



सत्यमेव जयते

GOVERNMENT OF INDIA  
MINISTRY OF TEXTILES  
OFFICE OF DEVELOPMENT COMMISSIONER FOR HANDLOOMS  
INDIAN INSTITUTE OF HANDLOOM TECHNOLOGY  
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## CITIZENS'/CLIENT'S CHARTER

The Handloom and textile Industry is the biggest and the most important sector in India employing a large number of people next to agriculture. The handloom weaver as a craftsman has produced in the past the finest of textiles, like Dhaka Muslin, etc. Considering the potentialities for the development of the handloom industry in the country and to provide the necessary technical personnel required for the development, the Government of India under the aegis of the Ministry of Textiles, O/o Development Commissioner for Handlooms has established six (6) Indian Institute of Handloom Technology located at Varanasi (established in 1956), Salem (established in 1960), Guwahati (established in 1982), Jodhpur (established in 1993) Bargarh (established in 2008) Shantipur-Fulia (established in 2015). The Institute at **Varanasi and Salem** are conducting the following courses.

1. Three-year (6 Semesters) Diploma Course in Handloom and Textile Technology (DHTT)
2. One and a Half year (three semesters) Post Diploma course in Textile Processing (PDTP)
3. Four Year B. Tech course in Handloom and Textile Technology

The Institutes of **Guwahati, Jodhpur, Bargarh and Fulia** are conducting Three-year Diploma Course in Handloom & Textile Technology (DHTT). The Administration of all IIHTs is taken care of by Governing Body (GB). This body is responsible for deciding important policies in respect of the academic, and administrative functions of the Institute. The Board of Academic Affairs (BoAA) is responsible for the preparation, revision and updates of the syllabus of Diplomas and Post Diploma and within BOAA there are two sub-committees I/II responsible for all matters related to Academics and examinations i.e. syllabus, framing of rules & regulations conduct of examinations, the appointment of examiners, moderation of question papers declaration of results etc.

## VISION

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

## MISSION

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

## OBJECTIVES

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

## THE ADMISSION PROCESS

The admission process is initiated by the state government at the behest of the institute. The minimum eligibility criteria for admission is that the candidate should have passed the 10th standard or equivalent examination with English as a subject of study.

Course	Duration	Eligibility
Diploma in Handloom & Textile Technology	Three (3) Years	Passed 10 <sup>th</sup> Std./SSC examination. Obtained at least 35% marks in the qualifying examination.
Diploma in Handloom & Textile Technology (Direct II Year admission under the LE)	Two (2) Years	Should have passed the 10+2 examination with Maths, Physics and Chemistry (Or) Should have passed the 10 + 2 examination in the vocational stream of any textile discipline** (Or) 10 <sup>th</sup> Pass + 2 Years of ITI, shall be eligible for admission to Second Year Diploma Course**

\*\* The candidates will undergo bridge courses for Maths, Physics & Chemistry.

## AGE LIMIT

The age limit for admission to the first year of the Diploma Course in Handlooms & Textile Technology for all the categories except SC/ST is prescribed between 15-23 years (for SC/ST candidates it is prescribed 15-25 years as on 01 July of the admission year). (In case of admission into the direct second year under Lateral Entry, the maximum age limit will be 27 for SC/ST candidates and 25 for other than SC/ST candidates.)

## INTAKE

The intake of the institute is **55 students per year** (including 5 additional seats for EWS) with the state-wise distribution of seats for 6 states in the northern and western regions of the country with the following breakup. Each state follows its reservation policy for various categories and 20% of the total seats allotted to the states are reserved for candidates belonging to Weavers Community.

Rajasthan	M.P	Delhi	Haryana	Gujarat	Punjab	Total
17	11	09	08	07	03	55

Seats for Lateral Entry admission, directly into the second year are 5. The seats that are vacant from the first year will be filled through this lateral entry.

## FUNCTIONS

Sl	Activity	Period (Tentative)	Process involved	Contact Person
1	Admission	Last week of March/1 <sup>st</sup> week of April.	The intimation is sent to State Govt. for initiating the admission process of the DHTT course.	Dr Sivagnanam KJ Director Tel. 0291-2757115
2		2 <sup>nd</sup> week of May	Publishing of Advertisements in local News Papers by the respective states.	Director(s) / Officer in charge of the Department of Handlooms and Textiles of the respective State under the jurisdiction of IIHT Jodhpur.
3		1 <sup>st</sup> / 2 <sup>nd</sup> week of June	Receipt of filled applications by the states.	
4		3 <sup>rd</sup> / 4 <sup>th</sup> week of June	Submission of Merit list of eligible candidates to Director IIHT Jodhpur.	
5		4 <sup>th</sup> week of June /1 <sup>st</sup> week of July	1 <sup>st</sup> Counselling for admission.	Dr Sivagnanam KJ Director Tel. 0291-2757115
6		1 <sup>st</sup> / 2 <sup>nd</sup> week of July	Payment of College and Hostel Fee (Online)	DDO - Accounts Section IIHT Jodhpur
7		3 <sup>rd</sup> week of July	I Year Students reporting to college.	Dr Sivagnanam KJ Director

Sl	Activity	Period (Tentative)	Process involved	Contact Person
8		4 <sup>th</sup> week of July	2 <sup>nd</sup> Counselling for admission, if required.	Tel. 0291-2757115
9		4 <sup>th</sup> week of July	3 <sup>rd</sup> Counselling (Inter State) for admission, if required.	
10		1 <sup>st</sup> week of August	Sending admission report (as on 31 <sup>st</sup> July) to DCHL.	
11		2 <sup>nd</sup> week of august	Inter Institute counselling is held if necessary up to 15 <sup>th</sup> August for filling up of any vacant seat.	
12	Academic Planning	2 <sup>nd</sup> week of July	Release of Academic Calendar and Class Time Table.	
13	Academic Affairs	17 <sup>th</sup> July or the next working day, if 17 <sup>th</sup> is a holiday.	Commencement of Odd Semester for all the students and distribution of campus prospectus as approved by BoAA and Governing Body to I Year DHTT students. Induction Program for New Students.	Dr Sivagnanam KJ Director Tel. 0291-2757115
14		17 <sup>th</sup> July to 15 <sup>th</sup> November.	Academic Activities for all first, third and fifth semester students	
15	Constitution of various committee	4 <sup>th</sup> week of July / 1 <sup>st</sup> week of August	Reconstitution of various committees by Director viz. Students Recreation Club, ICWF, Disciplinary Committee. Hostel Management Committee, etc. for organizing various curricular, administrative and welfare activities.	
16	Planning for study tour and R&D	4 <sup>th</sup> week of July / 1 <sup>st</sup> week of August	Planning for local visit for first Semester, Study tour for third Semester and Project tour for fifth Semester. The students are also assigned areas for project work as a part of their curriculum to develop new techniques related to weaving and processing.	

Sl	Activity	Period (Tentative)	Process involved	Contact Person
17	Sports Activities	October	Conduct of friendly matches	Coordinators of SRC and Sports Committee
18	Examination	4 <sup>th</sup> week of August.	Conduct of 1 <sup>st</sup> Internal test for odd semesters.	Dr Sivagnanam KJ Director Tel. 0291-2757115
19		4 <sup>th</sup> week of September	Conduct of 2 <sup>nd</sup> Internal test for odd semesters	
20		1 <sup>st</sup> week of November	Conduct of 3 <sup>rd</sup> Internal test for odd semesters.	
21		16 <sup>th</sup> Nov. to 5 <sup>th</sup> Dec.	Conduct of Semester Examination.	
22	Study /Project Tour	6 <sup>th</sup> Dec. to 25 <sup>th</sup> Dec.	Study tour of 3 <sup>rd</sup> Semester to various handloom clusters and project tour of 5 <sup>th</sup> Semester to clusters preferably in the states to which the candidates belong.	The Class Techers and Advisors of concerned class. Sh. VK Vyas Sh. Vikram Singh Sh. Maneesh Mathur Tel. 0291-2757115
23	Academic Activity	27 <sup>th</sup> Dec.to 25 <sup>th</sup> April.	Academic activities for all 2 <sup>nd</sup> , 3 <sup>rd</sup> & 5 <sup>th</sup> semester students	Dr Sivagnanam KJ Director Tel. 0291-2757115
24.	Sports Week	2 <sup>nd</sup> week of January	Conduct of sports week	Coordinators of SRC and Sports Committee
25.	Examination	1 <sup>st</sup> Week of February	Conduct of 1 <sup>st</sup> Internal test for even semesters.	Dr Sivagnanam KJ Director Tel. 0291-2757115
26.	Placement and Campus Interview	February – April	Release of Placement brochure for its final students of Diploma to facilitate their placements.	Sh. Vikram Singh Placement Coordinator Tel. 0291-2757115
27.	Annual Day Celebration	February/ March	Celebration of Annual Day which includes prize distribution and award of diploma certificates etc.	Dr Sivagnanam KJ Director Tel. 0291-2757115
28	Examination	1 <sup>st</sup> week of March	Conduct of 2 <sup>nd</sup> Internal test for even semesters.	Dr Sivagnanam KJ Director Tel. 0291-2757115
29	Examination	3 <sup>rd</sup> week of April	Conduct of 3 <sup>rd</sup> Internal test for even semesters.	
30	Examination	26 <sup>th</sup> April to 15 <sup>th</sup> May	Conduct of Semester Examination.	
31	Issue of Certificate	15 <sup>th</sup> May	Issue of Course Completion certificates to 6 <sup>th</sup> semester students.	
32	Declaration	December & June	Result of Semester is	Convenor,

Sl	Activity	Period (Tentative)	Process involved	Contact Person
	of result		declared in the meeting conducted by BoAA in the month of December and June.	BoAA of IIHTs.
33	Issue of Marksheet and Transfer Certificate	1 <sup>st</sup> /2 <sup>nd</sup> week of Feb/July	The marksheets & Transfer certificates of sixth semester students are sent to them and the marksheet for other semesters are issued in person after their arrival for admission to next semester	Dr Sivagnanam KJ Director Tel. 0291-2757115

Dr Sivagnanam KJ  
Director