

TRAINING MANUAL

for

Industrial Training Institutes and Centres

*Government of India
Ministry of Labour
Directorate General of Employment and Training
New Delhi 110001*



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55. Suggested Duties of Principal, Supervisory and Instructional Staff of Industrial Training Institutes

(a) **PRINCIPAL** The Principal should ensure that:

1. all the instructions issued to him by the higher authorities are properly and expeditiously carried out;
2. accounts are maintained properly, stores are properly accounted for and verified periodically, and the purchases are according to specification and in good condition;
3. training programmes are carried out according to schemes;
4. raw materials are purchased in time and duly supplied;
5. machine and equipment are properly maintained;
6. manufactured products are properly accounted for and disposed off in accordance with the rules and instructions issued from time to time;
7. ensure that the foremen and supervisors maintain an extremely close supervision over the work of instructors and the progress of the classes;
8. Proper discipline is maintained in the institute;
9. there is close relationship between the trainees and the instructional staff;
10. proper follow up is maintained of the passed out trainees;
11. proper security arrangements are maintained and safety precautions observed.
12. The trainees get the proper medical aid and welfare arrangements are available; and
13. proper facilities are made available to the inspection staff of the State Directorate, DGE&T, and other authorised bodies.

(b) **GROUP INSTRUCTOR** The Group Instructors should ensure that:

1. proper coordination is maintained in all the sections and the training programme is carried out efficiently, by personal close check and inspections;
2. the tests are regularly carried out, the trainees' work is correctly assessed, and proper record is kept in the progress cards;
3. raw material requirements of the sections are prepared well in advance to enable supply to be arranged in time;
4. safety precautions are observed in the workshop; and
5. the sections function strictly according to the time schedule laid down and proper discipline maintained.

The Group Instructor will also conduct model lessons in his own or connected subjects.

The Group Instructor will also carry out any additional work entrusted to him by the Principal.

NOTES (i) The lessons prepared by instructors should be checked by the concerned Group Instructor for its correct planning and accuracy. This may be done at the beginning of each working day for which the Group Instructor may spend about 15 min. in each section.

(ii) The Group Instructor may also carry out a check of a certain percentage of these lessons to ensure proper planning of lessons and right standard.

(iii) The Group Instructor will also from time to time attend these lectures to ensure that the proper teaching technique is followed.

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(c) HOSTEL SUPERINTENDENT-CUM-PHYSICAL TRAINING INSTRUCTORS

They will be responsible for:

1. imparting physical training to the trainees; and
2. arranging such cultural activities as are considered essential for creating team spirit, responsibility and a sense of discipline amongst the trainees.

(d) INSTRUCTORS The instructors will be responsible for:

1. taking of class of trainees in theory and practice according to the prescribed syllabus and graded exercises;
2. maintenance of attendance register, progress cards, raw material register, tools and equipment register, manufacturing register and other sectional records in accordance with the instructions;
3. checking and correcting of theory notes, practical work and journals of trainees;
4. preparing charts, drawing and other visual aid material for the section;
5. ensuring that the machines in the section are in good working condition and are properly cleaned at the closing time daily;
6. requisitioning of tools and raw materials required for the section
7. ensuring close relationship with the trainees; and
8. attending to leave applications of trainees.

NOTES (i) In giving theoretical training, the instructor will not depend on the textbooks or his old notes. He will prepare his lessons for each lecture and use the correct technique of teaching.
(ii) The instructor will check the conditions of tools and equipment in his section and will see that the machines are in good working condition before beginning the practical class.

(e) MILLWRIGHT FOREMAN The responsibilities include:

1. To train all millwright instructors who are responsible for the maintenance and repairs of the machinery in all industrial training institutes/centres in the State/Union Territory.
2. To carry out special periodical inspection of the machinery in the industrial training institutes/centres in the State/Union Territory and to report on the state of maintenance and also to render advice with a view to improving the maintenance.
3. While Millwright Instructors concerned at the industrial training institutes/centres are responsible for the maintenance and normal repairs of the machinery, the Millwright Foreman will undertake major repairs to the machinery in abnormal cases with the help of the Millwright Instructors concerned.

(f) TRAINING AND PLACEMENT OFFICER (IN RANK OF DY. DIRECTOR/JOINT DIRECTOR)

In the new education policy, Government of India have laid great stress on linkages with the industry for training and placement. In this context, it becomes very essential to have a proper system of selection and placement of trainees in close co-ordination with industry. In order to accomplish this task systematically and effectively it is felt necessary to have a 'training and placement officer' separately of the rank of Dy. Director at each regional centre in each State/UT and of the rank of Joint Director at each RDAT, Ministry of Labour with adequate supporting staff to look after the following activities:

- (1) Conducting selection tests and interviews of ITI passed candidates for recruitment at ITIs, in co-ordination with industrial establishments.