

INDUSTRIAL TRAINING INSTITUTE, GHOGHLA -DIU

1. :- Name & Address of the Institute :-

The Industrial Training Institute, Ghoghla-Diu, Near Check Post, Ghoghla-Diu-362540. Phone No. 02875 - 252221

2. :- Name, Address and contact details of headmaster / Principal :-

- a) Shri Arvind. D. Jethwa, Group Instructor, Industrial Training Institute, Ghoghla-Diu
- b) Shri M. B. Kamalia, Vice-Principal, Technical Training Institute, Diu & H.O./D.D.O. Industrial Training Institute, Ghoghla-Diu.

3. :- Introduction of the Institute :-

This Institute has been established in the year 1981 having with four class rooms alongwith trainees of two years course trainees and one year course trainees. In the year 1982 one more Engineering trade course of two years have been added i.e. Wireman trade and in the year 1992 one more Engineering trade of two years course have been introduce i.e. Refrigeration & Air-Condition trade and in the year 2002 one more engineering course have been introduce i.e. Computer Operator & Programming Assistant, in the year 2004 two more Engineering trade of two years course have been introduce i.e. Electronic Mech. and Turner trade So, at present this Institute, is having Nine (9) Engineering courses and one Non-engineering course. As follows:-

S. No.	Name of the trade	No. of available Seats	Reserved category				Duration of Courses.
			Sc	St	OBC	Gen	
01	02	03	04	05	06	07	08
01	Electrician	32 (2 Unit)	15 %	7.5%	27%	50.5 %	02 years
02	Wireman	32 (2 Unit)	15 %	7.5%	27%	50.5 %	02 years
03	Fitter	32 (2 Unit)	15 %	7.5%	27%	50.5 %	02 years
04	Refrigeration & Air-condition	32 (2 Unit)	15 %	7.5%	27%	50.5 %	02 years
05	Electronic Mech.	16 (1 Unit)	15 %	7.5%	27%	50.5 %	02 years
06	Diesel Mech.	16 (1 Unit)	15 %	7.5%	27%	50.5 %	01 years
07	Welder	12 (1 Unit)	15 %	7.5%	27%	50.5 %	01 years
08	Computer Operator & Programming Assistant	16 (1 Unit)	15 %	7.5%	27%	50.5 %	01 years
09	Cutting & Sewing	16 (1 Unit)	15 %	7.5%	27%	50.5 %	01 years

- * 50 % seats reserved for girls in the trade of Computer Operator & Programming Assistant.
 ** 100 % seats reserved for girls if vacant boys will be attended in the trade of Cutting & Sewing

- i) No. of Classroom :- Institute are 10 section, 06 Class room, 03 Store room.
 ii) Facility of library, Sports, computers :- Yes,
 iii) Training Session :- August to July
 iv) Availability of basic facility of drinking water & Toilet :- Yes.
 v) Comparative performance of the School, :- N/A

4 :- Technical Staff of the Institute with brief of their work post hold, classes in which they are Training etc.)

S. N	Name of the Staff	Designation	Work	Remarks
01	Shri Arvind. D. Jethwa	Group Instructor	All Office/Administrative work	A.T.I., trained
02	Shri I. A. Sheikh,	Maths Instructor	W/cal & Sci Class	----
03	Shri P. V. Joseph,	C.I., (D/M)	Conducting Theory and Practical	A.T.I., trained
04	Shri H. J. Solanki	C.I., (Elect.)	Conducting Theory and Practical	A.T.I., trained
05	Shri A. L. Jagdale	Allied Trade Instructor	Conducting Theory and Practical	----
06	Shri P. M. Solanki	C.I., (R & Ac)	Conducting Theory and Practical	A.T.I., trained
07	Shri M. K. Boricha	C.I.,(Electronic)	Conducting Theory and Practical	A.T.I., trained
08	Shri S. V. Chauhan	Drawing Inst.	Engg. Drawing Class	---
09	Shri B. R. Solanki,	C.I., (Wireman)	Conducting Theory and Practical	A.T.I., trained
10	Shri S. H. Solanki,	C.I., (fitter)	Conducting Theory and Practical	---
11	Shri H. D. Jethwa	C.I., (Electrician)	Conducting Theory and Practical	----
12	Shri S. M. Baria,	C.I., (Fitter)	Conducting Theory and Practical	B.E. (Mech.)
13	Shri D.V.Fulbaria	C.I., (Elect.)	Conducting Theory and Practical	----
14	Shri M.T.Patel	C.I., (Welder)	Conducting Theory and Practical	Diploma Mech.

Service Standards :

Sr. No.	Activities	Level of Action	Time Frame
1.	To receive applications and other Correspondence and entry in inward Register.	L.D.C.	Same Day
2.	To deal the correspondence marked by Group Instructor/Principal	Store Keeper	Within a week or depending on urgency of the matter / case
3.	Action taken on correspondence marked by Principal	Group Instructor	1 or 2 days
4.	To approve the action taken	Principal	1 or 2 days

5 :- Non-Technical staff of the Institute :-

S. No.	Name of the Staff	Designation	Work	Remarks
1	Shri S. J. Jadav	L.D.C.	Office Correspondence	---
2	Shri A. B. Divecha,	Workshop Attendance	All Section Cleaning	----
3	Smt. V.M.Vaja	MTS (Sweeper)	All Institution Cleaning	---
4	Shri D.K.Solanki	MTS (Peon)	All Office work	----
5	Shri K. P. Bamania	MTS (Watchman)	Watching Institute	----
6.	Shri P. J. Kamalia	MTS (Watchman)	Watching Institute	----

6 :- Technical staff of the Institute :-

S. No.	Name of the Staff	Designation	Work	Date of joining the department	Remarks
01	Shri R. D. Patelia,	C.I., (R & Ac.)	Conducting Theory and Practical	11/12/1995	On contract basis
02	Shri L. R. Baria,	C.I., (COPA)	Conducting Theory and Practical	05-08-2002	On contract basis
03	Shri Y. M. Baria	Social Studies Instructor	Social Studies Classes	07/03/2003	On daily wages

7 :- Non-Teaching staff of the Institute :-

Sr. No.	Name of the Staff	Designation	Work	Date of joining the department	Remarks
01	Shri D. M. Bamania	L.D.C./ Computer operator	Office Correspondence	16-03-1998	On daily wages
02	Shri M. G. Chudasama,	Workshop Attendance	All Section Cleaning	07-08-1995	On contract basis
03	Kum. J. L. Patel	Sweeper	All Institution Cleaning	15-05-2001	On daily wages

8. Existing position of Sanctioned, vacant post Required post in the Institute :-

Sr. No.	Name of Post	Grade	Present Posts	Vacant	Addition Required posts as per training Manuel	Total Post
01	Principal,	“A” Gaz	--	--	01	--
02	Group Instructor	“B” Non-Gaz	--	--	--	--
03	Craft Instructor(All Trade)	“B” Non-Gaz	13	01	02	16 (2 Post on Cont. Basis & 01 Regular Post Vacant)
04	S.S. Instructor	“B” Non-Gaz	--	--	01	01 (on daily wages)
05	Store Keeper	“C”	--	--	01	--
06	Accountant	“C”	--	--	01	--
07	U.D.C.	“C”	--	--	02	--
08	L.D.C.	“C”	01	--	02	02 (1 post on daily wages)
09	Store Attendant	“C”	--	--	01	--
10	Workshop Att.	“C”	01	--	02	02 (1 Post on Cont. Basis)
11	Mech. Helper	“C”	--	--	01	--
12	Peon	“C”	01	--	01	01
13	Watchman	“C”	02	--	01	02
14	Sweeper	“C”	01	--	02	02 (1 post on daily wages)
			19	01	18	Present 06 employees Contract / Daily wages

9 :- Strength of students present in class wise, gender wise

Sr. No.	Trade	Sc	St	OBC	Gen	Total present strength
01	Sr. Electrician	03	--	06	07	16
02	Sr. Wireman	02	--	04	10	16
03	Sr. Refrigeration & Sir-condition	--	--	04	11	15
04	Sr. Fitter	03	--	04	05	12
05	Sr. Electronic Mech.	--	--	04	07	11
06	Jr. Electrician	03	--	04	09	16
07	Jr. Wireman	03	--	04	09	16
08	Jr. Refrigeration & Air-condition	03	--	04	09	16
09	Jr. Fitter	03	--	04	09	16
10	Diesel Mech.	03	--	04	09	16
11	Welder	03	--	02	07	12
12	Computer Operator & Programing Asstt.	02 (F) 01(M)	--	02(F) 02(M)	04 05	08(F) 08(M)
13	Cutting & Sewing	03	--	04	09	16
	Total	32	--	52	110	194

7. Working house of the Institute :-

The actual working hours per week are not less than 42 hours. The General Works timing of Industrial Training Institute is 8.00 a.m. to 6.00 p.m.

1st Shift 8.00 a.m. to 4.30 p.m. Lunch brack 1.00 p.m. to 1.30 p.m. ½ hours.

2nd Shift 9.30 a.m. to 6.00 p.m. Lunch brack 12.30 p.m. to 1.00 p.m. ½ hours.

8 :- Result of Institute class wise and subject wise :-

Sr. No.	Year	Trade	Total Trainees apperer in Exam		Result Pending	Passed	Fails	Persentang
			Regular	Private				
1	July-2013	Electrician	16	04	03	17	---	100%
2	July-2013	Wireman	07	--	01	06	--	100%
3	July-2013	Fitter	12	--	--	12	--	100%
4	July-2013	R & Ac	15	--	--	15	--	100%
5.	July-2013	Electronic & Mech.	08	--	--	08	--	100%
5	July-2013	Diesel Mech.	07	--	--	07	--	100%
6	July-2013	Welder	06	--	--	06	--	100%
7	July-2013	COPA	15	--	--	15	--	100%
8	July-2013	C & S	16	--	--	16	--	100%

9. :- Issue of Certificate :-

On completion of the prescribed period and the course of training the trainees are required to appear the All India Trade Test of Craftsman are conducted under the age is of the National Council for Vocational Training and successful trainees are awarded the National Trade Certificate issued by National Council for Vocational Training. After declaration of result a Provisional Certificate is issued by the Institute to the concerned Trainee.

10. :- Subject during the course of Training :-

Engineering Trade	Non- Engineering Trade
a) Trade Theory b) Trade Practical c) Workshop Calculation & Science d) Engineering Drawing e) Social Studies	a) Trade Theory b) Trade Practical c) Social Studies

11. Mode of Selection :-

For scrutinizing the application a committee is constituted as under :-

1. The Vice-Principal, T.T.I., Diu. & H.O., I.T.I., Ghoghla-Diu.
2. The Group Instructor, I.T.I., Ghoghla-Diu.
3. The Sr. Craft Instructor, I.T.I., Ghoghla-Diu.
4. A Representative of SC & ST officer of the Administration.

The State Director, Craftsman Training, Daman & Diu Shall scrutinized the selection made and declare the results with the approval of the District Collector or Head of Department.

12. Method of Selection :-

- a) All the applications irrespective of the categories applied shall be considered in the Merit list of General Category in the first instance for the Trade applied and for the Trades preferred as per the eligibility and category claimed by the candidates.
- b) The seats shall be filled with the preference first to be given to the Local candidates and if any set remains vacant preference will be given to the candidates applying from nearby states/U.T's.

13. Caution Money Deposit & Stitching charges:-

- a) All the Trainees admitted to the Trade is required to deposit a sum of Rs. 250/- as caution money to guard against the loss or damage to equipments or tools etc. exhausted to his/her charge. A second deposit may also be asked for if the first one has been exhausted. The caution Money Deposit is refundable to Trainee on satisfactory completion the course.
- b) The Boiler suit / overcoat stitching charges of Rs. 180/- is not refundable to Trainee.

14. Stipends :-

- a) A stipend of ₹ 100/- per month is paid to all the Trainees.
- b) An additional amount of ₹ 50/- per month is given to trainees belonging to SC/ST category.

(M. B. Kamalia)
Vice-Principal,
T.T.I., Diu & H.O.,
I.T.I., Ghoghla-Diu.

Dated:-03/01/2014