



PROSPECTUS



MOUNT SEENA Pvt. ITI

(Affiliated to NCVT, Govt. of India)
Run by Baithu Shariqa Al-Khairi Trust

Nagaripuram, Pathiripala, Palakkad, Kerala - 678642, Phone: 0491-2874870
www.mountseena.com | itc@mountseena.com, mseenaitc@gmail.com



1. Introduction:

With an objective of ensuring a steady flow of skilled personnel and to reduce unemployment among the educated youth by equipping them with required skills, education and discipline for suitable industrial employment as well as self-employment, Industrial Training Institutes have been set up under the Craftsmen Training Scheme in Kerala. Mount Seena Pvt ITI, Pathiripala is affiliated to the National Council for Vocational Training (NCVT), New Delhi through the Directorate General of Employment and Training (DGE&T), in the Ministry of Labour, Government of India, New Delhi. They impart training in engineering and non-engineering trades, indicated hereinafter, as per the syllabus and curriculum approved by Government of India in consultation with the above said Council.

All trades and units in Mount Seena ITI, as indicated at Annexure III, are run under the approval of NCVT, Govt. of India.

2. MOUNT SEENA Pvt ITI

The Baithu shariqa Al Khairi Trust (BSKT) is well known in and around Pathripala-Palakkad for its service extended in the field of education. The BSKT in its aims and objectives had also set goal setting up a vocational /Technical Training Institute of high standards. A suitable building was built by the trust to accommodate the institute. Once the notification from the GOVT of Kerala for opening new ITCs was announced, the BSKT, by the grace of god, in time, moved fast and provided and installed the specified machineries and other instruments for nine trades. Mount Seena ITI might be one among the few institutions that could get sanction and start these much trades at a stretch in the initial stage itself. (The Mount Seena ITI has been accorded the affiliation by the National Council for Vocational Training (NCVT), ministry of labour, GOVT. of India as per order No. DGE&T-12/1/2008-TC dated 26/9/2008. With this, the dream of BSKT to uplift financially the people in palakkad, the most backward district of Kerala , by making quality and state of the art technical education within their wards in the trades they prefer and find out suitable placements for them in the lucrative job market. This would help much in the financial uplift.

The institution is situated In Pathripala (14th mile) which is 10kms from ottapalam town, 20kms from Palakkad town and is on ottapalam –Palakkad road.



3.National Trade Certificate:

On completion each year of the prescribed course of training, the trainees shall have to appear for the All India Trade Test of Craftsmen conducted under the aegis of National Council for Vocational Training (NCVT) and successful trainees are awarded National Trade Certificates (NTC) which are recognized for recruitment to the subordinate posts under Government of India & Industries for which Trade Certificate in Craftsmanship is prescribed as the requisite qualification.

4. All India Skill Competition of Craftsmen:

With a view to boost the best Vocational skills within the trainees of ITIs the "All India Skill Competitions of Craftsmen" are conducted by Government of India, Ministry of Labour, DGE&T, New Delhi at various Advanced Training Institutes located at the major cities in the country. Presently three trade courses in MSITI are covered here under this programme namely - Fitter, Electrician, and Draughtsman (Civil) .

5. Subjects to be studied during the course of training:-

Annexure-II

Engineering trades
1. Trade Theory
2. Trade Practical
3. Employability Skill
4. IT Literacy/BCC
5. Workshop Calculation & Science
6. Engineering Drawing (Except for D/Civil)



6. Monthly Test : Monthly Tests are conducted at the end of each Month i.e. In each semester and the trainees can improve upon their skills and knowledge on the basis of their performance in the respective tests. Marks obtained in the tests are considered together with other modalities fixed for awarding the sessional marks for the Semester examination.

7. Discipline: All the admitted candidates shall be required to strictly abide by the provisions of rules and regulations prescribed by The DGET, Govt. of India and The Director, Industrial Training Department (Govt. of Kerala) as regards to their conduct and discipline.

1. Ragging is strictly prohibited in the Campus.
2. Trainees are required to wear uniform in working time and workshop clothing during Practical hours.
3. Trainees should appear smart in all respect
4. Use of mobile phone in The Campus is banned strictly for trainees.
5. If a Trainee discontinues his studies, he should get discharged from the obligation and before he gets his SSLC book and other testimonials, he will have to pay the full amount of fees of the course and other liabilities if any (Tools/workshop dues).

Annexure-III

Sl.No	Trade	Units	Duration	Minimum Qualification
01	Mechanic Auto Electrical & Electronics	2(1+1)	One Year	10th pass under 10+2 system
02	Draughtsman Civil	4(2+2)	Two Years	10th pass under 10+2 system with Maths
03	Electrician	4(2+2)		
04	Fitter	2(1+1)		

I) Age: A candidate having minimum age of 14 years and up to 40 yrs as on the date of application shall be eligible to take admission.

II) Standard of Physical Fitness: No rigid standards are laid down but applicants for training should be physically fit for the work for which they are to be trained and candidates if selected for admission shall produce Medical Certificate to that effect from Registered Medical Practitioner.

III). Domicile: A candidate for admission to any trade course in the ITIs should have been residing in Kerala for a period not less than Five years preceding the date of the application.

9. Method of Selection: Purely of merit on qualifying test /or/ written Test conducting by ITI

10. Fees: See Annexure-1, Fees should be paid as per shown in Annexure-1. The Name of defaulters after last date of remittance with fine will be removed from the roll without further notice. Fees once paid will not be refunded in any circumstance

11. Examination Fees: Examination fees should be paid at the time of Notification which is given by DGET / The Training Director, DET, Thiruvananthapuram.

12. Identity Card: It shall be compulsory for every trainee to possess an identity card. Admission formalities shall be deemed to have been completed after issuance of the identity card by the ITI authority. The trainees shall produce Four copies of their latest photographs in size 32 x34mm and shall arrange to get the I-card laminated by themselves.

In case of loss of I-card, a duplicate I-card shall be issued on production of

1. Affidavit 2. F.I.R. copy . 3. Latest photograph and 4. A fee of Rs. 100/-.

13. Working Hours: Total working hours: 42 hours per week

a. Practical Instructions - 28 hours per week.

b. Theoretical Instructions - 10 hours per week (TT.4+Ws/Cal.2+ED.2+E.Skill.2)

c. Sports/ECA/IT Literacy - 4 hours per week.

Shift: 1. Ist shift : 8.00 a.m.to 3.00 pm with ½ hour lunch break, 15 minutes Interval

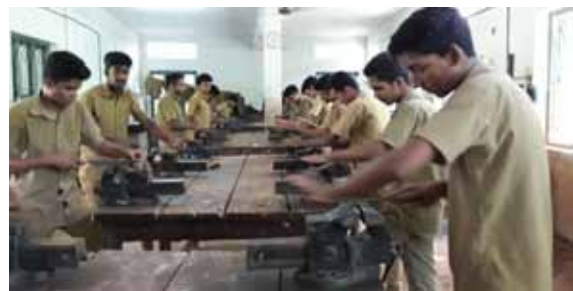
2. IInd shift : 9.30 a.m to 4.30 pm with ½ hours lunch break, 15 minutes Interval

14. Holidays:No Onam, X' mas, Annual Vacations for Trainees. They are allowed the same Holidays only as may be declared by the Government of Kerala / DET.

15. Leave Admissible to Trainees:

1. Casual leave: Casual leave 12 days per year subject to a maximum of 3 days at a time.

2. Medical leave: Medical leave of 15 days per year shall be allowed owing to illness.





16. Suspensions / Discharge: A trainee found guilty of unsatisfactory progress in training, or having less than 80% attendance at any time during the course of training or indulging in acts of indiscipline and misconduct shall be discharged from the institute. Pending investigation of allegations against the trainee suspected of acts of indiscipline and misconduct, the trainee shall be placed under suspension.

17. Skill Development Initiative: To provide vocational training to school leavers, existing workers, ITI graduates, etc. & to improve their employability by optimally utilizing the infrastructure available in Govt. and Pvt. ITIs Govt. of India has launched the scheme called "Skilled Development Initiative" (SDI). Short term courses are conducted under this scheme in ITIs (Vocational Training Providers). All the Govt. ITI have to be registered with DGE&T under this scheme as Vocational Training Providers (VTP). The certification of trainees shall be carried out by the Assessing bodies appointed by Govt. of India. Training cost will be reimbursed to VTPs in respect of those successful persons who got training from the VTPs approved by DGE&T. The assessment fees will be reimbursed to all the successful persons who have received training from approved VTPs. The list of courses designated under this scheme is available in ITI

18. How to submit application form: Training Courses at the ITI start in the month of August every year. Filled Application accompanied by the ATTESTED COPIES of the qualifying certificates shall be submitted to The Principal, Mount Seena Pvt. ITI, Pathiripala, Nargaripuram, P.O, Palakkad-678642, on or before the date separately specified in the Admission Notice. More details for admission- see in www.det.kerala.gov.in , www.mountseena.com

1. ADMISSION: Application form for admission and the prospectus can be had from the MSITI office on payment of Rs. 100/- in cash or by sending MO. of Rs. 150/- during the working hours. Applicant are requested to fill the form carefully. No further change will be allowed after the submission of application. Application which is not filled correctly will be rejected. The applicants are asked to fill their names and address on the interview card and acknowledge by post only if sufficient stamp is affixed. The list of select candidates will be published on the notice board. It is the sole responsibility of the candidate to verify whether he/ she is selected or not. The MSITI will not be responsible for late receipt or non-receipt of the interview card. The candidates for admission should appear for the interview with the following original documents.

- Interview card
- Qualifying certificate (SSLC / CBSE / ICSE)
- Transfer certificate from institution last studied.
- Conduct certificate from the head of the institution of last attended
- Four copies of passport size photos and one copy in CD
- Attested copies of SSLC/Equivalent - 4Nos
- Caste Certificate from Tahasildar in case of SC/ST

Parent or guardian should accompany the candidate at the time of interview. The original certificates will be returned only after the course completed or when all dues to the college are cleared.

The Candidates are advised to keep enough number of attested copies of certificates with them for further use.



i. Trade Course: - Fitter (Duration: 2 Years)

Skills acquired: - On completion of the course he shall be able to independently prepare machine components, using skills such as filing, hack sawing, chipping, drilling chipping, reaming, screw cutting and scrapping, individually handle precision measuring instruments and read machine drawing, also handle various fitter tools and operate different machine such as drilling machines. Operate lathe machines, grinding machines, and an advanced C.N.C. drilling machine., Capable of repairing and over hauling different types of machines.

Options for employment are:- Bench fitter in manufacturing industries. Fitter in KSRTC, FACT, Instrumentation Ltd.etc, Maintenance fitter in shipping industries and oil rigs., Erection in various industries., Fabricator for windows/shutter in small workshops, Stores clerk in an Engineering stores.

ii. Trade Course: - Electrician (Duration: 2 Years)

Skills acquired: - On completion of the course the trainee shall have thorough knowledge of generation, transmission and distribution line, overhead different types of insulators. Earthlings used in substation, power station, lighting arrestor, reactor, and different types of capacitors in AC/DC circuit used in electronic and electrical installation in industries. Construction of different types of batteries and electrolytes used in it, he shall able to prepare and repair batteries in workshop, Servicing and repairing of table fan, ceiling fan, exhaust fan, hair dryer, mixer, liquidizer, grinder, water pump, washing machine, AC/DC generator, transformers, electromagnetic clutches and relays used in AC/DC circuit. He shall be able to design prepare HT/CT panel boards used for industries/workshop. Detect fault in different types of AC and DC starter and motor timer used in factories .Connect different types of measuring instrument on the panel boards. He shall be an expert in hand winding and machine winding of transformers, field coils of DC motors, rewinding of armature stator winding bell/Buzzer/ NVC, OLC of DC starter.

Options for employment are:-Can work as a Lineman / Wireman / Maintenance Electrician Electrical Supervisor/Electrical Contractor / Service Technician / Expert Rewinder / Lab Technician / Electrical Maintenance Foreman in Pvt. sector industries and Govt. sector.

iii. Trade Course: - Draughtsman Civil (Duration: 2 Years)

Skills Acquired: - After completion of this course the trainee shall acquire the skill of Planning, drawing, estimating costing of civil work and Surveying. Drawing plans by using AutoCAD. Giving lineout at site, supervision of work etc.

Options for employment are:-Employment opportunities for trainee from this trade shall be available in Central and State Government Departments as a Draughtsman or Surveyor, Ammonia Printer in Railways, C.P.W.D. Military, TCP, P.D.A., P.W.D. Departments of Irrigation, and Land Survey. Private sector opportunities shall be as Draughtsman, Construction Supervisor with Architect, Civil Engineer and Civil Contractor.

iv. Trade Course: - MECHANIC AUTO ELECTRICAL&ELECTRONICS(Duration: 1 Year)

MAE&E Trade is a modern and fast governing technology of automobile field. This course offer exposure with working of engine (Petrol and Diesel).Engine ,car A/C works, Complete Electrical and Electronics work etc., There is a wide scope for job opportunities in India and abroad. Now a days rapid changes in the field like gear less vehicles, power steering, power windows etc.. in modern technology.





Government of India
Directorate General of Employment & Training
Shram Shakti Bhavan, Rafi Marg, New Delhi- 110 001.

**FOR ATTENTION OF ADMISSION SEEKERS TO NATIONAL COUNCIL FOR
VOCATIONAL TRAINING (NCVT) APPROVED TRADES IN ITI.s/ITC.s**

All admission seekers to NCVT approved various trades (Engineering/Non –Engineering), are advised in their own interest that they should confirm and satisfy themselves before seeking admission in any trade that the trade/unit in the Government and Private Industrial Training Institute (ITI.s) is affiliated to NCVT. The students of trades/units which are affiliated on the date of admission, are only eligible for appearing in All India Trade Test for the award of National Trade Certificate. The list of affiliated trades/units is available with respective Institutes and respective State Directorates. It is also informed in the interest of general public that NCVT/Govt. of India do not recognize any Govt. and Private Industrial Training Institute (ITI.s) NCVT affiliates only the trades and its units run by a particular ITI.

NO ADMISSION IS ALLOWED IN NCVT TRADES
WITHOUT AFFILIATION.

Director of Training/
Secretary NCVT

*Applicants are directed to read the prospectus carefully for the current year and submit the filled Application to the office of the Principal, Mount Seena Pvt. ITI, Pathripala in time.

Sd/
Principal
Mount Seena Pvt. ITI



MOUNT SEENA COLLEGE OF ARTS AND SCIENCE

(Affiliated to University of Calicut)
Ph: 0491-2107721

Mount Seena Public School

(Affiliated to CBSE, Delhi, No: 930353)
Ph: 0491-2872086



Mount Seena English School

(Recognised by Govt. of Kerala)
Ph: 0491-2107708



Mount Seena Sneha Sadan

(Recognised by Board of Control for Orphanages and other Charitable Homes, Govt. of Kerala) , Ph: 0491-2873532

MOUNT SEENA MADRASSA

(Affiliated to Majilisu Ta'aleemi Islami, Kerala)

MOUNT SEENA SCHOOL OF QUR'AN

MOUNT SEENA SPECIAL SCHOOL FOR MENTALLY CHALLENGED

MOUNT SEENA BOYS HOSTEL

Ph: 0491-2107724, 2107725, 2107726

MOUNT SEENA GIRLS HOSTEL

Ph: 0491-2107722, 2107723

MOUNT SEENA MADRASSA

(Affiliated to Majilisu Ta'aleemi Islami, Kerala)

MOUNT SEENA NIOS EXAM CENTRE



MOUNT SEENA
GROUP OF EDUCATIONAL INSTITUTIONS
(Run by: Baithu Shariqa Al-Khairi Trust)

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