



Government of India
Ministry of Labour & Employment
Directorate General Factory Advice Service & Labour Institutes

REGIONAL LABOUR INSTITUTE
CHENNAI-600 113

ONE YEAR
DIPLOMA COURSE IN INDUSTRIAL SAFETY

PROSPECTUS

2014 – 2015

1. ABOUT THE COURSE

Rapid Technological developments and large scale Mechanization in Petrochemical, Chemical, Engineering Industries, Construction activities etc., have resulted in complex Safety & Health problems in these Industries. Hence these Industries need the services of qualified safety professionals exclusively to take care of various Safety and Health aspects of their personnel/other persons who are likely to be affected by any adverse effects arising from these Industries. Recognizing this need and also to facilitate the Factory Management in fulfilling the Statutory requirements regarding appointment of Safety officers under Section 40-B of The Factories Act, 1948, this Institute has been conducting the Diploma Course in Industrial Safety, since 1982.

Further, the Factory Managements may be aware about the Amendments made in the year 1987 to the provisions of The Factories Act, 1948 which places several responsibilities on the occupiers of Factories, including specific responsibilities on the Occupiers of Factories, carrying out 'Hazardous Processes'. These added responsibilities on the Factory Managements have in turn increased the responsibilities of the safety officers, who have to help and assist the managements in complying with the various provisions of the Act, as amended. The Diploma in Industrial Safety offered by the Regional Labour Institute is a recognized statutory qualification for appointment as Safety Officers as per The Factories Act, 1948. The Diploma is awarded by the Directorate of Technical Education, Govt. of Tamil Nadu, Chennai.

2. DURATION

This is a **FULL TIME** Course and the duration of the Course is One year. The Course will commence in July, 2014.

3. METHODOLOGY

The Course will be conducted through lectures, discussions, case studies, Laboratory exercises, Factory visits etc. The students are required to carry out one Project work & Term work and two Laboratory works during the course of the programme, as a requirement under the syllabus.

4. EXAMINATION

The students will have to appear for Final Examination which will be conducted by the Board of Examinations, Directorate of Technical Education, Govt. of Tamil Nadu, Chennai. The Examination consists of Theory papers, Project work, Term work and Practicals. The Diploma will be awarded to the successful candidates in the Examination.

5. QUALIFICATION & EXPERIENCE

A. Educational Qualifications :

Recognized Degree or Diploma in any branch of Technology/Engineering
or
Recognized Degree in Physics or Chemistry as the Major Subject.

B. Experience :

Practical experience in a Supervisory Capacity for 2 years in the case of Degree in Engineering/Technology and 5 years in the case of Diploma in Engineering/Technology or Degree in Physics or Chemistry in the following fields:

Manufacturing, Maintenance or Safety Department in an Industry/Factory.
or

Research, Training or Education in the field of Industrial Safety in an Industry/Factory .
or

Government Department in the Administration of any Safety Legislation.
or

Building and other Construction Works
or

Port or Dock activity.

6. RESERVATION

As per Tamil Nadu Government Reservation Rules.

7. FEES AND OTHER CHARGES

a) Course Fee :

Rs.7250/- (Subjected to Revision by the Competent Authority) to be paid by **Crossed Demand Draft** (separate DD) drawn in favour of Director-In-Charge, Regional Labour Institute, Adyar, Chennai at the time of admission. The fee once paid is not refundable (fee may be revised).

b) Caution Deposit :

Rs.1200/- (Subjected to Revision by the Competent Authority) to be paid by **Crossed Demand Draft** (Separate DD) drawn in favour of Director-In-Charge, Regional Labour Institute, Adyar, Chennai at the time of admission, as Caution Deposit. This amount is refundable subject to recoveries, if any, at the end of the course.

c) Examination Fees :

Examination and other related fees as prescribed by the Board of Examinations, Directorate of Technical Education, Govt. of Tamil Nadu are payable by the students.

d) Other Expenses :

The expenditure towards purchase of books, course materials, stationeries, preparation of Project/Term Work reports, TA/DA charges in connection with the local / outstation factory visits, Seminar fee, Examination fees etc. are to be borne by the sponsoring organizations/students.

8. SUBMISSION OF APPLICATION

The prescribed application complete in all respects, together with attested copies of certificates, **shall be sent** to **The Director-In-Charge, Regional Labour Institute, No.1, Sardar Patel Road, Adyar, Chennai-600 113.** Incomplete & late applications will be summarily rejected without any correspondence.

The last date for receipt of duly completed applications at this Institute is 02.06.2014 at 5.45 p.m.

No grace time is granted for late submission, postal delay, administrative delay etc. & hence sponsoring managements shall arrange to forward their applications well before the last date to avoid rejection. The envelope must be superscribed with "**Application for DIS 2014-2015**".

9. SELECTION

The candidates selected after preliminary screening will be called for interview at this Institute during the month of June, 2014. The exact date of interview will be intimated individually to the eligible candidates. The mere calling

for interview does not guarantee selection. **No TA/DA will be paid by this Institute for attending the interview.**

The candidates should produce all original certificates at the time of interview. Candidates who enclose copy of the provisional certificate for educational qualification will not be called for interview. Selected candidates are required to join the course at short notice.

Candidates who were selected earlier but did not join & candidates discontinued the course will not be considered again.

10. ACCOMMODATION

Limited non-family simple accommodation in two bedded rooms at our Institute hostel is available. No boarding facility is available in our hostel. Guests and relatives of the candidates will not be accommodated in the hostel.

Room rent chargeable at present for the hostel accommodation is Rs.30/- per day per head (Subjected to Revision by the Competent Authority). This is payable in advance by a separate Demand Draft drawn in favour of The Director-In-Charge, Regional Labour Institute, Adyar, Chennai-600 113 for the entire period.

11. LOCATION & ADDRESS OF THE INSTITUTE

The Institute is located opposite to Kasturibhai Nagar Railway Station at the junction of Sardar Patel Road & Rajiv Gandhi Road (IT Corridor) & near Indian Institute of Technology (I.I.T.) & opposite to Central Leather Research Institute (CLRI).

The Address for Communication :

THE REGIONAL LABOUR INSTITUTE

No.1, Sardar Patel Road

Adyar, Chennai-600 113.

Phone : 044-22350737 & 22351569

Fax : 044-22352457

12. ATTENDANCE

A Candidate who has fulfilled the following conditions shall be deemed to have satisfied the requirements for completion of the course.

- Ideally every student is expected to attend all classes and secure 100% attendance. However, he/she shall **secure not less than 80%** as against the total number of periods. However, a student with 75% attendance due to medical reasons (prolonged hospitalization / accident / specific illness) may be permitted to appear for the examination subject to the condition that the candidate shall submit the medical certificate from the recognized Hospital.
- For students with less than 80% attendance, a letter of intimation will be sent to the sponsor.

13. DISCIPLINE

Every student is required to observe discipline and decorous behavior both inside and outside the Institute and not to indulge in any activity which will tend to bring down the prestige of the Institute. The Principal shall constitute a disciplinary committee of which one representative will be from the faculty to enquire into acts of indiscipline, misconduct and misbehaviour. Appropriate action will be taken and communicated to the sponsoring organization based on the findings of the disciplinary committee. If a student indulges in malpractice he / she shall be liable for punitive action as prescribed by the Institute from time to time.

14. REVISION OF REGULATION AND CURRICULUM

The Institute may from time to time revise, amend or change the Regulations, and syllabi, if found necessary.

No other correspondence in connection with the eligibility or any other criteria will be entertained.



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**REGIONAL LABOUR INSTITUTE
CHENNAI 600113**

**APPLICATION FOR ADMISSION FOR DIPLOMA IN INDUSTRIAL SAFETY
(Academic Year 2014-2015)**

Instructions to the Candidate:

- * Before filling up this application form, read the Prospectus carefully.
- * Please furnish all information in full.
- * Attach separate sheets wherever the space provided in the form is inadequate
- * Attach attested copies of certificates / testimonials in respect of age, qualification, Experience, etc.
- * Before applying, ensure your eligibility for the course.
- * Incomplete application will be rejected without any correspondence.
- * Name & Date of birth must be as per school leaving certificate. **The Authority does not permit gazette Notification for change of name etc.**

Affix
recently
taken
Passport size
Photo with
Attestation

1. Name of the Candidate :
(As per School Leaving Certificate
in Block letters. Enclose copy of certificate)
2. Father's Name (in Block letters) :
3. Date of Birth :
(as per school leaving Certificate)

4. Permanent Address :
5. Address for correspondence :
6. State your Religion :
7. Mother tongue of the applicant :
8. Mobile Phone No. / Telephone No. :
E-mail ID of the applicant
9. Postal address & E-mail ID of Sponsor :
[with whom future correspondence after admission may be made]
10. Are you a member of SC/ST/MBC/BC :
[Candidates from SC,ST,MBC,BC must enclose relevant certificate from competent authority which are currently valid]
11. Did the candidate apply for the course at :
CLI, Mumbai, RLI, Chennai, Kanpur or Kolkata during the previous years or in 2014-15
If yes, give details :

12. (a) Details of Educational qualifications (From Secondary School onwards.
Enclose copies of Certificates).

Name of Examinations Passed	Name and Address of School/ College/Institute	Year Of passing	Marks Obtained Out of & Percentage	Class/ Division Obtained	No.of Attempts	Main and Other subjects	Full Time/ Part Time/ Correspondence

12.(b) Details of Experience after acquiring Essential Qualification
(in chronological order).

Name and Address of the Organization	Designation and Scale of Pay	Period From - To	Nature of Duties (enclose certificates)

12 (c) Experience in Supervisory capacity alone:-Years.....Months
(after acquiring essential qualification)
Please attach Xerox copy of the certificate
For supervisory capacity experience in detail
issued by your employer(s)

13. a) Papers published, if any :

b) Training undergone, if any :

14. Extra curricular activities, if any :

15. Any other related information the Applicant desires to give :

16. Do you require Hostel accommodation :

.....
(Signature of the Candidate)

Place:

Date:

DECLARATION BY THE CANDIDATE

I hereby declare that the information furnished in the application is true and correct to the best of my knowledge and belief and that no material information has been suppressed by me. I also understand that I stand to be disqualified from being admitted to the Course or from continuance in the Course, in the event of any information being found incorrect.

I undertake to produce all the Original Certificates, Testimonials, etc. regarding my Educational Qualification, Experience, etc., at the time of Interview.

.....
Signature of the Candidate

Place:

Date:

CERTIFICATE BY SPONSORING AUTHORITY

Shri/Smt/Ms..... of this Organization is hereby sponsored and nominated to attend the Diploma Course in "Industrial Safety" during the Academic Year 2014-2015. The duly filled in Application has been verified, found correct and is forwarded herewith. He fulfils the Eligibility criteria. **It is certified that the applicant will not be engaged for any duties in our industry till the course completion.** He will be granted full Pay & Allowances & other expenses if selected to the course for the entire period.

Shri/Smt/Ms.....is working in this organization with effect from.....and his total supervisory experience as on 01-05-2014 is.....Years.....months as detailed below. This is a supervisory grade in this organization.

Sl. No.	Experience in	Years	Month	Designation during the period
1.	Manufacturing			
2.	Maintenance			
3.	Safety Department in the Industry			
4.	Research, training, education in the field of Industrial Safety			
5.	Government dept in administration of any safety legislation			
6.	Building and other construction works / construction industry			
7.	Department of Port / Docks			

The Registration/Licence number of the Factory/Construction Site/Port is.....and issued by the office of the.....

Place
Date :

Signature of Sponsoring Authority

Name & Designation:
Address of the organization :
Telephone No. :
Fax No. :
Email :
Local (Chennai office address)
With Telephone No. if any

(Organization Seal)

UNDERTAKING BY THE CANDIDATE

I hereby undertake that I, Shri/Smt./Ms while pursuing the one year Diploma in Industrial Safety Course conducted at Regional Labour Institute, Chennai, if found involved in any misconduct / misbehaviour during the study period, I will abide by the decision taken by the Principal of the Course including dismissal from the Course.

Signature of the Candidate

Name:

Date:

UNDERTAKING BY THE SPONSORING ORGANISATION

I/We hereby undertake that our employee Shri/ Smt./ Ms..... while pursuing the one year Diploma in Industrial Safety Course conducted at Regional Labour Institute, Chennai, if found involved in any misconduct / misbehaviour during the study period, I/we will abide by the decision taken by the Principal of the course including dismissal from the Course.

Name and Signature of the Sponsor with seal

Date:

Checklist

(This checklist shall be enclosed with the application)

S. No.	Item	Status of Proof Yes/No
1.	Name	
2.	Date of Birth (DOB)	
3.	SC/ST/MBC/BC Certificates	
4.	All Educational Qualification Certificates(Provisional certificates are not accepted)	
5.	Detailed Experience / qualification certificates for S.No.12(a),12(b) &12(c)	
6.	Sponsor Certificate completed & signed	
7.	Photo attested (first page)	
8.	Present Name & DOB is as per school leaving certificate	
9.	Signature of the Applicant in the Application Form	
10.	Envelope super scribed with "Application for DIS 2014-2015"	
11.	State whether you have ensured your eligibility for the course	
12.	Declaration by the Candidate	
13.	Undertaking by the Candidate	
14.	Undertaking by the Sponsoring Organisation	

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