



Government of Goa  
**DIRECTORATE OF SKILL DEVELOPMENT & ENTREPRENEURSHIP**

Shram Shakti Bhavan, 3<sup>rd</sup> Floor, Patto Plaza, Panaji-Goa. 403001

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Email : dir-sdct.goa@nic.in

Ref No. 3/SDCT/TPO/IMC/HON/ 3030

Date: 21/09/2020

To,  
The Principal,  
Sattari Government ITI,  
Honda Sattari, Goa.

**SUB: Reconstitution of IMC reg.**

**Ref . : Order No. 3/SDCT/TPO/IMC/HON/3046 dated 24/01/2020**

**Your letter No. 34/SGITI/TRG/IMC/2020-21/1926 dated 30/07/2020**

Sir,


With reference to above, this is to inform you that the Government has approved to incorporate the following members in Institute Management Committee of Sattari Govt. ITI in addition to earlier members.

1. Shri Sanjay Bhandari, Manager, Corporate affairs, Nestle India Ltd., Usgao-Ganjam VP, Ponda, Goa.
2. Shri Laxman Kopardekar, Manager, HR, Gaula Closures India Pvt. Ltd, Upper Harvalem, Sanquelim, Goa .
3. Shri Krishnaprasad V. Gadgil, Agriculturist, Gadgil Farm, Codiye – Sattari Goa.
4. Shri Samir Vaigankar, Asst. Manager, Vedanta, Surla Sanquelim Goa
5. Shri Uday Lad, Asst. Works Manager, Chowgule Industries Pvt. Ltd., Survey No.60, Sub Div No. 05, Arvalem, Sattari Goa.

I am directed to inform you to intimate all the members and arrange for a meeting, preferably virtual meeting at the earliest and to forward the minutes of meeting to this office so as to notify the IMC in the Government Gazette.

The Principal may nominate one staff member and one trainee representative as members.

The Chairman may be selected / elected by the members in the meeting of committee after incorporating above members.

  
(Rajesh. P. Lolayekar)  
Asst. Director (Trg)

ANNEXURE

1. **Generation and utilization of Finance:-**
  - a) The IMC would be free to generate funds through various projects from industry.
  - b) The IMC would encourage donors to donate funds to the Institutes.
  - c) These funds would be available to the IMC for utilization as decided by them.
2. **Donation of Machinery and equipments:-**The IMC would encourage donation of machinery & equipments to the institutes.
3. **Selection of Contract faculty:-**The IMC will have powers for appointment of contract faculty as and when required.
4. **Students Selection:-**
  - a) Vocational guidance about the nature of course, job oppurtunities and career prospects would be provided to students prior to applying for admission in ITI so that they choose right courses.
  - b) Introductory seminars for the fresh students (including visits to industry) may be conducted by industry to create interest and motivate them.
  - c) The IMC may adopt various transparent methods of selection according to the individual needs of each institute. However, the guidelines prescribed by the NCVT should not be violated.
5. **Employment:-**
  - a) The IMC will be responsible for helping students in registration for Employment. Before passing out all ITI students will be registered with
    - (i) Local employment exchange
    - (ii) Overseas employment cell
    - (iii) Regional Headquarters of Industry associations
    - (iv) Campus in interviews will also be arranged.
  - b) Trainees will be helped by the industry to go in for self-employment through acquisition of skills relating to interaction with FIs and basic trade and commerce facilities.
  - c)Tracing the ITI graduates for next three years after their passing out.
6. **Faculty and Staff Development**
  - a) IMC will identify the training needs of all faculty and staff members based on Faculty Development Forms
  - b) Detailed annual and quarterly training calendars, budgets and release of personnel for training programmes will be planned by IMC including exchange of personnel between industry and personnel between industry and institute.
7. **Mentors and One Day Lecturèrs (Guest Lecturers):-**
  - IMC will nominate Mentors and one day Lecturers (Guest Lecturers) from industry for various trades. One day lecturers are specifically meant to deliver lecturer or impart practical training in the ITI.

- A mentor is nominated for a student /group of students belonging to one trade.
- Mentor may just discuss /guide/counsel students in the ITI or outside as per mutual convenience.
- Mentor can also deliver lecture or impart practical training.
- Mentors are more like role model for students and therefore should be a good experienced skilled worker.
- Mentors will play an important role in vocational guidance and career counseling as well as apprising students about latest technologies and trends in the World of Work.
- Mentorship system should have great flexibility in contact between students and mentor.

8. **Seminars, Workshops and Exhibitions:-** IMC will organize seminar, workshops and exhibitions for mutual benefits of trainees, faculty and industry.

9. **Trade Advisory Committees (TAC):-** IMC may constitute Trade Advisory Committee (TAC) for a group of trades or any other committee to assist in various functions. TAC should help IMC in issues related to improvement in effectiveness and relevance of training for a particular trade group. TAC should have trade experts from Industry, concerned instructors, student representatives etc. The exact composition of TAC may be decided by the IMC.

10. **Industrial Training:-**

- a) IMC will prepare guidelines for the industrial training with details of periods of training including projects for students and faculty. Students of one trade may be released together for industrial training in order to avoid disruption of training in ITI.
- b) IMC will also decide about the stipend to be paid to each student and faculty by the industry providing training.

11. **Curriculum Revamping:-**

- a) IMC will be allowed to revamp the curriculum of any trade above the NCVTs norms on the basis of industry needs.
- b) IMC will be allowed to include new trades and discontinue the obsolete trades by following simplified procedures to be decided by DGT, MSDE, Govt of India.

12. **Equipment Maintenance:-** The maintenance and replacement of the equipment at the institute will be supervised by IMC

13. **Teaching Aids:-** Teaching aids like working models, slides, video projections, instruction material in vernacular languages, work books, detailed job assignments of the institute will be upgraded under the supervision of IMC.

14. **MIS System:-** Under guidance of the Steering Committee, the Managing Committee will introduce an MIS system for each ITI. Industry associations will provide the necessary inputs for creating such MIS System.

**15. Capital Expenditure:-**

- a) IMC will be involved in spelling out specifications for the procurement of equipment including accessories and measuring equipment. The proposals for procurement of equipment will be cleared by IMC before orders are placed.
- b) The proposals of civil works (including additions/alterations in the existing building) will be cleared by IMC.

**16. Examination Supervision**

- a) Theoretical examinations will be jointly supervised by industry.
- b) Practical examination and evaluation will be supervised jointly by industry and external examiner.
- c) Dual mode of training:- conduct practical training under Dual mode of Training.

**17. Faculty evaluation**

- a) Faculty evaluation will be done by the Steering Committee and their recommendations will carry weight and recognition.
- b) Faculty Development Form will be designed by IMC which will include criteria for gradation and development of faculty.

**18. Transfer of faculty:-** IMC will be taken into confidence while transferring the faculty from one institute to another.

**19. Faculty Deputation:-** Deputation of the faculty from one institute to another will be made at the recommendations of IMC

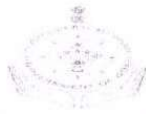
**20. Consultancy Rules:-** The rules for providing consultancy by the ITI will be laid down in consultation with the managing committee

**21. Indicators for monitoring the performance of IMC**

- a) Employment rate within 6 months of completing the course.
- b) Student output to sanctioned capacity
  - a) Admission rate
  - b) Retention rate
  - c) Pass rate
- c) Internship/on the job training per student per year
- d) Average number of days of deputation of instructors in industry per year
- e) Revenue generated as percentage.
- f) Donation of machinery and equipment to ITI by industry
- g) Other cooperation between ITI and industry
- h) Time devoted by experts from industry in conducting classes or other activities in ITI
- i) Recommendations made by IMC and their implementation .



PMKVY



Government of Goa



Directorate of Skill Development & Entrepreneurship

Shramashakti Bhavan, 3<sup>rd</sup> Lift, Patto Plaza, Panaji – Goa. 403 001

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Ref: 3/SDCT/TPO/IMC/HON/3046

Date: 24 January 2020

### ORDER

#### **Sub : Re-constitution of Institute Managing Committee of Sattari Government ITI – Honda, Sattari-Goa**

In pursuance of the guidelines issued by Government of India for constitution of Institute Managing Committee (IMC) for the ITIs vide D.O. No. DGET-21(3)97-CPIU(VOL.IV) dated 25-01-2002 from Director General of Employment & Training and Joint Secretary, Government of India, Ministry of Labour, New Delhi, the Government is pleased to re-constitute the Institute Managing Committee of Sattari Government ITI, Honda, Sattari-Goa as under:-

#### CONSTITUTION :

1. Shri Sitaram Gawas ..... Member  
Shiroli, Keri Sattari - Goa
2. Ms. Rashmi Desai ..... Member  
Honda, Sattari - Goa
3. Shri. Dilip Desai ..... Member  
AGCL, Honda Industrial Estate,  
Honda, Sattari Goa
4. Director (SD&E) or his representative, ..... Member  
Directorate of Skill Development &  
Entrepreneurship  
Shramashakti Bhavan, Panaji Goa
5. Principal ..... Member Secretary  
Sattari Government Industrial Training Institute,  
Honda Sattari - Goa.
6. Faculty Representative ..... Member  
to be nominated by the Principal,  
Sattari Government Industrial Training Institute,  
Honda Sattari - Goa.

*[Handwritten signature]*

7. Student Representative ..... Member  
to be nominated by the Principal,  
Sattari Government Industrial Training Institute,  
Honda Sattari - Goa.

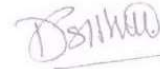
The terms of reference shall be as per attached Annexure also specifying therein indicators for monitoring the performance of the IMC.

The terms of office of the IMC shall be three years from the date of issue of this order or till the re-constitution of the IMC thereafter whichever is later. The members representing the Industries may change by name and number depending upon the necessity of the IMC from time to time under specific orders of the Government. Change in the official members, if any, shall be on the basis of the recommendations of the Director of Skill Development & Entrepreneurship.

The IMC shall meet as frequently as required and in any case at least once in three months.

The non-official members, who attend the meeting shall be paid a fixed honorarium of Rs. 1500/- per meeting and no other TA/DA shall be payable.

By order and in the name of  
the Governor of Goa.



(Dipak Desai)  
Director (Skill Development &  
Entrepreneurship)  
and Ex-Officio, Joint Secretary

Copy to :

- 1) All the members of the IMC.
- 2) The Secretary (SD&E), Secretariat Porvorim, Goa.
- 3) The Principal, Sattari Government ITI, Honda Sattari - Goa.
- 4) The Deputy. Director (Administration), DSDE, Panaji Goa.
- 5) The Asstt. Director (Training), DSDE, Panaji Goa.
- 6) The Asstt. Accounts Officer, DSDE, Panaji Goa.
- 7) The Director of Accounts, Panaji Goa.
- 8) The Resident Audit, Green Valley, Porvorim - Goa.
- 9) The Director, Printing & Stationery, Government Printing Press, Panaji for publication in the Official Gazette, with a request to furnish 5 copies of Gazette to this Department.
- 10) The Director of Training, Directorate General of Training, Ministry of Skill Development & Entrepreneurship, Government of India, Shramashakti Bhavan, New Delhi 110001.