

Manual 1  
Particulars of organization, functions and duties  
-[Section 4(1)(b)(i)]

**1. Aims and objectives of the organization**

Industrial Training Institute, Vivek Vihar for Women is functioning under the Department of Training & Technical Education, Government of NCT of Delhi. It is imparting training to educated women youth in various 08 Engineering and Non-Engineering trades. The objectives of the ITI are:

- (i) to ensure steady flow of skilled workers in different trades for the domestic industry
- (ii) to raise the quality & quantity of industrial production by systemic training of workers
- (iii) to reduce unemployment among the educated youth by providing employable training
- (iv) to cultivate and nurture a technical and industrial attitude in the mind of younger generation.

**2. Mission :**

Institutes is committed to create, maintain and upgrade modern learning and training resources, and provide multi-skilled craftsman training opportunities and services that meet the needs of learners and emerging industries.

**Vision:**

We, all of us at Industrial Training Institute, Vivek Vihar for Women conduct certificate programs in engineering and non-engineering trades are committed to continually improve our System and achieve total customer satisfaction.

**3. Brief history and background for its establishment:**

Industrial Training Institute Vivek Vihar for Women is a Government of Delhi institution located in Vivek Vihar, in East Delhi, having strength of 288 Trainees from different parts of Delhi and National Capital Region. This Institute was established in 2007 with the aim to cater to the need of IT Sector.

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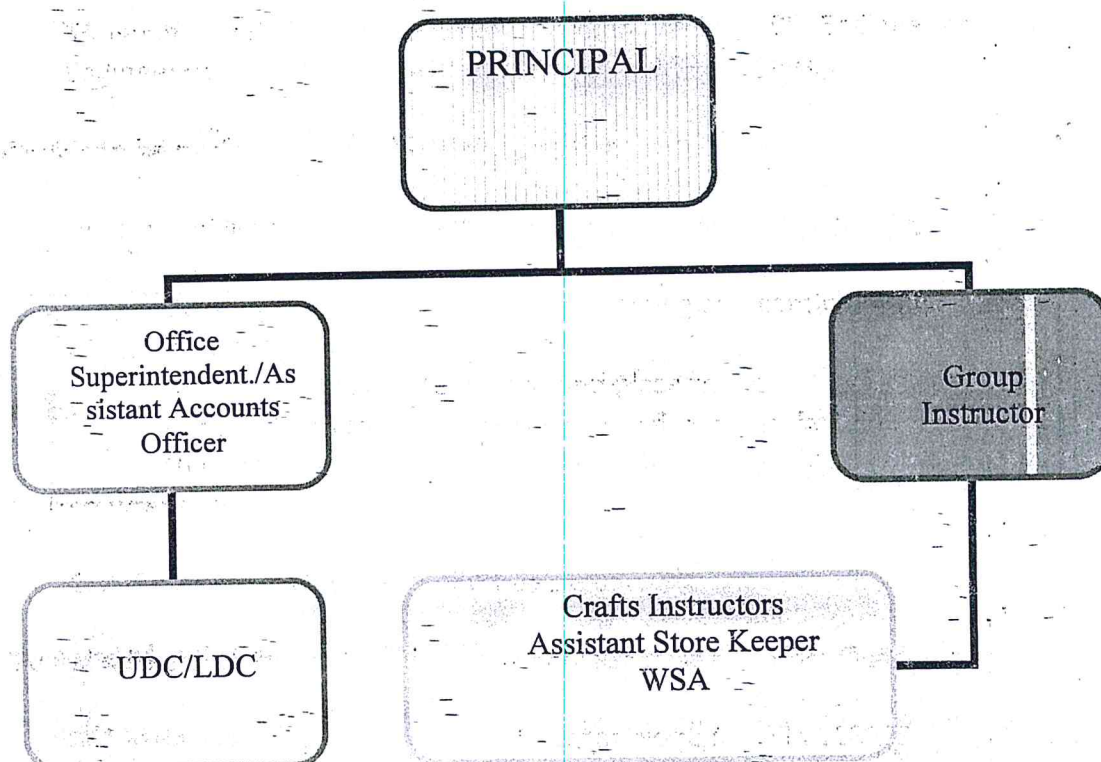
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#### 4. Organization Chart:



#### 5. Allocation of business:

To impart training to educated youth in various 05 Engineering and Non-Engineering trades with a seating strength of 288 trainees.

#### 6. Duties to be performed to achieve the mission:

We shall achieve our mission through

- Delivery of qualitative craftsman training and continual upgradation of infrastructure
- Industry Institute interactions and placements
- Periodic monitoring and assessment of services, facilities and systems of the institute.

#### 7. Citizen interaction

Only Trainees, Industries & Retired personnel.

#### 8. Postal address of the main office, attached/subordinate office/field units etc

Industrial Training Institute Vivek Vihar for women, Delhi 110095.

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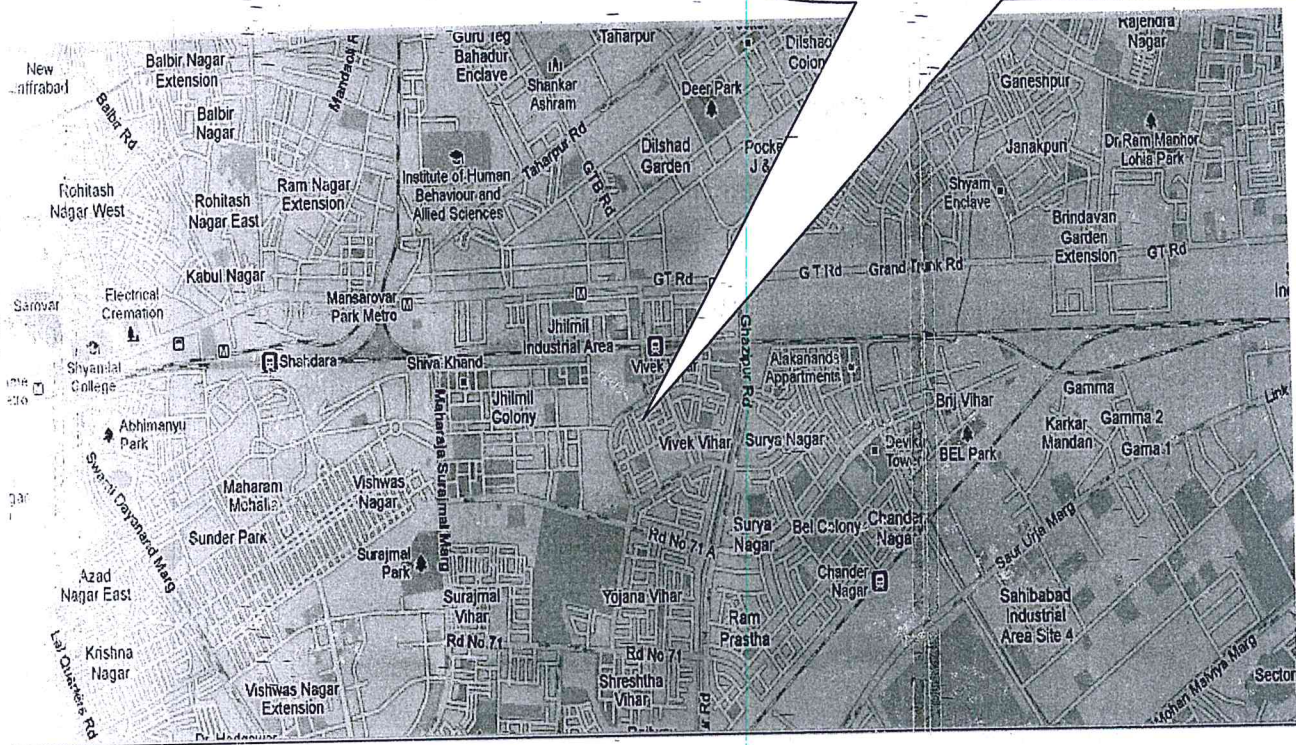
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### 9. Map-of office location

ITI Shahdara and ITI  
Vivek Vihar (W)



### 10. Working hours both for office and public

8.30 A.M. to 5.00 P.M. (with Lunch-break from 1.00 P.M. to 1.30 P.M.)

### 11. Public interaction, if any

Only with Trainees, no other Public dealing or interaction

### 12. Grievance redress mechanism

1. Local Committee of the ITI.
2. Public Grievances Monitoring System.

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