

## **INFORMATION FOR OPENING PRIVATE INDUSTRIAL TRAINING CENTRE (ITC) IN HARYANA**

- Norms and standards of ITC prescribed by DGE&T alongwith Syllabus of most of the trades (also containing List of Machinery , Equipment & Tools) are available on [www.dget.nic.in](http://www.dget.nic.in) and also on departmental website [www.itiharyana.org.in](http://www.itiharyana.org.in)
- Syllabus of other trades that are not available on the website and 'Training Manual for Industrial Training Institutes and Centres' issued by DGE&T can be obtained from Asian Publishers, , 7/31 1st Floor, Ansari Road, Daryaganj, New Delhi 110002 Fax no. 011-23280165 / Phone no. 23280163/4/5 (Website <http://asianpublishers.com>)
- 'Training Manual' is a comprehensive guide for all relevant information pertaining to the Craftsman Training Scheme all over the country. It has been divided into 5 parts - Organization, Administration of ITI / ITCs, Institutes staff, general information and prescribed standards.

### **POLICY OF INDUSTRIAL TRAINING & VOCATIONAL EDUCATION HARYANA**

1. Applications to be invited through an advertisement in leading newspapers from the Trusts / Societies alongwith with the processing fee of Rs. 10000/-
2. The minimum constructed area of the proposed ITCs should be more than 500 Sq. meters. However, regarding size of class rooms / labs / workshops etc. , NCVT / DGE&T(Govt. of India) norms for the respective trade should be complied with at the time of inspections.
3. The societies / trusts should have availability of funds in the name / account of Societies / Trusts as per details given below:
  - a. Working capital of Rs.10.00 lacs to meet recurring expenditures related to ITC,
  - b. Rs. 30.00 lacs for building if to be constructed; and
  - c. 33% of overall estimated expenditure on M&E and Tools for all the trades applied by the applicant on the basis of estimates of trade-wise costing made available on Departmental Web-site while inviting applications. The same shall be subject to revision by the Department from time to time.
4. ITC should be willing / having capability to run minimum 8 No. of units of NCVT /SCVT Trades.
5. The ownership of land should be in the name of Society / Trust or there must be **registered** lease deed of the land in the name of Society / Trust minimum for a period of 33 years or **registered** lease deed of the building should be in favour of Society / Trust for not less than ten years. Establishment of ITC is not permissible in rented building. Management and training activities of the ITCs should be through a registered Managing Society.
6. After capability assessment of the society/trust, Letter of Intent (LOI) shall be issued with the directions to offer for inspection after making available the

infrastructural facilities as per DGE&T norms/ Department policy. If the offer for inspection is made before 1st June of that year, the ITC shall be eligible for admissions after successful single inspection and if the offer is made later than 1st June but not later than 30<sup>th</sup> April of the next year, the ITC shall be eligible for admissions for the next ensuing session after successful inspection.

7. 'No Objection Certificate' to run the specific trade units shall be granted under affiliation with SCVT (State Council for Vocational Training). For trades recognized by NCVT, it shall be mandatory to obtain NCVT affiliation within two years.
8. No change in the premises and no sharing of resources/premises pursuant to the issue of NOC shall be permissible without prior approval of the Department.
9. Only those ITCs would be eligible for making an application for start of new trades which acquires NCVT affiliation within two years of NOC. However, this condition shall not be applicable for exclusive SCVT trades (not included the list of NCVT trades). Trades for which NOC has already been issued but have poor demand / non-viable can be replaced with new trades.
10. The ITC can apply for increase in number of units of the trades for which NOC has already been issued by the department provided the ITC has requisite additional infrastructure and machinery & equipment etc. as per DGE&T norms and standards.

**\*\*The above policy may change from time to time as per the decision of the Department / State Government.**

**APPLICATION FOR OPENING OF NEW  
INDUSTRIAL TRAINING CENTRE (ITC)  
(2010-11)**

**I. PARTICULARS OF THE MANAGEMENT OF THE PROPOSED CENTRE :**

<b>1.</b>	Name and address (alongwith District) of the <b>Trust/Society/organization</b> seeking permission to start ITC	
<b>2</b>	Date of the establishment of the Managing Society. <b>(Attach Society Registration Document)</b>	
<b>3</b>	Certified copy of the resolution of the Board of Directors / Managing Committee of the Society through which the Institute has been established.	<b>Available at page no. _____</b>
<b>4</b>	Provision of specific Bye laws/articles authorizing the society to run the institute/centre	
<b>5</b>	Sources of income of the Society to run the Institute	
<b>6</b>	Name of contact person  Designation	
<b>7</b>	Telephone No. with STD code  Mobile No  Fax No.  Email*  (*Email address is compulsory)	

**II. FUNDS REQUIREMENT AS PER DEPARTMENTAL POLICY**

- Minimum Rs 30.00 lacs for building, if proposed to be constructed
- Rs 10.00 lacs as operational fund to meet recurring expenditure of the ITC

Name of trade applied	No. of units applied*	Indicative Cost of M & E and tools per two units in two shifts as decided by the Department (List attached)	Total funds requirement for total applied units	33% of column 4 as per policy of Deptt.
1	2	3	4	5
Total funds requirement for M & E and tools				

\*No. of units applied must be in even numbers which shall be run in two shifts for optimum utilization of infrastructure facilities.

- a) Funds requirement for M&E and tools as per column-5 of above table = \_\_\_\_\_
- b) Funds requirement for building if not constructed = \_\_\_\_\_
- c) Funds requirement for Recurring expenditure = **10 lacs**
- Total funds requirement (a+b+c)** = \_\_\_\_\_
- Total funds available with the Society** = \_\_\_\_\_

### III. DETAILS OF FUNDS AVAILABLE WITH THE SOCIETY/ TRUST

8	Details of Funds in the name of Society	Amount <i>(Attach proof also)</i>
	Fixed Deposit	
	Current Accounts	
	Saving Accounts	
	Others	
	<b>Total</b>	

**\*\*Any conditional assurance / guarantee from the Bank for funding shall not be acceptable.**

### IV. PARTICULARS OF THE PROPOSED ITC

- The building for the proposed ITC should not be a part of a school/college/institution etc
- For Non-Engg Trades where space norms (W/Shop and Theory Rooms) are not specified by DGE&T (Website/Training Manual/Syllabus etc.), minimum W/Shop and Theory Room size should be 50 Sqm and 30 Sqm respectively.
- For every three units, there must be one Theory Room available in the ITC.
- As per DGE&T norms minimum 28 hours per week practical training (i.e. about 5 hours daily) must be imparted to the trainees. Hence, there must be one dedicated workshop for running two units of a trade in two shifts
- However, for 2<sup>nd</sup> unit of that trade to be run in 2<sup>nd</sup> shift, separate Tools and Trade Instructors shall be required.
- Electrical connected load should be available as per norms prescribed in the name of the principal of ITC / Chairman of the society.

9	<p><b>Name</b> of the proposed Industrial Training Centre (ITC) with Full Postal Address alongwith Pin Code &amp; District.</p> <p>(As per DGE&amp;T norms, the name "Industrial Training Institute or ITI" should not be used as it is reserved for Govt. Institutions)</p>	
10	<p><b>Land :</b></p> <p>i. Whether Own Land / on Lease (<b>Attach registered ownership documents / registered lease deed of land for minimum 33 years in the name of Society</b>)</p> <p>ii. Period of Lease:</p> <p>iii. In case land is Urban, whether it falls in Municipal Limits / Controlled Area</p> <p>iv. NOC/CLU from Municipal Committee or Corporation / DTP</p>	<p>Own _____ Lease _____</p> <p><b>Proof available at page no. _____</b></p> <p>_____</p> <p>_____</p> <p><b>Proof available at page no. _____</b></p>

<b>11</b>	<b>Building:</b> i. Whether Own / on Lease ii. Attach copy of registered lease deed of building for minimum 10 years which must include the permission of owner to make alterations in the building, if required for compliance of DGE&T norms and standards iii. Area of built up space in Sq. M. available <b>exclusively</b> for the proposed ITC iv. Attach attested copies of (i) site plan and (ii) architectural drawings of building prepared on some suitable scale and duly authenticated by a professional Architect showing Theory rooms, Tradewise Workshops, and Administrative Block (dimensions in Sq.mts only)	Own _____ Lease _____  <b>Available at page no.</b> _____     <b>Available at page no.</b> _____
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❖ **Dimensions of Land and Building (W/Shops, Theory Rooms etc.) must be given in Sqm only.**

**DEMAND DRAFT ATTACHED**

Amount: Rs 10000/-

No. \_\_\_\_\_ Dated \_\_\_\_\_

### **DECLARATION**

I/We, on behalf of \_\_\_\_\_ (name of Trust/Society/Applicant) hereby undertake to comply with the Norms and Standards and Regulations of DGE&T GOI/State Govt. I/We do undertake to furnish the documents as may be stipulated in the letter of intent if issued in favour of our Society/Trust/Applicant, within the stipulated period, failing which, my/our proposal shall be liable to be rejected by the Department. I/We agree to fulfill all the conditions as may be stipulated by DGE&T GOI/State Govt. from time to time.

I/We hereby confirm that all the information furnished in the application is true to the best of my/our knowledge and belief and if any information is found to be false, my/our proposal may be rejected.

(Authorized Signatory of the Applicant)

Place : \_\_\_\_\_ Name : \_\_\_\_\_

Date : \_\_\_\_\_ Designation : \_\_\_\_\_  
(Seal)

**Note : Canvassing in any form will cause the rejection/ non-consideration of application.**

**CHECK – LIST OF ENCLOSURES**

<b>Annexure</b>	<b>Contents</b>	<b>Page No.</b>
I	Copy of registration of Society/Trust alongwith details of constitution memorandum of association of the Society / Trust	
II	Copy of the letter from Competent Authority as designated by concerned State Government for classification of land, with respect to its location i.e. Mega City/ State Capital/ Distt. Head Quarters/Municipal Corporation limits / Rural areas/Hilly areas	
III	Copy of registered land documents in the name of the Trust/Society/other applicants	
IV	Copy of resolution of Society / Trust / Applicant earmarking land for the proposed institution.	
V	Copy of land use certificate from Competent Authority as designated by the concerned State Government/UT.	
VI	Copy of building plan in the name of the proposed institution prepared by an Architect and approved from the Competent Authority as designated by the concerned State Government /UT	
VII	Copy of external and internal photographs of the Building (if building already ready) duly attested by Authorized Representative of the proposed institution with date.	
VIII	Details of latest fund position of Applicant (Society/Trust) for the proposal alongwith photocopies of FDR's, latest Bank Statement of Account maintained by it.	
IX	Copy of last income-tax return filed by the applicant	
X	Application form duly filled in	
XI	Copy of Khasra Plan to show that the land is contiguous.	
XII	Copy of resolution of Society / Trust / Applicant earmarking building for the proposed institution.	
XIII	Capability assessment certificate from certified Chartered Accountant indicating the land available, funds, position of the society/trust/ applicant.	
XIV	Location Map	

Signature :

\_\_\_\_\_


Name of Secretary / President of the applicant  
society

\_\_\_\_\_

Date:

\_\_\_\_\_

**Note:**

 All pages of this Application should be numbered and signed by the Secretary/ President of the Society/Tust/Applicant.

<b>DETAILS OF APPROXIMATE COSTS OF DIFFERENT TRADES</b>			
<b>Sr. No.</b>	<b>NAME OF TRADE</b>	<b>No. of seats per unit</b>	<b>Estimated Cost (In lacs)</b>
	<b>Engineering Trades(One Year Course)</b>		
1	Carpenter	16	9.00
2	Forger & Heat Treater	16	15.00
3	Mason Building constructor	16	3.00
4	Mechanic Diesel	16	25.00
5	Mechanic Tractor	16	29.00
6	Moulder (Foundryman)	16	11.00
7	Plumber	16	4.00
8	Welder (G&E)	12	8.00
9	Mechanic Repair& Maintenance of LMV	16	34.00
10	Mech. Repair & Maintenance of HMV	16	16.00
11	Plastic Process Operator	16	8.00
12	Sheet Metal Worker	16	10.00
13	Architectural Assistant	16	6.00
14	Mechanic Lens/Prism Grinding	12	8.00
15	Pump Operator-cum-Mechanic	16	15.00
16	Physiotherapy Technician	16	10.00
17	Mech. Communication Equipment system	16	11.00
18	Interior Decoration & Designing	16	8.00
	<b>ENGINEERING TRADES(TWO YEAR COURSES)</b>		
19	Draughtsman( civil)	16	9.00
20	Draughtsman (Mechanical)	16	13.00
21	Electrician	16	19.00
22	Electronics Mechanic (General)	16	25.00
23	Electroplator	16	4.00
24	Fitter	16	17.00
25	Instrument Mechanic	16	40.00
26	Machinist	12	92.00
27	Machinist Grinder	12	56.00
28	Mechanic Radio& T.V.	16	49.00
29	Mechanic Motor Vehicle	16	57.00
30	Mechanic Ref.& Air Conditioner	16	33.00
31	Mechanic cum Operator Electronics Communication System	20	30.00
32	Painter(General)	16	2.00
33	Surveyor	16	7.00
34	Turner	12	77.00
35	Wireman	16	13.00
36	Computer Hardware Mechanic	20	44.00
37	Mechanic Consumer Electronics	20	28.00

38	Watch& Clock Repair	16	11.00
39	Information Technology& Electronics System Maintenance	16	10.00
40	Pattern Maker	16	8.00
41	Mech. Agriculture Machinery	16	28.00
42	Radiology Diagnosis Radio Therapy	16	18.00
43	Lift Mechanic	16	8.00
44	Mechanic Medical Electronics	20	8.00
	<b>ENGINEERING TRADES(THREE YEAR COURSES)</b>		
45	Tool& Die maker(Press Tools Jigs Fixtures)	16	224.00
46	Tool& Die maker(Dies& Moulds)	16	224.00
47	Mechanic Machine Tools Maintenance(Mill Wright Mechanic)	16	83.00
	<b>ENGINEERING TRADES(SIX MONTHS COURSES)</b>		
48	Building Maintenance	16	4.0
49	Mech. Repair & Maintenance of Two Wheelers	16	8.00
50	Mech. Auto Electrical & Electronics	16	8.00
	<b>NON ENGINEERING TRADES(TWO YEAR COURSES)</b>		
51	Dental Lab Technician	20	16.00
	<b>NON ENGINEERING TRADES(ONE YEAR COURSES)</b>		
52	Computer Operator& Programming Assistant	16	16.00
53	Cutting & Sewing(Cutting & Tailoring)	16	5.00
54	Dress Making	16	7.00
55	Embroidery& Needle work	16	2.00
56	Hair& Skin care	16	5.00
57	Stenography English	16	6.00
58	Book Binder	16	14.00
59	Litho Offset Machine Minder	16	26.00
60	Stenography Hindi	16	3.00
61	Fashion Technology	16	6.00
62	Retailing	16	10.00
63	Horticulture	20	3.00
64	Baking & Confectionery	16	5.00
65	Health Sanitary Inspector	20	3.00
66	Secretarial Practice	16	4.00
67	Footwear Craftsman	16	5.00
68	Computer Aided Embroidary & Needle Work	16	7.00
69	Dairying	25	5.00

70	Desk top publishing operator	16	8.00
71	Digital Photographer	16	10.00
72	Hospital House Keeping	20	2.00
73	Steward	16	8.00
74	Travel & Tour Assistant	16	3.00
75	Craftsman Food Production (General)	16	8.00
76	Craftsman Food Production (Vegetarian)	16	8.00
	<b>NON ENGINEERING TRADES(SIX MONTHS COURSES)</b>		
77	Data Entry Operator	20	8.00
78	Front Office Assistant	16	8.00
79	Medical Transcription	10	10.00
80	Creche Management	16	3.00
81	Driver cum Mechanic (Light Motor Vehicle)	16	10.00
82	Event Management Assistant	16	10.00
83	Institution House Keeping	20	2.00
84	Insurance Agent	25	4.00