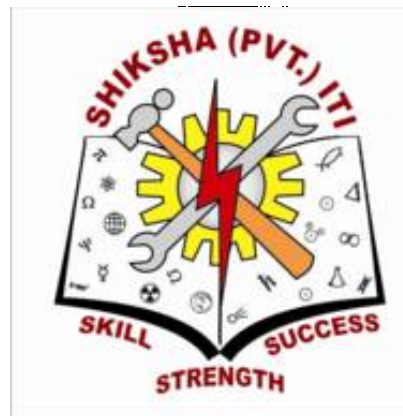


QUALITY MANUAL

Based on
NABET Accreditation Criteria for Affiliation of
Government and Private Industrial Training Institutes



SHIKSHA PVT. ITI

(A Unit of Social Enhancement Welfare Association)

Plot No. : 849/171, Ward No. : 8
Anand Nagar Boda Bagh, Rewa (M.P.) 486001

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“Our greatest weakness lies in giving up. The most certain way to succeed is always to try just one more time.”

Thomas A. Edison

In the current era of knowledge based economy, ITI education is to play 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.

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 Institutes are able to meet the expectation of industry.

*Identifying the potential and futuristic vision with leadership one such step is taken by **Social Enhancement and Welfare Association (SEWA)** Society Rewa to contribute in country development. **SEWA** has passed resolution to utilize its experience in education, training and leadership of its members and their expertise to development of skills in youth. After so many brainstorming sessions the Society recognized that electricity is fuel of industry and electricity generation and distribution is at core of India's development. On such note the Society conceived establishment of **Shiksha Private Industrial Training Institute** at Ward No. 8, Anand Nagar Boda Bagh Rewa (M.P.) which will impart industrial training in **Electrician Trade**. The major issues which are covered in this QM are.*

- *Training and support process*
- *Performance measurement and improvement*
- *Governance of the institute*

ABOUT SOCIETY

Shiksha Private Industrial Training Institute, Rewa (M.P.) is an aegis of Social Enhancement and Welfare Association (SEWA) society Rewa (M.P.).

SEWA a society (Not-for-Profit) registered with Registrar Societies, Rewa under Madhya Pradesh Societies Registration Act, 1973 vide Registration No. 05/22/03/12101/14 on 22 November 2014, having registered office at Plot No..... Ward 8 Anand Nagar Boda Bagh Rewa (M.P.) Pin 486001.

The Society was established by Young Dynamic, Educated, technically & socially sound persons having industrial expertise, with a dream to make New India. The aim of society is to serve the mankind by different ways such as utilizing their resources in terms of money, manpower, status, expertise and leadership in the Society.

ABBREVIATIONS AND NOMENCLATURE

HOD	Head of Department
IMC	Institute Management Committee
ITI	Industrial Training Institute
NABET	National Accreditation Board for Education and Training
QCI	Quality Council of India
DGET/ DGE&T	Director General of Employment and Training
NCVT	National Council for Vocational Training
MoLE	Ministry of Labour and Employment
DTE	Directorate of Technical Education
SCVT	State Council for Vocational Training
SEWA	Social Enhancement and Welfare Association
UT	Union Territory
NH	National Highway
QM	Quality Manual
MP	Madhya Pradesh
ITI	Industrial Training Institute

BACKGROUND OF THE INSTITUTE

The governing body of SEWA Society has passed resolution on 25th January 2015 to take a lead in Skill Development and take up establishment of New Private Industrial Training Institute (I.T.I.) at Anand Nagar Boda Bagh Rewa in the name & style "Shiksha Private Industrial Training Institute" at Plot No. : 849/1/1, Ward No.8, Anand Nagar Boda Bagh, Rewa, (MP) Pin-486001. Understanding the demand of energy the Society has decided to take up training in Electrician Trade. The proposal for establishment is submitted to QCI for Accreditation and Approval from NCVT.

SCOPE OF THE INSTITUTE

Shikha Private Industrial Training Institute is situated at Plot No.- 8/..... of Ward No.8 , Rewa, (M.P.). The proposed Institute Campus is situated just 1.0 KM from City Center and approx 3 Km Rewa Bus Stand thus is easily approachable by different transport. The Institute lies on the Rewa-Maziyaar Road Near near Neem chowk.

The Rewa region is well known for Cement plant. All the major cement manufacturers such as Birla, JayPee, Prism are having the many Cement plant and all these plants are under a diameter of 30KM of the Institute.

This Cement Industry corridor has increased the potential. Therefore this Institute has better scope to the students of the surrounded area for Industrial Training. Shiksha Private I.T.I. has proposed 02+02+02 = 6 units of Electrician Trade for Training. The proposed Institute will be affiliated with NCVT after accreditation from QCI. The Institute will follow rules and regulations of QCI/ DGET (Directorate General of Employment and Training, New Delhi), State Government, Directorate of Technical Education Madhya Pradesh, MPCVET and other regulatory authorities issued from time to time.

VISION

“We at Shiksha Private ITI will impart To promote technical education in the reach of common youth. To prepare and train HR as per the requirement of the industries. To create institutional linkage with the industries and provide them consultancies. The institute will also ensure that the employs are developed in such a way that the put their best efforts to impart training in such a way that they become highly employable. The institute gives equal importance to both Men and women”.

MISSION

“To provide a safe and supportive learning environment with opportunities for each trainee to develop the technical skills & knowledge to become a social, responsible and successful citizen of India”

This institute will strive hard to achieve excellence in technical education. We believe

1. To provide extra-ordinary practical knowledge, equip the trainees with latest emerging technologies, skills and knowledge up to the level of globally competitive standards to meet out future challenges
2. To create a unique culture of education in the state of the art in the institution, so that students can realize their worth among other institutions students.
3. The Institute is committed to prepare best trainee so that trainee would get good placement in industries and other sectors through our placement cell established under placement officer of the Institute.
4. The Institute will make efforts to organized hold seminars and guest lectures, so as to strength to Trainee to get more knowledge in the Trade.
5. To encourage the conceptual, inter-personnel and team-work skills for technical decision making among the trainees.

QUALITY POLICY

Shiksha Private Industrial Training Institute, Rewa (M.P.) shall strive to set exemplary standard for:

- Continuous Quality Improvement in Skill Building
- Utmost Trainee Satisfaction
- Equipping Unemployed Youth by Employable Skills
- Meeting Demand of Skilled Manpower of Industry
- Continuous Improvement by offering Industry relevant Vocational Courses

This shall be achieved through continuous improving the Quality Management System with our maintained systematic approach by involvement of each & every member of our Organization & Institute.

QUALITY OBJECTIVES

The basic objective of proposed Shiksha Private Industrial Institute is to provide Quality Training with regard to Theory, Practical and Professional Education to the Trainee, who can exist and secure their position in the future–global competitive environment. Further:

- ❖ To produce trained and skilled manpower for the development of our nation and to contribute to the national skill development to achieve the 2020 goal of India
- ❖ To improve the quality of industrial products and to increase the industrial productivity through providing high quality training to the trainees.
- ❖ Reduce the unemployment problem, which is one of the major hurdles facing by India, by providing self-employability for the youth.
- ❖ To fulfill the demand and supply side of training needs appropriately.
- ❖ To develop Industry oriented skills in the student trainees.
- ❖ To promote use of technology in the present with a vision towards global competitiveness.
- ❖ To establish good Institute-Industry-Interaction.

SECTION 1: TRAINING AND SUPPORT PROCESSES

Training and its support functions are extremely important for an Industrial Training Institute and therefore Shiksha Private ITI has given a special importance to these issues. At Shiksha Private ITI, we have taken care that all the facilities in terms of building, class rooms, workshops, tools, equipments, machinery etc. are available in sufficient quantity and are brand new. The institute has also ensured that all other support functions are available. We believe that to make our students highly skilled continuous efforts will have to be made theoretically as well as practically and we shall Endeavour to achieve that. We also believe that to impart effective training support process will have to be excellent. Thus Shiksha Pvt. ITI has focused on highly qualified Instructor.

Shiksha Private ITI has determined the resources in terms of infrastructure, human resources, health & safety and work environment for the effective delivery of training.

1.1 INFRASTRUCTURE :

The institute has developed state-of-the-art infrastructure facilities as per the norms laid down by DGE&T (NCVT), Govt. of India, complying with the trade wise requirement of qualified staff (principal, training officers, instructors etc.), space, power supply, equipments etc. The Workshops, Class Rooms and other Rooms are well ventilated, highly airy and well lit. The Institute has developed with all the essential facilities required for effective training. The details of complete infrastructure are elaborated as Annexure III.

Power supply :

Varda Private ITI has Power Supply Connection of 10 KW in the name of "Shiksha Private ITI, Plot No. 8/....., Ward No. 8, Anand Nagar Boda Bagh Rewa" exclusively for the use of Shiksha Private ITI, looking into the requirements of the power supply as per norms of the NCVT required for the trade proposed to be started from August 2013 and for future expansion needs. The institute has also procured three 7.5 KVA Three Phase Diesel Generators, which is properly grouted and installed.

The building is situated in the urban area as such the supply of power is remains continue over 24 hours. Besides this the Institute have 7.5 KVA generator to avoid any electric supply interruption. The building is fitted with good quality of electric wire and panel having proper earth arrangements. The building is fully safe and there is very low chance of accident.

1.2 HUMAN RESOURCES :

We at Shiksha Private ITI consider that our human resources are our most valuable asset. In line with our policy we will do our best to help them achieve their full potential through continuous education and training. The Institute fulfills the norms of NCVT related to qualifications, experience and competencies of Superintendent, Instructors, Administrative and Support Staff Members. The institution proposes to send the instructors as per the NCVT norms for CTI training from time to time. We will also conduct faculty development programmes on regular basis, which will cover technical as well as motivational training.

The salaries of the staff are one of the best among the Institutes of the region and are not less than 2/3rd of Govt. Employees of equivalent designation. The salaries are paid through cheque/ online bank transfer by 10th of every month.

The staff is selected by duly constituted selection committee. The advance training camp/ programme will be organized by the Institute to develop technical skills of the trainers, so that our trainee will get maximum benefit of technical knowledge.

The Selection Panel has been finalized for the selection of Teaching/ Non-teaching staff members. The members of selection committee are as under :-

1. Chairman of the Society.
2. Secretary of the Society
3. Principals of the Institute.
4. Two experts of Trade from Industries.
5. Two Senior Experts Faculty Members.

On recommendations of selection committee, selected candidates are provided offer letters for their respective post, by clearly mentioning their pay scales, other allowances, facilities with terms and conditions.

1.3 CURRICULUM :

We at Shiksha Private ITI strictly follow the curriculum and syllabus guidelines prescribed by DGET/ NCVT. All Training Officers and Trade Instructors are responsible for keeping themselves updated on the changes/guidelines suggested by the NCVT from time to time. Any such changes advised by the Training Officers or Trade Instructors will be recorded by the Principal, who will take necessary steps to implement the necessary changes. In case of major changes, the Principal will forward the matter to the Institute Management Committee (IMC) for its approval and implementation. The latest curriculum will be provided to the trainees at the beginning of the session and some copies will be provided at the library for reference. The same will be put up on the Institute website. Each Instructor will be responsible for ensuring to the adherence to the course curriculum. The plan for delivery of the course curriculum is will be prepared in the prescribed lesson plans, demonstration plans and weekly plans.

The Institute will constitute its own Academic Cell under the control of Principal of the Institute having all the Training Officers and Some Senior Instructors will be the Members of Cell. The responsibilities of Academic Cell will be as under :

- I. To have the latest information from DGE&T/ QCI/ DTE.
- II. To prepare Academic Calendar.
- III. To constitute Admission Committee.
- IV. To arrange all the examination conducted by MPCVET, Bhopal.
- V. To upload latest information of the Institute on the Institutes websites.
- VI. To constitute Anti-Ragging Committee.
- VII. To maintain discipline in the Institute.
- VIII. To prepare batch wise time table for trainees.

1.4 TRAINING – LEARNING PROCESS :

Shiksha Private ITI will provide every type of appropriate support and resources as per NCVT guidelines to make training learning process most effective. Due care will be taken on the requisite number of working/ training hours and suitable methods to impart the training. The teaching staff will implement the course curriculum through range of approaches and teaching strategies that recognize diverse learning style relevant to the learning needs. More emphasis will be given to practical sessions to enrich students their learning experience and make them highly competent skilled Human resource of the Nation. Some of the methods which will be used are:-

- Advance teaching methodology will be followed to provide best education in the Institute for that we will utilize all measures relating to the Industrial Training such as Demonstration, Exercises, and Practice etc.
- Industrial/ Field visits will be arranged for trainees for enhancing their practical knowledge.
- Advance teaching aids/ tools will be utilized in the lecture like Audio-Visual Aids, OHP (Over Head Projector), Computers & Laptop with CDs
- Class Rooms are also developed in a way that maximum visibility of the blackboard is there.
- To develop teaching skill of the faculty members, they will be provided facility to attend the Quality Improvements Programmes (QIP's) and Staff Development Programmes (SDP's) sponsored or organized by DGET/DTE/HRD etc. time to time.
- Other than attending programmes, institute will itself organize Seminar, Conferences, Exhibitions and Programmes to develop their teaching methodology time to time.
- Some eminent personalities will be invited time to time in the Institute to provide their brain storming guest lecturers to students as well as faculty members, so that they can be in touch with recent advance knowledge in the field of Industrial Training.
- The utilization of Internet facility will also be helpful for modernization of the Industrial training. All the computers of the Information Technology (IT) Lab are connected with high speed internet facility.

- As well as library is concerned, the digital library will be developed consisting of Audio/ Video CDs and DVDs .
- The concept of e-library will be fully utilized in the library so that students can get maximum benefits out of that.
- The library will contain all the required books, in a quantity more than prescribed by NCVT/ SCVET including all reference books.
- The HoD/ Instructors will also provide the use and purpose of instruments and equipment guidelines through demonstration as per latest syllabus of NCVT in force and amendments made over time.

1.4 CONTINUOUS EVALUATION :

To make the learning more effective as per learning theory research, it has been found that evaluation must be continuous. The institute will follow NCVT norms for continuous and end term assessment of Trainees. The continuous assessments shall be made based on the class tests, weekly tests, monthly tests and the performance of the students in practical sessions. A progress card in the prescribed format will be maintained in respect of every trainee from date of initiation of the training.

The Academic Cell will supervise the marking pattern/ evaluation pattern in the sessional examinations, implementation of internal examination (sessional) schedule and watch on its follow-up.

1.7 ADMISSION POLICY :

We, at Shiksha Private ITI, shall admit students purely on the merit basis fulfilling the minimum qualifications prescribed by NCVT for the respective trade only and will limit to the maximum number of students allowed for each trade. We will maintain safe custody of the documents submitted by the students including transfer certificate and copies of their previous qualifications. The proposed number of seats per trade for admission for the session starting from August 2015 is as below:-

Name of Trade	Proposed Number of Seats	Session
Electrician	(2+2+2 = 6 Units) @21 seats = Total 126 Seats	August 2015

An Admission Committee will be constituted under the control of Principal of the Institute for handling admission process under the guidelines of DTE, Bhopal. The responsibilities of the Admission Committee will be as under :

1. The dates of admissions will be notified to interested trainee through notice board, paper media, one to one canvassing and by advertisement in local leading Newspapers.
2. The application for admission will be invited from the interested trainee on our admission brochure.
3. The application for admission received will be scrutinized and accordingly a merit list will be prepared on the basis of the marks obtained at the 10th standard examination. The same will be displayed on the notice board of the Institute with notifying dates of interview and written test.
4. The Committee will follow the reservation policy issued by Central/ State Government for SC, ST, OBC, SBC, Minority, Physically Handicapped and other categories.
5. The Committee will hold the interview and written test on the basis of the test the cutoff merit list will be displayed on the notice board. After first list the same procedure will be followed for the rest of the applicable trainee, if necessary.

6. The Committee will register the trainee in a register. The Committee will also prepare class time table for theory and practical for the admitted Trainees and will allot trainee class wise.
7. The Committee will make the arrangements to reply all the enquiries received in person or over telephone so that they shall be replied in soft manner and will be recorded in a register.

1.8 LEARNING ENVIRONMENT :

Adult learning theory tells that learning environment is extremely important for learning. We shall provide a suitable learning environment for conduct of training as per NCVT norms. The building of institute is based on ultra modern design technology for the maximum utilization of the provided space as per rules & standard of NCVT. The Class Rooms, Workshops, Training Hall etc are covering standard sizes of NCVT standard and well ventilated. The arrangement of separate lavatories has been made for male and female trainees and staff. The building is situated in clean and peaceful area controlling noise/ distractions. The arrangements for controlling excessive weather conditions like dust, cold, heat and rain are made appropriately. The Principal will make the arrangement for housekeeping and cleanliness of the building and campus properly. Instructors will be responsible for the upkeep of their respective sections.

We will provide facilities for learning environment for both indoor and outdoor activities.

- Due care will be taken for :-
- Adequate illumination and ventilation
 - Housekeeping and cleanliness
 - Safeguard against excessive weather conditions like dust, cold, heat and rain.
 - Controlling noise and distractions.

1.9 HEALTH AND SAFETY :

We shall determine, maintain and comply with health, safety and security norms including:

- Appropriate procedures and training for all staff members to implement emergency and crisis plans to handle any accident during the working hours of institute.
- Applicable statutory and regulatory requirements
- Provision for emergency situations covering both indoor and outdoor activities
- Health policies which include collection of medical information for all staff and trainees, immunization against diseases and maintenance of comprehensive records.
- Providing the knowledge about awareness of common disease like Typhoid Hepatitis, Cholera, Dengue etc. for maintenance of good health and hygiene.
- Regular updating of facilities available at the institutes dispensary/ first-aid room.
- The Institute has arrangements of indoor and outdoor games so that trainees may maintain their physical health without any disease.
- High standard of cleanliness will be maintained in the institute campus including Workshop, Class Rooms etc.
- Safety being very important aspect of an organization, Shiksha Private ITI will take proper care that nothing in the workshops results into injury to staff and trainees.