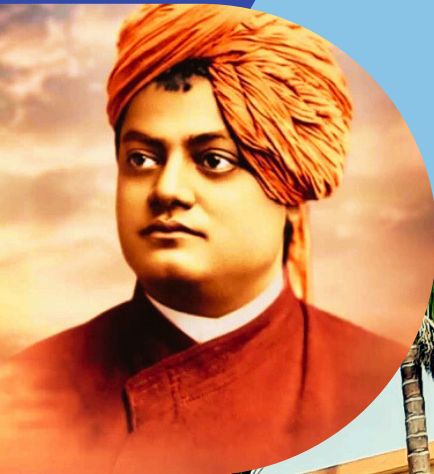




# Ramakrishna Mission Shilpavidyalaya

PRIVATE INDUSTRIAL TRAINING INSTITUTE  
P.O.BELUR MATH, HOWRAH – 711 202

ARISE, AWAKE  
AND  
STOP NOT  
TILL THE GOAL IS REACHED



WAKE,  
RSELVES  
OTHERS.  
-SWAMIJI

RAMAKRISHNA MISSION  
SHILPAVIDYALAYA  
ESTD-1921

**PROSPECTUS-2025**  
(V.1 -10/4/2025)







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## 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 the human soul 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.

## OUR INSTITUTE

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.** later renamed as 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 (U.G. & 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, after 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 2025-26/2025-27, admissions will be held only for the first four trades mentioned below.

The academic session commences from August. **The candidate should be male and age should be at least 14 years as on 1st August 2025. 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.

Name of The Trade	Duration	Minimum Age	Minimum Entry Qualification
Draughtsman (Civil)	2 yrs.	14 yrs.*	Passed 10th class with Science & Mathematics as subjects
Draughtsman (Mechanical)	2 yrs.	14 yr.*	Passed 10th class with Science & Mathematics as subjects
Electrician	2 yrs.	14 yr.*	Passed 10th class with Science & Mathematics as subjects
Welder**	1 yr.	14 yr.*	Passed 8th /10th class with Science & Mathematics as subjects

\* Age as on 1<sup>st</sup> August 2025 or on first day of academic calendar, which ever is later.

\*\* For applicant in Welder Trade with only class 8<sup>th</sup> pass, contact the ITI in-person.





## 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). The 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:**

- **Work life:** He will need **life-long commitment** to his trade in the industrial setting.
- **Medical fitness:** This is important for getting jobs in industries. The candidate should check if he has colour blindness, skin allergies, chronic ailments, cardio-vascular issues, physical deformities/handicaps which may disqualify one from many job roles. The candidate should not have a history of medical conditions like epileptic fits or psychiatric ailments.

### Preferable Physical Standards

The following preferable physical standards are generally prescribed:

Physical Standard	Minimum requirement
Height	155 cm
Weight	45kgs
Chest (expanded)/(unexpanded)	79cm/75cm
Eyesight	Normal (with/without glasses) Colour-blindness will be a disqualification.
Hearing	Should be normal





## APPLICATION (ELIGIBILITY AND PROCEDURE)

### 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 who have active admission are not allowed to take admission again in another CTS course in the session 2025 . If he has taken admission without information will be deemed to be cancelled.

### 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

### APPLICANTS ARE REQUESTED TO NOTE THE FOLLOWING

#### POINTS FOR APPLYING ONLINE:

- Candidates must maintain **Aadhar card, personal Mobile number and Email address** for admission purposes. Each trainee will receive a user account linked to their registered mobile number, hence trainees must keep the registered mobile number and email address unchanged throughout the course duration as any modifications are not permitted.
- To avoid verification issues during trainee admission ensure that the **Aadhar details of the candidate should match with Madhyamik certificate**. Any discrepancies between the two documents should be rectified immediately.
- **Documents for submission** required along with Admission Form can be self- attested & uploaded. Originals documents are to be shown only during document verification.
- **Fresh Madhyamik students** who have not received their result 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.**





## HOW TO APPLY

### Online:

- Go to the official website of Shilpavidyalaya: <https://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.

In the website go to the Menu Admission => Admission Procedure 2025.

- Step – (1) : Go to the online payment gateway link of RazorPay 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 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 in the website.

### Offline:

Collect the Application form available only from the office of the institution. An admit card will be given after submitting the duly filled form.

- Applicant can submit only one application for admission.
- Applicant can give choice in order of preference for four trades in one application form including Welder trade.





## 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.)

Fees Category	1st Year	2nd Year
Course Fees	26,550	26,550
Other Fees (Maintenance/ Development/ ID/Books/ Puja/ Welfare etc.)	8,450	8,450
<b>Total</b>	<b>Rs. 35,000/-</b>	<b>Rs. 35,000/-</b>

**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.**

## WORKING HOURS & HOLIDAYS

- Working hours are 9:30 a.m. to 4:15 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.





## 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 trousers 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.

## COURSE STRUCTURE

Course Element	Notional Training Hours	
	1st Year	2nd Year
Professional Skill (Trade Practical)	840	840
Professional Knowledge (Subjects - Trade Theory; Workshop Calculation & Science; Engineering Drawing*)	240	300
Employability Skills	120	60

\*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.



## 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 and counter-signed by the respective Trade Instructor.

The classroom medium of instruction is Bengali & English but the textbooks are in English. A Progress Card based on Learning Outcomes and marks obtained in the class tests & sessional works is maintained for each student.

## 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 norms.**

## EXAMINATIONS

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

Assessment is divided into two categories:

- 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.
- Summative Assessment – End-of-year assessment by All India Trade Test (AITT).

Formative Assessment marks is also 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 AITT are awarded the National Trade Certificate (NTC) of the NCVT., 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.*

## **MAGAZINE, CULTURAL COMPETITIONS**

Wall magazines with artistic look in nice hand-writing and sketches by students 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.

## **LIBRARY & ICT INFRASTRUCTURE**

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



## 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.

## RULES AND REGULATIONS

- 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.
- Students must refrain from any political activities directly or indirectly.
- Students must have a cordial relation and deep respect for the staff of the institute.
- 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.
- 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.

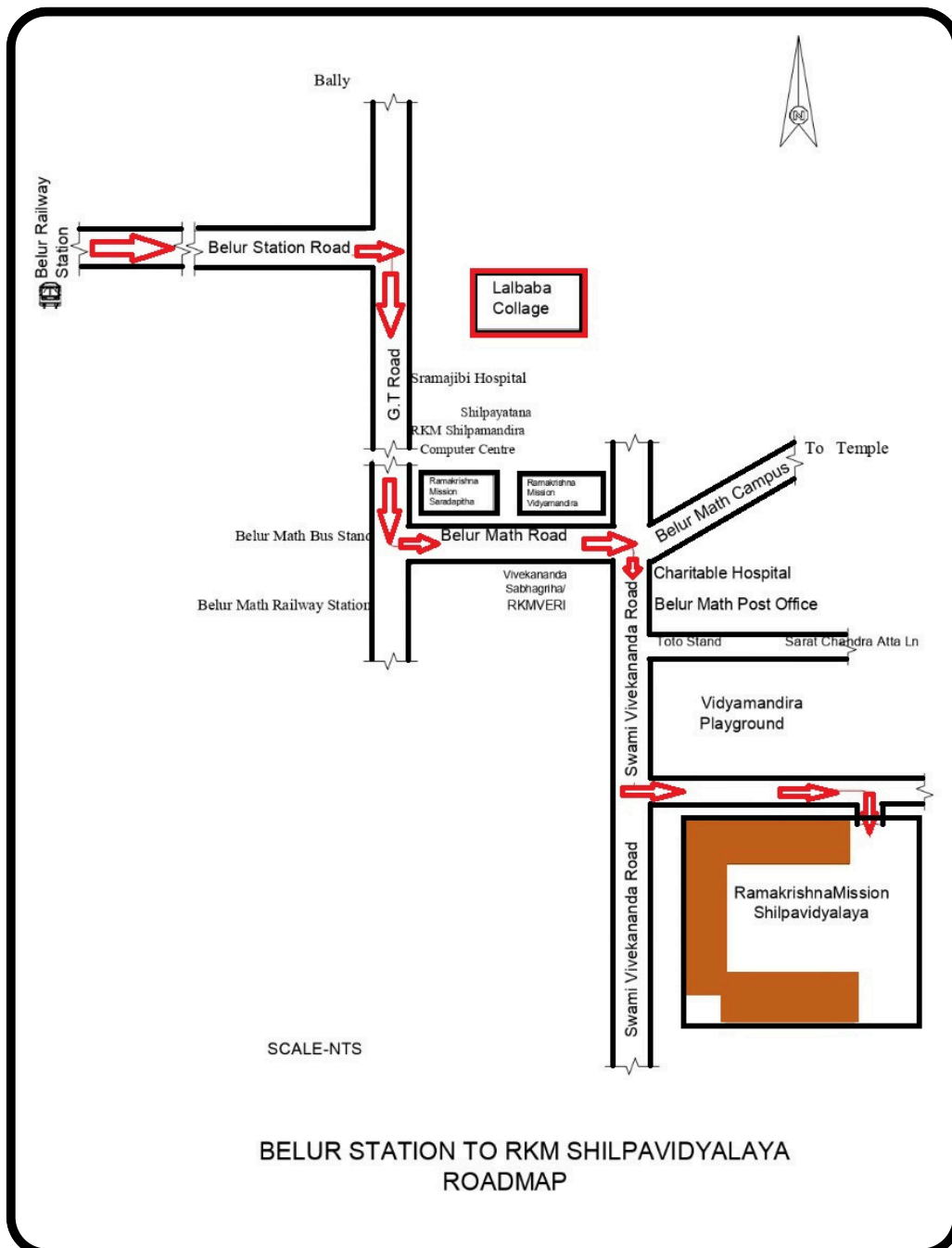
Students should focus on all-round development during their course period. They will be required to participate in religious, cultural, social, sports & also other service activities like campus cleaning, gardening etc., and develop an attitude of helpfulness & service.





## 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- Ballykhalroute-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"

Swami Vivekananda







## CONTACT US FOR FURTHER INQUIRIES

Please follow ITI Admission Website:  
<https://rkmskilpavidyalaya.ac.in>

E-mail: [itiadmissionrkmbelur@gmail.com](mailto:itiadmissionrkmbelur@gmail.com)

PHONE: 033 - 2654 2080

(ENQUIRIES BETWEEN 10 AM AND 4.30 PM ONLY)