

CITIZENS CHARTER

OUR ACTIVITIES

The Department of Technical Education, UT, Chandigarh controls and coordinates **Govt. Industrial Training Institute for Women, Sector 11-C, Chandigarh.**

OBJECTIVES.

1. Facilitate provision of State of Art quality skill education and training in different trades and areas of Technical Education.
2. To develop strong linkages with Industries to ensure relevance and effectiveness of our trainees.
3. To promote entrepreneurship development.
4. To train the drop out students by providing skill training / technical education through short term courses.
5. To facilitate continuous staff development by training and seminars.
6. To facilitate net working and collaboration among the various institutions under the Chandigarh Administration.
7. Details of activities in respect of this Institute is enclosed as per Annexure A. Details of CTS courses along with duration, sanctioned intake and admission qualifications in respect of this Institute is enclosed as per Annexure B and that of IMC courses is enclosed as Annexure 'C' or the same can be viewed from Institute's website www.gitiwchd.edu.in or www.chdtechnicaleducation.gov.in

ENQUIRIES

All efforts are made to settle any complaint related to this Institute expeditiously.

Principal
Govt. Industrial Training Institute
Chandigarh

Annexure A
CITIZENS CHARTER

**GOVT. INDUSTRIAL TRAINING INSTITUTE FOR WOMEN, SECTOR 11-C,
CHANDIGARH**

| No . | Name of the service being provided | Given Time Limit for delivery of each service (Working day) | Designation of the designated officer | Designation on the Appellate Authority | Designation of the second Appellate Authority |
|-------------|--|---|--|---|--|
| 1 | 2 | 3 | 4 | 5 | 6 |
| 01. | Registration of newly admitted students of ITI.s. | 20 Days | Training Cell. | Admission In charge G.ITIW, Chandigarh | Principal, G.ITIW, Chandigarh |
| 02. | Conduct of NCVT Examination . | As per scheduled issued by Govt. Of India, | Dealing Asstt./Clerk Examination Branch. | Supdt. Exam G.ITIW, Chandigarh | Principal/ Chairman of Exam |
| 03. | Declaration of result | As received from MSDE, Govt. of India, New Delhi. | Dealing Asstt./Clerk Examination Branch. | Principal ,G.ITIW,Chandigar h | Research officer, DTE,U.T.,Chd. |
| 04. | Issue of certificates | 01 Month | Dealing Asstt. | Principal,G.ITIW, Chandigarh | Research officer, DTE,U.T.,Chd. |
| 05. | Declaration of result SCVT Exam. | As received from Research Officer, DTE, UT, Chd. | Dealing Asstt./Clerk Examination Branch. | Principal ,G.ITIW,Chandigar h | Research officer, DTE,U.T.,Chd. |
| 06. | Conduct of SCVT Examination . | As per scheduled issued by Research Officer. DTE, UT, Chd. | Dealing Asstt./Clerk Examination Branch. | Supdt. Exam G.ITIW, Chandigarh | Principal/ Chairman of Exam |
| 07. | Issue of SCVT certificates | 01 Month | Dealing Asstt. | Principal,G.ITIW, Chandigarh | Research officer, DTE,U.T.,Chd. |
| 08. | Issue of duplicate certificates/ Verification of certificates | 01 Month | Dealing Asstt. | Principal , G.ITIW, Chandigarh | Research officer, DTE,U.T.,Chd. |
| 09. | Issue of bus pass | 7-10 days from date of admission | Nodal Officer for issue of bus pass | Group Instructors | Principal, G.ITIW, Chandigarh. |
| 10. | Issue of Identity cards to trainees | One month from the date of start of session | Dealing Assistant Training | Group Instructors | Principal , G.ITIW, Chandigarh |
| 11. | Security refunds | One month after passing out of trade examination | Student Fund Clerk / Cashier | Drawing and Disbursing Officer | Principal , G.ITIW, Chandigarh |
| 12. | Issue of Roll Nos. | As per availability of roll Nos. on NCVT MIS portal before start of the examination | Examination Clerk | Supdt. Examinations | Principal , G.ITIW, Chandigarh |
| 13. | RTI Information | As per RTI Act | CPIO | Principal , G.ITIW, Chandigarh | CIC, Govt. of India. New Delhi |
| 14. | Campus Development | As and when required | Dealing hand of civil works | Designated Building Incharge/officer | Principal , G.ITIW, Chandigarh |

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Annexure B

DETAILS OF CTS COURSES ALONG WITH DURATION, SANCTIONED INTAKE AND ADMISSION QUALIFICATIONS

| S. No. | Name of Trade | No. of units | Sanctioned Intake | | Duration |
|----------------|--|--------------|-------------------|---------------|---------------------|
| | | | Permanent | Supernumerary | |
| 1. | Computer Operator & Programming Assistant | 2 | 40 | 12 | 1 Year (2 Semester) |
| 2. | Stenographer & Secretarial Assistant (English) | 2 | 40 | 12 | 1 Year (2 Semester) |
| 3. | Stenographer & Secretarial Assistant (Hindi) | 2 | 40 | 12 | 1 Year (2 Semester) |
| 4. | Stenography Punjabi | 1 | 16 | 05 | 1 Year |
| 5. | Basic Cosmetology | 2 | 40 | 12 | 1 Year (2 Semester) |
| 6. | Dress Making | 2 | 32 | 10 | 1 Year (2 Semester) |
| 7. | Human Resources Executive | 2 | 40 | 12 | 1 Year (2 Semester) |
| 8. | Finance Executive | 2 | 40 | 12 | 1 Year (2 Semester) |
| 9. | Marketing Executive | 2 | 40 | 12 | 1 Year (2 Semester) |
| 10. | Sewing Technology | 4 | 64 | 20 | 1 Year (2 Semester) |
| 11. | Surface Ornamentation Techniques (Embroidery) | 2 | 32 | 10 | 1 Year (2 Semester) |
| G.Total | | 23 | 424 | 129 | |

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Annexure C

DETAILS OF IMC COURSES ALONG WITH DURATION, SANCTIONED INTAKE AND ADMISSION QUALIFICATIONS

| SR. NO. | NAME OF TRADE UNDER CENTRE OF EXCELLENCE | TOTAL SEATS | SCOPE OF THE COURSES |
|---------|--|-------------|---|
| 1 | WEB DEVELOPER (SIX MONTHS COURSE) | 50 | DUE TO EXPONENTIAL GROWTH IN THE EMERGING INFORMATION TECHNOLOGY, BUSINESS PROCESS AND MEDICAL LINE OUTSOURCING SECTORS AND THE UPCOMING OF NEW IT PARKS/BPOS/HOSPITALS IN THE TRICITY REGION OF CHANDIGARH, MOHALI AND PANCHKULA, THERE WILL BE GREAT NEED OF IT/BPO/MEDICAL LINE PROFESSIONALS IN NEAR FUTURE, AS SUCH, TO FILL THE DEMAND GAP, TRAINEES WILL BE IMPARTED EXPERTISE TRAINING IN SPECIALLY DESIGNED NEW COURSES, DULY ALIGNED WITH NSQF, STRICTLY TO MEET THE REQUIREMENTS OF THE INDUSTRY IN THESE SECTORS. |
| 2 | WEB DEVELOPER + UI DEVELOPER (ONE YEAR INTEGRATED COURSE) | 50 | |
| 3 | MEDIA DEVELOPER (SIX MONTHS COURSE) | 50 | |
| 4 | MEDIA DEVELOPER + UI DEVELOPER (ONE YEAR INTEGRATED COURSE) | 50 | |
| 5 | ACCOUNTS EXECUTIVE (SIX MONTHS COURSE) | 50 | |
| 6 | ACCOUNTS EXECUTIVE (RECEIVABLES & PAYABLES, RECORDING, REPORTING, PAYROLL, STATUTORY COMPLIANCE) (ONE YEAR INTEGRATED COURSE) | 50 | |
| 7 | MEDICAL RECORDS AND HEALTH INFORMATION TECHNICIAN (ONE YEAR INTEGRATED COURSE) | 50 | |
| 8 | PHP(HYPertext PRE PROCESSOR) (HTML+JAVA SCRIPT+WAMP SERVER) (SIX MONTHS COURSE) | 50 | |
| 9 | PHP(HYPertext PRE PROCESSOR) (HTML+JAVA SCRIPT+WAMP SERVER) + (Joomla,SQL) (ONE YEAR INTEGRATED COURSE) | 50 | |
| 10 | GENERAL DUTY ASSISTANT (SIX MONTHS COURSE) | 50 | |
| 11 | CRM DOMESTIC NON VOICE | 50 | |

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