

PROSPECTUS FOR DIPLOMA IN TOOL & DIE MAKING & MECHATRONICS (AY: 2026-27)



Ministry of Micro, Small and Medium Enterprises,
Government of India

Tool Room & Training Centre, Guwahati

Ministry of Micro, Small & Medium Enterprises, Govt. of India

Amingaon Industrial Area, North Guwahati Road,

Amingaon, Guwahati - 781031

Website: www.trtcguwahati.org Email: trtcghy@hotmail.com



IMPORTANT DATES

Online Registration Starts On	18/06/2026
Online Registration Ends On	09/07/2026
Date of Common Entrance Test	12/07/2026

TABLE OF CONTENTS

SL. NO.	PARTICULARS	PAGE NO.
1	INTRODUCTION	1
2	LOCATION	2
3	INFORMATION ABOUT DIPLOMA COURSES	2
4	NUMBER OF SEATS	2-3
5	ELIGIBILITY FOR ADMISSION	3
6	HOW TO APPLY	3-5
7	METHOD OF SELECTION	5
8	COUNSELLING	5
9	DOCUMENT SUBMISSION	5
10	FEES STRUCTURE	6
11	TRAINING RULES	7-9
12	APPENDIX-I: COURSE DETAILS (DTDM)	10
13	APPENDIX-II: COURSE DETAILS (DIM)	11
14	APPENDIX-III: COURSE RULES FOR EVALUATION & AWARD (CERTIFICATION)	12
15	APPENDIX-IV: EXAMINATION RULES	13
16	APPENDIX-V: RULES OF ATTENDANCE, TIME KEEPING, UNIFORMS, CONDUCT- ETC	14-16
17	HOW TO REACH MSME TECHNOLOGY CENTER, GUWAHATI	17
18	APPLICATION FORM	18

TOOL ROOM & TRAINING CENTRE, GUWAHATI

1. INTRODUCTION

Tool Room & Training Centre (TRTC), Guwahati has been established by Government of India to cater tooling and training need of Industries of North Eastern Region. The State Government of Assam has provided the land as well as initial building to the Tool Room. TRTC has been registered as Government of India Society on 24th February 2000. It is situated at Amingaon Industrial Area, North Guwahati Road, Guwahati-781031. It is a sprawling campus with Administrative Block, Training Block, Modern Workshop, Knowledge Centre, Staff Quarters and Hostel.

The management of the affairs of the Centre rests with the Governing Council constituted by Government of India. Additional Secretary and Development Commissioner (MSME), Government of India, is the President of the Society and the Chairman of the Governing Council.

The training department provides quality training in the field of Design with CAD/CAM/CNC Machining with latest high-tech software's, Machine Tool Operation, Precision Machining, Welding Technology, IT, PLC etc. The production wing manufactures press tools, moulds, jigs & fixtures, gauges and other precision components as per the needs of the industries.

In pursuit of excellence, Tool Room & Training Centre, Guwahati has been awarded with IS/ISO 9001:2015 and IS/ISO 14001:2015 certifications.

The Centre is starting the Diploma in Tool & Die Making (DTDM) and Diploma in Mechatronics (DIM) from 2026.

AIM & OBJECTIVES

- To impart Long Term, Mid Term and Short Term Training to youngsters with the latest technologies (and other allied engineering trades) both for fresher's and personnel already engaged in this field.
- To provide qualitative service in the area of Development & Manufacturing of Quality Tools & Components, Design, Project Consultancy & Skill Development Programme.
- To develop production facilities of moulds, jigs, fixtures, gauges & other sophisticated tools preferable for Small Scale Industries.
- To Train manpower in the field of industrial engineering & other allied engineering trades both for the fresher's and for personal already engaged in the field.
- To provide common facilities in precision machining.
- To provide consultancy facilities primarily for MSMEs units in the field of tool engineering aimed at improvement in productivity.
- The aim of the Centre is to promote growth and development of Micro, Small & Medium Enterprises through Technological and Skilled Manpower Support.

2. LOCATION

Guwahati, the commercial hub of Assam and the gateway to Northeast India, is known for its fast-growing infrastructure, educational institutions and excellent transport connectivity. TRTC, Guwahati is situated at Amingaon, a prominent and developing locality in the northern side of the Brahmaputra River. The Centre is easily accessible from all important parts of the city and nearby districts.

Distance of our Centre from key locations:

- Guwahati Railway Station : 12 km
- Lokpriya Gopinath Bordoloi International Airport : 17.6 km
- ISBT Guwahati : 13.2 km
- Adabari Bus Stand : 8 km
- Jalukbari Point : 6 km
- IIT Guwahati : 5 km

TRTC, Guwahati, Amingaon is conveniently connected through National Highway 27 and other major connecting roads. Regular city buses, shared vehicles, taxis and other public transportation services are available throughout the day providing easy and hassle-free connectivity to the Centre from different parts of Guwahati and adjoining regions.

3. INFORMATION ABOUT DIPLOMA COURSES

The courses are recognized and approved by All India Council for Technical Education (AICTE), GOI and affiliated with Directorate of Technical Education (DTE), Govt. of Assam.

Admission to the following courses is offered for the Academic Year 2026-27:

COURSE NAME	DURATION	MINIMUM QUALIFICATION	AGE LIMIT
Diploma in Tool & Die Making (DTDM)	3 YEARS	10th Passed with Science and Maths with 50% marks in aggregate of all subjects (40% for the candidates belonging to SC/ST categories)	Min 15 years and Max 22 years for GEN/OBC. Relaxation for 3 years in the upper age limit for SC/ST candidates
Diploma in Mechatronics (DIM)	3 YEARS		

4. NUMBER OF SEATS

Seat Reservation: As per Govt. of India rules, Seats are reserved in each course for OBC Non-Creamy Layer (27%), SC (15%), ST (7.5%) and EWS (10%).

COURSE NAME	INTAKE CAPACITY	GEN	EWS	OBC (NON-CREAMY LAYER)	SC	ST
Diploma in Tool & Die Making (DTDM)	60	30	06	16	09	05
Diploma in Mechatronics (DIM)	60	30	06	16	09	05

5. ELIGIBILITY FOR ADMISSION

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

- (i) Matriculation (10th) or equivalent examination from a recognized state Board with Mathematics and Science with minimum 50% marks (40% in case of candidates belonging to Scheduled Caste / Scheduled Tribe) in aggregate.
- (ii) The candidate should have attended the age of exactly 15 years but should not be more than exactly 22 years as on 1st July 2026 at the time of admission.
- (iii) As per Govt. of India rules, 3 year relaxation (Up to 25 Years) on upper age limit criteria for SC/ST candidates.
- (iv) Not even a single day more or less shall be allowed from the two extremities of the age. Once the date on which age of candidate is counted for determining their eligibility is fixed and notified, it shall not be changed even if the date of starting of the course is advanced or deferred for any reason whatsoever.
- (v) Candidate should not be studying in any other course or undergoing any other training at the time of admission.

6. HOW TO APPLY

Application form along with prospectus can be obtained in person from the administrative office by paying Rs.250/- (Rs.100/- in case of SC/ST candidates) or by sending demand draft of Rs.300/- (Rs.150/- for SC/ST candidates) in favour of “Tool Room & Training Centre, Guwahati”, payable at ICD Amingaon to get the prospectus by Speed Post/Courier. SC/ST candidates should send proof of caste certificate.

Alternatively, the application form along with the prospectus is also available on our website <https://trtcguwahati.org>. The application form can be downloaded from the website and filled in application form along with demand draft or online through State Bank of India collect link available in our website by paying Rs.250/- (Rs.100/- in case of SC/ST candidates) can be sent by Speed post.

For Offline Application: The offline application addressed to the Project Manager, Tool Room and Training Centre, Guwahati, Amingaon Industrial area, North Guwahati Road, Amingaon, Guwahati-781031. Application form should have the superscription on the top of the envelope as “Application for Diploma in Tool & Die Making or Diploma in Mechatronics”.

For Online application: Online Registration form can be filled through the link available at the web site www.trtcguwahati.org. The Registration Fee of Rs. 250/- (Rs.100/- in case of SC/ST candidates) is to be paid for each course online at website during registration.

Candidates who want to apply for both the courses have to make additional payment for the 2nd course. Registration Fee is non-refundable.

Instructions and procedure for online registration

- i) Candidates must visit website www.trtcguwahati.org and click on the link for Registration to Diploma Courses 2026-27, then complete the Payment for the Diploma Common Entrance Test 2026-27 through the SBI Collect Payment Portal.
- ii) Uploading of mandatory documents (images should be in JPG format and size should be between 10kb to 100kb).
 - a) 10th Pass Mark Sheet.
 - b) Aadhaar Card.
 - c) Category/Caste Certificate (if applicable).
 - d) The Scanned image of the Photograph and signature of the candidate.
- iii) While filling the information for online registration, the candidate with 10th Passed Examination qualification shall provide total marks obtained out of maximum marks.
- iii) Candidate is required to mention only his/her own or parent's mobile number and email id as all information/communication will be sent on registered mobile number / email.
- v) For registration assistance, please call: 9707604732 / 9864820996 / 9864121545.
- vi) Multiple applications of a candidate are liable to be rejected. However, the candidate has choice to select more than one course and has to apply through separate forms.
- vii) Candidates, those who have passed 10th examination with 50% marks in aggregate of all subjects (40% for the candidates belonging to SC/ST category) are eligible to apply for the course.
- vii) The Age criteria for applying to the respective course are as follows: For Candidates of General / OBC Category 15-22 years and for Candidates of SC/ST Category 15-25 years as on 01/07/2026.
- ix) Requirement of Aadhaar- Clarification All the Indian citizen candidates should possess Aadhaar Card issued by UIDAI. At the time of filling application form, the candidates will have to enter their Aadhaar number, name, date of birth & gender which will be validated with the UIDAI's data. Applicants not yet enrolled for Aadhaar, are hereby required to make application for Aadhaar enrollment in case he/she is entitled to obtain Aadhaar as per section 3 of Aadhaar Act. Such applicants may visit any Aadhaar enrolment Centre (list available at www.uidai.gov.in) to get enrolled for Aadhaar.

7. METHOD OF SELECTION

Selection will be made through written test at Guwahati. The written test which comprises of objective type questions will be held on 12/07/2026 at 09.00 AM.

8. COUNSELLING

Counselling for the selected candidates will be conducted at Tool Room & Training Centre, Guwahati.

The seat will be allotted as per the choice of the candidate for Diploma in Tool & Die Making or Diploma in Mechatronics while counseling on merit basis. Seat allotted for Diploma in Tool and Die Making or Diploma in Mechatronics course at the time of counselling shall be final and no further request for change shall be entertained. Selection list of 120 nos. will be made as per the reservation criteria in each course.

9. DOCUMENT SUBMISSION

- a. 10th Pass Certificate and Mark sheet.
- b. Birth Certificate or 10th Admit Card.
- c. Caste Certificate from competent authority (if applicable).
- d. Aadhaar Card.
- e. 4 copies of recent passport size photograph.

The candidate who fails to submit the mandatory documents and does not make the requisite payment within stipulated time will not be considered for the admission to the course and next shortlisted candidate as per the merit list shall be offered admission. The office of Tool Room & Training Centre, Guwahati reserves right to incorporate changes in rules, regulations, course contents / syllabus, duration / schedule, intake capacity, course fees without prior notice.



Ministry of Micro, Small and Medium Enterprises,
Government of India

Tool Room & Training Centre, Guwahati
Ministry of Micro, Small & Medium Enterprises, Govt. of India
Amingaon, Guwahati - 781031



**FEES STRUCTURE OF DIPLOMA IN TOOL & DIE MAKING
AND DIPLOMA IN MECHATRONICS**

PARTICULARS	DIPLOMA IN TOOL & DIE MAKING	DIPLOMA IN MECHATRONICS
Tuition Fees (Per Semester)	₹ 19,000 /-	₹ 19,000/-
Security Deposit (One Time)	₹ 5,000/-	₹ 5,000/-
Accidental Insurance Premium (Per Annum)	₹ 2000/-	₹ 2000/-
Library Fee (One Time)	₹ 500/-	₹ 500/-
Cost of Training Tool Kits & Work Diary (One Time)	₹ 500/-	₹ 500/-
Assessment Fees (Per Annum)	₹ 1500/-	₹ 1500/-
Total Fees at the time of admission (For UR, OBC & EWS)	₹ 28500/-	₹ 28500/-
Total Fees at the time of admission (For SC/ST)	₹ 9500/-	₹ 9500/-
Note: Fees once paid shall not be refunded under any circumstances, including cancellation of admission or discontinuation of the course after admission. Candidates belonging to the SC/ST category are exempted from payment of tuition fees. SCTE registration fees, examination fees and all other applicable SCTE-related charges shall be paid separately by the candidates as per prevailing norms.		

TRAINING RULES

1. These rules shall apply to all the trainees admitted to the Training Course for Diploma in Tool & Die Making / Mechatronics at the Centre and shall come into force with immediate effect

2. Definitions: In these rules and regulations

- (i) “Centre” shall mean Tool Room & Training Centre, Guwahati.
- (ii) “Council” shall mean the Governing Council of the Centre.
- (iii) “Chairman” shall mean the Chairman of the Governing Council of the Centre.
- (iv) “Project Manager” shall mean the Project Manager of the Centre.
- (v) “Training Officer” shall mean the Training Officer of the Centre or any other officer looking after the duties of the Training Officer.
- (vi) “Course” shall mean Training course of the Centre leading to “DIPLOMA IN TOOL & DIE MAKING” AND “DIPLOMA IN MECHATRONICS”.

3. Duration:

The duration of the Course shall be 3 years divided into 6 semesters for Diploma in Tool & Die Making and Diploma in Mechatronics. The exact date of starting the course shall be decided by the Project Manager, Tool Room & Training Centre, Guwahati. No trainee shall normally be allowed to join late. Under exceptional circumstances, however, Project Manager may allow trainee(s) to join late, not more than 15 days, but the period of delay shall not be compensated by any extra period of training. However, the trainee(s) shall have to make extra efforts for the time loss.

4. Security Deposit:

The selected candidates will have to make a Security Deposit of Rs. 5,000/- at the time of admission. This deposit shall be refundable on successful completion of training after deduction of any dues to the Centre or Hostel Committee or both without any interest. In case, a trainee leaves the course in between the above deposit will be forfeited.

5. Course Fees:

The trainees admitted to the course shall pay course fees @ Rs. 19,000/- per semester. The fees are required to be paid at the beginning of each semester, every year. The fee may be revised by the competent authority from time to time.

Reservation as per rule 22.5% seats are reserved for SC/ST candidates for whom no course fee will be charged subject to production of two self-attested photocopies of Caste Certificate and copy of Aadhaar Card which are mandatory. However, all other fees/deposits are to be paid in case of admission. Caste Certificate in original from competent authority is to be produced for verification at the time of admission which may be re-verified from the issuing Authority.

6. Apron & Uniform

The trainees will have to get the uniform dress and apron stitched at their own cost as per the color and design specified by the Centre.

7. Vacations: 20 days per semester or 40 days per year.

8. Leave

- (i) A trainee who suffers an injury due to an accident during training at the Centre and is unable to attend training as a result shall be granted leave, provided that the inability to attend training is certified by the medical authorities specified for this purpose by the Principal.
- (ii) No other leave as except otherwise provide 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 of misconduct or otherwise shall be treated as absence from training for the purpose of compilation of requisite percentage of attendance required for eligibility to appear in Semester Examination/Final Examination.

9. Risks and Hazards

The Centre 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 Centre shall not be liable to pay any compensation whatsoever. The trainees and their guardians (in case of minors) shall indemnify the centre on this account. Without prejudice to the above condition of engagement of trainees at the Centre, the trainees may insure themselves against the risk of accident and/or other industrial hazards for their engagement at the Centre as trainees for which insurance premium shall be paid by the trainees themselves. On the specific request of trainees, the Centre can arrange group Insurance subject to the premium for this being paid by the trainees.

10. Syllabus and Assessment

The syllabus for the course, theory as well as practical shall be as given in Appendix-I & II. The scheme for assessment of the progress of trainees through Semester Examinations leading to the award of Diploma Certificate by the Centre shall be as given in Appendix-III. Certificates on completion of training shall be issued only to those trainees who complete the training course and reach the level of proficiency as stipulated therein.

11. Attendance, Time Keeping and Conduct

The rules and regulations governing attendance, uniform and conduct of trainees during the training course shall be as given in Appendix-IV & V.

Termination of Training

- (i) During the course of training the trainees shall strictly abide by the Rules and Regulations of the course and any other instructions issued by the Project Manager, Training Officer or any other official authorized to issue such instructions from time to time.
- (ii) 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 Security Deposit and the training of trainee(s) may be terminated and the Security Deposits shall be realized from the security deposit and/or trainee(s) in terms of the Security Deposit as aforesaid.
- (iii) If any time during the course of training, it is observed that the conduct/ activity of trainee(s) go against the smooth conduct of the training programs or any other activity or is otherwise detrimental to the interests of the Centre, the training of the trainee(s), may be terminated without notice and without assigning any reason. The decision of the Training Officer or any other official looking after his duties in this regard shall be final.

Competent Authority to take action under this Rule shall be Training Officer or any other officer looking after his duties. The appellate authority in this case shall be the Project Manager.

12. Power to Amend/Relax the Rules

These Rules including fee structure are subject to change and Amendment/ Relaxation in the Rule(s) can be made by the Governing Council or its chairman or any of its delegated authority on any point of time.

13. Application of other Rules

Such of the rules and regulations which have not been referred herein or other decision of the Governing Council of the Centre 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.

14. 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, 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 prior to coming into force of these Rules and Regulations shall be deemed to have been made under these Rules and Regulations and all the present. Trainee shall be governed by these Rules and Regulations. However, trainees enrolled under old scheme will be allowed three supplementary to be conducted after six months along with the trainees under new scheme of Semester system.

APPENDIX-I

COURSE DETAILS

Name of the Course	Diploma in Tool & Die Making (DTDM)	
Objectives	To Design & Manufacture intricate tools like Press Tools, Plastic Molds, Jigs, Fixtures & Gauges etc. with exposure modern Die Design & Die Manufacturing technology independently	
Course Content	<p><u>FIRST SEMESTER:</u></p> <ul style="list-style-type: none"> • Communicative English I • Engineering Mathematics I • Engineering Physics • Engineering Drawing-I • Electrical & Electronics-I • Production Technology-I • Computer Application Lab Practice • Language Lab Practice • Engineering Physics Lab Practice • Workshop Practice-I 	<p><u>SECOND SEMESTER:</u></p> <ul style="list-style-type: none"> • Engineering Mathematics-II • Engineering Chemistry • Engineering Drawing-II • Material Technology-I • Engineering Mechanics • Electrical & Electronics-II • Basic Electrical Lab Practice • Basic Electronics Lab Practice • Engineering Chemistry Lab Practice • Workshop Practice-II
	<p><u>THIRD SEMESTER:</u></p> <ul style="list-style-type: none"> • Production Technology-II • Engineering Mathematics-III • Engineering Drawing-III • Material Technology-II • Press Tool Theory-I • Heat Engine-I • Workshop Practice-III 	<p><u>FOURTH SEMESTER:</u></p> <ul style="list-style-type: none"> • Engineering Metrology • Press Tool Theory-II • Press Tool Design-I • Material Technology-III • Strength of Materials-I • Heat Engine-II • Workshop Practice-IV
	<p><u>FIFTH SEMESTER:</u></p> <ul style="list-style-type: none"> • Mould Theory-I • Mould Design-I • Press Tool Design-II • Strength of Materials-II • Basic CAD • Hydraulics & Pneumatics-I • CAD Practice • CAM Practice • Workshop Practice-V 	<p><u>SIXTH SEMESTER:</u></p> <ul style="list-style-type: none"> • Mould Theory-II • Mould Design-II • Hydraulics & Pneumatics-II • CNC Technology • Industrial Management • Jigs & Fixtures • Project & Seminar

APPENDIX-II

COURSE DETAILS

Name of the Course	Diploma in Mechatronics (DIM)	
Objectives	To acquaint the trainee with required knowledge in the field of Mechatronics for the application of Industrial automation & other areas of industrial application	
Course Content (Curriculum under development & approval)	<p><u>FIRST SEMESTER:</u></p> <ul style="list-style-type: none"> • Communicative English I • Engineering Mathematics I • Engineering Physics • Engineering Drawing-I • Electrical & Electronics-I • Production Technology-I • Computer Application Lab Practice • Language Lab Practice • Engineering Physics Lab Practice • Workshop Practice-I 	<p><u>SECOND SEMESTER:</u></p> <ul style="list-style-type: none"> • Engineering Mathematics-II • Engineering Chemistry • Engineering Drawing-II • Material Technology-I • Engineering Mechanics • Electrical & Electronics-II • Basic Electrical Lab Practice • Basic Electronics Lab Practice • Engineering Chemistry Lab Practice • Workshop Practice-II
	<p><u>THIRD SEMESTER:</u></p> <ul style="list-style-type: none"> • Machine Tool Technology • Electrical Engineering Science • Analog Electronics • Digital Electronics • Computer Application • Engineering Metrology • AutoCAD Lab Practice • Digital Electronics Lab Practice • Electrical Lab Practice • Electronics Lab Practice-I 	<p><u>FOURTH SEMESTER:</u></p> <ul style="list-style-type: none"> • Mechanical Engineering Science • Applied Mechanics • Computer Programming & Networking • Measurement System • Mechatronics System • Industrial Management • Electronics Lab Practice-II • Computer Programming Lab Practice • CAD/CAM Lab Practice (Creo) • Mechanics Lab
	<p><u>FIFTH SEMESTER:</u></p> <ul style="list-style-type: none"> • Micro Processor • Industrial Electronics • Control System • Hydraulics and Pneumatics • Computer Programming- MS Access, VB Network • Mechatronics System Design • Microprocessor Lab Practice • Computer Programming Lab Practice-II • Hydraulics & Pneumatics Lab Practice • Industrial Electronics Lab Practice 	<p><u>SIXTH SEMESTER:</u></p> <ul style="list-style-type: none"> • Embedded System • CNC Technology • Digital Signal Processing • Logic Control Design • Robotics • Industrial Equipment Maintenance • Logic Control Design Lab Practice • CNC Lab Practice • Robotics Lab Practice • Embedded System Lab Practice

APPENDIX-III

COURSE RULES FOR EVALUATION & AWARD (CERTIFICATION)

(Common to both Diploma in Tool & Die Making & Diploma in Mechatronics)

Theory sessional marks include 10 marks record/assignment and 30 marks internal test conducted for 1hr. duration.

Practical Sessional marks include internal Viva Voce, Project Work/Exercise, Attendance, and Discipline.

CARRY FORWARD MARKS FOR AWARD OF DIPLOMA - 12.5% for each Semester.

CARRY FORWARD MARKS:	Tool & Die Making		Mechatronics	
	Total Marks	Carry Forward Marks	Total Marks	Carry Forward Marks
1 st & 2 nd Semester (12.5% each)	2000	250	2000	250
3 rd & 4 th Semester (12.5% each)	2000	250	2000	250
5 th & 6 th Semester (12.5% each)	2000	250	2000	250
		750		750

DIVISION GIVEN AS PERCENTAGE OF MARKS

- a) Distinction : 75% i.e. equal & above 75% marks
- b) 60% and 75% : 1st division
- c) 55% to 60% : 2nd division
- d) Less than 55% : 3rd division

APPENDIX-IV

EXAMINATION RULES

Eligibility Criteria

Attendance - Minimum attendance necessary for appearing in the end semester examination shall be 80%.

Over all Pass Criteria

1. In each semester a trainee must secure 40% in each theory subject (Sessional Marks+ Semester End Examination Marks). However, he/she has to secure minimum 40% in Semester End Examination.
2. He/ She should secure aggregate marks of 45% including practical marks for passing.
3. If a trainee passes in all the subjects and fails to attain the aggregate marks, he/she shall be detained.
4. In each semester a trainee must secure 50% in practical. (Sessional Marks+ Semester End Examination marks). However, he/she has to secure minimum 50% in Semester End Examination.
5. The Trainees who shall carry back papers have to clear the back papers in subsequent two consecutive chances after which they shall not be allowed to appear Examination & No. Diploma shall be awarded leading to termination of training forthwith.
6. The trainees who shall fail in more than 4 subjects taken together in both the semesters in a particular academic year shall be detained & have to repeat all the papers along with the next batch of trainees.
7. 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 who fails to pass semester examinations within these rules, the trainee shall be terminated for his unsatisfactory performance, Security Deposit will be forfeited.
8. To appear back papers (repeat failed subjects) a fee of Rs.200/- per subject shall be charged.
9. Successful trainees shall be issued Diploma Certificates from the centre after successful completion of the Courses.
10. Examination shall be conducted according to such programme as may be notified by the Training Officer or an officer looking after his duties.
11. Examiners or Board of Examiners shall be appointed by the Project Manager which may include Internal Examiners (Officials of the Centre) and external examiners. Examiners or Board of Examiners shall be assisted by the officials of the Centre in the manner to be decided by the Project Manager.
12. Failure to appear in the examinations for reasons whatsoever shall be treated as failure to qualify (pass) in the Final Examination.
13. In case a trainee's desires to get his answer book for theory examination(s) and his performance in practical examination(s) re-evaluated he may make a request for the same on form prescribed for the purpose and pay a fee of Rs.50/- for each subject he desires to be re- evaluated. For this purpose, theory and practical for each subject shall be treated as separate and application fee is required to be paid for each. At the same time Trainees will have to give an undertaking that he shall accept the result of re-evaluation even if it amounts in reduction in the marks obtained by him. On the basis of re-evaluation, no alternation shall be made to the marks if the change is less than 5% of the original marks unless change is from fail to pass or change of Division obtained by him. The application for re-evaluation should be made within 15 days of declaration of the result. Late applications will not be considered.

APPENDIX-V

RULES OF ATTENDANCE, TIME KEEPING, UNIFORMS, CONDUCT-ETC.

1. Every trainee shall be present at his place of training in accordance with the programme prepared and notified. He shall maintain utmost punctuality in time keeping. If he is not found in his place of training without any justification to the satisfaction of his Batch In-charge or any other officer or Expert of the Centre, he shall be marked absent for the day, in addition to disciplinary action which might be taken against him.
2. No late coming shall be allowed. Depending on whether a trainee is late in the forenoon or in the afternoon his late attendances shall be treated as half day absence it here in the First half or in the Second half.
3. Every trainee shall take permission from Concerned Officer to leave his place of training.
4. Trainees shall attend training classes (theory as well as practical) in uniform and shoes as may be prescribed from time to time by the Centre. Trainees shall at their costs, arrange uniforms and full shoes and other article of dress (full pants, shirts etc.) themselves. No trainee shall be allowed to attend in chappals, sleepers, sandals or in any loose dress considered to be unsafe by the Batch In-charges and other Officers of Training Department and such trainee shall be sent back from the Centre and marked absent on that day.
5. Trainees shall maintain their uniform in neat and tidy condition. They shall replace the broken buttons etc. and mend the damaged uniform.
6. Trainees shall arrange at their cost, all stationery, drawing and other instruments and books prescribed for the course, Centre may, however, at its sole discretion, issue some stationery for the sake of uniformity for which cost shall be payable by trainees.
7. Trainees may borrow such books from the Centre as the Centre may earmark for the purpose from time to time.
8. The Trainees shall not be involved directly or indirectly in Ragging/equivalent activities. As per honorable Supreme Court Order Ragging is treated as criminal activity and punishable by law. Any trainee found to be involved in Ragging shall be punished as deemed fit including termination of training. All the trainees shall have to submit an undertaking at the time of admission/ Re-admission not to be involved in Ragging. Parents of the trainees shall also have to submit an undertaking that their kin shall not be involved in Ragging otherwise shall be punished deemed fit.
9. (i) During the course of training, trainees shall handle and maintain Centre's property, namely machines, instruments, tools and equipment, special and standard accessories, electrical equipment including switchboards, switches, light, fans, hand tools, furniture items; sanitary & water supply fittings, building and other civil structures, lawn, raw materials, consumables and other articles of the Centre with utmost care so as not to cause any damage, excessive wear and tear, deface or tarnish the appearance or good looks. Trainees should refrain from writing any- thing on the walls, other civil structures, plant and equipment or otherwise marking them in any way, sticking bills, posters etc.
(ii) Trainees shall strictly follow the procedures introduced from time to time and instructions issued by the Project Manager or any other official of the Centre authorized to do so with regard to the following.

Project Manager or any other official of the Centre authorized to do so with regard to the following.

- (a) Issue and return of Instruments, tools, etc. from Store.
 - (b) Deposit of finished and semi-finished practical exercises jobs.
 - (c) Reporting of breakages.
 - (d) Proper maintenance of machines and other plant and equipment, accessories etc. including periodic lubrication.
 - (e) Disposal of boring, turning and other scrap.
 - (f) Cleanliness of machines including of shopfloor around machines
 - (g) Operation of machines during power cuts.
 - (h) Tool and material Godowns.
 - (i) Industrial lockers.
 - (j) Tool lockers and material lockers.
 - (k) Handling over/taking over of machines and other equipment.
 - (l) Allotment and operation of machines etc.
 - (m) Any other subject not included above.
- (iii) Any loss or damage to the Centre's property arising out of a willful act of a trainee or due to his negligence or non-compliance of instructions, safety rules or the established conventional norms of use of that property, shall be recovered from the trainee and/or his guardians. The decision of the Project Manager as to whether the loss or damage has occurred out of a willful act or negligence or non-compliance as aforesaid, or not, about the amount to floss/damage, shall be final binding on the trainee & his guardians.
10. The Centre shall provide opportunities of training for the course to trainees who, at their own free will, decide to undergo training at the Centre as per terms and conditions known and understood by them including the powers of the Governing Council and other competent authorities to amend to terms and conditions at any time and without notice and to formulate and amend procedures, rules whenever considered necessary. Trainees shall not in any way resort to making organized claims, protests or any other activity for change of terms and conditions of their admission to the course, or to any form of collective bargaining. Difficulties experienced, if any, by them should be brought to the notice of the Batch In-charges or other Officials of the Centre in individual capacities, in the manner which may be prescribed from time to time. Trainees are not allowed to form any union or association.
11. No meeting/picnic shall be conducted by the trainees inside the premises of the Centre including and other sub-office, cell or any building, without the prior permission of the Project Manager or any other authority competent to give such permission.
12. Period spent by the trainees, even if it is within premises in a manner otherwise than according to programme of training including examinations, class test, etc. shall be treated as full day's absence for this purpose.

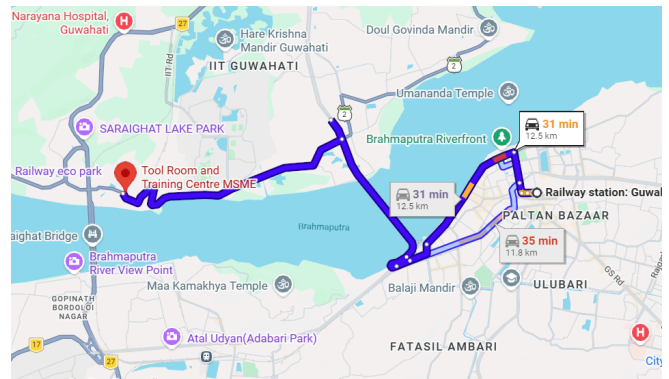
13. Inviting other to act in any manner which goes against the interest and objectives of the Centre or against the intention and purpose of any Rules of the Centre or instructions issued, shall be treated as gross-misconduct of the trainee(s).
14. The following shall be deemed as misconduct of the trainee(s).
- (a) Insubordination or disobedience whether alone or in combination with others.
 - (b) Theft, fraud, any dishonest act, bribery or any illegal gratification.
 - (c) Possession, distribution and display, within the Centre's premises, of any unauthorized bills, pamphlets, books, placards, banners.
 - (d) Coming to the Centre in drunken condition or under the effect of any intoxicants/narcotics or possession of any such things or any lethal weapons in the Centre's premises.
 - (e) Gambling within the Centre's premises including any other sub-office, building of the Centre.
 - (f) Smoking is prohibited within the campus.
 - (g) Refusal to receive an official document.
 - (h) Deliberate false statement, falsification of records, impersonation, suppression of facts.
 - (i) Willful failure to report occurrences of any information which may endanger other's life of Centre's property.
 - (j) Private or personal work within premises and with Centre's facilities whatsoever.
 - (k) Staying inside Centre's premises outside training hours except when permitted or authorized.
 - (l) Violation or non-compliance of any Rules or instructions issued.
 - (m) Any other act which goes against the interest and objectives of the centre of against the intention and purposes of any Rules, Procedures and standing instructions.
15. During the course, the trainees shall not apply for any employment, travel ship, part time work of any other training otherwise than through the Project Manager. They shall submit application through proper channel which will be considered on merits of each case.
16. Trainees shall not commercialize any, discovery made in the course of training of patent of the Centre.

HOW TO REACH TOOL ROOM & TRAINING CENTRE, GHUWAHATI

FROM RAILWAY STATION

Guwahati Railway Station is a major transportation hub in Northeast India, situated in the heart of Guwahati city, Assam. It plays a crucial role in connecting the northeastern region with the rest of the country.

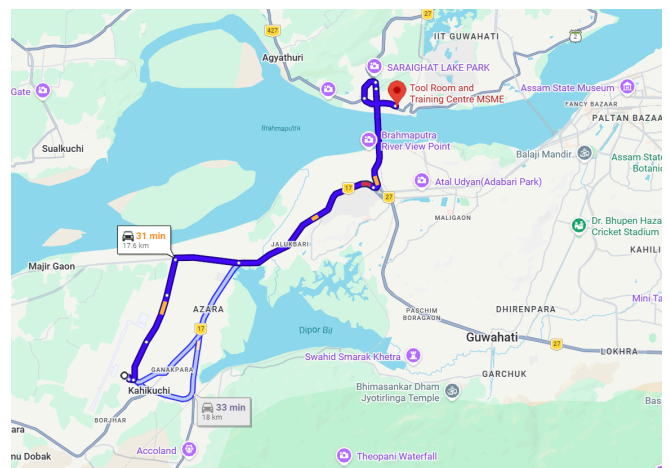
Tool Room & Training Centre (TRTC), Guwahati, is located approximately 12 KM from Guwahati Railway Station and is easily accessible through a frequent network of local trains, ensuring convenient travel for students and visitors.



FROM LOKPRIYA GOPINATH BORDOLOI INTERNATIONAL AIRPORT

Guwahati Airport, officially known as Lokpriya Gopinath Bordoloi International Airport, is the primary airport serving Assam and the northeastern region of India. Located in Borjhar, about 25 km from the heart of Guwahati city, it connects the region to major cities across India and international destinations.

The Tool Room & Training Centre (TRTC), Guwahati, is situated approximately 17.6 KM from Guwahati Airport and is well-connected by road, ensuring convenient access for students and visitors.



FROM JALUKBARI BUS STAND

Tool Room & Training Centre (TRTC), Guwahati, is located approximately 6 KM from NH 31 and is easily accessible from the Adabari and Jalukbari Bus Stands, where local buses and tempos operate frequently, ensuring convenient transportation for students and visitors.



APPLICATION FORM FOR ADMISSION TO DIPLOMA COURSES

(Please tick (✓) the course applied for)

DIPLOMA IN TOOL & DIE MAKING **DIPLOMA IN MECHATRONICS**

Paste here
recent passport
size colour
photograph

(TO BE FILLED IN CAPITAL LETTERS ONLY)

1. Name :
2. Father's Name :
3. Mother's Name :
4. Date of Birth :
5. Gender : Male Female Other
6. Category : General OBC SC ST
7. Nationality : Religion
8. Minority : Yes No
9. Blood Group : Identification Mark
10. Physical Disability (if any) : No Yes Details of Physical Disability
11. Residential Address : Town/Village: P.O.
PS Pin Dist
State
12. Correspondence Address :
(If different from Residential Address)
13. Aadhaar Number :
14. Email : Contact Number
15. Parent/Guardian's Contact No. :
16. Hostel Facility Required : Yes No
17. Educational Qualification

Examination Passed	Name of Board/University	Year of Passing	% of Marks	Division

DECLARATION

I declare that the information provided above is true and correct. I agree to abide by all the rules and regulations of the Centre, and understand that any false information may result in cancellation of my admission.

"Please write the above declaration in your own handwriting."

.....

.....

.....

Signature of the Candidate

Place:

Date:

Parent/Guardian's Signature

INFRASTRUCTURE

TRAINING BUILDING



LANGUAGE LAB



TRAINING BUILDING



CLASS ROOM



WORKSHOP



CNC LAB





**FOR MORE INFORMATION, PLEASE CONTACT
9707604732 / 9864820996 / 9864121545**



Ministry of Micro, Small and Medium Enterprises,
Government of India



Tool Room & Training Centre, Guwahati

Ministry of Micro, Small & Medium Enterprises, Govt. of India

Amingaon Industrial Area, North Guwahati Road,

Amingaon, Guwahati - 781031

Website: www.trtcguwahati.org Email: trtcghy@hotmail.com