



MSME TECHNOLOGY CENTRE KANPUR



एमएसएमई प्रौद्योगिकी केंद्र कानपुर

UNDER MINISTRY OF MSME, GOVT. OF INDIA

एमएसएमई मंत्रालय, भारत सरकार

Address : Plot No 119-121, Block-T, Fazalganj Industrial Estate,
Near BPCL Fazalganj Depot, Kamla Club Road, Kanpur, UP 208012

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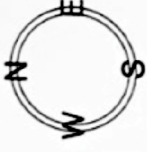
Email: info@msmetckanpur.org | Website: www.msmetckanpur.org



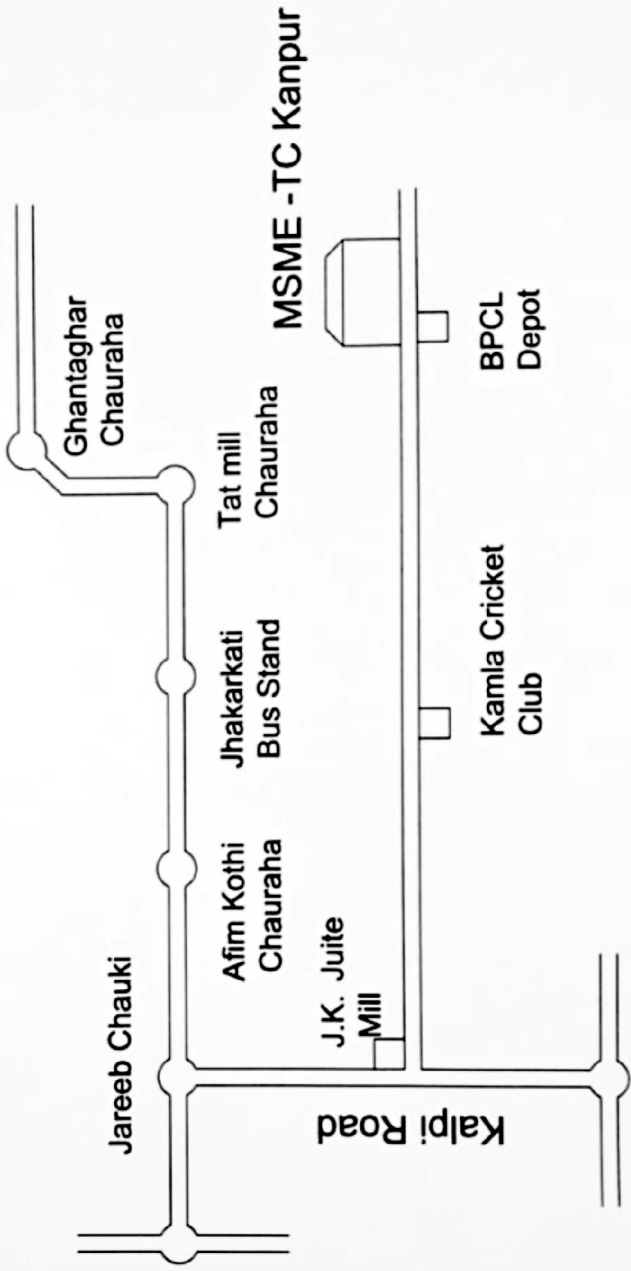
Admission for AICTE Approved Diploma Courses

PROSPECTUS

Session: 2024-25



Kanpur Central
Railway Station



Gumti No. 5

Fazalganj Chauraha

MSME TECHNOLOGY CENTRE, KANPUR

“RAGGING IS STRICTLY PROHIBITED IN MSME TC KANPUR”

Anybody found to indulging himself in ragging activities shall be severely punished to the extent of termination from training.

1. Introduction

MSME Technology Centre Kanpur was established under the “Technology Centre Systems Programme”(TCSP) of the Ministry of MSME, Government of India, under which 15 new Technology Centres are being established all over the country under a World Bank-funded program. The new TC is expected to give a significant boost to MSMEs of the region by improving access to the latest technology in General Engineering Sector and providing training to more than 8000 trainees per annum at full capacity. MSME TC Kanpur is registered as a Govt. Society (Non-Profit Organization) set up by the Ministry of Micro, Small and Medium Enterprises, Government of India for increasing employment and supporting the industrialization of UP through Skill development in the precision General Engineering Sector. The centre at Kanpur has been established at an investment of INR 114.20 Cr. In civil infrastructure and state of art machines, labs & equipment under the Mentorship of Central Tool Room Ludhiana.

The institute has been approved by AICTE, New Delhi to start two courses viz.(1) Diploma in Tool & Die under Mechanical Engineering and (2) Diploma in Mechatronics & Industrial Automation from Academic Year 2021-22 vide Letter of Approval F.No. Northern/2021-22/1-9554526951 dated 12-10-2021.

2. Facilities Available in the Tool Room

- The Training and Production Wings of the Tool Room are equipped with a comprehensive range of State-of-the-art and latest imported / indigenous machines including CAD/ CAM and specialized CNC Machines like CNC Lathe, CNC 3-D Coordinate Measuring Machine, CNC Milling, CNC EDM, CNC Wire EDM, Profile Grinder,3D Printing, Reverse Engineering, Vacuum Heat Treatment facilities, etc. The Tool Room is also equipped with Modern classrooms and teaching aids (OHP, LCD, VCD, TV & VCR).
- CAD/CAM lab with the various software of the latest version eg. Pro-E,UG-NX, Auto Cad, Master Cam, Delcam, Catia, Solidworks, etc.
- It is rich for the benefit of staff and Students with a huge number of technical and reference books.
- The Tool Room has a placement cell.
- A hostel is provided to the students based on the availability of seats.

3. How to Apply for Diploma Courses

- i. The prospectus and application form (part of the prospectus) can be downloaded from our website www.msmetckanpur.org. However, to apply, candidates required to send us filled-in application form along with Demand Draft prescribed amount towards the cost of a prospectus. DD should be in favour of “MSME Technology Centre Kanpur” payable at Ludhiana (UPI payment can be made through following bank details - Bank: Bank of India,

Current A/C no.: 455520110000676, Bank: Bank of India, IFSC: BKID0006496, Branch: Jamalpur Awana, Distt- Ludhiana, Punjab Pin-141010 A prospectus can also be obtained in person at MSME TC Office Kanpur by online payment through institute QR code.

- ii. Those who want to avail of Prospectus by registered post should send a self-addressed A-4 size envelope pasting the postal stamp on the envelope along with DD/ online payment receipt.

All candidates have to submit a copy of their Aadhaar card compulsorily at the time of admission. SC/ST/OBC/EWS candidates have to submit an online Caste Certificate issued by Competent Authority. Physically Handicapped candidates have to submit proof of disability. Candidates should not send any original certificate along with the application form. Physically handicapped candidates should be able to stand without any support and work freely with both hands. They should be capable of wearing safety shoes.

All applications are to be addressed to General Manager, duly super scribed on the envelope “Application for Diploma Courses - 2024”.

MSME TC Kanpur will not be responsible for any kind of postal delay.

4. Number of Seats

The total intake capacity for various Diploma courses is as given below:

4 years Diploma in Tool & Die under Mechanical Engineering – 60seats

3 years Diploma in Mechatronics & Industrial Automation – 60 seats

Reservations for SC, ST, OBC, EWS, and Physically Handicapped candidates will be as per Govt. of India norms.

The details of fees for each semester are given below:

| Sl. No | Particulars | Sem -I | Sem-II | Sem -III | Sem-IV | Sem -V | Sem-VI | 4 th Year* |
|--------|----------------------------------|----------|----------|----------|----------|----------|----------|-----------------------|
| 1 | Tuition fees | 23,000/- | 23,000/- | 23,000/- | 23,000/- | 23,000/- | 23,000/- | 46,000/- |
| 2 | Sports fees | 200/- | | 200/- | | 200/- | | 200/- |
| 3 | Convocation fees | | | | | | | 500/- |
| 4 | Record book fees | 200/- | | 200/- | | 200/- | | 200/- |
| 5 | Library service fees | 200/- | 200/- | 200/- | 200/- | 200/- | 200/- | 400/- |
| 6 | Computer lab fees | | | | | 1,500/- | | |
| 7 | Insurance fees | 400/- | | | | | | |
| 8 | Placement cell registration fees | 2,000/- | | | | | | |
| 9 | Security deposit (Refundable) | 2,000/- | | | | | | |
| 10 | Library deposit (Refundable) | 1,000/- | | | | | | |

| | | | | | | | | |
|-------------|-------------------------------|----------|----------|----------|----------|----------|----------|----------|
| 11 | Souvenir fees | 200/- | | 200/- | | 200/- | | 200/- |
| 12 | Building Establishment charge | 5,000/- | | | | | | |
| Grand Total | | 34,200/- | 23,200/- | 23,800/- | 23,200/- | 25,300/- | 23,200/- | 47,500/- |

□ **3 years Diploma in Mechatronics & Industrial Automation students will pay fees up to the 6th Semester only.**

□ **Tuition fee is free for SC/ST candidates**

The tuition fee should be paid within 10 days from the start of every semester.

Candidates have to pay an additional Rs 3200/- for uniform, drawing instruments & I. Card.

The students who fail to deposit the fees within the stipulated time have to pay a fine of Rs. 20/- per day including Sundays & holidays up to another three weeks after which the trainee will not be allowed in MSME TC.

Students are advised to purchase Drawing Instruments, and laptops for Design and Auto CAD classes.

5. Training Rules

5.1.0 These rules shall apply to all the trainees admitted to the Training Course at the Tool Room and shall come into force with immediate effect.

5.2.0 Definitions: In these Rules and Regulations

- "Tool Room" shall mean MSME Technology Centre, Kanpur.
- "Council" shall mean the Governing Council of the Tool Room.
- "Chairman" shall mean the Chairman of the Governing Council of the Tool Room.
- "General Manager" shall mean the General Manager of the Tool Room.
- "Course" shall mean the Training course of the Tool Room leading to "DIPLOMA".

5.3.0 Duration

The duration of the Course shall be 4 years or 3 years depending on the course in which the candidate has been selected. The exact date of starting the course shall be decided by General Manager. No trainee shall normally be allowed to join the course late. Under exceptional circumstances, however, General Manager may allow trainee(s) to join late, not more than 15 days with proper and reasonable justification. The period of delay shall not be compensated by any extra period of training. However, the trainee(s) shall put in extra effort to make up for the time lost.

5.4.0 Eligibility for Admission

Candidates having the following qualification shall be eligible for admission to the course.

- Matriculation (10th) or equivalent examination from a recognised Central or State Board with Mathematics and Science (Physics or Chemistry or both) passed and with a minimum

of 50% marks in aggregate for General/EWS (40% for candidates belonging to Scheduled Caste / Scheduled Tribe / Other Backward Class / physically handicapped).

- (b) The candidate should have attained the age of 15 years but should not be more than 19 years of age as of 01st July in the year of admission (Relax able up to 22 years in case of candidates belonging to Scheduled Caste / Scheduled Tribe / Other Backward Class / physically handicapped). Once the date on which the age of candidates is counted for determining their eligibility is fixed and notified, it shall not be changed even If the date of starting the course is advanced or deferred for any reason whatsoever.
- (c) Trainees shall not be allowed to join any other studies/training including part-time or evening courses during this course.

6.0 Method of Selection

Based on the percentage of High School of the candidates a merit list will be prepared and candidates will be selected for admission to the course in order of merit only. Selected candidates will have to produce a Medical Certificate of Fitness from a Registered Medical Practitioner on a prescribed form given with this prospectus. Colour Blind Students are not advised to join this course.

Reservation shall be made for candidates belonging to Scheduled Castes / Scheduled Tribes / Other Backward Class / physically handicapped & Economically Weaker Section as per Govt. of India rules. If any SC / ST / OBC/ physically handicapped candidate is selected on merit in Un-Reserved Category his name will be published in the Un-Reserved Category list.

7.0 Commencement of Course

As mentioned in the list of important dates.

8.0 Agreement

The candidates selected for admission shall have to agree with the Tool Room to abide by the rules and regulations of the course in force from time to time to the satisfaction of General Manager. The parents of the trainee have to enter into an agreement bond of Rupees Fifteen Thousand (Rs 15000/-) with the institute assuring that the trainee shall not withdraw from the course till the completion of the course.

9.0 Uniform

The trainees will have to come to the institute in proper uniform as per the colour and design specified by the Tool Room. They have to wear industrial shoes and safety goggles at the workplace.

10.0 Local Industrial Tour

The Centre shall arrange Industrial visits to local Industries. Students will have to meet the expenses incurred for this purpose.

11.0 Leave

- (a) A trainee who is injured due to an accident during his training at the Tool Room and is unable to attend his training on account of that shall be allowed leave, provided it is certified by such medical authorities as may be specified for this purpose by General Manager that he is unable to attend training on account of that injury.
- (b) No other leave except otherwise provided in this rule shall be permissible, even on sickness, to the trainees during the course. Any other period of absence, including late coming or any other commission, misconduct, or otherwise shall be treated as absence from training for compilation of the requisite percentage of attendance for eligibility for appearing in the Semester Examination / Final Examination.

12.0 Risks and Hazards

The Tool Room shall take all precautionary measures concerning safety. However, the Trainees should decide to join the course of their own free will and at their own risk. In case of any injury or any disablement (temporary/permanent) suffered by the trainees during the course due to any accident or otherwise the Tool Room shall not be liable to pay any compensation whatsoever. The trainees and their guardians (in the case of minors) shall indemnify the Tool Room on this account. Without prejudice to the above condition of engagement of trainees at the Tool Room, the trainees may insure themselves against the risk of accident and/or other industrial hazards for their engagement at the Tool Room as trainees for which insurance premium shall be paid by the trainees themselves. On the specific request of trainees, the Tool Room can arrange Group Insurance subject to the premium for this being paid by the trainees.

13.0 Termination of Training

- (a) During training the trainees shall strictly abide by the Rules and Regulations of the course and any other instructions issued by the General Manager or any other official authorized to issue such instructions from time to time.
- (b) Violation of any Rules and Regulations and/or any instructions by any trainee(s) shall amount to misconduct in terms of the aforesaid Agreement and Surety Bond and the training of trainee(s) may be terminated and the Surety Money shall be realized from the Surety and/or trainee(s) in terms of the Surety bond as aforesaid.
- (c) If any time during training, it is observed that the conduct/activity of trainee(s) goes against the smooth conduct of the training programs or any other activity or is otherwise detrimental to the interests of the Tool Room, the training of the trainee(s), may be terminated without notice and without assigning any reason. The decision of the official looking in this regard shall be final and binding on the trainee, his Surety, and Guardians.
- (d) If any trainee is found to be involved in any act of violence/riot / criminal and any other such activities, his / her training will be terminated by the centre without assigning any reason(s).
- (e) In case, the police detain any trainee for more than 24 hours in custody, his/ her training shall be terminated by the centre. Competent Authority to take action under this rule shall be the designated official or any other officer looking after his duties. The appellate authority in this case shall be General Manager.

The competent authority to take action under this rule shall be the designated official or any other officer looking after his duties. The appellate authority in this case shall be General Manager.

14.0 Hostel Fees

The trainees admitted as boarders shall pay the following fees;

| | |
|-----------------------|------------------------------------|
| Admission Fee | Rs. 250/- At the time of admission |
| Security Deposit | Rs 1000/- At the time of admission |
| Mess Security Deposit | Rs.1000/- At the time of admission |
| Establishment Charges | Rs 1250/- Per month |

The Security & Mess Security Deposit is refundable to the Boarders without any interest, when they vacate the hostel after adjustment of pending dues, if any. The boarders will pay the Establishment charge & Electricity charges every six-month within 10 days from the start of the semester and with a late fee of Rs.20/- per day for the next three weeks.

The hostel will be allotted only after receiving a request from the parents/guardians of the trainees. Similarly, the trainee can leave the hostel only after getting consent from the parents/guardians.

Hostel fees are payable on a semester basis and the trainees will not get the balance of hostel fees even if he/she leaves the hostel in between semester.

15.0 Power to Amend & Relax the Rules

These Rules including fee structure are subject to change and Amendment & Relaxation in the Rule(s) can be made by the Governing Council or its Chairman or any of its delegated authority at any point in time.

16.0 Application of Other Rules

Such of the rules and regulations which have not been referred herein or other decisions of the Governing Council of the Tool Room shall apply to trainees of the course except where said provisions have become repugnant due to any provision laid down in these Rules and Regulations.

17.0 Repeal

Any rules and regulations corresponding to these rules and regulations in force immediately before the commencement of these rules & regulations and applicable to trainees to whom these Rules and Regulations apply are hereby repealed, provided that any order made or action taken under the rules and regulations so repealed shall be deemed to have been made or taken under the corresponding provisions of these Rules and Regulations. All admissions made before coming into force of these Rules and Regulations shall be deemed to have been made under these Rules and Regulations and all the present Trainees shall be governed by these Rules and Regulations.

18.0 SYLLABUS OF DIPLOMA IN TOOL & DIE UNDER MECH. ENGINEERING

| Semester | Subject | Practical |
|----------|---|---|
| 1st | Basic Mathematics | Computer Fundamental Bench Work & Fitting Shaping & Turning Exercise |
| | Engineering Graphics | |
| | Manufacturing Technology (Fitting) | |
| | Manufacturing Technology (Turning) | |
| | Basic Physics | |
| | Measurement & Control | |
| | English - I | |
| 2nd | Engineering Mathematics | Physics Lab Practice Bench Work & Fitting Shaping & Turning Exercise |
| | Mechanical Engineering Drawing | |
| | Manufacturing Technology (Milling) | |
| | Metrology & Quality Control | |
| | Mechanical Engineering Materials | |
| | Communication Skill | |
| 3rd | Applied Mathematics | Development of Life Skills (Group Discussion) Milling & Grinding Exercise |
| | Manufacturing Technology (Grinding) | |
| | Advance Manufacturing Process | |
| | Mechanical Engineering Materials (Plastics) | |
| | Theory of Machines & Mechanism | |
| | Jigs & Fixture (Theory & Design) | |
| 4th | Fluid Mechanics and Machinery | Professional Practices (Group Discussion) Milling & Grinding Exercise CNC |
| | Power Engineering | |
| | Applied Science (Mechanical) | |
| | Press Tool (Theory & Design) | |
| | Thermal Engineering | |
| | Auto CAD | |
| 5th | Forging | Development of Life Skills (Group Discussion) Press Tool / Mould-making Exercise |
| | Strength of Material | |
| | Industrial Management | |
| | Mould (Theory & Design) | |
| | TQM | |
| | Engineering Mechanics | |

| | | |
|-----|----------------------------|--|
| 6th | Mechatronics | Professional Practices (Group Discussion) Press Tool / Mould-making Exercise Basic Electrical Lab Practices Basic Electronics Lab Practices |
| | Basic Chemistry | |
| | Electrical Engineering | |
| | Die Casting Design | |
| | Fundamental of Electronics | |
| | Hydraulic & Pneumatic | |
| 7th | Industrial Training | |
| | Written Test | |
| 8th | Industrial Training | |
| | Project Work | |
| | Viva | |

18.1 SYLLABUS OF 3-YEAR DIPLOMA IN MECHATRONICS & INDUSTRIAL AUTOMATION

| Semester | Subject | Practical |
|----------|------------------------------|---|
| 1st | Communicative English | Basic Electronics Lab Practice |
| | Engineering Mathematics - I | Basic Electrical Engineering Lab Practice |
| | Engineering Physics | Physics Lab Practice |
| | Engineering Drawing | Workshop Practice |
| | Basic Electrical Engineering | Lab Practical |
| | Basic Electronics | |
| 2nd | Engineering Mathematics - II | Computer Application Lab Practice |
| | | |
| | Engineering Chemistry | Workshop Practice |
| | Computer Application | Lab Practical |
| | Machine Drawing | |

| | | |
|-----|-------------------------------------|---------------------------------------|
| | Engineering Mechanics | |
| | Professional English & Seminar | |
| 3rd | Mechanical Engineering Science - I | Electrical Lab Practice |
| | Electrical Engineering Science | Electronics Lab Practice - I |
| | Analog Electronics | Workshop Practice |
| | Digital Electronics | Lab Practical |
| | Engineering Metrology | |
| | Applied Mechanics | |
| | Auto Cad | |
| 4th | Mechanical Engineering Science | Electronics Lab Practice - II |
| | Material Technology | Computer Programming Lab |
| | Computer Programming - C, C++, Unix | CAM Lab Practice using Pro - Engineer |
| | Measuring System | Measuring System Lab Practice |
| | Mechatronics System | Lab Practical |
| | Industrial Management | |
| 5th | Micro Processor | Microprocessor Lab Practice |
| | Industrial Electronics | Computer Programming Lab Practice |
| | Control System | Hydraulics & Pneumatics Lab Practice |
| | Hydraulics and Pneumatics | Lab Practical |

| | | |
|-----|---|--------------------------------------|
| | Computer Programming - MS Access, VB Network | |
| | Mechatronics System Design | |
| 6th | Embedded System | Logic Control Design Lab Practice |
| | CNC Technology | CNC Lab Practice |
| | Digital Signal Processing | Robotics Lab Practice |
| | Programmable Logic Control | Embedded System Lab Practice |
| | Robotics | |
| | Plain Maintenance & Safety | |

19.0 RULES FOR THE EXAMINATION

ELIGIBILITY CRITERIA

Attendance - Minimum attendance necessary for appearing in the end semester examination shall be 80% Attendance provided upon attaining the requisite proficiency. However, it is desired that the students should strive to achieve 100% attendance. No relaxation in the minimum attendance towards eligibility for appearing at the Semester Examination shall be allowed.

Overall Pass Criteria

| SEMESTER EXAM | Theory Minimum Marks | | Practical Minimum Marks | |
|------------------|--|--------------------------------|--------------------------|-------------------------|
| | Sessional Examination | Semester Examination | Sessional Examination | Semester Examination |
| 1 to 8 | Minimum 50% in each Subject | Minimum 40% in each Subject | 50% | 50% |
| | Aggregate 45% on each subject including both the Sessional and Semester Exam. | | | |

19.1 Promotion under Probation:

This shall be considered in the following cases if it is felt that there is a scope for improved performance:-

1. If there is a shortfall in the prescribed sessional requirements during the semesters in theory or practical or both.
2. If there is a shortfall in the semester-end exam marks prescribed in practical.
3. If there is a shortfall in the semester-end exam marks in theory subjects.

19.2 Declaration of Probation (D. P.)

1. Trainees failing in four or less than four subjects in any Semester Examination shall be promoted (conditionally) and shall have to appear and pass in the failed subject(s) in subsequent two chances during the course period. Failing to clear the subjects in the given chances the student shall be deemed to be terminated from the training Centre.
2. Students must attend classes in their assigned shifts as designated by the Batch Incharge. Non-compliance may result in disciplinary action.
3. Trainees are advised to maintain a decent appearance in the workplace. Boys need to keep their hair well-groomed and clean, while girls must tie their hair neatly. Inappropriate appearance may result in disciplinary action, such as verbal or written warnings, suspension, or even termination.
4. Trainees who shall fail in the final semester, have to pass the failed subject(s) in subsequent two consecutive chances, after which they shall not be allowed to appear for the Examination & no Diploma shall be awarded leading to termination of training forthwith.
5. (i) Trainees who shall fail in more than 4 subjects taken together in both semesters in a particular academic year shall be detained & have to repeat all the papers along with the next batch of trainees.
(ii) If a student fails to appear at the semester-end examination due to a shortage of attendance in a particular academic year, shall be detained and will have to continue with the Next Batch.
6. Students can apply for Re-evaluation of Semester exam papers by submission of fees of Rs.100/- along with the re-evaluation application form.
7. No trainees shall be allowed to repeat a year more than once or to repeat more than two years during the whole course. In case a trainee fails to pass semester examinations within these rules, the training shall be terminated for his unsatisfactory performance in terms of the agreement/surety bond furnished by the trainee at the time of his / her admission to the course.
8. To appear back papers (repeat failed subjects) a fee of Rs.200/- per subject shall be charged. However, there will be no fee for regular examinations.
9. Trainees who qualify in the Final Examinations shall be placed in three Divisions according to the average marks obtained (1st - 8th Semesters) as follows:

- Trainees who secure 70% or more marks shall be placed in First Division.
 - Trainees who secure 55% or more marks but less than 70% marks shall be placed in the Second Division.
 - Trainees who secure less than 55% marks shall be placed in Third Division.
10. On successful completion of the Diploma Course, the trainees shall be awarded the Diploma Certificate by the Centre.
 11. The examination shall be conducted according to the such program as may be notified by the officer designated for the purpose.
 12. Examiners or a Board of Examiners shall be appointed by General Manager which may include Internal Examiners (Officials of the Tool Room) and External Examiners. Examiners or Board of Examiners shall be assisted by the officials of the Tool Room in the manner to be decided by General Manager.
 13. Failure to appear in the examinations for reasons whatsoever shall be treated as a failure to qualify (pass) in the final Examination.
 14. In case a trainee desires to get his answer book for theory examination(s) and his performance in practical examination(s) re-evaluated he may make a request for the same on a form prescribed for the purpose and pay a fee of Rs 100/- for each subject he desires to be re-evaluated. For this purpose theory and practical for each subject shall be treated as separate and an application fee is required to be paid for each. At the same time, Trainees will have to give an undertaking that they shall accept the result of re-evaluation even if it amounts to a reduction in the marks obtained by him. Based on re-evaluation no alteration shall be made to the marks if a change is less than 5% of the original marks unless a change is from fail to pass or change of Division obtained by him. The application re-evaluation should be made within 15 days of the declaration of the result. Late applications will not be considered.
 15. If the trainee fails the internal exam he will not be allowed to appear in the external exam in that particular subject.
 16. If the trainee fails the internal practical exam he will have to repeat the whole year along with the next batch.

20.0 Rules of Attendance, Time Keeping, Conduct, etc.

1. Every trainee shall be present at his/ her place of training following the program prepared and notified. He/she shall maintain utmost punctuality in timekeeping. If he/she is not found in his / her place of training without any justification to the satisfaction of his batch In-charge or any other officer or expert of the Tool Room, he/she shall be marked absent for the day, in addition to disciplinary action which might be taken against him/her.
2. No late coming shall be allowed. Depending on whether a trainee is late in the forenoon or the afternoon his / her late attendance shall be treated as a half-day absence either in the First half or in the Second half.
3. Every trainee shall take permission from the Concerned Officer to leave his / her place of training.

4. Trainees shall attend training classes (theory as well as practical) in uniform and shoes as may be prescribed from time to time by the Tool Room. Trainees shall at their costs, arrange uniforms and shoes and other articles of dress (full pants, shirts, etc.) themselves. No trainee shall be allowed to attend in chappals, slippers, sandals, or in any loose dress considered to be unsafe by the batch in-charges and other officers of the Training Department and such trainee shall be sent back from the Tool Room and marked absent on the day.
5. Trainees shall maintain their uniforms in neat condition. They shall replace the broken buttons etc. and mend the damaged uniform.
6. Trainees shall arrange at their own cost, all stationery, drawing, and other instruments and books prescribed for the course. Tool Room may, however, at its sole discretion, issue some stationery for the sake of uniformity for which cost shall be payable by trainees.
7. Trainees may borrow such books from the Tool Room as the Tool Room may earmark for the purpose from time to time.
8. During training, trainees shall handle and maintain the Tool Room's property, namely; machines, instruments, tools and equipment, special and standard accessories, electrical equipment including switchboards, switches, lights, fans, hand tools, furniture items, sanitary & water supply fitting, building and other civil structures, lawn, raw materials, consumables and other articles of the Tool Room with utmost care so as not to cause any damage, excessive wear and tear, deface or tarnish the appearance or good looks. Trainees should refrain from writing anything on the walls, other civil structures, plants, and equipment or otherwise marking them in any way, sticking bills, posters, etc.
9. Trainees shall strictly follow the procedures introduced from time to time and instructions issued by General Manager or any other official of the Tool Room authorized to do so about the following:-
 - Issue and return instruments, tools, etc. from Store.
 - Deposit of finished and semi-finished practical exercises jobs.
 - Reporting of breakages.
 - Proper maintenance of machines and other plant and equipment, accessories, etc. Including periodic lubrication.
 - Disposal of borings and turning and other scraps.
 - Cleanliness of machines including cleaning of shop-floor around machines.
 - Lights and Fans.
 - Operation of Machines during power cuts.
 - Tool and material God owns.
 - Industrial lockers.
 - Tool lockers and material lockers.
 - Handing over / taking over machines and other equipment.
 - Allotment and operation of machines etc.

- Any other subject not included above.
10. Any loss or damage to the Tool Room's property arising out of a wilful act of a trainee or due to his negligence or non-compliance with instructions, safety rules, or the established conventional norms of use of that property, shall be recovered from the trainee and/or his / her surety guardians. The decision of the General Manager as to whether the loss or damage has occurred out of a wilful act or negligence or non-compliance as aforesaid, or not, about the amount of loss/damage, shall be final and binding on the trainee & his surety and guardians.
 11. The Tool Room shall provide opportunities for training for the course to trainees who, at their own free will, decide to undergo training at the Tool Room as per terms and conditions known and understood by them including the powers of the Governing Council and other competent authorities to amend the terms and conditions at any time and without notice and to formulate and amend procedure, rules whenever considered necessary. Trainees shall not in any way resort to making organized claims, protests, or any other activity for change in terms and conditions of their admission to the course, or any form of collective bargaining. Difficulties experienced, if any, by them should be brought to the notice of the batch In-charges or other officials of the Tool Room in individual capacities, in the manner which may be prescribed from time to time. Trainees are not allowed to form any union or association.
 12. No meeting shall be conducted by the trainees inside the premises of the Tool Room including any other sub-office, cell, or any building, without the prior permission of the General Manager or any other authority competent to give such permission.
 13. The period spent by the trainees, even if it is within MSME TC premises in a manner otherwise than according to the program of training including examinations, class tests, etc. shall be treated as a full day's absence for this purpose.
 14. The trainees shall attend practical (basic and shop floor etc.) training and related instruction classes regularly. Irregular attendance or absence from training for more than six working days without authorized permission will be treated as a loss of lien and will be liable for the termination of the training.
 15. Inviting other(s) to act in any manner which goes against the interest and objectives of the Tool Room or the intention and purpose of any Rules of the Tool Room or instructions issued, shall be treated as gross misconduct of the trainee(s).
 16. The following shall be deemed to constitute misconduct of the trainees (s) punishable under MSME TC, training rules as misconduct of the trainee(s):-
 - Wilful Insubordination or disobedience whether alone or in combination with others of any lawful and reasonable order of his superior or commission of any acts subversive of discipline or good behaviour.
 - Instigating others to act in any manner which goes against the interest and objectives of the tool room or the intention and the purpose of any rules of the tool room or instructions issued, shall be treated as gross- misconduct of the trainees.

- Theft, fraud, any dishonest act, bribery, or any illegal gratification.
 - Possession, distribution, and display, within the Tool Room's premises, of any unauthorized bills, pamphlets, books, placards, or banners.
 - Coming to the Tool Room in a drunken condition or under the effect of any intoxicants/narcotics or possession of any such things or any lethal weapons in the Tool Room's premises.
 - Gambling within the Tool Room's premises including any other sub-office, or building of the Tool Room.
 - Smoking chewing Gutka / Tobacco in the Premises.
 - Refusal to receive an official document.
 - Deliberate false statements, falsification of records, impersonation, suppression of facts.
 - Willful failure to report occurrences or any information which may endanger other's life or Tool Room's property.
 - Private or personal work within MSME TC premises and with Tool Room's facilities whatsoever.
 - Staying inside Tool Room's premises beyond training hours except when permitted or authorized.
 - Violation or non-compliance with any Rules or instructions issued.
 - Participating in an illegal strike or abetting, inciting, instigating, or acting in furtherance thereof.
 - Absent without leave or without information or overstaying the sanctioned leave without reasonable cause or proper or satisfactory explanation of absence from the Training Centre of the trainees without permission or sufficient cause.
 - Habitual absenteeism.
 - Habitual late attendance.
 - Collection or canvassing for collection without the permission of the MSME TC KANPUR/Training Centre of any money except following the rules of MSME TC KANPUR.
 - Wilful damage to work in process or to any property of MSME TC/ Training Centre.
 - Holding meetings inside the premises of the establishment without prior permission of the MSME TC KANPUR.
 - Any other act which goes against the interest and objectives of the Tool Room or the intention and purpose of any Rules, Procedures, and standing instructions.
17. During the course, the trainees shall not apply for any employment, scholarship, travel ship, part-time work, or any other training otherwise than through General Manager. They shall apply through a proper channel which will be considered on the merits of each case.
18. Trainees shall not commercialize any, a discovery made in the course of training in the Tool Room.

19. The trainees are instructed to collect all the papers and documents submitted at the training centre at the time of admission within 15 days of the completion of the course after clearing their dues from all the departments. The Tool Room shall not be responsible for any papers or documents of the trainees beyond this period.

Format

(Non –Judicial stamp paper any amount and signed by the parents & notaries on all pages)

AGREEMENT BOND TO BE SIGNED BY THE GUARDIAN

An agreement made this (present date).....day of (month)..... two thousand..... between MSME Technology Centre, Kanpur, A Government of India Society, registered under the Society Registration Act, 1860 and having its Training Centre at Kanpur, (hereinafter referred to as training Centre) and the trainee (trainee’s name)..... (hereinafter referred to as trainee) and (father’s name)guardian of the said trainee who is aged about (age)..... years (hereinafter referred to as the confirming part)

Whereas the MSME Technology Centre in a course its renders professional service made agreements for admission to the Diploma Course at the MSME Technology Centre, Kanpur, and for such purpose as per the Rules and Regulation made by the MSME Technology Centre, Kanpur made agreements for selection of suitable trainees to undergo the said course on the terms & conditions of such training notified to all the prospective trainees intending to undergo the said “course”.

And whereas (students name)..... was selected for admission to the said “ course” at the said training centre on the term and conditions of the prospectus, the guardian of the said trainee agrees to furnish a surety bond for the sum of Rs.15,000/- (Rupees Fifteen Thousand only).

And whereas agrees to fully comply with the term and conditions referred to in the letter of appointment for his training in the said course.

NOW THIS AGREEMENT WITNESS AS UNDER

1. MSME Technology Centre, agrees to admit the trainee in its Diploma Course on due fulfilment on his part of the obligation mentioned issued vide the letter of appointment issued by the MSME Technology Centre, Kanpur, to the trainee.
2. MSME Technology Centre, Kanpur on the admission of the said trainees will allow the trainee to learn both theoretical and practical matters specified in the syllabus meant for the Training course for Diploma Course (hereinafter referred to as “Course”) with its amendments and/or. Modification, If any, and trainee agrees to devote his whole time and energy to get benefits while undergoing the said training for specified Four years and undertakes not to accept any jobs whether on a part-time or full-time basis anywhere and /or not to devote his time for any financial gains or otherwise while undergoing his training in the said course.
3. That the trainee agrees and understands that if he is not interested to continue his course of training, he/she should intimate in writing to the management requesting for the termination of his training trial period and the same shall be made within one month of joining the course.
4. Trainee further agrees and undertakes that subsequent to the final confirmation of the satisfactory initial trial training period of **one and half months** from the date of the commencement of the course ie in the event the trainee of his own abandonee or cause cessation and/ or termination in any manner for any reason to continue his training and / or causes termination of his training for any reason whatsoever whether on health ground or otherwise prior to the-completion of 4 years the trainee and surety will be jointly and / or severally liable to refund the aggregate amount of the liquidated damage of Rs. 15,000/- (Rupees Fifteen Thousand) only due to the expenses etc. incurred by the MSME Technology, Kanpur for the training of the trainee as well as loss or opportunity caused to the prospective of other trainees to whom admission was not granted earlier due to the admission of the trainee’s view of his trade categorical assurance as well as undertaking not to cause cessation of his training till the expiry of four-fixed year of training of trainee.

5. The parties agree that during the **initial trial period of training of one and half months**, the trainee shall have the right to terminate the present agreement including the termination of the continuance of the trainee of the training by giving in writing and for such termination of training period there will be no financial obligation of the trainee to pay liquidated damages to the MSME Technology, Kanpur and however, in the event of said trial training period of one and half months the MSME Technology, Kanpur shall have the right to terminate the training period of the student if not found suitable.
6. The trainee agrees and confirms that given his admission to the said course, the relation between the MSME Technology Centre, Kanpur, and the trainee shall be strictly the relation between a practical educational Institution and its pupil and shall not in any way be construed as a relation between employer and employees and/or between master and servant. The trainee while undergoing the training shall attend with their risks as well as hazards and MSME Technology Centre, Kanpur will not be in any manner held responsible or liable financially or otherwise in the event of an accident or accidental injuries caused to the trainee.
7. The trainee agrees and confirms that due to his admission in the said course and his successful completion of Four years training period, it shall not at all be obligatory for the MSME Technology Centre, Kanpur to offer any employment to the said trainee after completion of such Four years.
8. The trainee further agrees that besides the provisions mentioned earlier, the trainee shall have the following obligation, which he agrees to and confirms for its due fulfilment.
 - (a) The trainee shall conduct himself as a trainee learning the matters prescribed for the said course and not treated as an industrial worker, learn consciously as well as diligently, and endeavor to qualify himself as a skilled tool maker before the expiry of the said course.
 - (b) The trainee shall attend practical (basic and shop floor etc.) training and related instruction classes regularly. Irregular attendance or absence from training for more than six days without authorized permission will make him liable for the termination of the training.
 - (c) The trainee will not be allowed to sit for the Semester End examination if he/she fails to attain 80% attendance criteria till the start of the semester examination of that particular semester. Shortage of attendance for reasons whatsoever (including on medical grounds) will not be considered a ground to relax the 80% minimum attendance criteria requirement to sit for the semester-end examination.
 - (d) The trainee will accept without any objection termination of his training after the completion of the said initial one and half months trial training period in the event the MSME Technology Centre, Kanpur at its sole discretion terminates the present agreement due to unsatisfactory progress of the training of the trainee or due to any misconduct committed by the trainee or due to subversive activities and/or acts of indiscipline on the part of the training under such circumstances will be deemed to have caused his termination of training and shall be liable to make payment of the liquidated damages mentioned in clause 5 of the present agreement.
 - (e) The trainee shall appear for periodical tests that may be conducted from time to time by the MSME Technology Centre, Kanpur.
 - (f) The trainee during the continuance of his four years training course which will be deemed to be completed on ----- will not enter into any contractor agreement for his training and/or employment in any manner with any neither concern nor enter into any correspondence in this behalf.
 - (g) The trainee in case of any report against him received by any MSME Technology Centre, Kanpur will face the consequence of acts subversive of discipline and/or loss of reputation of the MSME Technology Centre Kanpur and under such circumstances, the MSME Technology Centre, Kanpur shall be entitled to take appropriate action against the trainee in the manner steps are ordinarily to be taken against any pupil attending the training institution.

9. The trainee further agrees that besides the provisions mentioned earlier the MSME Technology Centre, Kanpur shall have the following obligation which it agrees to and confirms.
- (a) The MSME Technology Centre, Kanpur will make efforts for suitable training for the said course Diploma in _____.
 - (b) The MSME Technology Centre, Kanpur has no financial obligation for making any payment for the training.
 - (c) The MSME Technology Centre, Kanpur shall have no obligation for providing accommodation or residential purpose of the training and/or to provide any quarter or if provided a nominal amount may be charged from the trainee being the administrative expenses.
 - (d) The weekly days of the training of the trainee will be as follows provided that the training centre shall have the right to make alternations and the modification of the same.
 - (e) The centre will observe fixed days per week during the course. The weekly off may be on any day as per the decision of the MSME Technology Centre, Kanpur.
 - (f) The MSME Technology Centre, Kanpur at the discretion notifies the holidays in a calendar year when the trainee need not attend the training, and the decision of the MSME Technology Centre, Kanpur shall be final and binding.

i) Signed and delivered by the said (trainee) -----

In the presence

- 1)
- 2)

ii) Signed & delivered by the said (Parents).....

In the presence of

- 1)
- 2)

iii) Signed & delivered by the said MSME Technology Centre, Kanpur in the presence of

- 1)
- 2)

FORMAT

(Non –Judicial stamp paper any amount and signed by the parents & notaries on all pages)

SURETY BOND TO BE SIGNED BY THE GUARDIAN & SURETY

Known all me by those present that we (father's name)..... son/daughter of (grand father's name of the candidate)..... (Hereinafter called the guardian) Guardian of (student name)..... son of (father's name)... resident (address)..... and (surety's name).....son of (father's name of the surety)..... hereinafter called the surety do hereby bind ourselves and our respective heirs, executors, and administrators to pay to the MSME Technology Centre; Kanpur (hereinafter called the Centre) on demand the sum of Rs. 15,000/- (Rupees Fifteen Thousand) only whereas the above (student name).....of the bounded (father's name)..... is admitted to the Diploma(hereinafter referred to as COURSE) in the MSME Technology Centre on.....(present date).

AND WHEREAS it shall not be obligatory on the part of the MSME Technology Centre, Kanpur to offer any employment to the trainee on completion of neither this training nor it shall be obligatory on the part of the trainee to accept any employment under the centre.

THIS CONDITION OF THE ABOVE WRITTEN OBLIGATION IS THAT IN THE EVENT OF THE ABOVE (student name)..... Son/ daughter of the above bounded (father's name).....

a) Not conforming to the rules and Regulations of the course and any other instructions regarding the training of studies conveyed to him/her by an authorized official of the MSME Technology Centre, Kanpur.

OR

b) Failing to intimate to the centre the amount and other particulars in respect of any stipend or other money earned or received by him/ her during the period of his/ her studies at the centre.

OR

c) Refusing to hand over or surrender to the MSME Technology Centre, Kanpur the whole or part such stipend or other money received by him/her as aforesaid, if and when required to do so by the MSME Technology Centre, Kanpur.

OR

d) Getting adverse reports regarding the progress of his/ her training or studies or regarding his/ her conduct or the failure to refund to the MSME Technology Centre, Kanpur, any overpayment made to him/ her during his / her training at the MSME Technology Centre, Kanpur.

e) Leaving the training course before its completion or being absent from training without information is deemed to be treated as leaving without completion of the course.

f) Failing to observe the terms and conditions of the agreement executed for admission to the course the training of the trainee will be liable to be terminated and the above (student name).
.....Bounded (father's name)..... Forthwith refund to the centre on demand, the liquidated damage of Rs. 15,000/-(Rupees Fifteen Thousand only)

AND UPON his / her making such refund the above-written obligation shall be void and have no effect; otherwise, it shall be and remain in full force and virtue.

PROVIDED ALWAYS THAT The liability of the surety (other than own relative)..... hereunder shall not be impaired or discharged because of time being granted or for any foregone act, or commissions/commission of the MSME Technology Centre, Kanpur, or any person authorized by them whether with or without the consent or knowledge of the said surety (other than own relative). Before using the surety (other than own relative)for amounts due.

Signed and delivered by the above bounded

Signature of the parents

With full postal address

In the presence of (witness with name and full postal address)

- 1.
- 2.

Signed and delivered by the surety (other than own relative)

In the presence of (witness with name and full postal address)

- 1.
- 2.

SIGNATURE AND SEAL OF THE ATTESTING OFFICER

PLACE

General Manager

Date

MSME Technology Centre, Kanpur

To,
The General Manager,
MSME TC, Kanpur,

Sub: - Request for hostel Allotment

Sir,

My Son/ Daughter.....Form No.....has got the admission in the.....Course in Session: 2024-25 in your institute. As we are residents of.....and not having our arrangement of accommodation in Kanpur nearer to the institute, I request you to provide the hostel accommodation for my son/ daughter.

I assure you that my ward will maintain the utmost discipline in the institute. We have read and understood the rules & regulations of the hostel and abide to agree by me and by my ward.

Thanking you.

Yours Sincerely,

Student's Signature

Father's Signature

Address:

Vill

P.O.....

P.S.....

District.....

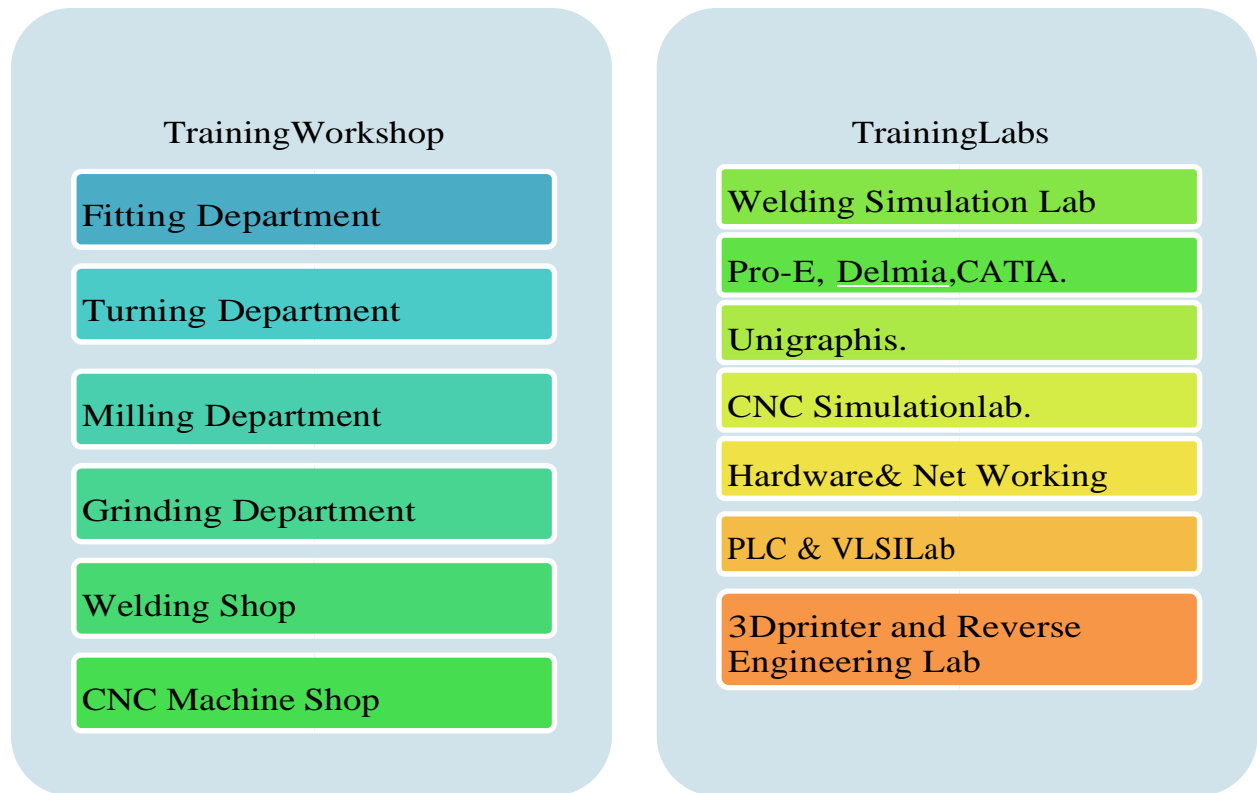
State.....

Pin Code.....

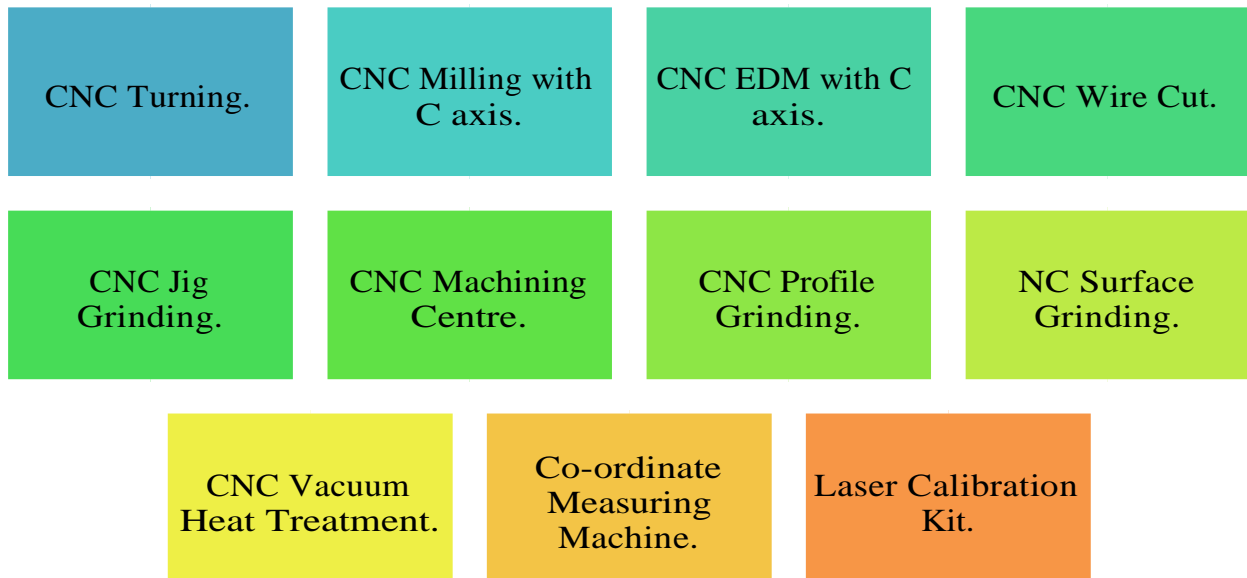
Parent's Mobile No.....

Student's Mobile No.....

Training Facilities



Tool Room Facilities



Important dates to remember:

| Sl no. | Admission Activity | Date |
|---------------|--|---|
| 1 | Sale of Application Form | 15th May 2024 to 15th July 2024 |
| 2 | Last date of receipt of the filled-in Application Form | 18th June 2023 |
| 3 | Date of First Merit list and waiting list publication at www.msmetckanpur.org | 20th July 2024 |
| 4 | Dates of counselling | 22th July 2024 to 25th July 2024 |
| 5 | Dates of counselling of waitlisted candidates | 27th July 2024 to 28th July 2024 |
| 6 | Dates of commencement of the course | 01st August 2024 |

Fill out the application form as per the direction on the reverse of this page.



MSME TECHNOLOGY CENTRE, KANPUR

APPLICATION FOR ADMISSION TO DIPLOMA COURSES

Application No.: 24/DIPLOMA/.....

| | | | | | | | | | | |
|---------------------------------------|-------------------|------------------------------|--------------------------|------------------------|-----------------------|------------|----------|--|-----|--|
| Name (in Capital letters) | | | | | | | | | | |
| Father's/Guardian's Name: | | | | | | | | | | |
| Mother's Name: | | | | | | | | | | |
| Date of Birth: | | | | | | | | | | |
| Sex (Please Tick): | Male | | Female | | | | | | | |
| Present Address: | | | | | | | | | | |
| | Post: | | | | P.S.: | | | | | |
| | Dist: | | | | State: | | | | | |
| | Pin: | | | | Mob. No: | | | | | |
| Aadhaar No. | | | | | | | | | | |
| E-Mail ID: | | | | | | | | | | |
| Nearest Railway Station: | | | | | | | | | | |
| Annual Family Income: | | | | | | | | | | |
| Mobile No./Phone No. with STD: | | | | | | | | | | |
| Category belongs to (Please tick): | General | | EWS | | SC | | ST | | OBC | |
| Physically Handicapped (Please tick): | Yes / No | | | Self-Help Group (SHG): | | | Yes / No | | | |
| If yes, the Name of SHG: | | | | | Identification Marks: | | | | | |
| Permanent Address: | | | | | | | | | | |
| | Post: | | | | P.S.: | | | | | |
| | Dist: | | | | State: | | | | | |
| | Pin: | | | | Mob. No: | | | | | |
| Nearest Railway Station: | | | | | | | | | | |
| Educational Qualification: | | | | | | | | | | |
| Examination | Year of Appearing | Name of the School/Institute | Name of Board/University | Division | Total marks Secured | % of Marks | | | | |
| Matric / Equivalent | | | | | | | | | | |

I do hereby declare that the information given above is true and correct to the best of my knowledge and belief. In the event, if any suppression of information/fact or misinterpretation is detected later on, my candidature will automatically be made rejected before/after my admission without any notice. Hence, I do promise to abide by the rules and regulations decided by the Centre.

Signature of Father/ Guardian:

Place:

Date:

Signature of the Candidate

Candidate's left thumb impression

IMPORTANT INSTRUCTIONS

Before sending the application form, please check the following:

1. Candidates should attach their latest (within six months) clear, one-colour photo on the application otherwise the application will be rejected.
2. Black & White Photo will be rejected.
3. Guardian signature in the application will be considered only if the parents are not alive.
4. Applications without identification marks and left-hand thumb impressions will not be considered.
5. The application should be strictly filled in by the candidates.
6. Candidates should not sign on the photo pasted on the application form. Photos should be pasted and not stapled.
7. Candidates must check the merit list on the official website.

Signature of candidate

(Self Address For Communication To Be Filled In Capital Letters Clearly By The Candidate)

TO.

Name & Address of the candidate:

DIST: _____

STATE: _____

PIN :

TO.

Name & Address of the candidate:

DIST: _____

STATE: _____

PIN :

TO.

Name & Address of the candidate:

DIST: _____

STATE: _____

PIN :

TO.

Name & Address of the candidate:

DIST: _____

STATE: _____

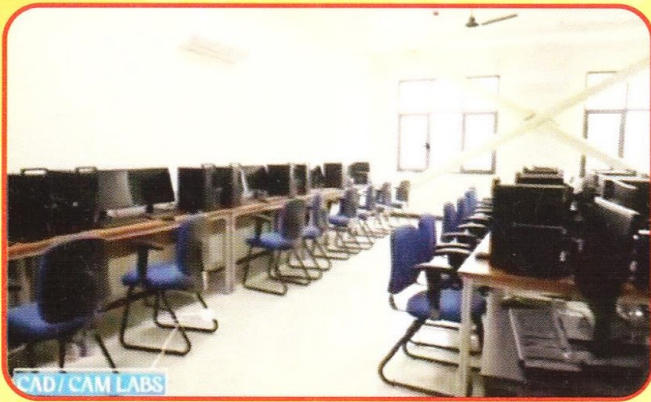
PIN :



Training Block



Inside Training block



CAD /CAM LAB



PLC LAB



AUTOMATION LAB



CNC SIMULATION LAB



AUTO CAD LAB



CAD /CAM LAB