

PROSPECTUS
INDUSTRIAL TRAINING CENTRE
(Permanently affiliated to N.C.V.T., Govt of India, New Delhi)
SIMULIA, BALASORE, ODISHA - 756126
 Visit us : itisimulia.com E-mail: itisimulia@gmail.com

The Institute was established in 2009 to introduce Craftsmen Training Scheme and permanently affiliated to National Council for Vocational Training, Govt. of India, New Delhi vide DGE&T Order No. DGET-6/18/95/2010-TC dated 13.10.2010. At present the Institute is a constituent of A.A. Foundation registered under Indian Trust Act.

COURSE : Both theoretical and practical training facilities are available as per DGE &T, Govt. of India syllabus prescribed by NCVT for I.T.I. trainees on the following trades.

Sl. No.	Trade	Duration	Intake Capacity		Qualification	Age
			Units	Total Strength		
1	Fitter	2yrs	2+2=4	84	H.S.C.	14
2	Electrician	-do-	2+2=4	84	-do-	-do-

SALIENT FEATURES : The Institute is running in two shifts. The Institute takes full care to train young educated unemployed boys and girls to build up a bright career for their employment /self-employment. Well furnished class rooms, separate work-shop for each trade backed by the latest training aids as per DGE&T norms. The emphasis will be on hands-on training and it will be substantiated by elaborate training materials. Well trained and qualified teaching staff have been engaged.

EXAMINATION : All India Trade Test (AITT) is conducted by NCVT, New Delhi as per DGE&T norms.

CERTIFICATION : PNTC is awarded by SCTE&VT., Odisha to passed-out trainees and final certificate NTC is awarded by NCVT, New Delhi.

FACILITIES : Library/Internet facilities and trainees kits are available for the trainees. Stipend to ST/SC/Minorities/Bidi Worker / Mines worker candidates. Study tour cost Rs. 1000/- shall be charged per year. A trainee has to pay one time Study Material & Dress Material cost Rs. 500/-

CULTURAL ASSOCIATION : There is a Cultural Association organised by the trainees representatives headed by the Principal as ex-officio Chair-person. All trainees should pay Rs. 500/- each per session to this Association at the time of admission for the purpose of Puja/Function etc.

SELECTION : The selection will be strictly on merit cum aptitude test basis subject to payment of fee/production of documents like original SLC/ CLC, Prov./Original H. S.C. Certificate, Caste certificate if any, 8nos. recently taken 3 X 3.7cm. size photographs duly attested by a Gazetted Officer and Medical Fitness Certificate. **Admission started.....**

FEE STRUCTURE :

Trade	COURSE FEE					NOTES
	Lumpsum on Admn.	INSTALMENT OPTIONS				
		On Admn.	2 nd Inst. Feb.2013	3 rd Inst. July2013	Total	
Electrician.	24,000/-	10,000/-	8,000/-	6,900/-	24,900/-	1. Fees paid is not refundable under any circumstances. 2. Instalment options shall be withdrawn in case of irregular in training and misconduct.
Fitter	24,000/-	10,000/-	8,000/-	6,900/-	24,900/-	

NOTE : All payments shall be by crossed Bank Draft/Pay order/Banker's Cheque only, drawn in favour of "SECRETARY, INDUSTRIAL TRAINING CENTRE, Payable at Simulia.

RULES : Trainees are to strictly follow the rules of the Institute for smooth administration as noted on the over-leaf. On joining the training centre the selected candidates will be required to give an undertaking to abide by the discipline of the Institute, take care of the tools and equipment of their respective units, not discontinue their training voluntarily before completion of the course and to conform to such other conditions as may be prescribed by the Institute from time to time.

HOSTEL : Dormitory type of accommodation is available with PCO/Cable TV facilities on the basis of 'first come first serve' subject to full payment of hostel dues @ Rs.2,200/- per seat per session and compulsory food cost Rs.9,000/- per session (on the basis of two principal meals per day).

LOCATION : The Institute is located on N.H-5, near Tahasil Office, Simulia and just one Km. away from Markona Railway Station and 200mtrs form Markona Bus Stop.

FORMS & PROSPECTUS : Forms & Prospectus are available from office counter during working days between 10 A.M. to 4 P.M. on payment of Rs. 100/- in person or Rs. 130/- by M.O. Last date of issue & receipt of Application Form is 31st July- 2012. Further extension of time is subject to availability of seats.

Simulia

Date: 24/04/2012

N.B. :-Classes will commence from 24th August 2012

PRINCIPAL

RULES & REGULATIONS:

1. A trainee should abide by the rules and regulations of the Institute and should remain in strict discipline.
2. A trainee is eligible to avail twelve days leave during a session (August-July).
3. A trainee should submit leave application through his/her Trade A.T.O. A sum of Rs. 5/- shall be realised from the trainees per day for unauthorised absence.
4. A trainee who is unable to attend class owing to illness may be allowed medical leave as per rule.
5. A trainee who absents himself / herself from the Institute for ten consecutive days without permission and without informing for his / her absence should be treated as an absconder and struck off the rolls with effect from the first day of his / her absence. Instalment options shall be withdrawn from these categories of trainees and re-admission may be made on satisfactory explanation /payment of re-admission fee along with balance course fees etc.
6. A trainee may be placed under suspension due to pending investigations of allegations against him / her suspected of misconduct.
7. Principal may discharge such trainees as are recommended for discharge by the Training Officer on account of unsatisfactory progress in training , misconduct etc. In such cases fees collected will not be refunded back.
8. Any damage /loss by trainees to Institute property is repaired/purchased at the cost of party responsible for it. If the person concerned is not identified for any damage/loss to Institute property, in such cases all the trainees present on the said day will be held responsible and repair/purchase cost will be realised from them.
9. Trainees having minimum compulsory attendance at 80% of the actual number of working days in each subjects and secured minimum 60% marks in practical and 40% in other subjects separately in respect of sessional work conducted by the Institute are only eligible to appear All India Trade Test (AITT) under NCVT.
10. Ineligible trainees should deposit Rs. 9,200/- towards fees for the subsequent year in case of further continuance.
11. Trainees are not allowed to receive visitors during class hours. In case of urgency necessary permission may be obtained. Trainees should not leave the Institute premises during working hours without prior permission.
12. Hostel boarders are normally not allowed to leave the permises without prior written permission from Hostel Superintendent and they should abide by the rules and regulations of the hostel. All dues shall be charged from August to July session. One month messing charge should be paid in advance before one month & non-payment of such advance shall attract Rs.50/- per month as late fee. Visitors are not allowed to remain in the hostel. Boarders may avail PCO/Canteen facilities inside the premises.
13. All original certificates submitted at the time of admission shall be retained with the Institute till completion of the training. A sum of Rs.100/- shall be charged at the time of application for issuance of ITC Leaving Certificates. All type of certificates shall be issued between 2PM - 5PM subject to submission of application before three days.
14. Mis-use of Institution property /spit on the Institution walls,floors and writing with chalk or pencil etc. on the Institution walls / tables / bench / desk etc. are strictly prohibited. Similarly use of Cell phone / Music system is also strictly prohibited inside the premises.
15. Name shall struck off due to non-payment of instalments and readmission will be allowed on payment of Rs. 500/- with late fee Rs.100/- per month including all other balance dues. In case of discontinuation original certificates submitted at the time of admission can only be returned on payment of full course fee. Institution fee once paid can not be refunded back.
16. Deviation to any rule will be seriously viewed and fine shall be imposed as deems fit. In case of any dispute decision of the Institute is final.

Principal
ITC, Simulia, Balasore