



INDUSTRIAL TRAINING INSTITUTE

PROSPECTUS

Issued by :
Labour, Employment, Skill Development & Entrepreneurship
Department
Government of Mizoram



BACKGROUND

Government of India introduced the **Craftsmen Training Scheme (CTS)** in 1950 to ensure steady flow of skilled workers in different trades for the domestic industry with an aim to raise quantitatively and qualitatively the industrial production by systematic training, to reduce unemployment among the educated youth by providing them employable training, and to cultivate and nurture a technical and industrial attitude in the minds of the younger generation. This CTS courses are being implemented in **Industrial Training Institutes** all over the country.

OBJECTIVES OF CRAFTSMEN TRAINING SCHEME

- (i) To equip the human resource with appropriate skills required in the labour market
- (ii) To make the youth more productive by providing them employable skills to achieve wage benefit as well as self-employment
- (iii) To produce highly skilled craftsmen for the industry
- (iv) To ensure steady flow of skilled workers for industrial/ service sector
- (v) To raise the quality and quantity of industrial production by systematic training of potential workers



GOV'T INDUSTRIAL TRAINING INSTITUTES, MIZORAM

Industrial Training Institutes in Mizoram are all owned by State Government. There are 3 (three) ITI's run by **Department of Labour, Employment, Skill Development & Entrepreneurship, (LESDE)** namely-

(1) **ITI Aizawl**, established in 1964 initially hosted by ITI Srikona, Assam until since 1975 when classes were started in Aizawl. Located at the ITI veng, the outskirts of Aizawl city. The locality is also named after this ITI. It is the oldest and biggest ITI in Mizoram, having 21 nos. of affiliated trades (NCVT/MCVT) and running 15- 21 trades every session.

(2) **ITI Lunglei**, established in 2002 initially hosted by ITI Aizawl until 2005 when classes were started in its present location. It is located at Salem Veng, Lunglei, the outskirts of Lunglei City. It has been running 5 trades.

(3) **ITI Siaha**, established in 2002 initially hosted by ITI Aizawl until 2005 when classes were started in its present location. ITI Siaha is located at Meisatla, Siaha, the outskirts of Siaha town. It is running 4 trades.



VARIOUS TRADES IN ITI

ITI AIZAWL

Name of trades	Course duration	Entry qualification	Seating capacity	NSQF LEVEL
Electronics Mechanic	2yrs	Class 10	24	4
Information Communication Technology System Maintenance (ICTSM)	2yrs	Class 10	24	4
Electrician	2yrs	Class 10	20	4
Wireman	2yrs	Class 8	20	3
Mechanic Motor Vehicle (MMV)	2yrs	Class 10	24	4
Mechanic Diesel	1yr	Class 10	24	3
Refrigeration & Air Conditioning Technician (R&AC)	2yrs	Class 10	24	4
Fitter	2yrs	Class 10	20	4
Draughtsman (Civil)	2yrs	Class 10	24	4
Surveyor	2yrs	Class 10	24	4
Welder	1yr	Class 8	20	3
Plumber	1yr	Class 8	24	3
Carpenter	1yr	Class 8	20	3
Computer Operator & Programing Assistance (COPA)	1yr	Class 10	24	3
Stenographer	1yr	Class 10	24	4
Baker & Confectioner	1yr	Class 10	24	3
Sewing Technology	1yr	Class 8	20	3
Cosmetology	1yr	Class 10	24	3
Solar technician	1yr	Class 10	20	3
Drone technology	6 months	Class 10	24	3
Data Entry Operator	6 months	Class 10	24	3



ITI LUNGLEI

Name of trades	Course duration	Entry qualification	Seating capacity	NSQF LEVEL
Electronics Mechanic	2yrs	Class 10	24	4
Wireman	2yrs	Class 8	20	3
Carpenter	1yr	Class 8	20	3
Dressmaking	1yr	Class 8	20	3
Mechanic Motor Vehicle (MMV)/	2yrs	Class 10	24	4
Computer Operator & Programing Assistance (COPA)	1yr	Class 10	24	3
Driver cum Mechanic	6 months	Class 8	20	3

ITI SIAHA

Name of trades	Course duration	Entry qualification	Seating capacity	NSQF LEVEL
Computer Hardware & Network Maintenance (CHNM)	1yr	Class 10	24	3
Cosmetology	1yrs	Class 10	24	4
Electrician	2yrs	Class 10	20	4
Mechanic Motor Vehicle (MMV)	2yrs	Class 10	24	4
Computer Operator & Programing Assistance (COPA)	1yr	Class 10	24	3
Driver cum Mechanic	6 months	Class 8	20	3

Note: Drone Technology, Data Entry operator & Driver cum Mechanic & Solar Technology are yet to be finalized



INSTITUTION STAFF

The institution staff consists of-

Principal : The administrative head of the institution responsible for all administrative, academic and financial management of the institute.

Vice Principal : Assisting the Principal in all administrative and academic matters

Supervisor: Supervising the academic activities of Group Instructor and other instructional staff

Group Instructor: Group instructor is supervising a collective group of instructor in academic activity.

Instructional staff: The teaching staff teaching Theory and Practical in respective trades

Clerical staff: consisting of Assistant, Upper Division clerk, Lower division Clerk, Storekeepers, Librarian etc.

Group D Staff: Consisting of Workshop Attendant, Peon, Chowkidar and sweepers etc.



FEE STRUCTURES

Sl No	Particular	Rate (in rupee)	
		1yr/1styr	2ndyr
1	Registration	100	100
2	Library	100	100
3	Medical	50	50
4	Lab/Workshop	700	700
5	Institute Development	300	-
6	ID Card	50	-
7	Transportation	300	300
8	Electric & Water charge	300	300
9	Games & Sport	100	100
10	Magazine	200	-
11	Marksheet & Certificate	50	-
12	Caution money	500	-
	Sub total	2800	1650
13	Hostel Fee	1900	1900
14	Practical Exam fee	300	300
15	Theory (CBT) exam fee	<i>Notified by and submitted to DGT</i>	

INFRASTRUCTURE

The infrastructure consists of Administrative Office, Classrooms and Workshops, Hostel facilities, Conference Hall/ Auditorium, IT Lab, Library, Alternative power supply/back up, Rain water harvesting system & reservoir, Playground, Internet facilities, Garage, Boundary wall Separate washroom/ toilet Block for Boys & Girls etc.



ITI-WISE INFRASTRUCTURE FACILITIES:

Sl No	infrastructure	Availability in		
		Aizawl	Lunglei	Siaha
1	Administrative Office	Yes	Yes	Yes
2	Classroom	Yes	Yes	Yes
3	Workshop	Yes	Yes	Yes
4	Conf. Hall/Auditorium	Yes	Yes	Yes
5	IT Lab	Yes	No	No
6	Library	Yes	Yes	Yes
7	Power backup	Yes	Yes	Yes
8	Rainwater harvesting	Yes	Yes	Yes
9	Playground	Yes	Yes	Yes
10	Internet facilities	Yes	Yes	Yes
11	Waste disposal system	Yes	No	No
12	Garage	Yes	Yes	Yes
13	Boundary wall	Yes	Yes	Yes
14	Boys Hostel (running)	Yes	No	No
15	Girls Hostel (running)	Yes	No	No
16	Guest House	No	No	No
17	Separate washroom for Boys and girls	Yes	Yes	Yes
18	CCTV installation	Yes	No	No



HOW TO APPLY

- Application opens from the month of June and close on July/August of every calendar year.
- Notice/advertisement is issued in Local Newspaper and website and or through Social Media.
- Application can be submitted on-line only at the institute website; ***itimizoram.in***
- Required information- schedule of activities, available trades, Training calendar training session etc. can be obtained from the website and office of the Principal of the respective ITI.

ADMISSION PROCEDURE

- Selection of candidates for admission is done by counselling. Screening test (Written) is also conducted if required, according to the number of applicants in particular trades.
- Schedule of counselling and other screening test, if any, is fixed later as per the no. of application received which will be informed to all applicants through website, E-mail and or telephone and message.
- Application in prescribed format for Hostel facilities is received off-line only at the Principal office.



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- For selected trainees only on a date to be specified later. (Application form can be obtained from Principal's office)
- Required document to be submitted along with application will be notified in the website.

ALL INDIA TRADE TEST (AITT)

Directorate General of Training(DGT), Ministry of Skill Development & Entrepreneurship (MSDE), Govt of India conduct the examination- **All India Trade Test** Annually Pan India for all National Council for Vocational & Education Training (NCVET) affiliated trades of ITI in Computer Based Test (CBT) mode for theory paper in all Nodal ITI exam Centres along with practical exam. Likewise, State Trade Test (STT) is also conducted for Mizoram Council for Vocational Training (MCVT) affiliated trades in ITI, if any, in the same mode.

Schedule of AITT/STT: AITT/STT is conducted annually during the month of July/August every calendar year. The concerned authority issue detail schedule of examination a month prior to the scheduled date.



Eligibility for Regular candidate:

- Trainees in ITI who complete 80% attendance both in theory and practical classes and whose conduct are found satisfactory during the training are eligible to appear in the annual & final trade test. And
- Trainees who score the prescribed internal marks (formative assessment) over the whole training period.
- Trainees who paid examination fees for both theory and practical.

Eligibility for Private candidate:

SCVT Certificate holder who has received institutional training in the same trade with the same duration of training period and entry qualification and on payment of fees.

- Apprentices under the Apprentice Act 1961 who have failed six times in the All India Trade Test for the National Apprenticeship Certificate can appear as private candidate in the corresponding trade under CTS only.

NATIONAL TRADE CERTIFICATE (NTC) & STATE TRADE CERTIFICATE (STC): Successful candidates in All India Trade Test & State Trade Test are awarded National Trade

Certificate (NTC) & State Trade Certificate (STC) respectively by NCVET and MCVT.

HOURS OF TRAINING (In hour)

Subject	2yrs course		1yr course	Remarks
	1styr	2ndyr		
Trade theory& Practical	1200 hrs Including 40hrs for E.D and 28-40hrs for WS	1200 hrs Including 40hrs for E.D and 28-40hrs for WS	1200 hrs Including 40hrs for E.D and 28-40hrs for WS	ED & WS for Engg. Trades only
Employability Skill	120hrs	60hrs (advanced course)	120hr	
On-the-job Training/ Group Project	150hrs	150hrs	150hrs	

ED - Engineering Drawing

WS - Workshop Calculation & Science



LEAVE APPLICABLE TO TRAINEES

Trainees are entitled to different kinds of Leave as follows-

	Kind of leave	Max. period	Remarks
1	Casual Leave	12 days	
2	Special Leave	10 days	
3	Medical leave	15 days	On production of medical certificate from Medical Officer or medical practitioner
4	Extraordinary medical leave	3 weeks for 1yr trade & 6 weeks for 2yrs trade	

Note:

1) No relaxation is permitted on any other grounds other than medical and events related to World Skill Competition or Sport of state and national or international level consequence.

2) It should be noted that the above leaves excluding extraordinary leave accounts for almost 20% of reasonable absence of the trainee.



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RESERVATION OF SEATS IN ITI

As per Training Manual for Industrial Training Institutes (as updated on Jan 2014) reservation of seats are provided as follows-

- 30% seats horizontally reserved for female candidates in each category (if unfilled, can be filled up by male candidate)
- Candidates sponsored by recognized orphanages shall be given preference.
- 3% for differently abled candidates having aptitude and otherwise fit to undergo training.
- 10 seats in each ITI for Ex-Servicemen, children of defence personnel and Ex-Servicemen.

Note: Reserved seats can be filled up by general candidates if unfilled by reserved candidate



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DECLARATION OF RESULT

Result of All India Trade Test is declared approximately a month after conclusion of the examination and the candidates are directly informed through their e-mail.

CONVOCATION

Convocation /Graduation Day ceremony is held on a particular date as notified by DGT, MSDE during the month of September/October after declaration of result.

COUNSELLING & PLACEMENT CELL

Counselling & Placement Cell is established in ITI which is responsible in conducting Campus recruitment and other placement activities for the existing and pass out trainees, Record keeping and update etc.

INDUSTRY PARTNERSHIP

In an effort to make ITI students industry ready and to upgrade the ITI infrastructure, equipment and to improve training quality, the institutes have partnership agreement with-



- 1) TATA Motor India Limited (TMIL) -upgradation of training facilities.
- 2) Hyundai Motor India Limited (HMIL)- upgradation of training equipment, training modules and providing on the job training.
- 3) Automobile Dealer Association of Mizoram (ADAM) – Departmental agreement focusing on apprenticeship training for ITI pass outs.

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ACADEMIC PARTMERSHIP

As part of implementation of National Education Policy (NEP) 2020 and following MoU signed between the Ministry of Skill Development & Entrepreneurship (MSDE) and Indira Gandhi National Open University (IGNOU), ITI become IGNOU Extension Centre and Trainees of ITI can pursue undergraduate and Post-graduate courses while attending their training courses simultaneously.



INSTITUTE MANAGEMENT COMMITTEE (IMC)

Every ITI has its separate Institute Management Committee (IMC) comprising of Chairman from Industry Association, Principal of ITI as Member Secretary and other member from officer of LESDE Department. Academician from University / Colleges and Industrialists. IMC is a registered Society under 'The Mizoram Societies Registration Act 2005' established by the State Government and is responsible to management of ITI

TRAINEES UNION

The Institute usually have Trainees Union at Institute Level with an objective to take efforts for the welfare of the Students/Trainees as well as to take part in the progress of the Institute at various levels.

INDUSTRIAL TOUR

Being part of the curriculum, the trainees of ITI regularly have Industrial visit/tour both within the state and/or outside the state once in an academic session.



EXTRA CURRICULAR ACTIVITY (ECA)

ITI are extensively engage in Extra- Curricular Activities during the training period in relation to Employability skill, Women empowerment, Environment Protection, Drugs abuse, HIV-AIDS, local tour, sports etc.



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