State Productivity Council-West Bengal

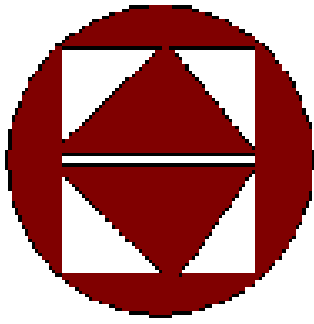**ESTD : 1959**

Advance Diploma in Industrial Safety

Affiliated to

West Bengal State Council of Technical Education (WBSCTE).

Prospectus

2024-25

ABOUT THE INSTITUTE

Organization: State Productivity Council-West Bengal (SPC_WB), founded on July 23, 1959 under the societies registration ACT XXI of 1860. It is an autonomous body, multiple in its constitution and is aided **by Government of West Bengal**. It has been formed primarily of provide a forum for co-operation among labour, management government and professional specialists from various professional institutions for the purpose of achieving higher efficiency and productivity in all walks of life in this region of the country.

OBJECTIVES: the specific objective of the SPC-WB is to stimulate productivity consciousness in the industrial and commercial enterprises, agriculture, transport & communications, administration, service sector etc. with a view to maximizing the utilization of available resources of men, machines, materials and capital, to wage war against waste, to disseminate information regarding advancement in techniques and processes among the executive, supervisors and workmen, thereby to help enrich quality of life.

The concept of productivity now encompasses not only efficient use of resources, but also of quality, environmental protection and integrated economic & social development. SPC-WB aims at promoting as a part of these objectives and activities.

ACTIVITIES: the SPC-WB has always at its disposal a large pool of various expertise available for consultation and guidance for increased productivity in all spheres of nation's economic activity.

- ➢ **MANAGEMENT TRAINING PROGRAMMES.**

- ➢ **TRADE UNION PROGRAMMES**

- ➢ **ENTREPRENEURSHIP DEVELOPMENT PROGRAMMES**

- ➢ **IN- COMPANY TRAINING PROGRAMMES**

- ➢ **SEMINARS,WORKSOPS,LECTURE-MEETINGS**

- ➢ **CONSULTANCEY/PROJECT SERVICES**

- ➢ **OVERSEAS PROGRAMMES/FELLOWSHIP**

The council has developed a number of expert groups who are carrying out consultancy works in different field as enumerated below:-

- **Setting up quality circles.**
- **Work measurement & setting production norms for both factory and office work.**
- **Incentives schemes.**
- **Cost reduction through value Engineering / Value analysis , Bench Marking, Method study.**
- **Assessment of Manpower Requirement.**
- **Preparation of project report and project appraisal.**
- **Job Evaluation , Gradation.**
- **ISO : 9000 / 14001 certification.**
- **Total Information Technology and system Integration.**
- **Business process Re-engineering and Re-structuring.**
- **Techno-Economic Feasibility Study.**
- **Pollution control engineering and Environment Management P.C. Audit.**
- **Training need assessment.**
- **Preparation of SOP's.**
- **Energy audit.**
- **Safety audit.**
- **Management audit.**

ADVANCE DIPLOMA IN INDUSTRIAL SAFETY(ADIS)

Rapid technological development and large-scale mechanisation are paving the road for Country's progress at the same time posing complex problems about safety and health of the industrial Workers. Accident rate in India is reducing but still it is considerably high and compares unfavorably with the advanced countries. Need of ensuring safety and health at work, therefore, is an important area for managerial action. In this context, services of qualified safety professionals in the industry to plan, implement and monitor accident prevention programmes are essential.

Recognizing this, a new Section (Section 40-B) was introduced in the Factories Act 1948 with effect from 26th October 1976. It necessitates any factory employing 1000 or more workers or in which any process or operation is carried on, exposing any person employed in it, to serious risk of bodily injury, poisoning or disease, to employ one or more safety officers as directed by the State Government. Already many State Governments and Union territories have framed Rules under Section 40-B of the Factories Act 1948, specifying the qualifications of Safety officers and their duties. These Rules are based on the Model Rules framed by the Directorate General Factory Advice Service and Labour Institutes, Government of India. As per these Rules, for recruitment as Safety Officer, a person should possess a Diploma in industrial safety, recognized by the State Government as an essential qualification.

Anticipating the need of qualified Safety Officers, State Productivity Council-West Bengal, conducts one and half year Advance Diploma Course in industrial Safety conforming to the requirements as envisaged in the Factories Rules. It is designed to provide Comprehensive education on the practical as well as academic aspects of industrial Safety and Health.

METHODOLOGY

Advance Diploma in Industrial Safety (ADIS) course is affiliated by West Bengal State Council of Technical Education (WBSCTE). The course is presented in the form of a series of class-room teaching, practical classes, laboratory work, project work, term work, visits to industrial establishments, discussions and case studies, workshops, seminars etc. in the field of occupational safety and health.

COURSE OUTLINE

The Course is offered in three terms. During 1st & 3rd terms following seven compulsory & one elective paper will be covered: Compulsory Papers:

SAFETY, HEALTH AND ENVIRONMENT MANAGEMENT
SAFETY IN ENGINEERING-I
SAFETY IN ENGINEERING-II
QUALITY CONTROL IN OCCUPATIONAL SAFETY, HEALTH AND ENVIRONMENT
SAFETY, HEALTH AND ENVIRONMENTAL LEGISLATION
INDUSTRIAL HYGIENE AND OCCUPATIONAL HEALTH
SAFETY IN ENGINEERING INDUSTRY
ENVIRONMENTAL MANAGEMENT
APPLIED ERGONOMICS

ELECTIVES
SAFETY IN CHEMICAL INDUSTRY
SAFETY IN CONSTRUCTION INDUSTRY
ADVANCED SAFETY MANAGEMENT AND ENGINEERING TECHNIQUES

The elective paper will be decided by the Institute after admission of students

During 2nd term students will report back to their respective organizations and shall complete the Project & Term Work

TIMING

Friday 4p.m to 8p.m,
Saturday 4p.m to 8p.m,
Sunday 10.00a.m to 5p.m

EXAMINATION

All the students will have to appear in both the semesters' examination to be conducted by WBSCTE. The Examination scheme includes theoretical papers (answers to be written in English), evaluation of term work, engineering drawing, laboratory assignment and viva-voce.

Academic Duration of Course:

The duration of the course is 18 months (One and half year).

Eligibility for Admission :

A Graduate / 3-Year Diploma holder from a recognized University/Council/Technical Institute with Science/Engineering /Medical background would be eligible for the course

FACULTY

The faculty consists of experts from various disciplines of the Institute, specialists from industries, other Institutes and different Government departments.

ADMISSION PROCEDURE

Admission would be made based on an Aptitude Test followed by interview.

ATTENDANCE

All students are required to attend 80% of theoretical and practical classes failing which they will be positively debarred from Registration and Examination by West Bengal State Council of Technical Education.

FEES AND OTHER EXPENSES (All Fees & Other Expenses are likely to be revised soon)

(I) Fees: 42,000+18% GST (Forty Two thousand+ 18% GST) only for the entire Course (fee once paid is not refundable). The Course Fee of 42,000+18% GST (Forty Two thousand+ 18% GST) only is to be paid by Crossed Demand Draft /Account Payee/Crossed Demand Draft drawn in favour of the **'State Productivity Council-West Bengal'**

(II) Other Expenses:

Caution Money : Refundable Deposit of Rs.1,200/- (Rupees One thousand two hundred only) (likely to be revised) should be paid in cash at the time of taking admission.

(II)In addition to the above charges:

Enrolment & Examination Fee : To be paid by the candidates to West Bengal State Board of Technical Examination, as and when required by the Board.

(IV) Other Expenses: Expenses towards Factory Visits / Project Work/ computers / all other expenses to be borne by the candidate. This will be managed by students themselves and not payable to the institute.

(V) The students will have to bear the expenses in connection with industrial visits arranged as a part of the curriculum. (b) Incidental expenses for project work, sessional work and stationery are also to be borne by the students themselves.

METHOD OF SELECTION

Admission would be made based on an Aptitude Test followed by interview.

After preliminary screening, candidates recommended by the Scrutiny Committee will be called for interview in Kolkata. Calling for interview does not guarantee the selection. The decision of the Selection Committee shall be final and no correspondence will be entertained by the Institute, in this regard.

No traveling allowance will be paid by the Institute for attending the interview.

Date and time of interview will be displayed at the website (**www.spcwb.org**).

It may please be noted that calling for interview does not guarantee admission to the Course. At the time of selection, candidates are required to produce the original certificates/mark sheets in support of their qualification, age proof and experience. Those selected for admission will have to join the Course at this Institute immediately.

APPLICATION

The prescribed application form for admission to ADIS course 2020-21 at SPC-WB could be downloaded on an A4 size plain paper from the website www.spcwb.org/ could be collected from the council's office. Applications that are not made in the above mentioned form would not be considered. Duly filled in application forms, accompanied by self-attested copies of certificates in respect of age, qualification, duration & nature of experience should be sent so as to reach the Director, State Productivity Council-West Bengal, 9 Syed Amir Ali Avenue, Kolkata-700017.

State Productivity Council-West Bengal

9, Syed Amir Ali Avenue Kolkata-700017

ADVERTISEMENT NO.		
APPLICATION NO.	DATE OF SUBMISSION	
NAME		

1. PERSONAL DATA

Date of Birth			Place of Birth			Father's Name:		
Day	**Month**	**Year**	**City/Town/Vill.**	**District**	**State**	**Nationality:**	**Marital Status:**	**Sex:**
						Adhar No.		

2. ADDRESS:

MAILING ADDRESS:	**PERMANENT ADDRESS:**
Address	**Address**
City/town/vill	**City/town/vill**
District	**District**
State	**State**
Country	**Country**
PIN	**PIN**
Telephone	**Telephone**
Mobile	**Mobile**
Email	**Email**

EDUCATION QUALIFICATION(Highest to lowest)								
Degree/ Examination	College/ Institute	Affiliated University/Board /Autonomous Body	Passing year	Discipline	Division/Class	persentage	GP	Rank, If any
Degree/ Examination	College/ Institute	Affiliated University/Board /Autonomous Body	Passing year	Discipline	Division/Class	persentage	GP	Rank, If any

4. Experience Details(Latest First)

Organisation	Designation	From Date	To Date	Total Period	Scale of Pay	Basic pay	Grade pay	Total Pay or Consolidated amount	Nature of Experience

5. Additional Remarks

Special qualification or experience, including the computer knowledge, which have not been included under the heads given above

6. Referee Reference

Name	Designation	Organisation	Email ID	Contact No.	Address

7. Supporting documents of Date of Birth, Catergory (OBC/SC/ST/PH/Defence),Qualifications and Experience(if any) must be enclosed with the hard copy of application.

I hereby declare that I have carefully read and understood the instructions and particulars supplied to me and that all the entries in this form are true to the best of my knowledge and belief.

FOR OFFICE USE ONLY

Candidate's Signature with Date

1. Application received date

2. Application number

3. Aggregate % of all the examination of degree

4. Eligible / Not eligible

Verified by   Co-ordinator's Signature

Note : Duly filled application forms along with DD & relevant documents should be sent to below address by speed post or courier

STATE PRODUCTIVITY COUNCIL-WEST BENGAL

9, SYED AMIR ALI AVENUE KOLKATA-700017

CONTACT NO. : 9748504888

FAX: 033-2287-3889

E-MAIL : spc.wb59@gmail.com

WEB SITE : www.spcwb.org

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.

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 2024-2025. 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 01-05-2024 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   Signature of Sponsoring Authority

Date :

                                         Name & Designation:

                                         Address of the organization :

                                         Telephone No. :

                                         Fax No. :

                                         Email :

(Organisation Seal)

UNDERTAKING BY THE CANDIDATE

I   hereby   undertake   that   I,   Shri/Smt./Ms ………………………………… while pursuing the one and half year Diploma in Industrial Safety Course conducted at State Productivity council-West Bengal, 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 State Productivity council-West Bengal, 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)

Sl 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 ADIS 2024-2025"	
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 Organization	