



National School of Management Studies Durgapur Chapter
(A duly registered trust for charitable purpose)

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Training Manual



Standard Operating Procedures For Operation of Training Centers

1. Organizational Chart

i. Local advisory committee for Training Center

Local Advisory committees should be attached to training institutes/center's to study the needs of industry in the region served by the center and suggest measures to adopt the training programme's to meet local needs. The committee will consist of the following members:

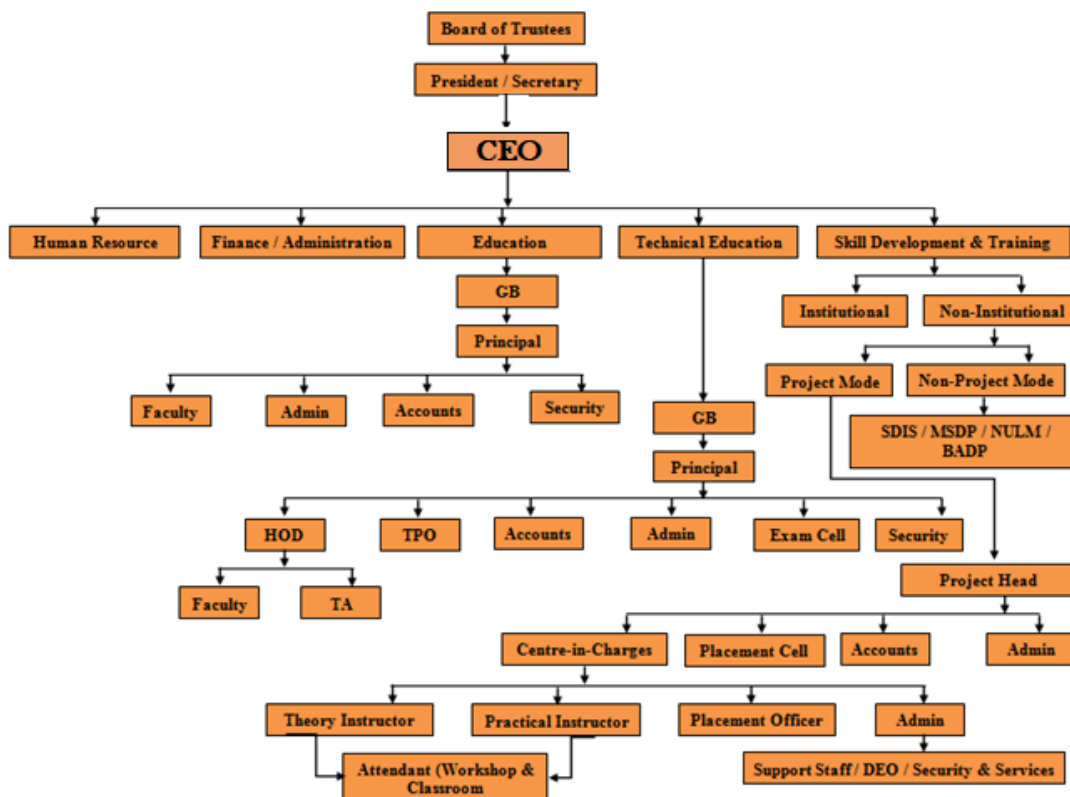
- Principal of the training institute/center
- Two representatives of the local industry
- One representative of NSMSDC

Proposals regarding trades to be taught at any training center are ordinarily initiated by the Local Advisory Committees attached to the centers.

ii. Selection Committees for Training Center

The members of the Selection Committee (maximum three), are decided by the NSMSDC. The Selection Committee should be constituted with representatives from NSMSDC, industries in the locality where the trainees are ultimately supposed to work.

2. Administration of Training Centers





3. Channel of Correspondence

The Principal/In-charge of the Training Center will correspond with the NSMSDC on the subjects involving policy matters. The financial matters will be taken up with the Board of Trustees.

4. Admissions to Training Centers

- i. **AGE:** The candidates of more than 14 years of age as on date of start of admission session are eligible.
- ii. **QUALIFICATION:** As prescribed in the respective course curricula.
- iii. **SELECTION:** Selection of candidates for admission in Training Center should start well in advance of the commencement of each session. Admission should as far as possible, be completed by the date of starting of the session. Where it may be necessary to continue admission beyond the date of commencement of the session for filling vacant seats, it should not in any case go beyond one month of the date of start of session.
- iv. **PROSPECTUS & APPLICATION FORMS:** Performa for admission may be designed as per local needs. The model is as under.
- v. **MODE OF SELECTION:** Candidates will be council led & selected by the Selection Committees constituted at the training center level.

5. Caution Money

To guard against the loss or damage to equipment, tools and other articles entrusted to his charge, each candidate will be required to deposit with the head of the training centre, a sum of Rs. 50 as "caution money" at the time of joining centre. However this caution money is returned to the candidate on completion of training.

6. Medical Examination

Trainees should be medically examined by the Medical Officer attached to the Training Center soon after their admission. Cost is born by the center.

7. Aptitude Test

Aptitude test may be conducted for candidates selected for admission in to training center's at the end of the second month after admission. If a candidate is found unsuitable for a particular course, he should be considered for any other course before rejecting him/her altogether.

8. Tuition Fees

Tuition fees as decided by the NSMSDC.

9. Working Hours

Total working hours: 40 hours per week .The standard distribution is as under:

- i. Practical Instruction-28 hours per week.
 - ii. Theoretical Instruction-10 hours per week
 - iii. Extra-curricular Activities including library studies and physical training-2 hours per week.
- However it may be changed as per the requirement of the scheme.

10. Holidays

A maximum of 14days are allowed as festival holiday. There will be no winter/summer holidays.



11. Minimum Compulsory Attendance for Trainees

90% attendance is mandatory for all candidates.

12. Unauthorized Absence

A trainee may be discharged for the following reasons.

- i. Unauthorized absence for 10 consecutive days at a time.
- ii. Absconders.
- iii. Backwardness in training.

13. Supply of Stationery to Trainees

Trainee in relevant courses will be supplied with necessary stationery articles including overalls.

14. Progress Cards

A progress card should be maintained in respect of every trainee from the date of admission to the center.

The monthly tests be conducted in all the subjects and the performance recorded as usual on monthly and quarterly basis for formative assessment.

15. Final Test Procedure

Final assessments/Tests are conducted following strictly the procedure let down by the certifying agency e.g. NCVT, AICTE, State Councils, SSC etc.

16. Record Cards of Trainees Who Pass Out-Follow Up

Records in respect of ex-trainees of training centers are recorded as per the standard Performa. The record cards should be maintained to ensure that the passed out trainees have been able to secure employment. If employed, the name of the employer, etc. should be given, failing which, the whereabouts of the unemployed trainees should be shown in the record cards.

17. Procedure for Issue of Certificates

Certificates of successful candidates are obtained from the concerned authorities. Immediately on received of certificated the candidates are contacted for handing over the certificates. The record of handing over is kept as per the standard format.

18. Inspection of Centers

The centers are inspected normally as the requirement of the affiliating/accrediting organization. Apart from this regular annual inspection is done by the authorities of NSMSDC to maintain quality. In special cases surprise inspections are also carried out. Records of all inspections are kept for the review.

19. Educational Tours by Trainees

In all courses of duration more than one year trainees are taken for educational tours once in a year. Depending upon the needs of the course trimness are taken for educational tours more than once in a year.



20. Grants to Training Centers

A training grant is allowed to each Institute/Centre @ Rs. 200 per month per Trainee to cover the cost of the following:

- i. Raw materials
- ii. Consumable stores such as oil, steel, cotton waste, etc.
- iii. Replacement of hand tools
- iv. Repairs to equipment on account of wear and tear
- v. Cost of stationery for training purpose (not for office)
- vi. Cost of light, water and power.

Further a provision of maintenance @ 3% of the total cost of machine is provided to training center TECHNICAL Books' AND MAGAZINES. It is necessary for each center to have technical books, technical magazines and other books related to the trades taught at the institute for the guidance of instructional staff and trainees. For this, an expenditure of Re. 10per month per trainee is allowed.

21. Statistical Returns

Each centers is required to send information to NSMSDC on regular basis as per prescribe Performa.

22. Wearing of Uniforms by Technical Staff

For the sake of discipline prescribe uniform is to be worn by all technical staff at the training center.

23. Training in Industry

Members of the technical staff of the training centers should be deputed to industry for industrial experience and/or refresher training .However not more than one member from a center to be deputed at a time.

24. Duties of Principal, Supervisory and Instructional Staff of Training Centers

- i. **PRINCIPAL:** The Principal should ensure that:
 - All the instructions issued to him by the higher authorities are properly and expeditiously carried out.
 - Accounts are maintained properly, stores are properly accounted for and verified periodically and the purchases are according to specification an in good condition.
 - Training programmes are carried out according to schemes.
 - Raw materials are purchased in time and duly supplied.
 - Machine and equipment are properly maintained.
 - Proper discipline is maintained in the institute.
 - There is close relationship between the trainees and the instructional staff.
 - Proper follow up is maintained of the passed out trainees.
 - Proper security arrangements are maintained and safety precautions observed.
 - The trainees get the proper medical aid and welfare arrangements are available.



- ii. **GROUP INSTRUCTOR:** The Group Instructors should ensure that:
- Proper coordination is maintained in all the sections and the training programme is carried out efficiently, by personal close check and inspections;
 - The tests are regularly carried out, the trainees' work is correctly assessed, and proper record is kept in the progress cards;
 - Raw material requirements of the sections are prepared well in advance to enable supply to be arranged in time;
 - Safety precautions are observed in the workshop; and
 - 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.

- iii. **INSTRUCTORS:** The instructors will be responsible for:
- Taking of class of trainees in theory and practice according to the prescribed syllabus and graded Exercises.
 - Maintenance of attendance register, progress cards, raw material register, tools and equipment register, manufacturing register and other sectional records in accordance with the instructions.
 - Checking and correcting of theory notes, practical work and journals of trainees.
 - Preparing charts, drawing and other visual aid material for the section.
 - Ensuring that the machines in the section are in good working condition and are properly cleaned at the closing time daily.
 - Requisitioning of tools and raw materials required for the section.
 - Ensuring close relationship with the trainees.
 - Attending to leave applications of trainees.
- iv. **TRAINING AND PLACEMENT OFFICER:** TPO to look after the following activities:
- Conducting selection tests and interviews of passed candidates for recruitment.
 - Liaison between Industries & Training Centers.

25. Model Lessons/Demonstrations by Instructional/Supervisory Staff

The senior instructional and supervisory staff of the center will conduct, model lessons/demonstration classes for the benefit of their instructional staff. The Principal may arrange one such class every week about one-hour duration of which 45 minutes or so may be spent on illustrating the proper technique of teaching and the remaining period in group discussion. It will be advantageous to keep a record of such model lessons and the points which arise thereafter during the discussion to spotlight the difficulties felt and remedies suggested as guidance to the staff.

26. Staff Meetings

One of the regular features of training activities in training Center should be instructional/supervisory staff meetings at different levels called to take stock of the progress made in the training programme, to spell out and discuss difficulties encountered at different levels in implementing the programme and to chalk out the future plan of action.



Greater the strength of the Center, more necessary it may be to have such meetings at the Group Instructor's and/or Supervisor's level. In a small Institute this may not be necessary. These meetings may be called once a fortnight.

The Principal will also call a meeting of the Supervisory and Instructional staff, depending whether the Institute is big or small, once a month. Proper record should be kept of the minutes of these monthly meetings and of the decisions arrived at and action taken. These records should be submitted to the Inspecting Officers.

27. Audio-Visual Aids for Training Centers

The Audio Visual Aids are essential for imparting Training effectively. Hence the center are to be equipped with modern Audio Visual Equipments and Aids.

28. Maintenance of Tools and Equipments

As the maintenance of tools and equipments is already included in the existing syllabi for various trades, it should constitute an important part of the training programme in all training centers. The following steps should also be taken in each center in this direction:

- i. History sheets of each machine should be maintained centrally in a log book indicating important repairs undertaken.
- ii. Each machine should have a maintenance chart hung nearby which should indicate among other items, the lubrication routine for each machine (daily, weekly and periodically).
- iii. All oiling points on the machines should be properly colour-marked.
- iv. Trainees, by rotation, should be detailed for oiling, greasing and other maintenance work in the section. Rotation charts should be prominently displayed in the section.
- v. Where Maintenance Mechanics have been provided, the trainees could be allocated to work with them in rotation.