

QUALITY MANUAL



MG PRIVATE INDUSTRIAL TRAINING INSTITUTE,
PLOT NO. 7,8 RAINBOW COLONY , RAILWAY STATION KE SAMNE
DEVPURA ,BUNDI, DIST. BUNDI ,RAJ.

BACKGROUND OF THE INSTITUTE

MG PRIVATE INDUSTRIAL TRAINING INSTITUTE,
PLOT NO. 7,8 RAINBOW COLONY , RAILWAY STATION KE SAMNE
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BACKGROUND/HISTORY OF THE INSTITUTE

MG Private Industrial Training Institute,Bundi Is a private Sector Institute. It is managed and financed by manshapurna ganesh shiksha samiti bundi {rajasthan}

MG Private Industrial Training Institute,Bundi has been established in 2014 with the aim to help those youth who are unable to go higher education due one or the other reasons and are interested in technical trainings. Initially, the Institute start training in the Electrician .Institute has 63 seats for Electrician.

MG Private Industrial Training Institute,is situated at Bundi, Distt. Bundi {rajasthan}.It is 3 km from main bus stand of bundi and 35km from kota {rajasthan}.The site of the Institute is very approachable and Govt. as well as Private conveyance are always available from bundi and kota to reach the Institute.

Scope of the institute

MG Private Industrial Training Institute, Bundi conducts technical course in three shifts. The institute is functioning in three shifts commencing from 7.00 A.M. to 10.00 P.M. There are 03 units of Electrician trade. These courses are two year courses with intake capacity of 63 in Electrician trade. The institute is situated in Bundi and very near from Kota. Both the Kota and Bundi have good industrial areas and hence a trainee has a very good opportunity in private sector. Electrician trade has also large scope in Govt. sector. Institute is well furnished and having excellent infrastructure, Tools and Equipments. Institute has a very good staff of trained Instructors and supporting Managerial staff.

Vision

To upgrade the Institute as World class Premium Vocational training Institute with Excellent Infrastructure and environment, high training standards and constructive partnership with Industries, developing globally competitive skilled workforce and entrepreneur

Mission

We the employee of ITI, MG Private Industrial Training Institute, Bundi are committed to develop globally competitive skilled workforce keeping pace with the technological demands of Industries and the expanding universe of knowledge.

OBJECTIVES OF THE INSTITUTE

- To develop technical skills , keeping in mind emerging occupation and changing nature of work as a result of technological changes and workplace processes to enhanced self employment potential of the youth.
- To supply skilled manpower to industries as per their need.
- To develop Self employment oriented Vocational Skills among Youths and also to illiterates. School dropouts , workers in unorganized sector, candidates registered in employment exchanges.
- To develop Self help groups irrespective of their age and educational background to make them self reliant.
- To make the institution more responsive and proactive with regards to the kind of suggestion and recommendation made by the industries to develop constructive partnership between industry and institute.
- To offer trainings for the various high end and low end activities in the industry base sector and service Sectors.
- Time to time to restructure the operation of Vocational Training to enhance the quality,utility and effectiveness in the context of changing technologies and requirements in the labor market.
- To reduce the burden of unemployment.

Section 1: Training And Support Processes

MG Private Industrial Training Institute, Bundi is determined to provide all the resources in terms of infrastructure, human resources, health / safety and work environment by the effective delivery of Curriculum as follows---

1.1 INFRASTRUCTURE

The institute has modern building surrounded by the natural environment with facilities of Workshop, Administrative wing, store, Library and other required facilities. Other Information's related to Institute are as follows-----

<u>Sr.no.</u>	<u>Description</u>	<u>Available area</u>
1.	Actual area	232.25 sq.mt.
2.	Built up area	464.50 sq.mt.
3.	Principl's room	12.77 sq.mt.
4.	Office	10.44 sq.mt.
5.	Staff room	10.85 sq.mt.
6.	IT Lab	28.94 sq.mt.
7.	Theory room	28.94 sq.mt.
8.	Workshop	104.70 sq.mt.
9.	Store room	16.86 sq.mt.

POWER SUPPLY

The Institute is running in three shifts hence as per of NCVT, Institute has 8 kw Electric load. The other information regarding power Supply arrangements are as follows-

<u>Sr.no</u>	<u>Name of the trade</u>	<u>Electric load By norms KW</u>	<u>Available load KW</u>
1.	Electrician	5.2 for 02 units in one shift	8KW

1.	Electric connection issued in the name of	MG Private Industrial Training Institute, Bundi
2.	Electric connection issuing authority	Jaipur vidut nigram limited
3.	Date of connection	24.04.2014
4.	Meter no.	9321369
5.	Seal no.	9321369

1.2 HUMAN RESOURCES

MG Private Industrial Training Institute, Bundi has well qualified , experienced Principal , Instructors and other administrative staffs. Entire staff is having qualification and experience as per NCVT norms and as per Annexure G-2 All staff has sound knowledge and experience in their respective fields and committed to provide quality education and competitive training.

The salaries of the staff are as per the Govt. guidelines . All payment disbursements of the staff are through their Bank Accounts.

1.2Curriculum

MG Private Industrial Training Institute, Bundi provides training to trainees as per NCVT syllabus and guidelines. Institute has well versed facilities of Net services. All instructions, information's / Circulars from Board website are being provided to Trainees as well as Trainer through Notice board. Immediate date and effective decision are being taken as per the Board Circulars and guidelines by Institute management committee.

Institute conduct the Test and Exams as per schedule and record the data related to student's performance and inform the parents about their child's performance. Institute provides extra classes for students who are poor in study.

Institute conducts the extra curriculum activities such as blood donation camp, Youth week, Vishwakarma jayanti, Vivekanand Jayanti, Science fair and exhibition. Institute organize several other competitions such as Debate, Modal, Charts etc.

1.4 TRAINING –LEARNING PROCESS

Institute believes-Learning is a continuous process. The institute provides all facilities to instructors to enhance their knowledge . Institute provide wall charts ,modals,other teaching aids and all type of instrument according to NCVT guidelines for giving better practical training.All instructors have breakup of syllabus and provide training according to syllabus and schedule decided by Institute . As well as Institute give instruction to instructor for preparing lesson plan and Demonstration Plan so that an authorized person could check the method of training and if he has any doubt and suggestion for better training he may conduct a meeting with trainer. Institute provides maximum time for practical trainings so that trainees could grasp his/her basic fundamentals and gain more and sound knowledge . Institute provides training to trainees as per following schedule.

SHIFT SCHEDULE—

S.no	Shift	Time
1.	First shift	07.00am to 15.00 pm
2.	Second shift	10.00am to 18.00 pm
3.	Third shift	15.00am to 23.00 pm

TRAINING SCHEDULE—

No.	Theory	practical	Workshop Calculation/ Science	Engineering Drawing	Employability Skills	Physical Traning	Library study
1	4 hrs	28 hrs	02 hrs	02 hrs	02 hrs	02 hrs	02 hrs

1.5 CONTINUOUS EVALUATIONS

MG Private Industrial Training Institute, Bundi organizes weekly tests, monthly tests, quarterly tests and some time sudden class tests so that the Institute could identify the right performance of trainees. Institute instructors save all the data related to student performance. Institute guides instructors time to time for preparing a performance chart of trainees and if a trainee is careless then conduct a meeting with his/her parents so that we may build a good technician. Institute time to time prepares a list of poor students and personally calls them and asks their problems and then takes a decision for their up gradation.

1.6 INDUSTRIAL INTERFACE AND STUDENT DEVELOPMENT

For industrial interface the Institute arranges periodic visits. When we send our trainees to visit then along with them we also send our instructor so that they could realize their practical training and then they collect practical problems of an industry and after it our instructor trains the trainee that how can they solve such types of problems. For encouragement of trainees some time the Institute arranges a conference and in this conference we call a founder of a small scale industry. So that coming person could encourage our trainees for self employment. Every year the Institute tries to call industry in institute for campus placement. During the training, instructor of employability skills guide trainees about attitude, personality development and language etc.

1.7 ADMISSION POLICY

For admission, advertisement shall be carried in the local areas through print media and after this all the enquiries personnel and telephonic shall be recorded in the register. Then first list of selected candidates will be displayed and cut off date shall be announced. After cutoff first list, second is released, if necessary third and fourth to be continued. Student selection for the Trade will be decided as per NCVT Rules and guidelines of the concerned industrial training institute on merit cum selection basis.

For admission the Institute follows the following rules:

Age limit and Minimum Qualification-

s.n	Name of The Trade	Minimum Qualification	Age Limit
1.	Electrician	10 th class Passed with Science sub.	14 to 40 Yrs

Reservation Policy-

Intake Capacity	SC		ST		OBC		GEN		Admission seats
	Male	Female	Male	Female	Male	Female	Male	female	
16	2	1	2	1	3	1	8	3	21

Fees Details-

Name of the trade	Tuition Fees	Caution Money	Examination money
Electrician	25000 Per Year	500.00	400.00

Total No. seats allotted for institute-

Sr.No.	Name of the Trade	Allotted Seats
1.	Electrician	63

1.8 LEARNING ENVIRONMENT

Institute provides a good and learning atmosphere in workshop, theory room and everywhere in institute. Our instructors are always available to solve trainee problems. They give a friendly and family environment so that a trainee could discuss his/her problem to the Instructor easily. Institute calls time to time Experts in related fields and solve trainee problems. Institute maintains several standards such as proper cleaning of institute, regular power supply in institute, control the noise in institute, good library, good drinking water facility so that trainees could concentrate more and more in their trainings. For making a good learning environment and atmosphere institute organizes several indoor and outdoor activities.

1.9 HEALTH AND SAFETY

Institute records the data related to health of trainee and trainer. Institute has placed fire extinguisher and buckets of sand in workshops at the appropriate places. For safety in workshop Institute maintains the log book maintenance chart for safety in workshop. Institute maintains the log book and maintenance chart for every machine and inspects them time to time. We guide trainees to avoid any mishandling of machines and how we may save ourselves from an accident.

SECTION 2: PERFORMANCE MEASUREMENT AND IMPROVEMENT

2.1 CONTINUAL IMPROVEMENT

We shall continually improve 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 shall be adopted. All the training processes shall be reviewed at least once in a year considering the in process failures and customer 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) Student and interested party –s- feedback on elements of curriculum
- b) Student attendance and student dropout rate,
- c) Student performance by way of result etc.
- d) Teacher turnover ratio.
- e) Placement

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 :

- a) Actions outstanding from previous management review meetings
- b) Actions resulting from surveillance by the approval body
- c) Course /programme design
- d) Course /programme presentation
- e) Performance of faculty members/Resource persons and future training required for the Faculty-members/Resource persons
- f) Complaints and appeals
- g) Analysis of student feedback
- h) Analysis on result of students in skill assessment and certification process by assessing bodies and NCVT.

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 is sought from students and staff.A complaint register is maintained.
- 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 respective interested by ITI and resolved at the earliest possible . The maximum time for resolving a complaint is 3 week.
- f) The respective interested party is communicated on the closure of the complain to ensure satisfaction.

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

SECTION 3 : GOVERNANCE OF THE INSTITUTION

3.1 LEADERSHIP

Institute management Committee has established and it follows formal methods to determine the needs 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.

Applicable provisions of;

The payment of wages Act, 1936,

The minimum wages Act, 1948

The Electricity Act,2003.

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 necessary for achieving the intitution'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 manging the ITI under the Scheme.

3.2 RESPONSIBILITY AND AUTHORITY

Head of the ITI and Key Personnel The responsibility and authority of all the employment of the institute is defined and communicated to all the employees.

Principal

- ❖ Overall in –charge of profitability of the institution.
- ❖ Approval of vision and Objectives.
- ❖ Holding Management Reviews and ensuring all actions are completed as per the decisions of meetings.
- ❖ Providing budgers for required resources and its approval.
- ❖ Collaborations and agreements.’
- ❖ Answerable to the Management Committee.
- ❖ 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 NSBET for smooth implementation of te Accreditation system in the ITI.]
- ❖ Authorized to conduct the Inernal Audits.

Instructor

- ❖ 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 live with the assessment criteria.
- ❖ Reporting of any non conformances in course delivery /laboratoties etc.
- ❖ Guide and help to make Quality manual,procedure ,process instruction and formats.

3.3 ACCREDITATION DOCUMENTS

- A. Quality manual the manual describes the training and related support processes including their interactions .It shall include or provide reference to all documented procedure 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 NSBET-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.

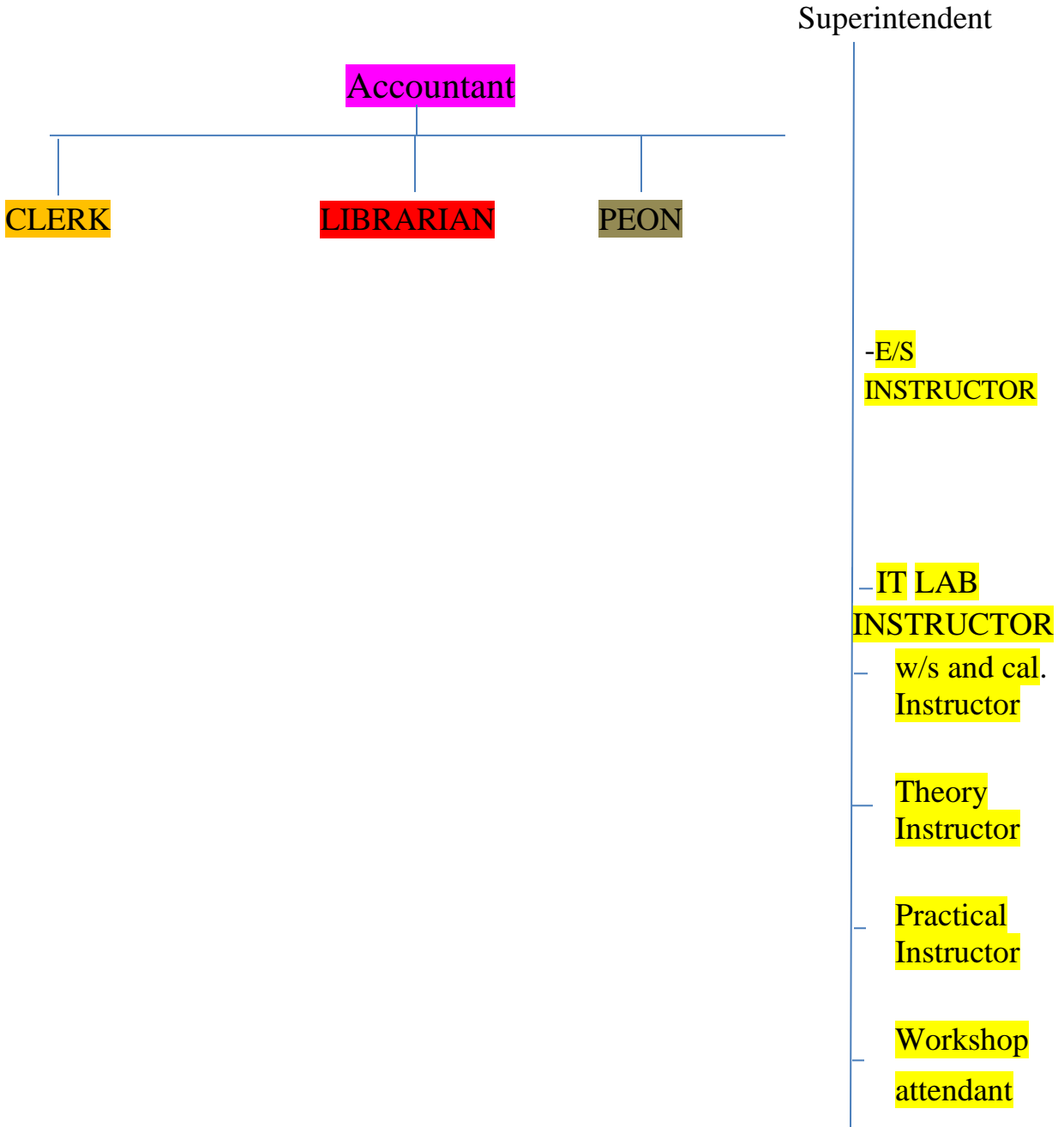
C. CONTROL OF RECORDS

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.

ORAGANIZATION 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.....,

NABET Registration number.....,

ITI association Number

C. PROFILE OF SENIOR MANAGEMENT AND TRAINERS

Designation	Name	Qualification Details	Experience Details
Drawing instructor	Shyam singh rathore	Diploma in mech.2006	KPS CHANDERIA CHITTORGARH 6 YEAR, SHRI MAHALAXMI ITC, BUNDI 2 YEARS 3 MONTH
Mathematics Instructor	Shyam singh rathore	Diploma in mech.2006	KPS CHANDERIA CHITTORGARH 6 YEAR, SHRI MAHALAXMI ITC, BUNDI 2 YEARS 3 MONTH
Superintendent	Anurag Saini	ITI in Mechanic Diesal	SHRI MAHALAXMI ITC, BUNDI 4 YEARS SHRI SHYAM ITC, BHILWARA 4 YEARS

Trade	Instructor	Name	Qualification Details	Experience Details
Electrician	Electrician Instructor	Manish kumar barolia	Diploma in Electrical Engg.	KPS CHANDERIA CHITTORGARH 7 YEARS

	{Theory}		2003	JAI AMBE ITC, NAINWA, DIST-BUNDI 1 YEARS 3 MONTH
Electrician	Electrician Instructor {Practical}	Aamir Khan	ITI in Electrician 2007	ADANI WILMAR LI. 1 YEARS, KPS CHANDERIA CHITTORGARH 2 YEARS, JAI AMBE ITC, NAINWA, DIST-BUNDI 9 MONTH
Electrician	Electrician Instructor {Practical}	Avesh Khan	ITI in Electrician 2008	KPS CHANDERIA CHITTORGARH 3 YEARS 6 MONTH, SHRI MAHALAXMI ITC, BUNDI 1 YEARS
Electrician	IT Lab Instructor	Devendra Chaturvedi	M.C.A. In Computer Application	NEW MAHALAXMI ITC, TALERA, DIST- BUNDI 1 YEARS

D.FACILITIES

Total Built up Area=232.25 sq. mt.

Class room sq m.=28.94 sq. mt.

Workshop Area=Electrician=104.70sq. mt.

IT lab=28.94 sq. mt.

Library=16.86 sq.mt.

Medical Room/Dispensary=10.85 sq.mt.

D. DETAILS OF INFRASTRUCTURE

Class room-1

Toilets-6

Lab –Electrician=1

Library-1

Computers-12