so as to conform to the syllabus, period of training etc. as laid down by the Central Apprenticeship Council.
- To utilize fully the facilities available in industry for imparting practical training with a view to meeting the requirements of skilled manpower for industry.

"Remember that the greatest crime is to compromise with injustice and wrong"

-----Netaji Subhas Chandra Bose

Apprentice Protsahan Yojana (APY):

Apprentice Protsahan Yojana is a new scheme which started on 16th October, 2014 by Government of India. Sharing of 50% of prescribed stipend by the Government of India for first two years of apprenticeship training for 1,00,000 apprentices to be engaged by the establishments covered under the Apprentices Act, 1961. This scheme covers all trade apprentices and apprentices in optional trade.

Objective of Scheme:

- To bring more number of establishments and youth under the Apprentices Act, 1961.
- To encourage Micro, Small and Medium Enterprises and other establishments to avail the benefits of apprenticeship training scheme

National Apprenticeship Promotion Scheme (NAPS):

National Apprenticeship Promotion Scheme is a new scheme of Government of India to promote apprenticeship. It was launched on 19th August 2016. Apprenticeship Training consists of Basic Training and On-the-Job Training/Practical Training at workplace in the industry.

Objectives of Scheme:

- To promote apprenticeship training.
- To incentivize employers who wish to engage apprentices.
- To increase the engagements of apprentices from present 2.4 lakh to 50 lakh cumulatively by 2020.

"Alone we can do so little, together we can do so much"

-----Helen Keller

Admission Procedure & Academic Session

Every academic session Department of Industries & Commerce, Govt of Tripura invites online application from eligible candidates for admission in Govt. Industrial Training Institutes (ITIs) of the state under NCVT pattern.

Candidates having education & qualification as 10th pass from schools & boards recognised by Tripura Board of Secondary Education on reciprocal basis respectively.

Candidate who have attained the age of 14 years as on the date of commencement of the academic session are eligible for admission in Govt. ITIs affiliated to NCVT trades. There is no upper age limit for trainees seeking admission in courses under Craftsmen Training Scheme(CTS). The required minimum qualification in respective trades as notified by National Council for Vocational Training(NCVT).

Admission purely on merit basis. Reservation of seat will be as per Tripura Government Rules & Reservation for every category.

Academic session begins at 1st August of every year in one year duration course and in every alternative year for two years duration course.

"Anyone who has never made a mistake has never tried anything New."

-----Albert Einstein

NCVT Affiliated Trades

Dress Making :

NSQF level : Level-4

Duration: 1 Year

Eligibility Criteria: Candidates should be passed in 10th class under 10+2 system of examination from a recognized school board.

Introduction:

Dress Making is a custom clothing vocational trade. Trainees are introduced to different topics such as boutique/ domestic Brands, designer to a boutique, stylist in boutique, consultant to a boutique, bespoke designer, design assistant in export units, design services in e-tailing and production merchandiser, etc. Trade course is career orienting in nature that offers many career scopes for them after its successful along with further higher studies.



How this Trade beneficial :



- After passing the course, they can go for further higher studies like Diploma and Bachelor Degree courses.
- They can open own tailor shop as self-employment at any place in the market.
- They can also run dress making coaching centres for teaching classes for new seekers.
- They have good scope of work in the clothing industry, craftwork, work with fabrics and any other sewing work.

Job prospectus :

- Master Tailor and Pattern Maker
- Visual Designer
- Business Development Associate
- Tailor Cum Cutting Master
- Stitcher



"Remember that the greatest crime is to compromise with injustice and wrong"

---Netaji Subhas Chandra Bose

Computer Operator & Programming Assistant (COPA):

NSQF Level : Level-4

Duration : 1 Year

Eligibility Criteria : Candidates should have been Passed 10th class examination of 10 + 2 pattern or an equivalent examination from a recognized school board in the country.

Introduction:

Computer Operator & Programming Assistant is a computer operating craftsman Trade.



Computer Operating and Programming trade introduces students that how to operate and manage the use of hardware systems, networks, minicomputers, control a single or group of mainframe computers, setting functional controls and codes as instructed by programmers and other types of systems. The trade is very innovative and career orienting in nature for

students as they can find jobs after its successful passing.

How this Trade beneficial:

- One of the good benefits of this trade is easy employment after students passed it successfully as they can find so many small scale computer operating jobs in private sector .
- They can also have jobs relating to supervise, analyze or maintain various computer operations and software package development.
- Academic interested students can go for further higher courses like Diploma or Bachelor Degrees for enhancing their qualification and current position in case they having jobs.

Job prospectus :

- Operations Analyst
- Computer Operator
- Inbound Call Operator
- Control Operator
- Data Capture Operator
- Data Entry/Capture Operator
- Contact Centre Assistant
- Service Desk Operator
- Workshop Assistant



"If you fail never give up because FAIL means First Attempt in Learning."

----- A P J Abdul Kalam Azad

Electronics Mechanic:

NSQF Level : Level-5

Duration : 2 Year

Eligibility Criteria: Candidates should be passed in 10th class examination under 10+2 system of education with Science and Mathematics or its equivalent from a recognized school board.

Introduction:

Electronics Mechanic is an electronic things repairing vocational trade. During the course, trainees are taught about topics like electronic equipment, specializing in repair and maintenance procedures; analyzing a machine such as a computer, determining all of its problems and preparing it to be worked on by a specialist electronics repairman.



How this Trade beneficial:

- After passing the trade, candidates can have jobs in various electronics equipment manufacturing industries; automobile electronics and allied industries; industries manufacturing solar power based inverters.
- They can also find jobs in industries manufacturing LED Lights; service industries like BSNL, MTNL, Home appliances manufacturing company; railways, ISRO, Naval dockyard, RCF, BPCL etc.
- Candidates can also be employed by mobile industries like LG, Samsung, Nokia, Sony etc.; public sector industries like BHEL, BEML, NTPC, etc and private industries in India and abroad. Petrochemical industries like ONGC, IOCL, HPCL etc.

Job prospectus :

- Assistant Lineman
- Electrician
- Electronic Mechanic
- AC & Refrigerator Mechanic
- Maintenance Technician
- Charge-man Mechanic



"Success can come to you by courageous devotion to the task lying in front of you"

---- CV Raman

Stenographer & Secretarial Assistant (English):

NSQF Level : Level-4

Duration : 1 Year

Eligibility Criteria: Candidate should be passed in 10th class examination from a recognized school board in the country.

Introduction:

Stenographer & Secretarial Assistant (English) is an administrative vocational trade. The trade syllabus mainly comprises topics such as how to take dictation in shorthand of correspondence, reports and other matter, and operates typewriter to transcribe dictated material; perform variety of clerical duties; perform stenographic duties in professional office; take dictation in foreign language; work for public stenographic service and the like. Trade is very good from career point of view as it opens many opportunities for them in various fields.



How this Trade beneficial:

- After passing trade course, they can work as self employment such as taking up secretarial related work on contract from various offices, opening small institute to impart training etc.
- After passing trade, they can go for further higher Diploma and Bachelor Degree courses which enhance their overall qualification.

Job prospectus :

- Data Entry Operator
- Stenographer



"I don't believe in taking right decisions, I take decisions and then make them right."

----- Ratan Tata

Draughtsman (Civil):

NSQF Level : Level-5

Duration : 2 Year

Eligibility Criteria: 10th class pass is minimum qualification for this trade.



Introduction:

Draughtsman (Civil) is a working art vocational trade. Students are introduced to sketches, references and specifications skills to translate ideas; and into detailed technical drawings showing plans, elevations and sections in blueprints which the construction crew use to create the complex and realistic sets you see on the cinema screen. The trade course is very important and career orienting in nature and they can find so many jobs in various art areas.



How this Trade beneficial:

- After passing trade, students have so many art jobs in various government protected buildings and the like other historical places.
- Students can go for further higher degree courses in arts fields.
- They can also have jobs related to drawing patterns about things of art like historical or fine arts.

Job prospectus:

- Draughtsman Piping
- Draughtsman - Structural
- Architectural Assistant
- Structural Draughtsman



"Do something because you really want to do it. If you are doing it just for the goal and don't enjoy the path, then I think you are cheating yourself."

----- Kalpana Chawla

Information Communication Technology and System Maintenance (ICTSM):

NSQF Level : Level-5

Duration : 2 Year

Eligibility Criteria: Candidate should be passed in Matriculation with Science (Physics & Chemistry) & Mathematics or its equivalent passed 10th class under 10+2 system with Science and Mathematics as subjects.

Introduction:

Information Communication Technology and System Maintenance is an information and electronics system maintaining vocational trade. Trainees are introduced to so many topics during teaching such as install, troubleshoot, repair and maintain electronic systems and equipment used in industrial manufacturing; checking for loose connections and defective components on electronic control systems and mechanical equipment; fixing a problem and evaluate computer diagnostic tests. Trade is an important from job point of view as it opens wide career areas.



How this Trade beneficial:

- After passing trade trainees can also go for further higher studies like Diploma/Degree courses for enhancing their overall qualification.
- They can have jobs in computer software companies in form of maintaining electronic system.
- They can work in computer/ mobile repairing shops and also can apply for government jobs.

➤ Job prospectus :

- Technical Associate
- Laboratory Technician
- Computer Assistant
- Computer Operator
- Junior Purchase Assistant
- Engineer Assistant



"Education is not the learning of facts but the training of the mind to think."

----- Albert Einstein

All India trade test for CTS under the aegis of NCVT

All India Trade Test for Engineering Trade:

Sl. No.	Subjects	Max. Marks	Min.% of Marks	Min. Marks required for pass
1	Practical	250	60%	150
2	Trade Theory	100	33%	33
3	Workshop Cal & Sc	50	33%	17
4	Engineering Drawing	50	33%	17
5	#Employability Skills	50	33%	17
6	##Internal Assessment	200	60%	120
Total		700		354

There is no Employability subject for second year in Two years trades.

Internal Assessment marks for second year is 250 in two years trades.

All India Trade Test for Non- Engineering Trade:

Sl. No.	Subjects	Max. Marks	Min.% of Marks	Min. Marks required for pass
1	Practical	250	60%	150
2	Trade Theory	100	33%	33
3	Employability Skills	50	33%	17
4	Internal Assessment	200	60%	120
Total		600		320

"There's always some room for improvisation."

----- Satyajit Ray

Facilities & Infrastructure

➤ Stipend:

Stipend will be provided to the trainees as per State Government rule.

➤ Fees:

No fee is charged from the trainees for undergoing training in any trade/module. But to guard against loss or damage of equipment /tools entrusted to their charge will be required to deposit a sum of Rs.2000/- as caution money. A second deposit may also be asked for, if the first one has been exhausted.

➤ First Aid:

If a trainee injured during training period at Institute premises, we have small arrangement of First Aid box for them.

➤ Ragging free campus:

Ragging in any form is banned and punishable at the institute. Strict action will be taken by the authority if anyone is found with guilty.

➤ Identity Card:

Every trainee will be provided with an Identity Card (ID) after seeking admission to the Institute and it is mandatory for every trainee to display the card on person throughout the training period. In case of loss of an ID card, a duplicate ID card would be issued on production of (i) An Affidavit or GD entry copy and (ii) Latest photograph with a written application.

"Genius is one percent inspiration and 99% perspirations"

----Thomas Alva Edison

Games & Sports

Women's ITI provide the basic facilities for such activities in terms of the sports fields and also playing equipment, both for practice and competitions. The Institution has organised annual sports programmes numerous times and our trainees excelled or enjoyed most in these events.



"Do your best to achieve the goal .Do what makes you distinct than others. Snatch your rights by excelling in your pursuits . Do maximums for distinction in your filed" ---- Saina Nehwal

Library and Reading room

The Library and reading room are located on the first floor of the Institute. All trades related books are available for training purpose and also Biography, Story books, Skill Development related books, Music books etc. are available there. The trainees of the Institute are encouraged to make good use of library to develop their reading skill. Trainees who wish to borrow books have to make membership of the Library. Books can be borrowed for 7 days. There is no fee for using the Library reading room. We have a good no. of NIMI training related books.



"I can't teach anybody anything. I can only make them think."

----Socrates

Training & Placement Cell

Training & Placement Cell is to guide to trainees to choose right career and to give knowledge to skill and aptitude and need the manpower requirements of the Industry. We have a Training & Placement Cell to provide the pass out trainees to get placement for better future.



"Not all of us can do great things but we can do small things with great love."

----Mother Teresa

Achievements



1st Prize winner Abhivyakti-1



1st Prize winner Abhivyakti-2



1st Prize winner Abhivyakti-3



Prize winner Abhivyakti-3



2nd Prize winner I&C Fair



1st Prize winner I&C Fair



"The focus is what is right before you - to give your best it shows the seeds of tomorrow"

---Kiran Bedi

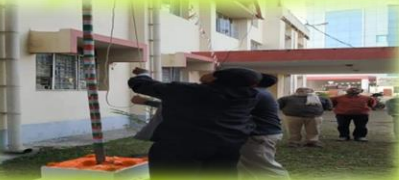
Cultural Activities



"If you strive for excellence success will follow"

---Shreva Ghoshal

Other Activities



Independence day celebration



Biswakarma puja celebration



Teacher's Day celebration



"If I create from the heart, nearly everything works. If from the head, almost nothing."
---- Marc Chagall

Other Activities



Women's Day Celebration, 2019



Swachh Bharat



"Make your weakness your Strength "

-----Arunima Sinha

Participation in various Competition



"Work hard no excuse."

---Bill Gates

Rules & regulation of the Institute

i) Working Hours:

Working hours of the Institute is 10.00 A.M to 5.30 P.M except all Sunday and Govt. holiday. The Trainees will undergo training work for 42 hours per week including four hours for extra- curriculum activities, library reading and physical training, out of which ten hours per week shall generally be put on theory, Engineering Drawing, Workshop Calculation & Science and Employability Skills.

ii) Submission of Certificate:

The 10th Passed Original certificates submitted at the time of admission shall be retained till completion of the course.

iii) Caution Money Deposit :

The Caution money is refundable to a trainee on satisfactory completion of the course. Caution money deposits which are not claimed within six months after completion of training and in the case of trainees who discontinue their training or struck off due to any reason prior to its completion be forfeited to the Government.

iv) Uniform:

Trainees have to wear clean and tidy uniform. Without prescribed uniform she will not allow to enter the class.

v) Training Schedule:

Working hours of the institute is 10.00 A.M. to 5.30 P.M except all Govt. holidays. Classes are held from Monday to Saturday depending on the routine and time table prepared and notified from time to time by the institute.

vi) Attendance:

The minimum compulsory attendance for trainees in regard to their eligibility for the AITTs has been fixed 80% of the actual no. of working days. If the trainees satisfy that percentage in both theoretical and practical classes they will be considered eligible to sit for the AITTs as regular trainees.

vii) Leaves admissible:

Casual leaves of 12 days per year subject to maximum of 10 days consecutively. Medical leave of 21 days in case of illness duly supported by medical documents from registered medical practitioner. A further period not exceeding 3 weeks for one-year trade course and 6 weeks for 2-year trade courses shall be granted in continuation or in addition to 21 days absence on medical grounds at the discretion of the Principal. However, the trainee will be required to submit written application for leave within 7 days of his/her absence from the institution.

" True knowledge is not attained by thinking. It is what you are; it is what you become."
-----sri Aurobinda

a. Special leave on private affairs may be allowed to a trainee for 10 days at the discretion of the Principal and his decision will be final in this regards. No Stipend will be admissible during the period of special leave to a trainee.

b. Special leave on private affairs may be allowed to a trainee for 10 days at the discretion of the principal and his decision will be in this regard. No stipend will be admissible during the period of special leave to a trainee.

viii) Unauthorized absence:

In case of absence up to 7 consecutive days of a trainee from institution, a written warning shall be issued on first occasion and the parents of the trainee will be required to appear before the principal. If the offence is repeated, trainee will be discharge from institution. No stipend will be paid for period of unauthorized absence.

Trainees will be also required to accept and abide by any order / instruction issued by the Principal in any form from time to time. In case of non – compliance of any such order , Principal will issue a show cause notice which is to be replied by the trainee within 7 days from the date of issue. In case of no reply or unsatisfactory reply, Principal will have full authority to struck- off the trainee and expel her from the Institution.

ix) Suspensions/ Discharge:

A trainee found guilty of unsatisfactory progress in training, or having less than 80% attendance at any time during the courses of training or including in acts of indiscipline and misconduct shall be discharged from the institute. Decision of the Principal or any authorized person/ committee constituted for this purpose will be final in this regard. If any investigations of allegations against a trainee suspected to be involved in acts of indiscipline or misconduct are pending, the trainee shall be placed under suspension. However, no stipend will be paid to a trainee who has been suspended for misconduct.

X) Forbidden Activities:

a. Ragging in any form is strictly prohibited.

b. Keeping inappropriate materials & gambling and playing cards, consumption of liquor or any other addiction.

c. Disfiguring or otherwise damaging institutional property.

d. Any form of gambling, rude behavior ,use of violence in any form , offences of cognizable nature, casteism, communalism, or practice of untouchability or any other inappropriate conduct.

e. Trainees are not allowed to take part in any subversive forum or any kind of strike.

f. In case of violation of the above, action taken by the Principal shall be final.

“ if you really want to be successful , stop worrying about what you can get and start focusing on what you can do.”

---- Sandeep Maheswari



Industrial Training Institute



N.B.: *This information prospectus is only for guidance of candidates seeking admission in Women's ITI, Indranagar. The contents are likely to change without notice. This does not constitute legal document. For obtaining further information/details, Institute Website may be checked.*



Govt. Women's Industrial Training Institute
(An ISO 29990:2010 Certified Institute)

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