



TOOL ROOM & TRAINING CENTRE PATNA

(An Extension Centre of IDTR, Jamshedpur)



Ministry of Micro, Small & Medium Enterprises
Government of India

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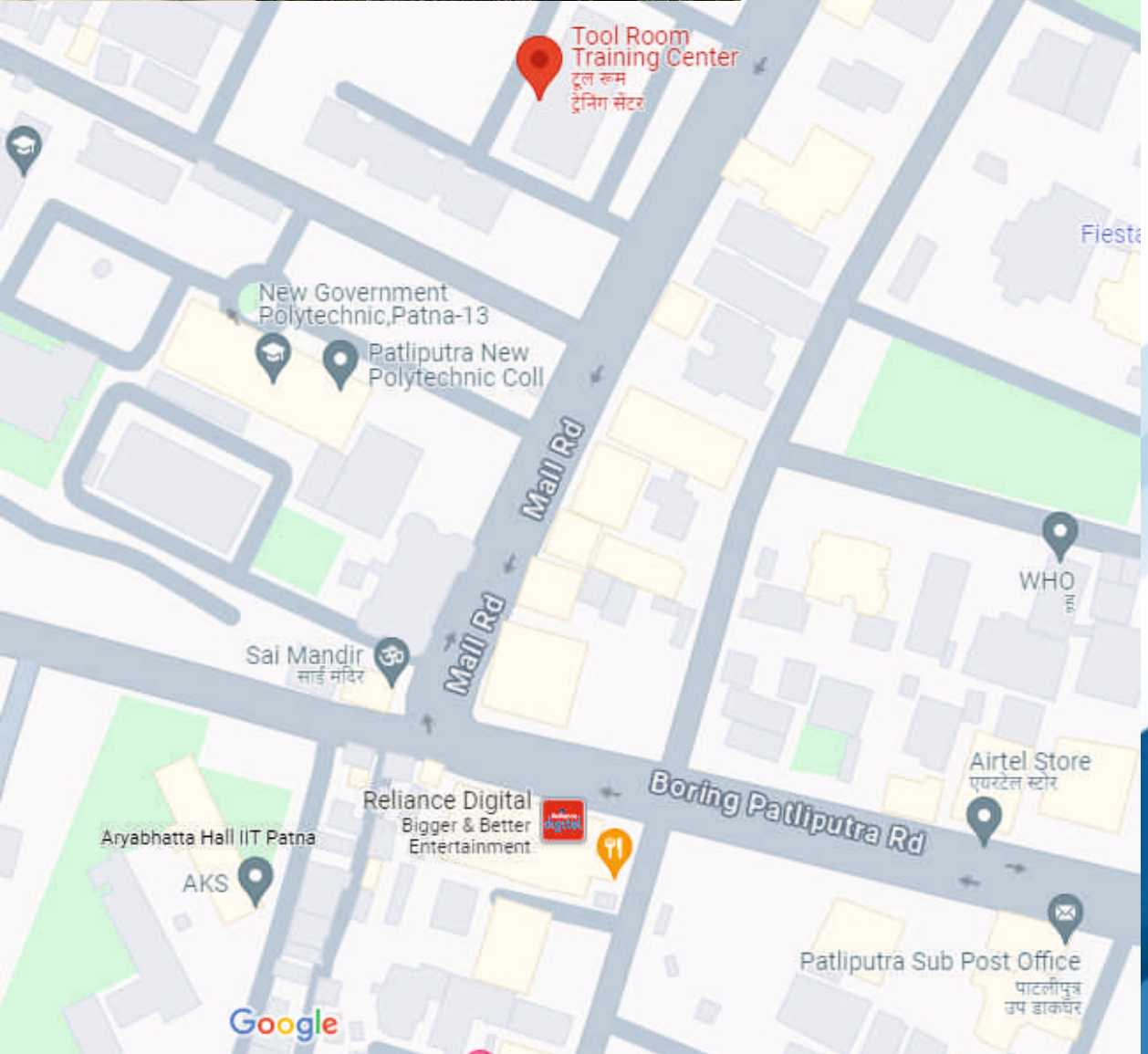
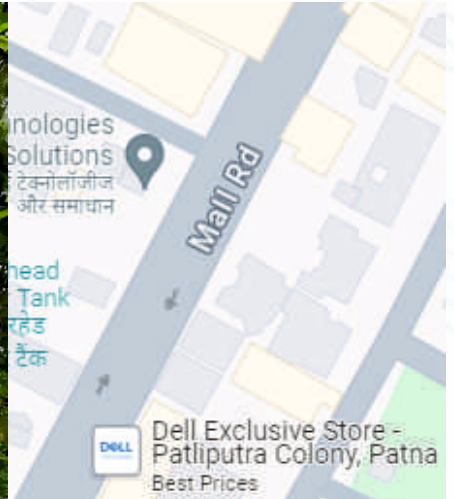


Admission for AICTE Approved Diploma Courses

PROSPECTUS

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Diploma Course Admission Application Form (To be Filled and send to us)

TRAINING LABS IN TRTC, PATNA

Sl. No.	Name of the Lab	No. of Labs
1	Electrical & Fitting	1
2	Design	1
3	Welding Simulation	1
4	AC & Fridge	1
5	Creo Lab, NX & Solidworks	1
6	AutoCAD Lab & Catia	1
7	PLC & SCADA	1
8	Hardware & Networking	1
9	MasterCAM, Staad Pro	1
10	Ansys, HyprerWorks & VLSI	1
11	Robotics & Mechatronics Lab	1
12	Hydraulic & Pneumatic Lab	1
13	CMM Lab	1
14	3D Printer Lab	1
15	Language Lab	1
16	CNC Simulator Lab for various Controls	1
17	Sensor Lab	1

MACHINARIES IN TRTC PATNA CENTRE

Sl No	Machine Name	Qty.
1	CNC Milling Machine	3
2	Machining Centre	1
3	Conventional Milling Machine Vertical Type	2
4	Conventional Horizontal Milling Machine	2
5	Cylindrical Grinding Machine	2
6	CNC 3D Co-ordinate Measuring Machine	1
7	Conventional Lathe Machine (Metric)	4
8	Radial Drilling Machine	1
9	CNC Lathe Machine	3
10	Pedestal Grinding Machine	3
11	Conventional Surface Grinding Machine	3
12	Power Hacksaw Machine	2
13	Pillar Drill Machine	3
14	Tool & Cutter Grinder Machine	2
15	EDM Machine	1
16	Wire EDM Machine	1
17	3D Printer (Send to IDTR after break down)	1
18	CNC Lathe Machine	2
19	Compressor	2
20	CNC Milling Machine	1
21	CNC Milling Machine STM-VMC	3
22	Vertical Cylindrical Boring Machine	1
23	Tool Presetter	1
24	Profile Projector	1
25	Hardness Tester	1
26	CNC Milling Machine	2
27	CNC Turning	5
28	CNC Surface grinding machine	1
29	Injection moulding machine	1
30	Wire EDM Machine	1

1. **Introducing the Tool Room & Training Centre, Patna (An Extension Centre of Indo Danish Tool Room, Jamshedpur): -**

Tool Room & Training Centre, Patna (An Extension Centre of Indo Danish Tool Room, Jamshedpur), Ministry of MSME, Government of India, stands as a beacon of skill development and technological advancement in the region. Emerging from its humble beginnings as a CAD/CAM Centre within the premises of MSME-DI in 2003, the centre has evolved into a full-fledged entity since 2015, owing to its relentless dedication to innovation and excellence.

In affiliation with AICTE, the Tool Room & Training Centre, Patna offers **Diploma Courses**, meticulously designed to meet industry standards and nurture the next generation of skilled professionals. Beyond Diploma programs, the centre is also a hub for short-term training courses in Tool Engineering, CNC, CAD/CAM/CAE, and more. This diverse curriculum caters not only to the needs of the MSMEs sector but also fosters the holistic development of individuals seeking to enhance their technical prowess.

At its core, the Tool Room & Training Centre, Patna serves as a catalyst for economic growth and empowerment, especially within the vibrant landscape of India. Through its Training & Technology support initiatives and manufacturing capabilities, it actively contributes to the upliftment of MSMEs in the region, facilitating their integration into the global market.

Moreover, the centre is committed to nurturing the potential of India's youth through comprehensive Skill Development Training Programs. By equipping them with cutting-edge skills and knowledge, it paves the way for a brighter future, not just for individuals but for the entire community.

In essence, the Tool Room & Training Centre, Patna, epitomizes the fusion of vision, expertise, and collaboration. It stands as a testament to the power of partnership in driving socio-economic development and fostering a culture of innovation and excellence and just a hub for technical education but a comprehensive ecosystem that nurtures talent, fosters innovation, and prepares individuals for successful careers in the dynamic field of manufacturing and engineering.

2. **Facilities Available at the Tool Room & Training Centre, Patna**

The Tool Room & Training Centre, Patna prides itself on offering a wide array of cutting-edge facilities to support its training and production endeavours. Equipped with state-of-the-art machinery, modern classrooms, and comprehensive software, the centre ensures an immersive learning experience for students and a conducive environment for innovation and skill development.

2.1. **Advanced Machinery:**

The Training and Production Wings of the Tool Room boast an impressive array of imported and indigenous machines, including specialized CNC machines such as CNC

Lathe, CNC 3-D Coordinate Measuring Machine, CNC Milling, CNC EDM, CNC Wire EDM, Profile Grinding, Jig Boring, Jig Grinding, Optical Profile Grinder, Reverse Engineering, Mold Machine and Vacuum Heat Treatment Facilities. These machines are at the forefront of technology, enabling hands-on learning and practical skill development.

2.2. CAD/CAM/CAE Lab:

The centre houses a fully-equipped CAD/CAM lab, furnished with the latest software versions including Creo Parametric, UG-NX, AutoCAD, Mastercam, Catia, SolidWorks, Ansys, Hyperworks, Staad Pro, MatLab, and more. This lab provides students with the tools to explore design concepts, simulate real-world scenarios, and bring their ideas to life through digital modeling and prototyping.

2.3. Modern Classrooms and Teaching Aids:

To facilitate effective teaching and learning, the Tool Room is equipped with modern classrooms and a range of teaching aids including Overhead Projectors (OHP), LCD projectors, VCD players, TVs, etc. These resources enhance the delivery of theoretical concepts and ensure an interactive and engaging learning environment.

2.4. Rich Library:

For the benefit of both staff and students, the Tool Room maintains a rich library stocked with a vast collection of technical and reference books. This resource serves as a knowledge repository, providing access to literature that complements classroom learning and supports research endeavours.

2.5. Placement Cell:

Recognizing the importance of industry exposure and career opportunities, the Tool Room houses a dedicated placement cell. This cell facilitates interactions between students and potential employers, organizes job fairs, and provides career guidance and counselling to ensure successful transitions from education to employment.

At TRTC, our students consistently secure lucrative job offers, both domestically and internationally, showcasing the unparalleled quality of training they receive. The following is an overview of our students' placements, highlighting some of the esteemed companies that have recruited from our institution:

Maruti Suzuki India Limited, Honda Cars India Limited, Tata Advanced Systems Limited, Hawkins Cooker Pvt. Ltd., Tata Cummins Technologies India Pvt. Ltd., Jindal Steel & Power Ltd., Hero MotoCorp Ltd., Minda Corporation Limited, Hyva (India) Pvt. Ltd., Tata Technology, TATA Tinplate, ZF Wabco, Rasandik Engineering Industries India Ltd, Varroc Engineering Ltd., Tata Motors, Tata Steel Ltd., Force Motors Ltd, Paco Allen Auto Pvt. Ltd., Mahindra CIE Automotive Limited (Bill Forge Division), Om Auto Limited, Sudisa Foundry Pvt. Ltd., Innovative Toolings and Automation Solutions, Lohia Corp Limited, Apex Auto Limited, Orbit Bearing India Pvt. Ltd., Metalsa India Private Limited, Multitech Auto Ltd., CTM India Ltd., Nalin Rubber (P) Ltd., Mikuni India Ltd., Auto Profiles Ltd., ETCS

Engineering Pvt. Ltd., TGS, Minda Light, PMT Machines Ltd., Bill Forge Private Limited, HI-Tech Chemicals (P) Ltd., Krishna Maruti Limited | Plastic Division-III, VijayshreeAutocomPvt. Ltd., Takahata Precision India Pvt. Ltd, RKFL Plant-3,4,5,7, Jabil India Manufacturing Pvt. Ltd, Tata Blue Scope Steel Pvt. Ltd., TATA Boeing Aerospace Limited, Tata Autocomp Hendrickson Suspensions Pvt. Ltd., Steel Strips Wheels Ltd, JOST India, Timken India Ltd., Tata Electronics, Viraj Profiles Limited, TRL Krosaki Ltd., Caparo Engineering India Ltd., Jyoti CNC Automation Ltd., Brakes India Ltd., Addverb Technologies Bot Valley, Makino India Pvt Ltd, Tata Hitachi, Metaldyne Industries Ltd., SummiMotherson, Ahresty India Pvt. Ltd.

The extensive list of esteemed companies that recruit from TRTC, Patna, underscores our institution's unwavering commitment to producing industry-ready professionals. We take immense pride in the success stories of our students, whose journey from our campus to leading global corporations is a testament to the quality of education and training provided at TRTC. As we continue to uphold our standards of excellence, we look forward to shaping more promising futures and contributing to the growth of industries worldwide.

2.6. Hostel Accommodation:

To accommodate students coming from afar, the Tool Room offers hostel facilities based on availability of seats. This provision ensures a comfortable and convenient living arrangement for students, allowing them to focus on their studies without the hassle of finding accommodation elsewhere.

3. Training Facilities Available at Tool Room & Training Centre, Patna

Tool Room & Training Centre, Patna prides itself on providing state-of-the-art training facilities equipped with advanced machinery.

4. How to Apply for AICTE Approved Diploma Courses

- 4.1** Cost of Application form with Prospectus: General, EWS & OBC: Rs.700/- SC, ST & PH: Rs.350/- Payment to be made online "SBI ONLINE COLLECT" at <https://www.idtr.gov.in/idtr/training/fee> and then click **paynow** and then enter **INDO DANISH TOOL ROOM JAMSHEDPUR**

- 4.2** Application Form with Prospectus can be collected in person at any of the IDTR centres at TRTC Patna/Jamshedpur/Varanasi/Godda OR may be downloaded from website. Submit the completely filled Application Form along with (i) **Online payment receipt** (ii) **Caste/Category certificate** from Competent Authority for SC/ST/OBC/PH/EWS candidates (iii) **Aadhar Card**& (iv) **10th / SSC mark sheet**.

In case SC/ST/OBC/PH/EWS candidates are unable to produce valid Caste/Category certificate issued by the competent authority at the time of counselling, opportunity will be given to the next candidate as per the merit list.

- 4.3** All candidates must compulsorily submit a copy of their Aadhaar card at the time of admission. SC / ST / OBC / EWS candidates must submit an online caste / category certificate issued by the Competent Authority along with their application, which will be verified. Physically handicapped candidates must submit proof of disability. **Candidates should not send any original certificates along with the application form.**
- 4.4** Physically handicapped candidates should be capable of standing without any support, working with both hands freely and wearing safety shoes.
- 4.5** All applications are to be addressed to the **General Manager**, duly superscribed on the envelope as "**Application for Diploma Courses**".
- 4.6** Admit cards will be issued only to eligible candidates and can be downloaded from our website www.patna.idtr.gov.in/ www.idtr.gov.in
- 4.7** TRTC, Patna, will not be responsible for any postal delays.

5. Number of Seats

The total intake capacity in various diploma courses is as given below:

- 4 YEARS DIPLOMA IN TOOL AND DIE UNDER MECHANICAL ENGINEERING (DTDUM) – 120 SEATS
- 3 YEARS DIPLOMA IN ADVANCE MECHATRONICS & INDUSTRIAL AUTOMATION (DAMIA) - 120 SEATS
- ❖ **Reservations for SC, ST, OBC, EWS, and Physically Handicapped candidates will be as per Govt. of India norms.**

6. Method of Selection

Candidates who apply for admission to the course shall be required to appear the Written Test conducted by TRTC, Patna. This Test shall be of multiple choice/objective type. Questions shall be of 10th standard and from English, Mathematics, Science, and General Knowledge/Aptitude Tests. Based on the performance of the candidates, a merit list will be prepared and candidates will be selected for admission to the course in order of merit in the test. 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 is applicable 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. Caste/Category certificate should be submitted with the application form and verified through online.

7. Course Fee Breakup:

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	-----	-----	-----	-----	-----	900/-	900/-
4	Record book fees	200/-	-----	200/-	-----	200/-	-----	200/-
5	Library service fees	200/-	200/-	200/-	200/-	200/-	200/-	400/-
6	Computer lab fees	300/-	300/-	300/-	300/-	300/-	300/-	300/-
7	Insurance fees	200/-	---	200/-	---	200/-	---	200/-
8	Placement cell registration fees	2,000/-	---	---	---	---	---	---
9	Security deposit (Refundable)	2,000/-	---	---	---	---	---	---
10	Library (Refundable) deposit	1,000/-	---	---	---	---	---	---
11	Souvenir fees + IDCard	400/-	---	200/-	---	200/-	---	200/-
12	Building Establishment charge	5,000/-	---	---	---	---	---	---
Grand Total		34,500/-	23,500/-	24,300/-	23,500/-	24,300/-	**	*48,400/-

*** 4th Year Fee only applicable for DTDUM branch**

**** Sem VI DTDUM FEES 23,500/-**

**** Sem VI DAMIA FEES 24,400/-**

***** No Tuition fee for SC/ST candidates.**

The tuition fee should be paid within 10 days from the start of every semester. The students who fail to deposit the fees within the stipulated time have to pay a fine of Rs. 20/- per day including Sundays and holidays up to another two weeks or the date of submission published through notice-on-Notice Board after which the trainee will not be allowed in TRTC, Patna

- ❖ **Students are advised to purchase Drawing Instruments, Uniform, laptops for Design& Auto CAD classes.**

8. Hostel Fee

The trainees admitted as boarders shall pay the following fees;

Admission Fee	Rs. 500/- At the time of admission
Hostel Security Deposit	Rs 1000/- At the time of admission
Mess Security Deposit	Rs.4000/- At the time of admission
Establishment Charges	Rs 1500/- Per month i.e. Rs 9000/- per Semester
Electricity Charge	Rs. 600/- per Semester

Mess Charges i) Mess Advance: Rs.3400/- to be paid per Semester in beginning of Semester

ii) Meal Charges: - Meal Charges will be calculated every month on actual basis and deposited before 10th of every month through online mode. The total hostel fee at the time of admission is 18,500/-

The Hostel Security & Mess Security Deposit is refundable to the Boarders without any interest, after completion of the course after adjustment of pending dues, if any. The boarders will pay the Establishment charge through online mode in every six-month within 10 days from the start of the next semester. Late fine will charged of Rs. 20/- per day for the next two weeks or as per notice after semester end and after that trainee will not be allowed in the course.

The hostel will be allotted only after receiving a request from the parents / guardians of the trainee in prescribed format. Similarly, the trainee can leave the hostel only after getting consent from the parents/ guardians. The trainee will not get the balance refund of hostel fees if he/she leaves the hostel in between semester. Establishment Charge (i.e. Hostel Fee) and Mess charge will be paid only online through SBI Collect platform available at TRTC, Patna / IDTR website on or before 10th of every month.

Late Fee Guidelines

Late payment of Semester and Hostel Fees is permitted for a maximum period of two weeks from the due date, with a fine of Rs. 500/- applicable separately for each. Trainees will not be permitted to attend the institute after the late payment deadline without prior approval from the Competent Authority.

9. Course Duration

The duration of the Course shall be 4 years and 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 but not more than 15 days with proper and reasonable justification. The period of delay shall not be compensated by any extra period of working in training. However, the trainee/(s) shall put in extra effort to make up for the time lost by coming regularly.

10. Eligibility for Admission

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

Admission Criteria:

- (i) Passed 10th Std./SSC examination from recognised Board. Candidates awaiting results of 10th Std./SSC examination may apply but must furnish results at the time of counselling
- (ii) Age Criteria (as on 01-07-2026): General & EWS: 15 to 22 years (born between 02-07-2004 to 01-07-2011). SC/ST/OBC/PH: 15 to 25 years (born between 02/07/2001 to 01/07/2011)

Trainees shall not be allowed to join any other studies/training including part-time or evening courses during this course.

11. Course commencement and effective dates

Important dates are mentioned in the last page of the prospectus.

12. SYLLABUS OF DIPLOMA IN TOOL AND DIE UNDER MECHANICAL 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)

	Power Engineering	Milling & Grinding Exercise CNC
	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	

12.1 SYLLABUS OF 3 YEARS DIPLOMA IN ADVANCE MECHATRONICS & INDUSTRIAL AUTOMATION (DAMIA)

Semester	Subject	Practical
1st	Communicative English	Basic Electrical Engineering Lab Practice
	Engineering Mathematics-I	Basic Electronics 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	Applied Mechanics	Electrical circuits and machines Laboratory
	Electrical Circuit and Machines	Analog and Digital Electronics Lab
	Manufacturing Technology	Manufacturing Technology Practical
	Analog and Digital Electronics	Workshop Practice
	Signals and Systems	
	Control Systems	
4th	Engineering Metrology	Measuring System Lab Practice
	Strength of Material	C, C++ Programming lab
	Measuring Instruments and Sensors	Hydraulic and Pneumatic Systems Lab
	Programme Logic Controllers	Programme Logic Controllers Lab
	Mechatronics System	
	Hydraulic and Pneumatic Systems	
5th	Industrial Instrumentation and Automation	Micro Processors and Micro Controllers Lab Practice
	Micro Processors and Micro Controllers	CAD/CAM Practical
	Industrial Electronics & VFD	CNC Machines Practical
	CAD/CAM	SCADA/HMI Practice
	SCADA/HMI	
	Embedded Systems	
6th	Industrial Engineering and	Robotics Lab Practice

	Management	
	Theory of Machines	Process Control System Practical
	Quality Management System	Project Work
	Process Control System	
	Robotics	
	Plant Maintenance and Safety	

13. Examinations Eligibility and Evaluation Criteria

The minimum attendance necessary for appearing in the 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
DTDUM: 1 to 8 & DAMIA: 1 to 6	Minimum 50% in each Subject	Minimum 40% in each Subject	50%	50%
	Aggregate 45% on each subject including both the Sessional and Semester Exam.			

13.1 Promotion under Probation:

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

- i If there is a shortfall in the prescribed Sessional requirements during the semesters in practical or both.
- ii If there is a shortfall in the semester-end exam marks prescribed in practical.
- iii If there is a shortfall in the semester-end exam marks in theory subjects.

13.2 Declaration of Probation (D. P.)

- i 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 course.
- ii Students must attend classes in their assigned shifts as designated by the Batch In

charge. Non-compliance may result in disciplinary action.

- iii During the training period, trainees must maintain a professional appearance in the workplace. Male trainees are required to keep their hair well-groomed, while female trainees should tie their hair neatly. Failure to do so may result in disciplinary action, such as a verbal or written warning, or suspension.
- iv 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.
- v 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.
- vi 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.
- vii Students can apply for Re-evaluation of Semester exam papers by submission of fees of Rs.200/- along with the re-evaluation application form.
- viii 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.
- ix To appear back papers (repeat failed subjects) a fee of Rs.500/- per subject shall be charged. However, there will be no fee for regular examinations.

13.3 Trainees who qualify in the Final Examinations shall be placed in three Divisions according to the average marks obtained (1st - 8th Semesters for DTDUM and 1st - 6th Semester for DAMIA) as follows:

- i. Trainees who secure equal to & above 75% marks shall be placed in Distinction.
- ii. Trainees who secure equal to & above 60% marks but less than 75% marks shall be placed in the First Division.
- iii. Trainees who secure equal to & above 50% marks but less than 60% marks shall be placed in the Second Division.
- iv. On successful completion of the Diploma Course, the trainees shall be awarded the Diploma Certificate by the Centre.
- v. The examination shall be conducted according to the program as may be notified by the Senior Manager (Training) or any officer designated for the purpose.
- vi. 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.

- vii. Failure to appear in the examinations for reasons whatsoever shall be treated as a failure to qualify (pass) in the final Examination.
- viii. Trainees seeking re-evaluation of theory or practical examination papers must fill the designated Form and pay the charges Rs.200 fee per subject. Each subject's theory and practical components are considered separately, requiring a fee for each. Additionally, applicants must accept to revised marks, even if they decrease. Changes of less than 5% won't be adjusted unless they alter the pass/fail status or division. Requests for re-evaluation must be submitted within 15 days of result declaration, late submissions will not be accepted.
- x. If the trainee fails, the internal exam he will not be allowed to appear in the external exam in that particular subject.
- xi. If the trainee fails, the internal practical exam he will have to repeat the whole year along with the next batch.

14. Uniform

- a. The trainees will have to come to the institute in proper uniforms as per the colour and design specified by the Tool Room.
- b. The Trainees have to wear industrial shoes and safety goggles at the workplace.
- c. 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.
- d. Trainees shall at their cost, arrange uniforms and shoes and another article of dress (full pants, shirts, etc.) themselves.
- e. Winter season colour of warmer clothes will be in NAVY BLUE full sleeve.
- f. No trainees shall be allowed to attend classes/training in chappals, slippers, sandals, or in any loose dress considered to be unsafe by the Batch Incharges and other officers of the Training Department and such trainee shall be sent back from the Tool Room and marked absent on the day.

Note:

- Low waist and narrow trouser shirt without TRTC Patna logo are strictly not permitted.
- Boys should come with neatly trimmed proper haircut, should not be longer than 1 inch and keeping any kind of beard is not allowed.
- Girls should come with neatly knotted bun hair style.
- Bangles, rings, nail paint, chains, mehndi and other ornaments are strictly not allowed.

15. Local Industrial Tour

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

16. 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.

17. 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.

18. 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 bon 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.

19. TRTC, Patna / IDTR -Jsr Administrative Rules & Regulations Applicable for Trainees

The Administrative Rules and Regulations, (hereinafter referred to as Rules and Regulations for Students Indo Danish Tool Room, Jamshedpur) shall be applicable to all students as soon as they are admitted to the training centre of TRTC Patna to any course, till the student completes the training.

19.1 Definitions: These Rules and Regulations for Trainees

- a. "Tool Room" shall mean Indo Danish Tool Room, Jamshedpur.
- b. "Council" shall mean the Governing Council of the Indo Danish Tool Room, Jamshedpur.

- c. "Chairman" shall mean the Chairman of the Governing Council of the Indo Danish Tool Room, Jamshedpur.
- d. "General Manager" shall mean the General Manager of the Indo Danish Tool Room, Jamshedpur.
- e. "Senior Manager (Training) / Long Term Training Head " shall mean the Senior Manager (Training) / Long Term Training Head of the Senior Manager (Training) / Long Term Training Head or any other officer nominated by General Manager in absence of the Senior Manager (Training) / Long Term Training Head to look after the duties of the Senior Manager (Training) / Long Term Training Head.
- f. "Course" shall mean the Training course of the Tool Room leading to "DIPLOMA ".
- g. The Administrative Rules and Regulations, (hereinafter referred to as 'Rules and Regulations for Students – IDTR Jamshedpur') shall be applicable to all students as soon as they are admitted to the training centre of IDTR to any course, till the student graduates and completes the training.
- h. A joint undertaking of the student and his/her parent/guardian as given in the format (Format-1) has to be executed as soon as the student joins the IDTR. The duly filled in undertaking should be personally handed over by the parent / student the faculty in-charge immediately on joining.
- i. The Senior Manager (Training) / Long Term Training Head is authorised to issue standing orders, circulars, notices, memos, guidelines, procedures, etc. for the training centre under his control and those shall be applicable to the students.

19.2 Zero Tolerance for Ragging: IDTR's Anti-Ragging Policy

Ragging in any form is strictly prohibited on the campus and in the hostels. This includes inducing, compelling, or forcing a student, whether through practical jokes or otherwise, to engage in acts that diminish human dignity, exposes them to ridicule, or prevent them from lawful activities by means of intimidation, wrongful confinement, or physical harm. It's important to note that ragging is punishable under various provisions of the State Education Act. Any student found involved in, aiding, or abetting ragging will face disciplinary action determined by IDTR management, including potential legal consequences. Anybody found to indulging himself in ragging activities shall be severely punished to the extent of termination from training.

20. Rules of Academics, Time Keeping & Code of Conducts

20.1 Attendance and Absenteeism Policy:

- a. The students should maintain minimum attendance of 80%. Both student and their parent are advised to plan social and family functions to take place during notified vacations/holidays and refrain from extending vacations/holidays.
- b. No Medical leave or any other ground is taken in to consideration for below 80 percent attendance. However, no such provision is available to compensate attendance by

doing extra shift for securing minimum attendance required i.e. 80 percent to sit in the semester end examinations.

- c. Students must adhere to IDTR timings, promptly reporting any lateness to the training officer or batch in-charge, or any available management staff, and obtaining endorsement in the attendance record. They are expected to arrive five minutes early to classrooms/workshops/labs, with tardiness taken seriously. In cases of unavoidable lateness, students must submit a written report to the training officer or class coordinator, seeking permission to enter.
- d. This leave cannot be taken for more than 6 days. The leave cannot be claimed as a matter of right and will be granted entirely at the discretion of the Senior Manager (Training) / Long Term Training Head. A written application from the parent is mandatory for grant of special leave.
- e. Absence without permission is a serious breach of discipline. It is punishable with compensation of double the period of absence. In case of repetition, the students is liable to be debarred/terminated. Habitual late coming, willful absenteeism, skipping any session in between or abandoning from any group activity or bad behavior shall result in debarring/termination of students from the course.
- f. 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.
- g. In cases of illness beyond 3 days, student or the parent should write to the Unit Head about the health condition, treatment plan and doctor's report on health.
- h. 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.
- i. Habitual absenteeism and habitual late attendance will not be tolerated and serious disciplinary action may be taken against the trainee.
- j. Students should always leave the classrooms or workshop with the permission of their instructor, whether for short duration or long duration during the working hours. Failure to do so will result in marking the student absent for the whole day
- k. Leaving the workplace, classroom, lab or the Institute premises during working hours without permission and leaving the hostel without permission at other times for those who stay in hostel.
- l. Every trainee shall take permission from the Concerned Officer to leave his / her place of training.
- m. Students shall wear clean and proper uniform as well as suitable footwear (preferably Industrial Safety Shoes) as prescribed. Students are required to present with proper

turnout i.e. proper haircut, shaving, trimming of moustache, polishing of shoes etc.

- n. Trainees shall maintain their uniforms in neat condition. They shall replace the broken buttons etc. and mend the damaged uniform.
- o. 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.
- p. Trainees can avail the facility of the library and get book issue as per the rules of the library may earmark for the purpose from time to time.

20.2 Training Ethics & Standards:

Trainees shall strictly follow the procedures introduced from time to time and instructions issued by General Manager or any other official of the Indo Danish Tool Room authorized to do so and each trainee is responsible to take care of these concerning points are the following:

- a. 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 & Training Centre, Patna (An Extension Centre of Indo Danish Tool Room, Jamshedpur), he/she shall be marked absent for the day, in addition to disciplinary action which might be taken against him/her.
- b. Students shall not be found to be in possession of any unauthorized material, tools, gauges, components, technical literature, electronic gadgets, library books beyond permitted duration or any other property belonging to the Training Centre or others.
- c. Defacing the premises by writing, drawing, nailing, or sticking pictures on walls or equipment is strictly prohibited. This includes posting bills, posters, or marking structures in any way. Students are not allowed to display obscene photos, cine actors' photographs, or sports personalities' images on the walls of the Training Center or hostel.
- d. During training the trainees shall strictly abide by the Rules and Regulations of the course and any other instructions issued by the General Manager, Senior Manager (Training), or any other official authorized to issue such instructions from time to time.
- e. Deposit of finished and semi-finished practical exercises jobs timely.
- f. Reporting of breakages and machines damages honestly.
- g. Proper maintenance of machines and other plant and equipment, accessories, etc. Including periodic lubrication.
- h. Disposal of borings and turning and other scraps in ensured place.

- i. Cleanliness of machines including cleaning of shop-floor around machines.
- j. Lights and Fans switching off when these are not required.
- k. Ensure Machines should be turned off in case of emergency or power cuts.
- l. Keeping Tool and material lockers in proper ensured place.
- m. Handing over / taking over machines and other equipment through formal process.
- n. Allotment and operation of machines should be innovative and value adding.
- o. All the fees will be paid through online mode before prescribed date.
- p. Disorderly behavior at the workplace, classroom or hostel or any place within the training Centre and outside, should be prevented.
- q. Leaving or Entering the Training Centre through entrance and exits other than those permitted or on days not authorized.
- r. Undue slowness is not good at workplaces.
- s. Unnecessary waste of material is not tolerated as it is a waste of time, power and money.
- t. Being in the Hostel during working hours without permission may lead to disciplinary action by the authority.
- u. No bags, lunch box and helmet is allowed in the classroom, workshop and labs.
- v. Mobiles/Smart phones are banned in the Training Centre. In urgent cases trainee can be allowed a keypad non camera phone with due permission of HoD Training for particular period.
- w. Attendance is compulsory at all engaged Training areas, labs, shop floor apart from biometric.

20.3 Communication and Respectful Interaction Guidelines

- a. 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 shall be recovered from the trainee and 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 as aforesaid, or not, about the amount of loss/damage, shall be final and binding on the trainee & his surety and guardians.
- b. The Tool Room & Training Centre, Patna (An Extension Centre of Indo Danish Tool Room, Jamshedpur), offers training opportunities to willing trainees under known terms and conditions, subject to amendments. Trainees are prohibited from organizing protests or collective bargaining for changes in admission terms. Any issues should be reported individually to batch in-charges or Tool Room & Training Centre, Patna (An Extension Centre of Indo Danish Tool Room, Jamshedpur), officials as prescribed. Trainees are not permitted to form unions or associations.
- c. 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.

- d. Trainees shall not commercialize any, a discovery made in the course of training in the Tool Room & Training Centre, Patna (An Extension Centre of Indo Danish Tool Room, Jamshedpur).

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 & Training Centre, Patna (An Extension Centre of Indo Danish Tool Room, Jamshedpur), shall not be responsible for any papers or documents of the trainees beyond this period.

20.4 Trainee Code of Conduct and Disciplinary Action

- a. The following shall be deemed to constitute misconduct of the trainees (s) punishable under Tool Room & Training Centre, Patna (An Extension Centre of Indo Danish Tool Room, Jamshedpur), training rules as misconduct of the trainee(s): -
 - b. Gambling within the Tool Room's premises including any other sub-office, or building of the Tool Room & Training Centre, Patna (An Extension Centre of Indo Danish Tool Room, Jamshedpur).
 - c. Refusal to receive an official document.
 - d. Deliberate false statements, falsification of records, impersonation, suppression of facts.
 - e. Wilful failure to report occurrences or any information which may endanger other's life or Tool Room's property.
 - f. Private or personal work within Tool Room & Training Centre, Patna (An Extension Centre of Indo Danish Tool Room, Jamshedpur) premises and with Tool Room's facilities whatsoever.
 - g. Students shall not participate in any political agitation or activity. Also, mass representation or signature campaign for seeking favours or defying lawful orders is prohibited
 - h. Staying inside Tool Room's premises beyond training hours except when permitted or authorized.
 - i. Students shall not loiter in the campus and hostel during training hours. They should maintain at all times and at all places peace, calm and cleanliness.
 - j. Violation or non-compliance with any Rules or instructions issued.
 - k. Participating in an illegal strike or abetting, inciting, instigating, or acting in furtherance thereof.
 - l. Collection or canvassing for collection without the permission of the Tool Room & Training Centre, Patna of any money except following the rules of IDTR / TRTC, Patna

- m. Wilful damage to work in process or to any property of TRTC, Patna.
- n. Intended offences or instigation against instructions given by superiors. Not reporting damages on machine and tools or losses etc.
- o. Damage of machine, tools, equipment and other properties of the training centre due to carelessness.
- p. Intentional waste of material, or money.
- q. Intended waste of time.
- r. Act so violence against any person in the TRTC premises or outside.
- s. Political propaganda among Trainees and Staff.
- t. Offences against morality within the campus or outside.
- u. To give information about internal affairs of the training centre or working processes to third persons.
- v. Holding meetings inside the premises of the establishment without prior permission of the TRTC Patna.
- w. Hand to hand dispute with other students.

21. Warning/ Suspension/ Debarring/ Termination

Student will be punished seriously such as suspension, debarring, termination, transfer etc., after obtaining a written explanation from the student and after being heard in person by the Manager (Trg.), IDTR-TRTC Patna, or an officer nominated by him. Students are cautioned that non- submission of written explanation, when demanded by any staff, is also an offence punishable under the provisions of these rules and regulations.

- I. Any offence, which the student has been repeated number of times intentionally where earlier warning for improvement is given. In such condition he/she may be suspended, debarred, transferred or terminated.
- II. If he/she has received three warnings for various types of offences, which are misconducts, then he/she shall be liable to be terminated or debarred depending on the gravity of the offence.
- III. Slandering a co-student or staff, involving in argument with the staff both during working and non-working hours.
- IV. Speak bad about the Training Centre to third persons or speak bad about the TRTC Patna or any of its staff members to third persons.
- V. Using abusive language and misbehave against staff.
- VI. Falsification of lab book, wrong entries in job card, material card, tampering with hostel mess, in formation slip or misbehaviour in the mess, canteen, library, auditorium and other area so instructions/recreations.
- VII. Private work or work for third persons without permission either within the campus or

outside.

- VIII. TRTC Patna Administration is strict regarding use of intoxicants, trainees if found intoxicated or bring any kind of narcotic drugs, cigarettes, liquor or other such products may lead to his/ her suspension, a heavy penalty and maybe termination.
- IX. Aiding or indulging in malpractices during the course of training or during exams both in theory and Practical.
- X. Unauthorized absence during Semester Exams.
- XI. Misbehaviour by trainees towards staff.
- XII. Involvement in any form of ragging.
- XIII. Pending investigations of allegations against the student suspected of misconduct, he/she may be suspended for a maximum period of two weeks if the Sr. Manager (Training) / Long Term Training Head has good and proper reasons. If the trainee is fully exonerated and if his attendance is affected preventing him from writing examinations, the student's shortage of attendance may be condoned.
- XIV. 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.
- XV. Any kind of dangerous belongings like any kind of arms is strictly prohibited inside the TRTC Patna premises, if anyone has found such things with his/her may lead to termination from the course.
- XVI. 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 Sr. Manager (Training) / Long Term Training Head or any other official looking after his duties in this regard shall be final and binding on the trainee, his Surety, and Guardians.
- XVII. 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.
- XVIII. Not observing the rules or instructions given by Superior (e.g. leave application not submitted in time, no medical certificate/fitness certificate, failure to maintain diary or files etc.), failure to serve timing of the hostel, mess or the canteen.
- XIX. 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).

- XX. 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 Sr. Manager (Training) / Long Term Training Head or any other officer looking after his duties. The appellate authority in this case shall be General Manager.

22. Theft from Training Centre, Hostel premises, etc.

TRTC Patna aims at producing very honest manpower to the requirement of industries and hence expects high level of integrity from its students. In the unlikely event of a theft committed by a student, he/she will be **debarred for one year**. On humanitarian grounds, the student may be re-admitted to the same semester next year on payment of stipulated fine, to pay full semester fee at the applicable highest fee for the relevant course. In case of recurrence of theft, his/her studentship will be terminated forthwith and will be liable for penal action.

- I. Action with intention to defraud/cheat/ swindle the Training Centre, co-trainees and staff.
- II. Acts of subversion. (Destruction, ruin, something that bring out an overthrowing a rule or law).

23. Power to Amend & Relax the Rules

The Tuition fee and admission criteria may be Amendment /Relax Governing Council or its Chairman or any of its delegated authority at any point in time.

24. 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.

25. Grievances Redressal & 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.

[Format -1]

CONSENT FOR COURSE JOINING BY MY SON/ DAUGHTER**Date:**

I/ We, Smt..... Mother and Shri Father having residential address atbeing the legal guardian and parent of (name of the student) are giving consent to abide with administrative rule and regulations of training centre.

Signature of:

i) Mother:

ii) Father:

iii) Guardian:

UNDERTAKING BY TRAINEE AND PARENT/GUARDIAN

I------(Name of trainee) of..... Course here by agree to abide by the Administrative Rules and Regulations, standing orders etc. of the TRTC, Patna/IDTR which I have read and / or have been explained to me and are fully understood by me. One copy of the Rules and Regulations is in my possession.

Date:

Name and Signature of the Student:

Roll No.....Batch.....

Course.....

Name & Signature of the Father / Mother / Guardian.....

[Format -2]

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

AGREEMENT BOND TO BE SIGNED BY THE GUARDIAN

The agreement made this (present date) day of (month)..... two thousand..... between Tool Room & Training Centre, Patna (An Extension Centre of Indo Danish Tool Room, Jamshedpur),A Government of India Society, registered under the Society Registration Act, 1860 and having its Training Centre at **Tool Room & Training Centre, Patna (An Extension Centre of Indo Danish Tool Room, Jamshedpur)**, Patliputra Industrial Area, (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 Training Centre in the course of its rendering professional service made agreements for admission to Diploma Course at the Training Centre, Patliputra Industrial Area, and for such purpose as per the Rules and Regulation made by the Training Centre 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. Training 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 Training Centre, to the trainee.
2. Training Centre 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.
3. 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.
4. 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

5. the termination of his training trial period and the same shall be made within one month of joining the course.
6. 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 i.e. 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 Training Centre 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.
7. 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 finical obligation of the trainee to pay liquidated damages to the Training Centre and however, in the event of said trial training period of one and half months the Training Centre shall have the right to terminate the training period of the student if not found suitable.
8. The trainee agrees and confirms that given his admission to the said course, the relation between the Training Centre 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 Training Centre 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.
9. 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 Tool Room & Training Centre, Patna (An Extension Centre of Indo Danish Tool Room, Jamshedpur),to offer any employment to the said trainee after completion of such Four years.
10. 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.

11. 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 endeavour to qualify himself as a skilled tool maker before the expiry of the said course.
12. 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.
13. 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.
14. 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 Tool Room & Training Centre, Patna (An Extension Centre of Indo Danish Tool Room, Jamshedpur) 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.
15. The trainee shall appear for periodical tests that may be conducted from time to time by the Tool Room & Training Centre, Patna (An Extension Centre of Indo Danish Tool Room, Jamshedpur).
16. 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.
17. The trainee in case of any report against him received by any Tool Room & Training Centre, Patna (An Extension Centre of Indo Danish Tool Room, Jamshedpur), will face the consequence of acts subversive of discipline and/or loss of reputation of the Indo Danish Tool Room Jamshedpur and under such circumstances, the Tool Room & Training Centre, Patna (An Extension Centre of Indo Danish Tool Room, Jamshedpur) 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.
18. The trainee further agrees that besides the provisions mentioned earlier the Tool Room & Training Centre, Patna (An Extension Centre of Indo Danish Tool Room, Jamshedpur) shall have the following obligation which it agrees to and confirms.

19. Tool Room & Training Centre, Patna (An Extension Centre of Indo Danish Tool Room, Jamshedpur) will make efforts for suitable training for the said course Diploma in _____.
20. Tool Room & Training Centre, Patna (An Extension Centre of Indo Danish Tool Room, Jamshedpur) has no financial obligation for making any payment for the training.
21. The Tool Room & Training Centre, Patna (An Extension Centre of Indo Danish Tool Room, Jamshedpur) shall have no obligation for providing accommodation or residential purposes 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.
22. 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.
23. 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 Tool Room & Training Centre, Patna (An Extension Centre of Indo Danish Tool Room, Jamshedpur).
24. The Tool Room & Training Centre, Patna (An Extension Centre of Indo Danish Tool Room, Jamshedpur) at the discretion notifies the holidays in a calendar year when the trainee need not attend the training, and the decision of the Tool Room & Training Centre, Patna (An Extension Centre of Indo Danish Tool Room, Jamshedpur) shall be final and binding.
25. The Tool Room & Training Centre, Patna (An Extension Centre of Indo Danish Tool Room, Jamshedpur) from time to time notifies the trainees undergoing the said course of the hours of attendance for the training and its decision on this behalf shall be final.

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

In the presence

- 1)
- 2)

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

In the presence of

- 1)
- 2)

Signed & delivered by the said Training Centre in the presence of

- 1)
- 2)

[Format -3]

(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 Tool Room & Training Centre, Patna (An
Extension Centre of Indo Danish Tool Room, Jamshedpur)(hereinafter called the Training
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 Training Centre
on..... (present date).

AND WHEREAS it shall not be obligatory on the part of the Training Centre 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)
.....

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
Training Centre

OR

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

Refusing to hand over or surrender to the Training Centre the whole or part such stipend
or other amounts of money received by him/her as aforesaid, if and when required to do
so by the Training Centre

OR

- a) Getting adverse reports regarding the progress of his/ her training or studies or regarding
his/ her conduct or the failure to refund to the Tool Room & Training Centre, Patna (An

Extension Centre of Indo Danish Tool Room, Jamshedpur) any overpayment made to him/ her during his / her training at the Tool Room & Training Centre, Patna (An Extension Centre of Indo Danish Tool Room, Jamshedpur).

- b) 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.
- c) 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 Indo Danish Tool Room, Jamshedpur, 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:

Indo Danish Tool Room & its extension Centre TRTC, Patna

[Format - 4]

Tool Room & Training Centre, Patna

(An Extension Centre of Indo Danish Tool Room, Jamshedpur)

MEDICALFITNESS CERTIFICATE FORMAT

(For Admission to Diploma Course: Session 2026-27)

I do hereby certify that I have examined to Mr. / Ms. _____ S/o / D/o _____ is a candidate for admission to the Diploma course of Tool Room & Training Centre, Patna (An Extension Centre of Indo Danish Tool Room, Jamshedpur). His / Her age by his / her statement is _____ years. He/she has been examined on the following grounds:

General confirmation is as below.

a)	Vision: Normal/both eyes:	Right	Left
b)	Height (Without shoes):	_____ cms	
c)	Weight:	_____ kgs	
d)	Chest:	Normal	_____ cms
		Expanded	_____ cms
e)	Student observed any physical deformity/abnormality/asthma/ Epilepsy:		
f)	Identification marks 1. _____ 2. _____		

Vaccinated of followings: Please mention in Yes/No

1. Tetanus: 2. Typhoid: 3. Chickenpox: 4. Colour Blindness:

On the above ground, I consider that he/she has sound health and a good physique and is capable of bearing fatigue and exposure and that he is fit to join the training of Diploma in Diploma Course of Tool Room & Training Centre, Patna (An Extension Centre of Indo Danish Tool Room, Jamshedpur).

Name of the Doctor:

Signature:

Registration/Employee No.

Designation:

Name of the Hospital:

Hospital Seal:

Date: Place:

[Format -5]

**Tool Room & Training Centre, Patna
(An Extension Centre of Indo Danish Tool Room, Jamshedpur)**

To,

The Sr. Manager Training / Long Term Training Head,
Tool Room & Training Centre, Patna (An Extension Centre of Indo Danish Tool Room, Jamshedpur)

Sub: - Request for Hostel Allotment

Sir,

My Son/ Daughter..... Form No.....has got the admission in the.....Course in Session: 2026-27 in your institute. As we are residents of.....and not having our arrangement of accommodation in TRTC, Patna 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.

For the communication I am furnishing my address and details as given below:

Student's Name.....	Father's Name.....
Student's Aadhaar No.....	Father's Aadhaar No.....
Vill. /House No.	P.O.....
P.S.....	District.....
State.....	Pin Code.....

Student's Signature.....

Student's Mobile No.....

Father's Signature

Parent's Mobile No.....

Date:Place:

INSTRUCTIONS FOR MARKING THE ANSWER SHEET

1. The candidates are provided with one question and one answer sheet containing a total of 90 questions. Write correctly your ROLL NO, DATE, QB.NO, and put your signature on the answer sheet in the provided space using ball point pen only.
2. Each question carries equal marks.
3. Questions are of multiple-choice type. There are four options for each question. In the answer sheet, there is 4 answer circle marked A, B, C & D at the top. These ovals are to be darkened as per the following instructions.
4. The time duration for answering questions will be of 1 ½ hours only
5. Candidates are required to report as per the reporting time mentioned in the hall ticket at their respective centres.

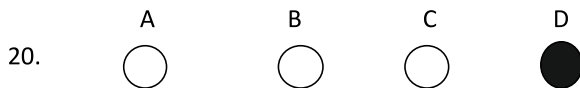
CORRECT METHOD OF MARKING ANSWERS

Use only a Black ballpoint pen to circle your answers. Circle mark will be darkened properly and should be within the circle. The computer will read such markings as two answers and will give no marks for that answer.

The use of a Pencil for marking the answers is not acceptable.

For example, if the answer to question number 20 is D, you should mark it as follows:

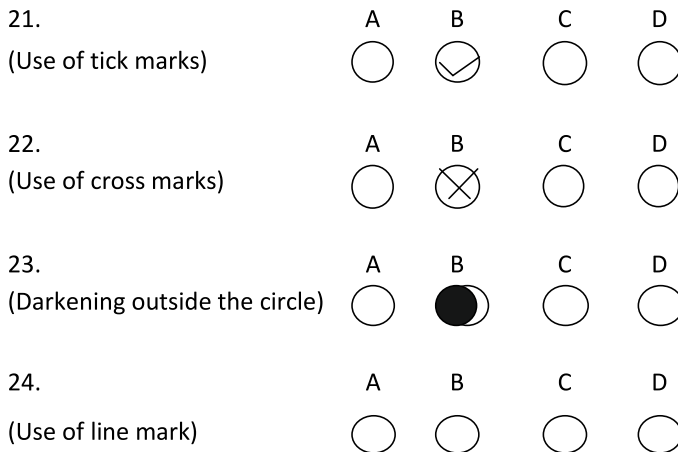
For the communication I am furnishing my address and details as given below:



Please note that the circle should be dark and should be filled in completely

WRONG METHODS OF MARKING ANSWERS

Some incorrect method of marking answers is shown below:



25. (Half-filled marks) A B C D
26. (Use of dot) A B C D
27. (Leaving some portion blank) A B C D
28. (Multiple answers) A B C D
29. (Invalid mark outside the circle) A B C D

Do not darken more than one oval. If more than one oval is darkened the answer will be counted as wrong by the computer.

How to fill Hall Ticket No. in the OMR sheet: -

Example Roll No. is O 110975; O is your category 110975 is your Roll No.

	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Roll no.	<input type="radio"/> G	<input type="radio"/> 0	<input type="radio"/> 0	<input checked="" type="radio"/> 0	<input type="radio"/> 0	<input type="radio"/> 0	<input type="radio"/> 0
	<input type="radio"/> C	<input checked="" type="radio"/> 1	<input checked="" type="radio"/> 1	<input type="radio"/> 1	<input type="radio"/> 1	<input type="radio"/> 1	<input type="radio"/> 1
	<input type="radio"/> T	<input type="radio"/> 2	<input type="radio"/> 2	<input type="radio"/> 2	<input type="radio"/> 2	<input type="radio"/> 2	<input type="radio"/> 2
	<input checked="" type="radio"/> O	<input type="radio"/> 3	<input type="radio"/> 3	<input type="radio"/> 3	<input type="radio"/> 3	<input type="radio"/> 3	<input type="radio"/> 3
	<input type="radio"/> W	<input type="radio"/> 1	<input type="radio"/> 4	<input type="radio"/> 4	<input type="radio"/> 4	<input type="radio"/> 4	<input type="radio"/> 4
		<input type="radio"/> 5	<input type="radio"/> 5	<input type="radio"/> 5	<input type="radio"/> 5	<input type="radio"/> 5	<input checked="" type="radio"/> 5
		<input type="radio"/> 6	<input type="radio"/> 6	<input type="radio"/> 6	<input type="radio"/> 6	<input type="radio"/> 6	<input type="radio"/> 6
		<input type="radio"/> 7	<input type="radio"/> 7	<input type="radio"/> 7	<input checked="" type="radio"/> 7	<input checked="" type="radio"/> 7	<input type="radio"/> 7
		<input type="radio"/> 8	<input type="radio"/> 8	<input type="radio"/> 8	<input type="radio"/> 8	<input type="radio"/> 8	<input type="radio"/> 8
		<input type="radio"/> 9	<input type="radio"/> 9	<input checked="" type="radio"/> 9	<input type="radio"/> 9	<input type="radio"/> 9	<input type="radio"/> 9

Important Dates to Remember:

Sl no.	Admission Activity	Date
1	Sale of Application Form	08 th April 2026 to 27 th June 2026
2	Last date of receipt of the filled Application Form	29 th June 2026
3	Download Admit card (www.Patna.idtr.gov.in)	01 st July 2026 Onwards.
4	Date of entrance exams	5 th July 2026(Sunday).
5	Dates of counselling	20 th & 21 th July 2026 for Unreserved & EWS. 21 st & 22 nd July 2026 UR/EWS WAIT LIST & OBC, 23 rd & 24 th July 2026 OBC Wait List & SC/ST/Physically Handicapped candidates, 25 th July 2026 for Waiting list SC&ST/PH.
6	Dates of commencement of the course	5 th August 2026

For more information & ease in access scan with Google lens/QR Scanner:

TRTC PATNA MAP	TRTC PATNA WEBSITE	SBI COLLECT
 https://maps.app.goo.gl/xTHa7326XyXTRJhJ9	 www.patna.idtr.gov.in	 https://www.onlinesbi.sbi/sbicollect/icollecthome.htm

(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 Facilities

Training Workshop

Fitting Department

Turning Department

Milling Department

Grinding Department

Welding Shop

CNC Machine Shop

Training Labs

Welding Simulation Lab

Pro-E, Delmia, CATIA.

Unigraphics.

CNC Simulation lab.

Hardware & Net Working

PLC&VLSILab

3D Printer and Reverse
Engineering Lab

Tool Room Facilities

CNC Turning.

CNC Milling with
C axis.

CNC EDM with C
axis.

CNC WireCut.

CNC Jig
Grinding.

CNC Machining
Centre.

CNC Profile
Grinding.

NC Surface
Grinding.

CNC Vacuum
Heat Treatment.

Co-ordinate
Measuring
Machine.

Laser Calibration
Kit.

