

ARIHANT (P) ITI

**LALBURRA ROAD
GARRA, BALAGHAT (M.P)**

PROSPECTUS

**MANAGED BY
ARIHANT EDUCATION SOCIETY,
BALAGHAT(M.P)**

Principal's Message

Educating Minds. Changing lives.

Welcome to Arihant – Setting new standards of excellence in education.

The importance of Institute in the preparation of young Technician for working in specialised fields can not be over emphasised. The demand from Industry is more and more for young men who are able to meet their expectations. The requirement of skilled manpower has been grown in the Industries not only quantitatively but also qualitatively. The Industrial Engineer is continually being confronted by new problems and not able to solve by routine methods of solution. The young Technician can successfully cope up with such problems who have sound understanding of the fundamental principles that apply and familiar with various general methods of attack rather than proficient in the use of any one. It seems evident that Technical training in institutes must seek to build a strong foundation, to acquaint the student with as many general methods of attack as possible and to find the standardized method of solution. Such are the aims of the Institution.

Choosing an educational program is one of the most crucial decisions in any student's life because this decision will have impact in his/her life thereafter. From my perspective, Arihant is endeavoring to be a successful institute that gives holistic education to its students, creates better employment opportunities and contributes exceptionally to the mental, physical and academic excellence. We have combined our resources to bring you the finest, most comprehensive way of education.

Arihant offers Electrician trade from NCVT. Closer student support. More affordable fee structure. Overall, you can look forward to a first-class educational experience that meets your highest expectations. Students/ Trainees after completion of the two year ITI courses in this trade, have scope of getting jobs in foreign country, Govt. jobs in Central and State Govt. departments particularly in Indian railway/ Indian Air Force/ industries etc.

Dear students, I invite you to take on this journey with us to become a responsible technician of the 21st century. In a two year span Arihant will help you reach higher, study smarter and advance faster than ever.

Fulfill your parents' dream, institution's goals, and more importantly your own aspirations.

Here's to your new life!

Susheel Jain

About Institute

Arihant (Pvt.) Institute is private Industrial Training Institute which is run by Arihant Education Society, Balaghat and located at Lalburra Road, Garra, Balaghat which is very near to the Garra Chowk. Training at Arihant is career oriented and industry relevant by combining theory and practice with real life '**hands on**' experience throughout the two year course with an overarching aim of empowering its students with knowledge, skills and the exposures that will make them stand-out in life, society and the nation.

At Arihant, the emphasis is making students learn rather study. We have the teaching and training infrastructure taking a step beyond conventional approaches. It actively enables students to practice innovative thinking. We provide young, inexperienced students with the ideal start to their career by preparing them through an intense period of personal and professional transformation for challenges in any functional area, anywhere in the world.

VISION

*“Vision without action is a dream
Action without vision is simply passing the time
Action with vision is making a positive difference“*

Arihant (P) ITI envision creating efficient and effective technicians with cutting edge knowledge of electrical applications, problems, solving problems and safety and teaching how to follow our dreams and reach our goals, no matter what any one else might think .

To bring out the ‘best’ of an individual from his/ her own inside and develop his potential to its best .

It is our vision to be recognized as a distinctive institution that nurtures dedicated talents and career- dreams within the backdrop of a cosmopolitan learning environment .

Our motto is “To provide quality education“ through well – structured programs that inspire students to transcend from the serene world of academics to the vibrant world of industry .

Mission

Our mission is to give wings to your dream by providing a distinctive approach to the highest quality learning experience in an environment characterized by close interaction among students, faculty, staff and the global community . We provide our students with the practical knowledge , skills and attributes along with industry based competencies required for success in demanding careers within the global economy .

We prepare students for successful technical careers by offering high-quality education programs in a student – centered learning environment.

As a teaching institution , Arihant seeks to excel in teaching, enriched by scholarship and service.

Courses offered:

S.No.	Course	Duration
1.	Electrician	2 years

Eligibility:

1. S.S.L.C. pass or 10th standard pass under 10 + 2 system with good scores in Science and Mathematics.
2. The candidate should have completed minimum of 14 years and maximum of 40 years of age on the date of Admission i.e. August 1, 2013.

Method of Selection:

1. Basic essential qualification.
2. First- come first- served basis.
3. No bad habits of smoking or consuming drugs, alcohol etc.

Notes:

Selected candidates should hand over the following certificates:

- a. Original and a photocopy of the Transfer Certificates from the Institution last attended.
- b. Caste Certificate.
- c. Original and a photocopy of 10th class certificate and marks card.
- d. Photocopy of Proof of Address. (Ration Card / Voter ID Card etc.)

(Originals will be returned to the student only when he / she leave Arihant and after settlement of all dues.)

Photographs and Identity Card:

1. Twelve numbers, passport size, and three numbers stamp size colored, photographs are required with the application.
2. Each trainee will be issued an identity card, which must be carried to the Institute every day.

Subjects :

1. Trade Theory
2. Trade Practical
3. Employability Skill
4. IT Literacy
5. Workshop Calculation & Science
6. Engineering Drawing

- (1) For completion of the trade course successfully and passing the final trade test of craftsmen, the trainees should secure marks as specified by DGE&T in their guidelines issued from time to time.
- (2) For passing the final trade test of craftsmen the trainees have to pass in the individual subjects conducted at the final examination so also they have to pass in the aggregate marks in the individual subjects calculated together with the sessional marks awarded for the sessional works conducted during the entire period of training in the Institute.
- (3) Trainees admitted shall appear for the final Trade Test under the applicable Council they are admitted for.

Quarterly Test :

Quarterly Tests are conducted at the end of each quarter i.e. 3 months period. However monthly tests will also be conducted and the trainees can improve upon their skills and knowledge on the basis of their performance in the respective tests. Marks obtained in the tests are considered together with other modalities fixed for awarding the sessional marks for the final examination.

Sports and Extra Curricular Activities:

To maintain a healthy body and holistic development, extracurricular activities and sports will be compulsory.

Training:

Visits to selected local Industries. 'Hands on' practical training in a local company will be compulsory.

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

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

Total	46 hours / week

Attendance:

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

Holidays:

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

Leave Admissible To Trainees:

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

Progress card:

Progress card, for every trainee will be maintained from the date of admission to the Institute. Monthly test will be conducted in all the subjects and performance will be recorded on monthly and quarterly basis for awarding the sessional marks.

Following criteria will also form part of regular assessments:

- i. Responsibility towards the Tools, Equipment and allotted work.
- ii. Industry, diligence, accuracy and speed.
- iii. Regularity in attendance and punctuality.
- iv. Cleanliness (Personal, Workplace, Tools and Equipment)
- v. Inter-personal behavior including Curiosity, Obedience, Enthusiasm and Sincerity to learn.
- vi. Attendance at Flag Hoisting on Republic Day & Independence Day.

Certificates:

1. Provisional Certificate will be issued at the end of successful completion of the Course.
2. National Trade Certificate will be made available as soon as it is received from NCVT, New Delhi.

Discipline:

All the admitted candidates shall be required to strictly abide by the provisions of rules and regulations prescribed by Institute, as regards to their conduct and discipline.

1. Ragging in any form is strictly prohibited.
2. Trainees are required to wear institute uniform all the time and workshop clothing during Practical hours.
3. Use of mobile phone is banned for trainees and staff in workshop and classroom.

General Rules:

1. All trainees should aim to conduct themselves according to the **highest standards of manners and discipline.**
2. **Punctual and regular attendance** is essential for good progress in studies and conducive to moulding of character.
3. **Dignity for Labor** is an important aspect of our training. No job is considered below one's dignity. Therefore, all trainees must be ready to work hard, including any type of physical work. **This includes cleaning and maintenance of Arihant premises, gardens, classrooms, workshops, lunchroom, toilets, machinery, tools, and materials by the students.**

4. No trainee shall **leave the classroom** or workshop without permission from his / her Instructor.
5. Each trainee must ensure to **wear complete neat and clean uniform** throughout the course.
6. Trainees are allowed to carry out **practical work** only as assigned by his / her Instructor.
7. **Safety regulations must be followed.** Arihant will not be responsible for any injury or disablement caused due to non-observance of the prescribed regulations.
8. Each trainee or his / her parents or guardian must meet expenses of **damage(s) of Arihant property, due** to negligence, willfulness or disobedience of orders or rules. Depending upon the seriousness of the case, this will lead to immediate expulsion from the Center.
9. Any form of **leave shall be addressed in advance** to the Principal or his representative stating the period and reason for leave applied for. Absence without permission will be treated as misconduct and a fine will be charged. For leave, taken in excess of permissible leave, a fine will be imposed. Any repetition will lead to serious disciplinary action against the trainee.
10. In case of illness, a **medical certificate** from a recognized medical practitioner is essential.
11. **80% attendance** is the minimum for a trainee to be eligible to appear for the All India Trade Test. Non-compliance will disqualify the trainee from appearing in the NCVT examination.
12. The Center will take serious note of willful acts of misbehavior, such as use of **obscene words or actions, disobedience, fights in or out of Arihant premises** and irregular attendance, which will lead to severe punishment and **possible dismissal.**
13. In case, any trainee shows **unsatisfactory performance** or conduct, at the first instance, action will be a verbal reprimand. In spite of this, a warning in writing will be given to him with a copy to his/her parents / guardian. Recurrence of the same or similar offence, will lead to suspension or dismissal from the Center. In such an eventuality, the student will not have any claim for a refund of any fees or amounts paid.
14. Unless permitted by the Honorary Director, no trainee shall become a **member of any club, association, union** or the like, which is not conducive to the academic credibility of the trainee.
15. No trainee shall play in any team **against the team of the Center.**
16. **Smoking, gambling, alcohol and drugs** are strictly prohibited within the premises of the Center.
17. Trainees are not allowed to bring **jewelry, motorbikes, mobile phones, transistors, radios, cameras** and other such expensive and electronic gadgets to Arihant premises.
18. Time and again, the above-mentioned **rules are liable to change.** Each trainee will be bound by these rules in force at the time.