

❖ **COURSE DETAILS :**

Sl. No	Trade Name	Duration	Eligibility
1	FITTER (Under National Council for Vocational Training – N.C.V.T)	2 Years	10 th Pass or Equivalent
2	ELECTRICIAN (Under National Council for Vocational Training – N.C.V.T)	2 Years	10 th Pass or Equivalent
3	HEALTH SANITARY INSPECTOR (H.S.I) (Under National Council for Vocational Training – N.C.V.T)	1 Year	10 th Pass or Equivalent
4	DRIVER CUM MECHANIC (L.M.V) (Under National Council for Vocational Training – N.C.V.T)	6 Month	8 th Pass or Equivalent

❖ **SUBJECTS :**

1. Trade Theory
2. Trade Practical
3. Employability Skill
4. IT Literacy
5. Workshop Calculation & Science
6. Engineering Drawing

❖ **ADMISSION RELATED DOCUMENTS :**

Selected candidates should hand over the following Documents (2 sets) :

- a) Original and a photocopy of the Transfer Certificate from the Institution last attended.
- b) Original and photocopy of Educational qualification (10th / 8th class certificate and mark sheet.
- c) Cast Certificate. (if any)
- d) Original and photocopy of Proof of Address. (Aadhar Card, Voter card, Ration Card, Passport, Driving license)

(Original will be returned to the student only when admission procedure will be completed)

❖ **PHOTOGRAPHS AND IDENTITY CARD :**

- 1) Four numbers of recent, colored, passport size photographs are required with the application.
- 2) Each trainee will be issued an Identity card, which must be carried to the Institute every day.

❖ **SPORTS AND EXTRA CURRICULAR ACTIVITIES :**

To maintain a healthy body and holistic development, extracurricular activities and sports will be compulsory.

❖ **TRAINING :**

Visits to selected local Industries. 'Hands on' practical training in a local company will be compulsory.

❖ **WEEKLY HOURS :**

46 hours per week throughout the course as detailed bellow :

1) Practical instruction	28 hours / week
2) Theoretical instruction	
a) Trade theory	04 hours / week
b) Workshop Science & Calculation	04 hours / week
c) Engineering Drawing	04 hours / week
<hr/>	
Total Theoretical instruction	= 12 hours / week
3) Employability skills	02 hours / week
4) Extra-curricular activities (Library, physical Training, Audio- Visual, Computer, English etc)	04 hours / week
<hr/>	
TOTAL	= 46 hours / week

❖ **ATTENDANCE :**

As per NCVT norms, minimum attendance required is 80 % of the training period. Noncompliance will disallow trainees from appearing in the annual examination.

❖ **HOLIDAYS :**

As per ITI norms there are no vacations. The Center will work throughout the year. Holidays will be as permissible by the Department of Employment and Training, Government of West Bengal.

❖ **UNIQUE FEATURES OF THE INSTITUTION :**

- 1) New most demanded trades in Industries to be established at least in coming 3-5 years.
- 2) Industrial Visits at least, per trade for real field exposure.
- 3) Subjects (Reasoning, GK , and Spoken English to include as co- curricular activities along with the main curriculum.
- 4) New companies to be included at least in Institutes yearly campus Interview Programs every year.
- 5) At least, " Training to Trainers" every year for our Instructors to be conducted.
- 6) At least, skill development programs like Lectures by experts (from Industry/ Technical Institutions) cultural events, games meet, seminar, Model Exhibition etc. to be conducted in a year.

❖ **FACILITIES :**

- 1) 24 Hours Power backup, Security Guard.
- 2) Drinking water facility.
- 3) Big Parking area.
- 4) Play ground with nature green grass field .
- 5) Free computer, Spoken English Class for all students.
- 6) Daily Practical Class with study report records.

- 7) Special attention for learning backward students.
- 8) Kanyashree, S.C/S.T/ OBC- A/ OBC-B, Minority scholarship will be provided.

❖ DISCIPLINE :

All the admitted students shall be required to strictly abide by the provisions of rules and regulations prescribed by the Institute, as regards to their conduct and discipline.

- a) Ragging in any form is strictly prohibited.
- b) Students are required to wear Institute uniform all the time and workshop clothing during Practical hours.
- c) Use of mobile phone is banned for students and staff in workshop and class room.

GENERAL RULES AND REGULATIONS

All the students are requested to go through the following Rules and Regulations. -

- 1) All students should aim to conduct themselves according to the highest standards of manners and discipline.
- 2) Punctual and regular attendance is essential for good progress in studies and conducive to moulding of character.
- 3) Dignity for Labor is an important aspect of our training. No job is considered below one's dignity. Therefore, all trainees must be ready to work hard including any type of physical work. Therefore, all trainees must be ready to work hard including any type of physical work. This includes cleaning and maintenance of **Panskura Aalo ITI** premises, gardens, classrooms, workshops, lunchroom, toilets, machinery, tools and materials by the students.
- 4) No student shall leave the classroom or workshop without permission from his /her Instructor.
- 5) Each student must wear prescribed proper uniform and shoe regularly during class periods.
- 6) Students are allowed to carry out practical work only as assigned by his /her Instructor.
- 7) Safety regulations must be followed **Panskura Aalo ITI** will not be responsible for any injury or disablement caused due to non-observance of the prescribed regulations.
- 8) Each Student or his/her parents or guardian must meet expenses of damage (s) of **Panskura Aalo ITI** property, due to negligence, willfulness or disobedience of orders or rules. Depending upon the seriousness of the case, this will lead to immediate expulsion from Institute.
- 9) Any form of leave shall be addressed in advance to the Principal or his representative stating the period and reason for leave applied for. Absence without permission will be treated as misconduct. Any repetition will lead to serious disciplinary action against the trainee.
- 10) 80% Attendance is the minimum for a student to be eligible to appear for the All India Trade Test. Non-compliance will disqualify the trainee from appearing in the NCVT examination.
- 11) The Institute will take serious note of willful acts of misbehavior, such as use of obscene words or actions, disobedience, fights in or out of **Panskur Aalo ITI** premises and irregular attendance, which will lead to severe punishment and possible dismissal.
- 12) Unless permitted by the Honorary Director of the Intuition, no trainee shall become a member of any club, association, union or the like, which is not conducive to the academic credibility of the trainee.