



Excellence in Multi-Skills

## **GloTec Private Industrial Training Institute**

ಸುಪ್ರಾನ್ಯುಯಿಟಿಂಗ್ ಕೌನ್ಸಿಲ್ ಆಫ್ ಇಂಡಿಯಾ ಗ್ಲೋಟೆಕ್ ಪ್ರೈವೇಟ್ ಲಿಮಿಟೆಡ್  
ಫಿಲಿಯೇಟೆಡ್ ಟು ನ್ಯಾಷನಲ್ ಕೌನ್ಸಿಲ್ ಫಾರ್ ವೌಕಾಲ್ ಶುಟಿಂಗ್,  
ಗೌಡರ್ನಮೆಂಟ್ ಆಫ್ ಇಂಡಿಯಾ, ನ್ಯೂ ಡೆಹಲಿ .

Affiliated to National Council for Vocational Training,  
Government of India, New Delhi .

Promoted & Supported by **Glowtronics Pvt. Ltd.** Mysore

Managed by Hari Murari Charitable Trust, Mysore

### **PROSPECTUS 2017-18**

**1 D-3 Hootagalli Industrial Area, Mysore-570 018**

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[www.glotecmysore.org](http://www.glotecmysore.org)

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50/-

## **A. Introduction:**

The Hari Murari Charitable Trust (HMCT), Mysore, was registered in 1991 with its main objective as “**educational support for the underprivileged.**” In its beginning years, basic literacy in Kannada was the need of the hour and thus its focus was in running literacy centers and a sewing training center for unschooled women from the slums in Mysore. Its activities have expanded into, awarding scholarships to children of widows and deserted / single parent women and aid to other government and non-government organizations working in the field of education; orphan-care; homes for the elderly and physically and intellectually challenged people.

Its subsequent motive in setting up “GloTec Private Industrial Training Institute” (GloTec) is to serve the underprivileged youth of society, especially from villages

The Management of M/S Glowtronics Pvt. Ltd. (GPL) is the active supporter in this effort wherein they have provided land, buildings, equipment and infrastructure to GloTec on a long-term agreement. GPL, established in 1986, is a medium scale industry engaged in manufacture of high precision components and devices used in Electronics and Medical fields.

Training at GloTec is career oriented and industry relevant by combining theory and practice with real life ‘**hands on**’ experience throughout the four- semester (Two year) course.

## **B. Objectives:**

Apart from following the guidelines of National and State Council for Vocational Training (NCVT & SCVT), GloTec has the following aims and objectives for its training program, which is to:

1. Impart training in the fields of communication, discipline, computers etc. for overall development of the students so as to meet the changing industrial needs of multi-skilled manpower.
2. Equip students in effective and efficient ‘hands on’ competence, which will enable them to compete with confidence in opportunities for employment and thereby reduce unemployment among the educated youth.
3. Help solve the problem of shortage of trained technical manpower required by the industries.

## **C. Courses offered:**

<u>Course</u>	<u>Duration</u>	<u>Trainee Intake</u>
1. Draughtsman (Mechanical)	2 years (Four Semesters)	16 + 5
2. Electrician (Unit- I)	2 years (Four Semesters)	16 + 5
3. Electrician (Unit-II)	2 years (Four Semesters)	16 + 5
4. Fitter	2 years (Four Semesters)	16 + 5

## **D. Eligibility:**

1. S.S.L.C. pass or 10th standard pass under 10 + 2 system with good scores in Science and Mathematics.
2. The candidate should have completed minimum of 14 years of age on the date of Admission i.e. August 1, 2017.

## **E. Preference and Method of Selection:**

1. Basic essential qualification.
2. Rural Poor Youth (Women and Men).
3. State of Health.
4. First- come first- served basis.
5. No bad habits of smoking or consuming drugs, alcohol etc.
6. Attending Pre - ITI Foundation Course at GloTec (Tentatively from 15.05.17 to 21.07.17)

## **Notes:**

1. Selected candidates should hand over the following certificates:
  - a. Original and a photocopy of the Transfer and Conduct Certificates from the Institution last attended.
  - b. Original and a photocopy of SSLC certificate and marks card.
  - c. Photocopy of Proof of Address. (Aadhaar Card, Ration Card / Voter Registration Card etc.)  
(Originals will be returned to the student only when he / she leave GloTec and after settlement of all dues.)
2. Parents of trainees who do not reside in Mysore should nominate a responsible resident of Mysore to be the trainee's Local Guardian, who will accept full responsibility for the trainee's good conduct and behavior, failing which he/she will not be allowed to attend classes till a Guardian is nominated.

## **F. Fees:**

- a. Fees for year 2017-18 is

	For	Electrician	Fitter	Draughtsman Mechanical
1.	Admission fee per year	₹ 300.00	₹ 300.00	₹ 300.00
2.	Tuition fee per year	₹ 7,500.00	₹ 7,500.00	₹ 500.00
3.	Assessment fee per year	₹ 200.00	₹ 200.00	₹ 200.00
4.	Uniform material for two sets and Books for year 2014-15	₹ 3,500.00	₹ 3,500.00	₹ 1,000.00
	<b>Total</b>	₹ 11,500.00	₹ 11,500.00	₹ 2,000.00

**ADMISSION FEE FOR GIRLS TO ANY COURSE IS ₹ 2,000/- ONLY**

- b. Full fees are to be paid at the time of admission.
  1. Final Examination fee will be collected as per rules at the end of each semester.
  2. Fees payable are subject to change, from time to time.

## **G. Refunds:**

No refunds under any circumstances will be made once the seat is confirmed and fees / amounts are collected.

## **H. Photographs and Identity Card:**

1. Colored Photographs: Twelve numbers – passport size; and three numbers – stamp size, are required with the application.
2. Each trainee will be issued an identity card, which must be carried to the Institute every day.

## **I. Sports and Extra Curricular Activities:**

To maintain a healthy body and holistic development, extra-curricular activities and sports will be compulsory.

## **J. Training:**

Training includes 'Industrial visits' to a few local industries which will be arranged in the fourth semester.

**K. Timing:** 09.00 am to 05.00 pm

**L. Weekly hours:** 43 hours per week throughout the course as detailed below:

	Draughtsman (Mechanical)	Electrician/Fitter
1. Practical instruction	28 hours / week	25 hours / week
2. Theoretical instruction		
a) Trade theory	06 hours / week	06 hours / week
b) Workshop Science & Calculation	02 hours / week	02 hours / week
c) Engineering drawing	00 hours / week	03 hours / week
3. Employability Skills	02 hour / week (First & Second Semester)	
4. Autocad & Personality development	(Third & Fourth Semester) 02 hours / week	
5. Extra-curricular activities (Library, Physical Training, Audio-Visual, Computer, English)	05 hours / week	05 hours / week
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Total	43 hours / week	43 hours / week
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## **M. Attendance:**

As per NCVT norms, minimum attendance required is 80% in each subject for each semester. Non-compliance will disallow trainees from appearing in the semester examination.

## **N. Holidays:**

As per Industrial Training Institute norms, there are no vacations. The Institute will work throughout the year. Holidays will be as permissible by the Department of Employment and Training, Government of Karnataka.

## **O. Progress card:**

Progress card, for every trainee will be maintained from the date of admission to the Institute. Monthly test will be conducted in all the subjects and performance will be recorded on monthly and quarterly basis for awarding the sessional marks.

Following criteria will also form part of regular assessments:

- i. Responsibility towards the Tools, Equipment and allotted work.
- ii. Industry, diligence, accuracy and speed.
- iii. Regularity in attendance and punctuality.
- iv. Cleanliness (Personal, Workplace, Tools and Equipment)
- v. Inter-personal behavior including Curiosity, Obedience, Enthusiasm and Sincerity to learn.
- vi. Attendance at Flag Hoisting on Republic Day & Independence Day.

## **P. Certificates:**

1. Provisional Certificate will be issued at the end of successful completion of the Course.
2. National Trade Certificate will be made available as soon as it is received from NCVT, New Delhi.

## **Q. Trade outlines:**

Semester system was introduced from the academic year 2013-14. The two years course has four Semesters. An examination is held at the end of each six months Semester.

### **Draughtsman Mechanical:**

- 1<sup>st</sup> Semester: a) Use, care and maintenance of drawing instruments; layout and folding sheets.  
b) Construct, read & use of plain, comparative, diagonal, Vernier scales.  
c) Construct plain geometrical figures.  
d) Draw sketches from models (plan, section & elevation).
- 2<sup>nd</sup> Semester: a) Learn ten Allied Trades like forging, pattern making, fitting, sheet metal etc.  
b) Use of temporary and permanent fasteners - welding drawing.
- 3<sup>rd</sup> Semester: a) Draw details and assembly of machine parts – Pulleys, Cams, I C engine parts, Steam Engine parts & Gears.  
b) Prepare piping drawings.
- 4<sup>th</sup> Semester: a) Prepare details & assemble drawing of important machine parts.  
b) Valves, hydraulic & Pneumatic symbols, Jigs & Fixtures, roof Truss, Gauges & Screw jack.

### **Electrician:**

- 1<sup>st</sup> Semester: a) Fundamentals of electricity & safety accessories.  
b) Safety precautions and how to use the Electricians tools.  
c) Cells & batteries; battery charging.  
d) Magnetism, Basic electrical laws & AC circuits.  
e) Basic electronics.  
f) Method of earthing & its necessity.
- 2<sup>nd</sup> Semester: a) DC Motor – working principle; construction & applications.  
b) Measuring Instruments & House wiring.  
c) Digital & power electronics.  
d) Transformers; Types, working principle; construction and applications.  
e) DC Generator – working principle; construction & applications.
- 3<sup>rd</sup> Semester: a) Motor winding, Single phase and three phase AC motors.  
b) Illumination, lights & Decorative lights.  
c) Single phase and three phase industrial wiring.  
d) Alternator – working principle; construction & applications.
- 4<sup>th</sup> Semester: a) Power generation and transmission of electrical power.  
b) Fault finding of home appliances.  
c) Machine control cabinet & control panels.

### **Fitter:**

- 1<sup>st</sup> Semester: a) Familiarization with occupational safety and health.  
b) Utilization of various hand tools and basic machineries.  
c) Practice of basic fitting works and allied trades (Forging & Sheet metal) with related Theoretical instructions.

- 2<sup>nd</sup> Semester: a) Familiarization with various machine and hand operations involved in manufacturing processes.  
 b) Practice of allied trade 'Welding' with related theoretical instructions.  
 c) Skill development in application of precision marking and measuring instruments.  
 d) Familiarization with the function of Preventive maintenance.
- 3<sup>rd</sup> Semester: a) Practice of allied trade 'Turning' with related theoretical instructions.  
 b) Practice of various surface finishing processes.  
 c) Familiarization with the application of fasteners and limit gauges.  
 d) Developing knowledge in applications of bearings and heat treatment process.
- 4<sup>th</sup> Semester: a) Familiarization with the constructional features and application of jigs and fixtures.  
 b) Practice of allied trade 'Pipe fitting' and Fire fighting equipments with related theoretical instructions.  
 c) Developing knowledge in various power transmission methods and their applications.  
 d) Practice of simple repair and erection of machineries.  
 e) Inspection of machine tools and prepare different types of documents as per industrial need.  
 f) Practice of advanced fittings & study of hydraulics & pneumatics.

#### **Employability Skills outlines:**

- 1<sup>st</sup> Semester: a) Familiarization with English literacy & practice of communication skills.  
 b) Familiarization with IT literacy.
- 2<sup>nd</sup> Semester: a) Familiarization with occupational safety, health & environmental education.  
 b) Familiarization with labor welfare legislation.  
 c) Introduction to productivity & quality tools.  
 d) Familiarization with entrepreneurship skills

#### **1. Notes:**

Besides Trade Theory and Trade Practical, the syllabus for all Trades includes the subject of Workshop Calculations & Science, Engineering Drawing and Employability Skills.

In addition, the Institute will provide training in:

- a. Communication skills in Kannada and English.
- b. Simple, effective and efficient skills in the English language.
- c. Basic Computer skills.
- d. Highlights:
  - i. Continuous learning and assessment.
  - ii. Interactive learning.
  - iii. Bringing students face to face with real life work situations.
  - iv. Extensive industry interaction.
  - v. Campus Recruitment, if possible.

## **R. General Rules**

1. All trainees will undergo **medical examination** by the Doctors selected by GloTec, from time to time.
2. All trainees should aim to conduct themselves according to the **highest standards of manners and discipline.**

3. **Punctual and regular attendance** is essential for good progress in studies and conducive to molding of character.
4. **Dignity for Labor** is an important aspect of our training. No job is considered below one's dignity. Therefore, all trainees must be ready to work hard, including any type of physical work. **This includes cleaning and maintenance by the students of GloTec premises, gardens, classrooms, workshops, lunchroom, toilets, machinery, tools, and materials.**
5. No trainee shall **leave the classroom or workshop** without permission from his / her Instructor.
6. Each trainee must ensure to **wear complete neat and clean uniform** throughout the course.
7. Trainees are allowed to carry out **practical work** only as assigned by his / her Instructor.
8. **Safety regulations must be followed.** GloTec will not be responsible for any injury or disablement caused due to non-observance of the prescribed regulations.
9. Each trainee or his / her parents or guardian must meet expenses of **damage(s) of GloTec property, due** to negligence, willfulness or disobedience of orders or rules. Depending upon the seriousness of the case, this will lead to immediate expulsion from the Institute.
10. Any form of **leave shall be addressed in advance** to the Principal or his representative stating the period and reason for leave applied for. Absence without permission will be treated as misconduct. Any repetition will lead to serious disciplinary action against the trainee.
11. In case of illness, a **medical certificate** from a recognized medical practitioner is essential.
12. **80% attendance in each subject in each Quarter of every semester is** minimum for a trainee to be eligible to appear for the All India Trade Test. Non-compliance will disqualify the trainee from appearing in the NCVT examination.
13. The Institute will take serious note of willful acts of misbehavior, such as use of **obscene words or actions, disobedience, fights in or out of GloTec premises** and irregular attendance, which will lead to severe punishment and **possible dismissal.**
14. In case, any trainee shows **unsatisfactory performance** or conduct, at the first instance, action will be a verbal reprimand. In spite of this, a warning in writing will be given to him with a copy to his/her parents / guardian. Recurrence of the same or similar offence, will lead to suspension or dismissal from the Center. In such an eventuality, the student will not have any claim for a refund of any fees or amounts paid.
15. Unless permitted by the Honorary Director, no trainee shall become a **member of any club, association, union** or the like, which is not conducive to the academic credibility of the trainee.
16. No trainee shall play in any team **against the team of the Institute.**
17. **Smoking, gambling, alcohol and drugs** are strictly prohibited within the premises of the Institute.
18. Trainees are not allowed to bring to GloTec premises **jewelry, motorbikes, mobile phones, transistors, radios, cameras** and other such expensive and electronic gadgets.
19. Time and again, the above-mentioned **rules are liable to change.** Each trainee will be bound by these rules in force at the time.
20. Each trainee and his/her parents shall give an **Undertaking on a Stamp Paper** to abide by these GloTec rules.

## **S. Hostel:**

The Institute, does not run a hostel, nor can arrange for accommodation of trainees.

## **T. Stipend:**

No stipend, Scholarship or Free-ship is normally awarded by the Institute.

## **U. Scope of training:**

The focus will be on interactive learning to gain knowledge so as to ensure a stable foundation through constant practical exercises.

In order to help students become good citizens, discipline and personality development will be inbuilt into time spent at the Center. Trainees will have 'Hands-on' training in M/s Glowtronics Pvt. Ltd., a Multinational Company, where they will learn to execute various operations accurately, efficiently and safely.

Honest efforts, devotion to work, regular attendance and active cooperation on the part of the trainee, are important for this Center to maintain high standards of teaching and learning.

Students are expected to carefully and diligently work through their notes, workbooks and textbooks. Only through regular studies a trainee can derive maximum benefit from the training at GloTec.

## **V. Points to follow:**

1. Strictly adhere to timetable for all subjects.
2. Maintain a minimum of 80% attendance in each subject. Punctuality will be insisted upon. Latecomers without written explanation from parents or guardians will not be admitted to the classes.
3. A written application for leave of absence, even for a few hours, is essential with permission from the concerned Teacher and Principal.
4. Adhere to the rules, regulations and discipline of the Institute.
5. Will be expelled from the Institute if found involved in any sort of ragging.
6. Will be discharged from the Center if absent continuously for three monthly tests.

## **W. KSRTC Bus Routes:**

1. KSRTC bus Route Numbers 115, 266, 268, 270, 274, 278, 301 and 304 ply from Mysore City Bus Stand to Hootagalli bus stand. (Closest to GloTec)
2. Trainees can avail of KSRTC Bus pass as per Karnataka Government Rules.

## **X. Parent-Teacher Meeting**

Every quarter parents/guardian are required to meet the Principal and the respective Junior Training Officer (Along with their son/daughter) to keep an update of their child's progress in training as well as general behavior.

## **Y. LAST WORDS:      **"Welcome to GloTec"****

When admitted, you will be part of our eleventh batch of trainees.