

QUALITY MANUAL

Based on

**NABET Accreditation Criteria for affiliation of
government and private industrial Training Institutes**



**Shri Sant Gadge Baba Private Industrial Training
Institute,**

D.L.Hindi High School Campus, Shivaji nagar, Bhusawal. Dist. Jalgaon

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Hindi Seva Mandalche, Shri Sant Gadge Baba Private Industrial Training Institute, Bhusawal.

Hindi Seva Mandal Established as registered society in 1950. By many home grown entrepreneurs to carry out optimistic, philanthropic activities and to implement their foresight vision of helping and educating the society at large. From a humble beginning with a handful of students and blessing of late Prime Minister P.Jawharlalji Nehru, Lal Bahadur Shastri, Indira Gandhi and many more, today the Mandal has crossed the milestone of completing 60 years of glorious service to the community. A remarkable honor indeed!!!

The Mandal has acquired a huge form of 19 educational institutes under its umbrella which function with conscious effort. That suits the most to the aspiration, expectations and requirements of the society. The abiding passion over the last 6 in particular for the growth and improvement of the industries in the unrecognized to develop skill man from **“Shri Sant Gadge Baba Private Industrial Training Institute.”**

Now our institute having Fitter, Electrician, Turner, Welder & Computer Operator & Programming Assistance. (COPA) trade with total 336 students' intake capacity.

Shri Sant Gadge Baba Private Industrial Training Institute was established in **1999** by as the need of skilled labor in Industries section. Hindi Seva Mandal, Bhusawal starting form one Fitter trade with 16 students. As the time goes away the expansion of this institute gradually increased day by day. Now these institutes have five trades with 16 units. This institute has an adequate number of well qualified & practically experience staff. The staff keeps itself a breast and also identifies how the factors in the technical education namely. The management, the faculty, the student's discipline. The staff member fallows a quality improvement in training students write their experiences.

The staff keeps interest in developing technical knowledge, management skills, Behavioral skills, attitude, and employability skills amongst the students. The infrastructure, teaching, learning practice, curriculum, follow up of students and institute industry interaction, relationships etc. are taken as important areas for growth and development for as and all. The good of all the staff is "Commitment of the self can only lead to activity quality and academic excellence"

Shri Sant Gadge Baba Private Industrial Training Institute is an organization of societies and trusts. Following are the list of trustees & society's member

| Name | Designation | Address | Mobile No. |
|---------------------|--------------------|----------------|-------------------|
| Shri J.T. Agrawal | President | Bhusawal | (02582) 242014 |
| Shri B.T.Agrawal | Vice President | Bhusawal | (02582) 222059 |
| Shri R.S.Temani | Vice President | Bhusawal | (02582) 228099 |
| Shri V.P.Ogale | Working President | Bhusawal | (02582) 222641 |
| Shri S.J.Surana | Working President | Bhusawal | (02582) 222961 |
| Adv.Shri M.D.Tiwari | Treasurer | Bhusawal | (02582) 224153 |
| Smt.M.D.Sharma | Secretary | Bhusawal | (02582) 222037 |
| Shri S.R.Dargad | Joint Secretary | Bhusawal | (02582) 222739 |
| Shri R.G.Nagrani | Chairman | Bhusawal | (02582) 222073 |
| Shri S.R.Godiyale | Chairman | Bhusawal | |

Founder of ITI is **Shri Deviprasad D.Sharma Secretary of Hindi Seva Mandal.**

Shri Sant Gadge Baba Private Industrial Training Institute, where trades/units which have already been accorded affiliation to NCVT.

Trades available and seat allotted each trade:-

| Name of Trade under (NCVT) | Duration of Training | Eligibility Qualification | Total Seating Capacity |
|-----------------------------------|-----------------------------|----------------------------------|-------------------------------|
| Fitter | 2Year | S.S.C. Pass | 126 |
| Electrician | 2Year | S.S.C. Pass | 84 |
| Turner | 2Year | S.S.C. Pass | 32 |
| Welder | 1Year | 8th Pass | 42 |
| COPA | 1Year | S.S.C. Pass | 52 |

Student which place in job which are as below:

| Sr. No. | Student's Name | Trade | Year of Passing | Place | |
|---------|-----------------------------|-------------|-----------------|--|------------|
| 1 | Patil Pradip Shamrao | COPA | Jul-01 | Railway DRM office Bhusawal. | Service |
| 2 | Wankhede Rohit Chandrakant | Fitter | Jul-06 | Ord. Factory, Varangaon. | Service |
| 3 | Kuldip Sing | Electrician | Jul-07 | Consensus Industrial Solutions, Faridabad. | Apprentice |
| 4 | Mahajan Nilesh Kiran | Fitter | Jul-07 | Railway E.L.W. Bhusawal. | Service |
| 5 | Pardeshi Rohit Rajaram | Electrician | Jul-07 | Ordanance Factory, Varangaon. | Apprentice |
| 6 | Rakhonde Vijay Nandkishor | Electrician | Jul-07 | M.S.R.T.C. Buldhana. | Apprentice |
| 7 | Sapkale Nandan Subhash | COPA | Jul-07 | Ord. Factory, Medak | Apprentice |
| 8 | Vagadellu Narayan Swami | Electrician | Jul-07 | G.C.F. Jabalpur | Apprentice |
| 9 | Wani Devesh | IT&ESM | Jul-07 | Concept Integrations (I) Pvt. Ltd. | Service |
| 10 | Yuvatkar Somnath Sukhalal | Fitter | Jul-07 | Rly. C.W.M., Bhusawal. | Service |
| 11 | Badhae Yogesh Vasudev | Electrician | Jul-08 | C.W.M. office, Mumbai | Apprentice |
| 12 | Barkale Yogesh Ashok | Electrician | Jul-08 | M.S.E.D.C. Ltd. Savda. | Apprentice |
| 13 | Billore Swapnil M. | Fitter | Jul-08 | Mahindra & Mahindra Ltd. | Apprentice |
| 14 | Ingale Kalpesh Prakash | Fitter | Jul-08 | Mahindra Casting Ltd. Pune | Service |
| 15 | Koli Mahendra Devidas | Welder | Jul-08 | B.T.& R.I. Bhusawal | Apprentice |
| 16 | Kotwal Sagar R. | Electrician | Jul-08 | Torrent Power Ltd. Ahmedabad. | Service |
| 17 | Mahajan Kanchan Vasudev | Welder | Jul-08 | Crompton Greaves Ltd. | Apprentice |
| 18 | Murai Anup Ramdulare | Electrician | Jul-08 | Thermal Power Station Deepnagar | Apprentice |
| 19 | Narale Jitendra Digambar | Electrician | Jul-08 | M.S.E.D.C. Ltd. Jalgaon. | Apprentice |
| 20 | Pardeshi Roshan Mahavir | COPA | Jul-08 | Mech. Engg. Dept. Mazgaon, Mumbai | Apprentice |
| 21 | Patel Pradeepkumar Amarnath | Fitter | Jul-08 | Tata Motors Ltd., Mumbai. | Service |
| 22 | Patil Chetan Narsing | COPA | Jul-08 | Railway CWM office Bhusawal | Apprentice |
| 23 | Patil Nilesh Shivkrishna | Fitter | Jul-08 | Crompton Greaves Ltd. | Apprentice |
| 24 | Salunke Swapnil Vitthal | Electrician | Jul-08 | Central Railway, Bhusawal | Service |
| 25 | Sapkale Vijay Chhagan | COPA | Jul-08 | MRTC Thane | Service |
| 26 | Singh Thongram Joychandra | IT&ESM | Jul-08 | Shri Sant Gadge Baba College of Engg. Tech. Bhusawal | Service |

| Sr. No. | Student's Name | Trade | Year of Passing | Place | |
|---------|--------------------------------|-------------|-----------------|--|------------|
| 27 | Warake Swapnil Natthu | Welder | Jul-08 | Mahindra & Mahindra Ltd. | Apprentice |
| 28 | Bhirud Kiran Prakash | Electrician | Jul-09 | Thermal Power Station Deepnagar | Apprentice |
| 29 | Jaiswal Jayesh kumar | Electrician | Jul-09 | Ordanance Factory, Bhusawal. | Apprentice |
| 30 | Jaiswal Sagar Surendra | Fitter | Jul-09 | रेल्वे मुख्य कारखाना प्रबंधक कार्यालय, माटुंगा. मुंबई. | Service |
| 31 | Pardeshi Niraj Ramanand | Fitter | Jul-09 | रेल्वे मुख्य कारखाना प्रबंधक कार्यालय, दाहोद. | Apprentice |
| 32 | Chaudhari Bhushan Manohar | Copa | Jul-10 | Mahabal Engg. Enviro Deepnagar | Service |
| 33 | Dhangar Ganesh Rupchand | Fitter | Jul-10 | Ordance Factory, Chandrapur. | Service |
| 34 | Gawali Jabbar Imam | Fitter | Jul-10 | Boach Chasis Sym. India Ltd. | Apprentice |
| 35 | Lohar Naim Mohd. Jalil Mohd. | COPA | Jul-10 | Torrent Power Ltd. Ahmedabad. | Service |
| 36 | Pasi Chetan Ramgulam | Welder | Jul-10 | Central Rly. Manmad | Apprentice |
| 37 | Patil Sopan Ramesh | Electrician | Jul-10 | MP Elec. Distribution Co. Ujjain. | Service |
| 38 | Pawar Gyaneshwar Ramesh | Electrician | Jul-10 | MP Elec. Distribution Co. Ujjain. | Service |
| 39 | Salunkhe Minakshi Vijay | COPA | Jul-10 | Central Railway, Bykhala, Mumbai | Apprentice |
| 40 | Shinde sandesh Ashok | Copa | Jul-10 | Ordanance Factory Itarsi | Apprentice |
| 41 | Sonawane pankaj sadashiv | Electrician | Jul-10 | M.S.E.B. Deepnagar | Apprentice |
| 42 | Zambare Yogesh Pandit | COPA | Jul-10 | Thermal Power Station Deepnagar | Apprentice |
| 43 | Bansode Mithun Ramesh | Electrician | Jul-11 | M.S.E.B. Akola | Apprentice |
| 44 | Choursia Amitkumar Satishkumar | Electrician | Jul-11 | Ordanance Factory Medak | Apprentice |
| 45 | Gawai Vishal Ravindra | Electrician | Jul-11 | Rly. Mahalaxmi workshop, Mumbai | Apprentice |
| 46 | Hansdak Lgnasius Munshi | Fitter | Jul-11 | Rly. Board, Mumbai | Service |
| 47 | Jayswal Sachin S. | Fitter | Jul-11 | Enercon (India) Ltd. Mumbai | Service |

| | | | | | |
|----|---------------------------|-------------|--------|------------------------------------|------------|
| 48 | Madavi nandkishor Sahadeo | Electrician | Jul-11 | Global Invest Company Nagpur. | Service |
| 49 | Palaskar saurabh Ramesh | Electrician | Jul-11 | Metar Reading in MSEB Bsl. | Service |
| 50 | Patil Dipak Prakash | IT& ESM | Jul-11 | Rly.() Bhusawal | Service |
| 51 | Patil Kiran Narayan | Electrician | Jul-11 | SGT Department Bhusawal,DRM Office | Service |
| 52 | Patil sachin prakash | Electrician | Jul-11 | MSEB Apprentice Deepnagar | Apprentice |
| 53 | Patil Sushil Suresh | Electrician | Jul-11 | Railway DRM office Bhusawal. | Service |
| 54 | Patil Vijay Sahebrao | Electrician | Jul-11 | MSEB Udali Raipur | Service |
| 55 | Salunke Rupesh Bhaurao | Welder | Jul-11 | Central Railway. Manmad | Service |
| 56 | Sharma Amit M. | Fitter | Jul-11 | Enercon (India) Ltd. Mumbai | Service |
| 57 | Tiwari Shakti Ramkeval | Electrician | Jul-11 | Ord. Factory,Medak | Apprentice |
| 58 | Gire Akash Rameshwar | Welder | Jul-12 | IOW, Rly. Bhusawal | Service |
| 59 | Gond Manoj Raju | Welder | Jul-12 | MOH, Rly. Bhusawal | Service |
| 60 | Koli Manish Kashinath | Fitter | Jul-12 | Ord.Factory, Medak. | Apprentice |
| 61 | Surshe Yogesh Ashok | Fitter | Jul-12 | Ord.Factory, Ambazari, Nagpur. | Apprentice |
| 62 | Talekar Ankush Suresh | Electrician | Jul-12 | KBX jalgaon | Service |
| 63 | Tayade Akshay Shubhakar | Electrician | Jul-12 | C & W Rly.Bhusawal | Service |

Scope of the institute

The Shri Sant Gadge Baba Private Industrial Training Institute is conducting training in the area of Fitter, Electrician, Welder, Turner, and COPA. & no. of unit with trade intake

| Sectors / Trade | Batch No. | Intake |
|-----------------|-----------|----------|
| Fitter | 6 | 126 Seat |
| Electrician | 4 | 64 Seat |
| Tuner | 2 | 24 Seat |
| Welder | 2 | 42 Seat |
| COPA | 2 | 40 Seat |

Mission

To build a skill man who will inherit the future so as to meets. The needs of commerce and industry by providing human resources with required knowledge skills and development of industry sectors.

To import quality education as many students by enhancing their learning aptitude and gearing. Them, with intellectual, Physical, analytical and practical capabilities."

Quality Objectives of the Institute

- ❖ Improving student practical knowledge through as more as through giving practical & improve self employment
- ❖ Explain more about trade, new technology use in that trade,& future scope
- ❖ Improve teaching aids
- ❖ To invite expert for guide, explaining basic knowledge, future benefits, trade importance etc.
- ❖ To encourage student skill, interest through award.

Section 1: Training and Support Processes

Shri Sant Gadge Baba Private Industrial Training Institute has determined the resources in terms of infrastructure, human resources, health & safety and work environment for the effective delivery of curriculum as follows.

1.1 Infrastructure

The institute follows the infrastructure requirements as laid down in the NCVT Annexure G -5

(a) Infrastructure, Building and Workshop.

| Sr.No. | Ownership Document/Lease agreement or rented building | In square Meters |
|--------|--|---------------------|
| A | Total Area | 11143 sq.m. |
| B | Covered Area | 2320 sq.m. |
| C | Total Class Rooms Area | 481.88 sq.m. |
| D | Total Workshop Area | 720.41 sq.m. |
| E | Drawing Hall | 73.08 sq.m. |
| F | Audio Visual Hall | 53.64 sq.m. |
| G | Computer Lab & IT Lab | 73.08 & 66.33 |
| H | Play Area | 7600 sq.m. |
| I | Library | 53.64sq.m. |
| J | Remarks | |

| Trade | Unit | Class Room Area per Unit | Total Class room area for Trade | Workshop Area per unit | Total Workshop area for Trade | Remarks (Photograph etc. in link) |
|-------------|-----------------|--------------------------|---------------------------------|------------------------|-------------------------------|-----------------------------------|
| Fitter | 1 st | 59.1 | 2 | 88.00 sq.m. | | |
| Fitter | 2 nd | | | | | |
| Fitter | 3 rd | 53.64 | | 88.00 sq.m. | 277.84 sq.m. | |
| Fitter | 4 th | | | | (for 6 Unit) | |
| Fitter | 5 th | 55.5 | 1 | 88.00 sq.m. | | |
| Fitter | 6 th | | | | | |
| Electrician | 1 st | 55.96 | 2 | 97.6 sq.m. | 198.18 sq.m. | |
| Electrician | 2 nd | | | | (for 4 Unit) | |
| Electrician | 3 rd | 59.3 | | 97.6 sq.m. | | |
| Electrician | 4 th | | | | | |
| Turner | 1 st | 59.3 | 1 | 108.00 sq.m. | 153.20 sq.m. | |
| Turner | 2 nd | | | | (for 2 Unit) | |
| Welder | 1 st | 59.10 | 1 | 66.00 sq.m. | 91.20 sq.m. | |
| Welder | 2 nd | | | | (for 2 Unit) | |
| COPA | 1 st | 53.1 | 1 | 70.00 sq.m. | 73.08 sq.m. | |
| COPA | 2 nd | | | | (for 2 Unit) | |

(b) Power supply:-

We take safety precautions for the loose wires and electric switch boards, lighting etc., measures to avoid any electricity hazardous and accidents.

As per NCVT norms the building and site plan of ITI and registration paper / lease documents etc. are

Electric Power Supply

| Present Electric Load | | |
|---------------------------|--|--------------------|
| 1) Fitter | 10.53 | In K.W. 58.K.W. |
| 2) Electrician | 10.4 | |
| 3) Turner | 16.35 | |
| 4) Welder | 15.4 | |
| 5) COPA | 03.45 | |
| Total | 56.13 | |
| Date of connection | 31/12/2008 | |
| Connection in the name of | President Hindi Seva Mandal, Bhusawal | |
| Meter No. | 117750415231 | |
| Seat No. | | |
| Remarks | | |

1.2 Human resources

We consider that our human resources are our most valuable assets. In line with our Policy we do our best to help them achieve their full potential through continuous education and training. The Institute follows the requirements of NCVT related to the qualifications and competencies of Principals, Instructors and other administrative staff as per Annexure G -2.

Faculty (Technical Staff)

| Sr. No | Name | Designation | Qualification (Class X onwards) | Joining Date | CTI trained (Yes/No) |
|--------|----------------------|------------------------|---------------------------------|--------------|----------------------|
| 1 | Shri S.K. Shukla | Principal | D.P.T. | 01/09/1999 | No |
| 2 | Shri P.G.Kulkarni | Training Officer | D.E.E. | 05/06/2006 | No |
| 3 | Sau.M.S.Chaurasia | Instructor-COPA | I.T.I., B.Com. | 10/01/2005 | No |
| 4 | Shri.D.S.Sonar | Instructor-Electrician | I.T.I. ,NCVT | 01/04/2006 | No |
| 5 | Shri V.N.Bansode | Instructor-Drawing | D.I.E. | 10/04/2006 | No |
| 6 | Shri A.R.Pachapande | Instructor-Fitter | I.T.I.,C.T.I. | 07/06/2006 | Yes |
| 7 | Shri V.A.Gategaonkar | Instructor-Fitter | I.T.I. | 21/02/2008 | No |
| 8 | Shri S.D.Rajput | Instructor- Welder | I.T.I. | 13/08/2010 | No |
| 9 | Shri S.G.Ingale | Instructor-Electrician | D.E.E. | 06/11/2011 | No |
| 10 | Ms.M.R.Varma | Instructor- COPA | M.B.M | 03/12/2014 | No |
| 11 | Shri J.P.Deshmukh | Instructor- Fitter | D.M.E. | 18/09/2012 | No |
| 12 | Shri N.A.Pardeshi | Instructor-Electrician | D.E.E. | 18/02/2013 | No |
| 13 | Shri L.S.Bhangale | Instructor E-Skill | B.B.A, | 16/02/2013 | No |
| 14 | Shri D.D.Randhe | Instructor Turner | D.M.E. | 18/03/2013 | No |
| 15 | Shri J.A.Mahajan | Instructor Fitter | D.M.E. | 18/03/2013 | No |
| 16 | Shri N.M.Khandare | Instructor-Math | D.E.E. | 04/12/2012 | No |
| 17 | Shri J.R,Chaudhari | Instructor- Welder | D.M.E. | 04/12/2012 | No |
| 18 | Shri S.U.Chaudhari | Instructor- Fitter | D.M.E. | 06/12/2012 | No |
| 19 | Shri .M.A.Rote | Instructor-Electrician | D.M.E. | 15/09/2014 | No |
| 20 | Shri S.G.Ingale | Instructor Fitter | D.M.E. | 05/03/2013 | No |
| 21 | Shri C.B.Patil | Instructor Fitter | D.M.E. | 05/03/2013 | No |
| 22 | Shri P.S.Bajaj | Training Officer | D.M.E. | 01/02/2015 | No |
| 23 | Shri P.T.Patil | Instructor-Turner | NAC | 03/12/2014 | No |
| 24 | Shri G.N.Patil | Computer Teacher | M.C.M. | 03/12/2011 | No |
| 25 | Shri J.S.Chaudhari | Instructor Fitter | D.M.E. | 01/02/2015 | No |
| 26 | Shri N.E.Pangle | Instructor-Electrician | D.I.E. | 01/02/2015 | No |
| 27 | ShriG.P.Tembhurnikar | Instructor-Electrician | D.E.E. | 02/01/2013 | No |

The salaries of the staff are as per the government guidelines wherein a minimum of 2/3rd the salary of the government servants of equivalent level is paid to the faculty/staff (for private ITI s)

Faculty (Technical Staff)

| Sr. No | Name | Designation | Qualification (Class X onwards) | Joining Date | Regular/ Adhoc / Contract | Payment |
|--------|----------------------|------------------------|---------------------------------|--------------|---------------------------|---------|
| 1 | Shri S.K. Shukla | Principal | D.P.T. | 01/09/1999 | Regular | 36782 |
| 2 | Shri P.G.Kulkarni | Training Officer | D.E.E. | 05/06/2006 | Regular | 17095 |
| 3 | Sau.M.S.Chaurasia | Instructor-COPA | I.T.I., B.Com. | 10/01/2005 | Regular | 16361 |
| 4 | Shri.D.S.Sonar | Instructor-Electrician | I.T.I., NCVT | 01/04/2006 | Regular | 15890 |
| 5 | Shri V.N.Bansode | Instructor-Drawing | D.I.E. | 10/04/2006 | Regular | 15610 |
| 6 | Shri A.R.Pachapande | Instructor-Fitter | I.T.I., C.T.I. | 07/06/2006 | Regular | 15610 |
| 7 | Shri V.A.Gategaonkar | Instructor-Fitter | I.T.I. | 21/02/2008 | Regular | 9000 |
| 8 | Shri S.D.Rajput | Instructor- Welder | I.T.I. | 13/08/2010 | Regular | 9000 |
| 9 | Shri S.G.Ingale | Instructor-Electrician | D.E.E. | 06/11/2011 | Regular | 14844 |
| 10 | Ms.M.R.Varma | Instructor- COPA | M.B.M | 03/12/2014 | Regular | 10500 |
| 11 | Shri J.P.Deshmukh | Instructor- Fitter | D.M.E. | 18/09/2012 | Regular | 10000 |
| 12 | Shri N.A.Pardeshi | Instructor-Electrician | D.E.E. | 18/02/2013 | Regular | 14270 |
| 13 | Shri L.S.Bhangale | Instructor E-Skill | B.B.A, | 16/02/2013 | Regular | 10500 |
| 14 | Shri D.D.Randhe | Instructor Turner | D.M.E. | 18/03/2013 | Regular | 9000 |
| 15 | Shri J.A.Mahajan | Instructor Fitter | D.M.E. | 18/03/2013 | Regular | 10000 |
| 16 | Shri N.M.Khandare | Instructor-Math | D.E.E. | 04/12/2012 | Regular | 10500 |
| 17 | Shri J.R,Chaudhari | Instructor- Welder | D.M.E. | 04/12/2012 | Regular | 10000 |
| 18 | Shri S.U.Chaudhari | Instructor- Fitter | D.M.E. | 06/12/2012 | Regular | 10000 |
| 19 | Shri .M.A.Rote | Instructor-Electrician | D.M.E. | 15/09/2014 | Regular | 10500 |
| 20 | Shri S.G.Ingale | Instructor Fitter | D.M.E. | 05/03/2013 | Regular | 10000 |
| 21 | Shri C.B.Patil | Instructor Fitter | D.M.E. | 05/03/2013 | Regular | 10000 |
| 22 | Shri P.S.Bajaj | Training Officer | D.M.E. | 01/02/2015 | Regular | 15610 |
| 23 | Shri P.T.Patil | Instructor-Turner | NAC | 03/12/2014 | Regular | 10000 |
| 24 | Shri G.N.Patil | Computer Teacher | M.C.M. | 03/12/2011 | Regular | 10000 |
| 25 | Shri J.S.Chaudhari | Instructor Fitter | D.M.E. | 01/02/2015 | Regular | 15610 |
| 26 | Shri N.E.Pangle | Instructor-Electrician | D.I.E. | 01/02/2015 | Regular | 15610 |
| 27 | ShriG.P.Tembhurnikar | Instructor-Electrician | D.E.E. | 02/01/2013 | Regular | 10000 |

Requisite number of instructional staff and supervisory staff (Faculty Member/Resource Person) are provided. They are qualified and possess experience in their posts in line with NCVT guidelines.

1.3 Curriculum

We follow the curriculum and syllabus guidelines provided by NCVT.

All HOD's keep their trade's maintains, tools, equipment attendance book, etc. record in their department & also concerned about housekeeping & cleaning of labs & theory, health & safety etc.

1.4 Training – learning process

Our ITI provides appropriate support and resources as per NCVT guidelines to impart training learning process with requisite number of hours and suitable methods.

- The teaching staff implements the course curriculum through a range of approaches and teaching strategies that recognize diverse learning style relevant to the learning needs.
- More number of practical sessions is given to the students to enrich their learning experience. Some of the methods used are
 - Preparing batch
 - Preparing time table according to bath
 - Preparing Lesson plan before practical conduct the classes explain the topic gave notes of each topic.
 - Demonstration-show that which skill is covers in that topic & explain how to conduct practical with safety.
 - For better output & practice practical can done by student.
 - Field Exposure-guide and help procedure, process instruction and formats.

1.5 Continuous Evaluations

We follow NCVT requirement related to continuous and end term assessment of Students.

- A progress card is maintained in respect of every trainee from the date of admission to the Institute.
- Quarterly test are conducted in all the subjects and the performance be recorded as usual on the monthly and quarterly basis for awarding term marks.
- Student's skill improves their skill therefore giving the assignment, Homework, taking monthly via-va, seminar, giving mini project etc.
- To improve student interest and enthusiasm we organize various programs like annual cultural activities, sports, etc.

1.6 Industrial Interface and Student

We are

- make necessary arrangements for classroom sessions taken up by suitable faculty / experts from Industries.
- arrange periodic industry visits (i.e. Jain Irrigation, Thermal Power Station etc)
- Ensure Faculty members along with students to take up real life problems from industries for problem solving. and application of principles taught as a part of course work to enhance the skills of the students.
- Encourage students to develop necessary soft skills and attitudes so as to enable them getting suitable placements in the industry
- provide necessary guidance to students for getting placements,

1.7 Admission Policy

We are giving admission to the students on the base of interview we maintain safe custody of document submitted by the students including of leaving certificates , mark sheet of previous school/course, gap certificate, cast certificate etc. & taking deposit for issuing tools & equipment for every students following is the procedures for the admission.

- Giving advertisement in local area through pamphlet, broacher & local cable channel.
- Submit an admission form from students
- A date for interview is being announced and informed to the potential candidates
- The faculties conduct interview and select requisite no. of candidates for carried out for different trades.
- As per our society has linguistic minority states reservation as per NCVT not applicable for our institute.
- As per the interest the selected candidate is directly register for their respective trade & sent to their class.

| Sector/Trade | Allotted seats | Admission Year |
|--------------|----------------|----------------|
| Fitter | 63 | 2014 |
| Electrician | 42 | 2014 |
| COPA | 40 | 2014 |
| Welder | 42 | 2014 |
| Turner | 12 | 2014 |

1.8 Learning Environment

We are providing a suitable learning environment for conduction of trainings as per NCVT norms.

- We are providing training workshop & lab for every trade for practical
- Every trade has their own class room to conduct theory.
- To theory & practical every instructor preparing lesson plan, Demonstration Plan transparencies before conducting theory & practical & also use NIMI charts for better understanding of topic.
- LCD Projector Lab is available for explaining pictorial diagrams, video Documentary clips of concern topics etc.
- Regularly housekeeping & cleanliness is being maintained theory room, office, projector Lab, library etc.
- Care taking is done to wards every student while doing their practical work on machines.
- Industrial visit is being among regularly gain knowledge & more about new technology tool & equipment & their uses.
- Control of troubleshooting, maintains of tools & equipment carried out regularly.

1.9 Health and safety

We are determined, maintain and comply with health, safety and security norms including:

- Give instructions about precaution & safety before start any practical.
- Medical first aid is available for minor injuries & medical officer is being consulted for major injury or illness.
- At the start every new session medical checkup is being carried out by consultant medical officer for every student's fitness.
- Fire bucket, fire extinguishers & softy charts is available in every workshop of lab to plant any accidents.
- Sports faculty for students like indoor games & outdoor game is available in campus and all for health fitness a well equipped machine gym is available for students.

Section 2: Performance measurement and improvement

2.1 Continual Improvement

We are continually improving the effectiveness of the accreditation system through the use of the Mission, Management Objectives, audit results, analysis of data, corrective and preventive actions and management reviews. For continual improvement purposes an improvement project methodology are adopted. All the training processes are reviewed at least once in a year considering the in process failures, Feedback / complaints. Where planned results are not achieved, corrective and preventive action shall be taken, as appropriate, to ensure conformity of service.

The activities / processes requiring the application of Statistical Techniques are identified. The data to study the identified activity processes are recorded. Principally the Statistical Techniques are used in the following areas:

- a) According to our available infrastructure & improving training process all Student attendance are more than 80% and student dropout rate are negligible.**
- b) & c) Student performance by way of result is best according the following 3 year record**

| July 2011 | | | |
|---------------------|------------------------------------|------------------------------------|----------------------------------|
| Trade | Number of Trainees admitted | Number of Trainees appeared | Number of Trainees Passed |
| Fitter | 40 | 40 | 30 |
| Electrician | 42 | 40 | 40 |
| IT & ESM | 5 | 9 | 9 |
| Welder | 32 | 34 | 13 |
| COPA | 52 | 52 | 40 |

| <u>July 2012</u> | | | |
|-------------------------|--|--|--------------------------------------|
| Trade | Number of Trainees admitted | Number of Trainees appeared | Number of Trainees Passed |
| Fitter | 42 | 48 | 47 |
| Electrician | 42 | 43 | 41 |
| Turner | 03 | 03 | 03 |
| Welder | 32 | 40 | 39 |
| COPA | 51 | 57 | 48 |

| <u>July 2013</u> | | | |
|-------------------------|--|--|--------------------------------------|
| Trade | Number of Trainees admitted | Number of Trainees appeared | Number of Trainees Passed |
| Fitter | 42 | 43 | 42 |
| Electrician | 42 | 43 | 39 |
| Turner | 11 | 11 | 10 |
| Welder | 32 | 32 | 31 |
| COPA | 31 | 31 | 25 |

| <u>Ist semester January 2014</u> | | | |
|--|--|--|--------------------------------------|
| Trade | Number of Trainees admitted | Number of Trainees appeared | Number of Trainees Passed |
| Fitter | 42 | 41 | 41 |
| Electrician | 42 | 42 | 36 |
| Turner | 10 | 10 | 10 |
| Welder | 32 | 31 | 31 |
| COPA | 33 | 33 | 31 |

| <u>IInd semester July 2014</u> | | | |
|--|--|--|--------------------------------------|
| Trade | Number of Trainees admitted | Number of Trainees appeared | Number of Trainees Passed |
| Fitter | 42 | 41 | 19 |
| Electrician | 42 | 42 | 41 |
| Turner | 10 | 10 | 06 |
| Welder | 32 | 32 | 17 |
| COPA | 33 | 33 | 33 |

e) From our institute many students get govt. /pvt. Job on iti trade base which are as follows:

| Sr. No. | Student's Name | Trade | Year of Passing | Place | |
|----------------|-----------------------------|--------------|------------------------|--|------------|
| 1 | Patil Pradip Shamrao | COPA | Jul-01 | Railway DRM office Bhusawal. | Service |
| 2 | Wankhede Rohit Chandrakant | Fitter | Jul-06 | Ord. Factory, Varangaon. | Service |
| 3 | Kuldip Sing | Electrician | Jul-07 | Consensus Industrial Solutions, Faridabad. | Apprentice |
| 4 | Mahajan Nilesh Kiran | Fitter | Jul-07 | Railway E.L.W. Bhusawal. | Service |
| 5 | Pardeshi Rohit Rajaram | Electrician | Jul-07 | Ordanance Factory, Varangaon. | Apprentice |
| 6 | Rakhonde Vijay Nandkishor | Electrician | Jul-07 | M.S.R.T.C. Buldhana. | Apprentice |
| 7 | Sapkale Nandan Subhash | COPA | Jul-07 | Ord. Factory, Medak | Apprentice |
| 8 | Vagadellu Narayan Swami | Electrician | Jul-07 | G.C.F. Jabalpur | Apprentice |
| 9 | Wani Devesh | IT&ESM | Jul-07 | Concept Integrations (I) Pvt. Ltd. | Service |
| 10 | Yuvatkar Somnath Sukhalal | Fitter | Jul-07 | Rly. C.W.M., Bhusawal. | Service |
| 11 | Badhae Yogesh Vasudev | Electrician | Jul-08 | C.W.M. office, Mumbai | Apprentice |
| 12 | Barkale Yogesh Ashok | Electrician | Jul-08 | M.S.E.D.C. Ltd. Savda. | Apprentice |
| 13 | Billore Swapnil M. | Fitter | Jul-08 | Mahindra & Mahindra Ltd. | Apprentice |
| 14 | Ingale Kalpesh Prakash | Fitter | Jul-08 | Mahindra Casting Ltd. Pune | Service |
| 15 | Koli Mahendra Devidas | Welder | Jul-08 | B.T.& R.I. Bhusawal | Apprentice |
| 16 | Kotwal Sagar R. | Electrician | Jul-08 | Torrent Power Ltd. Ahmedabad. | Service |
| 17 | Mahajan Kanchan Vasudev | Welder | Jul-08 | Crompton Greaves Ltd. | Apprentice |
| 18 | Murai Anup Ramdulare | Electrician | Jul-08 | Thermal Power Station Deepnagar | Apprentice |
| 19 | Narale Jitendra Digambar | Electrician | Jul-08 | M.S.E.D.C. Ltd. Jalgaon. | Apprentice |
| 20 | Pardeshi Roshan Mahavir | COPA | Jul-08 | Mech. Engg. Dept. Mazgaon, Mumbai | Apprentice |
| 21 | Patel Pradeepkumar Amarnath | Fitter | Jul-08 | Tata Motors Ltd., Mumbai. | Service |
| 22 | Patil Chetan Narsing | COPA | Jul-08 | Railway CWM office Bhusawal | Apprentice |
| 23 | Patil Nilesh Shivkrishna | Fitter | Jul-08 | Crompton Greaves Ltd. | Apprentice |
| 24 | Salunke Swapnil Vitthal | Electrician | Jul-08 | Central Railway, Bhusawal | Service |
| 25 | Sapkale Vijay Chhagan | COPA | Jul-08 | MRTC Thane | Service |
| 26 | Singh Thongram Joychandra | IT&ESM | Jul-08 | Shri Sant Gadge Baba College of Engg. Tech. Bhusawal | Service |

| Sr. No. | Student's Name | Trade | Year of Passing | Place | |
|---------|--------------------------------|-------------|-----------------|--|------------|
| 27 | Warake Swapnil Natthu | Welder | Jul-08 | Mahindra & Mahindra Ltd. | Apprentice |
| 28 | Bhirud Kiran Prakash | Electrician | Jul-09 | Thermal Power Station Deepnagar | Apprentice |
| 29 | Jaiswal Jayesh kumar | Electrician | Jul-09 | Ordanance Factory, Bhusawal. | Apprentice |
| 30 | Jaiswal Sagar Surendra | Fitter | Jul-09 | रेल्वे मुख्य कारखाना प्रबंधक कार्यालय, माटुंगा. मुंबई. | Service |
| 31 | Pardeshi Niraj Ramanand | Fitter | Jul-09 | रेल्वे मुख्य कारखाना प्रबंधक कार्यालय, दाहोद. | Apprentice |
| 32 | Chaudhari Bhushan Manohar | Copa | Jul-10 | Mahabal Engg. Enviro Deepnagar | Service |
| 33 | Dhangar Ganesh Rupchand | Fitter | Jul-10 | Ordance Factory, Chandrapur. | Service |
| 34 | Gawali Jabbar Imam | Fitter | Jul-10 | Boach Chasis Sym. India Ltd. | Apprentice |
| 35 | Lohar Naim Mohd. Jalil Mohd. | COPA | Jul-10 | Torrent Power Ltd. Ahmedabad. | Service |
| 36 | Pasi Chetan Ramgulam | Welder | Jul-10 | Central Rly. Manmad | Apprentice |
| 37 | Patil Sopan Ramesh | Electrician | Jul-10 | MP Elec. Distribution Co. Ujjain. | Service |
| 38 | Pawar Gyaneshwar Ramesh | Electrician | Jul-10 | MP Elec. Distribution Co. Ujjain. | Service |
| 39 | Salunkhe Minakshi Vijay | COPA | Jul-10 | Central Railway, Bykhala, Mumbai | Apprentice |
| 40 | Shinde sandesh Ashok | Copa | Jul-10 | Ordanance Factory Itarsi | Apprentice |
| 41 | Sonawane pankaj sadashiv | Electrician | Jul-10 | M.S.E.B. Deepnagar | Apprentice |
| 42 | Zambare Yogesh Pandit | COPA | Jul-10 | Thermal Power Station Deepnagar | Apprentice |
| 43 | Bansode Mithun Ramesh | Electrician | Jul-11 | M.S.E.B. Akola | Apprentice |
| 44 | Choursia Amitkumar Satishkumar | Electrician | Jul-11 | Ordanance Factory Medak | Apprentice |
| 45 | Gawai Vishal Ravindra | Electrician | Jul-11 | Rly. Mahalaxmi workshop, Mumbai | Apprentice |
| 46 | Hansdak Lgnasius Munshi | Fitter | Jul-11 | Rly. Board, Mumbai | Service |
| 47 | Jayswal Sachin S. | Fitter | Jul-11 | Enercon (India) Ltd. Mumbai | Service |

| | | | | | |
|----|---------------------------|-------------|--------|------------------------------------|------------|
| 48 | Madavi nandkishor Sahadeo | Electrician | Jul-11 | Global Invest Company Nagpur. | Service |
| 49 | Palaskar saurabh Ramesh | Electrician | Jul-11 | Metar Reading in MSEB Bsl. | Service |
| 50 | Patil Dipak Prakash | IT& ESM | Jul-11 | Rly.() Bhusawal | Service |
| 51 | Patil Kiran Narayan | Electrician | Jul-11 | SGT Department Bhusawal,DRM Office | Service |
| 52 | Patil sachin prakash | Electrician | Jul-11 | MSEB Apprentice Deepnagar | Apprentice |
| 53 | Patil Sushil Suresh | Electrician | Jul-11 | Railway DRM office Bhusawal. | Service |
| 54 | Patil Vijay Sahebrao | Electrician | Jul-11 | MSEB Udali Raipur | Service |
| 55 | Salunke Rupesh Bhaurao | Welder | Jul-11 | Central Railway. Manmad | Service |
| 56 | Sharma Amit M. | Fitter | Jul-11 | Enercon (India) Ltd. Mumbai | Service |
| 57 | Tiwari Shakti Ramkeval | Electrician | Jul-11 | Ord. Factory,Medak | Apprentice |
| 58 | Gire Akash Rameshwar | Welder | Jul-12 | IOW, Rly. Bhusawal | Service |
| 59 | Gond Manoj Raju | Welder | Jul-12 | MOH, Rly. Bhusawal | Service |
| 60 | Koli Manish Kashinath | Fitter | Jul-12 | Ord.Factory, Medak. | Apprentice |
| 61 | Surshe Yogesh Ashok | Fitter | Jul-12 | Ord.Factory, Ambazari, Nagpur. | Apprentice |
| 62 | Talekar Ankush Suresh | Electrician | Jul-12 | KBX jalgaon | Service |
| 63 | Tayade Akshay Shubhakar | Electrician | Jul-12 | C & W Rly.Bhusawal | Service |

The results of Statistical analysis are evaluated to initiate appropriate corrective & preventive action.

2.2 Management Review

The management committee reviews the following at least agenda points once in three months for effectiveness and conformity:

- The overlook of last meeting is being review about the action taken about it .In meeting administrative procedure is instructed & a program is using for course to reach trade
- A future program is discuss about the performance of faculty member future training require for faculty member
- Any complain or appeal of any faculty member, student or any parent/guardian
- Analysis of student of about their training, learning, behavior is being discussed & feedback put-up before management committee also the result of the student is being analyses in skill assessment & certification process by accessing broadly
- A deep discussion about the improvement in training process is discussed & implement from the same day.

2.3 Complaint handling

Our procedure for complaint handling process is as follows:

- Providing information regarding complain handling procedure to all interested parties through notice boards & letter.
- A record of complain letter & regular feedback is sort from student & staff
- A complain letter is being taken from the party by HOD during office hour only.
- A complain letter is being recorded & a feedback is given to respective. As the matter is concern within a day or week.
- The respective interested party is communicated on the closer on the complain to ensure their satisfaction records of all complain taken are maintain the institution.

Section 3: Governance of the Institution

3.1 Leadership

As this institution is run by private society it acts of its own as institute Management Committee. The formation of IMC & its registration as society and public private is not applicable for our society.

3.2 Responsibility and authority

Head of the ITI and Key Personnel

The responsibility and authority of all the employees of the institute is defined and communicated to all the employees

Principal / Correspondent

.Principal of the institute is the head of ITI at the responsibilities & authorizes of on the employee of the institute is defined & communicated all the employees by him.

- ✓ Principal have overall in charge of profitability of the institution
- ✓ Principal is responsible approval of vision and Objectives
- ✓ Principal is holding Management Reviews and ensuring all actions are completed as per the decisions of Meeting.
- ✓ Principal is providing budgets for required resources and its approval.
- ✓ Principal allowing approval of all Capital items purchases.
- ✓ Collaborate and agreements
- ✓ Answerable to the Management Committee

Accreditation Coordinator

- ✓ He is responsible to prepare Quality Manual and Procedures.
- ✓ Ensuring that a quality system is established implemented and maintained in accordance with the Accreditation guidelines.
- ✓ Reporting on the performance of the ITI to the management through principal for review and for improvement of the ITI.
- ✓ Coordinating with NABET for smooth implementation of the Accreditation System in the ITI.

Tutor/ Trainer/ Teacher

- ✓ Preparing Lesson plans in line with the NCVT guidelines
- ✓ Conduct of the theory and practical classes in line with the syllabus/curriculum.
- ✓ Continuous assessment of the students in line with the assessment criteria

3.3 Accreditation Document (s)

A. Quality manual

The manual describes the training and related support processes including their interactions. It shall include or provide references to all documented procedures and other applicable criteria upon which the training system is based.

B. Control of documents

ITI has established a documented procedure describing the arrangements for:

- ❖ All the documents are to be prepared and reviewed internally for adequacy and approved by the head of the ITI prior to use.
- ❖ All the documents in the accreditation system are identified as NABET-AM-Version - Date of release of the document
- ❖ In case of any changes in the manual, the changes can be raised by the respective instructor and the same shall be reviewed and approved by the Accreditation Coordinator.
- ❖ All external documents, including the relevant regulations that are continuously kept updated.

- ❖ Relevant documents are available to all concerned within the Institution and to the interested parties. A master list of documents and distribution list is recorded.
- ❖ Obsolete documents are identified as “Obsolete copy / Not to be used” and kept in an isolated place.

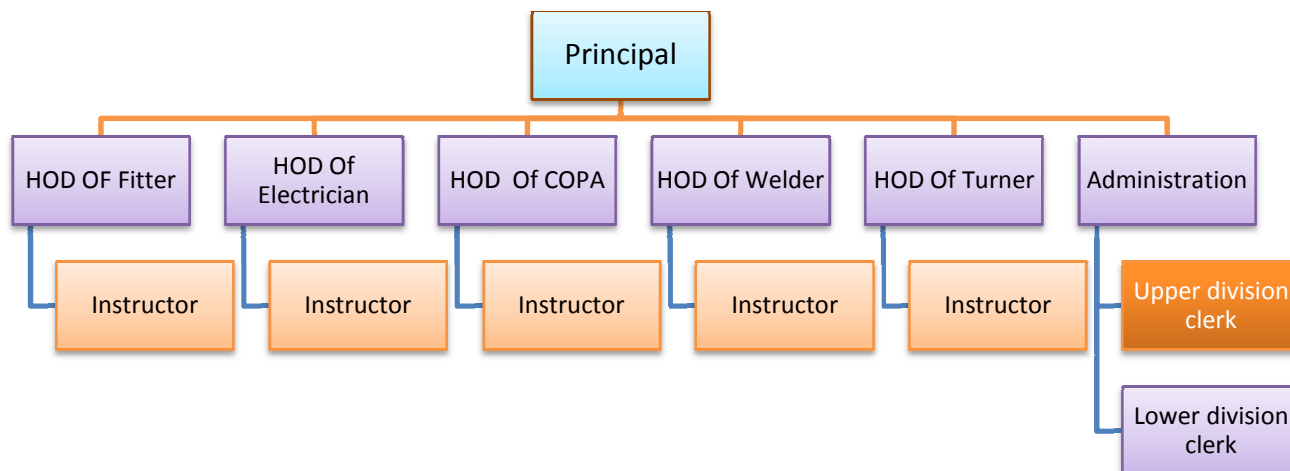
C. Control of records

The institute has maintained the control of records by a documented procedure.

1. All the records within the accreditation system are identified as -REC Name and -- Date
2. The accreditation coordinator is responsible for any revisions in the format of the record.
3. All the records are stored at designated places and are identified.
4. The records are maintained and retained based on the legal requirements.
All records are disposed after the retention period either by scrapping or by shredding or by burning.

Annexure

a. Organization Structure



b. Linkages / affiliations / recognitions

Accreditation with National Accreditation Board for Education and Training (**NABET**) a constituent of Quality Council of India (**QCI**) and NCVT et.,

NCVT recognition number **DGET-6/13/86/-TC (PW)**

NABET Registration number **App00847**

ITI association Number

Other professional Bodies membership

c. Profile of senior management and trainers

FOR COPA (Basic computers):

Degree in Computer Engineering/IT, MCA with one year of relevant experience

OR

Diploma in Computer Engineering /IT, BCA, NIELIT A Level with two years of relevant experience

OR

NTC/ NAC and National Craft Instructor Certificate in COPA Trade with three years of relevant experience after NAC/NTC.

FOR ELECTRICAL:

Degree in Electrical / Electrical and Electronics engineering from recognized Engineering College/ university with one year experience in the relevant field

OR

Diploma in Electrical / Electrical and Electronics Engineering from recognized board of technical education with two years experience in the relevant field

OR

10th class examination and NTC/NAC in the Trade of “Electrician” With 3 years’ post qualification experience in the relevant field.
and one year Craftsman instructor training under CITS

For FITTER:

Degree in Mechanical Engineering from recognized university with one year post qualification experience in the relevant field

OR

Diploma in Mechanical Engineering from recognized Board of Technical Education with two years’ post qualification experience in the relevant field

OR

NTC/NAC in the Trade of “Fitter” with 3 years’ post qualification experience in the relevant field.

For Welder:

- (i) NTC/NAC with Three years experience in relevant field.
- (ii) Diploma in Mechanical with two years experience in relevant field.
- (iii) Degree Mechanical engineering with one year experience in relevant field.
- (B) Desirable qualification : Preference will be given to a candidate with Craft Instructor Certificate.

For Turner:

Degree in Mechanical Engineering from recognized university with one year post qualification experience in the relevant field

OR

Diploma in Mechanical Engineering from recognized Board of Technical Education with two year's post qualification experience in the relevant field

OR

NTC/NAC in the Trade of "Fitter" with 3 year's post qualification experience in the relevant field.

d. Facilities

| Sr.No. | Ownership Document/Lease agreement or rented building | In square Meters |
|--------|---|------------------|
| 1 | Total Class Rooms Area | 481.88 sq.m. |
| 2 | Total Workshop Area | 720.41 sq.m. |
| 3 | Drawing Hall | 73.08 sq.m. |
| 4 | Audio Visual Hall | 53.64 sq.m. |
| 5 | Computer Lab & IT Lab | 73.08 & 66.33 |
| 6 | Play Area | 7600sqm. |
| 7 | Library | 53.64sq.m. |
| 8 | Auditorium | |
| 9 | Zimnatic hall | 80.00 sq.m. |

e. Details of infrastructure

Class room – 8 nos. 481.88 sq.m.

Toilets -1

Lab - 2

Library - 1

Auditorium -1

Computers – 17+23

Printer-4