**DON BOSCO**

**Our Founder and Inspirer**

Saint John Bosco (16th August 1815 – 31st January 1888), known as Don Bosco, was an Italian Roman Catholic priest, educator and writer of the 19th century, who put into practice the convictions of his religion, dedicating his life to the betterment and education of disadvantaged youth. He believed education to be a “matter of the heart” based on reason, religion, and loving kindness.

His followers popularly known as Salesians continue his pedagogy of education throughout the world. ‘Don Bosco Group’ is spread across 132 countries having thousands of training institutes world-wide, and over 125 locations in India catering to skilling and employability needs of the disadvantaged youth.

**Director’s Message**

Technical Education contributes a major share in the overall education system and plays a role in the social and economic demands of a developing society to meet its multiplying demands. Don Bosco Technical Institute contributes to it through systematic training in skills needed to perform specific tasks. Following the inspiration of the Founder, the institute seeks to accompany the young to seek and find his place in the world of work by making him a self-reliant and socially responsible citizen of the country. This is achieved through a modern, up to date and industry connected training as well as personal commitment through relevant life skills.

Director, DBTI

**From the Principal’s Desk**

Don Bosco Technical Institute, Okhla, New Delhi, is a quality training centre which has ISO 9001 Certification; it shows special commitment in preparing the youth as skilled persons in Mechanical, Printing and Computer sectors. Vocational Training has worldwide significance especially in India. Technical Education is witnessing a shift from conventional to innovative learning. Competency based market driven courses sustained by creative interventions have become important and relevant components in skill training. During the past 48 years of our history the Institute has grown and has many training programs for the youth, besides that, we have a number of industry tie-ups as well. You can learn more about our institute as you turn the pages ahead.

Principal, DBTI

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**About DBTI**

Don Bosco Technical Institute is an ISO certified, placement driven and skill training Institute. It is a Christian minority institute established in 1971 and is owned by Don Bosco Group. Don Bosco Group is spread across 132 countries having thousands of training institutes world-wide, and over 125 locations in India catering to skilling and employability needs of the youth. With its motto “Learn a Trade, Earn a Living”, the institute intends to mainstream the youth into the formally organized job market through market driven skill development interventions. The course modules are designed carefully with industry inputs to keep in tune with the changing demands of the market. With its rich experience in the field of technical education and state of the art facilities, Don Bosco Technical Institute opens new horizons of opportunity for the young people of North India. Unique in its training programmes, training methods and goals, the institute is strongly rooted in the philosophy of St. John Bosco, “Passion for Youth” and is committed to accompany the young people especially the less privileged, in their journey to self-realization and fulfilment. We too share in their struggles and achievements by being with them at every step as mentors and guides.

**Affiliates**

*Don Bosco Technical Institute is affiliated to:*

* National Council for Vocational Education and Training (NCVET)
* National Institute of Electronics and Information Technology (NIELIT)
* Sector Skill Council
* Council for the Indian School Certificate Examinations (CISCE)

**Recognition**

Don Bosco Technical Institute is certified by International Organization for Standardization: ISO 9001:2015. This recognizes and certifies that the technical education and training services provided by DBTI as having International standard and Quality.

**Training Courses**

DBTI operates on the principles of providing hands on complete training with updated technical skills as per market demand, through soft sills, career guidance and placement assistance. Over the years, the institute has shaped its training to include a variety of courses in mechanical, computer and printing. The institute, true to its motto, has strictly designed its training programmes in such a fashion that the youth with Class VIII pass and above can find a reason for being in the institute. Individual machines, experienced faculty, sophisticated laboratory, real time work experience in the workshop, trainee based Skill training, Assignments and Project works, internship in the industry and Placement support, Basic Computer Application, Spoken English & Soft skills make DBTI a symbol of commitment and utmost quality.

**Courses**

* Mechanical Courses
* Draughtsman
* Machinist
* Machinist Grinder
* Turner
* Inspection & Quality Control (Basic Mechanism) IQC
* General Machine shop
* CNC Operator
* Turning
* Milling
* CNC Programmer
* Turning
* Milling
* Computer Courses
* Computer Operator & Programming Assistant (COPA)
* O’Level
* Hardware & Networking
* Multimedia & Web Designing
* Printing Courses
* Offset Printing
* Offset Design Technician (CVE)
* Graphic Design Technician (CVE)
* Graphic Designing
* Short Term Courses
* Plumbing (GROHE)
* Electrical (SCHNEIDER)
* Refrigeration & Air conditioner (GODREJ)

**Training in Mechanical**

**Basic Training Programmes**

**NCVT Certification**

**Turner**

Program Details:

Two years NCVET Course

Eligibility – Class 10

**Draughtsman**

Program Details:

Two Years NCVET Course

Eligibility – Class 10

**Machinist**

Program Details:

Two Years NCVET Course

Eligibility – Class 10

**Machinist Grinder**

Program Details

Two Years NCVET Course

Eligibility – Class 10

**Don Bosco Certification**

**General Machine Shop Training**

Program Details:

One Year Don Bosco Certificate Course

Eligibility – Class 8

**Inspection and Quality Control**

Program Details:

One Year Don Bosco Certificate Course

Eligibility – Class 12 with minimum 45% marks in Mathematics and Science

**CNC Skills**

**CNC Operator**

* Turning
* Milling
* Wirecut & EDM

**Skills Outcome**

On completion of the course, the trainee will be capable of setting up and operating a 2-axis CNC lathe, 3 – axis vertical machining centre, 5- axis milling, Wirecut & EDM. He will have knowledge of CNC machine construction, Machining operations, Cutting tools and cutting parameters selection, Work holding, Part setup, Machine operation, Safety, and Basic Maintenance.

**CNC Programmer**

* Turning
* Milling
* Wirecut & EDM

**Skills Outcome**

On completion of the course, the trainee will be capable of writing CNC Programs for 2-axis CNC lathe, 3-axis vertical machine centre, 5-axis milling, Wirecut & EDM, setting machines, and proving trial parts. He will have the knowledge of CNC machine construction, machining operations, cutting tools and cutting parameters selection, Work holding, Programming, costing, part Setup, Machine operation.

1. CAD/CAM Software

2. AutoCAD

3. Solid Edge

**Training in Computer**

**Basic Training Programmes**

**COPA**

Program Details:

One Year NCVET Course

Eligibility – Class 10 and Proficiency in English

**O’Level**

Program Details:

One Year NIELIT Certificate Course

Eligibility – Class 12th Under 10+2 system with minimum of 50% Aggregate and Proficiency in English

**Computer Hardware & Networking**

Program Details:

One Year Don Bosco Certificate Course

Eligibility – Class 12 and Above

**Multimedia & Web Designing**

Program Details:

Six Months Don Bosco Certificate Course

Eligibility – Class 12under 10+2 system and Proficiency in English

**Training in Printing**

Basic Training Programmes

**Graphic Design Technician**

Program Details:

Two Years CVE (Certificate of Vocational Education) Course conducted by Council for Indian School Certificate Examination (CISCE)

Eligibility – Class 10 and Above. Applicants to CVE Courses should have a minimum of 45% in English. Minority/OBC students will require a minimum of 35% marks for the same.

**Offset Printing Technician**

Program Details:

Two Years CVE (Certificate of Vocational Education) Course conducted by Council for Indian School Certificate Examination (CISCE)

Eligibility – Class 10 and Above. Applicants to CVE Courses should have a minimum of 45% in English. Minority/OBC students will require a minimum of 35% marks for the same.

**Graphic Design (GD)**

Program Details:

One Year Don Bosco Certificate Course

Eligibility – Class 12 and above, Knowledge about computer fundamentals, Windows & MS Office.

**Offset Printing**

Program Details:

One Year Don Bosco Certificate Course

Eligibility – Class 8

**Short term Courses**

**Plumbing (GROHE)**

Program Details:

Three Months NSDC & Don Bosco Certificate Course

Eligibility – Class 10

**Electrical (SCHNEIDER)**

Program Details:

Three Months NSDC & Don Bosco Certificate Course

Eligibility – Class 10

**Refrigeration & Air Conditioning (GODREJ)**

Program Details:

Three Months Don Bosco Certificate Course

Eligibility – Class 10

**Why Should I Join DBTI?**

* Multi-disciplinary
* Multi Skilling
* Demand driven and value added training programmes
* Trainee based training
* Experienced and committed faculty
* Well-equipped laboratories and state of the art facilities
* Globally recognized qualification
* ISO Certified Institute
* Linkage with the Industries
* Placement linkages
* 100% Job Assistance after course completion
* Personal follow-up and Career Management
* Workplace readiness
* Personality development programmes
* Soft skills
* Making youth self-reliant and productive
* Centrally located institute (Sukhdev Vihar Metro Station)

**On the Job learning**

Mechanical and Printing workshop facilities with advanced machines and equipment, train the students on-job works from industries, NGOs and institutions. These job works provide hands-on training to the trainees and support the training expenses of the institute.

**Placement**

All the training programs have an in-built placement component. This is ensured through placement tie ups with industries and corporates for internship, employment, training and advancement. DBTI has a dedicated Placement Cell, which carries out a variety of activities on behalf of young people looking for employment – those who are enrolled at the institute for skill training as well as those who approach the institute for support in finding employment. The cell equips and guides them in finding a job that would ensure a decent living. It facilitates campus-interaction with the employees, arranges industrial visits, internship, follow up of the trainees after placement and so on. The web based module of DBDMS manages placement online.

**Linkages and Networks**

One of the main areas of our work has been to support the Technical Vocational Education and Training interventions in the region through partnerships and networks in knowledge and resource sharing with Industrial Associations, DGT, QCI, Don Bosco Tech, SKIP (Skill for Progress, an Association of Christian Skill Training Centres of India), Magneti Marelli, SCHNEIDER Electric, GROHE Plumbing, GODREJ Air Conditioner & Refrigeration, and KEMPPI Welding and Local industries for knowledge sharing, capacity building of staff and trainees and placements. These interactions, partnerships and networks, impact studies conducted and many other initiatives, help us to improve the processes of skill training continually as per the objectives of the organization and its relevance in equipping the youth with market driven competency-based training programmes. DBTI upgrades its labs and training facilities regularly to provide quality work and thus to provide hands on training in relevant and new technologies and equipment.

**Alumni**

Ever since its inception DBTI has been attracting young people from all over the country. DBTI has trained and equipped them with necessary technical and soft skills based on the market demand. The Institute takes pride in seeing its past pupils performing well in their life. Many of them hold responsible positions in industry and business. A number of them have started business enterprises on their own or joined their family business.

**Co-Curricular Activities**

The Institute organizes a variety of co-curricular activities including a series of celebration of cultural feasts, outdoor games, guest lectures, seminars, debates, quizzes, industrial interactions and EDP sessions, and many other activities. The Institute endeavours to involve students in almost all areas of professional and cultural activities thorough various groups and group-dynamics.

**Medium of Instruction**: The medium of instruction for all the courses is English

**Administration**

**Admission Procedure**

Prospectus & Application Form can be obtained from the Institute on Payment of the required fee or application form can also be downloaded from the website of the Institute www.dbti.in. The same can be submitted either through post or in person together with the required fee. The candidate must fill in the application form with the utmost accuracy. The signing of this form will constitute an agreement on the part of the parents/ guardian and the candidate to abide by the rules and regulations of the Institute as laid down in the Prospectus.

Filled-in application form should be submitted to the Institute before the last date specified for the given session. The Institute is not responsible for any postal delay. Students need not send/submit their original certificates.

The following self-attested documents are to be enclosed along with the filled application form.

a. SSLC/HSC to prove date of birth.

b. Copy of the certificate of last academic qualification.

c. Two additional Passport size Photographs

The filled-in application form along with the required documents and fees can be submitted at the Institute either in person or by Registered Post/Speed Post/Courier to:-

**The Principal**

**Don Bosco Technical Institute,**

**Okhla Road, Jamianagar P.O.,**

**New Delhi – 25**

**Ph. 011 26830596**

**Selection Process**

Candidate must appear for the Admission Test, Counselling and later interview with the Parents. Final short list is based on Admission Test, Counselling, interview, Marks from Class 10 and 12.

**Documents required at the time of admission:**

1. Birth Certificate

2. School Leaving Certificate (SSLC)

3. 10 / 10+2 Mark Sheets.

4. Character Certificate

5. Proof of Residence

6. Introduction letter from your Parents and Guardian/Parish Priest/Sponsor.

7. Two Passport size photographs

8. Adhaar card

**Statement of Marks**

Statement of marks is issued at the end of every semester to the students giving details of marks obtained in the periodical assignments and term end examinations. The Statement of Marks of a particular Semester may be withheld in the event of non-clearance of tuition fees.

**Certificate of Completion**

A Certificate of Completion in one or more successfully completed courses/subjects is awarded to the trainee who has minimum 80% attendance and has secured minimum of 40% marks in Theory and 60% of marks in Practical. The certificates and diplomas will be given free of charge if taken within a month of withdrawal/completion of training or declaration of Board results. Otherwise ₹ 200 per year will be charged.

**Evaluation / Grading System**

The evaluation system is based on three components:

* Daily performance evaluation and periodic assignments, practical in the labs and unit test carry a weightage of 50%
* Term end examinations both Practical and Theory with a weightage of 50%
* The Pass Mark is 40% for theory and 60% for practical in each paper.

Periodical reports are sent to the parents/guardian in order to inform them of the progress of the trainee.

These reports must be signed by the parent/guardian and returned to the Institute authorities. Parents-Teachers Meeting is held after the first and third Assessments.

**Fees**

To keep up our vision and motto of supporting under-privileged trainees seeking a better standard of life, the Institute tries to subsidize the training fees to the extent possible without compromising with quality services.

***FEES DO NOT COVER THE TRAINING COSTS.***

***THEY ARE HEAVILY SUBSIDIZED BY THE INSTITUTE.***

Fees as per Fee Schedule should be paid by way of **A/C Payee, Bank draft drawn in favour of “Don Bosco Technical Institute,” payable at New Delhi**, should invariably be sent through registered post/Courier/Speed Post. Cash can only be deposited personally at office during working hours.

Fees are to be paid in advance before 12th of the starting month of each quarter. Defaulters will be charged late fee at the rate of 10% per month with cumulative effect.

Trainees whose fees are overdue may be barred from attending training.

The Institute reserves the right to increase the fees at any time of the year, if the increment is deemed necessary. Fees once paid by the admitted students shall neither be returned nor adjusted against any other programme of DBTI.

**General Rules of Discipline**

Trainees who in the first five months of training lack a minimum of 80% attendance and/or do not show sufficient practical aptitude may be asked to leave. Special attention is given to ensure a high standard of morality and discipline in the Institute. Parents and guardians are requested to collaborate in this regard with the Institute authorities by insisting on their regular attendance, punctuality and diligence in their work. They will also co-operate further by enquiring about the progress of their wards and be present for meetings held for the same. Irregular attendance, prolonged absence (ten working days) without leave, ill health, stealing, disobedience, arrogance, disrespect towards members of the staff, bad conduct in or outside the Institute, bad moral influence or habitual unsatisfactory work will justify dismissal at any time by the authorities. In such matters the Principal’s decision is final. Trainees are expected to take part in all activities of the Institute. The official language in the Institute premises is English so as to foster a spirit of brotherhood and enable trainees to mix freely with each other irrespective of language or customs. Each one is responsible for the tools and instruments issued to him/her for use in the workshop/lab. Any loss or damage to tools or machines or property must be made good by the one concerned.

**Regularity Record**

After an absence from the Institute the trainee must bring the reason for absence written in the Institute’s calendar duly signed by the parent/guardian. No absentee or late comer should enter the class without the written permission of the Principal. Trainees who do not have at least 80% annual attendance, may be barred from appearing in the Final Assessment and hence from Promotion.

**Uniform**

**Boys:** Light blue half-sleeve shirt and grey Trousers, black Formal Leather Shoes with Socks (and blue apron for Mechanical and Printing Students).

**Girls:** Light blue half-sleeve Kurti with grey Koti and grey Salwar, black Bellies with Socks.

**Uniform is provided by the institute. Every trainee must wear a clean and complete uniform daily.**

**Hostel**

There are limited hostel facilities for Catholic Boys from outside Delhi. Application form can be collected from the Office.