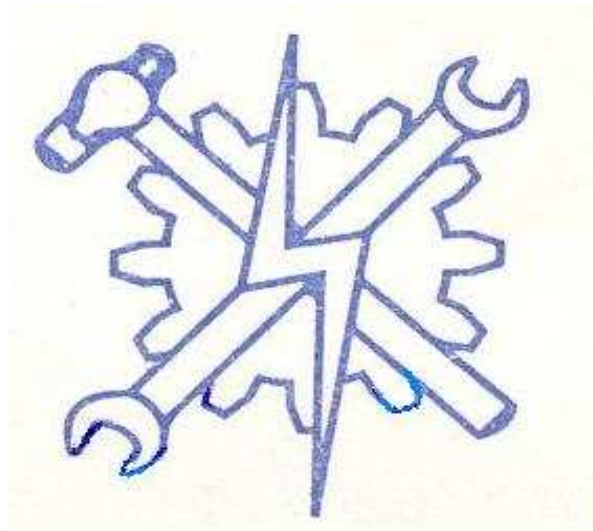




GOVERNMENT OF GOA

CITIZENS' CHARTER

DEC 2008



**STATE DIRECTORATE OF CRAFTSMEN TRAINING
SHRAMSHAKTI BHAVAN
3RD FLOOR, PATTO PLAZA,
PANAJI-403001-GOA**

GOVERNMENT OF GOA







CITIZENS' CHARTER

DEC 2008












FOR

**STATE DIRECTORATE OF CRAFTSMEN TRAINING
PANAJI-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,
PANAJI-GOA.  2437059
4. ASSTT. ACCOUNTS OFFICER,
SHRAMSHAKTI BHAVAN,
3RD FLOOR, PATTO PLAZA,
PANAJI-GOA.  2437059
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

GOVERNMENT I.T.Is ADDRESSES**TELEPHONE NOS.**

- | | |
|-------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Principal, ITI, Farmagudi,
Ponda,Goa – 403 401 |  2335023 |
| 2. Principal, ITI, Altinho,
Panaji, Goa -403 001 |  2226333 |
| 3. Principal, ITI, Pedem,
Mapusa, Bardez, Goa - 403 507 |  2262637 |
| 4. Principal, ITI, Borda,
Margao, Goa - 403 602
Extension : Aquem Baixo |  2714887
 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.Cs

- | | |
|----------------------------------------------------|-----------------------------------------------------------------------------------------------|
| 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 |

**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.Is having total seating capacity of nearly 3000 trainees and 4 private I.T.Is having a total seating capacity of 400 trainees.

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

ITI	TRADE	QUALIFICATION
(a) FARMAGUDI	1. Computer Operator & Programming Assistant	12 th Class pass under 10+2 system with Science /Commerce/Arts or Vocational stream (10+2) in Accountancy & Auditing or Office Secretary/Stenography or Electronic Assembly/Electronic Repairs or any recognized Diploma in Engineering for 3

		years duration from any Polytechnic after 10 th class pass under 10+2 system.
	2. Fitter	10 th Class pass under 10+2 system or its equivalent
	3. Turner	-do-
	4. Machinist	-do-
	5. Plastic Processing Operator	-do-
	6. Electrician	10 th Class pass under 10+2 system with Science as one of the subjects or its equivalent
	7. Mechanic Instrument	-do-
	8. Refrigeration & AC Mechanic	10 th Class pass under 10+2 system or its equivalent with Science and Mathematics or its equivalent.
	9. Electronics Mechanic	-do-
	10. Draughtsman (Mechanical)	-do-
	11. Draughtsman (Civil)	-do-
	12. Mechanic Motor Vehicle	10 th Class pass under 10+2 system with Science and Maths as one of the subjects.
	13. Mechanic Diesel	10 th Class pass under 10+2 system of education or its equivalent.
	14. Welder (Gas & Electric)	VIII th Class Pass under 10+2 system of education.
	15. IT & Electronics System Maintenance	Essential 10 th Class Pass under 10+2 system.
	16. Pharmaceutical Assistant	10 th Class pass under 10+2 system of education or its equivalent.
	17. Diploma in Multiskilled Technology (Electrical & Electronics)	Essential 10 th Class pass with Science under 10+2 system.
(b) PANAJI	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. Stenography (English)	12 th Class pass under 10+2 system or its equivalent.

	4. Mechanic Motor Vehicle	10 th Class pass under 10+2 system with Science and Maths as on of the subjects.
	5. Hospitality Management under COE scheme	10 th Class pass under 10+2 system.
	6. Mechanic (Diesel)	10 th Class pass under 10+2 system of education or its equivalent.
	7. Welder (Gas & Electric)	VIIIth Class Pass under 10+2 system of education.
	8. Plumber (SCVT)	-do-
(c) MAPUSA	1. Computer Operator & Programming Assistant	12 th Class pass under 10+2 system with Science /Commerce/Arts or Vocational stream (10+2) in Accountancy & Auditing or Office Secretary/Stenography or Electronic Assembly/Electronic Repairs or any recognized Diploma in Engineering for 3 years duration from any Polytechnic after 10 th class pass under 10+2 system.
	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 or its equivalent.
	4. Secretarial Practice	12 th Class pass under 10+2 education system with English as one of the subjects or its equivalent.
	5. Mechanic Motor Vehicle	10 th Class pass under 10+2 system with Science and Maths as on of the subjects.
	6. Mechanic (Diesel)	10 th Class pass under 10+2 system of education or its equivalent.
	7. IT & Electronics	Essential 10 th Class Pass under

	System Maintenance	10+2 system.
	8. Hair & Skin Care	10 th Class pass under 10+2 system or its equivalent
	9. Production and Manufacturing trade under COE scheme.	10 th Pass under 10+2 system.
(d) MARGAO	1. Desktop Publishing Operator	12 th Class pass under 10+2 system or its equivalent. Typing speed of 30 w.p.m. in English
	2. Fitter	10 th Class pass under 10+2 system or its equivalent.
	3. Hair & Skin Care	-do-
	4. Electronics Mechanic	10 th Class pass under 10+2 system or its equivalent with Science and Mathematics or its equivalent.
	5. Stenography (English)	12 th Class pass under 10+2 system of education or its equivalent.
	6. Plumber	VIIIth Class Pass under 10+2 system of education or its equivalent.
	7. Cutting & Sewing	-do-
	8. Computer Operator & Programming Assistant	12 th Class pass under 10+2 system with Science /Commerce/Arts or Vocational stream (10+2) in Accountancy & Auditing or Office Secretary/Stenography or Electronic Assembly/Electronic Repairs or any recognized Diploma in Engineering for 3 years duration from any Polytechnic after 10 th class pass under 10+2 system.
	9. IT trade under COE with World Bank Assistance.	10 th pass under 10+2 system with Science.
	10. Electrician	10 th Class pass under 10+2 system with Science as one of the subjects or its equivalent.
	11. Craftsmen Food Production	10 th Class pass under 10+2 system or its equivalent
	12. Steward	-do-
(e) CACORA	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 or its equivalent.
	4. Welder (Gas & Electric)	VIIIth Class Pass under 10+2 system of education.
	5. Mechanic Tractor	VIIIth Class Pass under 10+2 system of education.
	6. Computer Operator & Programming Assistant	12 th Class pass under 10+2 system with Science /Commerce/Arts or Vocational stream (10+2) in Accountancy & Auditing or Office Secretary/Stenography or Electronic Assembly/Electronic Repairs or any recognized Diploma in Engineering for 3 years duration from any Polytechnic after 10 th class pass under 10+2 system.
	7. Refrigeration & AC Mechanic	10 th Class pass under 10+2 system or its equivalent with Science and Mathematics or its equivalent.
	8. Cutting & Sewing	VIIIth Class Pass under 10+2 system of education.
(f) PERNEM	1. Electrician	10 th Class pass under 10+2 system with Science as one of the subjects or its equivalent.
	2. Stenography (English)	12 th Class pass under 10+2 system of education or its equivalent.
	3. Cutting & Sewing	VIIIth Class Pass under 10+2 system of education.
	4. Computer Operator & Programming Assistant	12 th Class pass under 10+2 system with Science /Commerce/Arts or Vocational stream (10+2) in Accountancy & Auditing or Office Secretary/Stenography or Electronic Assembly/Electronic Repairs or any recognized Diploma in Engineering for 3

		years duration from any Polytechnic after 10 th class pass under 10+2 system.
	5. Fabrication (Fitting and welding) under COE under World Bank Assistance.	10 th pass under 10+2 system.
	6. Mechanic (Diesel)	10 th Class pass under 10+2 system or its equivalent.
	7. Plumber	VIII th Class pass under 10+2 system of education.
(g) BICHOLIM	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. Draughtsman (Civil)	10 th Class pass under 10+2 system or its equivalent with Science and Mathematics or its equivalent.
	4. Stenography (English)	12 th Class pass under 10+2 system of education or its equivalent.
	5. Mechanic (Diesel)	10 th Class pass under 10+2 system or its equivalent.
	6. Wireman	VIII th Class Pass under 10+2 system of education with Science as on of the subjects.
	7. Mechanic Tractor	VIII th Class pass under 10+2 system of education.
	8. Cutting & Sewing	VIII th Class pass under 10+2 system of education or its equivalent.
	9. Computer Operator & Programming Assistant	12 th Class pass under 10+2 system with Science /Commerce/Arts or Vocational stream (10+2) in Accountancy & Auditing or Office Secretary/Stenography or Electronic Assembly/Electronic Repairs or any recognized Diploma in Engineering for 3 years duration from any Polytechnic after 10 th class pass under 10+2 system.

	10. Electronics Mechanic	10 th Class pass under 10+2 system or its equivalent with Science and Mathematics or its equivalent.
	11. Machinist	10 th Class pass under 10+2 system or its equivalent.
(h) SATTARI	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 or its equivalent.
	4. Welder (Gas & Electric)	VIIIth Class Pass under 10+2 system of education.
	5. Plumber	-do-
	6. Desktop Publishing Operator	12 th Class pass under 10+2 system or its equivalent. Typing speed of 30 w.p.m. in English.
	7. Refrigeration & AC Mechanic	10 th Class pass under 10+2 system or its equivalent with Science and Mathematics or its equivalent.
	8. Electronics Mechanic	-do-
	9. Cutting & Sewing	VIIIth Class Pass under 10+2 system of education or its equivalent.
	10. Turner	10 th Class pass under 10+2 system or its equivalent.
(i) CANACONA	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 or its equivalent.
	4. Mechanic (Diesel)	10 th Class pass under 10+2 system of education or its equivalent.
	5. Welder (Gas & Electric)	VIIIth Class Pass under 10+2 system of education.
	6. Cutting & Sewing	VIIIth Class Pass under 10+2 system of education or its

		equivalent.
	7. Computer Operator & Programming Assistant	12 th Class pass under 10+2 system with Science /Commerce/Arts or Vocational stream (10+2) in Accountancy & Auditing or Office Secretary/Stenography or Electronic Assembly/Electronic Repairs or any recognized Diploma in Engineering for 3 years duration from any Polytechnic after 10 th class pass under 10+2 system.
	8. Plumber	VIIIth Class Pass under 10+2 system of education.
(j) VASCO	1. Computer Operator & Programming Assistant	12 th Class pass under 10+2 system with Science /Commerce/Arts or Vocational stream (10+2) in Accountancy & Auditing or Office Secretary/Stenography or Electronic Assembly/Electronic Repairs or any recognized Diploma in Engineering for 3 years duration from any Polytechnic after 10 th class pass under 10+2 system.
	2. Desktop Publishing Operator	12 th Class pass under 10+2 system or its equivalent. Typing speed of 30 w.p.m. in English
	3. Fitter	10 th Class pass under 10+2 system or its equivalent.
	4. Electrician	10 th Class pass under 10+2 system with Science as one of the subjects or its equivalent.
	5. 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.
	6. Stenography (English)	12 th Class pass under 10+2 system or its equivalent.
	7. Mechanic (Diesel)	10 th Class pass under 10+2 system or its equivalent.

	8. Welder (Gas & Electric)	VIIIth Class Pass under 10+2 system of education.
	9. Wireman	VIIIth class pass under 10+2 system of education with Science as on of the subjects.
	10. Refrigeration & AC Mechanic	10 th Class pass under 10+2 system or its equivalent with Science and Mathematics or its equivalent.
	11. Baker & Confectioner	10 th Class pass under 10+2 system or its equivalent.
	12. Plumber	VIIIth Class Pass under 10+2 system of education.

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	VIIIth 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)	VIIIth Class Pass under 10+2 system of education.
(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. Multi-trade Mechanical	-do-
	5. Multi-trade Electrical	-do-
(d) MONT FORT ITC	1. Fitter	10 th Class pass under

CORLIM		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.

2. Subjects taught during the training:

(a) The common subject taught for all the trainees

- (i) Trade Theory
- (ii) Trade Practical
- (iii) Social Studies

(b) The other subjects are as mentioned below:

For Engineering Trades:
Trades

- (i) Workshop Calculation & Science
- (ii) Engineering Drawing

For Non-Engineering

- (i) Cognate English

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 centrally by the State Directorate of Craftsmen Training 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) and thereafter the selected merit lists are sent to the respective I.T.I.s for admissions. 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.Is:

Each ITI is headed by Principal. There are Group Instructors (Supervisors) and Craft 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 13 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) and Draughtsman (Civil).

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 13 trades at State Level Skill Competition.

Merit Certificate and cash prize of Rs 10,000/- is awarded to the best trainee in each of the 13 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, Pernem, Vasco have transport facilities. ITI Farmagudi has CNC machine where as ITI Vasco has offset printing

machine. All the Government I.T.Is have been provided with P-IV Computers. Thrust is given on providing latest machineries & equipments to I.T.Is.

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.Is 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.

- a). State Director of Craftsmen Training - Head of the Department
- b). Assistant Director (Training) - 02 Posts
- c). Assistant Director (Admn).
- d). Assistant Controller of Examination
- e). Assistant Accounts Officer

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 145 industries as on date in the State Sector. Apprenticeship Training facilities are available in 31 designated trades under the Apprenticeship Rules 1288 Seats are located both in the Government departments and private establishments. The number of seats utilized is 779 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.

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 issuance of National Trade Certificates received from 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.

(D) UNDER COE SCHEME 4 ITIS HAVE BEEN UPGRADED:

- 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.

(E) 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.

(F) 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.

(G) 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.

(H) 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.

(I) 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).