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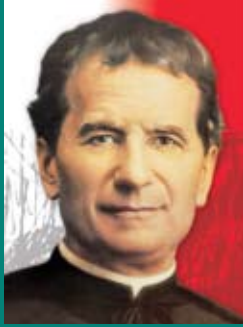
10  
20  
30  
40 **FOUR**  
**DECADES**  
**OF TRAINING**

# Transforming Youth



**DON BOSCO**  
**TECHNICAL INSTITUTE, NEW DELHI**

**VOCATIONAL TRAINING IN**  
**MECHANICAL**  
**COMPUTER**  
**PRINTING**



## DON BOSCO

our founder and inspirer

Saint John Bosco (16 August 1815 – 31 January 1888), known as Don Bosco, was an Italian Roman Catholic priest, educator and writer of the 19th century, who put into practice the convictions of his religion, dedicating his life to the betterment and education of disadvantaged youth. He believed education to be a “matter of the heart” based on reason, religion and loving kindness. His followers popularly known as Salesians continue his pedagogy of education throughout the world. ‘Don Bosco Group’ is spread across 132 countries having thousands of training institutes world-wide, and over 125 locations in India catering to skilling and employability needs of the disadvantaged youth.

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Vocational Training has worldwide significance especially in India. Don Bosco Technical Institute, Okhla, New Delhi, shows special commitment in preparing skilled workers in Computer, Mechanical and Printing Sectors. Technical Education is witnessing a shift from conventional to innovative learning. Competency based market driven courses sustained by creative interventions have become important and relevant components in skill training. During the 40 years of our history the Institute has grown and has now over 25 training programmes for the youth.

I would like to invite you to learn more about our Institute from the following pages.



Fr. Noble George

Principal

## About DBTI

Don Bosco Technical Institute is a placement driven and skill training Institute. It is the Christian minority Institute established in 1971 is owned by Don Bosco Group. Don Bosco Group is spread across 132 countries having thousands of training institutes world-wide, and over 125 locations in India catering to skilling and employability needs of the youth.

With its motto **“learn a trade, earn a living”**, the Institute intends to mainstream the youth into the formal organized job market through market driven skill development interventions. The course modules are designed carefully with industry inputs to keep in tune with the changing demands of the market. Don Bosco Technical Institute opens new horizons of opportunity for the young people of North India.

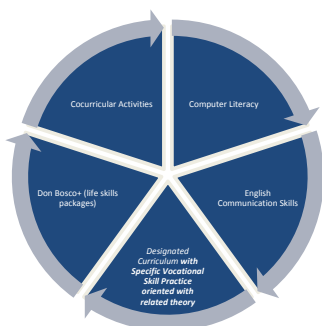


Unique in its Training programmes, training methods and goals, the Institute is strongly rooted in the philosophy of St. John Bosco, **“Passion for Youth!”** and is committed to accompany the young people in their journey to self-realization and fulfillment. We too share in their struggles and achievements by being with them at every step as mentors and guides to the less privileged Youth.

## Training Courses

DBTI operates on the principles of providing hands on training, complete with updated technical skills as per market demand, through soft skills, career guidance and placement assistance.

Over the years, the institute has shaped its training to include a variety of courses in mechanical, computer and printing. The Institute, true to its motto, has strictly designed its training programmes in such a fashion that the youth with Class VIII pass and above can find a reason for being in the Institute.



### Training package for accredited and Don Bosco certified courses

Individual Machines, experienced faculty, real work time experience in the workshop, Trainee based skill Training, Assignments and Project work, Internship in the industry and Placement support, Basic Computer Application, Spoken English & Don Bosco Plus make DBTI a symbol of commitment and quality.

## Affiliates

Don Bosco Technical Institute is affiliated to:

- National Council for Vocational Training (NCVT)
- National Institute of Electronics and Information Technology (NIELIT)
- Council for The Indian School Certificate Examinations (CISCE)

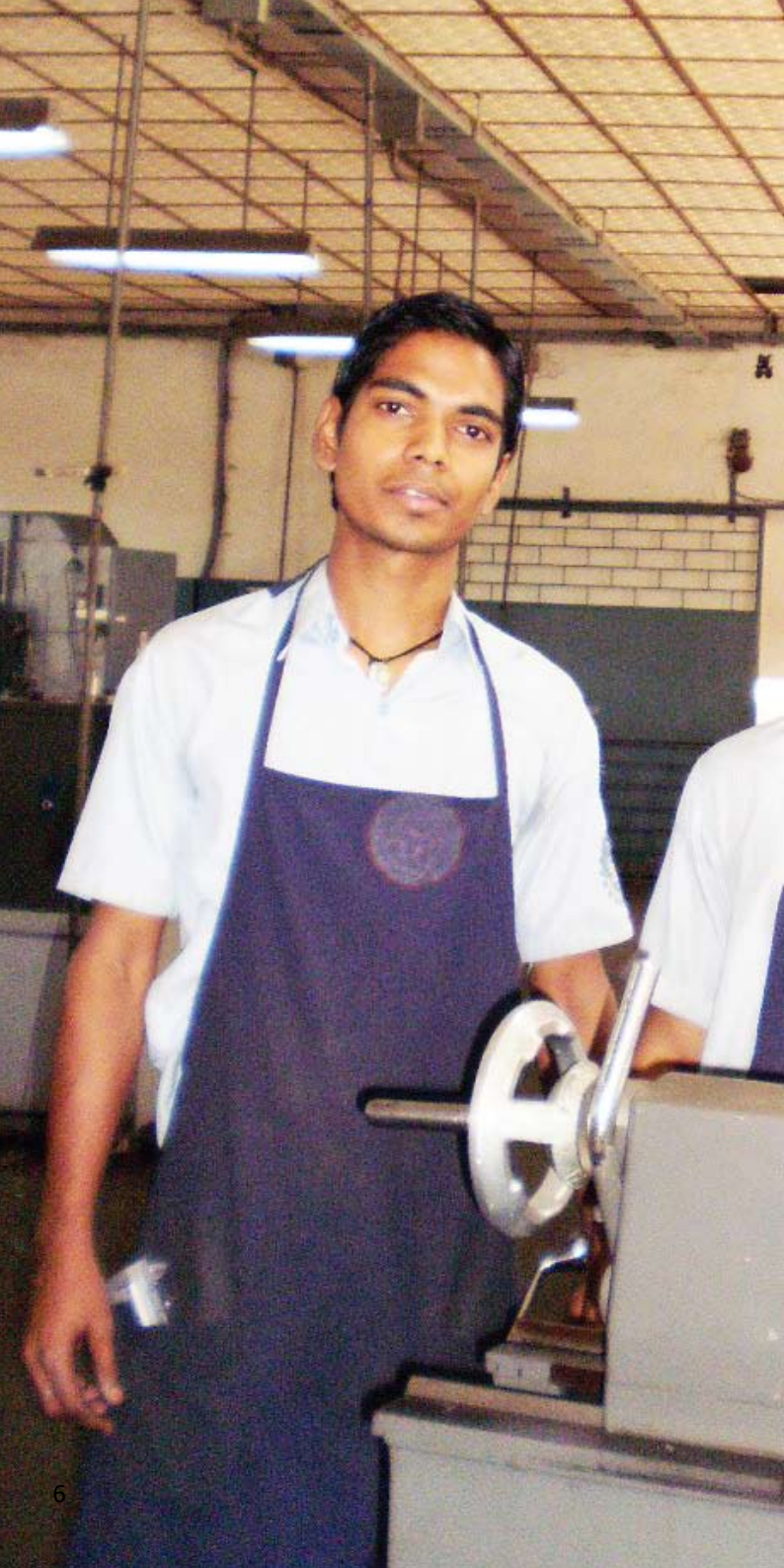
## Training Programmes

Exceptional Training is provided in the mechanical section equipped with state of art training facilities in Machine shop, Printing and Computer.



*The candidates have access to on the job learning at our machine shop that enables the candidates to associate learning easily and to enter the job market more competently.*







# Training in Mechanical

# Basic Training Programmes

## General machine shop training

**Program Details:** One year Don Bosco certificate course

Eligibility — Class VII

## Draughtsman

**Program Details:** Two years NCVT course

Eligibility — Class X

## Machinist

**Program Details:** Two years NCVT course

Eligibility — Class X

## Machinist Grinder

**Program Details:** Two years NCVT course

Eligibility — Class X

## Turner

**Program Details:** Two years NCVT course

Eligibility — Class X

Applicants to NCVT courses should have a minimum of 45% in mathematics and Minority/OBC students will require a minimum of 35% marks in mathematics.

## Inspection and quality control

**Program Details:** One year Don Bosco certificate course

Eligibility — Class XII with 45% marks in Mathematics and Science

## Advance Training Programmes



- CNC Programming & Machining
- CNC Milling
- CNC Turning
- CNC Wire CUT & EDM
- CAM Express
- AUTO CAD
- Solid Edge Modules

**Eligibility** - ITI / Diploma, Degree in Mechanical Trades or one year experience in Industry





# Training in Computer



## Basic Training Programmes

### COPA

**Program Details:** One year NCVT course

Eligibility — Class XII and proficiency in English

### COMPUTER HARDWARE & NET WORKING

**Programme Details:** One year Don Bosco Certificate Course

Eligibility — Class XII and above

### O LEVEL

**Program Details:** One year DOEACC Certificate Course

Eligibility — Class 12th under 10+2 system with minimum of 50% aggregate and proficiency in English 10 +2 or ITI Certificate (one year) after class 10.

### NON LINEAR VIDEO EDITING

**Program Details:** Six months Don Bosco Certificate Course

Eligibility — Class XII and above, Knowledge about Computer fundamentals, Windows & MS Office.

### VIDEO JOURNALIST

**Program Details:** Six months Don Bosco Certificate Course

Eligibility — Class XII and above, Knowledge about Computer fundamentals, Windows & MS Office.

# Advance Training Programmes

## A LEVEL

**Program Details:** Two years DOEACC Certificate Course  
Eligibility — O Level / A Government recognized  
Polytechnic Engineering Diploma after 10+2 / Graduate

## MCSE

**Program Details:** One year Micro Soft Certificate Course  
Eligibility — Class XII under 10+2 system with minimum  
of 50% aggregate and proficiency in English, one year  
experience in designing, installing, configuring and  
troubleshooting network systems and prior knowledge of  
Computer Hardware Programming.









# Training in Printing

## Basic Training

### Basic Offset Printing

**Program Details:** One year Don Bosco Certificate Course

**Eligibility — Class VII**

### Offset Design Technician

**Program Details:** Two years CVE (Certificate of Vocational Education) course conducted by Council for Indian School Certificate Examination (CISCE).

**Eligibility — Class X and above**



## Graphic Design Technician

**Program Details:** Two years CVE (Certificate of Vocational Education) course conducted by Council for Indian School Certificate Examination (CISCE).

**Eligibility — Class X and above**

**Applicants to CVE Courses should have a minimum of 45% in English. Minority/OBC students will require a minimum of 35% marks for the same.**

## Graphic Design Technician (GD)

**Program Details:** One year Don Bosco Certificate Course

**Eligibility — Class XII and above, Knowledge about Computer Fundamentals, Windows & MS Office.**



## Why Should I join DBTI ?

- Multi-disciplinary,
- Demand driven and value added training programmes
- Placement Linkages
- Don Bosco Plus

- Multi Skilling
- Experienced Faculty

- Well equipped and state of art facilities
- Personality development programmes.

- Workplace readiness
- 100% Job Assistance after course completion

- A qualification which is recognized globally
- Centrally located Institute.
- Personal Follow up and career Management

- Linkage with the Industry.
- Trainee based training.
- Making youth self reliant and productive

## Training in Common Module

To ensure that trainees have sufficient knowledge to shape their decision on the training they would like to pursue, trainees are admitted to Mechanical or Computer or Printing sectors without defining their specific programme. The group is kept together for a period of two months over a common training programme where they are able to understand the specific area of training. In addition, each trainee attends counseling to identify their areas of training and career path.

## Don Bosco Plus

Training at DBTI is integrated with basic life skill training which helps them not only to achieve a career goal faster but also to be happy and productive members of the society. Don Bosco plus is a module that has been developed with the sole objective of creating an environment conducive for all-round development and capacity building of a student for the future. They become not only self reliant and self confident but also socially committed citizens. DBTI acts as a catalyst for the transformation and transition of young people from learning to earning, or from qualified to work-readiness to higher goals to achieve a better world.

## On the Job Learning

Mechanical and Printing workshop facilities train them on-job works from industries, NGOs and institutions. These job works provide hands-on training to the trainees and support the training expenses of the institute.



## Placement

All training programs has an in built placement component. This is ensured through placement tie ups with industries and corporates for internship, employment or training and advancement.

The DBTI has a dedicated Placement Cell, which carries out a variety of activities on behalf of young people looking for employment - those who are enrolled at the institute for skill training as well as those who approach the institute for support in finding employment. The cell equips and guides them in finding a job that would ensure a decent living. It facilitates campus-interaction with the employees, arranges industrial visits, internship, follow up of the trainees after placement etc. The web based module of DBDMS manages placement online.



## Linkages And Networks

One of the main areas of our work has been to support the Technical Vocational Education and Training interventions in the region through partnerships and networks in knowledge and resource sharing with Industrial Associations, DGE&T, QCI, Don Bosco Tech, SKIP (Skill for Progress, an Association of Christian Skill Training Centers of India), Youth Reach, NTTTF, Manas Foundation and local industries for knowledge sharing, capacity building of staff and trainees and placements. At present DBTI has supported in the training and testing of the Assessors of the Assessing Bodies in collaboration with DGE&T and QCI.

These interactions, partnerships and networks, impact studies conducted etc, help us to improve the processes of skill training continually as per the objectives of the organization and its relevance in equipping the youth with market driven competency based training programmes.

DBTI upgrades its labs and training facilities regularly to provide quality work and thus to provide hands on training on relevant and new technologies and equipments.

## Alumni

Ever since its inception DBTI has been attracting young and bright students of all age groups from all over the country. Many of them hold responsible positions in industry and business. A number of them have started business enterprises on their own or joined their family business.



## Co-Curricular Activities

The Institute organizes a variety of co-curricular activities including a series of celebration of cultural feasts, outdoor games, guest lectures, seminars, debates, quizzes, industrial interactions and EDP sessions, etc. The Institute endeavors to involve students in almost all areas of professional and cultural activities through various groups and group- dynamics.

## Medium of Instruction

The medium of instruction for all the courses is English.

## ADMINISTRATION

### Admission Procedure

- Prospectus/Application Form can be obtained from the Institute on Payment of the required fee. Or application form can also be downloaded free from the website of the Institute.
- The candidate must fill in the application form with the utmost accuracy. The signing of this form will constitute an agreement on the part of the parents / guardian and the candidate to abide by the rules and regulations of the Institute as laid down in the Prospectus.
- Filled in Application Form should be submitted to the Institute before the last date specified for the given session. The Institute is not responsible for any postal delay.
- Students need not send/submit their original certificates. The following self attested documents are to be enclosed along with the filled-in application form.
  - a. SSLC/HSC to prove date of birth.
  - b. Copy of the certificate of last academic qualification.
  - c. Two additional Passport size photographs

- The filled-in application along with the required documents and fees should be sent by Registered Post/Speed Post/Courier to :-

### **Admission**

**Don Bosco Technical Institute,  
Okhla Road, Jamianagar P.O,  
New Delhi -25  
Ph. 011 26830596**

- There is an aptitude test, counseling and interview, for admission for the formal training courses.
- Admission to Advance to Mechanical Courses is direct. The fresh batch of each course starts on 1st of every month, if he/she fulfills the basic eligibility criteria.
- In matters of admission the decision of principal is final

## Documents required at the time of admission:

1. Birth Certificate.
2. School Leaving Certificate.
3. Character Certificate.
4. 10 / 10+2 Mark Sheets.
5. Proof of Residence.
6. Introduction letter from your Parents and Guardian/Parish Priest/Sponsor.
7. Two passport size photographs.

## Important Dates

Issue of Forms – 2<sup>nd</sup> May – 10<sup>th</sup> June

Last date for the submission of forms - 15<sup>th</sup> June

Admission test, counseling & interview – 1<sup>st</sup> -15<sup>th</sup> July

Admission – 1<sup>st</sup> -25<sup>th</sup> July

Commencement of session – 1<sup>st</sup> August

## Statement of Marks

Statement of Marks is issued at the end of every semester to the students giving details of marks obtained in the periodical assignments and term end examinations. The Statement of Marks of a particular Semester may be withheld in the event of non clearance of tuition fees.

## Certificate of Completion

A Certificate of Completion in one or more successfully completed courses/subjects is awarded to the trainee who has 90% attendance and has secured minimum of 50% marks in Theory and 60% of marks in Practical. The certificates and diplomas will be given free of charge. If taken within a month of withdrawal/completion of training or declaration of Board results. Otherwise Rs. 200 per year will be charged.

## Evaluation / Grading System

The evaluation system is based on two components:

- Daily performance evaluation and periodic assignments; practical in the labs and unit test carry a weightage of 50%.
- Term end examinations both Practical and Theory with a weightage of 50%.
- 50% minimum marks for a pass for Theory and 60% for Practical tests in each paper.

Periodical Reports are sent to the parents/guardian in order to inform them of the progress of the trainee. These reports must be signed by the parent/guardian and returned to the Institute authorities. PTM is held after the first and third Assessments.

## Fees

To keep up our vision and motto of supporting under privileged trainees seeking a better standard of life, the Institute tries to subsidize the training fees to the extent possible without compromising with quality services. **Fees do not cover the Training Costs. They are heavily subsidized by the institute.**

- Fees as per Fee Schedule should be sent by way of A/C payee, Bank draft drawn in favour of “DON BOSCO TECHNICAL INSTITUTE,” payable at NEW DELHI, should invariably be sent through registered post/ Courier/Speed Post. Cash can only be deposited personally at office during working hours.
- Fees are to be paid in advance before 18<sup>th</sup> of each quarter. Defaulters will be charged late fee at the rate of 10% per month with cumulative effect.
- Trainees whose fees are overdue may be barred from attending training.
- The Institute reserves the right to increase the fees at any time of the year, if the increment is deemed necessary.
- Fees once paid by the admitted students shall neither be returned nor adjusted against any other programme of DBTI.

## General Rules of Discipline

Trainees who in the first five months of training lack a minimum of 90% attendance and/or do not show sufficient practical aptitude may be asked to leave.

Special attention is given to ensure a high standard of morality and discipline in the Institute. Parents and guardians are requested to collaborate in this with the Institute authorities by insisting on their regular attendance, punctuality and diligence in their work. They will also co-operate further by enquiring about the progress of their wards and be present for meetings held for the same.

Irregular attendance, prolonged absence (ten working days) without leave, ill health, stealing, disobedience, arrogance, disrespect towards members of the staff, bad conduct in or outside the Institute, bad moral influence or habitual unsatisfactory work will justify dismissal at any time by the authorities. In such matters the Principal's decision is final.

Trainees are expected to take part in all activities of the Institute.

The official language in the Institute premises is English so as to foster a spirit of brotherhood and enable trainees to mix freely with each other irrespective of language or customs.

Each one is responsible for the tools and instruments issued to him/her for use in the workshop/Lab. Any loss or damage to tools or machines or property must be made good by the one concerned.

## Regularity record

After an absence from the Institute the Trainee must bring the reason for absence written in the Institute's calendar duly signed by the parent/guardian. No absentee or late comer should enter the class without the written permission of the Principal. Trainees who do not have at least 85% annual attendance, may be barred from appearing in the final Assessment and hence from Promotion.





## Uniform

**Mechanical and Printing Labs:** Light blue short sleeve Shirt and Grey Trousers, Blue Apron with Black Shoes and Socks.

**Computer Labs and Class Room:** Light blue short sleeve Shirt and Grey Trousers, with Black Shoes and Socks.

Uniform is provided by the Institute. Every Trainee must wear a clean and complete uniform daily.

## Hostel

There are limited hostel facilities for Catholic Boys from outside Delhi. Application form can be collected from the office.

