



RAMAKRISHNA MISSION SHILPAVIDYALAYA

Private Industrial Training Institute
P.O. BELUR MATH, HOWRAH - 711 202

PROSPECTUS-2024

(V.1-1.4.24)

Please follow ITI Admission Website:

<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

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 Belur Math**. 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 Belur Math and an educational hub consisting of outstanding institutions like *Vidyamandira* (P. G. College), *Shilpamandira* (Polytechnic College) & *Samaj Sevak Shikshanamandira* (Rural Dev. & Self-Employment Training 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, Welder, Electronics Mechanic, Fitter and Turner. In the academic session 2024-25/ 2024-26, admissions will be held for all the trades mentioned above.

The academic session commences from August. **The candidate should be male and age should be at least 14 years as on 1st August 2024. Maximum age limit is preferably not more than 22 years at our institution.** See the institute website for details regarding the course content and industrial job roles in these trades.

Details of Courses (for 2024-25/26), Training Duration and Entry Qualification:

| Sl. No. | Name of The Trade | Duration | Minimum Age | Minimum Entry Qualification | No. of seats |
|---------|--------------------------|----------|-------------|---|--------------|
| 1. | Draughtsman (Civil) | 2 yrs. | 14 yr.* | Passed 10 th class with Science & Mathematics as subjects | 24 |
| 2. | Draughtsman (Mechanical) | 2 yrs. | 14 yr.* | Passed 10 th class with Science & Mathematics as subjects | 20 |
| 3. | Electrician | 2 yrs. | 14 yr.* | Passed 10 th class with Science & Mathematics as subjects | 20 |
| 4. | Electronics Mechanic | 2 yrs. | 14 yr.* | Passed 10 th class with Science & Mathematics as subjects | 24 |
| 5. | Fitter | 2 yrs. | 14 yr.* | Passed 10 th class with Science & Mathematics as subjects | 20 |
| 6. | Turner | 2 yrs. | 14 yr.* | Passed 10 th class with Science & Mathematics as subjects | 20 |
| 7. | Welder** | 1 yr. | 14 yr.* | Passed 8 th /10 th class with Science & Mathematics as subjects | 20 |

*Age as on 1st August 2024 or on first day of academic calendar, whichever is later.

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

Admissions:

Eligible male candidates will be shortlisted on the basis of combined merit of a written admission test and Class X marks secured in Mathematics and Physical Science (Physics and Chemistry). Written Test will be of 50 marks based on short questions from Mathematics and Physical Science. A personal interview and medical fitness report for undergoing the course will also be considered before allotment of seat. 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 **should not** 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:

- ITI Electrician trade – Two seats for HS Vocational pass students of Shilpavidyalaya
- ITI trades except Electrician - One seat per trade for HS Vocational pass students of Shilpavidyalaya
- In all ITI trades except Electrician: SC – 3, ST -1, OBC -1
- Physically Challenged candidate – One seat per trade for only DMM & DMC trades
- Industry Sponsored candidate - One seat in any suitable trade
- Management discretion- Two seats in any suitable trades

❖ How to apply offline: Forms are available offline at the office of the ITI only from 10.30 am to 3.30 pm from Monday to Friday and up to 1 pm on Saturday.

❖ How to Apply Online:

Go to the official website of Shilpavidyalaya <http://www.rkmsilpavidyalaya.ac.in>

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. On the website, go to the *Menu Admission* → Admission Procedure 2024

- **Step – (1):** Go to the RAZORPAY 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, and note down the Fee Payment ID from the RazorPay 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 on 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 Seven trades** in one application form, including Welder trade.
- **Documents for submission** required along with Admission Form should be self-attested & uploaded. Original documents are to be shown only during document verification during admission.
- **Fresh Madhyamik students** who have not received their results yet should wait till their result is published before filling up form. Time will be given for seven days after publication of Class X Board result for form fill-up.
- **Application form will not be accepted by post.**

❖ **Fees:**

Fee for two-years NCVT Trades is in two installments as below:

Fee for one-year NCVT Trade (Welder) is to be paid at the time of admission.

| | 1st Year | 2nd Year |
|---|----------------------------|----------------------------|
| Course Fees | 26,000 | 26,000 |
| Other Fees (Maintenance/ Development/ ID/Books/ Puja/ Welfare etc.) | 8,000 | 8,000 |
| Total | Rs. 34,000/- | Rs. 34,000/- |

The total fee for one year is payable at the time of admission/start of session. Fees once paid are not refundable. 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 circumstances.

❖ **Technical Scholarship:**

Scholarships are 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. Proper dressing, proper hair style and good behavior are essential.

❖ Working Hours & Holidays:

- Working hours are 9:30 a.m. to 4:30 p.m. from Monday to Friday, and 9:30 a.m. to 2:00 p.m. on Saturdays.
- Daily from 9:30 am onwards before the start of classes, a prayer session along with readings from the lives and teachings of Sri Ramakrishna, Sri Maa Sarada Devi, Swami Vivekananda and other great spiritual teachers of the world are held. 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.**

❖ Course Structure:

| Sl. No. | Course Element | Notional Training Hours | |
|---------|--|-------------------------|-------------|
| | | 1st Year | 2nd Year |
| 1 | Professional Skill (Trade Practical) | 840 | 840 |
| 2 | Professional Knowledge (Subjects - Trade Theory; Workshop Calculation & Science; Engineering Drawing*) | 240 | 300 |
| 3 | Employability Skills | 120 | 60 |
| | Total | 1200 | 1200 |
| 4 | On the Job Training (OJT)/ Group Project | 150 | 150 |

*Engineering Drawing is not a separate subject for Trades DMC & DMM

Note 1 - Every year 150 hours of mandatory OJT (On Job Training) at nearby industry, wherever not available then group project is mandatory.

Note 2 - Trainees of one-year or two-year trade are offered optional courses of up to 240 hours in each year. This can be useful for 10th/ 12th class certificate along with ITI certification (for those not completed 10th/12th), or, add on short term courses for more career opportunities.

The stress in ITI is on cultivating practical skills. The ITI courses cover many similar areas of study as in Polytechnic/Diploma courses but differ in terms of ratio of practical versus theory training, which is 70:30 in ITI, 50:50 in a Diploma course & 30:70 in B.Tech in general.

❖ Academic 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 Diary where daily performance of the student is to be noted down counter-signed by the respective Trade Instructor.

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

A Progress Card based on Learning Outcomes and marks obtained in the class tests & sessional works is maintained for each student.

❖ Library & ICT infrastructure:

There are libraries for both students and staff at 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 are two AITTs, one per year.

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

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 students passing the Final A.I.T.T are awarded the National Trade Certificate (N.T.C.) of the N.C.V.T., Ministry of Skill Development and Entrepreneurship, Govt. of India.

❖ Training & Placement:

As part of the training, students are taken on field visits to factories. Industry personnel are also invited to take special classes for exposure to real-world problems. Although providing of apprenticeship training or job placement is not guaranteed, maximum 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, 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. at the playground attached to the Institute building in their weekly games period. A biennial Athletic Sports competition is conducted regularly.

❖ Puja & Voluntary services:

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

❖ Magazine, Cultural Competitions and pilgrimage visit to holy places:

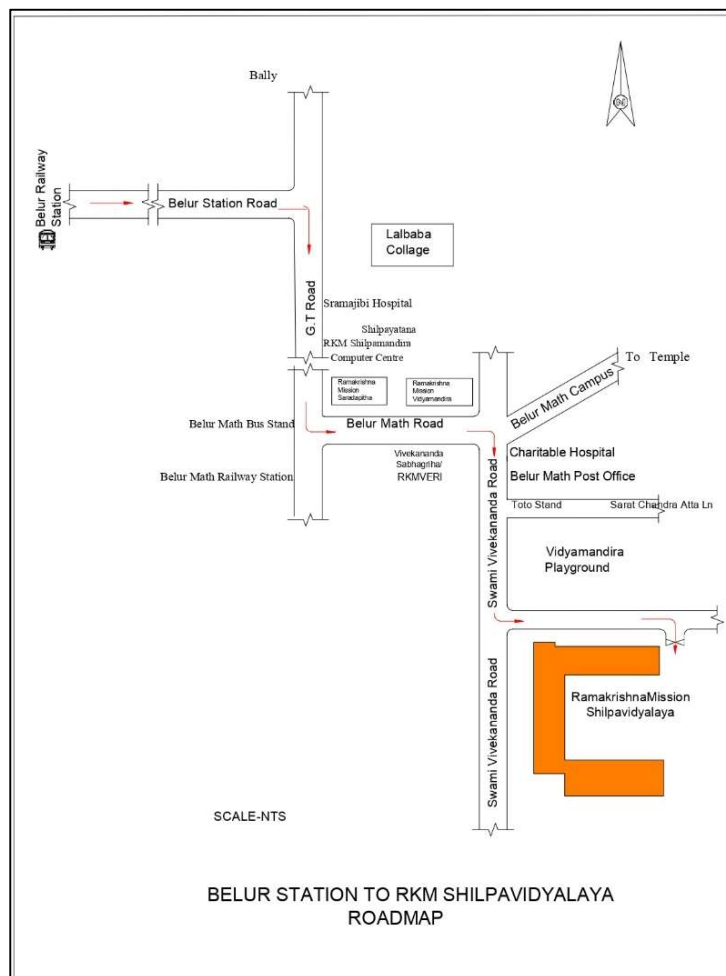
Wall magazines with artistic look in nice hand-writing and sketches by interested students and staff are published periodically. Occasional competitions are held for Speech, Essay, Recitation, Quiz etc. on the lives & teachings of Sri Ramakrishna, Sri Maa Sarada Devi & Swami Vivekananda and on General 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 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 and deep respect for the staff of 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 meet the Principal/ Vice- Principal every quarter 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 of 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-Bardhaman (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 yourthe way body, be full of that idea, and just leave every other idea alone. This is to success.*

- Swami Vivekananda