

## CAMPUS AND BUILDING

NSIC-TSC, is situated in the industrial area called Focal Point, Rajpura. The building is under lease hold premises from Punjab Govt. for 99 years and the same being used for Technical training, Testing and Administrative purpose. The centre has a spacious campus consisting of impressive, adequate, well ventilated class rooms, laboratories for study and disciplined environment. The campus provides a healthy, neat and clean tidy surrounding for the students and teachers as well. The Centre has adequate training infrastructure to conduct various technical, advance, sponsored and customized training courses apart from testing of Electrical appliances. A lush green lawns adds beauty to the campus of the building.

## CLASS ROOMS & LABORATORIES

The centre has well Furnished air ventilated Classrooms for conducting theory classes of various courses. The class room are spacious with sufficient study benches and study chairs and the Centre has sitting arrangement for 400 trainees at a time.

**Laboratories are fully equipped with latest technology and modern facilities.**

- Practical labs are well furnished and well equipped to conduct various Practical trainings.
- The Centre has well equipped AC Computer Labs with latest Computer systems, Laser printer, Scanner, Fax and other latest communication facilities. The Computer systems have a continuous power supply through Online UPS and generator. The Centre has the latest technologies like Laptop, computers and audio visual systems.
- The Centre has Electrical and Electronic laboratories with all latest training infrastructure for conducting theory and practical classes of NCVT Affiliated courses.

## LIBRARY AND READING ROOM

The Centre has a well stocked library and a spacious reading room for promoting healthy study habits amongst students. Library is an extension of class room teaching. The library is fully air conditioned and with a stock of large number of books, manuals and periodicals on various subjects for trainees. As per the need and demand of the students, latest publications are included in the library. Students are issued books for a period of 15 days. Same can be renewed / extended if needed.

## TEACHING AND ADMINISTRATIVE STAFF

Teaching Staff consists of Training coordinator, course coordinators and a team of well qualified, trained and experienced team of faculties for conducting theory and practical classes. Besides administrative officers and staff supports the training and play a important role for maintaining disciplines, understand the problems of the students and their fee and environment management. Centre Head is the administrative & training head of the centre.

## TEACHING, EXAMINATION AND PROGRESS REPORT

Latest teaching aids and equipment have been planned and provided to students. The students and faculties are encouraged and inspired to create and innovate charts, models and creative aids for better understanding and grasping of concept and ideas.

The students are regularly tested in all subjects. Parents are kept informed of the reports of tests. Promotion in the next module examination depends on the progress shown by the students during class test and last module examination. Proportionate weightage is given to monthly class test, module examination and evaluation is continuous and comprehensive.

## COURSE DESIGN OF TRAINING PROGRAMMES

NSIC-Technical services Centre, Rajpura has a wide range of training courses under its Internal and sponsored tanning programmes. All the courses offered are designed by taking into consideration the special needs of the market and industries and also through a wide range of feed back from the successful candidates in job or in business, discussion with client organizations, market feedback, by understanding the actual need, information in the public domain and discussion with the academic institutes and faculty members with an objective to enhance the competency of our trainees for effective employment and self employment. All the courses designed are assessed through a specially designed format.

## ADMISSION PROCEDURE

Trainees into training courses are admitted through either of the two methods:

- Direct Admission, on first-come-first-serve basis.
- Selection based on merit list prepared by the constituted committee.

All the trainees are supposed to deposit the fees due as per schedule. Trainees are allowed a grace period of maximum up to the end of the month for depositing fees due, failing which the training/course coordinator informs the Head of the NSIC-TSC about defaulting trainees. Appropriate action is taken by the Head of the NSIC-TSC, in consultation with the course coordinator on default cases.

## PAYMENT OF FEES

- Once the applicant is selected for admission, he has to pay course fee in advance either full or part as first installments as per payment schedule of respective course. However it becomes the liability of student to pay the full fee of the course as the full course fee remains due on him from the date of admission.
- If the fee dues even after the notice period, a fine of Rs. 5/- per day will be charged, up to the end of the month. If the dues remain unpaid by the end of the month the student's name will be struck off from the rolls or disciplinary action may be initiated against the student. He/She may, however, be re-admitted at the discretion of the Centre Head on payment of all arrears and a fresh admission fee with fine.
- Payment can be made by cash or demand drafts in favor of NSIC Ltd, Rajpura. Date of presentation of the draft will be treated as date of payment. Any cheque dishonored/ returned by the Bank will be treated as non-payment of fees. Outstation cheques will not be accepted.

## TIME OF PAYMENT

Payments are accepted in Accounts section from 9:30 am to 04:00 pm on all working days.

## OUR POST TRAINING SUPPORT AND PLACEMENT ASSISTANCE TO PASSED OUT TRAINEES

Rajpura has a centralized cell for Post Training Support & Placement Assistance. The cell operates with a vision to equip the students with versatile technical traits to match core needs of the corporate world. Campus interview are regularly arranged for leading companies/business houses of the area.

### A FEW OF THE COMPANIES WHERE OUR PASSED OUT TRAINEES HAVE BEEN PLACED

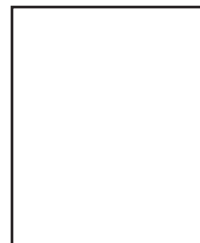
Acme Industries Ltd.	Alcon Industries	Sood Packagers
Vithal Foundary	S.N. Engineers	Khalsa Metallic Ltd.
Amber Industries	Subhiksha	Fortis Hospitals
Standard Chartered Bank	HDFC Bank	ICICI Bank
Religare	JBR Industries	Reliance
Airtel	Spice	Taj Hotel
Indian Army	Punjab School Education Board	Swami Vivekananda Engineering College, Rajpura
Gian Sagar Hospital	Many other Industries, Shops and Institutes in Punjab.	

**NTSC**  
**Place Rajpura**  
**Annexure - A**  
**ADMISSION FORM**

F:NTSC:TRG:04

I, \_\_\_\_\_ intend to join i.e. NSIC-TSC, Rajpura in the

Trade / Course starting from \_\_\_\_\_ on part time/regular basis.



**PARTICULARS OF THE TRAINEE**

1. Name (Capital Letters) : \_\_\_\_\_
2. Father's Name (Capital Letters) : \_\_\_\_\_
3. Postal Address : \_\_\_\_\_  
\_\_\_\_\_
4. Phone/Mobile No. Self \_\_\_\_\_ (Guardian's) \_\_\_\_\_
5. Permanent Address : \_\_\_\_\_  
\_\_\_\_\_
6. Email Address : \_\_\_\_\_
7. Name of the Organisation : \_\_\_\_\_  
(For Sponsored Candidate Only)
8. Educational Qualification : \_\_\_\_\_
9. State to which you belong : \_\_\_\_\_
10. Date of Birth : \_\_\_\_\_
11. Whether you belong to : \_\_\_\_\_  
(Gen/ST/SC/OBC/Min) : (Write Specifically)
12. Religion : \_\_\_\_\_
13. Nationality : \_\_\_\_\_
14. Whether you have already attended : \_\_\_\_\_  
Any course in NSIC-TSC, Rajpura

I here by undertake that the information given above is true and correct to best of my knowledge. In case, I am admitted, I hereby promise to strictly abide by the rules & regulation covering trainees during the period of my training at the centre. I further undertake to clear all dues at the time of leaving the Centre, failing which the Centre will have full rights to strike my name off from the records for issuing certificate. I further undertake and agree that in the event of my deserting the course, I will not claim any refund of Course fee in any circumstances. Further, I agree not to ask for any change of course or batch.

(SIGNATURE OF THE TRAINEE)

Date .....

## CODE OF CONDUCT AND DISCIPLINARY ISSUE

All the trainees of NSIC-TSC, Rajpura are supposed to abide by the rules and regulation of the centre and maintained discipline and follow conduct rule as prescribed and advised during admission. All disciplinary issues of trainees and actions thereof are handled by a constituted committee comprising the head of the NSIC-TSC, Course coordinator and the Training coordinator and P & A. A brief description of CODE OF CONDUCT AND DISCIPLINARY ISSUE is illustrated below for compliance:

1. Parents/ Guardians are welcome to see the Centre Head on all working days from 12-30 to 2-30 p.m. and Training Coordinator from 09-30 a.m. to 5-30 p.m. for any reason.
2. In emergency, parents may see the Centre Head permission.
3. Parents are requested not to go to the class rooms without the permission of Centre Head.
4. Absence from the centre hampers student's studies and other educational development. Students are advised, in their own interest, not to miss classes.
5. Parents are requested to ask for leave only in unavoidable circumstances. Application for leave must invariably be sent by the parents/guardians before their wards need to avail leave. In the absence of the application, same will be treated as absent.
6. For withdrawing/discontinuance of any student from the course/centre, on month's notice has to be given in writing to the Centre Head with proper reason subject to clearance of dues, failing which the caution money/security deposit will be forfeited. The Centre Head has the right to ask the parent for the withdrawal of student from the Centre at any time without assigning any reason.
7. Once the applicant is selected for admission, he has to pay course fee in advance either full or part as first installments as per payment schedule of respective course as the full course fee remains due on him from the date of admission.
8. If the fee dues even after the notice period, a fine of Rs. 5/- per day will be charged, upto the end of the month. If the dues remains unpaid after the end of the month the student's name will be struck off the rolls or disciplinary action may be initiated against the candidate. He/She may, however, be readmitted at the discretion of the Centre Head on payment of all arrears and a fresh admission fee with fine.
9. Payment can be made by cash or through crossed cheque/draft in favour of NSIC Ltd., Rajpura. Date of presentation of the cheque/draft will be treated as date of payment. Any cheque dishonoured / returned by the Bank will be treated as non payment of fees. Outstation cheque will not be accepted.
10. Payments are accepted in Account section from 9:30 am to 4:00 pm on all working days.
11. No students shall damage or cause to damage or help assist any student in damaging any of the property or any article of the NTSC, Rajpura. Any student found involved in such activity shall indemnify or compensate any loss cause/occurred in the institution and disciplinary action shall be initiated against him/her.
12. No student shall indulge himself in any unlawful or unsocial activities which may effect image of the NTSC, Rajpura. For any such act necessary disciplinary action shall be initiated against such student.
13. No student shall misbehave or fight with any of the faculty, staff or other students of the NTSC, Rajpura
14. No student shall take out any item/article or software etc. belonging to the institution without proper authority of the NTSC, Rajpura.
15. Mobile shall be put on vibration during training hours and all students shall come properly dressed up.
16. All the students shall carry identity card issued by NTSC, Rajpura.

## Training Calendar

### LONG TERM TRAININGS (INTERNAL)

S.No.	Name of the Course	Duration	Fee (Rs.)	Eligibility for training	Commence-ment	Minimum Batch Size
1	Computer Operator and Programming Assistant	1 Year	10640	10th pass	July/August	26
2	Electrician	2 Year	31920	10th pass With Sci.	July/August	21
3	Mechanic (Radio& T.V.)	2 Year	14000	10th pass with Math. Sci.	July/August	NA
4	Advance Diploma in Computer Software, Hardware & Networking	1 Year	14000	10th pass	May/July/Sep	20
5	Computerized Accounting & Office Procedure	1 Year	12000	10th pass	July/August	20
6	Air Conditioning & Refrigeration	1 Year	12000	8th pass	July/August	20
7	Mobile Repair & Mobile Software	6 Months	6000	8th pass	July/August	20
8	WELDER	1 Year	12000	8th pass	July/August	20
9	Computerized Fashion Designing	1 Year	12000	8th pass	July/August	20

### SHORT TERM TRAININGS (INTERNAL)

S.No.	Name of the Course	Duration	Course Fee (Rs.)	Eligibility for training	Commence-ment	Minimum Batch Size
1	Project Based Ind. Training on Computer Software	2/6 Months	4000/8000	10th pass	June/Jan	20
2	Soft Skill Development through English Speaking & Business Communication	4 Months	4000	10th pass	May/August	20
3	AUTOCAD	2 Months	4000	10th pass	June/Dec	20
4	PLC/SCADA/Automation/Micro Controller Programming	2/6 Months	10000	12th pass	June/Dec	20
5	Domestic Electrical Appliances Testing	1 week	Tailor made	Industry Sponsored	As per requirement of Industries	5/10

