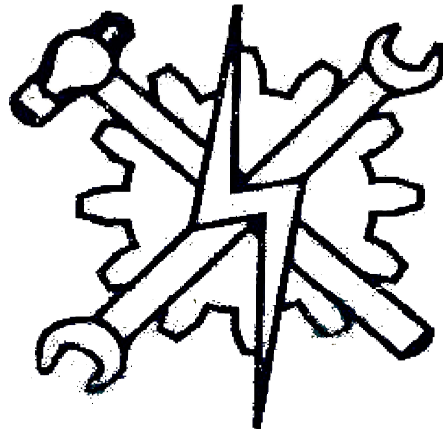




GOVERNMENT OF GOA

CITIZENS' CHARTER





















FOR

STATE DIRECTORATE OF CRAFTSMEN TRAINING

SHRAMSHAKTI BHAVAN
3RD FLOOR, PATTO PLAZA,
PANAJI-403001-GOA

OFFICES

1. OFFICE OF THE STATE DIRECTOR
OF CRAFTSMEN TRAINING,
SHRAMSHAKTI BHAVAN,
3RD FLOOR, PATTO PLAZA,
PANAJI-GOA.  2437060
2. ASSTT. DIRECTOR (ADMN),
SHRAMSHAKTI BHAVAN,
3RD FLOOR, PATTO PLAZA,
PANAJI-GOA.  2437059
3. ASSTT. DIRECTOR (TRG),
SHRAMSHAKTI BHAVAN,
3RD FLOOR, PATTO PLAZA,
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4. ASSTT. ACCOUNTS OFFICER,
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5. ASSTT. CONTROLLER OF EXAMINATION,
SHRAMSHAKTI BHAVAN,
3RD FLOOR, PATTO PLAZA,
PANAJI-GOA.  2437059
6. ASSTT. APPRENTICESHIP ADVISOR,
SHRAMSHAKTI BHAVAN,
3RD FLOOR, PATTO PLAZA,
PANAJI-GOA.  2437059
7. ASSTT. DIRECTOR (TCP)
SHRAMSHAKTI BHAVAN,
3RD FLOOR, PATTO PLAZA,
PANAJI-GOA.  2437059

<u>GOVERNMENT I.T.I.'s ADDRESSES</u>			<u>TELEPHONE NOS.</u>
1.	Principal, ITI, Farmagudi, Ponda,Goa – 403 401		2335023
2.	Principal, ITI, Alfinho, Panaji, Goa -403 001		2226333
3.	Principal, ITI, Pedem, Mapusa, Bardez, Goa - 403 507		2262637
4.	Principal, ITI, Borda, Margao, Goa - 403 602		2714887
	Extension : Aquem Baixo		2765846
5.	Principal, ITI Cacora, Curchorem 403 706 - Goa		2650270
6.	Principal, ITI Pernem Goa- 403 512		2201238
7.	Principal, ITI Valshi, Bicholim, Goa - 403 404		2362315
8.	Principal, ITI Honda, Sattari, Goa- 403 505		2370242
9.	Principal, ITI, Mastimol, Canacona, Goa - 403 702		2633354
10.	Principal, ITI Bogda, Vasco, Goa - 403 802		2520050

PRIVATE I.T.I.'s

1.	Principal, Agnel ITC, Verna Salcete-Goa.		2791206
2.	Principal, Don Bosco ITC, Fatorda, Salcete-Goa.		2740620
3.	Sesa ITC, Sanquelim-Goa.		2365509
4.	Mont Fort ITC, Corlim-Goa.		2285544
5.	Sesa ITI, Panchawadi Goa		2659099

STATE DIRECTORATE OF CRAFTSMEN TRAINING

SHRAMSHAKTI BHAVAN,
3rd FLOOR, PATTO PLAZA,
PANAJI-GOA

State Directorate of Craftsmen Training is implementing two major programmes of Government of India, viz, Craftsmen Training Scheme (CTS) and Apprenticeship Training Scheme (ATS) (under Apprentices Act, 1961).

The objectives of the above schemes is to ensure steady flow of skilled manpower in industries and also to reduce unemployment amongst the educated youth by equipping them with the required skills, education and discipline for suitable industrial employment as well as self employment.

Both the above programmes are implemented through the following:

- a) Industrial Training Institutes and Expansion Centre - On successful completion of training, a trainee shall get National Trade Certificate by National Council for Vocational Training (NCVT) and Trade Certificate by State Council for Vocational Training (SCVT) as per admissibility.
- b) Apprenticeship Training Scheme – On successful completion of training, an apprentice shall get National Apprenticeship Certificate by National Council for Vocational Training.

Industrial Training Institutes and Expansion Centre: Following are the 10 Government I.T.I.'s having total seating capacity of nearly 3432 trainees and 4 private I.T.I.'s having a total seating capacity of 272 trainees.

1. The Government I.T.I.s, their location and address together with CTS and COE trades taught and minimum educational qualifications are detailed below:

Sr. No.	Trade	Duration	Minimum educational Qualification
At-Altinho- Panaji & Canacona Govt. ITI.			
1.	Hospitality Management Broad Based Basic Training With the following modules:- a) Basic Food Production b) Basic Food & Beverage Service (Steward) c) Basic Front Office Service Operation d) Basic Accommodation Operation/Housekeeping e) Basic Computer Application f) Basic Hotel Maintenance (including Plumbing & Electrical Maintenance)	1 year	10th pass under 10+2 system
2.	Hospitality Management Advanced Modules With the following modules:- a) Food Production (Cookery) b) Front office Management c) Food & Beverage Service (Stewardship) d) House keeping	6 months each	Completed BBT in Hospitality OR NTC/NAC in relevant trade OR Diploma in Hospitality
3.	In-Plant Specialized Training in Hospitality Management	6 months	Completed any Advanced Modules in Hospitality Management course
At Mapusa Govt. ITI			
1.	Production & Manufacturing Broad Based Basic Training		

	<p>With the following modules</p> <p>a) Basic Fitting & Measurements</p> <p>b) Basic Sheet Metal Work & Welding,</p> <p>c) Basic Electrical & Electronics Computer Skills</p> <p>d) Basic Turning & Grinding (Including knowledge of Materials & Heat Treatment)</p> <p>e) Basic Milling & Gear Cutting (Including knowledge of Planning, Shaping and Slotting)</p> <p>f) Basic CNC Programming & Operation & Hydraulic & Pneumatics</p>	1 year	10th pass under 10+2 system
2.	<p>Production & Manufacturing Advanced Modules</p> <p>With the following Modules:-</p>		
	a) CNC Machining	6 months	Completed BBT in Production & Manufacturing sector OR NTC/NAC in Turner /Machinist OR Diploma in Mechanical Engg/Production Engg.
	b) PLC & Automation	6 months	Completed BBT in Production & Manufacturing sector OR Diploma in Mechanical Engg/Production/ Electronics Engg.
3.	In-plant Specialized Training in Production & Manufacturing.	6 months	Completed any Advanced Module in Production &

			Manufacturing.
At Margao Govt. ITI			
1.	<p>Information Technology</p> <p>Broad Based Basic Training With the following Modules:-</p> <p>a) Basic Electrical & Electronics b) Basic Assembling & Maintenance of PCs c) Basic Computer Networking d) Basic Office Automation e) Basic Internet & Multimedia f) Basic Database Processing</p>	1 year	10th Pass under 10 + 2 system with science.
2.	<p>Information Technology</p> <p>Advanced modules</p> <p>With the following Modules:-</p>		
	a) Repair & Maintenance of Hardware of Computer & Peripherals.	6 months	Completed BBBT in Sector IT or NTC/NAC in IT &ESM/Network Technician or any other related trade or Diploma in IT.
	b) Computer Networking	6 months	Completed BBBT in Sector IT or NTC/NAC in IT &ESM/Mechanic Computer Hardware or any other related trade OR Diploma in IT
	c) Multimedia & Web Page Designing	6 months	Completed BBBT in Sector IT or NTC/NAC in IT &ESM/COPA or any other related trade OR Diploma in IT
3.	In-Plant specialized Training in Information technology.		

	<ul style="list-style-type: none"> a) Repair & Maintenance of Hardware of Computers & Peripherals b) Multimedia & Web Page Designing c) Computer Networking 	6 months each	Completed relevant advanced Modules of IT.
At Pernem Govt. ITI			
1.	<p>Fabrication (Fitting & Welding Broad Based Basic Training with the following Modules:-</p> <ul style="list-style-type: none"> a) Basic Fitting & Measurements b) Basic Sheet Metal work and Fastening c) Basic Machine Shop Practice (Turner, Milling & Grinding) d) Basic Welding e) Metals and Surface Finishing Techniques f) Basic Electrical, Electronics and Computer Skills 	1 year	10th pass under 10+2 system.
2.	Fabrication (Fitting & Welding) Advanced Modules With the following Modules:-		<p>Completed BBBT in Fabrication (Fitting & Welding) Sector</p> <p>OR</p> <p>NTC/NAC in Welding</p> <p>OR</p> <p>Diploma in Mechanical Engg. / Production Engg.</p>
	a) TIG/MIG Welding	6 months	
	b) Pressure Vessel & Pipe Welding	6 months	
	c) Welding Inspection & Testing	6 months	
3.	In- plant Specialized Training in Fabrication (Fitting & Welding).	6 months	Completed any Advanced Module in Fabrication (Fitting & Welding).

At Farmagudi, Sattari & Cacora Govt. ITI.			
1.	Automobile Broad Based Basic Training with the following Modules:- a) Basic Fitting & Measurements b) Basic Sheet Metal Work and Welding. c) Basic Electrical & Electronics d) Basic Microprocessor & Computer Operation. e) Basic Petrol & Diesel Engines f) Basic of Transmission, Suspension, Steering System & Brakes.	1 year	10th pass under 10+2 system
At Farmagudi Govt. ITI			
1.	Automobile Advanced Modules With the following Modules:-		
	a) Servicing & overhauling of Automobiles (Petrol)	6 months	Completed BBT in Automobile OR
	b) Servicing & overhauling of Automobile (Diesel)	6 months	NTC/NAC in Mechanic Motor Vehicle OR other relevant trade OR
	c) Auto Electricals, Electronics & Air-conditioning in Automobiles	6 months	Diploma in Automobile.
2.	In- plant Specialized Training in Automobile	6 months	Completed any Advanced Module in Automobile

At Sattari Govt. ITI			
1	Automobile Advance Module		
	a) Servicing & overhauling of Automobiles (Petrol)	6 months	Completed BBT in Automobile OR
	b) Servicing & overhauling of Automobile (Diesel)	6 months	NTC/NAC in Mechanic Motor Vehicle OR other relevant trade OR Diploma in Automobile
	d) Denting, Painting & Welding of Automobiles	6 months	
2	In- plant Specialized Training in Automobile	6 months	Completed any Advanced Module in Automobile
At Cacora Govt. ITI			
1	Automobile Advance Module		
	a) Servicing & overhauling of Automobile (Diesel)	6months	Completed BBT in Automobile OR
	b) Auto Electricals, Electronics & Air-conditioning in Automobiles	6months	NTC/NAC in Mechanic Motor Vehicle or other relevant trade OR
	c) Overhauling of Fuel Injection System & Steering	6months	Diploma in Automobile Engineering
2	In- plant Specialized Training in Automobile	6 months	Completed any Advanced Module in Automobile
At Bicholim Govt. ITI			
1.	Electrical Broad Based Basic		10th pass under 10+2 system with Science as one of the

	<p>Training With the following modules:-</p> <p>a) Basic Engineering Skill b) Basic Electrical Engineering c) Basic Electronics d) Basic Electrical Wiring and Winding. e) Basic Power Generation, Transmission & Distribution f) Basic Computer Operating Skill & its Application.</p>	1 year	subject.
2.	Electrical Advanced Modules		
	a) Repair and maintenance of Domestic Appliances	6 months	<p>Completed BBT in Sector Electrical</p> <p>OR</p> <p>NTC/NAC in Electrician, consumer Electronics or other relevant trade</p> <p>OR</p> <p>Diploma in Electrical Engineering</p>
	b) Operation & Maintenance of Equipment used in HT, LT, Substation & Cable Jointing	6 months	<p>Completed BBT in Sector Electrical</p> <p>OR</p> <p>NTC/NAC in Electrician or other relevant trade</p> <p>OR</p> <p>Diploma in Electrical Engineering</p>
	c) Repair and maintenance of Electrical Machine & Power Supply	6 months	
3.	In- plant Specialized Training in Electrical	6 months	Completed any Advanced Module in Electrical

Engineering Trades:

Sr. No	Trade	Duration	Minimum Educational Qualification
1.	Information Technology & Electronics System Maintenance	2 years	Passed in 10th class examination under 10+2 system of education or its equivalent.
2.	Fitter	2 years	Passed 10th class examination under 10+2 system or its equivalent.
3.	Turner	2 years	-do-
4.	Machinist	2 years	-do-
5.	Electrician	2 years	Passed 10th Class examination under 10+2 system of education with Science as one of the subject or its equivalent
6.	Instrument Mechanic	2 years	-do-
7.	Mechanic (Refrigeration & Air Conditioning)	2 years	Passed 10th Class examination under 10+2 system of education with Science and Maths subject.
8.	Electronic Mechanic	2 years	-do-
9.	Draughtsman (Mechanical)	2 years	-do-
10.	Draughtsman (Civil)	2 years	-do-
11.	Mechanic (Motor Vehicle)	2 years	10th Class pass under 10+2 system with Science and Maths.
12.	Wireman	2 years	Passed 8th Class

			examination.
13.	Mechanic (Diesel)	1 year	Passed 10th class examination under 10+2 system or its equivalent.
14.	Welder (Gas &Electric)	1 year	Passed 8th Class examination.
15.	Carpenter	-do-	Passed 8th Class examination with Science as one of the subject or its equivalent
16.	Plumber	-do-	Passed 8th Class examination under 10+2 system of education or its equivalent

Non-Engineering Trades:-

Sr. No	Trade	Duration	Minimum Educational Qualification
1	Computer Operator & Programming Assistant	1 Year	12th Passed under 10+2 system or duly recognized Diploma in Engineering (other than Computers) from any Polytechnic of 3 years duration.
2	Desk Top Publishing Operator	1 year	(a). Passed class 12th under 10+2 system (b). Typing speed of 30 w.p.m. in English. Desirable: Typing speed of 30.w.p.m/in Regional Language
3	Stenography (English)	1 year	Passed class 12th under 10+2 system
4	Secretarial Practice	1 year	12th class pass
5	Hair & Skin Care	1 year	10th Class pass under 10+2 system or its equivalent.

6	Craftsmen Food Production (General)	1 year	-do-
7	Steward	1 year	-do-
8	Cutting & Sewing	1 year	Passed 8th Class examination.

Admissions under SCVT in case SEATS REMAIN VACANT

- Where the entry qualification is Xth pass the Xth fail candidates will be considered under SCVT.
- Where the entry qualification is XIIth pass the XIIth fail candidates will be considered under SCVT.
- Candidates passing Std Xth through National Open School without Maths & Science (not Home Science) subjects, does not qualify for admission to the Courses, where Maths & Science are the subjects required for minimum Educational Qualifications under NCVT/ SCVT.

Relaxation in domicile period will be considered if seats remain vacant even after exhausting the above three options for SCVT& NCVT trades in all the ITI.s

Short Term Courses :-

Sr. No	Trade	Duration	Minimum Educational Qualification
1	Data Entry Operator	6 months	10th passed under 10+2 system of education & Typing speed of 30w.p.m. in English.
2	Driver cum mechanic (Light motor vehicle)	6 months	8th class passed under 10+2 system of education or its equivalent. Age: Minimum 18 years as on 1.08.2012.

The private I.T.Cs, their location and addresses, trades conducted and minimum educational qualifications are detailed below :

(a) AGNEL ITC VERNA	1. Fitter	10 th Class pass under 10+2 system or its equivalent
	2. Electrician	10 th Class pass under 10+2 system with Science as one of the subjects or its equivalent.
	3. Mechanic (Diesel)	10 th Class pass under 10+2 system of education or its equivalent.
	4. Carpenter	VIII th Class Pass under 10+2 system of education.
(b) DON BOSCO FATORDA	1. Fitter	10 th Class pass under 10+2 system or its equivalent.
	2. Electrician	10 th Class pass under 10+2 system with Science as one of the subjects or its equivalent.
	3. Electronics Mechanic	10 th Class pass under 10+2 system or its equivalent with Science and Mathematics as one of the subjects or its equivalent.
	4. Welder (Gas & Electric)	VIII th Class Pass under 10+2 system of education.
	5. COPA	12 th passed under 10+2 system of education or duly recognized diploma in Engineering (other than computers) from any Polytechnic of 3 years duration.
(c) SESA ITC SANQUELIM	1. Fitter	10 th Class pass under 10+2 system or its equivalent.
	2. Machinist	10 th Class pass under 10+2 system or its equivalent.
	3. Mechanic Instrument	10 th Class pass under 10+2 system with Science as one of the subjects or its equivalent

	4. Electrician	10 th class passed under 10+2 system of education with science as one of the subject or its equivalent.
(d) MONT FORT ITC CORLIM	1. Fitter	10 th Class pass under 10+2 system or its equivalent.
	2. Electronics Mechanic	10 th Class pass under 10+2 system or its equivalent with Science and Mathematics as one of the subjects or its equivalent.
	3. COPA	12 th passed under 10+2 system of education or duly recognized diploma in Engineering (other than computers) from any Polytechnic of 3 years duration.
	4. Electrician	10 th class passed under 10+2 system of education with science as one of the subject or its equivalent.

2. Subjects taught during the training:

Engineering trades:	Non – Engineering trades:
1. Trade Theory 2. Trade Practical 3. Employability Skill 4. IT Literacy 5. Workshop Calculation & Science 6. Engineering Drawing (Except for D'Man Mech. & D'Man Civil.	1. Trade Theory 2. Trade Practical 3. Employability Skill 4. IT Literacy 5. Cognate English for trade Stenography (English). 6. General English & Business Correspondence and General Knowledge for Secretarial

	Practice.
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CoE Engineering course	CoE non-engineering course
Information Technology, Fabrication(Fitting & Welding), Production & Manufacturing, Automobile and Electrical	Hospitality Management
1. Trade Theory 2. Trade Practical 3. Entrepreneurship &Communication Skill (BBBT Modules only) 4. Workshop Calculation & Science and Engineering drawing (BBBT Modules only).	1.Trade Theory 2. Trade Practical 3. Entrepreneurship &Communication Skill (BBBT Modules only) 4. Hotel Accountancy, Hygiene & Language- French/German or any foreign Language(BBBT Modules only)

3. The syllabus for all the designated trades is prepared and issued by DGET, Government of India, New Delhi.

The other requirements such as age, standard of physical fitness, Residence period, reservation of seats, method of selection, caution money, fees, I-cards, working hours, concessions, scholarship, transport facility, Hostel facility, leaves & holidays, etc. are furnished in the prospectus. One common prospectus for Government I.T.Is and Prospectus for the private I.T.Is are printed by the concerned I.T.Is.

3.1 Certificates on completion of the prescribed period and the course of training (one year course and two years course)

All India Trade Tests of Craftsmen are conducted under the aegis of National Council for Vocational Training and the

successful trainees are awarded National Trade Certificates which are recognized for posts under Government of India for which trade certificate in craftsmanship is prescribed as a requisite qualification.

Provided that, for the trades and units run under approval of State Council for Vocational Training the final Trade Test of Craftsmen shall be conducted by State Board of Examinations and the successful trainee of these trades and units shall be awarded Trade Certificates by the State Council for Vocational Training.

4. **Admissions:**

Admission is done by the respective ITI's after notifying in the local news papers and receiving applications from the eligible candidates during June to first week of August every year strictly on the merit basis (computerised). The selection shall be done on the basis of the marks secured by the candidates during the minimum qualifying examination for the trade and the preference shall be given to those candidates passing the minimum qualifying examination in the very first attempt.

Some seats are reserved as per the reservation policy of the Government.

In the case of the Private I.T.Cs they follow their own norms for selection keeping the same criteria of educational qualification, age etc that are applicable to the Government Institutions.

5. **All Goa Inter ITI Sports Meet:**

All Goa Inter ITI Sports Meet is organized every year in Cricket, Football and Volleyball events in men and relay race. Tennicoit, Discus throw for women. The participating ITIs from Government and private centres are grouped into two groups, viz. North zone and South zone and the finals are played among the winners of the

respective zones in the individual events.

6. **Examinations:**

Annual Examinations / Trade Tests under NCVT are held during last week of July every year as notified by DGE&T, New Delhi, for all the states on the same dates and same time. Supplementary Examinations / Trade Tests are held in January / February every year for all the states on the same dates and same time as notified by DGE&T every year.

Annual Examinations/ Trade Tests under SCVT are held few weeks before / after the NCVT Examination as per the instructions received from DGE&T.

7. **Staff position in I.T.I.'s:**

Each ITI is headed by Principal. There are Group Instructors (Supervisors) and Vocational Instructors supported by workshop staff and administrative staff to implement the schemes of craftsmen training.

8. **All India Skill Competition of Craftsmen:**

In order to foster a spirit of healthy competition among the trainees of the Institutes with a view to raise the standard of skill, All India Skill Competitions of Craftsmen are conducted by Government of India, Ministry of Labour, DGE&T, New Delhi, at various Advanced Training Institutes located in the major cities of the country. At present 14 Trade Courses are covered under this programme; namely Fitter, Turner, Machinist, Electrician, Electronic Mechanic, Instrument Mechanic, Welder (Gas & electric), Mechanic Motor Vehicle, Cutting & Sewing, Mechanic (Diesel), Computer Operator & Programming Assistant, Draughtsman (Mechanical), Draughtsman (Civil) and Mechanic Refrigeration and Air-conditioning.

The All India Skill Competition is conducted in two levels: State Level and All India Level. Merit Certificates is awarded to the best trainee in each of 14 trades at State Level Skill Competition.

Merit Certificate and cash prize of Rs 50,000/- is awarded to the best trainee in each of the 14 trades at All India Skill Competition.

In order to decide best trainee at the State Level in each of the other trades not covered above, All Goa Skill Competition of Craftsmen are also arranged.

The toppers of these competitions are felicitated and awarded Merit Certificates at the State Level function.

9. **Infrastructure:**

Every ITI has full fledged workshops, classrooms, library, office, etc. as per the prescribed norms of the Government. ITI Farmagudi has a hostel for boys, staff quarters, canteen and transport facility (own bus). ITI Farmagudi, Canacona, Vasco have transport facilities. ITI Farmagudi has CNC machine where as ITI Vasco has offset printing machine. All the Government I.T.I.'s have been provided with P-IV Computers. Thrust is given on providing latest machineries & equipments to I.T.I.'s.

Nearly 75% of the instructional staff including supervisory staff (Group Instructors) are trained by the central agency namely Advance Training Institute (ATI) at Mumbai, Calcutta, Bhopal, Chennai, Hyderabad and Delhi and Central staff Training & Research Institute (CSTRI) and courses conducted by trained Group Instructors of I.T.I.'s under Principles of Teaching (POT). Some short-term special training programmes are also arranged by the central agency (DGE&T).

10. **Structure and Functions at Headquarter (Craftsmen Training Scheme):**

State Directorate of Craftsmen Training is functioning in Shramshakti Bhavan, 3rd floor, Patto Plaza, Panaji-Goa.

1. State Director of Craftsmen Training -	Head of the Department
2. Assistant Director (Training) -	02 Posts
3. Assistant Director (Admn).	01 Posts
4. Assistant Director (Purchase)	01 Posts
5. Assistant Controller of Examination	01 Posts
6. Assistant Accounts Officer	01 Posts

All the matters of Craftsmen Training and Apprenticeship Training Schemes are implemented and co-coordinated by the State Director of Craftsmen Training.

(B) **Apprenticeship Training Scheme under Apprentices Act, 1961.**

1. **Trades Covered under ATS:**

This scheme is implemented in Goa covering 163 industries as on date in the State Sector. Apprenticeship Training facilities are available in 34 designated trades under the Apprenticeship Rules, 1405 Seats are located both in the Government departments and private establishments. The number of seats utilized is 855 as detailed below:

Sr No	Trade	Seats Located	Seats utilized
1	Fitter	134	133
2	Turner	23	04
3	Machinist	13	13
4	Welder	33	09
5	Mechanic Diesel	75	60
6	Mechanic Motor Vehicle	38	13
7	Electrician	135	103
8	Instrument Mechanic	24	17
9	Mechanic Ref. & Air Conditioning	46	16
10	Boiler Attendant	27	14
11	Laboratory Assistant	60	32
12	Attendant Operator (Chemical)	21	10

13	Mechanic Electronics	27	26
14	Plumber	43	24
15	Food Production	125	112
16	Steward	138	122
17	House Keeper	95	25
18	Draughtsman (Civil)	19	03
19	Draughtsman (Mechanical)	02	01
20	Carpenter	04	--
21	Book Binder	14	--
22	Lineman	--	--
23	Marine Diesel Engine Mechanic	07	--
24	Auto Electrician	07	--
25	Front Office Assistant / Receptionist	49	12
26	Health Slimming Assistant	02	--
27	Wiremen	80	--
28	Programming & Systems Administration Assistant (PASSA)	41	30
29	Desk Top Publishing Operator	04	--
30	Beautician	01	--
31	Mechanic Tractor	01	--
TOTAL		1288	779

2. **Monthly Stipend paid to Apprentices as per DGET guidelines as follows:**

1st Year Rs.1090/-, 2nd year Rs.1240/-, 3rd year Rs.1440/-, and 4th year Rs.1620/- Some of the establishments who pay more than the above prescribed rates upto Rs.2000/- per month. Some establishments also provide breakfast, lunch at subsidized rates.

The trainees engaged in the Industries get a minimum of Rs.1240/-.

3. **STRUCTURE AT HEAD QUARTERS:**

1. State Apprenticeship Advisor Head of the Department
(Apprenticeship Training Scheme)
2. Assistant Apprenticeship Advisor
3. Surveyor
4. U.D.C.
5. L.D.C

4. **MAIN FUNCTIONS UNDER ATS:**

1. Survey of industrial establishments for the purpose of locating seats for recruiting apprentices under Apprentices Act, 1961 twice in a year i.e. February/March and August/September.
2. Registration of contract of Apprentices.

3. Submission of monthly/quarterly/half yearly returns to DGET.
4. Resurvey of industrial Establishments.
5. Notification to industries for recruitment of Apprentices after survey and resurvey.
6. Maintaining all records of intake capacity of apprentices in establishments and the number of apprentices currently undergoing training together with monitoring of Apprenticeship Training.
7. (a) Conducting of Basic Training and Social Study Classes for apprentices and Related Instruction for apprentices in the specified centers, I.T.Is and monitoring the training programme as per the syllabus and curriculum.
(b) In the case of catering group of trade's concerned establishments conduct Basic Training and Related Instruction as per the syllabus and curriculum of DGET.
8. Conducting of All India Trade Tests of Apprentices of DGET twice in a year (i.e. April/May and November/December) as per the guidelines of DGET from time to time and follow up.
9. Issuing of Provisional Certificates to passed out Apprentices and issual of National Trade Certificates received form DGET and follow up.
- 10.To keep liaison with industries and to keep the Minutes of Committee meetings as to policy decisions, publicity regarding the National Apprenticeship Training Schemes.
- 11.Special drive has been taken to conduct survey in private establishment as per the instructions issued from DGE&T, New Delhi and RDAT, Mumbai.

(C) **CENTRE OF EXCELLENCE SCHEME:**

“Centre of Excellence’ is special institute for vocational training characterized by close links between Institutes, other training providers, industry, other employment interests and communities. It aims to produce appropriately qualified and skilled workers with excellent employment

and career prospects, which meet the needs of the economy.

Centre of Excellence will focus on enhancing the skills and careers of those already in work, enhancing the employability of new entrants to the labour market, and the employment prospects of those seeking employment (including self-employment). It will enable development, maintenance and delivery of high quality, specialist vocational training across a range of new and traditional occupations. It will be innovative in delivering training that develops both specialist and related general skills.

Centre of Excellence will work closely with business and industry to deliver industry-relevant, economically important provision of a high standard.

Objectives of the Scheme: The main objective is to upgrade the existing ITIs in “Centres of Excellence” for producing multi skilled workforce of world standard by:

- Introduction of new multi-skilling modular courses as per needs of industry and to provide employable skills.
- Improvement of physical infrastructure facilities like buildings, equipment etc.
- Adoption of new training technology with close involvement of industry and other stakeholders in planning and implementation of training programmes.
- Empowering these centers by providing sufficient autonomy in academic, administrative, financial and management matters.
- Generating income and investment for institutional development.
- Introducing short-term training programme for industrial/service sector personnel as per their specific requirements.
- Building up partnership with the nearby industries & setting up of Institute Management Committee (IMCs) to make training wholly demand driven.
- The Certificates shall be jointly awarded by Industry and Government to encourage Industry involvement and participation.

As per the Budget Speech of the Union Finance Minister for the year 2004-05, in order to that keep pace with the technological demands of the Industry and the expanding universe of knowledge to produce world class workforce, it was stressed that over the next five year, 500 ITIs are to be upgraded at the rate of 100 ITIs per year by imparting skills of selected trade courses of 2 years duration. The syllabus for one and half year preferably of multi-skilled nature should be designed based on the decision of IMCs and State Govt. in tune with the requirement of the market conditions.

For the state of Goa, the State Government has proposed ITI-Panaji for "Centre of Excellence".

Since Tourism sector is growing at a rapid speed in Goa State, it is decided to introduce Broad based training of one year on "Hotel Industry and its Hospitality Management' followed by one year training on specialized modules as per skill requirements and duration including on job training. The curriculum shall be developed with the active participation of IMC and Industry. The certificates shall be awarded jointly by Industry and Government to encourage industry involvement and participation.

UPGRADATION OF I.T.I.'s:

- 1) ITI Panjim has been upgraded under domestic funding catering for Hospitality Management Trades.
- 2) ITI Mapusa has been upgraded under domestic funding catering for Production and Manufacturing trades.
- 3) ITI Margao has been upgraded under World Bank Assistance catering for IT trades.
- 4) ITI Pernem has been upgraded under World Bank Assistance catering for Fabrication (Fitting & Welding) trades.
- 5) ITI Vasco is being upgraded under PPP Scheme

(D) INSTITUTE MANAGEMENT COMMITTEES:

Based on the instructions and guidelines from DGE&T, New Delhi, Institute Management Committees have been constituted in all the Government I.T.Is and the first Institute Management Committee has been constituted in ITI Vasco followed by ITI Margao. The Institute Management Committee played important role in organizing various programmes for the trainees, such as workshops/programmes in order to improve their ability, develop their skill and to build confidence in themselves. The Chairman of Institute Management Committee advised to take the trainees to the Industries so that they learn and know the latest technologies.

(E) DIPLOMA IN MULTISKILLED TECHNOLOGY:

The Multi-skilled Diploma Courses in Industrial Technology (Electrical & Electronics) are offered at ITI Farmagudi. The Multi-skilled Courses are conducted under the aegis of State Council for Vocational Training (SCVT) an affiliate of National Council for Vocational Training (NCVT). The first batch has been enrolled at ITI Farmagudi in August 2003.

(F) PRODUCTION ORIENTED TRAINING SCHEME (POTS) :

Under the scheme of Production Oriented Training Scheme (POTS), all the Govt. ITIs shall offer various public utility services on chargeable basis on maintenance, repairs and servicing of machinery, equipment and domestic appliances. The ITIs shall also undertake the following work on "Earn while you learn" basis.

1. Fabrication work.
2. Job work on lathe, milling machine and CNC machines.
3. Electrical wiring, repairs, motor winding etc.
4. A/C repairs, freezers repairs etc.
5. Maintenance and repairs / servicing of automobile vehicles.
6. Repairs and Assembly work of TV, Radio and Electronic equipment.
7. Mechanical and Civil drafting work.
8. Data entry and Computer training.
9. Typing work.
10. Molding of different plastic items.
11. Stitching of garments.

12. Beauty Parlor work.
13. Construction work and building maintenance work.
14. Plumbing work and tap repairs.
15. Short term courses in all the trades.
16. Lending idle machinery of the institute.
17. Consultancy as per requirement.

(G) **HUMAN RESOURCE DEVELOPMENT FOUNDATION (HRDF):**

Private institutes are registered under HRDF society. Courses of 6 months and one year duration are affiliated to this society. This society conducts exams and issues certificates.

(H) **GRIEVANCES HANDLING:**

In terms of Office Memorandum No. 12/4/2005-DPG dated 16 Mar 2005, Shri Alexio F. da Costa, State Director of Craftsmen Training is the Public Grievances Officer in respect of the State Director of Craftsmen Training, at the State level. Asstt. Director (Admn) shall be Public Grievances Officer in respect of State Director of Craftsmen Training at district level North and Asstt. Director (Training) shall be Public Grievances Officer in respect of State Director of Craftsmen Training at district level South.

Considering the above, any member of public having any grievances may place their complaint in the Complaint Box kept for the purpose at Head Office, Panaji and at ITI Margao for South Goa.

The State Director of Craftsmen Training and Public Grievances Officer will receive and hear the public grievances between 10:00 hrs and 13:00 hrs on every Tuesday, in his chamber. Every Tuesday shall be a meeting less day.

The Assistant Director (Training) and Public Grievances Officer will receive and hear public grievances between 10:00 hrs and 13:00 hrs on every Tuesday at ITI Borda, Margao. Every Tuesday shall be a meeting less day.

The telephone numbers of Public Grievance Officer are as follows:

The State Director of Craftsmen Training and Public Grievances Officer:

Tel No. 1. 2437059
 2. 2437060

The Assistant Director (Admn) and Public Grievances Officer, North Goa:

Tel No. 2437059 (Between 10:00 hrs and 13:00 hrs on every Tuesday)

The Assistant Director (Training) and Public Grievances Officer, South Goa:

Tel No. 2714887 (Between 10:00 hrs and 13:00 hrs on every Tuesday).