



सत्यमेव जयते

CITIZEN'S / CLIENT'S CHARTER

TECHNICAL TRAINING INSTITUTE, DAMAN (U.T.)

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

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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.
- 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.

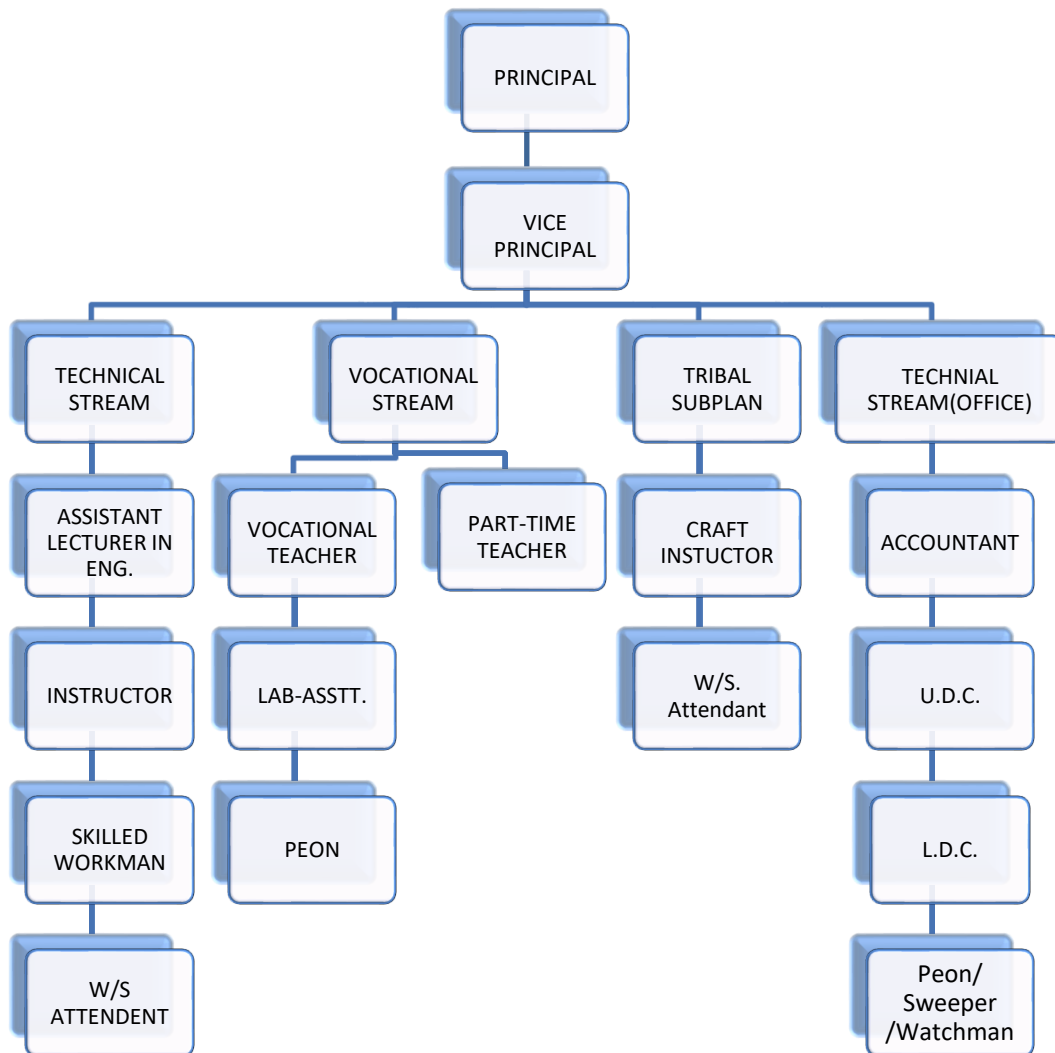
HISTORY AND PURPOSE

The TECHNICAL TRAINING INSTITUTE (TTI) was established in 1965 as a Technical High School Centre for providing basic introductory technical knowledge in various engineering fields such as Civil, Mechanical, Electrical and Computer Engineering. Since then the institute has continuously evolved to meet the changes in the field of Engineering.

The Technical Training Institute is the only Govt. institute in Daman offers Technical subject (as Pre-Vocational subjects) to the students of High schools (Std IX & Std X) and act as a supporting institute of all High Schools of Daman District. This institute offers various vocational courses at Higher Secondary Level (10 + 2) and also provides Technical skills to the youth of SC/ST of Daman District. 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



FACULTIES AND STAFF DETAIL

| Sr. No. | Name of staffs / officers | Designation | Contact Number |
|----------------|---|--------------------------|-----------------------|
| 1. | Shri J. P. Solanki | Principal | 9426945734 |
| 2. | Smt. Minika M. Dashondi | Vocational Teacher | 9924792979 |
| 3. | Shri Chandresh L. Smart | Asstt. Lecturer in Engg. | 9429216933 |
| 4. | Shri Kishor 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 Harjivan M. Chauhan (Working Arrangment at T.T.I., Diu) | -do- | 9978711664 |
| 9. | Shri Umesh Revia | Lab. Technician | 9825872600 |
| 10. | Shri Kailash Ragnunath | Instructor | 9825865585 |
| 11. | Shri Shantilal C. Lohar | - do - | 9426130940 |
| 12. | Shri Vinod P. Patel | - do - | 9909112960 |
| 13. | Shri Gulab S. Halpati | - do - | 9879141340 |
| 14. | Shri Navin K. Patel | - do - | 9925570724 |
| 15. | Shri Nikunj J. Tandel | - do - | 9898729857 |
| 16. | Shri Kaushik G. Bhandari | - do - | 9714022118 |
| 17. | Shri Manish B. Baraiya | - do - | 9737431078 |
| 18. | Smt. Darshana B. Patel | Asstt. Instructor | 9979111252 |

| Sr. No. | Name of staffs / officers | Designation | Contact Number |
|----------------|---|--------------------|-----------------------|
| 19. | Kum. Angelina C. Machado | U.D.C. | 9925036043 |
| 20. | Smt. Jacinta Fernandes | L.D.C. | 9426770211 |
| 21. | Shri Jayesh G. Mitna | - do - | 9998487322 |
| 22. | Shri Chirag K.Mandaliya | - do - | 9998158816 |
| 23. | Shri Saiyed M. Kadri | - do - | 9723992838 |
| 24. | Shri Hemendrakumar G. Halpati | Fitter-cum-Turner | 9924745153 |
| 25. | Shri Prema M. Patel | Peon | 9879990526 |
| 26. | Shri Kantilal V. Patel | Peon | 9904075998 |
| 27. | Smt. Maria L. Lopes dos Remedios | Sweeper | 9825698598 |
| 28. | Shri Nandlal B. Halpati | Watchman | 9727806533 |

SECTION AND LABORATORY

| Sr. No. | Name of Section/Laboratory |
|----------------|---|
| 1 | Maintenance Section |
| 2 | Welding & Fabrication Section |
| 3 | Turning Section |
| 4 | Fitting & Tin Smithy Section |
| 5 | Carpentry & Interior Decoration Section |
| 6 | Cutting-Tailoring & Fashion Designing Section |
| 7 | Electrical & Electronics Laboratory |
| 8 | Mechanical & Civil Laboratory |
| 9 | Computer & I.T. Laboratory |

DETAILS OF COURSES OFFERS

• NAME OF COURSE & ELIGIBILITY

| Sr. No. | Course Detail | For which students courses offers | Eligibility Criteria |
|---------|---|--|--|
| 1 | Technical course (Pre Vocational subjects) | For standard 9 th and 10 th | Std. 8 th passed and enrolled in Std 9 th under GSEB curricula in any High school of Daman District. |
| 2 | Vocational course * Computer Technology * Institutional Housekeeping * Family Cloth & Clothing * Office Management * Accountancy & Auditing | For standard 11 th and 12 th | Std. 10 th passed |
| 3 | Computer course | For SC/ST youth | Std, 10 th passed |
| 4 | Cutting and Tailoring Course | For SC/ST youth (Only Girls) | Std 10 th passed/Failed |
| 5 | Metal Turning course | For SC/ST youth | Std. 10 th passed/Failed |

• Intake capacity & Duration

| Sr. No. | Course Detail | Duration of Course | Intake capacity |
|---------|---|--------------------|---|
| 1 | Technical course (Pre Vocational subjects) | 2 years | 60 students per High School of Daman Distinct affiliated with GSEB, Gandhinagar |
| 2 | Vocational course (In each field) | 2 years | English Medium- 30 Gujarati Medium- 30 |
| 3 | Computer course | 1 year | ST category- 25 SC category- 10 |
| 4 | Cutting and Tailoring Course | 1 year | ST category- 30 SC category- 10 |
| 5 | Metal Turning course | 1 year | ST category- 25 SC category- 10 |

• Timing of courses

| Sr. No. | Course Detail | Timing | |
|---------|---|------------|------------|
| | | From | To |
| 1 | Vocational stream (11 th & 12 th STD.) | 8:00 a.m. | 1:00 p.m. |
| 2 | Technical course for Evening Schools | 10:00 a.m. | 12:20 p.m. |
| 3 | Technical course for Morning Schools | 2:00 p.m. | 4:20 p.m. |
| 4 | Cutting and Tailoring Course for 10 th failed students | 10:00 a.m. | 1:00 p.m. |
| 5 | Metal Turning course for 10 th failed students | 10:00 a.m. | 1:00 p.m. |
| 6 | Computer course for 10 th Passed students | 2:00 p.m. | 5:00 p.m. |
| 7 | Cutting and Tailoring Course for 10 th Passed students | 2:00 p.m. | 5:00 p.m. |
| 8 | Metal Turning course for 10 th Passed students | 2:00 p.m. | 5:00 p.m. |

BENEFICIARY & STIPEND

- Post metric Scholarship to SC/ST/OBC & Minority Students of Std. XI & XII as per GOI, guideline.
- Free Education to Girls Students.
- Free Education to All Technical Students of Std. IX & X
- Regular stipend of ₹ 1,000/- per month to all ST/SC Youth enrolled under TSP schemes.

SERVICES PROVIDED BY TECHNICAL TRAINING INSTITUTE

| Sr. No. | Services/Activities | Time period |
|----------------|---|---|
| 1 | Issue of Bonafide certificate | 5 days |
| 2 | Issue of Leaving certificate | 5 days |
| 3 | Issue of Technical certificate | 5 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 | As prescribed in RTI Act time to time. |

ACTIVITIES

Following activities are conducted at TECHNICAL TRAINING INSTITUTE (TTI) every year regularly for better overall development of students and encourage them for create better society and citizen of India :

- Celebrations of various national & international days.
 - International Day of YOGA – 21st June
 - Independent Day – 15th August
 - Libration Day – 26th January
 - Gandhi Jayanti – 2nd October
 - International AIDS Day – 1st December
- Visit to
 - Science City & Zoo/ Nature Park
 - Industries
 - Heritage places of India.
- Celebration of Traditional & Cultural Days
 - Navratri – Ras-Garba
 - Raksha Bandhan – Naryali Purnima
 - Diwali
 - X-mas
- Celebration of WEEKS
 - Swachh Bharat Abhiyan
 - Traffic Control Week
 - Health & Nutritious Week
- Awareness Rally for AIDS & Anti Drugs
- “Drugs keep away” - program for students by PHC –Moti Daman.
- Various Competitions: Dance, Elocution, Essay, Drawing, Rangoli etc. competition for improving themselves.
- Farwell programmed, Teacher’s day, Guru Purnima
- Carrier Guidance and counseling program

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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