



**DEPARTMENT OF JUTE AND FIBRE TECHNOLOGY
INSTITUTE OF JUTE TECHNOLOGY
UNIVERSITY OF CALCUTTA**

Phone : 2461-5477 / 5632 / 5326 / 5444
Fax : (033) 2461-5632
e-mail : ijt@cal2.vsnl.net.in
Website : www.caluniv.ac.in / www.ijtindia.org

35, Ballygunge Circular Road,
Kolkata - 700 019

Ref: ISDS/DJFT/JDP/ 737

18.05.2012

Shri Eshamuddin Sekh

President

Kumbhira Minority Misson

Vill-Gabgachi ,P.O-Kamalabari , Dist-Malda ,PIN-732103

M- 9734993627, Email: kumbhiraminoritymission228@gmail.com

Sub: Skill Development Training Programme on "Jute Diversified Products" under Ministry of Textiles, Govt of India Sponsored Integrated Skill Development Scheme (ISDS) for "SKILL UPGRADATION TRAINING OF NEW ENTRANT WORKERS AND JUNIOR SUPERVISORS OF JUTE SECTOR" for training of Artisans/Weavers/Dyers/Printers and entrepreneurs etc as entrusted to the Department of Jute and Fibre Technology, Institute of Jute Technology, University of Calcutta, Kolkata.

Dear Sir,

This has reference to your visit to our Institute 03-05-2012, regarding the skill development training on **Jute Diversified Products (JDP)**, for Artisans/Weavers/Dyers/Printers/Entrepreneurs for manufacturing of Jute Handicraft items and Jute Diversified Products (JDP).

You might be aware that this Department of Jute and Fibre Technology , Institute of Jute Technology , Calcutta University has been entrusted by Ministry of Textiles, Govt. of India as a Nodal Implementing Agency for Conducting SKILL UPGRADATION TRAINING OF NEW ENTRANT WORKERS AND JUNIOR SUPERVISORS OF JUTE SECTOR including **Training Programme on "Jute Diversified Products"** for training of ARTISANS/ WEAVERS/ DYERS/ PRINTERS AND ENTREPRENEURS FOR MANUFACTURE OF JUTE DIVERSIFIED PRODUCTS. Hence, the Department of Jute and Fibre Technology, Institute of Jute Technology, University of Calcutta, is planning to organize short duration (1 month) skill development training programmes on **Jute Diversified Products (JDP)**, for jute sector under Integrated Skill Development Scheme (ISDS) of Ministry of Textiles, Govt. of India.

Now, we have started some of the training programme in different Jute Mills and also we are ready to start the above said training programme on four modules for manufacture of **Jute Diversified Product (JDP)** with the help of your organization or at any suitable premises where infrastructure exists like any Weavers service centres, Craft and design Institutes, Work education division of Vocational Schools, JDP manufacturing unit, Dye houses , Weavers and Dyers Co-operative Society, NGOs working for Promotion of JDP etc , where you have to depute / arrange sufficient no. of trainees (minimum 30 trainee per batch/module) from your areas of working through your associates. you may help us by inviting / enrolling trainees from outside, to undertake training at your premises to be conducted by us .

The followings are the four modules of JDP-1-4 Courses:

1. **Weaving Design & Weaving (Module-JDP-1) : Duration : 1 month (4 weeks i.e. 22 days)**
2. **Stitching & Mfg. of Jute Diversified Products (Module-JDP-2): Duration : 1 month (4 weeks i.e. 22 days)**
3. **Dyeing of Jute Products (Module-JDP-3): Duration : 1 month (4 weeks i.e. 22 days)**
4. **Print Design & Printing of Jute Products (Module-JDP-4) Duration: 1 month (4 weeks i.e. 22 days)**

We are attaching herewith the approved syllabus and regulation for these four JDP training Modules. Please note that, there is no bar for entry qualification for trainees, however any person seeking admission in these four JDP courses should be preferably literate. **Thus, a candidate seeking admission in any of the above four courses should have literacy and a nominal Course fee @ Rs 500/- per course module per trainees for any one 4 weeks duration course on JDP , is to be deposited by cash or cheque to this department in a specific account (Institute of Jute Technology –ISDS-Account -2 (Revenue), payable at Calcutta.** In case of sponsored trainees of your organization or your associates, this amount may be paid to IJT from your organization or your associates by cheque payable to above said account and for general candidates they may deposit the course fee to IJT in cash through you.

Please note that for separate module of JDP-1 to JDP-4 courses, separate infrastructure facilities for each module may be required and hence specific module of training should be organized at specific sites/ organizations ,where such facilities exists. You have to contribute in kinds providing training rooms/space, all required organizational help and required other infrastructure including power, light, fan , drinking water, toilet facility and required machinery like handloom or sewing machine or printing table or Dyeing arrangement etc. However, if required , in special cases, for the small tools and equipment etc , this dept.(DJFT, IJT) may provide some one time capital cost to purchase some of the required small equipment and tools within a maximum limit of Rs 50,000/- per module, with prior approval of appropriate authority, in future , if it is assured that the training programme will continue there for five years and all such procurement will be in the name of this department only, with prior approval. However, with prior approval of Project Coordinator in writing , you may hire essential machinery or equipment for actual days of training , where the bills for this purpose may be directly given to us for reimbursement. But, If you organize such training once in a while or as per your organization's need , you have to arrange all the infrastructure facilities and small tools for each training module at your cost.

Cost of all the raw materials/training materials and accessories (maximum 1,000/- per trainee for one month training per module ,subject to submission of actual bill) , contingency expenses for stationery, typing, photography and miscellaneous expenses for organizing the training etc(maximum Rs 100/- per trainee) , Charges to one person for one temporary coordinator to perform all coordination jobs on per day basis to organize and to look after the whole training programme including keeping attendance, records of trainees' details and collecting feedback from trainees and assistance to their placement etc (Rs 500/- per day of actual working , subject to submission of bill in prescribed format and also remuneration to two Assistant level Trainers (@ Rs 500/- for Assistant Trainers and Rs 300/- for Helper of the trainers) will be paid directly to the Asst. trainers and also to his helper by this department after the training is over. Moreover, you may note that this department (DJFT,IJT) will pay to you Rs. 30/- per head per participants towards Tea and other refreshment as Tiffin/ lunch etc for the trainees during the actual days of training programme. The amount will be reimbursed to you , once you submit the actual bill for refreshment after the completion of training programme.

For organizing the said JDP training programme the following basic modalities have to be followed:

1. There should be one Chief Contact Person and one Training Coordinator from your Organisation, who will coordinate with us for organizing the said JDP training programmes at your Organisation or at any suitable premises of your choice. Therefore, you are hereby requested to please provide us the Name, Tel. No., Fax No., email etc. of one Contact Person as Training Coordinator for discussion about organizing this training programme jointly with us and the name for one assistant level person to assist for different services needed and to help our trainers etc.
2. Your organization should make arrangement of the following infrastructural facilities to conduct the said four JDP training Programmes effectively and smoothly:
 - a) One or two Class room equipped with Chair, table, benches for sitting arrangement of about 30-40 persons,(you can share your existing Training/Meeting room for 2-3-hrs each day for this), having one blackboard, chalk and duster or white board and Marker Pen to write on Board in the class room.
 - b) The Training room should preferably have one OHP and one LCD Projector, one Computer (P-IV version) with Monitor or Laptop along with windows XP operating system with Anti Virus Protection and better quality speaker for Audio-Visual presentation (if these facilities already exist in your organization then that may be shared for the said JDP training programme).
 - c) One more practical training room / walled space with some vacant space with one or two big Pattern Table (s) and small tools for measurement and cutting of jute and Jute -cotton union fabrics etc for Practical classes (you may share your existing practical class room or vacant space as per availability).
 - d) For separate module of JDP-1 to JDP-4 courses, separate infrastructure facilities must exist in all the sites for each module of training.
 - e) You are also requested to note that Rs. 30/- per head per participants will be paid to you towards refreshment/Tiffin/ lunch for the trainees during the actual days of training programme. The amount will be reimbursed to you once you submit the bill , after the completion of training programme.
 - f) Considering 5 days per week and last two days examination, the total working days per module of training will be 22 days in 4 weeks or 1 month duration course for each of the four JDP modules. Thus, if it is within Kolkata and outskirt, 5 days per week will be strictly followed with two days off per week. But, If the training centre is at Outside West Bengal or at a long distance from Kolkata, continuous 22 days training will be held. You have to confirm this for preparation of training schedule for any of the module.
 - g) In case, the training centre is at outside West Bengal or at a long distance from Kolkata (like Your Organization), you have to arrange the comfortable stay with arrangement of fooding and lodging for 22 days + 2 days for our Two Trainers / Training Assistant and also have to arrange the same for our Project coordinator/ Centre In charges, as and when they will visit your centre to supervise all these training programme from time to time , mainly at the start , at the middle and at the end of each of the said training programme for 22 days.
 - h) Please also note that this department will arrange evaluation and award of certificate to each trainee after completion of the each course.

Please send your consent and details of the JDP training programmes (you wish to conduct at your organization or at a suitable place of your choice under your control or under your associates) under ISDS project activity of this department /Institute as nodal centre for jute with your early confirmation of dates and arrangement, so that this can be started at an early date from 1st week of June-2012. Though the organizing of the selective training Programme under IISDS Project of this department will be solely our responsibility, but for corporate social responsibility and mutual benefit of promotion of human wealth in jute sector, but it will be partly your responsibility for arranging the no. of trainees (atleast 30-35 trainees per module) ready to undertake the training for specific module and also to keep ready and to provide us the required infrastructural facilities at the place of training either at your organization or at specific sites of your associates under your control.

You are requested to feel free to contact the undersigned Prof A K Samanta (Land line 033 2461 54444, mobile no: 09831161529, e mail: ijtaksamanta@hotmail.com) and /or Dr Swapan Kr. Ghosh (mobile no: 09831324354, email: ijtskg40@gmail.com). Project Co-coordinators of ISDS Project of Dept. of Jute & Fibre Technology, Institute of Jute Technology, University of Calcutta, for starting JDP courses at your organization for early commencement of the ISDS - JDP training programmes at your organization.

Thanking You,

Yours faithfully,



(Prof. A. K. Samanta)
Professor and Project Coordinator, ISDS Project of IJT
Dept. of Jute & Fibre Technology,
Institute of Jute Technology, University of Calcutta