

QUALITY MANUAL

Based on

NABET Accreditation Criteria for affiliation of government and
Private Industrial Training Institutes



DHAULADHAR (Pvt.) INDUSTRIAL TRAINING INSTITUTE

ADDRESS

Dhauladhar (Pvt.) Industrial Training Institute
N.H:20,Jamanabad Road
V.P.O. Ichhi, Teh. &,Distt. Kangra (H.P.)

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Growth and development of industry is very much related to development of Industrial Training Institutes. Industry will be able to grow and prosper only if the Trainees coming out from various industrial Training Institutes are able to meet the expectation of industry.

To ensure the competency of trained students of ITI's is at par with the international requirements NCVT, DGET and QCI has joined hands to establish an accreditation mechanism in line with international benchmark. The synergy between these organizations will help us to meet the national target of skilled man power not only quantitatively but also qualitatively.

Ministry of Labour and Employment (MOLE), Government of India is pleased to announce the launch of the scheme of Affiliation based on NABET Accreditation of government and Private Industrial Training Institutes (ITI's).

All applicants ITI's are required to get accreditation from Quality Council of India before being considered for affiliation of National council for Vocational Training (NCVT), Government of India.

This Accreditation Process will be based on facilitative/consultative mode and not inspection mode. An online mechanism has been established to enable the applicant Institutions. This detail out the various requirements for affiliation and accreditation as applicant proceed with filling up of the application form. It will also help in doing self assessment by an Institute. The various requirements like infrastructure, tools and equipments, staff strength, power requirement etc. are detailed in the application form. The applicant does need not to seek any information related to the NCVT requirements from any offices.

This Quality Manual is a Sample copy to meet the requirements of the document Accreditation Document for Seeking NCVT Affiliation of Government and Private Training Institutes, given by NABET (National Accreditation Board for Education and Training).

The Purpose of this Manual is to support the ITI for development of their own Quality Manual Similar to the contents given in this document. This has been purposefully drafted in a simple manner for easy understanding and interpretations of requirements.

Abbreviations and Nomenclature

HOD	Head of Department
IMCs	Institute Management Committees
ITIs	Industrial Training Institutes
NABET	National Accreditation Board for Education and Training
NC/CNC	Numeric Control/Computer Numeric control
SCVT	State Council Vocational Training
UT	Union Territory
NCVT	National Council for Vocational Training
DGET	Director General of Employment and Training
QCI	Quality Council of India

Background of the Institute

1. About the Society

- **Name and Address of the Society**
Dhauladhar Youth Development Society
V.P.O-Ichhi, Kangra (H.P.)
- **Date of Establishment of this Society**
Date 12 April, 2005
Registration No. 755

2. Details of Management Board

- Mr. Rajnesh Mongra is the Chairman of the Society
- Mr Kuldeep is the secretary of the Society
- Mr.Vishal is the Cashier of the Society
- Mr.Swaroop Chand is the Executive member of the Society

As such the society was established by well recognized, reputed and socially & financially sound personalities with the aim to serve the mankind by different ways, by utilizing their resources in terms of money, manpower, status and penetrating power in the society.

3. Activities of the Society

The Society is working actively and untiringly towards the promotion of artistic, aesthetic, cultural and educational values at district and state levels.

4. Background of the Institute

The society is working actively in educating rural youth through basic computer trainings and in the promotion of cultural and educational values at local and district level. In 2009, the management of society has decided to enter in industrial training area as per resolution passed by the management. As such name of the institution shall be in the name and style “Dhauladhar Industrial Training Center” at V.P.O. **Ichhi**, Teh. & Distt. Kangra (H.P.) but now as per guidelines of NCVT the name has now changed from Dhauladhar ITC to Dhauladhar (Pvt.) ITI.

It is a private sector institute.

Initially Dhauladhar (Pvt.) ITI has started two trades
Plumber 1(1+1). and Electrical(Proposed) 1(1+1+1)

Our institute falls under category-I

Detail of the trade as below:

TRADE	UNITS(Shifts)	SEATS
Plumber	1(1+1)	42
Electrical (Proposed)	1(1+1+1)	63

Members of the society:

- (i) Mr. Rajnesh Mongra is the Chairman of the Society
- (ii) Mr Kuldeep is the secretary of the Society
- (iii) Mr. Vishal is the Cashier of the Society
- (iv) Mr.Swaroop Chand is the Executive member of the Society

Scope of the Institute

The Dhauladhar (Pvt.) ITI is conducting trainings in electrician and plumber with two units in each trade. The Dhauladhar Industrial Training Institute has proposed following trades:

Sr.No.	Trade Name	Shift	No. of Students
1.	Plumber	1+1	42
2.	Electrician (Proposedss)	1+1+1	63

Name and Address of the Institute

“Dhauladhar Industrial Training Institute”
V.P.O. Ichhi, The & Distt. Kangra (H.P.)

Mission

The managing committee is having very clear mission to make & develop good skill by imparting good training to the trainees and further efforts will be made to make Dhauladhar (Pvt.)ITI a good unbeatable Industrial Training Institute in the field of Plumber, Electrician trades by providing quality education, so that the trainees be absorbed in good Industries.

- This Institute will develop trainees in such a way that they can be able to prove themselves competent and worthy for jobs in government, semi government or in private sector employments.

- Firstly, the location of the institution is easily approachable, peaceful and comfortable for the boys. And the surrounding area of the institute is peaceful and favorable to educational activities. In near future, some multinational industries are coming to develop their infrastructure in India. Firstly, the 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 has been built in such a way having further scope of expansion for new proposed trade's in future related perspective of plans

- The institution utilizing all its resources, is applying its full efforts to run the current courses successfully improving the technical skill of trainees:-
 - By appointing the well trained and experienced technical staff and good engineering faculty to train the trainees and prepare them to be competent to work in growing modern industries as per today's demand.
 - Workshops and labs are fully equipped and furnished to meet the requirement of teaching in accordance with the prescribed syllabus and thus every effort having made to develop the technical skill in the trainees to meet the requirements and help them to get employment in different trades concerned.

Dhauladhar (Pvt.) ITI is having very clear mission to make and develop good skill by imparting good training to the trainees. We are also having our tag line

.....To Educate

.....not just to certify.

This also clearly define our mission that we are not in the field of industrial training to certify trainees but to make them fully capable to fit in the today's era of competition and highly skilled manpower.

We also focus on overall development of the individual. We are also having clear mission for our institute that with the advancement of time, we will also increase our interest in various trades depending upon the demand of the market. We are having a separate cell which is having keen eye on market demand and other related activities. That's why, this year we have planned to get affiliation for two more trades, those are, Plumber 2(1+1), Electrician 3(1+1+1).

Reason for the establishment

Dhauladhar education society, previously was in educational field and we have organized free of cost computer education programs for rural youth to equip them with basic skills to get employment, but in the market we found that need of skilled person in technical field is increasing, this is the reason, the management of the society has decided to open an industrial training institute way back in 2009, and by the result of which Dhauladhar (Pvt.) ITI came into existence and till date we are running two trades successfully and now on the increasing demand of the industry we have decided to start two more trades.

Sr.No.	Trade Name	Shift	No. of Students
1.	Plumber	1+1	42
2.	Electrician (Proposed)	1+1+1	63

Quality Objectives of the Institute

The basic objective of Dhauladhar (Pvt.) ITI is to provide quality education with regard to theory, practical and professional education to the Trainees, who can compete 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 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 worthiness among other Institutions students.
- Ultimately, to make all positive activities, which can attract students and their parents. The Faculty will be based on the educational standards, facilities and service to all.
- The Institute is committed to prepare best trainees 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 organize and hold seminars and guest lecturers, so as to strengthen the trainees to get more knowledge in the trade.
- The institute is continuously working on increasing interest of the students not only in one trade, for this, we are regularly in touch with the industry demand in future also we will do the same and increase our trades as per industrial requirement.

Section 1: Training and support process

1.1 Infrastructure

The institute follows the infrastructure requirements as laid down in the NCVT Annexure G -5 which details the information relating to the trade wise qualification, duration, unit size and trade wise requirement of space, power supply, equipment etc. The building and site plan of ITI and registration paper / lease documents etc. are uploaded in Accreditation application to NABET – QCI forms.

Power supply

As per NCVT norms the building and site plan of ITI and registration paper / lease documents etc. are Uploaded in Accreditation application to NABET – QCI forms. We take safety precautions for the loose wires and electric switch boards, lighting etc., measures to avoid any electricity hazardous and accidents.

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.

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

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 are responsible for keeping up to date on the changes/guidelines suggested by the NCVT from time to time. The changes as advised are recorded and the additional resources like faculty, equipment, tools etc is recorded and forwarded to the Institute Management Committee for its approval. In case of an urgency which requires immediate action to meet NCVT guidelines, the head of the institution is authorized to make purchases with information to all members of IMC. The curriculum of the trades for which the institute is affiliated is assessed every time before the start of the session by the IMC and any amendments required are carried out prior to the start of the session. The curriculum of each trade is published in the brochure for admission and put up on Institute website. Each HOD is responsible for ensuring the adherence to the course curriculum. The plan for delivery of the course curriculum is prepared on week basis and given to each Tutor.

1.4 Training – Learning Process

- Advance teaching methodology will be followed to provide best education in the Institute for that we will utilize all measures relating to the Industrial Training.
- Best qualified faculties rankers will be appointed for teaching.
- Advance teaching aids/tools will be utilized in the lecture theatre like LCD, Projectors, computers & laptops with latest configuration and with advanced programs.
- 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 programs (QIP's) and staff development programs (SDP's) sponsored or organized by NCVT/HRD time to time.
- Other than attending programs, institute will itself organize seminar and conferences time to time.
- Other than attending programs, institute will itself organize some programs 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 land).
- As well as library is concern; the digital library will be developed consisting of computers and internet facility. Students will be provided pass word to work on computers and for the utilization of Internet facility.
- 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 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

Dhauladhar (Pvt.) 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 and progress of the trainee by displaying on notice board & report card will also be delivered in physical safe.

The HOD will also guide how to get good progress in the theory and practical. Good grades will also be given to the trainees who get more marks in merit among other trainees.

The academic committee consists the following Academic governance committee will look after supervise and 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. NCVT Nominee

1. Formation & follow of detailed academic calendar consisting of academic session, holidays, different curricular and extracurricular activities.
2. Formation of internal examination (session) schedule and watch on its follow-up.
3. Watch and surprise marking pattern / evaluation pattern in the session 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

Dhauladhar (Pvt.) ITI will make adequate arrangement for classroom sessions by the guest faculty members or by inviting experts from Industries.

The Institute will make arrangements for industrial training by organizing visits of the trainees at different famous industries in the industrial areas of Himachal, like Baddi and Nalagarh, for learning and guidance to the trainees for getting good knowledge of industrial life and real life problems.

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.

We are having old records of industrial interface with the institute and in future we also do the same.

1.7 Admission policy

The Dhauladhar (Pvt.) ITI will constitute an admission committee under the control of Principal of the Institute for smooth function of admissions of trainees 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 interested trainees through notice board, paper media, making, 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 merit list will be prepared 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 will follow the reservation policy for SC, ST, OBC, SBC & physically handicapped issued by the state/ central Govt.
5. The committee will hold the interview and written test on the basis of the test a cutoff merit list will be displayed on the notice board. After ist list the same procedure will be followed for the rest of the applicable trainee, if necessary.
6. The committee will mark the name of the trainees in the register. The committee will also prepare class time table for theory and practical for the admitted trainees and will allot trainees 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 be recorded in a Register.

Admission Table

Admission Year 2016

Sr.No.	Trade Name	Shift	No. of Students
1.	Plumber	1+1	42

Proposed

Sr.No.	Trade Name	Shift	No. of Students
1.	Electrician	1+1+1	63

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

We shall provide a suitable learning environment for conduction of trainings as per NCVT norms. It is Ensured that the training halls, laboratories etc are well maintained and there are separate lavatories for the male and female students and staff. The HOD administration is responsible for the upkeep of the Institute.

We shall provide conditions to facilitate learning environment for both indoor and outdoor activities. The learning environment includes safe class rooms, offices, workshops, laboratories, common spaces and other facilities.

Additionally, we monitor and address issues relating to environmental conditions including:

- a) Adequate illumination.
- b) Adequate ventilation.
- c) Housekeeping and cleanliness.
- d) Safeguard against excessive weather conditions like dust, cold, heat and rain.
- e) Controlling noise and distractions.

1.9 Health and Safety

Dhauladhar (Pvt.) ITI will establish a dispensary having one physician and one nursing staff to look after health and safety of trainees and staff member, 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 physician will also provide the knowledge about awareness of common disease like typhoid, hepatitis and maintenance of good health.

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.

Dhauladhar (Pvt.) 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:

(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.

(ii) Improvement plan is assumed by the addition of new Trades in the Institute for the studies.

a. Motivation for attending seminars, symposiums, NCVT sponsored programs.

b. Acuities will be provided facilities 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 improvement continue 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 programs 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 organization, we shall organize some state level or national level programs like-seminar, symposiums etc.
- g. Institute will also provide sponsorship for attending different programs 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 Dhauladhar (Pvt.) ITI will work under the administration of Institute Management Committee to be constituted as under:

- I. Chairman of the committee
- II. Secretary of the committee
- III. HOD of the Departments an Industrial or his nominee.
- 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 IMA will prepare budget for their expected resources and expenditure of the year and reviewed quarterly.
- 3. The IMA will form to get feedback of the institution with regard to record trainees attendance, appearance of trainees in the examination as well as about the dropout trainees allow with reasons thereof.
- 4. IMA will also appoint CA, Architecture, physician and civil engineers for the different field of Institute.
- 5. The IMA 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 IMA will look after the performance faculty member/ resource persons and for the faculty member/ resource person.
- 7. The IMA will look after the complaints submitted by the trainees/ faculty members/staff will be viewed seriously and action taken report will be forwarded to concerned HOD for compliance.

2.3 Complaint handling

Our procedure for complaint handling process is as follows:

- a) Providing information regarding complaint handling process to all interested parties through Notice boards, institute brochures / websites.
- b) Maintain records of complaints and regular feedback are sought from students and staff. A Complaint register is maintained and a complaint box is put up strategically outside the Administration department for receiving any feedback even after office hours. The telephone number of Principal and Mr. Rajeev Sharma is displayed prominently on the suggestion box and other locations like lobby and notice board.
- c) Complaints from the interested parties are recorded in the complaint register.
- d) All the complaints / feedbacks will be acknowledged within one week.
- e) The complaints are investigated by the ITI and resolved at the earliest possible. The Maximum time for resolving a complaint is 3 weeks.
- f) The respective interested party is communicated on the closure of the complaint to ensure Satisfaction.

Records of all complaints and actions taken for the above are maintained by the Institution.

Session 3: Governance of the Institution

3.1 Leadership

Institute Management Committee has established and it follows formal methods to determine the needs and expectations of the interested parties with regard to effective delivery of curriculum and varied development of the students Institute Management committee has identified all statutory and regulatory requirements for compliance.

Shops and Establishments Act, 1947 and respective state Act

The Payment of Wages Act, 1936,

The Minimum Wages Act, 1948,

The Electricity Act, 2003.

The Motor Vehicles Act, 1988 etc.,

Institute Management committee;

- a) Involves all members of the Institution in understanding and implementing the mission and quality objectives that are measurable and derived from core training and support Processes of the Institution.
- b) Identifies and plan for resources necessary for achieving the Institution's objectives.
- c) Communicates to all members of Institution the importance of meeting the requirements of interested parties as well as the applicable statutory and regulatory requirements.
- d) Measures the performance of the Institution in order to monitor the fulfillment of the mission and quality objectives.

Formation of IMC and its registration as a society under Public Private Partnership

a) An Institute Management Committee (IMC) is constituted/ reconstituted for each selected ITI. The IMC is converted by the State Government into a Society under relevant Societies Registration Act. The IMC registered as a society is entrusted with the responsibility of managing the affairs of the ITI under the Scheme.

b) The IMC is led by the Industry Partner. In the IMC, the members are as follows:

-Industry Partner or its representative as Chairperson.

-Four members from local Industry to be nominated by the Industry Partner in such a way that the IMC is broad based.

-Five members nominated by the State Govt.

i) District Employment Officer,

ii) One representative of the State Directorate dealing with ITIs,

iii) One expert from local academic circles,

iv) One senior faculty member,

v) One representative of the students.

➤Principal of the ITI, as ex -officio member secretary of the IMC Society.

Formation of IMC in other cases

- Correspondent or promoter as chairperson.
- Four members from local Industry to be nominated by the Industry Partner in such a way that the IMC is broad based.
- Principal of the ITI, as ex -officio member secretary of the IMC Society.
- Two staff members of ITI

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.

Chairman

- Overall In-charge of profitability of the organization/ institution.
- Approval of vision and Objectives.
- Holding Management Reviews and ensuring all actions are completed as per the decisions of meeting.
- Providing budgets for required resources and its approval.
- Approval of all Capital items purchases.
- Collaborations and agreements.
- Answerable to the Management Committee.

Principal

- 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 for review and for improvement of the ITI.
- Coordinating with NABET for smooth implementation of the Accreditation System in the ITI.
- Authorized to conduct the Internal Audits.

Trainer

- 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.
- Reporting of any non conformances in course delivery/laboratories etc.
- Guide and help to make Quality manual, procedure, process instruction and formats.

.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:

- a) All the documents are to be prepared and reviewed internally for adequacy and approved by the head of the ITI prior to use.
- b) All the documents in the accreditation system are identified as NABET-AM-Version - Date of Release of the document.
- c) 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.
- d) All external documents, including the relevant regulations that are continuously kept updated.
- e) 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.
- f) Obsolete documents are identified as "Obsolete copy / Not to be used" and kept in a isolated place.

C. Control of records

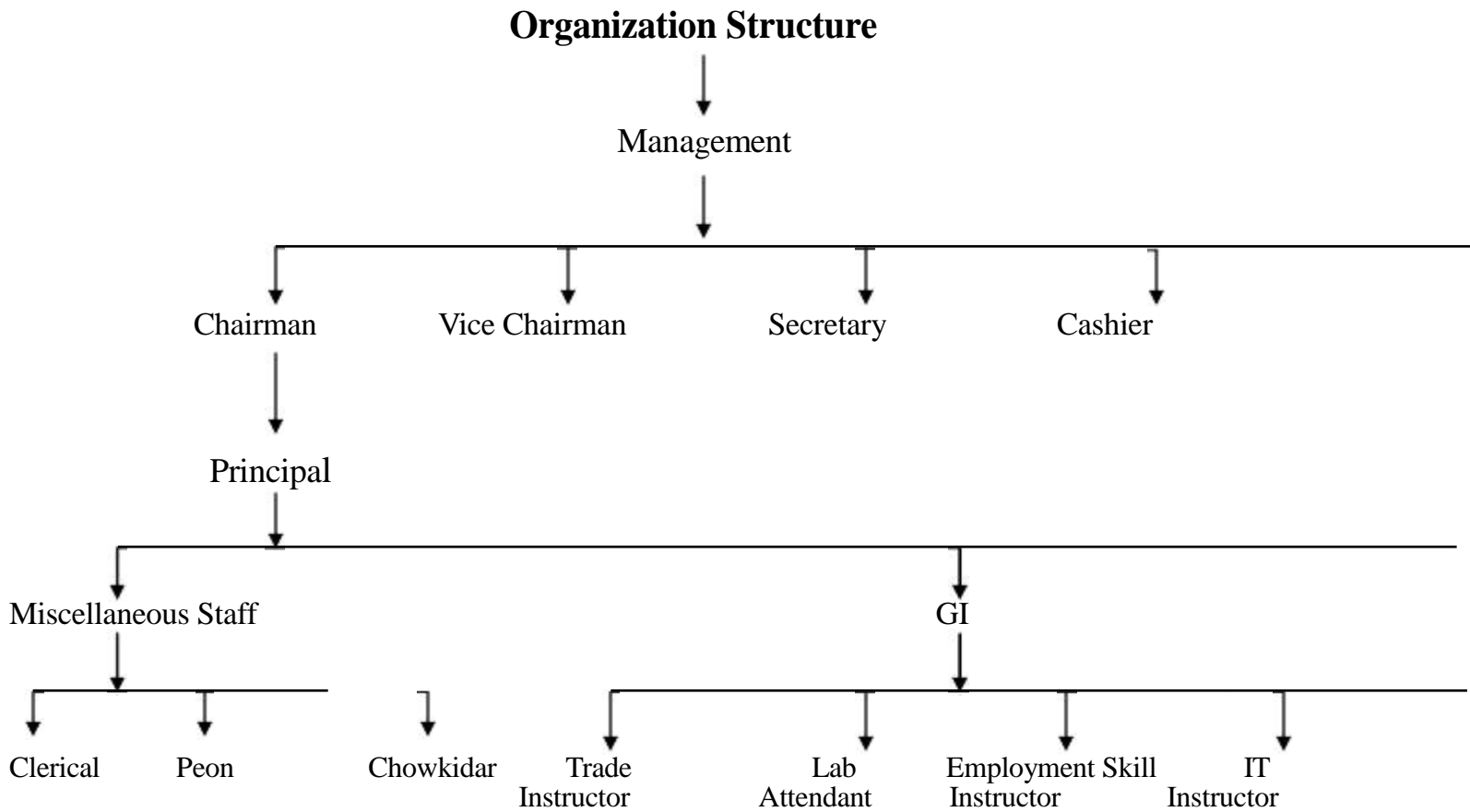
The institute has maintained the control of records by a documented procedure.

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.

ANNEXERUES

a. Organization Structure



b. Linkages / affiliations / recognitions

NCVT recognition number...6/8/2/2011-TC

Profile of senior management and trainers:

TECHNICAL STAFF

NAME	DESIGNATION	QUALIFICATION (CLASS X ONWARDS)	TRADE	EXPERINCE
Ankush Kumar	Plumber Instructor	ITI / Diploma in Mechanical Engg.	Plumber	
Kapil	Plumber Practical Instructor	ITI	Plumber	
Subham Sharma	Engg. Drawing & Math Instructor	ITI / Diploma in Mechanical Engg.	Plumber & Electrician	
Rohit Kumar	Employability Skills Instructor	Civil Engineer	Plumber & Electrician	
Sunita Kumari	IT Instructor	Msc. IT	Plumber & Electrician	
Ankush Kumar	Electrician Instructor	Diploma in Electrical Engg.	Electrician	
Pankaj Kumar	Electrician Instructor	ITI / CTI	Electrician	
Shiv Dutt	Electrician Practical Instructor	ITI / ATC	Electrician	

ADMINISTRATIVE STAFF

<i>NAME OF STAFF</i>	<i>DESIGNATION</i>	<i>EXPERINCE</i>
Rajneesh Mongra	Principal	
Shashi Kumar	Accountant /Storekeeper	
Anita Kumari	Clerk	
Deepak Singh	Marketing/ Placement Officer	
Rakesh Kumar	Office Boy	
Surinder	Lab Attendant	
Satish	Mali/ Choukidar	

d. Facilities and infrastructure

Infrastructure

Details of infrastructure

Principal room	22.36 Sq M
Vice principal room	15.77 Sq M
Office	11.35 Sq M
Staff room	11.35 Sq M
Library	31.77 Sq M
Store room	15.77 Sq M
Record room	18.72 Sq M
Electrician workshop-1	106.05 Sq M
Plumber workshop	65.22 Sq M
Fitter workshop	91.00 Sq M
Electrician workshop-2	107.56 Sq M
Theory room Electrician-1	23.52 Sq M
Theory room Electrician-2	22.36 Sq M
Theory room Plumber	23.52 Sq M
Theory room Fitter	32.50 Sq M
Computer Lab	62.48 Sq M
