



RAMAKRISHNA MISSION SHILPAVIDYALAYA
(Private Industrial Training Institute)
P.O. BELUR, HOWRAH - 711 202

PROSPECTUS-2021

(V.4 - updated on 26.07.21)

Online Admission 2021 Portal

<http://www.rkmshilpavidyalaya.ac.in>

E-mail ID: itiadmissionrkmbelur@gmail.com

Contact No: 033 - 2654 2080, 2654 1052

(Enquiries between 10 am and 4.30 pm only)

PROSPECTUS

IMPORTANT NOTIFICATION:

All candidates wishing to apply are informed that due to COVID-19 crisis, the start of new session from September 2021 is currently under active consideration of the Directorate General of Training (DGT), New Delhi. Admission process initiated in our ITI will be **strictly provisional** and any changes in timeline for start of the new session will be notified in due course. The ITI will not be responsible for any delay thereof.

Introduction:

Swami Vivekananda stands as the most remarkable philosopher, sage and karma yogi of Modern India, who sailed to the United States of America in 1893 to find means for the *material development* of the Indian masses. During the World Parliament of Religions at Chicago, he electrified America by preaching the message of the Divinity of Man as proclaimed by Vedanta, and heralded the new age of Harmony, Service and Spiritual Realization as taught by his Great Teacher Sri Ramakrishna Paramahansa. When Vivekananda returned to India in 1897, he started the Ramakrishna Mission to consolidate this message.

As a result of his travels across the world, Swami Vivekananda foresaw that a new India was rising, based on the development of a new character in its people. The future youth of India would arouse in themselves the intense activity demanded by the challenging modern technological age, and yet drink deep from the fountain of their own spiritual roots, inherited from the ages of experience of their ancient motherland.

Practical vocational education provides an ideal arena for setting up the base for the synthesis of this dual efficiency. Thus, the **first Industrial School of the Ramakrishna Mission**, one of the oldest in the country, **was started in the year 1921 at Belurmath**. With the beautiful name *Shilpavidyalaya* (the Sanskrit and Bengali term for “Industrial School”), it was later brought under the umbrella of *Ramakrishna Mission Saradapitha*, which is a branch centre of Belurmath and an educational hub consisting of outstanding institutions like *Vidyamandira* (P. G. College), *Shilpamandira* (Polytechnic College) & *Samaj Sevak Shikshanamandira* (Rural Dev. & Self-Employment Trg. Institute).

In the 1990s, Shilpavidyalaya was affiliated to the National Council of Vocational Training (NCVT) as an Industrial Training Institute, with four courses in the Craftsman Training Scheme. In 2019, *Shilpavidyalaya* added three more ITI courses, by merging with *Shilpayatana*, another ITI in Saradapitha. The technical training imparted in *Shilpavidyalaya* is training with a difference. We work to implement Swami Vivekananda’s concept of helping evolve a full-fledged man – with a **“heart to feel, brain to conceive and hand to work”**.

Trades:

Students (*male only*) who have passed class X examination are trained here in seven different NCVT affiliated trades viz. Draughtsman (Civil), Draughtsman (Mechanical), Electrician and Welder. Welder trade is also open for admission to candidates who have passed class eight.

Courses of Training, Duration and Entry Qualification:

The academic session generally commences from August every year. **The candidate should be male and age should be at least 14 years as on 1st August 2021. Maximum age limit is preferably not more than 22 years in our institution.** See the institute website for details regarding the course content and industrial job roles in these trades.

Sl. No.	Name of The Trade	Duration	Age	Minimum Entry Qualification	No. of seats
1.	Electrician	2 yrs.	14 yr.*	Passed 10 th class exam (should have Science and Mathematics in class X)	20
2.	Draughtsman (Civil)	2 yrs.	14 yr.*	Passed 10 th class exam (should have Science and Mathematics in class X)	24
3.	Draughtsman (Mechanical)	2 yrs.	14 yr.*	Passed 10 th class exam (should have Science and Mathematics in class X)	20
4.	Welder**	1 yr.	14 yr.*	Passed 8 th /10 th class exam (should have Science and Math as subjects)	20

*Age as on 1st August 2021 or on first day of academic calendar, whichever is later.

**For applicant in Welder Trade with only class 8th pass - please contact ITI directly over phone.

Admissions:

Eligible male candidates will be shortlisted on the basis of merit of their Class X marks in Mathematics and Physical Science, a personal interview and medical fitness for undergoing the course. The decision of the institute will be final and no objection can be raised on this issue by the applicant.

Before final admission the candidate should carefully consider the following points:

- His **choice of trade** which will demand life-long commitment to his vocation in the industrial setting.
- **Medical fitness** which is important for getting jobs in industrial setting, and the candidate should check if he has **colour blindness, skin allergy, chronic ailments, cardio-vascular issues, physical deformities/handicaps** which disqualify one from many job roles.
- The candidate should not have a past history of fits or psychiatric ailments etc.

❖ Preferable physical standards:

The following preferable physical standards are generally prescribed :

Physical Standard	Minimum requirement
Height	155 cm
Weight	45 Kgs
Chest (Expanded) / Un-expanded*	79 cm / 75 cm
Eye Sight	Normal (with/without glasses); Colour-blindness will be a disqualification
Hearing	Should be Normal

❖ Who are Not Eligible to Apply:

- Class X pass **without** Mathematics and Science subjects in Class X **cannot** apply.
- ITI Pass-out/ Failed/drop-out/discharged candidates **cannot** apply for admission *in a different ITI before a gap of 1 year*, or in same ITI before a gap of 3 years.
- Candidates who have passed Diploma Engg. or B.E./B.Tech Engg. under AICTE **cannot** apply.
- Candidates simultaneously pursuing any other full-time course **cannot** apply.

❖ Following Candidates are Not Encouraged to Apply:

- Class X pass from a school located outside West Bengal.
- Over-aged candidates – since finding Apprenticeship and jobs is difficult.
- Candidates with medical issues which may create complication in future.

❖ Reservation:

- One seat each in Welder, DMM & DMC trades and 2 seats in Electrician Trade is reserved for Higher Secondary Vocational pass students of Ramakrishna Mission Shilpavidyalaya (formerly Shilpayatana), Belur Math, based on merit.
- Two seats in Electrician Trade is reserved for Industry sponsored candidate based on Management discretion.

❖ How to Apply:

All information will be displayed in the official website of Shilpavidyalaya <http://www.rkmshilpavidyalaya.ac.in/wp/>

CHECK YOUR ELIGIBILITY BEFORE PAYMENT OF APPLICATION FORM FEE after CAREFULLY reading ALL INSTRUCTIONS on ELIGIBILITY CRITERIA in this PROSPECTUS and ADMISSIONS PAGE in the website of Shilpavidyalaya. Fees once paid cannot be reimbursed.

The following **two-step process** should be followed in order. In the website go to the *Menu Admission* → *Admission Procedure 2021*

- **Step - (1)** : Go to the online payment gateway link as mentioned in the weblink given and submit the **Application Form Fee of Rs.200/- only**.

Follow the step-by-step instruction given in *Admissions Page* of website.

- **Step - (2)** : Online Application Form is a *Google Form link* provided in the *Admissions page*. **AFTER PAYMENT (Step-1)**, keep a screenshot of transaction, & note down the **Fee Payment ID** from the *Instamojo* payment link.

Note- Keep ready reduced-size pdf of necessary documents before starting Form fill-up. Open the Google Form, then fill & upload documents, preview check the whole form and finally submit.

For detailed instructions see the *Admissions page in the website*.

❖ Applicants are requested to note the following points for applying online:

- Applicant should **provide his valid and personal Mobile Number, own Email id and Aadhaar Card Number** for validations and future correspondence.
- Applicant can **submit only one** application form for admission.
- Applicant can **give choice in order of preference for four trades** in one application form, including Welder trade.
- **Documents for submission** required along with Admission Form can be self-attested & uploaded. Originals need be shown only during document verification during admission.
- **Fresh Madhyamik students** who have not received their result should wait till their result before filling up form. Seven days' time after publication of Class X Board result will be given for form fill-up.
- **Application form** will not be accepted directly **by hand at the ITI or by post**.
- Fees:
 - Rs. 50,000/- (Fifty Thousand Only)** for two years NCVT Trades.
(payable @ Rs.25,000/- in two installments).
 - Rs. 25,000/- (Twenty Five Thousand Only)** for one year NCVT Trade – Welder.

	1 st Year	2 nd Year
Course Fee	25,000	25,000
Caution Money Deposit	200	
Students' Welfare Fund	75	
Staff Welfare Fund	75	
ID card, Badge, Prayer Book, Daily Diary	100	
Puja & Celebration Fund	250	250
ITI Textbooks (NIMI)	1000**	1000**
Total	Rs. 26,700/-	Rs. 26,250/-

**Approximate estimate (adjustable)

The total fee for one year is payable at the time of admission. Fees once paid are not refundable. Caution Money Deposit is refundable after completion of the course but will be forfeited if not taken back within one year from the date of completion of the course. Any student disqualified for appearing at the final examination owing to lack of required percentage / disciplinary action/ for any other reason, or, is discharged from the institute for any reason, or if he discontinues his studies on his own, will not be entitled to get either course completion certificate or refund of any fees whatsoever excepting caution money deposit.

N.B. - The Institute reserves the right to change the fee as indicated above at any time without prior notice, as may be considered necessary due to unforeseen expenses.

❖ **Technical Scholarship / Fees Exemption:**

Up to 20 scholarships can be provided to support financially weak students, on completion of first year of training, after considering their academic performance in the first year, regular attendance, good behavior and discipline.

Uniform:

Deep blue full pant with Sky blue shirt and safety shoes (Black). The students are not allowed to attend their classes without proper uniform. Sober dressing, proper hair style etc. and good behavior are essential.

Working Hours & Holidays: (** Subject to changes due to CoVID-19 pandemic*)

- Working hours will be Monday to Friday 9:30 a.m. to 4:30 p.m. and Saturday 9:30 a.m. to 2:00 p.m.
- Daily from 9:30 am onwards, prayer session and readings on the lives and teachings of Sri Sri Ramakrishna Deva, Sri Sri Ma Sarada Devi and Swami Vivekananda and other great spiritual teachers of the world are held before the start of classes. Prayer attendance is compulsory.

- There are 30 Holidays (including Durga Puja) in a calendar year as per the Institute's Holiday list. The Holidays will be notified in the Institute Notice Board. There will be no winter / summer vacation as per NCVT / institute norms.
- **There is no Hostel facility at the Institute.**

Subjects of Study:

The stress in ITI is on cultivating practical skills. The ITI courses cover many similar areas of study as in B.Tech and Polytechnic Diploma courses but differ in terms of ration of practical versus theory training, which is 70:30 in ITI, 50:50 in a Diploma course & 30:70 in B.Tech in general. In ITI courses, the following slots are allotted per 40-hour week :

1. Trade Theory (1st yr - 7 hrs; 2nd yr - 9 hrs)
2. Trade Practical (25 hrs)
3. Workshop Calculation and Science (2 hrs)
4. Engineering Drawing* (2 hrs)
5. Employability Skills (1st yr - 4 hrs; 2nd yr - 2 hrs)
6. Spiritual & Cultural Heritage of India (1 hr)
7. Other extra-curricular activities (1 hr)

*Engineering Drawing is not included as a separate subject for Draughtsman (Civil) & Draughtsman (Mechanical) trades.

Instruction:

Instruction is imparted both through theoretical sessions and practical assignments. The theoretical instruction is imparted in the form of lectures, classwork and discussions. The Practical training comprises of hands-on practical workshop tasks as per syllabi and visits to industrial establishments for field experience by the students. Each student is required to maintain a Daily Dairy where in daily performance of the student is to be noted down counter-signed by the respective Trade Instructor.

Classroom medium of instruction is Bengali & English but the textbooks are in English and EXAM will also be conducted in ENGLISH.

A Monthly Progress Card based on Learning Outcomes and marks obtained in the class tests & sessional works is maintained for each student. See the section on Examination below for details of assessment criteria in Formative Assessment.

Library & ICT infrastructure:

There is a library for the use of the students and staff in both the campuses. Classes are equipped with projectors and laptops for use of modern technology for imparting training through blended learning methodology.

Attendance:

A minimum of 80 percent attendance is compulsory. Any student falling short of this minimum attendance is liable to be barred from appearing for the final examination of each semester as per NCVT/Institute norms.

Examination:

Annual Examinations (All India Trade Test) will be conducted by Directorate General of Training, Government of India. For two-year courses there will be two AITTs annua.

Assessment is divided into two categories:

1. Formative Assessment – This is a year-long continuous evaluation graded on the basis of learning outcomes and is based on skill, efficiency, quality, punctuality, safety consciousness, workplace hygiene, ability to follow instructions etc.
2. Summative Assessment – End-of-year assessment by All India Trade Test (AITT).

❖ Formative Assessment:

Year	Maximum marks	Pass mark
1 st year	200	120
2 nd year	250	150

Formative Assessment marks will be included in the Statement of Marks for the AITT.

❖ Summative Assessment (AITT):

The total maximum marks and the minimum marks required for a pass for the different subjects in the A.I.T.T. will be as follows:

Sl No.	Subject for the trade test	Max Marks	Pass Marks
1.	Trade Theory	100	33
2.	Trade Practical	250	150 (60%)
3.	Workshop Calculation	50	17
4.	Engineering Drawing*	50	17
5.	Employability Skills	50	17

**Engg. Drawing not applicable for Draughtsman Mechanical and Draughtsman Civil trades.*

Trainees will be allowed to appear in AITT for a maximum of 3 attempts after the first regular attempt. Supplementary Exams are held after every six months. Candidate registration will expire after three extra attempts or one and a half years of completion of course, whichever is earlier.

Award of Certificate:

A convocation is held every year, where student passing the Final A.I.T.T are awarded the National Trade Certificate (N.T.C.) by the N.C.V.T., Ministry of Skill Development and Entrepreneurship, Govt. of India.

Training & Placement:

Although providing of apprenticeship training of job placement is not guaranteed, efforts are made by the Institute to provide the same to the passed-out trainees as per merit & opportunities available. After passing out many of our students have secured suitable employment over the years. **For details see the placement section of the ITI website.**

Prizes:

At the Annual Prize Distribution Ceremony, held every year, prizes are awarded to the students for their academic excellence and co-curricular activities.

Games & Sports:

Students participate in different games like Football, Cricket, Volley Ball etc. in the playground attached to the Institute building in their weekly games period. Annual competitions in all the above games and also annual sports are held in the same ground.

Puja & Voluntary services:

All staff and student actively participate in the Vishwakarma and Saraswati pujas which are held in the Institution every year. Students and staff on Shilpavidyalaya often get the opportunity to render their voluntary services in different occasions at Saradapitha and Belur Math Head Quarters.

Magazine, Cultural Competitions and educational visit to holy places:

A wall magazine 'ABHI' with artistic look in nice hand writing and sketches by interested students and staff is also published periodically. Occasional competitions are held for Speech, Essay, and Recitation, Quiz etc. on the lives & teachings of the Holy trinity (Sri Sri Ramakrishna Deva, Sri Sri Ma Sarada Devi & Swami Vivekananda) and on General Knowledge which infuse great enthusiasm amongst the students and staff.

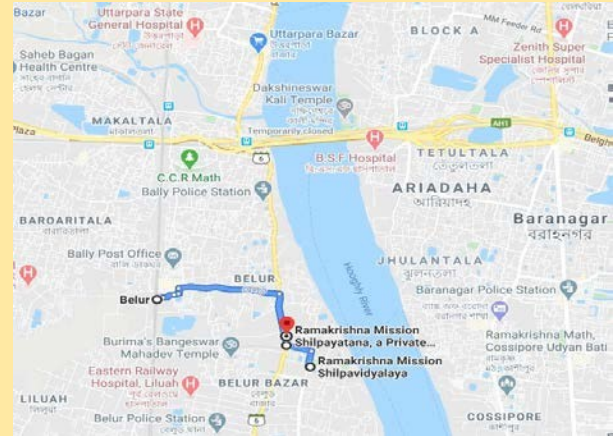
A visit to holy places associated with Sri Ramakrishna's life like Dakshineswar, Kamarpukur, and Joyrambati is conducted every year as per convenience.

Rules and Regulations:

1. Students must maintain a high standard of discipline befitting the idealism of the Institute and should refrain from any such activities, which may taint the good name of the Ramakrishna Mission.
2. Students must refrain from any political activities directly or indirectly.
3. Students must have a cordial relation combined with deep respect for the Instructors and other staff in the institute.
4. Use of equipment and all facilities in the premises should be done with deep care to avoid loss or damage. Any such damage may have to be compensated by the concerned student.
5. Guardians are required to be aware of their ward's progress and to see the Principal/ Vice-Principal in the first week of every month for signing of progress card of their respective wards. Guardians' co-operation is essential for their ward's benefit.
6. Students should focus on all-round development during their course period. They will be required to participate in religious, cultural, social, sports & also other service activities like campus cleaning, gardening etc., and develop an attitude of helpfulness & service.

Location of the Institute:

Situated amidst the serene and tranquil surroundings of Belur Math, adjacent to the bank river Ganga, Shilpavidyalaya is within 5 minutes walking distance from Grand Trunk Road. It can be reached from Howrah by buses of route no. 51, 54, 54/2, 56 and minibus of Esplanade-Belur Math Rt.-11 and Khidirpur-Ballykhal route-10 by getting down at Belur Math stoppage. The nearest Railway stations are Belur & Belurmath on the Howrah-Barddhaman (Main & Chord) section and



Ballyghat on Sealdah-Dankuni section. From Belur station one can either take a rickshaw/"toto" or walk a distance of about 1.5 km. From Ballyghat station one can take bus of route No. 51, 54, 54/2, 56 and minibus of route No. 10 and get down at Belur Math stoppage.

- ❖ *Education is the manifestation of the perfection already in man.*
- ❖ *Arise, awake, and stop not until the goal is achieved.*
- ❖ *Take up one idea. Make that one idea your life – think of it, dream of it, live on that idea. Let the brain, muscles, nerves, every part of your body, be full of that idea, and just leave every other idea alone. This is the way to success.*

- Swami Vivekananda