

QUALITY MANUAL

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

Submitted by

PRIVATE INDUSTRIAL TRAINING INSTITUTE



(Under Tirupati Institute of Technical Education Society, Jaipur)

#262, Sec-26, Pratap Nagar, Sanganer, Jaipur-302033

(1) **About the Society-**

TCTE SOCEITY has been established in the year 2001 under the Rajasthan Society Registration Act 1958. It is pioneered by the honest efforts of young, energetic and well-qualified team of professionals. TCTE SOCEITY is swiftly developing a distinctive identity and undergoing rapid growth, offer diverse programs to upper-division undergraduates and to graduate students. The TCTE Society objective of TCTE SOCEITY is the preservation, advancement, and dissemination of knowledge. As one of the state's outstanding teaching and research institutions, the Institute is committed to maintaining an environment for objectivity and TCTE Society's inquiry and research that ensure the production of new knowledge in the free exchange of facts, theories, and ideas. TCTE SOCEITY challenges everyone to achieve their best and provides the support to ensure that most realize that goal. Studying at TCTE SOCEITY is a great opportunity to discover where your talents lie and the variety of activities that TCTE SOCEITY offers is unrivaled. With this training behind them, our graduates are highly employable. Admissions staff has made great progress in reaching out to those for whom education may have seemed an unattainable goal. Through its campus system and through educational outreach, degree programs, and distance learning, it extends educational opportunities to many who would not otherwise have access to them. The Institute strives to maintain a tradition of educating undergraduate and graduate students toward achieving an excellence that well serves the state, the region, and the nation.

(2) **From Secretary :-** Mr. Amit goyal aged of 32 yrs holding capacity of secretary of Tirupati College of Technical Education Society. I did my professional diploma PGDM (AICTE) from Jaipur Rajasthan. I am in to the field of education since last nine years. I started my career by taking franchisee of EIIT (advance computer literacy courses in Jaipur) in 2001. Thereafter I established a society named "Tirupati College of Technical Education Society" in the year 2001 and started my business as an edupreneur. I started Distance education courses from Sikkim Manipal University In distance education programs with this University I started degree and diploma coursed of IT and Management and that is running successfully till date.

(3) **Background of the Institute:** - The Management of the society has decided to enter in Industrial Training Area (ITI Institute) as per resolution passed by the Management. As such the name of the proposed Institutions shall be in the name & style "**TIRUTPATI PRIVATE INDUSTRIAL TRANING INSTITUTE**" at #262, Sec-26, Pratap Nagar, Sanganer, Jaipur. The Institution will impart Industrial Training in Electrical and COPA Trade. The proposal for establishment is to be submitted to QCI for approval by the NCVT Jodhpur.

(4) **Scope of the Institute :-**

TIRUPATI PRIVATE INDUSTRIAL TRANING INSTITUTE is situated at the heart of Jaipur, Just 2.5 KM Away from Jaipur International Airport and just 5 minutes drive from main Tonk Road at #262, Pratp Nagar, Sanganer, Jaipur-302033. The Institute is surrounded by large number of residents and a big area of Jaipur rural.

Therefore this Institute has better scope to the students of the surrounded area for Industrial Training. The Tirupati PRIVATE INDUSTRIAL TRAINING INSTITUTE has already running 02 units of Electrical Trade and 02 Units of COPA Trade for Training in total No. of 64 Trainee. The each unit consists 16 Trainee.

The Institutions is affiliated with NCVT. The Institute follow rules and regulation of QCI/NCVT/SCVT issued from time to time.

- (5) **Mission:** - "To be innovative in academics and employability of students."
- (6) Particularly for students of all trades the Managing Committee 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 itself as a good unbeatable Industrial Training Institute in the field of Electrical Trade by providing quality Education, so that the Trainee be absorbed in good Industries
- This Institute develop 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 is very easily approachable, peaceful and comfortable for the boys as well as girls students. The situation of the Institute at Pratap Nagar in the mid of Jaipur city, 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 had 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 is running and 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 has started and full efforts will be made to run this course successfully by using-

- By appointed one of the best faculties (Technical Staff/lab) in each Trade particularly specialization in the Electrical branch, as faculty is the back bone of the Institute.
- Labs and workshops are developed to meet out the entire requirements.
- Overall we can say that labs have been developed by utilizing ultra modern facilities.

(7.) Quality Objectives of the Institute

The basic objective of TITUPATI PRIVATE INDUSTRIAL TRAINING INSTITUTE is to provide quality education 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 TCTE Society's 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.
- TCTE Society to make all positive activities which 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 always organized 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 TIRUPATI PRIVATE INDUSTRIAL TRAINING INSTITUTE has its own dispensary supported by a Medical Officer and nursing staff to care the health problems of boys and girls of the Institute. The Instructor of the Institute also guide about the safeguard to Trainee to avoid any accident. The Institute has proposed a canteen to provide the facilities for refreshment, Breakfast, food and hot and soft drinks.

The Institutes has its leased based building with certified plan and Completion certificate by registered architecture covering NCVT norms and slandered. The building is fitted with good quality of Electrical wire and panel consisting earth arrangements duly certified by the Electrical Engineer. The building is fully safe guard for avoiding any accident.

Power supply

The Tirupati PRIVATE INDUSTRIAL TRAINING INSTITUTE has commercial power supply connection of 20 K.w. in the name of our society. 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 it's on own extra power supply of 5 K.V. by Own generator and online inverter to avoid any electric supply interruption for the Trainee.

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

- The TIRUPATI PRIVATE INDUSTRIAL TRAINING INSTITUTE has proposed to have its own HR cell for recruitment of faculty and other staff and Principal Instructor Electrical/ Engineering drawing/ Lab Assistant Librarian Workshop Attendant, Compounder (Nursing Staff)/ Physician 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 is based on their qualification, experience and other achievement obtained during the service and as norms and standards prescribed by NCVT and SCVT for the appointment.
- The advance Training camp/program for the Trainees organized by the Institute to develop technical skill of the Trainee. The seminar and conference will be provided to organize for the teachers and the Instructor to have the advance knowledge, so that our trainee would get maximum benefit of technical knowledge.

POLICY WITH REGARD TO DEVELOPMENT OF FACULTIES

1. Motivation for attending seminars, symposiums, NCVT/SCVT sponsored programs.
2. Faculties provide facilities for their academic, personnel, general growth.
3. They provide facilities to develop start and continue their research work in the institute for their development.
4. They provide extra vacations and additional leaves to attend different development programs 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 Industries.
5. Two senior Faculty members.

- After selection we are provide offer letter for their respective post by clearly mentioning their pay scale and other allowances with terms and conditions as applicable in the Institute.

Principal: –

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

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

-The candidate from reputed institutes or Industries would be preferred.

For the post of instructors (Electrical)/ Engineering drawing:-

The candidate should have 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 TIRUPATI PRIVATE INDUSTRIAL TRAINING INSTITUTE IS strictly following 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 have its own academic cell under the control of Principal of the Institute having all the HOD as member of the cell to provide feedback 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 is following to provide best Education in the Institute for that we will utilize all measures relating to the Industrial Training.
- Best qualified faculties rankers are included appointed for teaching.
- Advance teaching aids/tools are utilized in the lecture theatre like O.H.P. (Over Head Projectors), computers & laptops with latest configuration and with advanced programs.
- Class room had been developed in a way that maximum visibility of the black boards are there in the classrooms by providing dark curtains in the classroom and seating arrangements in an elevated pattern.

- To develop teaching skill of the faculty members, they provided facility to attend the quality improvements programs (QIP's) and staff development programs (SDP's) sponsored or organized by NCVT/SCVT/HRD time to time.
- Other than attending programs, Institute organizes seminar and conferences time to time and develops their teaching methodology.
- Some eminent personalities are invite 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 also is helpful for modernization of the Industrial Training. All the computers of the computer lab attached with internet facility (Broad land)
- As well as library is a concern, the digital library developed consisting of computers and internet facility. We provide password to students that they can work on computers and for the utilization of Internet facility.
- The concept of e-library fully utilized in the library so that students can get maximum benefits out of that.
- The library contains all the required books, more than the quantity prescribed by NCVT/SCVT including all reference books.
- The Head of the Department prepare the time table unit wise for practical as well as theory. The HOD also provides study material to the Trainee from time to time.
- The HOD/ teaching staff 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 :-

TIRUPATI PRIVATE INDUSTRIAL TRAINING INSTITUTE strictly following NCVT syllabus and guidelines for the Trainee. The HOD of the branch 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 also guide how to get good progress in the theory and practical. Good grade also be given to the Trainee who gets more marks in merit among other Trainee.

The academic committee consists the following

Academic governance committee 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 extracurricular activities.
2. Formation of internal examination (sectional) schedule and watch on its follow-up.
3. Watch and surprise marking pattern / evaluation pattern in the sectional 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 assist in all terms for the overall development in academic part of the faculties.

1.6 Industrial Interface and student development:-

TIRUPATI PRIVATE INDUSTRIAL TRAINING INSTITUTE make adequate arrangement for classroom session by the guest faculty members or by inviting experts from Industries.

The Institute make arrangements for industrial Training by visiting the Trainee at different famous Industries in Rajasthan or outside of Rajasthan 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 also arranges classes for skill development and attitudes for getting suitable placement in the Industries. The Trainees guide 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 TIRUPATI PRIVATE INDUSTRIAL TRAINING INSTITUTE 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 allotted among the faculty member by issuing an office order.

1. The dates of admission to the different trades notified to interest Trainee through notice board, paper media, making, one to one canvassing and by advertisement in local leading Newspapers.
2. The application for admission invite from the interested trainee on our admission brochure.

3. The application for admission invite from the interested trainee on our admission brochure along with supporting documents Admission applications received will be scrutinize, accordingly a merit list is prepare on the basic of the marks obtained at the 10th standards the same will be displayed on the notice board of the Institute with notifying dates of interview and written test.
4. The Committee follows the reservation policy for SC, ST, OBC, SBC & physically handicapped issued by the state/ central Govt.
5. The Committee held the interview and written test on the basis of the test the cutoff merit list displays on the notice board. After 1st list the same procedure follows for the rest of the applicant Trainee, if necessary.
6. The Committee registers the Trainee in a register. The Committee also prepare class time table for theory and practical for the admitted Trainees and will allot trainee class wise.
7. The Committee makes the arrangements to reply all the enquiries received in person or telephonic and replied in soft manner and that record in a Register.

Admission Table

Sectors/Trade	Allotted Seats	Admission Year
Electrical	196	August 2013
Computer Operator and Programming Assistant	32	August 2013

Reservation Table for 16units (256 seats):-

S.No.	Category	Allotted seats		others
1	General	25	48	-
2.	OBC	1	TOTAL	-
3.	SBC	1	48 seats of	-
4.	SC	2		-
5.	ST	2		-
6.	Disabled others	1		-
	TOTAL	32		

1.8 Learning environment:-

The building of TIRUPATI PRIVATE INDUSTRIAL TRAINING INSTITUTE has been establishment at prime location at #262, Sec-26, Pratap Nagar, Sanganer, Jaipur (Raj.). The building is based on ultra modern design technology for the maximum utilization of the provided space as per rules & slandered 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 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 remains for the Trainee.

1.9 Health and Safety:-

TIRUPATI PRIVATE INDUSTRIAL TRAINING INSTITUTE established a dispensary having one physician and one nursing staff to look after the health and safety of Trainee and staff Member, particularly to meet any emergency during the time of Institute and able to handle any accident. The dispensary is loaded with required medicines and other material the physician also provide the knowledge about awareness of common disease like typhoid, hepatitis, Cholera, Dengue and maintenance of good health.

The Institute has 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.

TIRUPATI PRIVATE INDUSTRIAL TRAINING INSTITUTE arranges timely health checkup camps for Trainer and staff. They provide First AID Training to meet out any emergency.

The medical record of each Trainee and staff maintain in the Institute and all the trainees and staffs are 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 program.
 - b. Acuities provide facilities for their academic, personnel, general improvement
 - c. They provide facilities to develop start and continue their research in the institute for their improvement
 - d. To improvement continue work in the campus and they can perform their research work also in the campus laboratories during service.
 - e. They also provide extra vacations and additional leaves to attend different development programs and to start, continue or conclude their work for their improvement.
 - f. For their development, the institute also sponsor and organize some activities so that the development, organizing, creation skill can be developed in the faculties of our organization, we shall organize some state level or national level programs like-seminar, symposiums etc.
 - g. Institute also provides sponsorship for attending different programs for faculties, for their motivation and development.
 - h. Increment would be based on numbers of QIP'S attended by the faculty members Other than performance.

2.2 Management Review

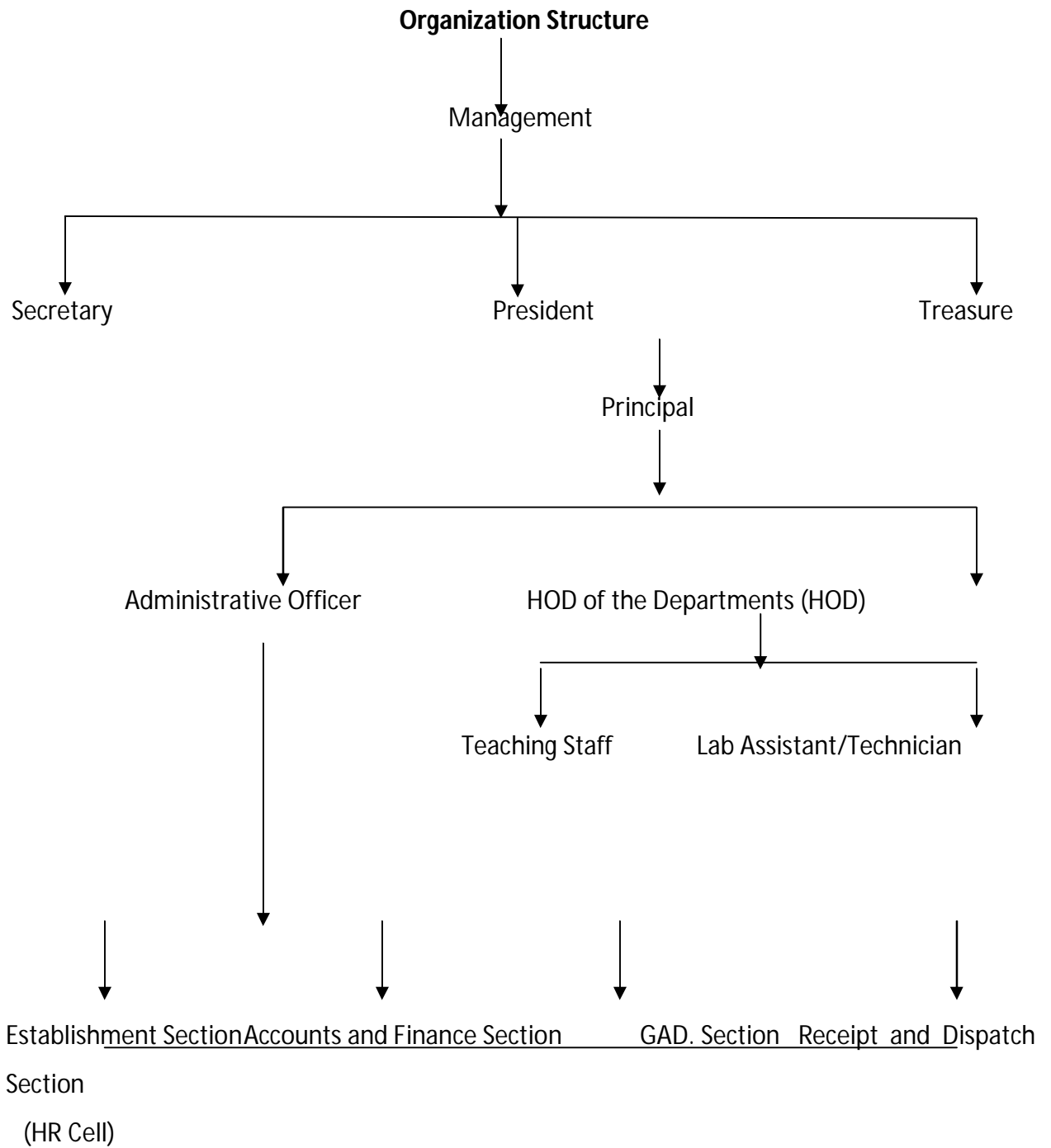
The TIRUPATI PRIVATEINDUSTRIAL TRANING INSTITUTE work under the administration of Institute Management Committee to be constituted as under

- 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 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 TCTE SOCIETY prepare budget for their expected resources and expenditure of the year and reviewed quarterly.
3. The TCTE SOCIETY provide form to get feedback 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. TCTE SOCIETY also appoint CA, Architecture, physician and civil Engineers for the different field of Institute.
5. The TCTE SOCIETY also constitutes a sub Committee to look after about the completion of prescribed syllabus along with preparation of revised plan for the courses.
6. The TCTE SOCIETY looks after the performance faculty member/ resource persons and for the faculty member/ resource persons.
7. The TCTE SOCIETY look after the complaints submitted by the trainee/ faculty member/ staff and viewed seriously and action taken report forwarded to concerned HOD for compliance.



2.3 Complaint handling:-

The TIRUPATI PRIVATE INDUSTRIAL TRAINING INSTITUTE have established a complaint cell headed by a complaint officer to be appointed by appointing by TCTE SOCIETY to look after the complaints of faculty member/ Non teaching staff/ Trainee/ technical/ labs staff/hostel as well as about maintenance of workshops/ labs. The compliance received by person or through drop out complaint box. We maintain these all in a complained register and action taken report is discussed with the Principal/Director to short out the compliance. The result so arrived is in TCTE Society to the person concerned either in writing or by displaying on the notice board, if necessary.

The TIRUPATI PRIVATE INDUSTRIAL TRAINING INSTITUTE 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 under the possession of complaint officer.

The TIRUPATI PRIVATE INDUSTRIAL TRAINING INSTITUTE manage that all the complaints so received should be acknowledge within a week. All the complaint investigates by the complaint officer in consultation with the Principal of the Institute as well as be placed before TCTE SOCIETY, if necessary. The result/ decision so arrived will be in TCTE Society with in a period of three weeks positively from the date of receiving of the complaint from the concerned person.

Session 3: Governance of the Institution

The TCTE SOCIETY 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