



Excellence in Multi-Skills

GloTec Industrial Training Center

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**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 2011-2012

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

Phone: 0821 - 240 - 3838 E-mail: gitcmys@yahoo.com

www.glotecmysore.org

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 and homes for the elderly. Its subsequent motive in setting up “GloTec Industrial Training Center” (GloTec) is to serve the underprivileged youth of society, especially from villages.

The Management of M/S Glowtronics Pvt. Ltd. (GPL) is an 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 the manufacture of very high precision parts, which are used in manufacture of TV Picture Tubes, Aircraft Displays, Medical and Scientific equipment.

Training at GloTec is career oriented and industry relevant by combining theory and practice with real life ‘**hands on**’ experience.

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	16 + 4
2.	Electrician	2 years	16 + 4
3.	Fitter	2 years	16 + 4

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, 2011.

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 (From 23.05.11 to 29.07.11)

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. (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:

	For Electrician & Fitter	For Draughtsman Mechanical
1. Admission fee per year	~ 100.00	~ 100.00
2. Tuition fee per year	~ 4,200.00	~ 2,200.00
3. Assessment fee per year	~ 200.00	~ 200.00
4. Cost of Books and Uniform (Two sets) + One pair of Shoes & two pairs of socks	~ 2,500.00	~ 2,500.00
Total	~ 7,000.00	~ 5,000.00

1. Full fees are to be paid at the time of admission.
2. Final Examination fee will be collected as per rules at the end of the course.
3. 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. Twelve numbers, passport size, and three numbers stamp size colored, photographs 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, extracurricular activities and sports will be compulsory.

J. Training: 'Hands on' practical training in local industries will be compulsory.

K. Timing:

Two shifts

- 1st Shift: 09.00 am to 05.00 pm
2nd Shift: 09.00 am to 05.00 pm

L. Weekly hours: 46 hours per week throughout the course as detailed below:

1. Practical instruction	28 hours / week
2. Theoretical instruction	
a) Trade theory	04 hours / week
b) Workshop Science & Calculation	04 hours / week
c) Engineering Drawing (Except for Draughtsman Mechanical trade)	04 hours / week
Total Theoretical instruction	12 hours / week
3. Social Studies	02 hour / week
4. Extra-curricular activities (Library, Physical Training, Audio-Visual, Computer, English etc.)	04 hours / week

Total	46 hours / week

M. Attendance:

As per NCVT norms, minimum attendance required is 80% of the training period. Non-compliance will disallow trainees from appearing in the annual examination.

N. Holidays:

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

O. Leave Admissible To Trainees:

1. Casual leave: 12 days per year, subject to a maximum of 6 days at a time, excluding the intervening holidays.
2. Medical leave:
 - a. 15 days shall be allowed owing to illness, on submission of a medical certificate from a registered medical practitioner.
 - b. In case of serious illness, a further period, not exceeding 6 weeks, for the entire period of 2 years is also admissible which, a certificate from the nearest Government Hospital, should support.
3. Special leave: On prior permission 10 days Special leave for private affairs such as birth, marriage and such other social functions is allowed.
4. Students who remain absent for more than 15 days at a stretch without information will automatically be struck off from the rolls.

P. 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.

Q. 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.

R. Trade outlines:

1. Draughtsman Mechanical:

- a. Use drawing Instruments, scales and free hand sketching of machine parts.
- b. Draw first angle and third angle projections of simple machine components.
- c. Draw perspective projection of simple objects; Draw inter-penetration curves.
- d. Use of important pattern maker's tools, making of simple patterns, use of molding tools, rivets and riveted joints. Draw all types of fastening devices.
- e. Elementary knowledge in the trades of Black smithy, Machinist, Fitter, Welding, I.C Engines, Sheet Metal Work, Electrical and Electronics.
- f. Learn industrial drawings and project drawings. Learn different processes involved in the course of manufacturing components and Solid Edge.

2. Electrician:

- a. Fit, install, maintain and repair electrical machinery, equipment and fittings in factories, workshops, powerhouses and business/residential premises.
- b. Set, adjust, repair electrical relays, etc. and perform related works.
- c. Install electrical meters, transformers, switchgears, switchboards and other electrical equipment etc.
- d. Test electrical installations and equipment and locate faults, repair and replace defective wiring, parts and components etc.
- e. Operate and maintain electrical motors, pumps etc.

3. Fitter:

- a. Size metal parts to required dimensions and assemble various types of machines and mechanical equipments.
- b. Cut and shape required parts to dimensions and specifications by process of sawing, chipping, filing, grinding, drilling, screw cutting, scraping etc.
- c. Use precision measuring instruments. Do overhauling of machines.
- d. Forging, welding, turning, pipe fitting and sheet metal work.
- e. Extra need based training on machines.

Notes:

The syllabus for all Trades includes the subject of Workshop Calculations & Science, Engineering Drawing and Social Studies.

In addition, the Center 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.

S. 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 of GloTec premises, gardens, classrooms, workshops, lunchroom, toilets, machinery, tools, and materials by the students.**

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 Center.
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 and a fine will be charged. For leave, taken in excess of permissible leave, a fine will be imposed. 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** is the 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 Center 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 (Other than Deposit).
15. Unless permitted by the Principal, 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 Center**.
17. **Smoking, alcohol and drugs** are strictly prohibited within the premises of the Center.
18. Trainees are not allowed to bring **jewelry, motorbikes, mobile phones, transistors, radios, cameras** and other such expensive and electronic gadgets to GloTec premises.
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.

T. Hostel:

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

U. Stipend:

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

V. 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' exercises in Industries, 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.

W. 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 Center.
5. Will be expelled from the Center if found involved in any sort of ragging.
6. Will be discharged from the Center if absent continuously for three monthly tests.

X. KSRTC Bus Routes:

1. KSRTC bus Route Numbers 266, 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.

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

Z. LAST WORDS: **"Welcome to GloTec"**

If selected, you will be, part of our fifth batch of trainees.