



CITIZEN'S / CLIENT'S CHARTER
TECHNICAL TRAINING INSTITUTE
DAMAN (U.T.)

TECHCNICAL TRAINING INSTITUTE
FORT AREA, MOTI DAMAN,
DAMAN – 396 220.

INDEX

Vision.....

Mission

About the Institute.....

Administrative structure.....

Staff detail.....

Sections.....

Courses Offers.....

Criteria For Admission.....

Stipend.....

Services provided by the Institute.....

Activities.....

Powers and Duties of Staff.....

Contact Us.....

VISION

- To provide better Pre-vocational and Vocational Education.
- Aims to develop skilled manpower through diversified courses to meet the requirements.
- To improve skill of SC/ST youth by introducing new demanding trade for better employment / self employment and thereby increasing their social status for SC/ST youth.

MISSION

- To increase the intake of the institutes so as to provide facility to maximum number of students from both the Districts.
- These are centrally located institutes which provide knowledge and Training to the students of secondary section of high schools of both districts in Pre-vocational subjects.
- The Vocational Courses in the discipline of Information Technology and new emerging areas are proposed to be added.
- Implementation of Vocational Education Courses for out of School going students by providing Vocational Educational opportunities using distance and open learning methods to persons who wish to study and qualify for a better tomorrow.

Technical training institute continues to provide dedicated student care and endeavors to improve its services on a constant ongoing basis. We strive to provide:

- ❖ Total dedication to understanding and fulfilling student's need;
- ❖ Total devotion to providing efficient and reliable students care services.
- ❖ Efficient prompt and courteous service with dedication to integrity and fairness.
- ❖ Motivating the Student for helping themselves as well as the Institute to serve them better.
- ❖ Total commitment to providing challenging and rewarding career for every employee.
- ❖ Transparency of functioning.
- ❖ Periodic & regular monitoring of functioning.

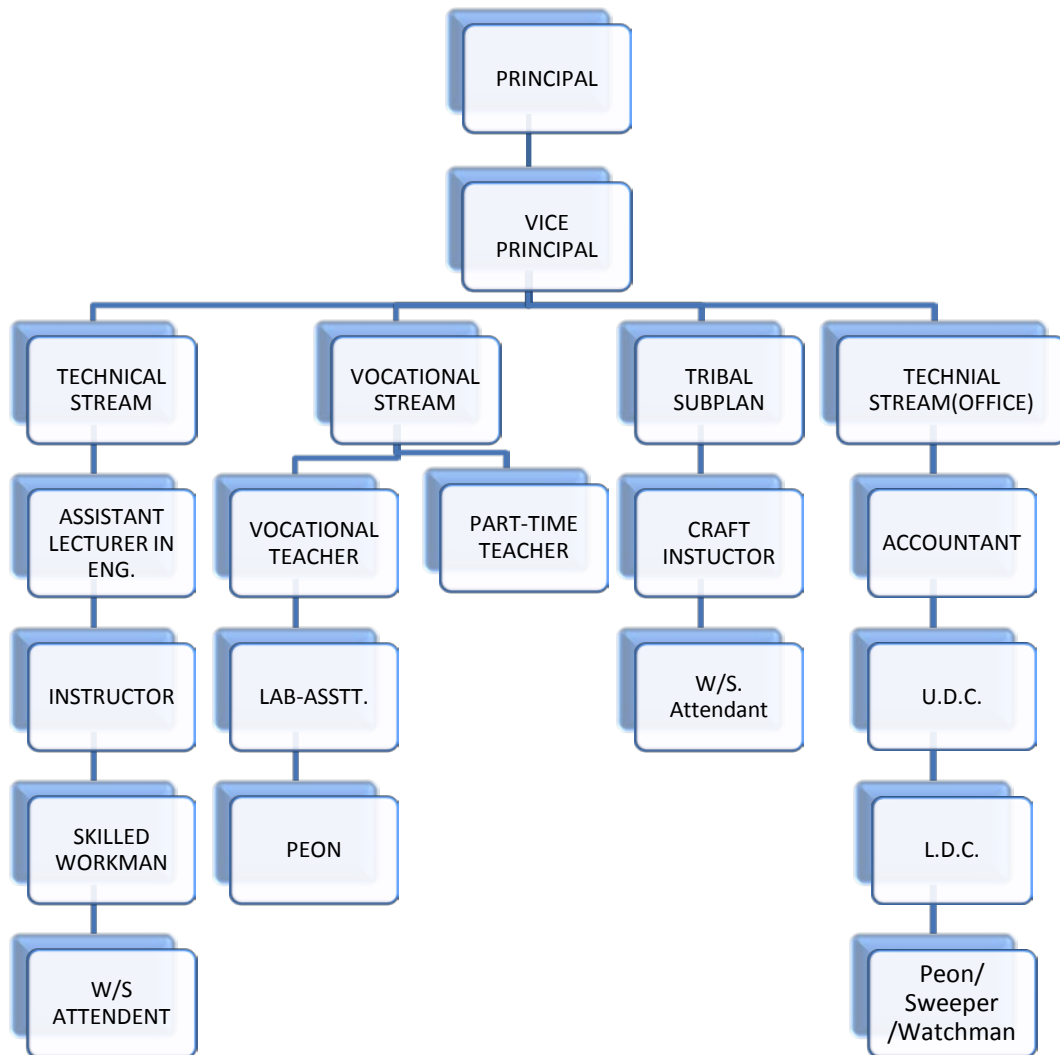
HISTORY AND PURPOSE

The TECHNICAL TRAINING INSTITUTE (TTI) was established in 1965 for providing technical knowledge in the fields of Civil, Mechanical, Electrical and Computer Engineering. Since then the institute has continuously evolved to meet the changes in the field of Engineering.

The TTI is the only Govt. institute in Daman is offering Technical subject which are very important in engineering field and in daily life. The institute has revised and updated the course contents and Laboratory equipments from time to time to keep pace with the changes in technology and in meeting the growing needs of the industry. In this regard various schemes have been in operation over the years, the requisite funding has been obtained from both state and central government agencies. Furthermore the TECHNICAL TRAINING INSTITUTE (TTI) brings together a dedicated team of highly educated Lecturers, Instructor and Lab Technician to provide the highest standards of Technical Education.

Its extensive infrastructure comprises of 10 modern classrooms, one project room, two computer labs, Three Drawing rooms and different Mechanical and Electrical section including one small play ground.

ADMINISTRATIVE STRUCTURE



STAFF DETAIL OF TECHNICAL TRAINING INSTITUTE,DAMAN

Sr. No.	Name of staffs / officers	Designation	Contact Number
1.	Shri J. P. Solanki	Vice Principal	8469335034
2.	Smt. Minika M. Dashondi	Vocational Teacher	9924792979
3.	Shri Chandresh L. Smart	Asstt. Lecturer in Engg.	9429216933
4.	Shri Kishore K. Patel	- do -	9426834514
5.	Shri Jitesh G. Patel	- do -	9879290477
6.	Shri Chetan B. Patel	- do -	9898775564
7.	Shri Kanubhai S. Rathod	- do -	8460523851
8.	Shri Umesh Revia	Lab. Technician	9825872600
9.	Shri Kailash Ragnath	Instructor	9825865585
10.	Shri Shantilal C. Lohar	Instructor	9426130940
11.	Shri Vinod P. Patel	Instructor	9909112960
12.	Shri Gulab S. Halpati	Instructor	9879141340
13.	Shri Navin K. Patel	Instructor	9925570724
14.	Smt. Darshana B. Patel	Asstt. Instructor	9979111252
15.	Kum. Angelina Machado	U.D.C.	9925036043
16.	Smt. Sofia Rosario	L.D.C.	9727717918
17.	Smt. Kamlaben H. Makwana	W/S Attendant	7359223667
18.	Shri Ashok N. Halpati	W/S Attendant	9726656378

Sr. No.	Name of staffs / officers	Designation	Contact Number
19.	Smt. Jacinta Fernandes	Peon	9426770211
20.	Shri Prema M. Patel	Peon	9879990526
21.	Shri Kantibhai V. Patel	Peon	9904075998
22.	Smt. Maria L. Lopes	Sweeper	9825698598
23.	Shri Nandu B. Halpati	Watchman	9727806533
24.	Shri Jayesh G. Mitna	W/S Attendant (C/B)	9998487322

SECTION AND LABORATORY AVAILABLE

- 1) Maintenance Section**
- 2) Welding Section**
- 3) Turning Section**
- 4) Fitting Section**
- 5) Carpentry Section**
- 6) Electrical laboratory**
- 7) Mechanical Laboratory**
- 8) Computer laboratory**
- 9) Cutting and Tailoring section**

COURSES OFFERS

Sr. No.	Course Detail	For which students courses offers
1	Technical course (Pre Vocational subjects)	For standard 9 th and 10 th
2	Vocational course (Field of Computer Technology)	For standard 11 th and 12 th
3	Computer course	For SC/ST youth
4	Cutting and Tailoring Course	For SC/ST youth
5	Metal Turning course	For SC/ST youth

INTAKE CAPACITY

Sr. No.	Course Detail	Intake capacity
1	Technical course (Pre Vocational subjects)	Std 8 th passed all students .Who have interested in technical subjects.
2	Vocational course (Field of Computer Technology)	English medium- 30 Gujarati Medium- 30
3	Computer course	ST category- 25 SC category- 10
4	Cutting and Tailoring Course	ST category- 30 SC category- 10
5	Metal Turning course	ST category- 25 SC category- 10

CRITERIA FOR ADMISSION

Sr. No.	Course Detail	For which students courses offers	Duration of course	Eligibility
1	Technical course (Pre Vocational subjects)	For std. 9 th and 10 th	2 years	Std. 8 th pass
2	Vocational course (Field of Computer Technology)	For std. 11 th and 12 th	2 years	Std. 10 th pass
3	Computer course	For SC/ST youth	1 years	Std. 10 th pass(Only for SC and ST category students)
4	Cutting and Tailoring Course	For SC/ST youth	1 years	Std. 8 th pass(Only for girls of SC and ST category students)
5	Metal Turning course	For SC/ST youth	1 years	Std. 8 th pass(Only for SC and ST category students)

STIPEND

Regular stipend given to all tribal students every month rupees 1000/-

SERVICES PROVIDED BY TECHNICAL TRAINING INSTITUTE

Sr. No.	Services/Activities	Time period
1	Issue of Bonafide certificate	3 days
2	Issue of Leaving certificate	3 days
3	Issue of Technical certificate	3 days
4	Issue of Training certificate to the SC/ST students	10 days
5	Admission to the std. 9 th	Within 15 days after commencing new academic year
6	Admission to the std. 11 th	Wit in 10 days after the date of declaration of S.S.C. result
7	RTI Act	Within 30 days as prescribed in RTI Act

ACTIVITIES

Following activities are conducted at TTI every year regularly for better development of students and encourage them for create better society.

- All the national day like 15 august, 26 January, Gandhijaynti etc. to remember freedom fighter and fights for independence.
- Polio immunizations rely for awareness of polio to the people of Daman.
- Aids control program me to aware public for various kind of problems.
- Visit at Science city for giving knowledge about various subject of science.
- Drugs keep away program me is held for students in nearby PHC hospital to aware students about various problems related with drugs.
- Farwell programmed is organized for giving students best wishes for future.
- Ras-Garba and Traditional day celebration to come out new talents.
- Teacher's day celebration to improve self confidence into the students.
- Dance competition, speech competition and drawing competition for improving themselves.

DUTIES OF STAFF

➤ Principal

The principal is responsible for overall planning and management of the academic and administrative activities of the institute including optimal utilization of resources. Furthermore, He is the chief executive and academic officer of the Technical training institute.

- (a) For the proper administration and the academic management of the institute in accordance with the policies determined by the Board;
- (b) For the proper enforcement of regulations; and
- (c) For the welfare and discipline of the staff and students of the institute. Furthermore, he sees to the functioning of the various departments as follows:-
 - Providing academic and administrative leadership
 - Monitoring and evaluation of academic activities .

➤ Vice Principal

- Providing leadership in teaching in technical & Vocational Courses by maintaining proper coordination in all sections and training program.
- Assisting in the departmental Administration of the Institution.
- Innovation in Technical Education and evaluation.
- Continuing education activities.
- Students interaction and Public relations with parents and interaction with the community.
- Correspondence with the Secondary Education Board and all High Schools connected with TTI subjects in Daman.
- Education to tribal Students under T.S.P. Scheme with various technical courses.
- Teaching of connected subject of at least 8hour per week.
- Any other works as assigned by the Principal from time to time.

➤ Assistant lecturer and vocational teacher

- Teaching and tutorial work.
- Planning and implementation of instruction in classroom and lab.
- Student assessment, evaluation.
- Assisting in education related activities.
- Organizing Co-curricular and extra-curricular activities .
- Any other duties/work assigned from time to time .

➤ **Workshop Instructor**

- Erection/installation/commissioning of equipment .
- Procurement, storage, accounting of raw materials, tools and instrument.
- Planning, scheduling, organizing, coordinating and monitoring workshop instructions and tasks .
- Issue of raw materials, tools and equipments for workshop jobs.
- Plan, deliver and evaluate theoretical and workshop instruction.
- Guide the students in performance of practical tasks and skill exercises and evaluate their performance.
- Arrange for preventive and breakdown maintenance of institute machinery.
- Assist students and faculty members in the fabrication of their project work.
- Participate in professional development activities .
- Assist the workshop superintendent in certain functions as and when necessary.
- Inculcate safety procedures and safety practices among students .
- Any other duties/work assigned from time to time .

➤ **Laboratory Assistant**

- Coordinates daily laboratory schedules, services and staff; ensures efficient operation of a laboratory.
- Assists instructors in the design and construction of new demonstrations
- Troubleshoots and resolves laboratory-related problems and issues.
- Ensures appropriate maintenance and documentation of all student records, laboratory usage records, equipment purchases and service records, and other relevant documentation.
- Assists students with problems and demonstrates techniques and the use of specialized equipment; provides individual tutoring to students and modifies lessons as required.
- Advises students regarding course objectives and requirements; instructs students on appropriate materials and equipment, including computers and software.
- Maintains current materials and knowledge in the instructional area to which assigned in order to provide students with the timeliest information.

➤ **Workshop Attendant**

- The Workshop Attendant is responsible to Workshop in charge/ Instructor .
- Assist the Workshop in charge/Instructor in the performance of his duties.
- Routine maintenance of machines, work benches etc.
- Cleaning and arranging in order all the equipments and furniture in the assigned shop.
- Any other duties/work assigned from time to time

➤ **U.D.C.**

- Performing the duties of cashier such as daily cash/drafts D.D. transaction on the counter, which includes collection of all types of receipt and payment. The payment includes disbursement of salary and claims of staff.
- Maintaining the relevant register of records, such as cashbook, receipts register, petty cash book of gymkhana, PLA cashbook, acquaintance roll,

➤ **L.D.C.**

- Preparing comparative statement and process for approval by Principal
- Withdrawal of advance for petty purchases and settlement of the accounts
- The records of Inward/Outward.
- Typing work.
- Maintaining suppliers register.
- Maintaining Bills Register, Good Consignment Register for the items received from various Agencies Section Consumables Register.
- Any other duties/work assigned from time to time.

➤ **Accountant**

- Formulation of Budget, Revised/Supplementary Budget, preparation of draft annual plan of the Institute, submission of various types of information to finance Department etc.
- Reconciliation of expenditure under revenue & capital.
- Maintenance of advance register records of scooter advance, house building advances etc.
- Checking of Medical Reimbursement GPF Advance & withdrawals application Gazetted & Non-Gazetted officials and submission to Directorate of Accounts for payment.
- Submission of monthly expenditure to Finance Department & Planning Dept. in time.
- Any other duties/work assigned from time to time
- Any other duties/work assigned from time to time .

➤ **Peon**

- Submitting the bills to Directorate of Accounts and collection of cheques .
- Collection of materials from stores, getting Xerox copies etc.

➤ **Sweeper**

- Cleaning of all institute.

LOCATION

**TTI is located at Fort area, near PHC center,
Moti Daman .**

CONTACT US

TECHNICAL TRAINING INSTITUTE (TTI)

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Fort Area, Moti Daman,

Daman 396220, India

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