



MINISTRY OF MICRO, SMALL & MEDIUM ENTERPRISES  
GOVERNMENT OF INDIA



# PROSPECTUS FOR DIPLOMA COURSES 2020

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**Central Institute of Tool Design  
Balanagar, Hyderabad, PIN-500037**

## **ABOUT**

Central Institute of Tool Design (CITD) an ISO 9001:2015, 14001:2004, 29990:2010 & 50001:2011 certified premier technical training institution of India, established in 1968; provides specialised training courses in Tool Design & Manufacturing, CAD, CAM, CAE, VLSI, Embedded Systems, Electronics, Mechatronics and Robotics at various levels such as Certificate, Diploma, Post Diploma, Post Graduate, M.E. and M.Tech.

The Institute was established in the year 1968 by Government of India with the assistance of UNDP and ILO as an executing agency. It 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 the technical personnel in design and manufacture of Jigs & Fixture, Dies & Moulds, Press Tools, CAD/CAM, CAE, VLSI & Embedded Systems, Mechatronics & Robotics.

b) Provision of advisory, consultancy and common service 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 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 Wire Cut 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 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 Microscope 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 configuration workstations 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 and Electronic Controls with Simulators.

CITD has a 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 also provides technical enquiry service.

## **DIPLOMA COURSES**

### **➤ Course No.1**

#### **Diploma in Tool, Die & Mould Making (DTDM)**

<b>Duration</b>	<b>4 Years (8 Semesters)</b>
Age	Minimum 15 years, Maximum 19 years as on 02 <sup>nd</sup> May, 2020, Relaxation up to 5 years for SC/ST Candidates.
No. of Seats	60
Mode of Selection	Through Entrance Examination
Eligibility for Admission	10 <sup>th</sup> Pass with 50% for general & 45% for SC / ST
Course Fee	₹ 20,000 /- per Semester

### **➤ Course No.2**

#### **Diploma in Electronics & Communication Engineering (DECE)**

### **➤ Course No. 3**

#### **Diploma in Automation & Robotics Engineering (DARE)**

### **➤ Course No. 4**

#### **Diploma in Production Engineering (DPE)**

<b>Duration</b>	<b>3 Years (6 Semesters)</b>
Age	Maximum 19 years as on 02 <sup>nd</sup> May, 2020 Relaxation up to 5 years for SC/ST Candidates.
No. of Seats	60 Each
Mode of Selection	Through Entrance Examination
Eligibility for Admission	10 <sup>th</sup> Pass
Course Fee	₹ 20,000 /- per Semester

## **MODE OF APPLICATION**

Application form can be downloaded from our website [www.citdindia.org](http://www.citdindia.org) under the link **Diploma Admission-2020** and the filled in application form should be sent to **The Director (Trg), CITD, Balanagar, Hyderabad-500 037**, along with prescribed application cost by way of Demand Draft drawn in favour of **Principal Director, CITD, Hyderabad**

**or**

By Online at **[www.citdindia.org](http://www.citdindia.org)** by selecting PAY ONLINE → SBI Payment Gateway → Click the Check Box → Proceed → Select State of Corporate/Institution → All India Select Type of Corporate or Institution Select Educational Institutions Select Educational Institutions Name Central Institute of Tool Design Select Payment Category → Select Application Fee → Select Training Center Location → Select Hyderabad Select Long Term Course → Select Diploma Entrance Exam → Fill relevant details & click submit.

Further details can be obtained from Admission Desk, Diploma Block, Central Institute of Tool Design, Balanagar X Road, Balanagar, Hyderabad-500037, on any working day between 9:30 a.m. and 5:00 p.m. (Weekly Holiday-Sunday).

## **ENTRANCE EXAMINATION**

### **Syllabus**

1) Mathematics, 2) Science, 3) English  
4) Aptitude and General Knowledge of 10<sup>th</sup> Standard.

### **Duration**

1½ hours (Objective Type).

### **Declaration of Result**

Merit list of the candidates will be displayed on the notice board of the institute as well as on Website [www.citdindia.org](http://www.citdindia.org).

As per the list, all the interested candidates are required to be present on the counselling day as per the counselling dates along with all the original certificates & prescribed fees etc.

### **Venue (only for entrance)**

Main Building,  
University College of Engineering  
Osmania University, Hyderabad – 500  
007

### **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.

### **RESERVATION**

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

### **APPROVAL & RECOGNISATION**

- Diploma in Tool, Die & Mould Making (DTDM) is approved by AICTE, New Delhi, and recognised by the State Board of Technical Education and Training, Govt. of Telangana as equivalent to Diploma in Mechanical Engineering (DME).
- Diploma in Electronics and Communication Engineering (DECE) is approved by AICTE, New Delhi, and recognised by the State Board of Technical Education and Training, Govt. of Telangana as equivalent to Diploma in Electronics & Communication Engineering (DECE).
- Diploma in Automation & Robotics Engineering (DARE) is approved by AICTE, New Delhi, and recognised by

the State Board of Technical Education and Training, Govt. of Telangana as equivalent to equivalent to Diploma in Electronics & Communication Engineering (DECE).

- Diploma in Production Engineering (DPE) is approved by AICTE, New Delhi, and recognised by the State Board of Technical Education and Training, Govt. Telangana as equivalent to Diploma in Mechanical Engineering (DME).

### **DETAILS OF FEES & PAYMENT**

S. No.	Item/Fees	Amount
1	Registration Fee	₹1, 000/-
2	Course Fee Per Semester	₹ 20,000 /-
3	Caution Deposit	₹1, 000/-

Course fee of every semester from 2<sup>nd</sup> semester onwards should be paid within 30 working days from the date of commencement of semester.

### **COUNSELLING**

#### **Intimation of Date of Counseling**

The date of counselling will intimated to the qualifying candidates through SMS/E Mail and notification through our website.

#### **Documents to Be Handed Over At the Time of Counselling for Admission**

- Original certificates of qualifying examination i.e., SSC/10th
- Transfer Certificate
- Date of Birth Certificate
- Bonafide Certificate

- Integrated Caste Certificate (If applicable)
- Latest Income Certificate
- Aadhar Card
- 3 passport size colour photograph with name tag and one stamp size photo.
- Certificate of physical fitness from any Assistant Civil Surgeon. The Institute reserves right to send the candidate for further Medical examination, if necessary.

***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 counselling.***

### **POST ADMISSION INFORMATION & GUIDELINES**

1. Medium of instruction – English
2. Working hours 09:30 a.m. to 05:15 p.m. with Sunday as weekly holiday. (Weekly holidays & working hours are liable to change.)
3. Student shall be allowed to appear for the end examinations, if he/she possesses **minimum 75%** attendance only.

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

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

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

### **Standard of Passing and Award of Class**

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

<b>DTDM</b>
<b>75% and above</b> - First Division with Distinction
<b>60%</b> - First Division
<b>50%</b> - Second Division
<b>50%</b> - Minimum marks for Pass in each subject (Theory & Practicals in sessional and semester exam)

### **DPE, DECE & DARE**

**75%** and above - First Class with Distinction

**60%** - First Class

**50%** - Second Class

**35%** - Minimum marks for pass in Theory subjects **28** marks / **80** marks in end exam and overall 35

**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.

5. **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.

6. **Hostel:** Limited hostel facility is available.

7. **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.

8. No travelling allowance or any other allowance will be paid for attending entrance exam, joining the course or on termination thereof.

9. Final year trainees are exposed to campus interviews, by intending industries. However, the Institute does

not guarantee any employment or absorption.

10. The trainees shall not cause any damage or loss to the property of the Institute, failing which they are liable to bear the loss.

11. 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.

12. The trainees are expected to complete the assignments as per schedule of training programs.

13. 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.

14. The trainees are not permitted to join for any other part-time course without the permission of the Institute.

15. 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.

16. The Institute reserves the right to fill – up any vacant seat from among the candidates present at the time of counselling as per the merit, subject to payment of requisite fee.

17. 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.

18. 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.

19. The trainees have to follow the rules and regulations made by the Institute pertaining to any departments, examinations, hostels, discipline etc.

20. 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.

21. Trainees shall arrange at their cost, all stationary, drawing and other instruments and books prescribed for the course.

22. 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.

23. The trainees should give an undertaking to abide by the rules & regulations of the training

24. 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.

25. Jurisdiction: All matters concerning the admissions and conducting the course shall be subject to Hyderabad Jurisdiction only.

### **IMPORTANT DATES**

***Availability of applications: 02-03-2020(Monday)***

***Last date for receipt of filled-in application: 22-08-2020 (Saturday)***

***Date of entrance exam (Tentative): 06-09-2020 (Sunday)***