

GOVERNMENT OF INDIA
MINISTRY OF TEXTILEIS
INDIAN INSTITUTE OF HANDLOOM TECHNOLOGY
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(An ISO 9001:2008 certified Institute)

No.IHTJ/Admn.1(34)/853

Dated: 23/07/2013

To,

Development Commissioner for Handlooms,
O/o the Development Commissioner for handlooms,
Ministry of Textiles,
Udyog Bhavan,
New Delhi – 110 011.

Subject: Result Framework Document (RFD) 2012-13 – Independent audit of implementation of Citizens'/Clients Charter (CCC)- reg.

Sir,

With reference to your letter no. 1(5)/2013-DCH/Coordn dated 25/06/2013 on the subject cited above please find enclosed herewith the Citizens'/Clients Charter (CCC) in respect of this office for your kind perusal.

Yours faithfully,

Encl.: As above

sd/-

(V.K. Bhardwaj)
Director (Instt.)

GOVT. OF INDIA
MINISTRY OF TEXTILES
INDIAN INSTITUTE OF HANDLOOM TECHNOLOGY
NAYAPURA, CHOKHA ROAD, JODHPUR-342 001
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Citizens' / Clients Charter

The Handloom industry is the biggest and the most important cottage industry in India providing employment to a large number of people next to agriculture. The handloom weaver as a craftsman has produced in the past the finest of textiles, like Dhaka Muslin, etc. Considering the potentialities for the development of the handloom industry in the country and to provide the necessary technical personnel required for the development, the Government of India under the aegis of Ministry of Textiles, O/o Development Commissioner for Handlooms has already established five Indian Institutes of Handloom Technology located at Varanasi (established in 1956), Salem (established in 1960), Guwahati (established in 1982), Jodhpur (established in 1993) and Bargarh (established in 2008). So far, the Institutes at Varanasi and Salem are conducting three years (Six Semester) Diploma Course in Textile & Technology and also one and a half year (three semester) Post-Diploma course in Textile Processing whereas Guwahati, Jodhpur & Bargarh Institutes are conducting only three year (Six semester) Diploma Course in Handloom & Textile Technology. The semester system for DHTT Course has been introduced from the session 2011-12. All The IIHTs have been approved by AICTE and also certified as ISO 9001:2008 certified Institutions (except the recent one setup at Bargarh)

The Administration of all IIHTs is taken care of by,

- 1. GOVERNING BODY (GB) :** This body is responsible for deciding important policies in respect of academic, financial and administrative functions of the Institutes.
- 2. BOARD OF ACADEMIC AFFAIRS (BOAA):** Board is responsible for preparation, revision and updates of the syllabus of Diploma and Post Diploma and within BOAA there are two sub committees responsible for all matter related to examinations i.e. framing of rules, conduct of examinations, appointment of examiners, moderation of question papers, declaration of results, etc.

Our Vision

We at IIHT, Jodhpur will educate the students to become enlightened professional to lead the handloom/textile industry and the society. We will provide individual attention, world class quality education in the handloom and textile technology and insulate the values of character building.

Mission

Our mission is to provide high quality technical and managerial manpower for the handloom / textile industry and to undertake Research and Development programmes for its sustainable growth and maintain close liaison with the industry so as to enable it to face the changing technological and environmental global changes.

Objectives

1. To undertake experimental and research programmes on all the aspects of the handloom industry.
2. To lay down the highest possible technical standards of training for the handloom industry and to devise long term and short term training programmes for technical personnel to be employed in the handloom industry and power-loom sector.
3. To devise channels of service in order to build up the closest possible liaison between the Institute and the handloom production units.

Functions

Sl. No.	Function/ Activity	Period	Contact Person	Process involved
1A	Admission	Last week of March	Sh.V.K.Bhardwaj, Director Ph. No. 0291-2757115	Intimation is sent to State Govt. for initiating admission process of First Semester DHTT in the month of March, generally in the last week.
1B	Admission	Second week of May	Director (s) of Handloom and Textiles of states under jurisdiction of IIHT, Jodhpur	Publishing of Advertisement in local News Papers by the States

1C	Admission	First/Second week of June	Director (s) of Handloom and Textiles of states under jurisdiction of IIHT, Jodhpur	Receipt of filled application by respective State
1D	Admission	Second / Third week of June	Director (s) of Handloom and Textiles of states under jurisdiction of IIHT, Jodhpur	Submission of Merit list of eligible candidates to Director IIHT by the State government
1E	Admission	First/ Second week of July	Sh. V.K.Bhardwaj, Director Ph. No. 0291-2757115	First Counseling for admission to first Semester DHTT
1F	Admission	First/ Second week of July	Cashier, IIHT, Jodhpur	Collection of prescribed fees from day scholar and hostellers.
1G	Admission	16 th July	Sh. V.K.Bhardwaj, Director Ph. No. 0291-2757115 & Cashier, IIHT, Jodhpur	Reporting to IIHT by the admitted First Semester candidates and admission & collection of fees of regular third and fifth Semester candidates
1H	Admission	3 rd Week of July	Sh. V.K.Bhardwaj, Director Ph. No. 0291-2757115	Second Counseling for admission to first Semester DHTT if required
1I	Admission	4 th Week of July	Sh. V.K.Bhardwaj, Director Ph. No. 0291-2757115	Third Counseling, if necessary for admission to first Semester DHTT.
1J	Admission	1 st Week of August	Sh. V.K.Bhardwaj, Director Ph. No. 0291-2757115	Dispatch of status of admission to first Semester DHTT as on 31 st July by IIHT to DCHL, New Delhi
1K	Admission	August	Sh. V.K.Bhardwaj, Director Ph. No. 0291-2757115	Inter Institute counseling is held if necessary upto 15 th August for filling up of any vacant seat.
2A	Curriculum Planning	16 th July	Sh. V.K.Bhardwaj, Director Ph. No. 0291-2757115	Preparation of Time table alongwith appointment of Part Time faculty
2B	Curriculum Planning	17th July	Sh. A. Saleem, Librarian, IIHT, Jodhpur	Distribution of prescribed prospectus approved by Board of Academic Affairs and Governing Body to first Semester DHTT candidates
3	Academic Activity	17 th July	Sh. V.K.Bhardwaj, Director Ph. No. 0291-2757115	Academic activity for First, Third and Fifth Semester starts from 17 th July to 15 th November.

4	Constitution of various committees	First week of August	Sh. V.K.Bhardwaj, Director Ph. No. 0291-2757115	Constitution of various committees by Director (Institute) viz. Students Recreation Club, ICWF, Disciplinary committee, Hostel Management Committee, etc. for organizing various curricular and welfare activities.
5	Planning for Study Tour and R & D	Second Week of August	Sh. V.K.Bhardwaj, Director Ph. No. 0291-2757115	Planning for Local visit for first Semester, Study tour for third Semester and Project tour for fifth Semester. The students are also assigned project work as a part of their curriculum to develop new techniques related to weaving, p
6	Sports	Last week of Sept.	Sports Incharge, SRC, IIHT	Conduct of friendly outdoor matches
7A	Exams.	August /Sept.	Sh. V.K.Bhardwaj, Director Ph. No. 0291-2757115	Conduct of first internal test for odd Semesters.
7B	Exams.	Oct. /Nov.	Sh. V.K.Bhardwaj, Director Ph. No. 0291-2757115	Conduct of second internal test for odd Semesters.
7C	Exams.	16 th Nov. to 5 th Dec.	Sh. V.K.Bhardwaj, Director Ph. No. 0291-2757115	Conduct of Semester Examination.
8	Study Tour	6 th Dec to 25 th Decem ber	Sh. V.K.Bhardwaj, Director Ph. No. 0291-2757115	Study tour of third Semester to various handloom clusters and Project tour of fifth Semester to clusters preferably in the states to which the candidates belong.
9	Admission	26 th Decem ber	Sh. V.K.Bhardwaj, Director Ph. No. 0291-2757115 & Cashier, IIHT, Jodhpur	Admission to Second, Fourth and Sixth Semester & collection of fees
10	Academic Activity	27 th Decem ber	Sh. V.K.Bhardwaj, Director Ph. No. 0291-2757115	Academic activity for Second, Fourth and Sixth Semester starts from 27 th Dec. to 25 th April.
11	Sports	Second week of Jan.	Sports Incharge, SRC, IIHT	Conduct of sports week
12	Exams.	Jan /Feb	Sh. V.K.Bhardwaj, Director Ph. No. 0291-2757115	Conduct of first internal test for even Semesters.

13	Placement	Jan /Feb	Sh. V.K.Bhardwaj, Director Ph. No. 0291-2757115	The Institute publishes the placement brochure for its final semester batches of Diploma to facilitate the placement of the students in different organizations. The Industries are either requested to conduct Campus interviews before 15 th May or conduct interviews at their venue after 15 th May.
14	Annual Day celebration	Feb. /March	Sh. V.K.Bhardwaj, Director Ph. No. 0291-2757115	Celebration of Annual day which includes prize distribution and award of diploma certificates etc..
15A	Exams.	March /April	Sh. V.K.Bhardwaj, Director Ph. No. 0291-2757115	Conduct of second internal test for even Semesters.
15B	Exams.	26 th April to 15 th May	Sh. V.K.Bhardwaj, Director Ph. No. 0291-2757115	Conduct of Semester Examination.
16	Issue of Certificates	15 th May	Sh. V.K.Bhardwaj, Director Ph. No. 0291-2757115	Issue of Provisional certificates to sixth semester students
17	Declaration of Result	Dec. and June	Convenor, BOAA, IIHT, Salem	Result of Semester is declared in the meeting conducted by BOAA in the month of December and June.
18	Issue of Mark sheet, TC and Character Certificate	First/ 2 nd week of Feb./ July	Sh. V.K.Bhardwaj, Director Ph. No. 0291-2757115	The mark sheets, TC and character certificates of sixth Semester students are sent to them and the mark sheets for other semesters are issued in person after their arrival for admission to next semester.

sd/-
(V.K. Bhardwaj)
Director (Instt.)