



# **MSME-TOOL ROOM, HYDERABAD**

## **CENTRAL INSTITUTE OF TOOL DESIGN**



(A GOVT. OF INDIA SOCIETY, MINISTRY OF MSME)

BALANAGAR, HYDERABAD-500 037, TELANGANA, INDIA.

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(An ISO 9001: 2008, ISO 29990 : 2010, ISO 14001:2004 & ISO 50001:2011 Certified Institution)

# **PROSPECTUS FOR DIPLOMA COURSES 2017 - 18**

- 1. Diploma in Tool, Die & Mould Making (DTDM)**
- 2. Diploma in Production Engineering (DPE)**
- 3. Diploma in Electronics and Communication Engineering (DECE)**
- 4. Diploma in Automation & Robotics Engineering (DARE)**

## **ABOUT CITD**

The Central Institute of Tool Design (CITD) is an ISO 9001:2008, ISO 29990:2010, ISO 14001:2004 & ISO 50001 : 2011 Certified premier Institute in India providing specialized training courses in Tool Design & Manufacture/CAD/CAM/CAE,VLSI & Embedded Systems, Mechatronics & Robotics. The Institute was established in the year 1968 by the Government of India with the assistance of UNDP and ILO as an executing agency. CITD was converted into a Government of India Society in 1970 under the administrative control of the Ministry of MSME. The Development Commissioner, Ministry of MSME is the ex-officio Chairman of the Governing Council. The Principal Director is the Chief Executive Officer of the Institute.

## **AIMS & OBJECTIVES**

- a. Training of technical personnel in Design and Manufacture of Jigs & Fixtures, Dies & Moulds, Press Tools, CAD/CAM, CAE, VLSI & Embedded Systems, Mechatronics & Robotics.
- b. Provision of advisory, consultancy and common facility & service to small scale units including assistance in the design and development of tools for various processes, Calibration of Mechanical Measuring Instruments.
- c. Recommending measures to standardize tools and tooling elements, components of Jigs & Fixtures, Dies & Moulds, Press Tools and other Tools.
- d. Production of Jigs & Fixtures, Press Tools, Dies & Moulds, Gauges and Special Cutting Tools subject to the condition that the job works undertaken by the Institute should suit to the needs of the training

The Institute has a well equipped Tool Room with sophisticated CNC machines like CNC EDM, CNC Wirecut EDM 4-Axis & 5-Axis High-Speed Machining Centres, and 3D Coordinate Measuring Machine with Scanning & Digitization facilities. The Institute is equipped with latest version of EMCO Table Top/ MTAB CNC Turning and Milling machines with closed loop system to impart training in CNC Programming.

The Calibration laboratory is set up in CITD with Universal Horizontal Meterscope ULM OPAL600 Carl Zeiss Technology, Germany and Slip Gauge Measuring Unit 826 with Millitron 1240, Mahr, Germany to Calibrate Limit Gauges, Micrometers, Dial Indicators, etc.

The CAD/CAM Centre is equipped with latest hardware like latest Configuration workstations Systems and softwares like AutoCAD, Pro-E, CATIA, ANSYS, Hypermesh Unigraphics, Master CAM, Del CAM, Nastran & Patron, ABACUS, LS-DYNA, Q-FORM, SOLIDCAST, etc.

The Institute is also equipped with an Automation Centre with Programmable Logic Control Systems, Hydraulic, Pneumatic, Electronic Controls with Simulators.

The Institute has a special Library with a collection of technical books in Tool & other Engineering fields and subscribes to various International journals like CIRP Annals, American Machinist, Journal of Engineering Materials & Technology (ASME), Precision Engineering (JAPAN) and Precision Tool Maker, etc. The Documentation Centre collects and organizes information and data useful for the technological advancement in Tool Engineering. For the dissemination of information, the centre publishes a computerized current awareness abstracting bulletin and provides technical enquiry service.

The Institute also extends its services to the developing countries by imparting knowledge and necessary skills to their personnel in the field of Tool Design, CAD/CAM, VLSI & Embedded Systems, Automation, Mechatronics & Robotics.

### **Various Long Term Courses Approved by AICTE and Conducted by CITD :**

1. M.E(CAD/CAM) of 2 years (4Semesters) duration, in collaboration with Osmania University.
2. M.E (Tool Design) of 2 years (4 Semesters) duration, in collaboration with Osmania University.
3. M.E(DFM) of 2 years (4 Semesters) duration, in collaboration with Osmania University.
4. M.Tech (Mechatronics) of 2 years (4 Semesters) duration, in collaboration with JNTUH.
5. Post Diploma in Tool Design (PDTD) – 1 year (2 Semesters) duration.
6. Diploma in Tool, Die & Mould Making – (DTDM) for 10<sup>th</sup> class passed students with 50% for general & 45% for SC/ST category – 4 years (8 Semesters) duration, approved by AICTE, New Delhi.
7. Diploma in Production Engineering – (DPE) for 10<sup>th</sup> class passed students –3 years (6 Semesters) duration, approved by AICTE, New Delhi.
8. Diploma in Electronics and Communication Engineering – (DECE) for 10<sup>th</sup> class passed students –3 years (6 Semesters) duration, approved by AICTE, New Delhi.
9. Diploma in Automation & Robotics Engineering – (DARE) for 10<sup>th</sup> class passed students –3 years (6 Semesters) duration, approved by AICTE, New Delhi.

### **Short Term Training Programmes**

These courses are **Tailor made Courses** to cater to the needs of the specific fields in Tool Design, Manufacture, Mechatronics & Robotics and CAD/CAM, VLSI & Embedded Systems for working engineers, supervisors, technicians etc. Separate brochures are available and can be had on request.

### **Specialized Training Programmes**

These courses are conducted to update knowledge of technical personnel working in the Industries in the latest technology in Tool Engineering by conducting seminars, workshops etc,. The Institute conducts in house training programs either at the Industries or at CITD in the field of Tool Design, Mechatronics & Robotics & CAD/CAM , VLSI/ Embedded Systems Training.

## Diploma Courses

The Diploma courses conducted by the Institute are **approved by AICTE, New Delhi. Equivalent to State Government Polytechnic Course.**

### Course No.1 – Diploma in Tool, Die & Mould Making (DTDM)

Duration	4 years (8 Semesters)
Qualification	10 <sup>th</sup> /SSC passed or its equivalent examination from a recognized Board with minimum 50% marks for general category candidates and 45% in case of candidates belonging to SC / ST category.
Age	<b>Minimum 15 years</b> <b>Maximum 19 years as on 01.04.2017</b> <b>Relaxation upto 5 years for SC/ST Candidates.</b>
No. of seats	<b>60</b>
Mode of Selection	Through Entrance Examination
Course Fee	<b>Rs. 19,000/-</b> per Semester

### Course No.2 – Diploma in Production Engineering (DPE)

Duration	3 Years (6 Semesters)
Qualification	10 <sup>th</sup> /SSC passed or its equivalent examination from a recognized Board.
Age	<b>Minimum 15 years</b> <b>Maximum 19 years as on 01.04.2017</b> <b>Relaxation upto 5 years for SC/ST Candidates.</b>
No. of seats	<b>60</b>
Mode of Selection	Through Entrance Examination
Course Fee	<b>Rs. 19,000/-</b> per semester

### Course No.3 – Diploma in Electronics & Communication Engineering (DECE)

Duration	3 Years (6 Semesters)
Qualification	10 <sup>th</sup> /SSC passed or its equivalent examination from a recognized Board.
Age	<b>Minimum 15 years</b> <b>Maximum 19 years as on 01.04.2017</b> <b>Relaxation upto 5 years for SC/ST Candidates.</b>
No. of seats	<b>60</b>
Mode of Selection	Through Entrance Examination
Course Fee	<b>Rs. 19,000/-</b> per semester

### Course No.4 – Diploma in Automation & Robotics Engineering (DARE)

Duration	3 Years (6 Semesters)
Qualification	10 <sup>th</sup> /SSC passed or its equivalent examination from a recognized Board.
Age	<b>Minimum 15 years</b> <b>Maximum 19 years as on 01.04.2017</b> <b>Relaxation upto 5 years for SC/ST Candidates.</b>
No. of seats	<b>60</b>
Mode of Selection	Through Entrance Examination
Course Fee	<b>Rs. 19,000/-</b> per semester

## Use of Unfair Means

Use of unfair means by candidate at the entrance examination whether detected at the time of examination, evaluation or at any stage will lead to cancellation of his/her admission into the course.

## All Diploma Courses

- a) Medium of instruction – English
- b) Tentative Date for Commencement of course: **05-06-2017**
- c) Working hours 9:30 A.M. to 4:00 P.M. with Sunday as weekly off. (Weekly off & working hours are liable to change)

## Methodology of imparting Training

- a) Lectures supported by audio-visual aids
- b) Film shows in technical subjects
- c) Tool Design / Manufacturing exercises.
- d) Technical Literature / handouts on related subjects
- e) Working on computers and CNC machines.
- f) Expert guest Lectures

## Attendance and eligibility to appear for end examination

Student shall be allowed to appear for the end examinations, if he/she possesses 75% and above attendance only.

It shall be the responsibility of trainees, parents / guardians of the trainee to maintain the minimum percentage of attendance prescribed by the Institute. Institute shall not have any obligation/liability to inform the trainees/parents in this regard. No request for permission for waiver of minimum prescribed percentage of attendance will be entertained.

## Distribution of marks in each semester for Final Grading.

The following distribution is made for calculating the total marks at the end of the semester.

	<b>Theory</b>	<b>Practical</b>
<b>For DTDM</b>		
<b>Sessional</b>	<b>40%</b>	<b>40%</b>
<b>Semester Exam</b>	<b>60%</b>	<b>60%</b>
<b>TOTAL</b>	<b>100%</b>	<b>100%</b>
<b>For DECE,DPE &amp; DARE</b>		
<b>Sessional</b>	<b>20%</b>	<b>40%</b>
<b>Semester Exam</b>	<b>80%</b>	<b>60%</b>
<b>TOTAL</b>	<b>100%</b>	<b>100%</b>

## Standard of Passing and Award of Class

The final grading for the courses shall be awarded on the basis of the total aggregate marks obtained in all semesters as given below

<b>DTDM</b>	<b>DECE,DPE &amp; DARE</b>
75% - First Division with Distinction	75% - First Division with Distinction
60% - First Division	60% - First Division
50% - Second Division	50% - Second Division
50% - Minimum marks for Pass in each subject (Theory & Practicals in sessionals and semester exam)	35% - Minimum marks for Pass in Theory subjects 28 marks/80 marks in end exam and over all 35 must.
	50% - Minimum marks for Pass in Practicals in end exam and in total marks.

## Minimum requirement for Award of Diploma

A pass in all subjects as mentioned in the table above.

## Admission to all Diploma Courses

Academic year commences during June/July every year. Candidates of all categories selected through entrance test are admitted to the courses on the basis of rank obtained in the entrance examination conducted by CITD.

First semester fee is payable on the counseling day and the fee once paid will not be refunded. The trainees should also deposit caution money of Rs.1,000/- which will be refunded on successful completion of the course and not before under any circumstances. Students should also pay Registration fee of Rs.1,000/- at the time of admission which is non-refundable.

## Applications

- A) Application form & Prospectus can be downloaded from our website [www.citdindia.org](http://www.citdindia.org) and the filled in application forms can be sent to **The Director (Trg), CITD, Balanagar, Hyderabad-500 037**, along with prescribed application cost by way of Demand Draft **drawn in favor of Principal Director, CITD, Hyderabad.**
- B) Further details can be obtained from Training Department, MSME-Tool Room /Central Institute of Tool Design, Balanagar, Hyderabad – 500 037, on any working day between 9:30 AM and 5:00 PM.(Weekly holiday - Sunday). The application cost may be paid in DD on any Nationalized Bank, preferably on State Bank of Hyderabad, Balanagar Branch, Hyderabad – 37). **Last date for receipt of filled-in applications is 20-04-17**

## Syllabus for Entrance Examination

1) Mathematics 2) Science 3) English and 4) Aptitude and General Knowledge of 10 Standard.

**Duration of Entrance Exam- 1½ hours and the exam is in Objective type.**

### Reservation

Reservation exist as per Govt. of India Rules.

Age Relaxation for SC/ST category candidates exist as per Govt. of India Rules.

SC/ST candidates who fails to produce a letter of Scholarship sanction from Social Welfare Department towards course fee / or the course Fee ect., he/she will forfeit the seat and the same will be offered to the next SC/ST candidate in the order of merit.

The merit list of the candidates will be displayed on the notice board at the Institute as well as on CITD Website [www.citdindia.org](http://www.citdindia.org). As per the list, all the interested candidates are required to be present on the counseling day as per the counseling dates along with all the original certificates & prescribed fees etc. **Fee once paid will not be refunded.**

Rules made by the Institute regarding selection and closure of admissions shall be final.

## Documents to be handed over at the time of counseling for admission-

Original certificates of qualifying examination i.e., SSC, Transfer Certificate, Date of Birth Certificate, Bonafide Certificate, Integrated Caste Certificate, Latest Income Certificate, photo copy of ration card, Aadhar card etc. as applicable.

**These original certificates once submitted will not be given back to the trainees under any circumstances till they complete the scheduled training period at this Institute. Therefore candidates are advised to take sufficient number of photo copies to keep with them before submitting the originals to CITD at the time of counseling.**

Certificate of physical fitness from any Assistant Civil Surgeon. The Institute reserves right to send the candidate for further Medical examination, if necessary.

The trainee should give an undertaking for good conduct and behavior and to abide by the rules & regulation as prescribed by the Institute.

### **General Terms & Conditions to be followed during Training:**

- 1. The course fee for next semester should be paid before beginning of the semester i.e., by 31<sup>st</sup> July and 31<sup>st</sup> January of every year. A late fee of Rs.1000/- per week subject to the maximum of two weeks will be levied if the semester fee is not paid in time. Thereafter Defaulters are liable to be terminated from training. Their results of previous semester will be withheld and they will not be allowed to attend classes for next semester.**
- 2. Safety Goggles, Vernier & Micrometer :**Every Diploma trainee must purchase at his / her own cost one Safety Goggles, One Vernier 0-150mm and one micrometer 0-25 mm, and bring for practicals and for tests as applicable.
- 3. Hostel :** Limited hostel facility is available for 1<sup>st</sup> year students.
- 4. Uniforms :** All Diploma trainees are required to get the uniforms as prescribed by the Institute, stitched at their own cost and attend the training in uniform and with safety shoes every day. All trainees have to get safety shoes, safety goggles and wear during practical training.
- 5.** No traveling allowance or any other allowance will be paid for attending entrance exam, joining the course or on termination thereof.
- 6.** Final year trainees are exposed to campus interviews, by intending industries. However, the Institute does not guarantee any employment or absorption.
- 7.** The trainees shall not cause any damage or loss to the property of the Institute, failing which they are liable to bear the loss.
- 8.** Any information given in the application by the candidate, if, found incorrect after selection, the trainee is liable for such punishment as may be deemed fit including his/her disqualification and / or dismissed from training course.
- 9.** The trainees are expected to complete the assignments as per schedule of training programs.
- 10.**The trainees will have to strictly undergo the training as per the schedule and instructions and comply with all the rules of discipline as may be in force from time to time. Copying/ malpractice during the examinations will be viewed seriously.
- 11.**The trainees are not permitted to join for any other part-time course without the permission of the Institute.
- 12.**The trainees are expected to maintain utmost discipline and good manners inside and outside the campus and not get involved in activities which cause blemish to the good image of the Institute.
- 13.**The Institute reserves the right to fill – up any vacant seat from among the candidates present at the time of counseling as per the merit, subject to payment of requisite fee applicable.

- 14.No request for extension of time for submission of proof of pass or submission of original and the trainees have to abide by these rules.
- 15.The Institute reserves the right to alter vary /change and / or modify the rules governing the admissions, or any other procedure from time to time depending upon exigencies of training and the trainees have to abide by these rules.
- 16.The trainees have to follow the rules and regulations made by the Institute pertaining to departments, examinations, hostels, discipline etc.
- 17.The Institute reserves the right to terminate the trainee at any time at its discretion for misconduct/indiscipline/irregular attendance, breach of rules etc. In such an event, the course fee paid by the candidates shall not be refunded.
- 18.The Institute shall take all precautionary measures with regard to safety. However, the trainees should decide to join the course at 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 Institute shall not be liable to pay any compensation whatsoever. The trainees shall indemnify the Institute in this account.
- 19.Trainees shall arrange at their cost, all stationary, drawing and other instruments and books prescribed for the course.
- 20.Ragging of any kind will be viewed seriously and offenders shall be liable to be prosecuted under the law. Their training will be terminated and the fee paid by them shall be forfeited. They will not be allowed to rejoin the semesters/course afresh.
- 21.The trainees should give an undertaking to abide by the rules & regulations of the Training.
- 22.Jurisdiction : All matters concerning the admissions and conducting the course shall be subject to Hyderabad Jurisdiction only.

### **Important Dates**

<b>Sale of applications starts on</b>	<b>: 23-03-17</b>
<b>Last date for receipt of filled-in applications</b>	<b>: 20-04-17</b>
<b>Last date for receipt of filled-in applications with late fee of Rs.500/-</b>	<b>:25-04-17</b>
<b>Date of Entrance exam ( Tentative)</b>	<b>: 30-04-17</b>
<b>Date of Commencement of Courses ( Tentative)</b>	<b>:05-06-17</b>



**Entrance Test will be held at:**

1. HYDERABAD  
Main Building,  
University College of Engineering  
Osmania University,  
Hyderabad – 500 037  
Tel :, 040-23771959
2. **VIJAYAWADA CENTRE : Will be declared in Hall- Ticket.**

**CITD Reserves the right to decide the Entrance Centre.**



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*For Further Clarification, Please Contact:*

**Training Department**  
**Phone No's:** 040-2377 1959,040-23776178  
**Fax :** 040-23772658, **Email :** [citdadmisions@citdindia.org](mailto:citdadmisions@citdindia.org)  
**Website :** [www.citdindia.org](http://www.citdindia.org)

**Citd - THE INSTITUTE FOR ENHANCEMENT OF TECHNOLOGY**