

QUALITY MANUAL SYSTEM

1. Quality policy -

The quality policy of the institute is based upon the social, educational & economical strengthening of backward people by providing them opportunity for their prosperity. This way we are committed to impart quality education with strong ethics.

The main objective of the institute is to produce responsible & skilled manpower to cater the needs of modern industrial concern of our country.

2. Quality objectives-

The mission of our institute is to develop ourselves as an outstanding learning & training centre with global outlook & human values. We are devoted to impart world class education having faster research & development, evolve application of technology, encourage entrepreneurship and ultimately developing fair attitude & efforts for the betterment of our country.

3. Internal Inspection by Inspecting Body-

Monthly internal inspection is done by the senior instructors of the trades. They find out the shortcomings raised during the period and put them before the management body if they fails to solve the same. This enables us to meet out the demands instantly.

Sanjay
24/09/2013

Principal
Bihar (P. I. T. C.)
Chapra

4. Management Review Meeting-

A quality management review meeting is held to focus on the hurdles in the way of mission of the institute. The meeting is headed by the chairman of the trust, the superintendent of ITI and the senior instructors of the institute. This meeting suggests the way to short out the problems in a planned way.

5. Institute Website-

Institute has its own website showing all the in formations / details of the institute. It is showing the mission / objectives, admission criteria, Trades affiliated to NCVT, details of administrative staffs, details regarding infrastructure, building & workshop, details of power supply & other related in formations.

6. Rules Regulation of Institute

- Students are expected to arrive 10 minutes before their class timings.
- Students must bring all study notes and accessories related to training.
- Student are advised to keep their class room, practical lab, and institute campus neat and clean
- Students are requested to attend their all test.
- Students are not allowed to leave the institute during class, without the permission of principal.
- **Student must refrain themselves from the following activity :-**
 - › Use of guttka/Supari/Pan-etc.
 - › Smoking
 - › Any form of gambling
 - › Rude behavior with any other
 - › Disfiguring/damaging institute properties
 - › Use of violence in any form.

Sanjay Ray
20/09/2013
Principal
Bihar ITI, I. T. C.
Chapra

7. Safety Action Plan

1. Staffs have been nominated to meet out the emergency & safety needs.
2. Safety related materials such as Fire Extinguishers Fire Buckets have been provided at important locations.
3. Periodical check up of Fire Extinguishers ie. Its testing & refilling is ensured to prevent any failure when required.
4. Provision of proper clamping of safety related items is ensured.
5. use of Fire Extinguishers has been displayed at important locations.
6. Proper attention is paid when operating motors, lathes, drills etc.
7. Trainees have to wear shoes, hand gloves& goggles when operating machines especially performing welding jobs.
8. Training is conducted for fire safety/ fire fighting including emergency escape exit provisions.
9. Trainees are made acquainted with the disaster management.
10. Continuous improvement in safety related systems.

8. Continuous Evaluation of studies-

- * Monthly test will be conducted to evaluate the studies being imparted to candidates on the basis of which the candidates will get grading as A, B, C & D.
- * Candidates having continuous lower grading will be focused upon till improvement.
- Candidates having higher grading continuously will be awarded by Principal.
- The principal will check the quality of study being imparted to the trainees.
- At the end of the session, the trainees will supposed to fill up a feedback indicating points/grading of their instructors as per their performance.

Sanjay Ray
20/09/2013
Principal
Bihar (P) I.T.E.
Khatim, Chapra

9. Use of Display Boards to impart safe & intensified training-

Institute has used display boards at important locations regarding the following-

1. A Display Board is fixed at the fencing gate of power supply switch board indicating the safe use of switch board for operating motors & generators.
2. 02 nos Display Boards are also fixed at the entrance of workshops indicating the safe use of Fire Extinguishers.
3. 02 nos Display Boards are fixed regarding the use of heavy machines like Lathe, Drills, motors etc.
4. 01 Display Board is fixed in the office regarding the timely deposit of fees & other financial rules of institute.
5. 01 Display Board is fixed in the Library room for up z
6. keeping of the books & maintaining decorum of the same.
7. 02 nos Display Boards are fixed at the entrance of class rooms regarding the disciplined & moral behavior of the trainees during study hours.
8. 01 no Display Board is fixed indicating issue & use of sports materials & timings of sports as well.
9. 02 nos Display Boards are fixed indicating general rules for the trainees & the penalty imposed in case of violation of the same.

10..AUDIO VISUAL HALL

An Audio Visual hall is also made as per the norms of NCVT to impart qualitative training to the trainees. It will enable us to enhance their knowledge by means of videos relating to dismantling & assembling of the machines & other CDs, Floppy & Chips storing datas & photos of the same.

The same Audio Visual hall is also utilized as a conference hall for the training relating to Disaster Management & Fire Fighting.

Sudhakar
20/09/2013
Principal
Bihar (P) I. T. C.
A. S. No. 10/207, Chapra