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Leadership and Commitment

General

The Top Management of IGTR, Indore is fully committed to the development and continual improvement of the Quality Management System for its effectiveness through,

Constant participation in Review Meetings, communicating to Staff/Workers through displays/Notice Boards/General Meeting whenever held, the importance of meeting customer requirements as well as statutory and regulatory requirements as detailed in Section 5.5.2 of this Quality Manual.

- Establishing Quality Policy as detailed in Section 5.3 of this Quality Manual
- Establishing Quality Objectives as detailed in Section 5.4.1 of this Quality Manual
- Conducting Management Review as detailed in Section 5.6 of this Quality Manual
- Ensuring the availability of resources as detailed in Section 6.0 of this Quality Manual

Customer Focus

Top Management at IGTR, Indore ensures that customer requirements are determined as detailed in Section 7.2.1 and 8.2.1 and the same are met with an aim of enhancing customer satisfaction.

Policy

Developing the Quality Policy

The Quality Policy of IGTR, Indore approved by GM is included at the beginning of this Quality Manual. Management Representative issues and controls the Quality Policy within the organization.

The Top Management at IGTR, Indore has ensured that the Quality Policy,

- Is appropriate to the purpose and needs of the organization,
- Includes a commitment to comply with requirements and continually improve the effectiveness of the quality management system.
- Provides a framework for establishing and reviewing quality objectives,
- The Quality Policy is communicated to all employees through display at appropriate places throughout the organization, through Quality Manuals,
- Awareness trainings and various interaction meetings and ensured that the same is understood within the organization.
- Quality Policy is reviewed in the Management Review for its continuing suitability to the organization and updated as required.

Communicating the Quality Policy

The quality policy is communicated to all employees by displaying the same at prominent locations in the company and explained to all the employees through the Training Programs as well as through Departmental Meeting in respective Department to ensure that they have understood the same.

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Roles of GM/CEO in Tool Rooms

- Strategic Leadership:** Drive the overall Vision, Mission, and Objectives of the Tool Room.
- Operational Management:** Oversee day-to-day operations and ensure excellence in Manufacturing, Training, and Services.
- Financial Management:** Manage budgets, ensure cost control, and drive revenue generation.
- Business Development:** Promote the Tool Room's capabilities, forge industrial partnerships, and attract clients.
- Training and Skill Development:** Oversee Skill Development Programs aligned with Industry Standards and Government Policies.
- Resource Management:** Ensure optimal use of infrastructure, human resources, and technology.

Key Responsibilities

1. Strategic Planning and Leadership

- Develop and implement strategic plans to achieve the long-term goals and objectives of the Tool Room.
- Set Annual Performance Targets for Production, Training, Revenue Generation, and Customer Satisfaction.
- Ensure alignment of Tool Room activities with Government Policies such as promoting MSME support, Skill Development and Entrepreneurship.
- Lead initiatives to modernize the tool room by introducing new technologies and advanced manufacturing techniques (e.g., CNC, CAD/CAM, 3D printing).



2. Operational Oversight

- Oversee the day-to-day operations of training, production, maintenance, design, and marketing departments.
- Ensure smooth execution of tooling projects, production jobs, and training programs.
- Monitor key performance indicators (KPIs) and ensure that operational goals, including quality, efficiency, and delivery timelines, are met.
- Implement systems and processes to enhance productivity, reduce downtime, and improve resource utilization.

3. Financial Management

- Develop and manage the annual budget, ensuring cost control and efficient resource allocation.
- Explore avenues for revenue generation through training programs, tooling services, and consultancy projects.
- Monitor financial performance, optimize expenditures, and ensure profitability and sustainability.

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- Facilitate government funding, grants, and collaborations to modernize infrastructure and introduce new programs.
- Ensure transparency, accountability, and compliance in all financial transactions.

4. Business Development and Industry Relations

- Promote the tool room's capabilities to industries, MSMEs, government agencies, and stakeholders.
- Forge partnerships with manufacturing industries, automotive sectors, aerospace, and other precision engineering domains to secure production and tooling contracts.
- Represent the tool room at trade fairs, conferences, and exhibitions to enhance its visibility and outreach.
- Develop marketing strategies to attract new clients for tooling, precision machining, and training services.
- Engage with industry leaders to identify skill gaps and introduce new programs to meet market demands.

5. Training and Skill Development

- Oversee the execution of AICTE/NCVT-approved long-term training programs, short-term courses, and industry-specific skill training.
- Ensure that the training curriculum aligns with industry standards and incorporates modern technologies like CAD/CAM, CNC, and automation.
- Foster collaborations with educational institutions, industry associations, and government bodies to enhance training quality and outcomes.
- Promote initiatives to enhance the employability of trainees through industry internships, placements, and live projects.



6. Human Resource Management

- Supervise and mentor the senior management team, including heads of production, design, maintenance, and training departments.
- Facilitate professional development opportunities for staff through training, workshops, and exposure to new technologies.
- Implement performance management systems to evaluate and improve employee productivity.
- Promote a culture of teamwork, innovation, and accountability across the organization.

7. Infrastructure and Resource Management

- Oversee the maintenance, modernization, and optimal utilization of facilities, including workshops, design centers, and training labs.
- Ensure that machinery, tools, and equipment are up-to-date, functional, and meet industry standards.
- Approve procurement of new tools, machinery, and technologies to upgrade production and training infrastructure.

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- Monitor the implementation of safety standards across all workshops and ensure compliance with workplace safety protocols.

8. Compliance and Governance

- Ensure the tool room operates in compliance with all government regulations, policies, and statutory requirements.
- Maintain transparency and accountability in operations, finance, and resource utilization.
- Liaise with government bodies, such as the Ministry of MSME, AICTE, NCVT, and state governments, to ensure policy compliance and funding support.
- Facilitate audits, reviews, and inspections to uphold quality and accountability standards.

9. Customer and Stakeholder Management

- Build and maintain strong relationships with stakeholders, including industries, MSMEs, students, government bodies, and educational institutions.
- Ensure client satisfaction by delivering high-quality products, precision tools, and efficient services.
- Address grievances or challenges faced by customers and stakeholders in a timely and effective manner.



10. Innovation and Modernization

- Drive initiatives to introduce new technologies such as Industry 4.0 solutions, automation, robotics, and additive manufacturing in tool rooms.
- Promote research and development (R&D) projects to create innovative solutions for tooling and manufacturing sectors.
- Encourage the adoption of eco-friendly and sustainable practices in production and training activities.

Additional Responsibilities

- Prepare reports on the tool room's performance, achievements, and challenges for submission to the government or governing boards.
- Represent the tool room in government meetings, committees, and industry forums.
- Promote initiatives like **Skill India**, **Digital India**, and other government programs related to industrial growth and skill development.
- Lead initiatives for diversification of services, such as offering consultancy, incubation support, and specialized skill development programs.
- Engage with stakeholders to promote the tool room as a center of excellence in tooling, manufacturing, and skill development.

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Roles of Senior Manager - Production in Tool Rooms

- Production Management:** Oversee and manage all production activities to meet targets and deadlines.
- Quality Assurance:** Ensure all products meet the required quality standards and client specifications.
- Resource Optimization:** Manage manpower, machinery, and materials effectively to optimize productivity.
- Operational Efficiency:** Drive efficiency in production processes through planning, monitoring, and continuous improvement.
- Team Leadership:** Supervise and guide production teams, ensuring proper coordination and performance.
- Safety and Compliance:** Ensure adherence to workplace safety standards and regulatory compliance.

Key Responsibilities



1. Production Planning and Management

- Develop and implement detailed production plans to ensure timely execution and delivery of projects.
- Set production goals and targets, monitoring progress against timelines and key performance indicators (KPIs).
- Coordinate with other departments, such as **Design, Maintenance, PPC (Production Planning & Control), and Marketing**, to ensure smooth workflow and resource allocation.
- Allocate jobs and tasks to production teams, ensuring clarity of responsibilities and expected outcomes.
- Manage multiple projects simultaneously, prioritizing tasks based on urgency and client requirements.

2. Quality Assurance and Control

- Ensure products, tools, and components comply with client specifications, industry standards, and quality benchmarks.
- Implement robust quality control (QC) measures to monitor production outputs and minimize defects.
- Conduct regular inspections, audits, and reviews of production processes to identify and resolve quality issues.
- Collaborate with the Quality Assurance (QA) team to document and implement corrective and preventive actions.
- Promote a culture of quality awareness among production staff.

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3. Resource and Equipment Management

- Oversee the proper utilization of **machinery, equipment, tools, and raw materials** to avoid wastage and downtime.
- Ensure that production equipment is maintained, calibrated, and in optimal working condition.
- Plan and monitor the procurement of production materials, coordinating with the purchase and stores departments.
- Ensure optimal use of manpower by assigning tasks effectively and minimizing idle time.
- Track resource consumption and identify areas for cost optimization.

4. Process Improvement and Efficiency



- Continuously analyze production workflows to identify bottlenecks, inefficiencies, and opportunities for improvement.
- Implement lean manufacturing principles, such as **5S, Kaizen, and Six Sigma**, to optimize production processes.
- Introduce innovative techniques and technologies to enhance production efficiency and output.
- Monitor machine utilization, cycle times, and production rates to maximize productivity.
- Reduce production costs while maintaining quality and delivery commitments.



5. Team Leadership and Training

- Lead, mentor, and motivate production teams, including supervisors, technicians, and operators, to achieve performance goals.
- Conduct regular team meetings to review progress, address issues, and communicate organizational priorities.
- Identify skill gaps and arrange for training programs to upskill production staff in advanced manufacturing technologies (e.g., CNC, CAD/CAM, robotics).
- Foster a culture of teamwork, accountability, and continuous improvement among the production workforce.
- Manage team performance by setting objectives, conducting performance evaluations, and providing constructive feedback.

6. Safety, Health, and Environment (SHE) Compliance

- Ensure compliance with workplace safety standards and implement measures to create a **safe working environment**.
- Monitor adherence to safety protocols, including the use of **Personal Protective Equipment (PPE)** and machine safety guidelines.
- Conduct safety drills, inspections, and training programs to raise safety awareness among employees.
- Address environmental concerns by implementing sustainable practices to reduce waste and energy consumption.

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7. Coordination with Other Departments

- Work closely with the **PPC (Production Planning and Control)** team to plan production schedules and allocate resources effectively.
- Coordinate with the **Design** department to ensure proper execution of tooling and machining projects based on design specifications.
- Collaborate with the **Maintenance** team to schedule preventive maintenance and minimize unplanned downtime.
- Interact with the **Marketing and Customer Service** teams to understand client requirements, project timelines, and delivery commitments.

8. Reporting and Documentation

- Prepare and maintain detailed reports on production performance, resource utilization, quality issues, and corrective actions.
- Track and report on key metrics such as production efficiency, machine uptime, defect rates, and delivery timelines.
- Provide regular updates to senior management on production progress, challenges, and improvement plans.
- Document production processes, ensuring transparency and accountability in operations.



9. Client and Stakeholder Interaction

- Collaborate with clients to understand their requirements, provide updates, and ensure satisfaction with deliverables.
- Ensure customer complaints and queries related to production are addressed promptly and effectively.
- Maintain strong relationships with external stakeholders, including vendors and contractors, to ensure smooth operations.

10. Modernization and Innovation



- Stay updated on advancements in **tool manufacturing, precision machining, and production technologies**.
- Implement new technologies like **CNC machining, automation, robotics, and Industry 4.0 solutions** to modernize production facilities.
- Drive research and development (R&D) initiatives to innovate and improve products and processes.
- Promote the adoption of digital tools for better production tracking, planning, and reporting.

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Additional Responsibilities

- Ensure compliance with government regulations, labor laws, and statutory requirements related to production.
- Support management in decision-making by providing insights and data on production performance.
- Participate in external audits, ISO certifications, and quality assessments.
- Contribute to government initiatives such as **Make in India** and **Skill India** through efficient production and training support.

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Roles of Senior Manager - Training in Tool Rooms

- Training Program Management:** Oversee planning and execution of AICTE/NCVT-approved long-term courses and short-term programs.
- Curriculum Development:** Ensure training curriculum aligns with industry standards and incorporates modern technologies.
- Infrastructure Management:** Manage training facilities, labs, and workshops to provide a high-quality learning environment.
- Team Leadership:** Supervise trainers, instructors, and training staff to ensure smooth operations.
- Industry Collaboration:** Build partnerships with industries to bridge skill gaps and provide placement opportunities.
- Performance Monitoring:** Monitor training effectiveness, student progress, and course outcomes.
- Skill Development Initiatives:** Promote government-led initiatives like **Skill India** and technical education programs.

Key Responsibilities

1. Training Program Management

- Plan, organize, and implement **AICTE/NCVT-approved long-term courses** and other short-term programs for students and working professionals.
- Develop annual training calendars, schedules, and resource allocation to ensure smooth conduct of training activities.
- Ensure training programs align with organizational goals and address industry-specific skill requirements.
- Monitor enrollment, attendance, and completion rates, ensuring targets are achieved.
- Coordinate with regulatory bodies (e.g., AICTE, NCVT) to ensure compliance with training program standards and guidelines.

2. Curriculum Development and Innovation

- Develop and update course content and training modules in consultation with industry experts and regulatory bodies.
- Incorporate the latest technologies and tools into the curriculum, such as **CNC machining, CAD/CAM, robotics, 3D printing, and automation**.
- Promote innovation by introducing new courses aligned with emerging trends like **Industry 4.0, IoT, AI, and additive manufacturing**.
- Ensure the curriculum focuses on both **theoretical knowledge** and **practical skills**, including live projects and hands-on training.

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3. Infrastructure and Resource Management

- Manage training infrastructure, including **classrooms, workshops, labs, CNC machines, design software, and simulation tools**.
- Plan for procurement, maintenance, and upgrading of equipment and resources to create an industry-ready learning environment.
- Ensure the availability of tools, raw materials, and consumables required for practical training.
- Implement safety protocols in training workshops to ensure a safe learning environment.

4. Supervision of Training Teams

- Lead and mentor a team of **trainers, instructors, and lab assistants** to ensure effective delivery of training programs.
- Conduct regular performance evaluations for trainers and provide opportunities for professional development and skill upgradation.
- Facilitate training for instructors in **new technologies and teaching methodologies** to improve the quality of education.
- Foster a collaborative and innovative work culture within the training department.

5. Industry Collaboration and Placement Support

- Build and maintain partnerships with industries, MSMEs, and academic institutions to ensure training programs meet market demands.
- Collaborate with industry experts to introduce **guest lectures, workshops, and industrial visits** for trainees.
- Facilitate **on-the-job training, internships, and live projects** for students to gain practical exposure.
- Coordinate placement services by engaging with industries to create job opportunities for trained candidates.
- Organize job fairs, campus placements, and skill competitions to promote trainees' employability.

6. Monitoring Training Effectiveness

- Evaluate the effectiveness of training programs by monitoring **student performance, assessment results, and skill proficiency**.
- Implement systems to track student attendance, learning progress, and program completion rates.
- Analyze feedback from students, trainers, and industry partners to identify areas for improvement in training programs.
- Maintain records of training outcomes, certifications, and placements for reporting to higher management and regulatory authorities.

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7. Promoting Government Initiatives

- Promote government-led initiatives such as **Skill India, Make in India, Startup India, and Digital India** by offering relevant skill training programs.
- Plan and execute **short-term courses** and **skill development programs** to empower youth, women, and disadvantaged groups.
- Implement programs funded by government agencies, ensuring timely execution and reporting.

8. Collaboration with Regulatory Authorities

- Ensure compliance with standards set by regulatory bodies such as AICTE, NCVT, and other governing agencies.
- Prepare reports and documentation for inspections, audits, and renewals of training programs.
- Liaise with government bodies for approvals, funding, and introduction of new skill development initiatives.

9. Promotion and Awareness

- Conduct awareness campaigns, seminars, and career counseling sessions to attract candidates to training programs.
- Develop promotional materials and initiatives to highlight the benefits of training programs to students and industries.
- Showcase the tool room as a **center of excellence** for skill development and technical education.



10. Reporting and Documentation

- Prepare regular reports on training activities, student progress, placements, and program outcomes for senior management.
- Maintain accurate records of enrollments, certifications, and feedback from trainees.
- Document success stories and case studies to highlight the impact of training programs.

Additional Responsibilities

- Identify skill gaps in the manufacturing industry and introduce training programs to address industry needs.
- Support audits and accreditation processes for training programs.
- Implement **e-learning modules** and modern teaching methodologies to enhance accessibility and learning outcomes.
- Facilitate innovation through **research and development (R&D)** projects involving students and trainers.

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Roles of Manager - Production in Tool Rooms

- Production Planning and Management:** Plan, schedule, and supervise production processes to meet organizational and client requirements.
- Resource Optimization:** Manage resources like manpower, machinery, and materials to ensure efficient operations.
- Quality Control:** Ensure products meet required quality standards and specifications.
- Team Supervision:** Lead and motivate production teams to deliver high performance.
- Operational Efficiency:** Optimize processes to enhance productivity, reduce costs, and minimize downtime.
- Safety and Compliance:** Ensure adherence to safety standards and government regulations.
- Collaboration:** Coordinate with other departments such as Design, Maintenance, and PPC for smooth production flow.

Key Responsibilities



1. Production Planning and Scheduling

- Develop and implement detailed production plans to achieve daily, weekly, and monthly production targets.
- Allocate jobs, machines, and manpower efficiently based on priorities and project timelines.
- Monitor the progress of production activities to ensure timely completion and delivery of products.
- Adjust production plans based on changing client requirements, material availability, and resource constraints.
- Work closely with **PPC (Production Planning and Control)** to optimize workflow and avoid delays.

2. Quality Assurance and Control

- Ensure all products, tools, and components meet quality specifications and client standards.
- Implement quality control processes, inspections, and checks at each stage of production.
- Collaborate with the **Quality Assurance (QA)** team to resolve quality issues and implement corrective actions.
- Promote a **zero-defect culture** by identifying root causes of defects and introducing preventive measures.
- Maintain proper documentation of quality records, inspection reports, and non-conformance reports.

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3. Resource and Inventory Management

- Manage the availability and optimal use of **raw materials, tools, consumables, and machinery**.
- Coordinate with the **Purchase Department** to ensure timely procurement of materials for production.
- Monitor and control inventory levels to avoid shortages or overstocking.
- Ensure all production equipment and machines are operational, collaborating with the **Maintenance Team** for preventive and corrective maintenance.

4. Team Supervision and Leadership

- Lead and supervise production teams, including technicians, operators, and supervisors, to meet production goals.
- Assign tasks and monitor team performance to ensure productivity and accountability.
- Conduct regular team meetings to communicate priorities, review progress, and address challenges.
- Provide on-the-job training and skill development for production staff to enhance their capabilities.
- Foster a positive and collaborative work environment to encourage teamwork and innovation.



5. Process Improvement and Efficiency

- Analyze production processes to identify bottlenecks, inefficiencies, and areas for improvement.
- Implement lean manufacturing techniques such as **5S, Kaizen, and Six Sigma** to improve productivity and reduce waste.
- Optimize machine utilization, reduce downtime, and improve production cycle times.
- Introduce modern tools and technologies like **CNC machines, robotics, and automation** to enhance production capabilities.
- Reduce production costs through effective planning and resource management.

6. Safety and Compliance

- Ensure all production activities comply with safety standards, protocols, and government regulations.
- Implement and monitor **workplace safety procedures**, including the use of Personal Protective Equipment (PPE).
- Conduct regular safety training programs for staff to minimize risks of accidents or injuries.
- Maintain compliance with government policies, labor laws, and environmental regulations.

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7. Coordination with Other Departments

- Collaborate with the **Design Department** to ensure production aligns with design specifications and customer requirements.
- Work closely with the **PPC team** to plan and schedule production activities effectively.
- Coordinate with the **Maintenance Team** to ensure machines and tools are serviced and operational.
- Support the **Marketing Department** by meeting client timelines and providing updates on production status.

8. Documentation and Reporting

- Prepare and maintain detailed reports on production metrics such as output, efficiency, downtime, and quality performance.
- Monitor Key Performance Indicators (KPIs) like **machine utilization, defect rates, and production lead times**.
- Submit regular updates to senior management on production progress, challenges, and improvement plans.
- Maintain accurate records of machine logs, manpower utilization, and resource consumption.

9. Client and Stakeholder Interaction

- Interact with clients, vendors, and stakeholders to understand requirements and address concerns.
- Ensure products are delivered on time and meet client specifications.
- Assist in addressing customer complaints related to production delays or quality issues.


10. Innovation and Technology Adoption

- Stay updated on advancements in manufacturing technologies, tools, and production processes.
- Introduce and implement new technologies like **CNC, CAD/CAM software, automation tools, and Industry 4.0 practices**.
- Promote innovation by identifying ways to improve processes, reduce costs, and enhance product quality.

Additional Responsibilities

- Participate in audits, ISO certifications, and quality assessments.
- Contribute to government initiatives such as **Make in India** and **Skill India** by supporting related production goals.
- Assist in training programs by providing practical exposure and knowledge to trainees.
- Ensure environmental sustainability by adopting eco-friendly production practices.

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Roles of Manager - Training in Tool Rooms

1. **Program Development and Implementation:** Plan, develop, and execute training programs that meet industry and academic standards.
2. **Resource Management:** Manage training infrastructure, faculty, and resources to ensure smooth program execution.
3. **Curriculum Management:** Ensure curriculum aligns with industry needs and incorporates modern technologies.
4. **Team Supervision:** Lead and mentor instructors, trainers, and support staff.
5. **Industry Collaboration:** Partner with industries to ensure trainees receive practical exposure and placement opportunities.
6. **Performance Monitoring:** Track training program outcomes and trainee progress.
7. **Compliance:** Ensure adherence to regulatory standards such as AICTE/NCVT guidelines.
8. **Promotion of Skill Development Initiatives:** Support national missions like **Skill India** and **Make in India**.

Key Responsibilities

1. Training Program Development and Implementation

- Design and implement long-term (AICTE/NCVT approved) and short-term skill development courses.
- Develop an annual training calendar with well-structured timelines and deliverables.
- Introduce new training programs aligned with emerging industry trends and technologies, such as **CNC machining, CAD/CAM, 3D printing, automation, IoT, and robotics**.
- Ensure programs address both **theoretical knowledge** and **practical skills** required for trainees.
- Coordinate with government agencies, industries, and academic bodies to identify skill gaps and develop suitable programs.

2. Curriculum Development and Modernization

- Develop and upgrade training curricula in collaboration with industry experts and regulatory bodies.
- Integrate **modern tools, technologies, and teaching methods** into the curriculum to make training industry-relevant.
- Ensure hands-on learning through workshops, live projects, industrial visits, and practical assignments.
- Promote emerging technologies such as **AI, Industry 4.0, advanced manufacturing, and automation** to keep training relevant.

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3. Training Infrastructure and Resource Management

- Oversee the maintenance and operation of training facilities, including classrooms, labs, workshops, and machines.
- Ensure availability of necessary tools, consumables, software, and equipment for practical sessions.
- Collaborate with the **Maintenance Department** for timely repairs and servicing of training equipment.
- Plan and procure infrastructure upgrades to match industry requirements.

4. Faculty Management and Development

- Recruit, train, and supervise instructors, trainers, and lab assistants to ensure effective program delivery.
- Provide professional development opportunities to trainers to enhance their skills in new technologies and teaching methods.
- Conduct regular performance evaluations and provide constructive feedback to the training team.
- Foster a culture of innovation, collaboration, and excellence within the training team.



5. Industry Collaboration and Placement

- Build strong relationships with industries, MSMEs, and technical organizations to align training with real-world needs.
- Collaborate with industry experts for guest lectures, workshops, internships, and on-the-job training programs.
- Facilitate industry visits and practical exposure for trainees to enhance their skills.
- Work closely with industries to ensure placement opportunities for trained candidates.
- Organize **job fairs, placement drives, and skill competitions** to support trainees' employability.

6. Performance Monitoring and Evaluation

- Monitor the effectiveness of training programs through student performance, feedback, and assessment results.
- Maintain detailed records of trainee progress, attendance, certifications, and placements.
- Analyze feedback from trainees, trainers, and industry stakeholders to identify areas for improvement.
- Prepare reports on training outcomes, program performance, and placements for senior management.

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7. Regulatory Compliance

- Ensure all training programs comply with guidelines set by AICTE, NCVT, and other regulatory authorities.
- Coordinate for timely accreditation, approvals, and renewals of long-term training courses.
- Maintain documentation and records required for audits, inspections, and certifications.
- Conduct internal audits to ensure quality standards are met consistently.

8. Promoting Government Initiatives

- Promote government-led initiatives like **Skill India, Make in India, Startup India, and Digital India** through targeted training programs.
- Support capacity-building programs for disadvantaged groups, including women, rural youth, and differently-abled individuals.
- Facilitate programs sponsored by government agencies and ministries to bridge skill gaps in the manufacturing sector.

9. Student Engagement and Awareness

- Organize seminars, awareness campaigns, and counseling sessions to encourage enrollments.
- Foster a conducive learning environment to motivate students to excel in training programs.
- Address grievances and ensure a seamless experience for trainees throughout the training lifecycle.



10. Documentation and Reporting

- Prepare comprehensive reports on training activities, trainee performance, faculty performance, and infrastructure utilization.
- Maintain up-to-date documentation of program enrollments, certifications, placements, and success stories.
- Share progress reports with senior management, regulatory bodies, and funding agencies.

Additional Responsibilities

- Support R&D activities and innovation in training programs to address industry challenges.
- Promote **e-learning initiatives** and modern teaching aids to enhance learning outcomes.
- Organize **skill competitions** to evaluate and showcase trainees' talents.
- Develop strategies to improve program enrollments and trainee retention.

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Roles and Responsibilities of Senior Engineer - Design Roles

- Tool Design:** Design tools, dies, molds, and precision components using CAD/CAM software.
- Product Development:** Collaborate with clients for custom tool designs and prototyping.
- R&D Support:** Drive innovation in design to improve productivity and reduce costs.
- Collaboration:** Work closely with the production, quality, and maintenance teams to ensure seamless execution.
- Technical Leadership:** Guide junior design engineers and trainees in modern design methodologies.

Key Responsibilities

1. Design and Development of Tools and Components

- Design **press tools, injection molds, die-casting dies, jigs, fixtures, gauges**, and other precision tooling.
- Develop 2D and 3D models using design software like:
 - AutoCAD
 - CATIA
 - Siemens NX
 - SolidWorks
 - Creo (Pro/ENGINEER)
- Prepare detailed technical drawings, including tolerances, material specifications, and assembly requirements.
- Develop designs for **prototype parts** and support clients in product development projects.



2. Feasibility Analysis and Cost Estimation

- Conduct **feasibility studies** of tool and product designs to assess manufacturability and cost-effectiveness.
- Prepare design cost estimates, material requirements, and timelines for projects.
- Optimize designs to reduce material usage, minimize production time, and improve cost efficiency.

3. CAD/CAM Programming

- Create **CNC programs** for machining of tools and components using CAM software.
- Verify and simulate CNC programs to ensure accuracy and minimize errors during production.
- Support CNC operators with design inputs and machining programs.

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4. Collaboration with Production Teams

- Coordinate with the production team to ensure the designed tools and dies are manufacturable and meet requirements.
- Support the troubleshooting of design-related issues during production, assembly, or trials.
- Conduct **design reviews** and incorporate feedback from manufacturing and quality control teams.

5. R&D and Innovation

- Support **Research and Development (R&D)** initiatives to improve tool designs and manufacturing processes.
- Develop innovative solutions for complex tooling requirements to meet client or industry demands.
- Implement design improvements for better **product performance, durability, and cost-effectiveness**.
- Introduce **new design technologies** such as Reverse Engineering and Additive Manufacturing (3D printing).

6. Quality Control and Validation

- Ensure designs comply with customer specifications, quality standards, and tolerances.
- Conduct design validation and verification through simulations and analysis, such as:
 - Finite Element Analysis (FEA)
 - Mold Flow Analysis
- Support trial runs and validation of tools and dies to ensure flawless performance.



7. Project Management

- Oversee the design lifecycle of projects, from conceptualization to final delivery.
- Develop project plans, set timelines, and track progress to ensure on-time completion.
- Prepare and submit **design reports**, technical documentation, and project updates to senior management.

8. Training and Team Management

- Lead and mentor **junior design engineers, trainees, and interns**.
- Provide hands-on training on design software, methodologies, and modern design principles.
- Promote teamwork, knowledge sharing, and innovation within the design team.

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9. Client Interaction and Support

- Engage with clients to understand their requirements and provide technical solutions.
- Present design concepts, models, and feasibility studies to clients for approval.
- Provide after-sales support for tooling-related design queries or modifications.

10. Documentation and Standards Compliance

- Maintain comprehensive records of all design projects, including drawings, CAD models, and revisions.
- Ensure compliance with industry standards such as **ISO 9001** and government guidelines.
- Participate in internal and external audits related to design quality and process improvements.



Additional Responsibilities

- Support the installation and commissioning of new tools and dies.
- Participate in **skill development programs** for students and industry trainees as part of **Skill India** initiatives.
- Work on **reverse engineering projects** for MSMEs and industries to support legacy equipment and components.

Accountability

1. **Design Accuracy:** Ensure all designs meet client requirements, technical specifications, and quality standards.
2. **Timely Delivery:** Deliver designs within agreed timelines to support production schedules.
3. **Cost Optimization:** Create cost-effective designs without compromising on quality and functionality.
4. **Collaboration:** Effectively coordinate with clients, production teams, and stakeholders for seamless project execution.
5. **Error-Free Documentation:** Maintain accurate and complete design records for audits and future reference.
6. **Prototype Success:** Ensure prototypes meet design objectives and are manufacturable without major iterations.
7. **Compliance:** Adhere to safety regulations, design norms, and organizational policies.
8. **Team Development:** Enhance the skills and productivity of the design team through training and mentorship.
9. **Innovation:** Implement innovative design solutions that improve tool room capabilities and outputs.
10. **Client Satisfaction:** Deliver designs that meet or exceed client expectations in terms of performance and aesthetics.

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Roles and Responsibilities of Senior Engineer - Maintenance

Roles of Senior Engineer - Maintenance

- Maintenance Management:** Oversee preventive, predictive, and corrective maintenance of machines, equipment, and facilities.
- Operational Reliability:** Ensure maximum uptime of production equipment to meet operational and project goals.
- Leadership and Supervision:** Lead a team of maintenance engineers, technicians, and support staff.
- Troubleshooting and Repairs:** Diagnose and resolve technical issues across mechanical, electrical, and hydraulic systems.
- Resource Planning:** Manage spare parts, tools, and inventory to ensure smooth maintenance operations.
- Compliance and Safety:** Ensure adherence to safety standards, ISO quality protocols, and government regulations.

Key Responsibilities



1. Preventive and Predictive Maintenance

- Develop and implement **preventive maintenance schedules** for machines, including:
 - CNC Machines (Lathe, Milling, Grinding)
 - EDM and Wire-Cut Machines
 - Conventional Machines (Lathe, Shaper, Drilling, Milling)
 - Injection Molding Machines
 - Hydraulic and Pneumatic Systems
- Conduct **predictive maintenance** using condition monitoring techniques like vibration analysis, thermal scanning, and oil analysis.
- Regularly inspect machines and identify potential issues to prevent breakdowns.
- Ensure timely calibration of machines and equipment to maintain accuracy.

2. Breakdown and Corrective Maintenance

- Lead the resolution of breakdowns promptly to minimize downtime.
- Perform root-cause analysis (RCA) for repetitive failures and implement long-term corrective measures.
- Troubleshoot and repair faults in:
 - Mechanical components
 - Electrical systems (motors, control panels, wiring)
 - Hydraulic and pneumatic systems
 - Electronic systems (controllers, PLCs, HMI)
- Coordinate with vendors and suppliers for technical support and spare parts procurement.

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3. Equipment and Asset Management

- Monitor machine health and performance, ensuring optimal utilization.
- Maintain detailed records of:
 - Machine history (breakdowns, repairs, and maintenance schedules)
 - Spare parts inventory
 - Tool room assets and equipment performance
- Plan for machinery upgrades, retrofitting, and replacements to enhance productivity.
- Propose cost-effective solutions to improve equipment efficiency and reliability.

4. Team Leadership and Training

- Supervise a team of **technicians, junior engineers, and trainees** in maintenance activities.
- Assign maintenance tasks, monitor work progress, and ensure adherence to timelines.
- Conduct technical training sessions on machine operation, troubleshooting, and safety protocols.
- Foster teamwork and develop a skilled maintenance workforce.

5. Safety and Compliance



- Ensure all maintenance activities comply with government safety regulations and standards (e.g., ISO, OSHA).
- Conduct regular safety audits and inspections to identify hazards and risks.
- Promote the use of **Personal Protective Equipment (PPE)** and adherence to safe work practices.
- Prepare documentation for safety inspections and quality audits.



6. Spare Parts and Inventory Management

- Manage and maintain adequate inventory of critical spare parts and consumables.
- Identify and procure cost-effective, quality parts to ensure uninterrupted maintenance operations.
- Coordinate with vendors, suppliers, and service providers for timely delivery of spares and materials.

7. Continuous Improvement and R&D Support

- Implement modern techniques like **Industry 4.0**, IoT-based monitoring, and automation to enhance machine reliability.
- Identify and implement energy-saving initiatives to reduce operational costs.
- Support R&D activities by ensuring machines and equipment are functioning optimally.
- Recommend machine retrofits and process improvements to improve productivity and quality.

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8. Documentation and Reporting

- Maintain detailed reports of maintenance activities, machine downtime, and repair work.
- Prepare and submit monthly maintenance performance reports to senior management.
- Document machine utilization, spare parts consumption, and cost analysis.
- Support internal and external audits by providing necessary records and data.

9. Infrastructure and Utilities Maintenance

- Oversee the maintenance of tool room infrastructure, including:
 - Electrical systems (transformers, panels, wiring)
 - Compressed air systems
 - HVAC systems (Heating, Ventilation, and Air Conditioning)
 - Water supply and drainage systems
- Ensure the availability and reliability of utilities to support production and training activities.



Additional Responsibilities

- Support new machine **installation, commissioning, and testing**.
- Assist in preparing budgets for maintenance operations, including procurement and upgrades.
- Collaborate with the production and design teams to ensure smooth operations.
- Contribute to government initiatives like **Skill India** by ensuring availability of well-maintained equipment for training programs.

Accountability

1. **Machine Uptime:** Ensure high availability and operational efficiency of all equipment and machinery.
2. **Maintenance Costs:** Manage maintenance activities within the approved budget while achieving cost efficiency.
3. **Safety Standards:** Maintain a safe working environment by strictly adhering to safety protocols during maintenance.
4. **Preventive Maintenance:** Ensure timely execution of preventive maintenance schedules to reduce unplanned downtime.
5. **Breakdown Resolution:** Minimize downtime by ensuring prompt and effective resolution of equipment breakdowns.
6. **Compliance:** Adhere to all government regulations, safety standards, and organizational policies related to maintenance.
7. **Team Performance:** Build and lead a skilled maintenance team capable of handling complex equipment and systems.
8. **Reporting:** Provide accurate and timely reports on maintenance activities and equipment performance to the management.
9. **Resource Management:** Optimize the use of spare parts and consumables to avoid wastage and stock-outs.
10. **Energy Efficiency:** Implement energy-saving practices to reduce operational costs and enhance sustainability.

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Roles of Engineer - Design Roles

1. **Design Preparation:** Create 2D and 3D designs for tools, dies, molds, and components.
2. **Technical Support:** Assist in the development and validation of design solutions for production.
3. **Collaboration:** Work closely with production, quality, and maintenance teams to ensure manufacturable and functional designs.
4. **Tool Development:** Support R&D, prototype creation, and tool validation processes.
5. **Documentation:** Maintain design records and ensure compliance with standards and specifications.

Key Responsibilities

1. Design and Drafting

- Develop detailed **2D drawings** and **3D models** of tools, dies, molds, jigs, fixtures, and precision components.
- Use industry-standard design software like:
 - **AutoCAD**
 - **SolidWorks**
 - **CATIA**
 - **Creo (Pro/ENGINEER)**
 - **Siemens NX**
- Create designs based on customer specifications, manufacturing requirements, and quality standards.
- Perform **design modifications** as required for better manufacturability and performance.



2. Feasibility and Cost Analysis

- Assist in conducting **feasibility studies** to analyze the manufacturability of designs.
- Provide inputs on material selection, machining processes, and production feasibility.
- Support the preparation of cost estimates for tool designs and related projects.

3. CAD/CAM Support

- Generate tool paths and NC programs for **CNC machines** using CAM software.
- Verify and simulate designs for accuracy, manufacturability, and performance before production.
- Assist CNC operators and production teams with design and programming inputs.

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4. Prototype Development

- Support the development of **prototypes** and first samples for client projects.
- Collaborate with the production team during the **trial phase** of tools and dies to ensure the design performs as intended.
- Address design changes based on prototype feedback and production requirements.

5. Quality and Design Validation

- Assist in **design validation** through tools like:
 - Finite Element Analysis (FEA)
 - Mold Flow Analysis
 - Tolerance stack-up analysis
- Work with the **Quality Control (QC)** team to ensure designs meet client specifications and quality standards.
- Implement corrections based on trial results and QC inputs.

6. Collaboration with Teams

- Coordinate with production, machining, and maintenance teams to ensure smooth execution of designs.
- Provide technical inputs during the machining, assembly, and trial of tools.
- Support the troubleshooting of design-related issues on the shop floor.

7. Documentation and Standards Compliance

- Maintain **records** of all design files, revisions, and approvals.
- Ensure designs comply with industry standards, such as **ISO** or customer-specific guidelines.
- Prepare **technical documentation**, including assembly instructions and drawings for tooling projects.



8. Research and Development Support

- Assist in R&D projects to develop innovative solutions for tooling and manufacturing challenges.
- Support the **reverse engineering** of legacy tools and components for MSMEs and industries.
- Implement modern design techniques, such as Additive Manufacturing (3D printing), for prototype creation.

9. Training and Development

- Provide support and technical guidance to **junior engineers** and trainees on design tools and techniques.
- Participate in skill development programs, workshops, and training sessions for students and industry personnel.

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10. Continuous Improvement

- Identify and propose improvements in design processes to reduce costs and improve efficiency.
- Stay updated with the latest advancements in **CAD/CAM software, design methodologies,** and manufacturing technologies.



Additional Responsibilities

- Assist in project planning and ensure timelines for design deliverables are met.
- Coordinate with vendors and suppliers for design inputs related to tooling or material requirements.
- Support client interactions by providing design updates, reports, and technical presentations.

Accountability

1. **Accuracy:** Deliver accurate designs and engineering drawings that meet client and project specifications.
2. **Timely Delivery:** Complete design tasks within agreed deadlines to avoid delays in production.
3. **Collaboration:** Ensure effective communication and teamwork with production and quality assurance departments.
4. **Quality Standards:** Adhere to quality standards and address any design-related quality issues promptly.
5. **Documentation:** Maintain error-free, comprehensive design records and documentation.
6. **Prototyping Success:** Support the development and testing of prototypes to validate designs.
7. **Compliance:** Ensure all designs meet industry regulations and safety requirements.
8. **Cost Efficiency:** Contribute to cost-effective designs that optimize material usage and production processes.
9. **Problem Solving:** Quickly identify and resolve design challenges during development and testing.
10. **Skill Development:** Continuously improve design skills and stay updated with the latest tools and techniques.

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Roles of Senior Engineer – Production

- Production Management:** Plan, organize, and monitor day-to-day production activities to meet project requirements.
- Resource Optimization:** Ensure the efficient use of manpower, machines, tools, and materials.
- Quality Assurance:** Coordinate with quality teams to maintain product standards and reduce defects.
- Process Improvement:** Optimize manufacturing processes to enhance productivity and reduce costs.
- Team Leadership:** Supervise and train production staff to meet organizational goals.

Key Responsibilities

1. Production Planning and Scheduling

- Develop and implement **production plans** and schedules based on project requirements, deadlines, and resource availability.
- Break down production goals into tasks, allocate workloads, and monitor progress.
- Prioritize production jobs and allocate machines, tools, and manpower accordingly.
- Ensure the timely availability of raw materials, tools, and fixtures for production processes.



2. Shop Floor Management

- Oversee day-to-day production activities on the **shop floor**.
- Monitor machine utilization, production rates, and adherence to schedules.
- Ensure smooth operation of machines like:
 - CNC Machines (Lathe, Milling, Grinding)
 - EDM/Wire Cut Machines
 - Injection Molding Machines
 - Conventional Machines (Lathe, Milling, Drilling, etc.)
- Address production bottlenecks and resolve technical and operational issues to minimize downtime.

3. Resource Optimization

- Optimize the utilization of machines, tools, manpower, and consumables to achieve production targets cost-effectively.
- Implement methods to reduce material wastage and improve production efficiency.
- Work closely with the **maintenance team** to ensure machinery is operational and breakdowns are minimized.

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4. Quality Assurance and Control

- Collaborate with the **Quality Control (QC)** team to ensure products meet customer specifications and quality standards.
- Identify and address production defects, deviations, and non-conformities.
- Conduct inspections and trials for tools, molds, and components to validate performance.
- Implement corrective actions to improve process consistency and reduce rejection rates.

5. Process Improvement

- Analyze production processes to identify areas for improvement in terms of efficiency, quality, and cost.
- Implement **Lean Manufacturing** practices to eliminate waste and improve productivity.
- Promote **5S**, **Kaizen**, and other process improvement initiatives on the shop floor.
- Drive the adoption of new technologies and tools to enhance manufacturing capabilities.

6. Team Leadership and Training

- Supervise a team of **operators, technicians, and junior engineers** on the shop floor.
- Assign tasks, monitor performance, and ensure adherence to safety and quality standards.
- Train and develop team members on new machines, tools, and production techniques.
- Foster a positive work environment and ensure teamwork to achieve production goals.

7. Machine and Equipment Management

- Ensure proper **setup and operation** of machines to meet production specifications.
- Coordinate with the **maintenance team** for preventive and breakdown maintenance of machines and equipment.
- Monitor machine efficiency and propose upgrades or replacements when required.



8. Inventory and Material Management

- Track and monitor the consumption of raw materials, tools, and consumables for production.
- Ensure optimal inventory levels to prevent production delays due to material shortages.
- Work with the procurement team to ensure timely availability of materials and spares.

9. Documentation and Reporting

- Maintain production records, including:
 - Daily production logs
 - Machine utilization reports
 - Material consumption records
 - Quality inspection and rejection reports
- Prepare and submit **progress reports** to senior management.
- Analyze production data to identify trends and areas for improvement.

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10. Compliance and Safety

- Ensure adherence to **ISO standards** and government regulations for production processes.
- Promote and enforce safety protocols on the shop floor.
- Conduct regular safety audits and inspections to identify and address hazards.
- Ensure workers use Personal Protective Equipment (PPE) and follow safe operating procedures.



Additional Responsibilities

- Support **R&D projects** and prototype development for MSMEs and industries.
- Participate in **client meetings** to understand production requirements and project timelines.
- Coordinate with design teams to ensure manufacturability of tools and components.
- Contribute to training programs under government initiatives like **Skill India** and **Make in India**.

Accountability

1. **Production Targets:** Ensure timely completion of production tasks to meet client deadlines and organizational goals.
2. **Quality Standards:** Maintain high standards of product quality, minimizing rework and rejection rates.
3. **Resource Utilization:** Optimize the use of manpower, machinery, and materials to avoid wastage.
4. **Operational Efficiency:** Improve processes to achieve higher productivity and cost efficiency.
5. **Compliance:** Adhere to safety standards, regulatory requirements, and internal policies.
6. **Customer Satisfaction:** Deliver products that meet or exceed client expectations in terms of quality and timeliness.
7. **Reporting:** Provide accurate and timely reports to management on production performance, issues, and solutions.
8. **Team Performance:** Build a skilled and motivated production team capable of handling complex manufacturing tasks.
9. **Machine Downtime:** Minimize machine downtime through proactive maintenance and planning.
10. **Innovation:** Introduce and implement technological advancements in production processes.

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Roles of Engineer

1. **Technical Support:** Assist in tool design, production, and machining processes.
2. **Execution:** Contribute to the successful execution of projects under senior engineers' guidance.
3. **Quality Assurance:** Ensure components and tools meet precision and quality standards.
4. **Skill Development:** Support training and practical sessions for trainees and students.
5. **Operational Efficiency:** Maintain machinery, tools, and systems to ensure optimal performance.

Key Responsibilities

1. Tool Design and Development

- Assist in the design of tools, jigs, fixtures, molds, and dies using CAD/CAM software (e.g., AutoCAD, SolidWorks, CATIA, Creo).
- Interpret technical drawings and specifications to prepare models for manufacturing.
- Modify or update tool designs as per client requirements.

2. Manufacturing Operations

- Operate and monitor machines like CNC, EDM, lathe, milling, and grinding machines.
- Assist in the fabrication of precision tools and components as per specifications.
- Troubleshoot machining and production issues under supervision.
- Collaborate with team members to optimize production efficiency and minimize downtime.



3. Quality Control

- Conduct inspections using measuring instruments like micrometers, CMM (Coordinate Measuring Machine), verniers, and gauges.
- Follow standard operating procedures (SOPs) to ensure product quality and accuracy.
- Report any deviations and assist in implementing corrective actions.

4. Maintenance of Equipment

- Carry out preventive and routine maintenance of machines and equipment.
- Assist in identifying faults, repairs, and improvements for machinery.
- Maintain records of machine maintenance and operational efficiency.

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5. Project Execution

- Support senior engineers in executing government and industrial projects.
- Ensure projects are completed within timelines and meet quality standards.
- Prepare project documentation, including progress reports and technical details.

6. Training and Skill Development

- Assist in practical training sessions for trainees, students, and technicians in areas like:
 - Tool design
 - CNC programming and machining
 - CAD/CAM software usage
- Provide hands-on experience to trainees on advanced manufacturing tools and techniques.

7. Research and Development

- Participate in research and development activities to improve tooling processes and technology.
- Support projects related to innovation in manufacturing and design.
- Assist in implementing modern manufacturing technologies like **automation, robotics, and additive manufacturing**.

8. Documentation and Reporting

- Maintain records of production processes, inspection reports, and tool performance.
- Prepare daily progress reports, technical logs, and project updates.
- Document usage of materials, tools, and equipment for audits and reviews.



9. Safety and Compliance

- Follow safety protocols during tool design, manufacturing, and machining processes.
- Ensure compliance with environmental and workplace safety regulations.
- Promote safety awareness among junior staff and trainees.

10. Customer Interaction

- Assist in understanding client requirements for tool manufacturing.
- Coordinate with industries and MSMEs to provide technical solutions.
- Support senior engineers in addressing client feedback and delivering projects on time.

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Additional Responsibilities

- Assist in implementing **ISO standards** for quality management in the tool room.
- Support initiatives under government programs like **Skill India** or MSME schemes.
- Contribute to cost reduction, process optimization, and resource management.

Accountability

1. **Production Efficiency:** Accountable for meeting production targets, timelines, and quality standards while minimizing downtime and waste.
2. **Cost Control:** Manage production costs effectively, ensuring adherence to budgets without compromising quality.
3. **Resource Utilization:** Ensure that all resources, including raw materials, machinery, and labor, are optimally utilized for maximum efficiency.
4. **Quality Assurance:** Ensure that all products meet the required quality standards, and implement corrective actions for any non-conformities.
5. **Safety and Compliance:** Ensure compliance with all safety, health, and environmental regulations during production activities.
6. **Team Performance:** Supervise and guide the production team to ensure high performance and adherence to production standards and deadlines.
7. **Reporting Accuracy:** Ensure that production data and reports are accurate, timely, and reflective of actual performance.
8. **Process Improvement:** Take proactive measures to identify opportunities for process improvement and implement solutions to enhance production efficiency.
9. **Problem Resolution:** Address production challenges, equipment failures, and resource shortages promptly, ensuring minimal disruption to operations.
10. **Collaboration:** Ensure smooth coordination and communication between departments to ensure seamless production and timely delivery of products.

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Roles of Technician

- Machine Operation:** Operate and monitor various machines and equipment for tool manufacturing and maintenance.
- Tool Fabrication:** Assist in the production of tools, dies, molds, and components.
- Maintenance:** Perform preventive and routine maintenance of machines and tools.
- Quality Inspection:** Check dimensions and precision of manufactured components using measuring tools.
- Training Support:** Provide hands-on assistance in training programs for students and trainees.

Key Responsibilities

1. Machine Operation and Handling

- Operate machines such as **CNC machines, lathes, milling machines, grinders, EDM, and injection molding machines.**
- Set up machines with appropriate tools, fixtures, and raw materials as per job requirements.
- Monitor the machining process and adjust settings to ensure precision and accuracy.
- Troubleshoot minor operational issues and report faults for timely repair.



2. Tool Manufacturing and Assembly

- Assist in fabricating tools, dies, jigs, fixtures, molds, and precision components.
- Follow technical drawings, blueprints, and instructions provided by engineers.
- Use hand tools, power tools, and machines for cutting, shaping, and finishing tasks.
- Perform assembly of tools and components as per project requirements.

3. Maintenance and Repairs

- Conduct routine **preventive maintenance** of machines and tools to ensure smooth functioning.
- Diagnose and repair minor mechanical and electrical faults in machinery.
- Maintain records of maintenance schedules and report major breakdowns to supervisors.
- Ensure cleanliness and proper functioning of tools and workspaces.

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4. Quality Inspection

- Perform **quality checks** on manufactured components using measuring instruments like:
 - Verniercalipers
 - Micrometers
 - Gauges
 - Coordinate Measuring Machines (CMM)
- Verify dimensions, tolerances, and finishes to ensure they meet technical specifications.
- Record inspection results and report deviations to the engineers.

5. Support in Training Programs

- Assist senior engineers and trainers in conducting practical sessions for students, trainees, and technicians.
- Demonstrate machine operations, tool usage, and manufacturing techniques during training programs.
- Guide trainees in the safe operation of machines and tools.

6. Material Management

- Handle raw materials, tools, and consumables required for production and projects.
- Maintain records of materials used, inventory levels, and tool availability.
- Ensure proper storage and handling of tools and components.

7. Safety and Compliance

- Follow safety procedures during machining, tool handling, and maintenance work.
- Ensure proper usage of personal protective equipment (PPE) like gloves, helmets, goggles, etc.
- Comply with workplace safety and environmental regulations.
- Report hazards, accidents, or unsafe conditions to supervisors.



8. Documentation and Reporting

- Maintain logs of machine operations, tool usage, and production activities.
- Record daily work progress and report tasks completed to engineers or supervisors.
- Assist in maintaining job cards, maintenance logs, and quality reports.

Additional Responsibilities

- Assist engineers in installing and commissioning new machines and equipment.
- Support R&D activities by working on prototypes or sample tools.
- Participate in skill development programs and adopt modern manufacturing techniques.
- Contribute to maintaining **ISO standards** in manufacturing processes.



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Accountability

1. **Maintenance Efficiency:** Ensure the timely and effective maintenance of tools, equipment, and machinery to minimize downtime and maintain productivity.
2. **Quality Assurance:** Ensure that tools and products meet quality standards and specifications, reporting any defects or issues promptly.
3. **Safety Compliance:** Adhere to safety standards and guidelines to prevent accidents and ensure a safe working environment.
4. **Timely Execution:** Complete maintenance, repairs, and tool setups within agreed timelines to prevent production delays.
5. **Equipment Handling:** Safeguard tools, machinery, and equipment from damage by using proper handling and maintenance techniques.
6. **Inventory Management:** Maintain accurate inventory records and ensure the availability of necessary tools and materials.
7. **Problem Resolution:** Proactively identify and resolve mechanical or technical issues in tools and equipment.
8. **Documentation Accuracy:** Maintain accurate records of work performed, including repairs, maintenance schedules, and equipment status.
9. **Cost Control:** Minimize unnecessary expenditures by ensuring the efficient use of tools and equipment and preventing damage.
10. **Continuous Learning:** Continuously improve technical knowledge and skills to stay current with industry standards and advancements in technology.

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Roles of Senior Engineer – PPC

1. **Production Planning:** Develop and implement production schedules to ensure on-time project delivery.
2. **Resource Management:** Optimize resources such as manpower, machines, materials, and tools for efficient production.
3. **Monitoring and Control:** Track production progress, identify bottlenecks, and ensure adherence to schedules.
4. **Coordination:** Act as a liaison between design, production, quality control, and maintenance teams to ensure smooth workflow.
5. **Cost and Quality Management:** Minimize production costs while ensuring the highest quality standards.

Key Responsibilities

1. Production Planning

- Prepare detailed **production schedules** based on project requirements, delivery timelines, and resource availability.
- Plan for the optimal utilization of machines, manpower, tools, and materials.
- Break down projects into tasks and assign timelines, milestones, and responsibilities.
- Develop capacity plans and ensure that production requirements align with available infrastructure.
- Coordinate with design and procurement teams to ensure raw materials and tools are available before production begins.



2. Production Scheduling and Execution

- Create and implement weekly/monthly production schedules to meet delivery commitments.
- Ensure a smooth **workflow** by aligning all activities, including machining, assembly, inspection, and finishing.
- Prioritize production jobs based on urgency, deadlines, and resource constraints.
- Optimize machine loading and capacity utilization to achieve maximum output.
- Monitor **man-hours** and machine hours to improve productivity and efficiency.

3. Monitoring and Process Control

- Track and monitor production activities in real time to identify deviations and delays.
- Analyze **Key Performance Indicators (KPIs)** like machine utilization, production efficiency, and on-time delivery.
- Identify bottlenecks and constraints in the production process and implement solutions to mitigate them.
- Prepare **daily, weekly, and monthly production progress reports** for senior management.

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- Use software tools like ERP or production management systems to monitor and control activities.

4. Resource Optimization

- Optimize the use of raw materials, machines, manpower, and consumables to reduce wastage and costs.
- Collaborate with maintenance teams to ensure machines and tools are available and operational.
- Identify opportunities for process improvements to increase throughput and efficiency.

5. Quality Assurance

- Work closely with the **Quality Control (QC)** team to ensure products meet quality standards and specifications.
- Ensure proper documentation and records for quality checks at every stage of production.
- Assist in implementing **ISO standards** and process controls to maintain product quality.

6. Coordination and Communication

- Collaborate with the **design, production, quality, and procurement teams** to ensure a smooth production cycle.
- Coordinate with clients to understand project requirements, delivery schedules, and modifications.
- Maintain regular communication with vendors and suppliers for material availability and timely procurement.
- Act as a bridge between management and the production team to convey goals and resolve issues.



7. Cost Management

- Monitor production costs, identify areas of cost overrun, and implement cost-saving measures.
- Ensure optimal use of resources to maintain cost efficiency without compromising quality.
- Support the budgeting process for projects and prepare cost analysis reports.

8. Documentation and Reporting

- Maintain production records, including:
 - Production schedules and progress reports
 - Material usage, wastage, and inventory levels
 - Machine utilization and downtime logs
 - Work-in-progress (WIP) and job completion reports
- Analyze production data to generate performance metrics and identify areas for improvement.

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9. Continuous Improvement

- Identify opportunities to improve production processes using **Lean Manufacturing** and **Six Sigma** principles.
- Implement **automation** and modern manufacturing technologies to enhance productivity.
- Monitor and enhance **machine utilization, cycle times, and manpower efficiency**.
- Participate in **Kaizen activities** and promote a culture of continuous improvement.

10. Training and Leadership

- Guide and supervise a team of engineers, technicians, and operators in the PPC department.
- Train team members on production planning tools, techniques, and best practices.
- Promote teamwork, efficiency, and effective communication within the production teams.



Additional Responsibilities

- Support the preparation and submission of bids or proposals for client projects.
- Collaborate with maintenance teams to minimize machine breakdowns and unplanned downtimes.
- Implement tools for **shop floor management** and production visualization.
- Contribute to government initiatives like **Skill India** by ensuring production schedules align with training programs.

Accountability

- On-Time Delivery:** Ensure all production orders are completed and delivered as per client deadlines.
- Resource Optimization:** Achieve optimal utilization of manpower, machinery, and materials to reduce costs and waste.
- Production Efficiency:** Minimize production downtime and bottlenecks through effective planning and monitoring.
- Inventory Management:** Maintain appropriate stock levels to avoid shortages or overstocking.
- Quality Standards:** Ensure that production outputs meet or exceed customer expectations and organizational standards.
- Cost Management:** Control production costs by improving efficiency and reducing waste.
- Reporting Accuracy:** Provide timely and accurate reports on production performance to management.
- Compliance:** Adhere to all regulatory requirements, safety norms, and organizational policies in production operations.
- Customer Satisfaction:** Maintain high levels of customer satisfaction by ensuring timely and quality delivery.
- Team Performance:** Build and manage a competent PPC team capable of handling complex planning and scheduling tasks.

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Roles of Senior Engineer – Marketing

1. **Business Development:** Identify opportunities to generate business for the tool room through industries and MSMEs.
2. **Client Relationship Management:** Build and maintain relationships with clients for long-term partnerships.
3. **Promotion and Outreach:** Promote the tool room's services, training programs, and facilities.
4. **Market Research:** Analyze market trends, identify industry needs, and develop strategies to meet them.
5. **Revenue Generation:** Drive revenue growth by acquiring new clients and retaining existing customers.

Key Responsibilities

1. Business Development

- Identify and pursue new business opportunities for **tool design, tool manufacturing, job work**, and precision component production.
- Promote the tool room's capabilities, such as CNC machining, mold/die making, prototyping, and design services.
- Engage with **MSMEs, automotive, aerospace, defense, and manufacturing industries** to generate business.
- Participate in tenders, bids, and government projects to secure contracts for the tool room.
- Develop **marketing strategies** to enhance the visibility of the tool room's services and products.



2. Client Relationship Management

- Build and maintain strong relationships with existing clients to ensure repeat business.
- Act as the **point of contact** for clients to address their requirements, queries, and feedback.
- Conduct client meetings, presentations, and site visits to showcase the tool room's capabilities.
- Develop long-term partnerships with industries and government agencies.

3. Market Research and Analysis

- Conduct **market research** to identify new industries, technologies, and sectors that require tooling and manufacturing services.
- Analyze market trends, customer requirements, and competitor activities to develop growth strategies.
- Identify gaps in services and propose new capabilities to meet market demands.
- Prepare reports on market analysis, client feedback, and business performance for senior management.

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4. Promotion and Outreach

- Promote the tool room's services, training programs, and manufacturing capabilities through:
 - Seminars and workshops
 - Industrial exhibitions and trade fairs
 - Online platforms, websites, and digital marketing
 - Government and MSME events
- Create marketing materials such as **brochures, presentations, proposals, and case studies.**
- Collaborate with industry associations, chambers of commerce, and government bodies to enhance outreach.

5. Revenue Generation

- Meet **business targets** by acquiring new clients and ensuring revenue growth from existing clients.
- Promote **job work** such as machining, precision tooling, and prototype development to generate income.
- Drive enrollments for **skill development programs** and vocational training offered by the tool room.
- Collaborate with production and design teams to ensure timely delivery and client satisfaction.

6. Tendering and Proposal Development

- Identify relevant **tenders and bids** for tooling, manufacturing, and design projects.
- Prepare and submit competitive proposals, including technical and commercial details.
- Ensure compliance with government tendering processes and documentation requirements.

7. Collaboration with Internal Teams

- Coordinate with **production, design, maintenance, and quality teams** to understand project capabilities and timelines.
- Provide inputs on client requirements to ensure the tool room delivers as per specifications.
- Resolve client concerns by working closely with internal teams and ensuring timely delivery.

8. Customer Feedback and Support

- Collect client feedback on services, products, and deliveries to ensure customer satisfaction.
- Address customer complaints and implement corrective actions in collaboration with relevant teams.
- Provide technical support and consultation to clients for tooling and manufacturing needs.

9. Reporting and Documentation

- Maintain records of business leads, client interactions, project progress, and revenue generation.

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- Prepare **weekly/monthly reports** on marketing activities, revenue targets, and achievements.
- Track and monitor marketing KPIs such as client acquisition, customer satisfaction, and revenue growth.

10. Government Initiatives and Partnerships

- Support government initiatives like **Skill India, Make in India, and MSME Development** programs.
- Collaborate with government departments to offer training programs, workshops, and job work opportunities.
- Actively participate in government-led exhibitions, conferences, and networking programs.



Additional Responsibilities

- Develop proposals and MOUs for collaborations with industries and training institutes.
- Assist in brand building and increasing the market visibility of the tool room.
- Train and guide junior marketing engineers or trainees on business development and client handling.
- Support the tool room's participation in government-sponsored industrial and MSME outreach programs.

Accountability

1. **Business Growth:** Accountable for generating new business, expanding the client base, and contributing to the tool room's revenue growth.
2. **Client Satisfaction:** Ensure high levels of customer satisfaction by addressing client needs, maintaining relationships, and delivering quality service.
3. **Marketing ROI:** Responsible for ensuring that marketing strategies deliver measurable returns on investment, improving lead generation, sales, and brand visibility.
4. **Brand Reputation:** Maintain and enhance the reputation of the tool room through effective marketing, communications, and customer relationship management.
5. **Budget Management:** Ensure that marketing activities are executed within the allocated budget and that resources are used effectively to maximize results.
6. **Sales Performance:** Accountable for supporting the sales team in securing new contracts and ensuring marketing efforts lead to closed sales and business opportunities.
7. **Market Insights:** Accountable for providing senior management with timely and accurate market intelligence to guide business strategies.
8. **Collaboration:** Ensure strong collaboration with internal teams (production, design, quality control) to meet customer requirements and deliver on marketing promises.
9. **Innovation:** Responsible for identifying opportunities for product/service innovation based on market trends and customer needs.
10. **Campaign Effectiveness:** Evaluate and optimize marketing campaigns, ensuring continuous improvement in targeting, messaging, and engagement strategies.

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Roles of Engineer - Marketing

- Promotion of Tool Room Services:** Market the tool room's capabilities, including tooling, manufacturing, and training services.
- Client Relationship Management:** Develop and maintain relationships with industries, MSMEs, and institutions.
- Business Development:** Identify and pursue opportunities for securing new projects and collaborations.
- Market Analysis:** Assist in researching market trends and customer needs to expand services.
- Customer Support:** Facilitate timely communication, project updates, and issue resolution for clients.

Key Responsibilities

1. Promotion of Tool Room Capabilities

- Promote services such as:
 - Tool and die design and manufacturing
 - CNC machining and precision component production
 - Job work services
 - Skill development and training programs
- Conduct presentations and demonstrations of the tool room's facilities and expertise for prospective clients.
- Represent the tool room in **industrial exhibitions, trade fairs, and seminars** to attract new customers.
- Develop marketing materials, including **brochures, flyers, presentations, and case studies** for outreach.


2. Business Development Support

- Identify and generate leads from **MSMEs, automotive, aerospace, defense, and other manufacturing industries**.
- Promote the tool room's job work and manufacturing services to potential clients.
- Assist in preparing **quotations, proposals, and tenders** for clients and government projects.
- Follow up on leads, inquiries, and tenders to convert them into confirmed business opportunities.

3. Client Relationship Management

- Engage with existing clients to understand their requirements for tooling, manufacturing, and design services.
- Act as a liaison between clients and internal departments (design, production, quality) to ensure timely project execution.

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- Address client queries, resolve concerns, and ensure high levels of customer satisfaction.
- Build and nurture strong relationships with clients to encourage repeat business and referrals.

4. Market Research and Analysis

- Conduct **market research** to identify industries, regions, and clients with requirements for tool room services.
- Analyze customer needs, market trends, and competitor activities to identify opportunities for growth.
- Provide feedback to senior management on industry demands and emerging technologies.
- Recommend new services, tools, or solutions to meet market requirements.

5. Revenue Generation

- Support revenue generation by driving new business opportunities and client acquisition.
- Promote enrollment in **training programs and workshops** offered by the tool room.
- Upsell and cross-sell services to existing clients by identifying additional requirements.

6. Customer Communication and Support

- Ensure effective communication with clients regarding project status, delivery timelines, and technical clarifications.
- Coordinate with internal teams (production, quality, design) to ensure timely delivery and client satisfaction.
- Collect client feedback and address concerns to continuously improve service quality.



7. Tender and Proposal Preparation

- Identify relevant **government tenders, bids**, and private projects for tool room services.
- Assist in the preparation of technical and commercial proposals, ensuring compliance with tender specifications.
- Coordinate with senior engineers and management to finalize bids and submissions.

8. Documentation and Reporting

- Maintain accurate records of:
 - Client communications
 - Project updates and lead conversions
 - Revenue generated and marketing activities
- Prepare **weekly/monthly reports** on business development progress, outreach efforts, and client interactions.
- Track marketing metrics such as lead generation, conversion rates, and revenue growth.

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9. Participation in Outreach Activities

- Actively participate in government and industry programs promoting MSME development and skill initiatives.
- Support the tool room's role in government initiatives like **Skill India, Make in India, and MSME support programs**.
- Facilitate workshops, technical sessions, and industrial visits for industries and trainees.

Accountability

1. **Lead Generation and Business Growth:** Accountable for actively generating leads and expanding the customer base, contributing to revenue growth and business development.
2. **Client Satisfaction and Retention:** Ensure high levels of customer satisfaction by responding promptly to inquiries, addressing concerns, and maintaining strong relationships with clients.
3. **Marketing Effectiveness:** Responsible for the successful execution of marketing strategies and campaigns, ensuring that they align with organizational goals and produce measurable results.
4. **Sales Conversion:** Assist in converting leads into sales by providing technical support, accurate quotations, and timely follow-ups, ensuring successful deals.
5. **Brand Representation:** Ensure that the tool room's products and services are represented consistently and effectively in all marketing materials, presentations, and public communications.
6. **Market Insight:** Accountable for providing accurate market insights and competitor analysis to help shape future marketing strategies.
7. **Campaign Management:** Monitor and report on the performance of marketing campaigns, ensuring that goals and key performance indicators (KPIs) are met.
8. **Cost Efficiency:** Ensure that marketing activities are conducted within budget and provide the best possible return on investment (ROI).
9. **Product Knowledge:** Maintain up-to-date knowledge of the tool room's products and services, as well as industry trends, to effectively communicate value to clients.
10. **Collaboration:** Work closely with internal teams (production, design, and sales) to ensure that marketing strategies and client needs are met efficiently and effectively.

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Roles of Admin Officer

- Office Administration:** Manage all administrative functions to ensure smooth operations.
- HR and Personnel Management:** Oversee staff recruitment, attendance, and records.
- Facility and Resource Management:** Maintain infrastructure, office equipment, and resources.
- Compliance and Documentation:** Ensure adherence to government policies, rules, and statutory requirements.
- Support to Management:** Assist senior management with administrative tasks and reporting.

Key Responsibilities

1. General Administration

- Oversee the day-to-day administrative activities of the tool room, ensuring smooth office operations.
- Manage office supplies, stationery, equipment, and resources to ensure availability.
- Handle official correspondence, including letters, memos, and emails, on behalf of management.
- Maintain records, files, and documentation for internal and external audits.
- Organize meetings, conferences, and workshops, including logistics, invitations, and follow-ups.



2. Human Resources and Personnel Management

- Maintain staff records, including attendance, leave management, and performance reports.
- Assist in the recruitment process, including advertising vacancies, coordinating interviews, and onboarding new employees.
- Monitor employee welfare, including payroll processing, benefits, and compliance with HR policies.
- Facilitate training and development programs for employees and trainees to enhance productivity.
- Ensure proper implementation of government employment policies and labor laws.

3. Facility and Resource Management

- Supervise the maintenance of tool room infrastructure, such as buildings, offices, workshops, and training facilities.
- Oversee the upkeep and maintenance of office equipment, tools, and machines.
- Manage housekeeping, security, and safety measures to ensure a clean, safe, and productive work environment.
- Monitor and control the use of resources such as electricity, water, and consumables to ensure cost-efficiency.

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4. Compliance and Statutory Responsibilities

- Ensure compliance with government rules, policies, and regulations regarding administration and HR.
- Maintain statutory records related to **ESI, PF, gratuity, employee safety, and labor laws**.
- Coordinate with government agencies for approvals, inspections, and audits.
- Prepare compliance reports and handle legal documentation as required.

5. Support to Management

- Assist senior management in planning and executing administrative tasks.
- Prepare and present administrative reports, budgets, and progress updates.
- Provide administrative support to various departments like production, design, and marketing.
- Ensure proper allocation of administrative resources to meet organizational needs.

6. Vendor and Contract Management

- Manage contracts with external service providers such as security, housekeeping, and facility management vendors.
- Process vendor payments and resolve any issues related to services and supplies.
- Negotiate contracts to optimize cost and quality of services.

7. Asset and Inventory Management

- Maintain an updated inventory of office equipment, machinery, and supplies.
- Monitor procurement, distribution, and usage of assets to avoid misuse or wastage.
- Conduct periodic stock verification and maintain accurate asset records.



8. Employee Welfare and Support

- Address staff grievances and implement measures to improve employee satisfaction.
- Organize welfare programs and team-building activities for staff members.
- Ensure adherence to workplace safety protocols and employee health guidelines.

9. Record-Keeping and Reporting

- Maintain administrative records, including service books, employee files, and office documentation.
- Prepare periodic reports on administrative expenses, resource utilization, and personnel matters.
- Ensure timely submission of reports to senior management and government authorities.

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Additional Responsibilities

- Facilitate government-sponsored skill development programs by coordinating with relevant departments.
- Ensure tool room policies and procedures are communicated effectively to staff and trainees.
- Support in organizing industry visits, skill training workshops, and outreach activities.
- Handle travel arrangements, accommodation, and logistics for staff and visitors.

Accountability

1. **Operational Efficiency:** Ensure smooth and uninterrupted administrative operations.
2. **Facility Maintenance:** Maintain the office and tool room facilities in excellent condition.
3. **Policy Compliance:** Adhere to all organizational policies and government regulations.
4. **Accurate Documentation:** Maintain accurate and secure administrative records for audits and reference.
5. **Cost Management:** Control administrative expenses and ensure adherence to the approved budget.
6. **Vendor Management:** Ensure timely and cost-effective procurement of supplies and services.
7. **Employee Support:** Provide a supportive environment for employees through efficient services.
8. **Safety and Security:** Ensure the implementation of safety protocols and security measures.
9. **Event Success:** Organize and manage official events and meetings effectively.
10. **Crisis Management:** Respond promptly to emergencies and ensure minimal disruption to operations.

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Roles of Personnel Officer

- Human Resource Management:** Manage recruitment, staffing, and personnel records.
- Employee Relations:** Address employee grievances and promote a positive work environment.
- Compliance and Legal Requirements:** Ensure adherence to labor laws, rules, and government regulations.
- Training and Development:** Facilitate skill development and employee training programs.
- Welfare and Benefits:** Oversee employee welfare schemes, payroll, and statutory benefits.

Key Responsibilities

1. Recruitment and Staffing

- Coordinate the recruitment process, including advertisement of vacancies, screening applications, and organizing interviews.
- Ensure the appointment of qualified and skilled personnel as per government guidelines.
- Maintain service records, personal files, and appointment-related documentation for all employees.
- Facilitate **induction and onboarding programs** for new employees.



2. Employee Relations and Grievance Handling

- Address employee grievances, conflicts, and disputes to maintain harmony in the workplace.
- Act as the liaison between employees and senior management for resolving personnel-related issues.
- Promote a positive and productive work environment through effective communication and support.
- Implement policies related to employee discipline, conduct, and work ethics.

3. Compliance with Labor Laws and Government Regulations

- Ensure strict compliance with statutory requirements such as:
 - EPF (Employee Provident Fund)**
 - ESI (Employee State Insurance)**
 - Gratuity Act**
 - Minimum Wages Act**
 - Factories Act** and other relevant labor laws.
- Maintain and submit statutory records, reports, and returns as per government guidelines.
- Handle inspections and audits conducted by government authorities.

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4. Performance Management

- Monitor and evaluate employee performance through annual appraisals and reviews.
- Maintain records of employee performance, attendance, leaves, and disciplinary actions.
- Assist in identifying underperformance and facilitate corrective measures.

5. Training and Development

- Identify training needs of employees and organize **skill development programs** to enhance productivity.
- Facilitate workshops, seminars, and refresher courses for staff and trainees.
- Collaborate with department heads to develop training schedules and ensure employee participation.

6. Employee Welfare and Benefits

- Implement employee welfare schemes such as:
 - Health and medical facilities
 - Provident fund and insurance benefits
 - Recreational and team-building activities
- Manage payroll processing, including attendance tracking, leaves, and salary disbursement.
- Oversee statutory benefits like gratuity, pensions, and retirement settlements.

7. Records and Documentation

- Maintain accurate and up-to-date personnel records, including service books, attendance registers, and leave records.
- Prepare reports related to human resources, employee welfare, and statutory compliance.
- Ensure confidentiality of employee information and sensitive HR documents.



8. Policy Implementation

- Assist in formulating and implementing HR policies, rules, and procedures in the tool room.
- Communicate policies to employees and ensure adherence to guidelines.
- Facilitate updates to HR policies in line with government regulations.

9. Coordination with Management

- Collaborate with senior management to ensure workforce efficiency and smooth operations.
- Support various departments with personnel-related requirements and staffing.
- Provide HR and administrative reports to management for strategic decision-making.

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10. Safety, Health, and Security

- Ensure workplace safety and compliance with health and safety regulations.
- Organize safety training sessions and promote awareness about workplace safety.
- Coordinate with security and facility management teams to maintain a safe work environment.

Additional Responsibilities

- Support government initiatives like **Skill India**, **Make in India**, and other MSME development programs.
- Assist in organizing industrial visits, training programs, and outreach activities.
- Monitor the welfare of trainees and apprentices enrolled in the tool room.
- Handle employee transfers, promotions, retirements, and disciplinary proceedings.

Accountability

1. **Recruitment Efficiency:** Ensure timely and effective staffing to meet operational demands.
2. **Grievance Resolution:** Address and resolve employee concerns promptly to maintain harmony.
3. **Policy Adherence:** Ensure all employees comply with organizational policies and government regulations.
4. **Performance Monitoring:** Conduct fair and transparent performance evaluations.
5. **Accurate Records:** Maintain error-free and up-to-date employee records for audits and legal requirements.
6. **Payroll Accuracy:** Ensure timely and correct disbursement of salaries and benefits.
7. **Training Effectiveness:** Facilitate impactful training programs to enhance employee skills.
8. **Safety Compliance:** Ensure workplace safety standards are upheld and incidents are minimized.
9. **Employee Satisfaction:** Foster a positive work environment to improve employee morale and retention.
10. **Reporting:** Provide accurate and comprehensive HR reports to management for decision-making.

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Roles of Accounts Officer

- Financial Management:** Oversee day-to-day financial activities, including cash flow, budgeting, and expenses.
- Accounting and Record-Keeping:** Maintain accurate accounts and financial documentation.
- Compliance and Audits:** Ensure adherence to financial rules, statutory regulations, and support audits.
- Budget Preparation:** Prepare, monitor, and manage the tool room's budget.
- Reporting and Analysis:** Generate financial statements and reports for management and government authorities.

Key Responsibilities

1. Financial Management

- Oversee daily financial transactions, including receipts, payments, bank reconciliations, and cash flow management.
- Ensure proper maintenance of books of accounts as per **government accounting standards** and financial rules.
- Manage funds efficiently to ensure timely payments to vendors, employees, and other stakeholders.
- Handle financial matters related to procurement, payroll, and project expenses.

2. Budget Preparation and Control

- Prepare annual and project-specific budgets in coordination with senior management.
- Monitor budget utilization and control expenses to ensure alignment with approved allocations.
- Review departmental expenditure to identify areas for cost optimization.
- Analyze deviations and prepare budget variance reports for management review.

3. Accounting and Record-Keeping

- Maintain accurate and up-to-date records of all financial transactions in **manual registers** or accounting software.
- Prepare and maintain **ledgers, cash books, trial balance, income-expenditure statements**, and balance sheets.
- Ensure proper classification of expenditures, receipts, and revenue streams.
- Handle accounts payable and receivable, ensuring timely settlements and follow-ups.

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4. Compliance and Statutory Requirements

- Ensure compliance with applicable financial rules, government accounting standards, and taxation laws.
- Manage statutory financial requirements such as **TDS (Tax Deducted at Source)**, **GST**, and other government dues.
- File statutory returns and submit timely reports to government authorities as per guidelines.
- Maintain proper documentation for **PF, ESI, gratuity, and employee-related payments**.

5. Audit and Financial Reporting

- Prepare financial statements like **income and expenditure accounts, trial balance, and balance sheets** for internal and external audits.
- Coordinate with auditors and government agencies for **internal, statutory, and CAG audits**.
- Ensure timely submission of audit observations, rectifications, and compliance reports.
- Assist in implementing audit recommendations to improve financial processes.

6. Payroll Management

- Oversee employee payroll, including salary processing, deductions, and disbursements.
- Ensure compliance with government rules related to employee payments, taxes, and statutory benefits.
- Handle arrears, incentives, and retirements, ensuring timely settlements for employees.

7. Procurement and Vendor Payments

- Verify bills, purchase orders, and invoices to ensure compliance with government financial rules before processing payments.
- Ensure timely payment to vendors and service providers while maintaining accurate records of transactions.
- Coordinate with the procurement department to track purchases, inventory, and payments.

8. Financial Analysis and Reporting

- Generate periodic financial reports such as:
 - Monthly and quarterly expenditure reports
 - Revenue generation reports
 - Cash flow statements
- Analyze financial data to provide insights on revenue generation, budget utilization, and cost-saving opportunities.
- Present financial reports to senior management for strategic decision-making.

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9. Coordination with Departments

- Collaborate with various departments such as **Production, Design, Training, and Marketing** to manage their financial requirements.
- Provide support in budgeting for departmental projects, training programs, and government-sponsored schemes.

10. Cash and Asset Management

- Oversee cash transactions, including **petty cash** and imprest account management.
- Manage bank accounts, including reconciliations, fund transfers, and timely deposit of receipts.
- Maintain records of fixed assets, including asset registers, depreciation schedules, and physical verification reports.



Additional Responsibilities

- Ensure financial compliance for government schemes like **Skill India, MSME development programs, and tool room projects**.
- Monitor grants, subsidies, and government funding to ensure proper utilization and reporting.
- Assist in implementing financial software and systems for efficient accounting and reporting.
- Handle correspondence with banks, government agencies, and financial institutions.

Accountability

1. **Accuracy and Transparency:** Ensure all financial transactions are accurately recorded and transparent.
2. **Timely Reporting:** Submit accurate and timely financial reports in accordance with established deadlines.
3. **Budget Adherence:** Ensure expenses are within the allocated budget and provide timely warnings of any potential overruns.
4. **Compliance:** Maintain compliance with all government financial regulations, tax laws, and accounting standards.
5. **Audit Readiness:** Ensure that financial records are always audit-ready and meet the requirements of internal and external auditors.
6. **Payroll Accuracy:** Ensure accurate and timely processing of payroll and other employee benefits.
7. **Risk Management:** Identify and mitigate financial risks to safeguard the financial health of the organization.
8. **Cost Control:** Actively contribute to cost-saving initiatives and financial efficiency improvements.
9. **Vendor and Client Payments:** Ensure timely payments to vendors and collection of outstanding receivables.
10. **Financial Decision Support:** Provide accurate financial insights to support decision-making processes.

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Roles of Advisor - Skill

- Skill Development Strategy:** Plan and implement skill development programs in line with government initiatives.
- Training Program Management:** Oversee technical training programs for students, MSMEs, and workforce personnel.
- Industry Collaboration:** Build partnerships with industries to bridge skill gaps and ensure job-ready talent.
- Quality Assurance:** Ensure training quality, standards, and certifications as per industry needs.
- Monitoring and Reporting:** Monitor program outcomes and ensure successful implementation of training initiatives.

Key Responsibilities

1. Skill Development Strategy and Planning

- Develop a comprehensive strategy for **skill development initiatives** in the tool room.
- Align programs with government schemes such as:
 - Skill India**
 - Pradhan Mantri Kaushal Vikas Yojana (PMKVY)**
 - MSME Tool Room Skill Development Initiatives**
- Identify emerging skill needs in industries like **manufacturing, tooling, automotive, aerospace, and MSMEs**.
- Plan and implement short-term and long-term training programs for students, trainees, and working professionals.

2. Training Program Development

- Design and launch training courses in fields such as:
 - CNC machining
 - CAD/CAM design
 - Tool and die making
 - Additive manufacturing (3D printing)
 - Precision engineering
- Ensure training programs meet industry demands and improve employability of trainees.
- Collaborate with industry experts to upgrade curriculum and introduce **new technologies** in training.
- Facilitate **certification programs** for trainees to enhance their credibility in the job market.

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3. Industry Collaboration and Outreach

- Build partnerships with industries, MSMEs, and technical institutions to identify their skill requirements.
- Encourage industry participation in training programs through internships, apprenticeships, and industrial visits.
- Facilitate **job placement opportunities** for trainees by connecting them with recruiters and industries.
- Collaborate with **sector skill councils** and government departments to promote skill development.

4. Quality Assurance and Training Excellence

- Ensure quality standards are maintained across all training programs.
- Implement **evaluation mechanisms** to assess the performance of trainers, trainees, and course outcomes.
- Monitor the use of advanced technologies, tools, and equipment in training to provide hands-on experience.
- Introduce **best practices in skill development** to make the tool room a center of excellence.

5. Program Monitoring and Reporting

- Monitor training program outcomes, including the number of trainees, course completion rates, and placements.
- Prepare reports on skill development initiatives, fund utilization, and performance metrics.
- Assess the impact of skill development programs on the local workforce, industries, and MSMEs.
- Provide progress updates to senior management and government authorities.

6. Promotion of Government Skill Development Schemes

- Promote and implement skill development programs under government initiatives such as:
 - **National Skill Development Corporation (NSDC)**
 - **MSME Training Programs**
 - **Apprenticeship Training Schemes**
- Ensure the tool room's active participation in government programs, skill competitions, and industry events.
- Create awareness about the benefits of skill development programs among students, MSMEs, and working professionals.

7. Trainer and Resource Management

- Identify and recruit qualified trainers with expertise in specialized domains.
- Facilitate regular **train-the-trainer programs** to upgrade trainers' skills and knowledge.
- Ensure optimal utilization of resources, including training labs, classrooms, machines, and tools.

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8. Skill Gap Analysis

- Conduct **skill gap assessments** to identify workforce skill deficiencies in various industries.
- Recommend and implement training programs to address skill shortages and improve productivity.
- Collaborate with industries to forecast future skill requirements and update training programs accordingly.

9. Facilitation of Placement Programs

- Support trainees in job placements by conducting job fairs, placement drives, and career counseling.
- Maintain records of trainees, placements, and feedback from employers to improve training outcomes.

10. Awareness and Outreach

- Organize seminars, workshops, and awareness programs to promote technical education and skill training.
- Collaborate with schools, colleges, and technical institutions to encourage student enrollment in skill programs.
- Publicize success stories of trainees, highlighting achievements and placements to inspire new candidates.



Additional Responsibilities

- Ensure training programs contribute to **entrepreneurship development** among trainees.
- Support implementation of tools like **e-learning modules** and blended learning methods.
- Oversee the development of soft skills, safety protocols, and employability training for candidates.

Accountability



1. **Training Effectiveness:** Accountable for ensuring that skill development programs meet the needs of the tool room, enhancing employee productivity and competency.
2. **Program Quality:** Ensure the quality and relevance of training programs by aligning them with industry standards, government requirements, and tool room objectives.
3. **Certification and Accreditation:** Ensure that employees and trainees receive proper certifications and that the training programs meet accreditation standards.
4. **Resource Optimization:** Accountable for the effective use of resources in delivering training programs, including trainers, materials, and equipment.
5. **Continuous Improvement:** Accountable for continually improving training programs based on feedback, evaluations, and changing industry needs.

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6. **Stakeholder Engagement:** Maintain productive relationships with both internal stakeholders (e.g., HR, production teams) and external stakeholders (e.g., industry bodies, educational institutions).
7. **Mentoring and Guidance:** Accountable for providing ongoing support and mentorship to employees and trainees, ensuring their career development and skill advancement.
8. **Impact on Organizational Performance:** Accountable for the measurable impact of training programs on employee performance, organizational efficiency, and tool room goals.
9. **Compliance:** Ensure compliance with relevant government policies and industry standards in the delivery and certification of skill development programs.
10. **Reporting:** Ensure timely and accurate reporting of training activities, outcomes, and issues to General Manager

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Roles of a Senior Engineer - Purchase

1. **Procurement Management:** Oversee purchasing activities, ensuring timely and cost-efficient procurement of materials and equipment.
2. **Vendor Management:** Identify, evaluate, and manage relationships with suppliers and service providers.
3. **Compliance:** Ensure adherence to government procurement guidelines, rules, and policies.
4. **Cost Control:** Optimize procurement processes to reduce costs while maintaining quality.
5. **Coordination:** Collaborate with internal departments (Production, Maintenance, Design, Training) to meet their material and service requirements.

Key Responsibilities

1. Procurement Planning and Management

- Develop and implement **procurement strategies** to meet the tool room's operational and training requirements.
- Prepare **purchase plans** based on production schedules, training needs, and inventory levels.
- Ensure the timely procurement of machinery, tools, spares, consumables, raw materials, and services.
- Monitor procurement processes to avoid delays and minimize downtime in operations.



2. Vendor Development and Management

- Identify and evaluate potential vendors and suppliers based on quality, cost, delivery timelines, and reliability.
- Conduct **vendor negotiations** to achieve cost savings while ensuring quality and delivery commitments.
- Maintain and update an approved **vendor database** with supplier details and performance records.
- Develop long-term partnerships with reliable suppliers to ensure a steady supply of materials and equipment.
- Resolve vendor disputes, grievances, and issues related to quality or delays.

3. Procurement Process and Documentation

- Float **Request for Quotations (RFQs), tenders, and purchase orders** as per government guidelines.
- Evaluate and compare quotations, technical specifications, and commercial terms to finalize suppliers.
- Prepare and issue purchase orders while ensuring compliance with government procurement policies.

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- Maintain accurate records of purchase requisitions, approvals, purchase orders, and vendor agreements.
- Track and monitor the status of purchase orders to ensure timely delivery of goods and services.

4. Cost Optimization and Budget Management

- Negotiate procurement terms to achieve **cost efficiency** without compromising on quality.
- Control procurement budgets and ensure optimal utilization of funds.
- Analyze procurement data to identify opportunities for **cost savings** and process improvements.
- Monitor price fluctuations in the market and recommend procurement strategies accordingly.

5. Compliance and Policy Adherence

- Ensure adherence to government rules, guidelines, and policies for procurement, such as:
 - **General Financial Rules (GFR)**
 - Public procurement norms
 - Tendering processes (e-Tenders, limited tenders, etc.)
- Ensure compliance with statutory requirements like GST, EMD (Earnest Money Deposit), security deposits, and performance guarantees.
- Coordinate internal and external audits related to procurement activities and address audit observations.



6. Quality Assurance

- Ensure all purchased materials and equipment meet specified **quality standards** and technical requirements.
- Coordinate with **Quality Control** and **Production departments** to inspect incoming materials for defects or deviations.
- Implement processes to handle **rejections, replacements**, and vendor penalties for non-compliance.

7. Inventory and Supply Chain Coordination

- Monitor inventory levels to ensure optimal stock availability and prevent shortages.
- Coordinate with the **store/warehouse** team for timely receipts, storage, and issue of materials.
- Facilitate inventory audits and ensure proper documentation of stock movements.
- Implement systems for effective material tracking and supply chain efficiency.

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8. Coordination with Departments

- Collaborate with **Production, Maintenance, Design, and Training departments** to identify procurement needs.
- Ensure procurement aligns with project timelines, machine maintenance schedules, and training programs.
- Support new projects and technology upgrades by sourcing equipment and materials as required.

9. Reporting and Analysis

- Prepare periodic reports on procurement activities, including:
 - Purchase order status
 - Vendor performance
 - Cost savings achieved
 - Procurement challenges and solutions
- Provide procurement-related data for budgeting, audits, and management reviews.
- Analyze procurement trends and recommend process improvements.

10. Implementation of Procurement Systems

- Utilize **ERP systems** or procurement software to streamline procurement processes and ensure transparency.
- Implement tools for vendor evaluation, order tracking, and inventory optimization.
- Introduce best practices in procurement to improve efficiency and accountability.



Additional Responsibilities

- Ensure timely procurement for government-sponsored programs such as **Skill India** and MSME development projects.
- Handle import and export-related procurement, including customs clearances and logistics coordination.
- Keep up-to-date with advancements in procurement processes, tools, and market trends.
- Ensure the tool room complies with sustainability initiatives by promoting eco-friendly procurement practices.

Accountability



- Timely Procurement:** Ensure the timely purchase and delivery of materials, equipment, and services to avoid operational delays.
- Cost Efficiency:** Achieve cost savings through effective negotiation, strategic sourcing, and process optimization.
- Quality Standards:** Procure materials and equipment that meet or exceed quality specifications.

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4. **Compliance:** Adhere to all government procurement guidelines, financial regulations, and audit requirements.
5. **Vendor Performance:** Maintain reliable and high-performing supplier relationships to ensure consistent quality and delivery.
6. **Inventory Management:** Prevent overstocking or shortages by maintaining an optimal balance of inventory.
7. **Transparency:** Ensure fairness and transparency in the tendering and contracting process.
8. **Reporting:** Provide accurate and timely procurement reports to management for decision-making.
9. **Risk Mitigation:** Proactively address supply chain risks to maintain uninterrupted operations.
10. **Team Development:** Train and mentor subordinates in procurement best practices and compliance requirements.

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Roles of Consultant - Production

- Production Strategy:** Develop strategies to improve production efficiency and achieve organizational goals.
- Technical Expertise:** Provide technical inputs for production planning, process optimization, and resource management.
- Quality Assurance:** Ensure high-quality standards in manufacturing processes and finished products.
- Capacity Utilization:** Improve machine utilization, reduce downtime, and enhance productivity.
- Training and Skill Development:** Guide and train production teams on best practices and advanced technologies.

Key Responsibilities



1. Production Planning and Optimization

- Advise on the development and implementation of effective **production plans** to meet deadlines and project requirements.
- Analyze current production workflows and recommend strategies for process optimization and efficiency improvements.
- Ensure alignment of production activities with overall tool room goals, including timelines for training batches, tool deliveries, and client orders.
- Monitor capacity utilization and suggest improvements to reduce idle time and enhance output.

2. Process Improvement

- Evaluate existing manufacturing processes and recommend upgrades to improve productivity and reduce costs.
- Introduce and implement **lean manufacturing principles**, Six Sigma methodologies, and other process improvement tools.
- Identify and eliminate bottlenecks in the production process to improve throughput and quality.
- Optimize the use of advanced technologies like CNC machines, VMCs, CAD/CAM systems, and 3D printing.

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3. Quality Assurance and Control

- Advise on implementing robust **quality assurance systems** to ensure products meet technical specifications and industry standards.
- Support the adoption of **ISO standards** or similar quality management systems for production processes.
- Guide the team in implementing quality control measures, including inspections, testing, and defect management.
- Promote a culture of quality and continuous improvement among production staff.

4. Resource Management

- Provide recommendations for the optimal utilization of machines, tools, and manpower to maximize productivity.
- Advise on preventive maintenance schedules to minimize machine breakdowns and production delays.
- Identify requirements for new machinery, tools, and technologies to upgrade production capabilities.
- Optimize the use of raw materials to minimize wastage and ensure cost efficiency.



5. Training and Mentoring

- Provide technical guidance and mentorship to **production engineers, supervisors, and technicians.**
- Conduct workshops and training sessions to improve skills in areas like:
 - CNC programming and operations
 - Tool and die manufacturing processes
 - Machine maintenance and troubleshooting
 - Quality control techniques
- Promote **best practices** in production, workplace safety, and resource management.

6. Cost Management and Efficiency

- Analyze production costs and suggest measures for cost reduction without compromising quality or efficiency.
- Implement strategies to improve energy efficiency and minimize resource consumption.
- Provide solutions for better inventory management to avoid overstocking or shortages of raw materials.

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7. Technology and Process Upgradation

- Advise on the adoption of **emerging technologies** like Industry 4.0 practices, automation, and robotics to modernize production.
- Assist in identifying and implementing advanced tools, machines, and software to enhance manufacturing capabilities.
- Provide guidance on process automation to increase accuracy, efficiency, and consistency in production.

8. Coordination with Other Departments

- Collaborate with **Design, Maintenance, Quality Control, and Marketing** teams to ensure seamless operations.
- Provide inputs to the Design team for manufacturability and optimization of tools and components.
- Support the Marketing team in meeting client requirements by aligning production schedules with delivery deadlines.

9. Monitoring and Reporting

- Monitor production performance metrics such as output, efficiency, downtime, and quality.
- Identify areas for improvement based on production data analysis.
- Prepare and present reports to senior management regarding production performance, challenges, and improvement plans.
- Provide recommendations to streamline operations and achieve organizational targets.



10. Safety and Compliance

- Advise on workplace safety measures and ensure adherence to safety standards in production areas.
- Ensure compliance with government regulations, industry standards, and environmental policies.
- Promote a safe and organized work environment for production teams.

Additional Responsibilities

- Support the tool room in meeting production requirements for government schemes and MSME projects.
- Participate in **client meetings** to understand requirements and ensure timely deliveries of tools and components.
- Provide expertise in developing production systems for special projects, prototypes, or training programs.
- Assist in preparing production-related documents like Standard Operating Procedures (SOPs) and technical manuals.

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Accountability

1. **Production Efficiency:** Accountable for improving production efficiency, ensuring that the tool room consistently meets production targets, deadlines, and quality standards.
2. **Cost Management:** Ensure that production costs are controlled, and recommend strategies to reduce costs without compromising quality or productivity.
3. **Quality Assurance:** Accountable for maintaining high-quality standards throughout the production process, ensuring compliance with industry standards and customer specifications.
4. **Resource Allocation:** Accountable for the optimal allocation and utilization of resources (manpower, materials, and machinery) to achieve production goals.
5. **Process Improvement:** Responsible for identifying and implementing process improvements that enhance production capabilities, reduce waste, and improve throughput.
6. **Staff Training:** Accountable for ensuring that production staff are adequately trained in the latest production techniques, safety procedures, and quality standards.
7. **Compliance:** Ensure compliance with all regulatory and safety standards related to production processes and workplace safety.
8. **Production Documentation:** Responsible for maintaining accurate records of production processes, changes, and performance metrics, providing transparency and accountability.
9. **Reporting:** Accountable for providing regular, detailed reports on production performance to senior management, identifying areas for improvement and proposing solutions.
10. **Continuous Improvement:** Ensure that a culture of continuous improvement is fostered in the production department, with a focus on adopting innovative methods and technologies.

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Role and responsibilities of Personal Secretary (PS)

Roles:

1. **Administrative Support:** Act as the primary point of contact for the senior official, managing correspondence, communication, and scheduling.
2. **Coordination:** Serve as a liaison between the senior official and other departments, ensuring smooth flow of information and tasks.
3. **Confidentiality:** Handle sensitive and classified information with utmost discretion.
4. **Efficiency Management:** Optimize the time and resources of the senior official by streamlining operations and addressing routine matters independently.

Responsibilities:

1. Office Management:

- Maintain schedules and appointments, ensuring the official's calendar is up-to-date.
- Organize and prioritize incoming correspondence, documents, and emails.
- Draft, review, and finalize official letters, memos, and reports.
- Ensure proper filing and retrieval of documents for easy access.

2. Communication:

- Screen and handle calls, emails, and visitors on behalf of the senior official.
- Relay instructions, decisions, and information to staff and departments.
- Coordinate meetings, conferences, and official events.

3. Documentation:

- Prepare and compile agendas, presentations, and reports for meetings.
- Record and disseminate meeting minutes, follow up on action points.
- Keep records of policy decisions, official correspondence, and directives.

4. Travel Arrangements:

- Plan and manage travel itineraries, including bookings, accommodations, and logistics.
- Process travel reimbursements and maintain related expense records.

5. Confidentiality and Security:

- Safeguard sensitive documents and information.
- Ensure compliance with government policies on data security and confidentiality.

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6. Support in Decision Making:

- Research and provide background information or briefing notes on issues for the senior official.
- Monitor deadlines and pending tasks to ensure timely action.

7. Team Coordination:

- Supervise support staff within the office to ensure efficient operation.
- Facilitate collaboration among team members and other departments.

8. Adherence to Government Protocols:

- Maintain decorum and follow established guidelines for interaction within and outside the organization.
- Assist in protocol arrangements during visits by dignitaries or other officials.

9. Crisis Management:

- Handle unforeseen situations, such as rescheduling or reprioritizing tasks.
- Act as the point of contact during emergencies, ensuring the official is informed and available as needed.

Accountability

1. **Schedule Management:** Ensure that the senior official's schedule is organized, conflicts are minimized, and appointments are met on time.
2. **Confidentiality:** Maintain the confidentiality of sensitive information and ensure secure handling of documents.
3. **Accuracy in Documentation:** Produce error-free correspondence, reports, and records.
4. **Timely Communication:** Relay messages, follow-ups, and updates promptly and accurately.
5. **Meeting Efficiency:** Ensure meetings are well-organized, agendas are followed, and action points are documented.
6. **Travel Arrangements:** Ensure all travel plans are executed seamlessly, with no logistical issues.
7. **Task Monitoring:** Track and update the status of tasks or projects assigned by the senior official.
8. **Professional Representation:** Represent the senior official with professionalism and adherence to government protocols.
9. **Reporting and Feedback:** Provide timely updates and feedback to the senior official for informed decision-making.

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Roles of Senior Engineer - Training for AICTE/NCVT Approved Courses

- Training Delivery Management:** Oversee the delivery of long-term courses to ensure quality education and skill enhancement.
- Curriculum Implementation:** Ensure that AICTE/NCVT-approved curricula are effectively implemented with both theoretical and practical components.
- Supervision and Mentorship:** Manage and guide instructors, trainers, and technical staff for smooth program execution.
- Resource Management:** Maintain training infrastructure, equipment, tools, and learning materials for effective practical sessions.
- Regulatory Compliance:** Ensure adherence to AICTE/NCVT guidelines and standards in all training processes.
- Skill Development and Industry Alignment:** Bridge the gap between academic knowledge and industrial requirements by incorporating industry-relevant practices.
- Performance Monitoring:** Assess trainee performance, training outcomes, and program efficiency.

Key Responsibilities

1. Program Implementation and Management

- Oversee the implementation of AICTE/NCVT-approved long-term training programs like **Diploma in Tool and Die Making, CAD/CAM, CNC Machining, and Precision Manufacturing**.
- Ensure proper planning and scheduling of classes, workshops, practical sessions, and examinations.
- Coordinate with faculty and trainers to maintain a structured learning environment for students.
- Monitor day-to-day training activities, ensuring they align with approved curricula and standards.

2. Curriculum Execution and Upgradation

- Implement AICTE/NCVT-approved syllabi, ensuring a balanced focus on **theoretical concepts** and **practical skills**.
- Collaborate with senior management to introduce modern tools, equipment, and teaching methods into the training modules.
- Upgrade training materials to incorporate **emerging technologies** like **CNC Programming, CAD/CAM, 3D Printing, Robotics, and Industry 4.0**.
- Align training content with evolving industry standards to enhance employability.

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3. Practical Skill Development

- Ensure trainees gain hands-on experience in operating machines, tools, and software relevant to the manufacturing industry.
- Supervise **lab work, workshop sessions, and on-the-job training programs** to reinforce practical learning.
- Promote the use of advanced technologies such as **CNC machines, CAD/CAM software, injection molding machines, and precision measuring tools**.
- Organize **industry visits, internships, and live projects** to expose trainees to real-world manufacturing environments.

4. Supervision and Mentorship

- Guide, supervise, and motivate trainers, lab assistants, and support staff for effective program delivery.
- Conduct regular meetings with the training team to review progress and address challenges.
- Mentor trainees by providing career guidance, technical knowledge, and problem-solving assistance.
- Identify skill gaps in trainers and recommend training programs for professional development.

5. Infrastructure and Resource Management

- Ensure availability and optimal utilization of training resources such as **workshops, labs, tools, machines, and consumables**.
- Collaborate with the **Maintenance Department** for the upkeep of training equipment and tools.
- Coordinate with the **Purchase Department** to procure training materials, tools, and technologies as per course requirements.

6. Compliance with Regulatory Guidelines

- Ensure strict adherence to AICTE/NCVT rules, policies, and quality standards.
- Maintain proper documentation and records required for regulatory inspections and audits.
- Assist in obtaining and maintaining approvals, accreditations, and renewals for AICTE/NCVT programs.
- Conduct internal audits to ensure quality standards are consistently met.

7. Trainee Assessment and Evaluation

- Design and conduct assessments, practical tests, and examinations as per AICTE/NCVT guidelines.
- Monitor trainee progress, analyze performance data, and provide feedback for improvement.
- Identify and address learning challenges to ensure all trainees meet program standards.
- Maintain accurate records of trainee attendance, performance, and certification outcomes.

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8. Industry Collaboration and Placement Support

- Build strong relationships with industries to facilitate internships, practical training, and placement opportunities.
- Collaborate with industry experts for guest lectures, workshops, and seminars to align training with real-world requirements.
- Support the Placement Cell by sharing student data and helping trainees secure employment in relevant industries.

9. Skill Development Initiatives

- Promote government initiatives like **Skill India, Make in India, and Atmanirbhar Bharat** by providing quality technical training.
- Support **capacity-building programs** aimed at enhancing employability for underprivileged groups, youth, and women.
- Organize **skill competitions, technical workshops, and seminars** to encourage innovation and skill enhancement among trainees.

10. Reporting and Documentation

- Prepare regular reports on training activities, trainee performance, faculty performance, and resource utilization.
- Maintain accurate documentation of curricula, course materials, assessments, and placements.
- Submit reports to senior management, AICTE/NCVT bodies, and other stakeholders as required.

Additional Responsibilities

- Conduct awareness programs, counselling sessions, and promotional activities to encourage enrolments in long-term courses.
- Support training audits and accreditation processes conducted by external agencies.
- Participate in research and development activities related to training and skill enhancement.
- Identify opportunities for modernization of training methods through e-learning and **smart classrooms**.

Accountability


1. **Training Quality:** Ensure the quality of training meets or exceeds **AICTE/NCVT standards** and industry expectations.
2. **Training Performance:** Achieve target outcomes in terms of student/trainee's enrolment /intake as per **approval of AICTE/NCVT** and dropout
3. **Course Outcomes:** Achieve target outcomes in terms of student completion of training, certifications, and placements.
4. **Resource Optimization:** Efficiently manage resources (equipment, manpower, and budgets) to avoid wastage and downtime.

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5. **Regulatory Compliance:** Maintain 100% compliance with AICTE/NCVT norms, ensuring uninterrupted course approvals and accreditations.
6. **Student Satisfaction:** Address trainee feedback and ensure high levels of satisfaction with training delivery and outcomes.
7. **Revenue Targets:** Contribute to achieving revenue generation targets through enrollment growth and enhanced training offerings.
8. **Timely Reporting:** Provide accurate and timely reports to the management on program progress, challenges, and achievements.
9. **Collaboration:** Foster teamwork with other departments, such as production, maintenance, and marketing, for integrated operations.

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Roles of Senior Engineer - Training (Short-Term Courses/NSQF Aligned)

- Program Planning and Management:** Design and implement short-term training programs aligned with NSQF levels to address skill gaps and industry requirements.
- Training Delivery:** Ensure effective delivery of technical training, combining theory and hands-on practical sessions.
- Curriculum Development:** Develop and align curricula with **NSQF standards**, ensuring relevance to industry needs.
- Resource and Infrastructure Management:** Maintain tools, equipment, and resources for seamless training delivery.
- Performance Monitoring:** Track trainee progress, assess program outcomes, and ensure training effectiveness.
- Industry Collaboration:** Partner with industries to align programs with current skill demands and facilitate placements.
- Regulatory Compliance:** Ensure adherence to NSQF guidelines and maintain proper documentation for audits.

Key Responsibilities

1. Planning and Execution of Short-Term Training Programs

- Develop and implement **NSQF-aligned short-term courses** in areas like **CNC machining, CAD/CAM, tool design, industrial automation, mechatronics, and precision manufacturing**.
- Prepare and maintain a training calendar for short-term courses to ensure timely execution.
- Identify target groups (students, unemployed youth, working professionals, and industry employees) for training programs.
- Plan programs that align with **Skill India initiatives**, government skill development missions, and industry needs.
- Ensure programs are designed to meet different **NSQF levels** and offer progressive learning pathways.

2. Curriculum Development and Alignment

- Develop and update training curricula to align with NSQF standards, industry demands, and emerging technologies.
- Ensure the syllabus includes **theory, practical skills, and project-based learning** to prepare trainees for real-world applications.
- Incorporate modern topics such as **CNC programming, 3D printing, robotics, Industry 4.0, IoT**, and advanced manufacturing processes.
- Ensure alignment with sector skill councils (SSCs) and NSDC (National Skill Development Corporation) guidelines.

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3. Training Delivery and Practical Skill Development

- Supervise training delivery to ensure quality education and skill transfer in both **classroom and workshop environments**.
- Facilitate hands-on sessions with advanced tools, machines, and software relevant to the program.
- Guide trainees in using equipment such as **CNC machines, precision tools, CAD/CAM software, and measuring instruments**.
- Organize practical projects, workshops, and real-world simulations to reinforce learning.

4. Infrastructure and Resource Management

- Ensure all training facilities, including labs, workshops, tools, machines, and software, are well-maintained and operational.
- Collaborate with the **Maintenance Department** for timely upkeep of tools, machines, and training infrastructure.
- Coordinate with the **Purchase Department** to procure training consumables, tools, and resources required for practical sessions.

5. Assessment and Certification

- Conduct regular assessments to evaluate trainee performance, ensuring NSQF-level competencies are achieved.
- Design evaluation systems that include **written tests, practical examinations, and project work**.
- Ensure successful candidates are awarded **NSQF-aligned certifications** recognized nationally and by industries.
- Maintain detailed records of trainee progress, assessments, and certifications.

6. Industry Collaboration and Placement Support

- Develop partnerships with industries, MSMEs, and technical organizations to align short-term programs with workforce needs.
- Organize **industrial visits, internships, and guest lectures** to expose trainees to real-world scenarios.
- Collaborate with industries for on-the-job training and placement opportunities for trainees.
- Assist the **Placement Cell** in connecting trainees with employment opportunities and job fairs.

7. Promoting Government Initiatives

- Promote and implement skill development initiatives under government programs like **Skill India, PMKVY (Pradhan Mantri Kaushal Vikas Yojana), and NSDC projects**.
- Support capacity-building and upskilling programs for disadvantaged groups, including women, youth, and rural candidates.

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- Conduct awareness programs, campaigns, and outreach activities to encourage enrollments in short-term courses.

8. Compliance with NSQF and Quality Standards

- Ensure all short-term courses comply with **NSQF guidelines**, including level-based learning outcomes and skill assessment frameworks.
- Prepare documentation and records required for **audits, inspections, and accreditation processes**.
- Regularly update course materials and processes to meet quality assurance standards.

9. Monitoring and Reporting

- Track and analyze training program outcomes, including enrollment rates, completion rates, and placement records.
- Provide periodic reports to senior management and government bodies on training activities, trainee performance, and resource utilization.
- Implement feedback mechanisms to improve program quality and address trainee concerns.

10. Trainer and Trainee Engagement

- Supervise and support trainers, instructors, and lab assistants to ensure efficient program delivery.
- Conduct periodic **train-the-trainer programs** to upgrade faculty skills in emerging technologies and teaching methodologies.
- Provide guidance and mentorship to trainees to help them achieve program goals and improve employability.

Additional Responsibilities

- Organize seminars, skill competitions, and technical workshops to enhance trainee engagement.
- Support initiatives to modernize training delivery through **e-learning platforms, smart classrooms, and online certifications**.
- Identify opportunities to introduce **new short-term courses** based on industry needs and emerging trends.

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