

Section 4(1)(b)(i)

The particulars of ITI organization, functions and duties:-

Name of organization	Govt. ITI (Women) Mandi
Establishment and Address	Near ISBT Mandi, Distt Mandi H.P
Contact No.	01905-235114
Web Site	www.itiwomenmandi.in
Code allotted by the DGT	GR0200036

Sr. No.	Section	Function	Duties
1	Office of the Principal Govt. ITI, (Women) Mandi	Implementing all the decision in respect of admission, training, placement, procurement, establishment & budget etc. related to ITI, (Women) Mandi	<ol style="list-style-type: none">1. All the instructions issued to him/her by the higher authorities are properly and expeditiously carried out.2. Accounts are maintained properly, stores are properly accounted for and verified periodically, and the purchases are according to specification and in good condition.3. Training programmes are carried out according to schemes.4. Raw materials are purchased in time and duly supplied.5. Machine and equipment are properly maintained.6. Manufactured products are properly accounted for and disposed of in accordance with the rules and instructions issued from time to time.7. Ensure that the Group Instructors maintain an extremely close supervision on the work of instructors and the progress of the classes.8. Proper discipline is maintained in the institute.9. There is close relationship between the trainees and the instructional staff.10. Proper follow-up is maintained of the passed out trainees.11. Proper security arrangements are maintained and safety precautions observed.12. Trainees get the proper medical aid and

			<p>welfare arrangements are available.</p> <p>13. Proper facilities to the inspection staff of the State Directorate, DGT, and other authorized bodies are provided.</p>
2	Electronic Mech.	To impart knowledge & skill to the trainees of Electronic Mech. trade.	Teaching, conducting examination, conducting evaluation, seminars.
3	D/Civil trade	To impart knowledge & skill to the trainees of D/Civil trade.	-do-
4	Sewing Technology trade	To impart knowledge & skill to the trainees of Sewing Technology trade .	-do-
5	COPA Trade	To impart knowledge & skill to the trainees of COPA trade .	do
6	Basic Cosmetology Trade	To impart knowledge & skill to the trainees of basic cosmetology trade .	do
7	Workshop	Imparting Skill training to trainees	Workshop
8	IT Lab	To teach related to Computer	IT Lab
9	Surface ornament Tech. (Embroidery)	To impart knowledge & skill to the trainees of Surface ornament Tech. (Embroidery) trade.	Teaching, conducting examination, conducting evaluation, seminars.