

Institute Development Plan

Note: This to be determined through ISP submitted and/or testimonials (on the online portal) from principal, trainers, industry members, alumni. Additionally, **the** list of activities mentioned in the following sections is not exhaustive and may include other activities as identified by the ITI.

1. Plan for increased participation of female students:

Please provide details of activities planned to increase the share of female students in the ITI:

- a) Studies to assess entry barriers and constraints of female youth
- b) Mobilization:
 - a. Marketing of ITI programs among female youth
 - b. Increasing career counselling targeted towards female youth
- c) Facilities:
 - a. Hostels facilities (excluding civil infrastructure)
 - b. Improvement of sanitary facilities for female students
 - c. Transport
- d) Introduction of new courses with good labor market prospects for women
- e) Recruitment of female teachers (incl. as contract teachers)
- f) Development of institutional gender-policies and gender training of teaching and management staff
- g) Earmarked employment promotion activities for females
- h) Other activities that will ensure that the female participation rate will have increased by 25% in next 4-5 years.

1. a. Studies to assess entry barriers and constraints of female youth:

- a. i. A formal meeting will be organized with the local regulatory authorities to inform about the lesser number of female students in technical education. They will be intimated that a survey regarding this matter will be conducted to find out the various causes in this regard.
- ii. A survey team of 5-6 trained female members will be formed for conducting the survey in the major sections of the region.
- iii. The survey team's report will be analyzed carefully. For this purpose one or two analysis expert may be invited from the locality.

b. Mobilization:

b. i. On the basis of survey report a number of awareness program will be held at adequate frequency to encourage the female youths and their families. Local female members of regulatory authorities will be invited to encourage the female participates and their guardians.

- ii. Banners, hoardings, posters may be utilized at prominent places regarding this matter. Leaflets, handbills may also be distributed.
- iii. Importance of female education may be conveyed through public media and social media, like – newspapers, local cable TV channels, local magazines etc.
- iv. One or two seminars will be conducted in the institute to encourage female students. Lady members from reputed industry may be invited in this seminar to deliver some encouraging speeches, their own journey to success. Success story of women may also be displayed to the audience through AVA. Women career counselor will also be invited in this seminar.

C. Facilities:

- C. a. Hostels facilities:
 - i. A building will be hired near by the institute premises for girls' hostel. The fooding and lodging facilities in this hostel will be provided free of cost. At least three lady wardens will be appointed in the hostel. Safe drinking water facilities will be available in the hostel.
 - ii. CCTV cameras will be installed at appropriate places of the hostel. One warden will always keep an eye on the monitor in the control room. Our backup system will be readily available.
 - iii. Sanitary facilities in hostel will be maintained nit and clean by using modern techniques.
 - iv. There will be a common recreation hall for refreshment in the hostel. Free wi-fi facility will be available in the hostel premises.
 - v. Indoor games facilities and daily exercise kit will also be provided in the hostel.
 - vi. 24*7 power backup will be readily available.

- b. Improvement of sanitary facilities for female students:

- i. Well separated sanitary facilities will be available in the institute. A lady staff will be hired for maintaining the sanitary arrangements for female in the hostel as well as in the institute.
- ii. Sanitary napkin disposal machine will be available in each female washroom.

- c. Transport:

- i.. Free and safe transport facilities will be provided to the nonresidential female trainees who reside more than 10 km from the institute.
- ii. Two staffs will be appointed for the tracking purpose of the transporting bus.

d) Introduction of new courses with good labor market prospects for women:

In view of the regional market demand the following courses may be introduced to attract female candidates in pursuing technical skill development program

- i. Computer Aided Embroidery & Design
- ii. Smartphone Technician Cum App Tester
- iii. Interior Design and Decoration
- iv. Additive Manufacturing Technician (3D Printing)

e) Recruitment of female teachers (incl. as contract teachers):

Experienced and professional female teachers will be recruited for female oriented courses. Contractual basis female teachers will also be recruited as per female training strength.

f) Development of institutional gender-policies and gender training of teaching and management staff

- i. Grievance redressal mechanism will be created for female trainees.
- ii. It will be made sure that 30% of the total trainers will be female.
- iii. 'Women help cell' headed by a senior experienced lady staff will be formed in the institute.

g) Earmarked employment promotion activities for females:

- i. Employment promotion activities for female trainees will be created under training and placement cells which will be headed by female staffs.
- ii. Female career counselor will be hired time to time to council the female trainees.
- iii. Female guest lectures from the industries will be invited.
- iv. Female members from reputed organization will be invited to provide future guidance to the female trainees.
- v. Post placement cell will be created to track and provide all kind of assist and guidance to the placed female candidates. The majority of the cell members will be female staffs.

h) Other activities that will ensure that the female participation rate will have increased by 25% in next 4-5 years:

- i. Cultural activities will be organized monthly basis.
- ii. Monthly free campaign will be organized by our female trainees and staffs in the interior part of the region to promote female welfare.
- iii. Weekly self-defense will be held in hostel premises by expert female trainers.
- iv. Free coaching will be provided weekly basis.
- v. The whole procedure of obtaining state level and national level female scholarship will be done in the institute itself by expert staffs.
- vi. Trainees will be encourage to participate in NIOS scheme for acquiring qualification (10th or 12th) in general stream.

2. Plan for increased participation from disadvantaged sections of the society

Please provide details of activities planned to increase the share of students in ITI from minority/ ST and other disadvantaged sections of the society:

- a) Studies to assess entry barriers and constraints of youth from schedules casts and tribes
- b) Mobilization:
 - i. Marketing of ITI programs among minority/ ST youth
 - ii. Increasing career counselling targeted towards minority/ ST youth
- c) Facilities:
 - i. Hostels (excluding civil infrastructure)
 - ii. Transport
- d) Earmarked employment promotion activities for minority/ ST youth
- e) Development of institutional policies and training of teaching and management staff to address concerns of minority/ ST students
- f) Others

1. a.) **Studies to assess entry barriers and constraints of youth from schedules casts and tribes**

- a.
 - i. A formal meeting will be organized with the local regulatory authorities to inform about the lesser number of schedules casts and tribes students in technical education. They will be intimated that a survey regarding this matter will be conducted to find out the various causes in this regard.
 - ii. A survey team of 5-6 trained members will be formed for conducting the survey in the major sections of the region. There will be at least one schedules tribes and one minority members in the survey team.
 - iii. The survey team's report will be analyzed carefully. For this purpose one or two analysis expert may be invited from the locality.

b. **Mobilization:**

On the basis of survey report a number of awareness program will be held at adequate frequency to encourage the disadvantage youths and their families. Local members of regulatory authorities will be invited to encourage the disadvantage participates and their guardians.

- ii. Banners, hoardings, posters may be utilized at prominent places regarding this matter. Leaflets, handbills may also be distributed.
- iii. Importance of education may be conveyed through public media and social media, like – newspapers, local cable TV channels, local magazines etc.
- iv. One or two seminars will be conducted in the institute to encourage students. Established persons from the disadvantaged sections of the society may be invited in this seminar to deliver some encouraging speeches, their own journey to success. Success stories of women may also be displayed to the audience through AVA.
- v. One or two members from our institute may visit to the public gatherings to aware the importance of education.

C. Facilities:

- C. a. Hostels facilities:**
- i. A building will be hired near by the institute premises for hostel. The fooding facilities in this hostel will be provided at a minimum of cost. At least two security guards will be appointed in the hostel. Safe drinking water facilities will be available in the hostel.
 - ii. CCTV cameras will be installed at appropriate places of the hostel. One guard will always keep an eye on the monitor in the control room. Our backup system will be readily available.
 - iii. Toilet and washroom facilities will be available in adequate number.
 - iv. There will be a common recreation hall for refreshment in the hostel.
 - v. Free wi-fi facility will be available in the hostel premises.
 - vi. Institute play ground will be made available for outdoor games.

c. Transport:

- i.. Free and safe transport facilities will be provided to the nonresidential trainees who reside more than 30 km from the institute.
- ii. One staffs will be appointed for the tracking purpose of the transporting bus.

d) Earmarked employment promotion activities for minority/ ST youth

- i. Employment promotion activities for the trainees will be created under training and placement cell.
- ii. Career counselor will be hired time to time to council the trainees.
- iii. Guest lectures from the industries will be invited.
- iv. Post placement cell will be created to track and provide all kind of assist and guidance to the placed candidates.
- v. The post placement cell will be populated majorly by disadvantage sections members.

e) Development of institutional policies and training of teaching and management staff to address concerns of minority/ ST students:

- i. Quarterly basis exhibition may be held to showcase their talent.
- ii. Trainees' writings (poems, stories, articles etc.) in their regional language may be published in institute magazine.
- iii. A session may be organized in every fortnight to showcase their regional culture and activities.

f) Others:

- i. Cultural activities will be organized monthly basis.
- ii. Monthly free campaign will be organized by our trainees and staffs in the interior part of the region to promote disadvantaged section welfare.
- iii. Weekly self-defense will be held in hostel premises by expert female trainers.
- iv. Free coaching will be provided weekly basis.
- v. The whole procedure of obtaining state level and national level SC/ST/Minority scholarship will be done in the institute itself by expert staffs.

3. Plan for improved placement

Please provide details of activities to improve employment promotion activities to support graduates' work readiness and entry into the labor market:

- a) Upgradation of Training, Counseling and Placement Cell (TCPC):
 - i. Additional staff
 - ii. Capacity development of placement officers
- b) Introducing career counselling activities
- c) Plan to have trades under Dual System of Training
- d) Plan to have industry involvement in each and every trade running in the ITI. This will include but not limited to provide some benefit to ITI like student exposure program, internship/apprenticeship opportunity, industry sponsored infrastructure, teacher training, industry expert lecture, placement assistance, assistance in curriculum revamp
- e) Conducting placement activities (job fairs, recruitment days, job matching services, etc.)

a. Up gradation of Training, Counseling and Placement Cell (TCPC):

- i. **Additional staff:** One experienced Training and placement Officer will be recruited. In addition Two Supporting Assistant staffs including one lady staff, One Data entry operator will be recruited to strengthening the TCPC.
- ii. **Capacity development of placement officers :** The staff of the cell will be sent to reputed organizations , industries, seminars, conference etc. for their capacity development

b. Introducing career counselling activities:

Professional career counsellor will be appointed on contractual basis.

c. Plan to have trades under Dual System of Training:

Due to the lack of major industries in the surrounding regions of the institutes, the dual system of training may not be possible to implement.

d) Plan to have industry involvement in each and every trade running in the ITI. This will include but not limited to provide some benefit to ITI like student exposure program, internship/apprenticeship opportunity, industry sponsored infrastructure, teacher training, industry expert lecture, placement assistance, assistance in curriculum revamp:

- i. MoU will be signed with a number of local industries relevant to the running trades to provide the following assistance to the trainees:
- ii. Internship / Apprenticeship of trainees can be provided.
- iii. Trainees can be exposed to the industry sponsored infrastructure where they can learn and practice the job role in a more realistic manner.
- iv. Industry expert will be invited as a Guest lecturer to share modern work environment and their experience.
- v. Trainees can enhance their additional skills to a different level by exposure to the industries.
- vi. Industry visit will be carried out periodically to get extra knowledge about industries.
- vii. Trainers may also be sent to industries for adopting new technologies and work environment for betterment of quality of their teaching.
- viii. Placement assistance will be provided to trainees.

e) Conducting placement activities (job fairs, recruitment days, job matching services, etc.)

- i. Job fairs will be organized in every 4-5 months for the passed out graduates.
- ii. Soft skill Training, Group Discussion, personal interview will be conducted periodically in placement cell.
- iii. One language lab will be formed for the final year students for conducting prototypes interviews.
- iv. A personality development and grooming professional will be hired on contractual basis basically for the final year students.
- v. Annual Mega Job will be organized in our institute.
- vi. Exhibition based Tech Fest will be organized in every six months where different institutes can participate to showcase their project work or unique activities.
- vii. The establishment day of the ITI will be celebrated as Recruitment Day every year.

4. Plan for increased industry linkage

Please provide details of the industries with which the ITI plans to enter into cooperation agreements and the proposed areas of cooperation.

S. No.	Enterprise	Industrial sector	proposed areas of cooperation
1	PERFECT REINFORCEMENT & CONCRETE	Construction	OJT, Trainees exposure program, trainees internship, lectures by industry expert, trainers training, carrying repairing job work at ITI workshop
2	VINAYAK STEEL	Manufacturing	OJT, Lectures by industry expert, trainee training.
3	HALDIA STEEL PVT. LTD	Manufacturing	Recruitment, Lectures by industry expert, carrying repairing job work at ITI workshop
4	PERFECT INFRASTURE R.E.	Construction	OJT, Lectures by industry expert, trainee training.
5	MAITHAN STEEL & POWER LTD.	Power & Manufacturing	Recruitment, Trainees exposure program

5. Proposal for increased OJT provision and other employment promotion activities

Please provide details of activities to improve OJT:

- a) Plan to provide OJT in industry to 100% of the eligible students
- b) Improving the relevance of OJT in encouraging entrepreneurship education and training
- c) Leveraging OJT for improving soft-skills and work readiness teaching
- d) Other activities

a. Plan to provide OJT in industry to 100% of the eligible students:

As OJT is not an essential part of current training schemes running in our institutes, so trainees can be sent for OJT in small groups(6-7 Trainees) to our partner industries from Saturday every week.

b. Improving the relevance of OJT in encouraging entrepreneurship education and training :

During OJT the trainees can be exposed to a situation of various realistic scopes apart from waged placement. Entrepreneurs' success stories must encourage them to think in a different way and may induce their mind to become a successful entrepreneurs'.

c. Leveraging OJT for improving soft-skills and work readiness teaching:

During OJT the trainees will face a variety of situations where soft skill is needed, like- workmanship, relation & communication with the coworkers and seniors, telephonic conversation, customer handling etc. Through these situations their intra personality will be developed.

d. Other activities:

Group discussions will be arranged to share the learning of the trainees at OJT.

6. Plan for increased Labor-market relevance of proposed new and added trade areas (Likelihood that graduates get jobs)

- a) Have any studies, surveys or other measures been taken to determine the skill needs of the geographical region. Please provide details

Due to highly dynamic nature of technology industries demand new and advanced skills thus changing the dynamics of labour market. This necessitates that the curricula of Technical education and skill development programs be updated regularly to make those relevant to the present day need of the industries across sectors. There are several institutions under the control of various Govt departments to design and update the curricula. Due to inherent inertia of the Govt departments updating curricula always lags behind the advancement of technology. As a consequence country today is facing a strange situation- industries is starving for relevant skilled workforce while young population is starving for jobs due skill mismatch.

Addressing this issue, however, is imperative considering the employability of the graduates from ITIs. To mitigate this challenge and to enhance the employment potential of its graduates, Institute is in urgent need of help and support from all concerned, especially the industries as it has very limited resources.

Trainees of the Institute are mostly rural youth and from the disadvantaged strata of the society. Equal access to skill development is essential for all social groups particularly disadvantaged section of society, to help them in securing decent employment and moving out of poverty vis-à-vis removing barriers to access advanced skills are key elements in achieving inclusive growth.

Benefits:

- i. The aspiring eligible candidates will have access to up skilling courses in the district itself.
- ii. The issue of equity in opportunity to rural youth will be addressed to a great extent.
- iii. Basic infrastructure already available in ITIs will be put to better use. Thus lowering the capital cost to a great extent.
- iv. Employability of the rural youth will be higher.
- v. Unskilled rural youth will have access to national labour market.

In view of the above it is proposed to introduce the following new program.

b) New programs:

Please provide the details of new trades to be introduced in the table below. The new trades should be introduced based on an assessment of their labor market relevance.

S. No.	Trade/Course to be introduced	Industrial Sector	Skill demand being addressed	No. of Units to be Introduced	Cooperating enterprise, if any
1	CNC Technology with CNC Turn Mill Centre	Automotive Manufacturing	CNC Operators	1	SAIL ,Ordnance factory
2	Additive Manufacturing with 3D Printing and Reverse Engineering	Production & Manufacturing	3D printing Operator & Designer,	1	SAIL ,Ordnance factory, Auto spares
3	Computer Aided Embroidery & Design	Textile & Apparel	Designer Embroider, Pattern Maker & master.	1	Units under Apparel sectors
4	Interior Design and Decoration	Construction	Interior Designer	1	Household
5	Smartphone Technician Cum App Tester	Electronics & Hardware	Mobile Application Tester, Repairing Technician	1	Local market
6.	Auto Engine Repair Technician	Automotive	Technician	1	Local market

Sl.No.	Proposal	Justification
1.	CNC Technology with CNC Turn Mill Centre	<p>Curricula of Fitter trade contain training on operation of Lathe M/C. Two number conventional lathe M/Cs are included in the list of METP. Both the lathes are available in the ITI and trainees are imparted training on conventional lathe. But now-a-days population of CNC lathe is high in industries. The trainees are not exposed to the operations of CNC Lathe. Thus they lose opportunity to be employed as CNC Lathe operator besides losing opportunity of vertical mobility in the future carrier path.</p>
2.	Additive Manufacturing with 3D Printing and Reverse Engineering	<p>The additive manufacturing techniques are coming up at a first pace. 3D printers are now days used in many applications across sectors. Some common example are rapid prototyping, dies and moulds, gems and jewelry, reverse engineering, medical sectors etc. If the trainers are exposed to this new and emerging technology then they have higher employment potentials in these sectors of economy. As on today there is no training program available in this field where as skilled manpower for the field as already generated a demand. Thus there is a gap between this particular skills. Illambazar Govt. ITI proposes to avail this opportunity of skill gap and ensure appropriate placement of its graduate.</p>
3.	Computer Aided Embroidery & Design	<p>Embroidery work nearby Town Santiniketan is well famous. So this course will be one of the trend setter in this region. Job opportunities will be very high after completing this course successfully.</p>

4.	Interior Design and Decoration	With the increase in population construction section is registering a monotonous growth. Huge number of small houses, apartment are coming up in our local area. This has increased the demand for Interior Design and Decoration.
5.	Smartphone Technician Cum App Tester	Like everywhere youths of these region also very possessive smart phone and android apps. So we hope after completing this course successfully the passed out trainees will get a job in local repairing shops and service centers. At least we can expect that they will be self-employed.
6.	Pneumatics and Hydraulics	Recently NCVT has introduced Fluid Power Engg (Hydraulics & Pneumatics) in the syllabus of Fitter Trade. Accordingly, a set of tools & accessories for pneumatics and hydraulics has been prescribed by NCVT in the list of tools & equipment's. This ITI is not having any such facilities to impart training on this skill set. Installation of above is urgently required for compliance of NCVT norms
7.	Auto Engine repair Technician	Automotive sector is one of the fastest growing economy. Lot of vehicles being sold and registered in the district itself. This have increase the demand of Auto Engine repair Technician

7. Plan to introduce periodic ToT refresher programs and trainer career progression policy

- a) Please detail a strong and innovative proposal adopt/ introduce periodic ToT refresher programs and trainer career progression policy.
- b) Plan should ensure that the trained trainers/ online trainer program will be available to impart training across all the career stages of the trainers

a) Please detail a strong and innovative proposal adopt/ introduce periodic ToT refresher programs and trainer career progression policy.

- i. Trainers will participate in short term, refresher training program in NSTI, CSTARI, etc. Online refresher training will be provided to ensure quality of trainers will be improved and also ensure that number of youth certified in long term training scheme will be increased.
- ii. The performance of trainers will be reviewed and assessed every three months.
- iii. Institute Website and social media will be introduced to share best classes, various types of activities among the trainers.
- iv. Trainers will have to demonstrate a topic related to modern and updated technology respective their trades.

b) Plan should ensure that the trained trainers/ online trainer program will be available to impart training across all the career stages of the trainers

Attempts will be made to make available online trainer training program with support from NSTI, CSTARI, SSC, others institution of report.

8. Plan to fill sanctioned strength with CITS trained trainers

- a) Please detail a proposal to increase CITS trained trainers.
- b) Plan should ensure that the CITS trained trainers rate will have doubled until the end of the ISP duration.

- i. Every Non CITS trade teachers will have to undergo RPL training mandatorily through NIMI online portal.
- ii. In upcoming recruitments it will be taken care that only CITS holder and experienced trainers will be recruited.
- iii. Few CITS trained faculty will be invited to provide guidance and share their knowledge and experience to the existing trainers.
- iv. Target 90% trained instructor will be achieve within three years and this purpose the institute will look after every possible ways.

9. Others

Revenue generation

Please provide details of activities proposed to be undertaken for the purpose of revenue generation

- a) New programs
- b) Refresher training for workers in industry
- c) Production and sale of goods and services during practical training
- d) Renting-out facilities to industry
- e) Other

- a) **New programs:-** New short term programs (paid courses) will be introduced by making use of the enhanced infrastructure as detailed in section 6 above which include CNC Technology with CNC Turn Mill Centre, Hydraulics and Pneumatics, 3D Printing, Computer Aided Embroidery & Design, Interior Design and Decoration, Smartphone Technician Cum App Tester, Auto Engine Repair Technician Target Group: ITI graduates, Diploma Holders, Fresh engineering, Graduates, Industrial workers.
- b) **Refresher training for workers in industry: -** Refresher training for industrial workers will also be arranged against payment.
- c) **Production and sale of goods and services during practical training: -**
Several items will be produced using the facilities available in the ITI which may include Steel fabricated items in Fitter and Welding shops, Repairing & rewinding of burnt out electric motors, house hold electrical items in Electrician shop, Repairing & maintenance of Smart phones in SMT lab, Repairing & maintenance of electronics items in EM lab etc.
- d) **Renting-out facilities to industry: -** May not be possible as this will encourage entry of outsiders to workshops & labs which may create security hazards.
- e) **Others:** Job works may be off loaded from the industries which may include pre-machining in CNC Lathe, Prototyping & Reverse engineering in 3D lab, etc.

