

# **A PROJECT PROPOSAL**

**Based on**

NABET Accreditation Criteria for affiliation Private  
Industrial Training Institutes

**Submitted By:**

**PUNARVASU GROUP OF INSTITUTES**

HIRIYUR-Pin Code

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**PUNARVASU ITI COLLEGE**

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## **1. Introduction of the Samsta-**

### **(a) Name and Address of the Samsta**

Punarvasu ITI College-Hiriyur

### **(b) Date of Establishment of the Samiti**

**Date of Establishment:**

**Registration No:**

## **2. Details of the Chairman and Secretary of the Samsta**

1. **Dr. M A Venkatesh** one of the Chairman of the Society who is having **Twenty-nine** Years experience in teaching, industry, research and administration areas. He is serving as Principal of Engineering college from past 10 years. Having the vast exposure in running the college and bringing the Quality of education to groom the students applying 5-d model where-in strong academics, skill based learning, trained in soft skills, physically fit, mentally strong with spiritual values. He is the backbone and mentor of this project. Not only he is a active member of Professional bodies but also he is constantly engaged in various social and spiritual activities for society benefits.

**Presently he is working as a Principal in Amruthvahini College of Engg**

2. **Dr. L D Sreenivas** who is Doctor by practice one of the Chairman of the Society who is practicing from last 15 years. He is a noted Orthopedist and also running the **SUKRUTHA Hospital** in Tumkur. He is also noted for various schemes for rural people Development. He is also owner of **SUKRUTHA Clinic** in Tumkur.

3. **Mr. Raghavendra B J** who is currently working in **BOSCH** which is an MNC is a noted person for various development in automobile and has a patent for the same and have received awards from MATLAB (MATHWORK Germany). He has completed his BE and currently having 7 years Experience in Software Field

### 3. Objectives of the Samsta

#### a. Objectives of the Institution

To create a skilled and technically qualified workforce who would contribute to the growth and development of the nation. The following are the objectives of the Institute:

- To prepare the people for the “knowledge-with-skill” based economy and society.
- To champion for lifelong usefulness of Industrial training with developmental orientation.
- To stimulate the creation of world-class skill based knowledge resources.
- To provide universal access to the Industry through Craftsman Training scheme.
- To bridge the Rural Youth with Modern Industrial Trend.

#### (1) Background of the Institute :-

The management of the society has decided to setup a new Institute as per resolution passed by the management. As such the name of the proposed Institutions shall be in the name & style “**Punarvasu ITI**” at **Hiriyur**. The Institution will impart Industrial training in various Trade. The proposal for establishment is to be submitted to QCI for approval by the NCVT. The process is under progress.

#### (2) Scope of the Institute :-

**Punarvasu ITI** is situated at **Hiriyur**. The Institute in Hiriyur is a town and taluk headquarters located near Chitradurga in Indian state of Karnataka. According to 2011 Census of India, Hiriyur had a population of 56,416. Males constitute 49.85% of the population and females 50.15%. Hiriyur has an average literacy rate of 83.63%, higher than the national average of 74.04% male literacy is 88.48%, and female literacy is 78.85%. In Hiriyur, 10.44% of the population is under 6 years of age.

This emphasize about the awareness of education. When better and good quality of education is provided automatically the standard of living is enhanced and thus Punarvasu will be striving in the coming years to establish the same goal.

The **Punarvasu ITI** has proposed 2 unit of **Fitter** (02 years) , 2 unit of **Electrician** (02 years) , 2 unit of **Turner** (02 years), 1 unit of **Mechanic (Refrigeration and Air-Conditioner)** (02 years) and 1 unit of **Welder (Gas and Electric)** (1 Year) training in total No. of 169 Trainee.

The proposed Institutions will be affiliated with NCVT on the recommendation of QCI. The Institute will follow rules and regulation of QCI/NCVT/SCVT issued from time to time.

**(3) Mission :-**

The proposed Institution will be known as **Punarvasu ITI** for Trainee in different above mentioned and is having very clear mission to make & develop good skill by imparting good training to the Trainee and further efforts will be made to prove it self as a good unbeatable Industrial Training Institute by providing quality education, so that the Trainee be absorbed in good Industries.

- This Institute will developed Trainees in such a way that it can serve to generate the best Trainee in terms of knowledge, practical skill and abilities.
- Firstly the location of the Institution will be easily approachable, peaceful and comfortable for the boys as well as girls students. The situation of the Institute would be in the city only, and the area of the Institute is presently best developing, peaceful and educational area. In near future some multinational industries are coming to develop their infrastructure in India. Firstly plan of the Institution has been evaluated in terms of its feasibility, stability, earthquake proof and future development in the length, width as well as height also, to fulfill the future requirements of the Institute.
- The Institute will be developed in such a way expansion can be made according to extension in the Trade as per basic requirement and future prospects too.
- Presently at this location only ITI will be started and full efforts will be made to run this course successfully by using-

- By appointing one of the best faculties (Technical Staff/lab) in each Trade particularly specialization in the respective branch, as faculty is the backbone of any growing Institute. The selection procedure has already been started.
- Labs and workshop will be developed to meet out the entire requirements.
- Overall we can say that labs will be developed by utilizing ultra modern facilities.

### **Quality Objectives of the Institute**

The basic objective of proposed **Punarvasu ITI** is to provide quality training with regard to theory and practical and professional education to the Trainee, who can exist and secure their position in the future global competitive environment.

- To provide extra-ordinary practical knowledge to meet out future challenges.
- To provide excellent subject knowledge to set their mind pool towards their own, nation's and ultimately profession's growth.
- 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.
- Ultimately to make all positive activities this can attract students, Parents. The Faculty will be based on the education standards, facilities & service to all.
- 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.
- The Institute will make efforts to organized hold seminars and guest lecturers, so as to strengthen to Trainee to get more knowledge in the Trade.

## **Section I : Training and Support Process**

### **1.1 Infrastructure**

The **Punarvasu ITI** has its own dispensary supported by a Compounder and a dresser to care the health problems of trainees of the Institute. The instructors of the Institute will also guide about the safeguard to Trainee to avoid any accident.

The Institutes has its own building and land with certified plan and Completion certificate by registered architecture covering NCVT norms and standard. The building is fitted with good quality of wire and panel consisting earth arrangement duly certified by the electrical engineer. The building is fully safe guard for avoiding any accident. The fire extinguishing system and emergency escape system setup in the building.

### **Power supply**

The **Punarvasu ITI** has commercial power supply connection load of 25 K.W. in the name of **Punarvasu ITI**. The building is fitted with good quality of electric wire and panel having earth arrangements and as well as duly certified by the electrical engineer. The building is fully safe and there is no chance for accident.

### **1.2 Human Resources**

**Punarvasu ITI** has proposed to have its on HR cell for recruitment of faculty and other staff Principal Instructor electrical/Engineering drawing/ Lab assistant, Librarian, Workshop, Attendant, Compounder (Nursing Staff) and other supporting staff as required.

The selection Committee of some eminent personalities has been constituted for the appointment of teaching Staff/ Instructor/ other supporting staff.

The selection of faculty members will be based on their qualification, experience and other achievement obtained during the service and as norms and standard prescribed by NCVT.

The advance training camp/programmed for the Trainee will be organized by the Institute to develop technical skill of the Trainee. The seminar and conference will also be

organized for the teachers and the Instructor to have the advance knowledge, so that our Trainee will get maximum benefit of technical knowledge.

### **POLICY WITH REGARD TO DEVELOPMENT OF FACULTIES**

- a. Motivation for attending seminars, symposiums, NCVT/SCVT sponsored programme.
- b. Faculties will be provided facilities for their academic, personnel, general growth.
- c. They will be provided facilities to develop start and continue their research work in the Institute for their development.
- d. They will also be provided extra vacations and additional leaves to attend different development programmes and to start, continue or conclude their work for their growth.

### **The selection Panel /Committee**

The selection panel has been finalized for the selection of Teaching/Non Teaching staff members.

The members of selection panel are as under-

1. Chairman of the Society.
2. Secretary of the Society
3. Principals of the Institute.
4. Two expert of Trade from Industrial.
5. Two Senior Faculty members.

- After selection they will be provided offer letter for their respective post, by clearly mentioning their pay scale and other allowances with terms and conditions as applicable in the Industrial.

### **For the post of Principal: –**

Basic required qualification would be B. Tech. /Diploma in any of the specialized branch of proposed courses with relevant experience.

-The qualified and top rankers will be preferred for the post.

-The candidate from reputed Institutes or Industries.



### **For the post of instructors:-**

The candidate should have B. Tech. /Diploma in engineering branch with at least relevant experience according to norms & standard prescribed by NCVT/SCVT with professional/ industrial experience. Two candidates will be selected for each post having one in waiting panel for smooth function.

### **1.3 Curriculum:-**

The **Punarvasu ITI** will strictly follow the syllabus prescribed by NCVT for the purpose and a copy of the same be provided to the student with amended syllabus, if any.

- The Institute has its own academic cell under the control of Principal of the Institute having the entire HOD as member of the cell to provide feed back information to the students. The work of academic cell will be as under
- I. To have the latest information from NCVT/SCVT
  - II. To prepare academic calendar.
  - III. To form admission Committee.
  - IV. To arrange all the examination conducted by SCVT.
  - V. To upload latest information of the Institute on the Institutes websites.
  - VI. To appoint ragging Committee.
  - VII. To maintain discipline in the Institute.
  - VIII. To prepare batch wise time table for Trainee.
  - IX. To prepare admission brochure for each year for each Trade.

### **1.4 Training – Learning Process :-**

- Advance teaching methodology will be followed to provide best training in the Institute for that we will utilize all measures relating to the Industrial Training.
- Best qualified faculties rankers will be appointed for teaching.
- Advance teaching aids/tools will be utilized in the lecture theatre LCD Projector, computers with latest configuration and with advanced programmes.
- Class room will also be developed in a way that maximum visibility of the black boards will be there in the classrooms by providing dark curtains in the classroom and seating arrangements will be in an elevated pattern.

- 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 NCVT/SCVT/HRD time to time.
- Other than attending programmes, college will itself organize seminar and conferences time to time.
- Other than attending programmes, college will itself organize some programmes to develop their teaching methodology.
- Some eminent personalities will be invited time to time in the Institute to provide their brain storming lectures 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 facilities will also be helpful for modernization of the Industrial training. All the computers of the computer lab will be attached with internet facility (Broad Band)
- 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, more than the quantity prescribed by NCVT/SCVT including all reference books.
- The Head of the Department will prepare the time table unit wise for practical as well as theory. The HOD will also provide study material to the Trainee from time to time.
- The HOD/ teaching staff will also provide the use and purpose of instruments and equipment guidelines through demonstration as per syllabus of NCVT in force and amended time to time.

### **1.5 Continuous Evaluations :-**

**Punarvasu ITI** will follow strictly NCVT syllabus and guidelines for the Trainee, The HOD of the branch will also conduct weekly test of theory and practical's and progress of the Trainee will be displayed on notice board or as well as through report card will also be delivered in physical shape. The HOD will also guide how to get good progress in the theory and practical. Good grade will also be given to the Trainee who gets more marks in merit among other Trainee.

The academic Committee consists the following

Academic governance Committee will look after supervise and guide all academic activities in the Institute up like.

- I. Chairman of the society
  - II. Secretary of the society (Convener)
  - III. Principal of the Institute (Member Secretary)
  - IV. HOD of each branch
  - V. Senior most faculties
  - VI. SCVT/ NCVT Nominee.
1. Formation & follow of detailed academic calendar consisting of academic session, holidays, different curricular and extra curricular activities.
  2. Formation of internal examination (sessional) schedule and watch on its follow-up.
  3. Watch and surprise marking pattern / evaluation pattern in the sessional examinations,
  4. To provide guideline to all faculties for their best utilization in the academic activities and they will be identified as 'Best Teacher' in the Institute.
  5. Academic governance Committee will assist in all terms for the overall development in academic part of the faculties.

### **1.6 Industrial Interface and student development:-**

**Punarvasu ITI** will make adequate arrangement for classroom session by the guest faculty members or by inviting experts from industries.

The Institute will make arrangements for industrial training by visiting the Trainee at different famous industries in Karnataka or outside of Karnataka in connection with for learning and guidance to the Trainee for getting good knowledge between industrial life and real life born problems in industries.

The Institute will also arrange classes for skill development and attitudes for getting suitable placement in the industries. The Trainees will be guided to have the placement in different industries through our placement cell about how to appear in

interview and how to answer of the question raised by the members of the industries selection Committee, so that Trainee would get good placement.

### **1.7 Admission policy:-**

The **Punarvasu ITI** will constitute an admission Committee under the control of Principal of the Institute for smooth function of admissions of Trainee in accordance with the rule and regulation of NCVT.

The work of the admission Committee will be as under and will be allotted among the faculty member by issuing an office order.

1. The dates of admission to the different Trades will be notified to interest Trainee through notice board, paper media, miking and 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 will be invited from the interested Trainee on our admission brochure along with supporting documents admission applications received will be scrutinize & accordingly a merit list will be prepared on the basic of the marks obtained at the 10<sup>Th</sup> standards the same will be displayed on the notice board of the Institute with notifying dates of inter view and written test.
4. The comittee will follow the reservation policy for SC, ST, OBC, & physically handicapped issued by the state/ central Govt.
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 1<sup>st</sup> 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 telephonic, shall be replied in soft manner and will be recorded in a Register

**Admission Table**

<b>Trade</b>	<b>Allotted Seats</b>	<b>Admission Year</b>
Fitter	(1+1 =2 Units)	2018
Electrician	(1+1 =2 Units)	2018
Turner	(1+1 =2 Units)	2018
Mechanic (Refrigeration and Air-Conditioner)	(1+1 =2 Units)	2018
Welder (Gas and Electric)	(1 Units)	2018

**Reservation:-**

Reservation will be applicable as per rules/ orders of the Govt. of India/ State Govt./Supreme Court and amended from time to time.

**1.8 Learning Environment:-**

The building of Punarvasu ITI has been establishment at prime location at Hiriyr. The building is based on ultra modern design technology for the maximum utilization of the provided space as per rules & standard of NCVT. The class room workshop, 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 students and staff. The building is situated in very peaceful area controlling noise/ distractions and surrounded by greenery clean area. The arrangements for controlling excessive weather conditions like dust, cold, heat and rain.

The Principal will make the arrangement for housekeeping and cleanliness of the building and campus and he himself inspect the arrangements time to time so that healthy atmosphere will remain for the Trainee.

### **1.9 Health and Safety:-**

**Punarvasu ITI** established a dispensary having one compounder and one dresser staff to look after the health and safety of Trainees and staff members, particularly to meet any emergency during the time of Institute and able to handle any accident. The dispensary will be loaded with required medicines and other material the compounder will also provide the knowledge about awareness of common disease.

The Institute have arrangements of indoor and outdoor games in supervision of a physically instructor by providing sports material to the Trainees so that they may maintain physical health without any disease.

**Punarvasu ITI** will arrange timely health checkup camps for trainer and staff. They will also be provided First AID training to meet out any emergency. The medical record of each Trainee and staff will be maintained in the Institute and all the Trainees and staff will be insured through insurance company so that the person concerned may be get benefited.

## **Section 2: Performance measurement and improvement**

### **2.1 Continual Improvement**

- Improvement of the Institute is a continuous process which depends on the dedication of the management, faculties and non-teaching staff of the Institute towards Institutions growth & development.
- Growth is also result of inputs provided at the time of process.
- By observing such facts, we can assume our growth by computing the following data's
  - (i) Financial satisfaction is there-Means financial inputs can be assumed as investments or assets for the Institute.

- (ii) Stability of the staff members are there because it depends on financial satisfaction, social status and cooperation/co-ordination and facilities provided by the management to staff members.
- (iii) Improvement plan is assumed by the addition of new Trades in the Institute for the studies.

- a. Motivation for attending seminars, symposiums, NCVT sponsored programme.
- b. Facilities will be provided for their academic, personnel, general improvement
- c. They will be provided facilities to develop start and continue their research in the Institute for their improvement.
- d. To improve work in the campus and they can perform their research work also in the campus laboratories during service.
- e. They will also be provided extra vacations and additional leaves to attend different development programmes and to start, continue or conclude their work for their improvement.
- f. For their development, the Institute will also sponsor and organize some activities so that the development, organizing, creation skill can be developed in the faculties of our institute, we shall organize some state level or national level programmes like-seminar, symposiums etc.
- g. Institute will also provide sponsorship for attending different programmes for faculties, for their motivation and development.
- h. Increment will also be based on –numbers of QIP’S attended by the faculty members other than performance.

## **2.2 Management Review**

The **Punarvasu ITI** will work under the administration Institute Management Committee to be constituted as under

- I. Chairman of the Committee
- II. Secretary of the Committee (Convener)

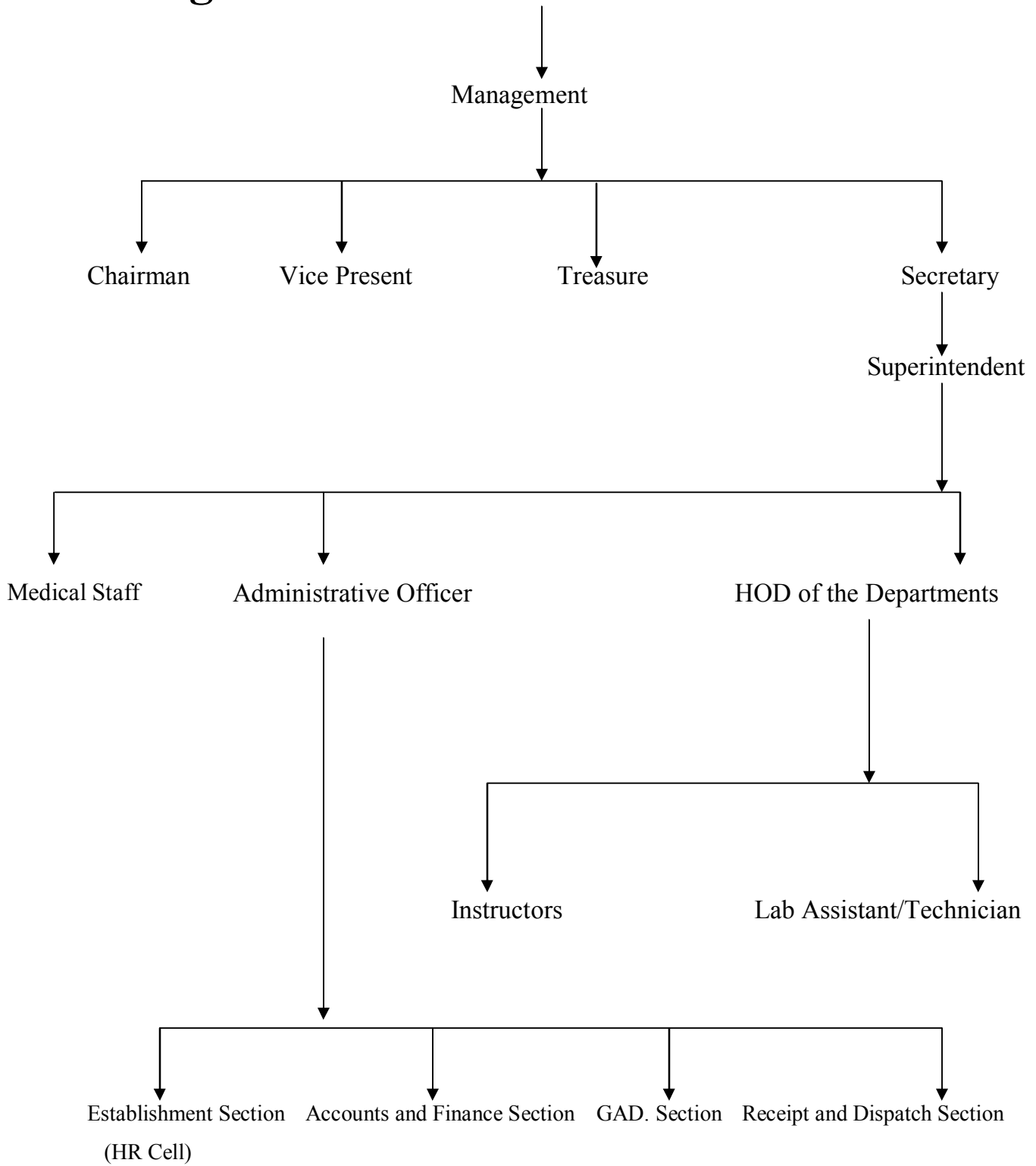
- III. Head of the Departments an Industrial.
- IV. A senior faculty member
- V. A member from NCVT
- VI. Principal of the Institute (Member Secretary)

The Management Committee will look after supervision and guide on the following issues:-

1. Actions are to be taken on the reports outstanding in the last previous meeting of the management.
2. The PUNARVASU ITI will prepare budget for their expected resources and expenditure of the year and reviewed quarterly.
3. The PUNARVASU ITI will form to get feed back of the Institution with regard to record Trainee attendance, appearance of Trainee in the examination as well as about the dropout Trainee allow with reasons thereof.
4. PUNARVASU ITI will also appoint CA, Architecture, compounder and civil engineers for the different field of Institute.
5. The PUNARVASU ITI will also constitute a sub Committee to look after about the completion of prescribed syllabus along with preparation of revised plan for the courses.
6. The PUNARVASU ITI will look after the performance faculty member/ resource persons.
7. The PUNARVASU ITI will look after the complaints submitted by the Trainee/ faculty member/ staff will be viewed seriously and action taken report will be forwarded to concerned HOD for compliance.



# Organization Structure



### **2.3 Complaint Handling:-**

The **Punarvasu ITI** have established a complaint cell headed by a complaint officer to be appointed by appointing by PUNARVASU Group to look after the complaints of faculty member/ Non teaching staff/ Trainee/ technical/ labs staff as well as about maintenance of workshops/ labs. The compliance received by person or through drop out complaint box will be maintained in a complained register and action taken report will be discussed with the Principal/Director to short out the compliance. The result so arrived will be intimated to the person concerned either in writing or by displaying on the notice board, if necessary.

The **Punarvasu ITI** will place suggestion/ complaints box one at the entrance of the building and another at the entrance of the library so that it may be easily approachable to the entire person concerned. The keys of these boxes will be under the possession of complaint officer.

The **Punarvasu ITI** will manage that all the complaints so received should be acknowledge with in a week. All the complaint will be investigated by the complaint officer in consultation with the Principal of the Institute as well as be placed before PUNARVASU Group , if necessary. The result/ decision so arrived will be intimated with in a period of three weeks positively from the date of receiving of the complaint from the concerned person.

There is also a grievance panel in Institute's website for students to process online.

### **Session 3: Governance of the Institution**

The PUNARVASU ITI will appoint certain legal advisers to look after all the legal matters of the Institute, wherever seems to be necessary in the interest of the Institute or Trainee comes under the following Regulation Act of law:-

1. Shops and Establishments Act, 1947 and respective state Act.
2. The payment of Wages Act, 1936,
3. The Minimum Wages Act, 1948,
4. The Electricity Act, 2003
5. The Motor Vehicles Act, 1988 etc.

#### 4. Financial Expenditure

Trade	Initial Building (Sq.meter)	Monthly Maintenance	Machines Approximate Tools & Equipment Cost (Lakhs)	Floor
Fitter	88.00	2 staff of (7500each )+2000 Consumables	7.00	Ground
Electrician	97.60	2 staff of (7500each ) + 2000 Consumables	10.00	1 <sup>st</sup>
Turner	120.00	2 staff of (7500each ) +2000 Consumables	20.00	Ground
Mechanic (Refrigeration and Air-Conditioner)	80.00	1 staff of (7500each ) +2000 Consumables	16.00	1 <sup>st</sup>
Welder (Gas and Electric)	80.00	1 staff of (7500each) +1000 Consumables	7.00	1st
Total	465	60000	60	

- Additional 3 Staff for 3 Additional Subjects=3\*7000=21000
- Electricity
- Cost of 1 computers for 10 students + 2.5 sq.m for computer area.
- Library books

### SPACE REQUIREMENT FOR MAIN BUILDING IN ITI's:

S. No.	Description	Carpet area in Square meters
*1.	Principal's Room	15-20
*2.	Vice Principal Room	12-15
3.	Staff Room	10 per 250 Seats
4.	Clerk Room	4 per Clerk
*5.	Stationery Store Room	10
*6.	Record Room	10
*7.	Library & Reading Room	30 up to 250 seats then 10 per additional 250 seat
8.	Class Room	30 SqM; 1 Class room for each trade- (2 Units in I & II shift)
9.	Demonstration/Exhibition hall	Not Required
10.	Drawing hall	Included in Sl.No.8 (Classrooms)
11.	Canteen	30
*12.	Tool Room (Precision measuring instrument lab)	20
13.	Allied Trade	Where related trades runs, it necessary to provide tools and area.

\*Left to State Directors as per the requirement of institutes.

Total 237 sq.mts+ Furniture and amenities

#### Financial Income-

**169\*15000=25,35,000 for full Strength**