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The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or administration there of

IMC (Institute Management Committees):

Department of Industrial Training, has for the first time in India, initiated a new concept of constituting a STEERING COMMITTEE for the State and INSTITUTE MANAGEMENT COMMITTEE for ITI with the collaboration of CII North Zone Chandigarh. This will play a vital role in upliftment of the standards of Industrial training to keep pace with emerging technologies. ITI Ludhiana was selected as a pilot project & its IMC started in 1999-2000. These committees are notified by Govt. of Punjab with following members: (Adequate powers have been delegated to these committees by Government and have been notified by Govt. of Punjab)

1	Representatives from Industry	Chairman and three members
2	District Employment officer.	Member
3	Representatives of CII Northern Region Chandigarh,	Member
4	Representatives of Directorate of Technical Educational & Industrial Training, Punjab	Member
5.	GM, District Industries Centre,	Member
6	Principal of ITI.	Member
7	One Senior Faculty Member ITI,	Member
8	One Representatives of the Students of ITI,	Member

Powers and Functions of the Committee.

1. The committee is free to start any new trades or surrender any trade which is not popular.
2. Proposal regarding the construction of workshop or theory rooms required for starting of new trades along with site plan and estimate.
3. IMC is free to start various projects of short and long terms duration according to the needs of the Industry to train their workers for specific jobs.
4. IMC is free to generate funds for various projects by starting training cum production schemes for better training facilities.

5. IMC is providing vocational guidance about the nature of job opportunities and carrier prospects to students prior to applying for admission in ITI so that they choose the right course.
6. Introductory seminars are conducted by industry to create interest and motivate the students,
7. For the placement of the candidates IMC is helping them for getting employment in the Industry. IMC will see that the trainees are assisted by the industry to go for self employment through acquisition of skill .

Steering committee:

Govt of Punjab has constituted steering committee at state level to supervise the functioning of various IMC s in the state:

This Committee consists of following:

- | | | |
|---|--|--------------------------|
| 1 | Principal Secretary to Govt ,Punjab Technical Education & Industrial Training ,Punjab. | Chairman/
Chairperson |
| 2 | Director Technical Education & Industrial Training ,Punjab. | Member Secretary |
| 3 | Chairmen of all Institute Management Committees of ITI's | Members |
| 4 | Member Secretaries of IMC' s (Principal of Respective ITI) | Member |

Functions of Steering committees:

- 1 To provide additional roles and responsibilities to IMC's from time to time.
- 2 To monitor performance of IMC'S
- 3 To encourage industries to actively participate and contribute to the development of vocational training,
- 4 To coordinate with state Government, DGET,NCVT and Industries.

MoU Scheme

The Director of Technical Education and Industrial Training /(DTE&IT), Govt of Punjab and confederation of engineering industry (CEI), Northern Region (NR) entered in to a memorandum of under standing (MOU) which was signed with a view to have direct interaction of students with industry for on job training . This scheme has resulted in better placement of ITI pass outs and has been

appreciated by general public. Proper feed back is always obtained from on job trainers and parents by concerned staff in ITIs

Almost all the ITIs have signed MOU with various Industries and students have got on the job training

The advantages/aims of MOU are as follows:

1. For the industrial growth of Punjab and for the engineering industry to meet the challenges of new technology, there is a need for constant development and up gradation of skills of technicians and craftsmen.
2. Close cooperation between the engineering industry and the Technical Education system in the state is of great mutual benefit.
3. Technicians and crafts-men have a key role to play in the technological up-gradation, innovation and competitiveness of the engineering industry in Punjab .
4. Engineering industry could provide valuable inputs to the education and training of students ,to suitably change the curriculum and teaching methodology, help faculty development and make the training more employment oriented.
- 5 Under MoU scheme the syllabi of trades are revised and courses being offered in ITIs are being updated and revised in consultation with industry.

Campus Interviews/ Placement of ITIs pass out:

The Department of Industrial training, Punjab is entrusted the responsibility of imparting training in various engineering and non-engineering trades to meet the requirement of the skilled manpower for the industries. The recent higher growth rate in production needs to be maintained in order to improve the living standards by providing gainful employment for the growing labour force and to reduce poverty. To achieve this objective, the manufacturing sector needs to be assured of adequate supply of skilled manpower in the conventional and emerging technologies. The Department with the network of various institutes has been discharging this responsibility by imparting training in various trades skills.

To face the challenges of rapidly advancing technology and to help industry in locating suitable technical manpower at local level,

arrangements for **CAMPUS INTERVIEWS** have been made in the major Industrial Training Institutes of Punjab. This is done by getting manpower demand from industry and students are called to appear in interview/test directly with industrialists. Simultaneously a feed back is obtained from students or from their guardians about the concept of placement and the present status of the student after passing from institute.

Local Advisory Committees for Institutes/ Centres

- (a) **Local Advisory Committees should be attached to training institutes/Centres to study the needs of industry in the region served by the Centre and suggest measures to adopt the training programmes to meet local needs. The committee will consist of the following members.**
- 1 Principal of the training institute/centre,**
 - 2 Two representatives of the local industry,**
 - 3 One representative of labour, and**
 - 4 Local employment officers.**
- (b) **The State Councils may also carry out surveys as given in the proforma at Appendix I for assessing training need in their State to enable them to introduce the trades having employability.**
- (c) **There should be constructive collaboration between Institute and Industries for bringing out improvement in quality fo the training and maintenance of machinery in ITIs. Therefore, representation of industries in the Local Advisory Committees Should be adequate and meaningful.**

1 State Council for Vocational Training

There are State Councils corresponding to the National Council to deal all matters relating to vocational training at the level of the State.

(a) **Object :**

The State Council which is affiliated to the National Council for Vocational Training functions as a state agency to advise the State Government in carrying out the training policy laid down by the National Council and to co-ordinate the Vocational Training Programme through out the State.

(b) **Functions ; The functions of the state Council are :**

- 1 to carry out the policy of the National Council with regard to the award of National Trade Certificates in engineering and non-engineering trades as may be brought with in its scope by the Central or State government:**
- 2 to implement the decision and carry out the policy laid down by the National Council in respect of syllabi, equipment, scale of accommodation, duration of courses and method of training.**

- 3 to establish State Board of Examination in Vocational trades ;
- 4 to arrange for ad-hoc or periodical inspection of the training institutes/Centres in the State and ensure that the standards prescribed by the National Council are being followed;
- 5 to co-opt, if necessary , any person or persons to advise the State Council in connection with its work;
- 6 to ensure that the staff is employed according to the qualifications prescribed by the National Council and relax qualifications in special circumstances to be recorded, for trades where such staff is not easily available;
- 7 to ensure that the examinations are conducted by the State Board of Examinations according to standards and the manner prescribed by the National Council;
- 8 to counter-sign and issue the National Trades Certificates to successful candidates;
- 9 to recommend the provision of additional training facilities, wherever necessary, and render such assistance in the setting up of additional training programmes as may be necessary ;
- 10 to advise the State Government regarding expenditure on different training schemes and ;
- 11 to perform such other function as may be entrusted to it by the State Government .

**Government of Punjab
Department of Technical Education & Industrial Training
(Technical Education-1 Branch)**

NOTIFICATION

Dated, the 25 th October 2001

No 5/212/82-2TE(1)

The State Council for Vocational Training Consists of the following necessary; -

1	Minister-in charge Technical Education and Industrial Training	Chairperson
2	Secretary to the Govt. of Punjab Deptt. of Technical Education & Industrial Training	Official Member
3	Secretary to the Govt. of Punjab Dept. of Finance or his nominee	-do-
4	Secretary to the Govt. of Punjab Deptt. of Industries or his nominee	-do-
5	Chairman Punjab State Board of Technical Education & Industrial Training, Sector-36, Chandigarh.	-do-
6	Director Technical Education & Industrial Training, Sector-36, Chandigarh.	Member Secretary
7	Director General Employment and Training , Govt. of India New Delhi or his nominee	Official Member
8	Chairman Punjab State Electricity Board Patiala or his nominee	-do-
9	Director State Transport, Punjab , Chandigarh	-do-
10	Director Sant Longowal Institute of Engineering Technology, Longowal Distt. Sangrur	Official Member
11	Labour Commissioner and Director Employment, Punjab, Chandigarh or his nominee.	-do-
12	General Manager Rail Coach Factory, Kapurthala or his nominee.	Official Member
13	Vice Chancellor Punjab Technical University, Jalandhar	-do-
14	President Punjab State Small Scale Industries, Chandigarh	Non Official Member
15	President confederation on of India Industries, (Northern Region), Chandigarh or his nominee	Non Official Member
16	Representative of P.H.D. Chamber of Commerce and Industry P.H.D. House opposite Asian Game, Village, New Delhi-110016	Non Official Member
17	Sh. Kuldip Sardana Sukhjit Starch Industries, Phagwara	-do-
18	Sh. Ramesh Gupta, M.D. Hindustan Pharmaceutical Ltd. Kotmitt Singh, Amritsar	-do-

- 19 Sh Roshan Lal -do-
Patiala Sports Industries
(P.B.No48), Lower Mail Patiala
- 20 Dr. Satbir shingh Nijjar, Nijjar Agro Foods, -do-
Vill Mahartbanpura, Distt. Amritsar.
- 21 Sh. Sanjeev Kalra, -do-
Deepak Fastnures Ltd.,
HIO.Miller Ganj, Opposite Gurdwarte
Ramgarhia G.T. Roar, Ludhiana
- 22 Sh Jaipal Goyal c/o M/s -do-
Fattu Dhing a Rice Mills, Fattu DHINGA.
Distt. Kapurthala.
- 23 Dr. Parkash Singh Jammu, -do-
Prof. of Socilogy 355 Urban Estate-1
Patiala
- 24 Sh Makhan Singh M.L>A. Pakka Kalan.
- 25 Shh Manmohan Singh M.L.A.
- 26 Chairman,
Pujab Communication Limited or its
nominee
- 27 Executive Director,
State Council of Science & Technology,
Punjab Chandigarh.
- 28 Managing Director,
Punjab State Industrial Development
Corporation Punjab, Chandigarh
- 29 Managing Director,
Punjab Electronic and Development
Corporation, Chandigarh.
- 30 Director,
Social Welfare, Punjab, Chandigarh
- 31 Viice Chairman, Punjab Tractor Limited,
Mohali
- 32 Chairman,
Punjab State Pollution Control Board.

Function of State Council for Apprenticeship Training

1	Policy procedure notification of Industries designation of trades, syllabi, standards etc. in consultation with the Central Apprenticeship Council.
2	Assist co-ordinate and regulate programmes in Central Public Sector industries.
3	Concurrent jurisdiction to assist, co-ordinate and regulate programmes in private sector industries.
4	Conduct final trade tests on behalf of NCVT.
5	Assist co-ordinate and regulate programmes in State's Public and private Sector Industries.
6	Impart related instructions.

7	Impart basic training in the case of those industries in the private sector which employ less than 500 workers.
8	Implementation of the practical training programme in accordance with the Apprentices Act and the rules made there under.
9	Arrange for basic training (by employers, employing more than 500 workers._
10	Advise the Central and the State Governments at the national and State levels.

Govt. of Punjab
Department of Technical Education & Industrial Training
(Technical Education – 1 Branch)

Notification Dated, Chandigarh, the 29-01-2007

No. 10/5/83-2TE 1/135 In exercise of the Powers conferred by Sub sections (1) and (4) of section 24 of the Apprentices Act 1961 read with rule 3 of Government Notification No. 19 (35)-51B-11-62/24427, dated 22nd October, 1962 the Governor of Punjab is Pleased to reconstitute the state Apprenticeship Council as under:-

1. Chairman Minister in Charge of Industrial Training Punjab.
2. Vice Chairman Principal Secretary, Technical Education and Industrial Training Punjab.

MEMBERS

3. Representative of Govt. of India Director General of Employment and Training Ministry of Labour and Employment, Govt. of India, New Delhi.
4. Representative of State Govt.
 1. Secretary to Govt. of Punjab Deptt. of Irrigation & Power.
 2. Principal Secretary to Govt. of Punjab Department of Finance.
 3. Commissioner labour and Employment Punjab
 4. Director Local Govt. Punjab Chandigarh
 5. Director of Industries, Punjab
 6. Director State Transport, Punjab
5. Member Secretary 7. Director Technical Education & Industrial Training Punjab.
6. Representative of Public Sector
 1. Chairman, Punjab State Electricity Board Patiala.
 2. General Manager Railway Coach Factory, Kapurthala.
 3. Managing Director, Punjab State Industrial Development Corporation, Chandigarh.
 4. M.D. Sewerage Board Punjab, Chandigarh.
 5. M.D. Tube well Corporation Punjab, Chandigarh.
 6. M.D. P.R.T.C Patiala (Punjab)
 7. M.D. Punjab Communication Ltd.C-135, Phase-Industrial Area SAS Nagar Mohali.
7. Representative of Private Sector
 1. DY. General Manager ADGM-P&A Federal – MOGUL GOETZE (India) Ltd. Bhadur Garh Patiala.
 2. Associate Vice President HR. Punjab Tractor Ltd, Phase – 4 S.A.S. Nagar Mohali
 3. General Manager D.C.M. Engineering Products Asron Post Bag No. 5 Near Ropar Head Works Ropar.
 4. DY. Managing Director Leader Valves S-3, S-4 Industrial Town Jalandar.
 5. General Manager J.C.T Electronics Ltd. A-32 phase-7 Industrial Area S.A.S Nagar Mohali.

6. General Manager Inter National Tractor Pvt. Ltd.
Chak Gujran (Hoshiarpur).
7. General Manager Nahar Fabrics, Jalapur, Lalru,
Distt. Patiala
8. Managing Director Hero Cycle Ltd. Indl., Area, G.T
Road, Ludhiana.

P. Ram

Principal Secretary to Govt. of Punjab
Department of Technical Education & Industrial Training

No 10/5/83-2TE 1/ dated
A copy forwarded to the Accountant General, Punjab Chandigarh for information
Sd/-
Secretary Technical Education &
Industrial Training in
Punjab

No 10/5/83-2TE 1/ dated
A copy forwarded to Director General of Employment and Training (DGET)
Ministry of Employment, New Delhi for Information.
Sd/-
Secretary Technical Education &
Industrial Training in Punjab

No 10/5/83-2TE 1/ 138 dated: 29-1-07
A copy forwarded to the Director Technical Education & Industrial Training in
Punjab for information.
He is requested to supply agenda note. So that meeting in this regard could be
arranged at the level of Hon'ble Minister of Industrial Training.
Sd/-
Secretary Technical Education &
Industrial Training in Punjab

A copy forwarded to the Controller, printing and stationery, Punjab, Chandigarh
with the requested that the above notification may be published in Punjab Govt. Gazette
next issue and 25 printing copy of the said notification may be supplied to this
Department as early as possible.

Sd/-
Secretary Technical Education &
Industrial Training in Punjab
No 10/5/83-2TE 1/ dated
A copy forwarded to all member of the State Apprenticeship Council for
information.

Sd/-
Secretary Technical Education &
Industrial Training in Punjab