

CENTRAL FOOTWEAR TRAINING INSTITUTE, CHENNAI

POWERS AND DUTIES OF CFTI OFFICERS AND EMPLOYEES

(Under clause 4(1) (b) (ii) of Right to information Act, 2005)

Central Footwear Training Institute (CFTI) has been setup to conduct short term as well as Long term training programme to upgrade the skill of fresher's and personnel working in shoes industries. The Institute is headed by the Director. To carry out the functions of the institute both technical and Non-technical posts sanctioned in CFTI, are as under:

A. TECHNICAL :

- i. Director
- ii. Deputy Director
- iii. Assistant Director
- iv. Technical Officer
- v. Demonstrator-cum-Machine Operator
- vi. Mechanic

B. NON- TECHNICAL:

- i. Office Superintendent
- ii. Steno Typist
- iii. Senior Clerk
- iv. Junior Clerk
- v. Documentation & Librarian

All the authorities of the society are vested with the Governing Council and the Chairman of the Governing Council. The office bearers of the Society are the Chairman and the Director. The functions, duties and powers to be discharged by the Chairman, Governing Council and Director are prescribed in the Memorandum of Association and Rules and Regulation of the Society.

Some Administrative and Financial powers have been delegated to the Director to carry out the day to day functions of the society as follows :

ADMINISTRATIVE AND FINANCIAL POWERS OF DIRECTORS

(As amended up to dt 24.12.2014)

| A) ADMINISTRATIVE POWERS | | |
|---------------------------------|---|--|
| S. No. | Nature of power | Power Delegated to Director, CFTI, CHENNAI |
| 1 | Grant of leave | Full Power except EL/HPL for self |
| 2 | Grant of periodical increments | Full Power |
| 3 | To accept Medical/Fitness Certificate for leave purpose | Full Power |
| 4 | To fix initial pay | Full Power as per rules |
| 5 | Grant of Travelling Allowance Advance | Full Power |
| 6 | Grant of L.T.C advance | Full Power |
| 7 | To forward application of staff for outside jobs | Full power (except self) 3 times in a year |
| 8 | Controlling Officer | For Self & Staff |
| 9 | Appointment of Authorized Medical Attendant | Full Power as per rules |
| 10 | Grant of CPF Advance | Full power as per rules |
| 11 | To determine the hometown of staff members | Full power as per rules |
| 12 | Contribution to Deposit Link Insurance Scheme | Full Powers |
| 13 | Power to make appointment on sanctioned posts | Full Powers for Group C & D posts |
| 14 | Power to accept resignation of staff | Full powers for Group C & D Posts |
| 15 | Selection/expulsion of trainees for training courses | Full Powers |
| 16 | Power of re-delegation excepting statutory powers & power to write off | Full Powers. However Director will continue to be responsible for the decision taken by the subordinate officer. |
| 17 | Power to grant joining time | Full Powers for Group C & D posts |
| 18 | Power to refer for Medical Examination | Full Power as per PPM |
| 19 | Refund of Training Fees | Whenever any need arises for the refund the Director may be empowered with full powers to avoid unnecessary correspondence |
| FINANCIAL POWERS | | |
| 1 | Contingent Expenditure a) Recurring b) Non Recurring | Rs.10,000 p.a. per case Rs.25,000 p.a. per case |
| 2 | Local Conveyance Charges | Full Powers as per Govt. rule. |
| 3 | Purchase of bicycles and repairs for office use | Full Powers |
| 4 | Fixtures and Furniture and Furniture (Purchase and repairs (subject to budgetary provision) | Full Powers for repairs of furniture and fixtures |
| 5 | Hire of office furniture | Full Powers (for specific occasion) |
| 6 | Payment of Freight | Full Powers |

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|----|--|---|
| 7 | Power to engage counsel & make payment of legal charges | Full powers (to keep chairman informed where expenditure exceeds Rs. 5000/-in one case. |
| 8 | Printing and binding | Full Powers |
| 9 | Purchase of stationery | Full Powers |
| 10 | Electricity, water and gas charges | Full Powers |
| 11 | Postal and telegraph charges | Full powers |
| 12 | Telephone Charges | Full Powers |
| 13 | Motor Vehicles Maintenance, upkeep and repairs | Full Powers |
| 14 | Purchase of Petrol, Oil and Lubricants | Full powers |
| 15 | Payment of Municipal rates and taxes | Full Powers |
| 16 | Execution of petty work and special repairs to owned building including Sanitary fittings, water supply and Electric installations in such buildings and repairs to such installations | Rs. 10,000/- P.A. (to be reported to GC/Chairman |
| 17 | Repairs and alternations to hired and requisitioned buildings | Rs. 5,000/- p.a. |
| 18 | Purchase of books and journal | Full Powers |
| 19 | Repairs and removal of machinery (where the expenditure is not of the capital nature) | Full Powers |
| 20 | Staff paid from contingencies | Full Powers (upto maximum no. of seven for Workshop and four for office) |
| 21 | Advertisement charges (through DAVP as far as possible) | Full Powers |
| 22 | Publicity expenses (Exhibition/Conferences etc.) | Full Powers |
| 23 | Entering into service contracts for maintenance of Air Conditioners, Typewriters, Calculating machine, Duplicating machines, Photo Copiers, Computers etc | Full Powers |
| 24 | Entertainment expenses | Rs. 3000/- at a time subject to a maximum of Rs. 30,000/- p.a. |
| 25 | Stores required for Workshop including spares, consumable and raw materials | Full Powers |
| 26 | Purchase of raw material, spare & tools of emergent requirement without calling quotations | As per provision of GFR 2005/further amendments |
| 27 | Purchase and repairs of Typewriters, Calculating machine, Duplicating Machine, Photocopiers, computers etc. | Full Powers (after following the purchase procedure laid down in GFR-2005) |
| 28 | Office Upkeep and maintenance | Full Powers |
| 29 | Bank commissions payable for remittance as well as collection of bills etc. | Full Powers |
| 30 | Payment of Children's Educational Allowance/Hostel Subsidy | Full Powers As per G.O.I rules/PPM |
| 31 | Reimbursement of Tuition fees | Full Powers As per G.O.I rules/PPM |
| 32 | Sanction of refunds of Earnest Money Job Work Charges due to defective Workmanship etc | Full Powers |

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| 33 | Reimbursement of medical expenses | Maximum upto Rs. 10,000/- in each case |
| 34 | Payment of insurance on Vehicles/Building and equipment | Full Powers |
| 35 | Maintenance of Gardens/Land Scalping | Full Powers |
| 36 | Local purchase of Rubber stamps and Office seals. | Full Powers |
| 37 | Payment of inspection charges to Regional Provident Fund Commissioner | Full Powers |
| 38 | Hiring of Taxi/Vehicle | Full Powers |
| 39 | Payment of rent | Full Powers in respect of accommodation hired with the approval of GC |
| 40 | Grant of Festival advance | As per Govt. of India rules subject to availability of funds |
| 41 | Employees welfare expenses | Upto Rs.10,000 p.a.(GC to be kept informed) |
| 42 | Payment of Demurrage/warfare charges | Rs.20,000/- P.A. (to be reported to G.C./Chairman |
| 43 | Expenditure on Meeting & Inspection | Rs. 10,000/- p.a. |
| 44 | Purchase without calling quotations | Rs.1,500 in each case contingent items |
| 45 | Impressed Money | Rs.5,000/- |
| 46 | Writing off and disposal of unserviceable machinery and equipment and other store | Rs. 25,000/- (Book Value) p.a. for machinery & equipment(not due to theft, fraud or negligence) Rs.10,000(for other store) |
| 47 | Payment of custom duty and transportation charges on machinery equipment and office material | Full Powers |
| 48 | Payment of TA/Honorarium to non-official and power to fix their grade (interviews, meetings etc.) | Full Powers subject to the condition that the programme is self supporting |
| 49 | Hiring services of technical faculty and consultants for specific activity on ad-hoc engagement basis. | Maximum number of 12 with maximum remuneration of Rs. 50,000/- per month. Approval of chairman needs to be taken when maximum limit exceeds. |

The Director has re-delegated some of the Administrative and Financial powers to the Head of the departments/sections and other officers to carry out the day to day functions of the society the duties and responsibilities of the technical and non-technical officers are as under.

A. Technical

1. Deputy Director

- (i) Assisting Director in devising course curriculum.
- (ii) Organizing & Coordinating Short Term & Long Term Courses.
- (iii) Imparting training and Monitoring
- (iv) Budgeting
- (v) Consultancy & common facilities.
- (vi) Any other work as assigned from time to time.

2. Assistant Director

- (i) To assist in preparation of course materials for trainees and imparting theoretical and practical training in Short Term & Long Term Courses. Ensure completion of syllabus within the time schedule.
- (ii) Assist the Project Reports and test papers submitted by the trainees periodically.
- (iii) Supervise common facility service and render consultancy.
- (iv) Administration control over the Section under his charge.
- (v) Any other assignment.

3. Technical Officer

- (i) To assist in conducting Theoretical and Practical classes for Long Term and Short Term Courses, conducting assignment, project study, visit of the trainees.
- (ii) Supervising maintenance of machines.
- (iii) To guide Trainees in Project preparations.
- (iv) Hold charge of the Section in the absence of Section Incharge.
- (v) Any other work as assigned from time to time.

4. DMO

- (i) Demonstration & operation of machines during practical classes.
- (ii) Maintenance of machines.
- (iii) Preparation of new design and pattern cutting.
- (iv) Any other work as assigned from time to time.

B. Non-Technical

1. Office Superintendent

- (i) Incharge and supervise the Administration and Accounts Section.
- (ii) Supervise administrative, accounts, security & housekeeping jobs of the Institute.
- (iii) Any other work as assigned from time to time.

2. Steno Typist

- (i) To be attached with Director and assist him in maintaining files and records dealt with by the Director.
- (ii) Taking down dictation and transcribing.
- (iii) Any other work as assigned from time to time.

3. Senior Clerk

- (i) To function as Accountant-cum-Cashier and to maintain all relevant records, files, registers and also to prepare pay bills, etc.
- (ii) Assist office superintendent in administration and housekeeping matter and to maintain necessary documents and records in this regard.
- (iii) Handle matter relating to procurement, stock and distribution of stationary items, furniture and fixture and office equipment's etc.
- (iv) Any other work as assigned from time to time.

4. Junior Clerk

- (i) Assist the Office Superintendent in establishment matter and miscellaneous work.
- (ii) Diary, dispatch and typing.
- (iii) Any other work as assigned.

5. Documentation & Librarian

- (i) Hold charge of the Library and maintain relevant register, catalogues, card index etc.
- (ii) Assist in data processing and computerized documentation of data.
- (iii) Any other work as assigned from time to time.

Standard Operating Procedure (SOP) for Deputy Director

Incharge for (Self-financed) Specialised Skill Training Programme:

Shri. A. Kolanjivel, Deputy Director

Email id – kolanjivel@cftichennai.in

Shri. A Kolanjivel is responsible for managing the official email ID kolanjivel@cftichennai.in created exclusively for his department, for all incoming and outgoing correspondence, and ensuring timely responses. While sending emails within or outside the organization, Shri A Kolanjivel must mark a copy to the Director, CFTI Chennai (director@cftichennai.in), by default.

The following Standard Operating Procedures (SOP) related to conducting of various payment based Specialized Training Programme are followed.

A. ROLES AND RESPONSIBILITIES OF INCHARGE, Specialized Skill Training Programmes:

1. The guidelines issued for Specialized Skill Training Programmes vide this Institute's order number **A/24020/1/2023-24 dated 18.03.2024** shall be followed by the Deputy Director, who shall also ensure that the self-financed programmes are conducted properly without any deviation from the guidelines
2. Preparation of EOI and uploading in website for inviting applications for conducting specialized training programs.
3. Submitting all collected applications to committee for screening and selecting the agency.
4. Submit the yearly action plan of Specialized Training Programmes and get approval from the Director.
5. By coordinating with agency and monitoring the release of advertisement in NEWS paper.
6. Generate the enquiries by attending calls.
7. Convert the admission by explaining about course information.
8. This is continued till the required strength is reached. (Note: Course will be cancelled/postponed if the students are not enrolled).
9. Students are requested to fill the application form with their personal details and submit the application form along with the self-attested copy of certificates.
10. Fees will be collected through Demand Draft(DD)/Online.
11. Accounts are requested to confirm the payments of students.
12. Once the confirmation is received by the accounts, the receipt is issued to the students.
13. Commencing of training.
14. Certificate will be awarded/distributed to the candidate.
15. File will be submitted to the accounts for Director's approval.
16. SDMIS data uploaded in the portal.
17. File will be handed over to docket room through Teaching Unit
18. All Specialized Training Programmes files are submitted under custody of Accounts Division.

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B. OTHER WORKS:

1. Work assigned by the Director (time to time).

C. ROLES & RESPONSIBILITIES OF Business Associate - Shri. R. Azhagu Mani, Specialized Training Program.

1. Preparing data for monthly progress report.
2. Preparing data for cabinet summary.
3. Combining these data and submitting for SD MIS updates.
4. Mapping out monthly training plan for management and proposed participants.
5. Selecting appropriate training methods and activities.
6. Marketing available training to proposed participants with necessary information on the website and social media.
7. Attending calls from aspiring participants and clarifying training related queries.
8. Giving prompt reply by email with payment details and application respective trainings.
9. Convincing proposed participants to make payment to CFTI or MSME -Technology Development Centre (TDC) account through National Electronic Fund Transfer (NEFT)/CFTI web portal/Demand Draft. Preparing data for monthly progress report
10. After getting payments verified an enrolment confirmation email to be sent for proposed participants. Coordinating to conduct trainings based on schedule and by allocating trainers.
11. Organizing classroom trainings and online trainings.
12. Coordinating with agencies in the process of conducting specialized trainings.
13. Arrangement for certificate preparation and distribution.
14. Communicating to higher officials by emails.
15. Uploading training photos on twitter.
16. Ensuring the advertising images of specialized trainings is uploaded on www.cftichennai.in website.
17. Observing online trainings.
18. Coordinating and Monitoring College Students Internship trainings at Coimbatore, Erode, Salem, Pollachi, Udumalpet, Thiruchengode, Namakkal etc., to enhance skilled trainings provided for students.
19. Making necessary correction and approve Flyers designed by Designer.
20. Updating training activities in prescribed google sheet.
21. Submitting photos with noting for printing in the Footwear Chronicle magazine.

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D. ROLES & RESPONSIBILITIES OF Business Associate - Shri. D. Ramesh.

1. Collection of payments from participants and depositing in bank.
2. Collection of online payment receipts and submitting the same for payment verification.
3. Preparing the receipt for the successful payments.
4. Attending calls from aspiring participants and clarifying training related queries.
5. Coordinating with agency to collecting and maintain the participant's documents.
6. Monitoring in-house training activities and reporting to Deputy Director.
7. Preparing the documents for certificate preparations.
8. Assisting preparing expenditure statement for processing the payments.
9. Preparing files for payment and maintaining the files after clearing the payments.
10. Collecting the cheques from accounts and issuing to the clients.

E. ROLES & RESPONSIBILITIES OF Office Associate - Shri. Krishnan Angamuthu.

1. Preparing the expenditure statement with Goods and Service Tax (GST) IN and GST
a. OUT as per the format.
2. Attending calls from aspiring participants and clarifying training related queries.
3. Prepare and arrange educational aids and materials.
4. Organizing classroom trainings.
5. Arrangements of refreshment for the participants during trainings.
6. Gather feedback from trainees after completion.
7. Preparation of Final Noting.
8. Preparing files for payment and maintaining the files after clearing the payments.
9. Preparing the receipt for the successful payments.
10. Assisting to prepare cabinet summary.
11. Assisting to prepare monthly progress report.
12. Tracking the payments.
13. Prompt follow-up with agencies.
14. Prepare for refund of training fee those who are not attending trainings.
15. Monitoring in-house training activities and reporting to Deputy Director.

F. Reporting & Escalation Matrix

1. Report directly to Director
2. Ensure timely submission of reports and documentation and updation of Files as required.

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LIST OF FILES MAINTAINED:

| S.NO | FILE NUMBER | FILE NAME | FILE RESPONSIBILITY |
|------|-----------------------|-------------------------------|---------------------|
| 1 | STP/17013/2025-26/001 | SPECIALIZED TRAINING DIVISION | Shri. A. Kolanjivel |

All files are under the custody of Specialized Training Division In-charge

STAFF DETAILS OF THE DEPARTMENT:

| S.NO | NAME | DESIGNATION |
|------|--------------------------|---|
| 1 | Shri. A. Kolanjivel | Deputy Director & Incharge of Specialised Skill Trg |
| 2 | Shri. R. Azhagu Mani | Business Associate, Specialized Training Program |
| 3 | Shri. D. Ramesh | Business Associate |
| 4 | Shri. Krishnan Angamuthu | Office Associate |

G. LINK DEPARTMENTS- LOOK AFTER THE FILES FOR ITS PROCEDURES AND AUTHENTICITY and Put forward to DIRECTOR

1. WORKSHOP
2. PLACEMENT
3. ADMISSION
4. TEACHING UNIT
5. MAINTENANCE
6. And Files Forwarded by Smt. S. Lalitha - OS looking after Admin & Accounts, Stores & Purchase, Establishment, Hostel Management & CFTI EC- Vaniyambadi.

Director
CFTI Chennai

Acknowledgement Signature

A.Kolanjivel, Deputy Director

Date:

CFTI CHENNAI - STANDARD OPERATING PROCEDURE (SOP)
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STANDARD OPERATING PROCEDURE (SOP) OF CLOSING SECTION

IN-CHARGE of Closing Section: Shri. D.V.R. Prasad, Senior Technical Officer (STO)

Email Id: prasad@cftichennai.in

Shri. D V R Prasad is responsible for managing the official email ID prasad@cftichennai.in created exclusively for his department, for all incoming and outgoing correspondence and ensuring timely responses. While sending emails within or outside the organization, He must mark a copy to the Director, CFTI Chennai (director@cftichennai.in), by default.

A.TRAINING:

1. Coordinate with the Teaching Unit to prepare the schedule.
2. Receive the timetable from teaching unit at the weekend.
3. Request the store to issue the materials against material indent form and receive the same.
4. Students are requested to clean their workplace and machines.
5. Demonstrate about various styles of footwear, tools and machineries are being used in the closing section, pre-closing and closing operations, general maintenance and health and safety every day.
6. Allocating the machines to the students.
7. Giving pre-training to the students about skiving, folding, stitching and attaching with different materials.
8. Follow Standard Operating Procedure as per practical class.
9. Giving pre-training about how to handle machines, materials, tools and workplace organizations.
10. Demonstrate the basic maintenance of machines with the help of Internal Mechanics.
11. Submit the weekend student's attendance sheet and work progress to Teaching Unit.
12. Submit the Monthly Progress Report (MPR) to Teaching Unit.
13. Counseling the students by attending to their problems and encouraging them. Special care taken for weak students.

B.PRODUCTION:

1. Demonstrate of designs followed by practical applications.
2. Demonstrate on Input, In-process and Final Inspection.
3. Feedback giving to all students and rectify the mistakes.
4. Check the practical work step by step operations (quality control).

C.PROJECT:

1. Guiding the students for making the seam project, advanced technology in upper machines and materials.
2. Guiding the student for own design upper fabrication.
3. Guiding the student for sourcing the upper materials and components from the markets.

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4. Organize the students for Industrial visit, IILF Fair.
5. Follow up the ISO documentation.
6. Evaluation of student performance as per NSQF curriculum.
7. Prepare a moderation work and coordinate moderation.

D.MAINTENANCE:

1. Forward the maintenance files with requests to the Director through Workshop I/c.
2. After approval, store people purchase the required materials.
3. Maintenance teams are requested to receive the materials from stores and solve the problems.

E. ADDITIONAL:

1. Coordinate with clicking section.
2. Recommend the leather for various batches as per the design/style.
3. Coordinate with the new product development.
4. Follow up the asset register of closing machines.

F. ROLES AND RESPONSIBILITIES OF CLOSING IN-CHARGE:

1. Coordinate with the Teaching Unit to prepare the schedule.
2. Instruct the students to clean their workplace and machines.
3. Demonstrate about tools and machineries are being used in the closing section.
4. Giving pre-training to the students about how to handle machines, materials, tools and workplace organizations.
5. Demonstrate the basic maintenance of machines with the help of Internal Mechanics.
6. Submit the weekend student's attendance sheet and work progress to Teaching Unit.
7. Submit the Monthly Progress Report (MPR) to Teaching Unit.
8. Counseling the students by attending to their problems and encouraging them.
9. Demonstrate of designs followed by practical applications.
10. Demonstrate on how to check the quality of upper.
11. Feedback giving to all students and rectify the mistakes.
12. Check the practical work step by step operations (quality control).
13. Guiding the students for making the project, own design upper fabrication and sourcing the upper materials and components from the markets.
14. Organize the students for Industrial visit, IILF Fair.
15. Follow up the ISO documentation.
16. Evaluation of student performance as per NSQF curriculum.
17. Prepare a moderation work and coordinate moderation.

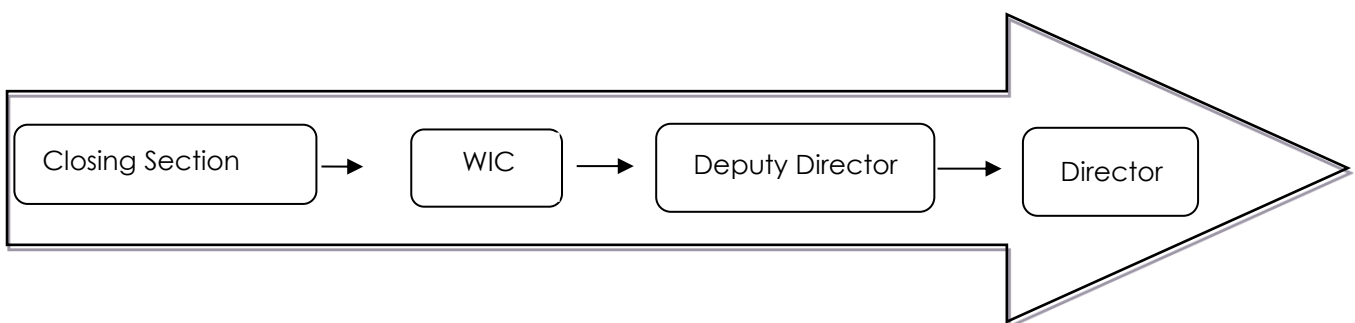
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18. Coordinate with clicking section.
19. Coordinate with the new product development.
20. Follow up the asset register of closing machines.
21. Coordinator of DFMD course students about discipline and punctuality.
22. Work assigned by the Director & Workshop Incharge (time to time).

G. Regular Duties:

1. Ensure that all machines and equipment in your department are in working condition. All assets should be recorded in the Asset Register, and the disposal of scraps must be entered in the respective register.
2. Perform your duties strictly as per the assigned work allotment. Immediately report any discrepancies to the Workshop In-Charge.
3. Maintain an up-to-date internal Asset Register to track all departmental assets, ensuring that nothing is lost or misplaced over time.
4. Raise indents for any materials required by your department to the Stores Department. These must be authorized by the Workshop In-Charge to ensure proper documentation and avoid miscommunication.
5. Maintain a material consumption list in your department to track usage. The list should include all course-related tools, both returnable and non-returnable.
6. Complete all pre-training and production-related tasks within the given timelines. Adherence to deadlines is essential for smooth departmental functioning.
7. Coordinate regularly with the Workshop In-Charge for all practical work and ensure timely reporting. This promotes transparency and accountability.

FILE MOVEMENT: To Closing Section - WIC - Deputy Director – Director



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LIST OF FILES MAINTAINED:

| S.NO | FILE NUMBER | FILE NAME | FILE RESPONSIBILITY |
|--|--------------------------------|--------------------------------|---------------------|
| 1 | T/17011/74/MTN(CLO)-3/23-24/25 | MAINTENANCE OF CLOSING SECTION | Shri. D.V.R. Prasad |
| All files are under the custody of Closing Section In-charge | | | |

STAFF DETAILS OF THE DEPARTMENT:

| S.NO | NAME | DESIGNATION |
|------|---------------------|--------------------------------|
| 1 | Shri. D.V.R. Prasad | Senior Technical Officer (STO) |

Director
CFTI Chennai

Acknowledgement Signature

D.V.R. Prasad, STO
Date:

STANDARD OPERATING PROCEDURE (SOP) OF LASTING SECTION

IN-CHARGE of Lasting Section: Shri. D.V.R. Prasad, Senior Technical Officer (STO)

Email Id: prasad@cftichennai.in

Shri. D V R Prasad is responsible for managing the official email ID prasad@cftichennai.in created exclusively for his department, for all incoming and outgoing correspondence and ensuring timely responses. While sending emails within or outside the organization, He must mark a copy to the Director, CFTI Chennai (director@cftichennai.in), by default.

A.TRAINING:

1. Coordinate with teaching unit related to material suitable for the shoes to be made by trainees, materials and design specifications to be standardized.
2. Scheduling such that a particular model of shoe in a slot of schedule.
3. Batch wise project requirement (specify).
4. Coordinate with the Teaching Unit to prepare a schedule for concerned batch based on the availability of LAST and full shoe materials.
5. Required material is put up for procurement to stores (Emergency/Normal).
6. Receive the timetable from teaching unit at the weekend.
7. Requesting the stores to issue the materials against a timetable of concerned batch by filling the material intent register and receiving the material from the store.
8. Students are advised to clean their workplace and tools.
9. While pre-training, demonstrates about LAST and its dimensions, various soles and its applications and mechanism of machines etc.
10. Advise the lasting assistant to demonstrate on machine parts and its functions, how to handle machines, materials, tools and hand lasting (drafting).
11. Demonstrate about basic maintenance of machines with the help of Internal Mechanic.
12. Submit the weekend attendance sheet of the particular batch to Teaching Unit.
13. Submit the Monthly Progress Report (MPR) about overall student attendance to TU
14. Counseling the students by attending to their problems and encouraging them.

B.PRODUCTION:

1. Guiding the students to making full shoe step by step.
2. Demonstrate on input, in-process and final inspection.
3. Feedback giving to all students and rectify the mistakes.

C.PROJECT:

1. Guiding the students for making tools' project, advanced technology in full shoe machines, materials and its components.
2. Guiding the students for own design and final segment production.
3. Guiding the students for sourcing the upper materials and components from the markets.

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4. Organize and guiding the students in IILF Fair for doing project report.
5. Evaluating the student performance as per NSQF curriculum.

D.MAINTENANCE:

1. Forward the maintenance file with requests to the Director through Workshop I/c.
2. After approval, store people purchase the required materials.
3. Maintenance teams are requested to receive the materials from stores and solve the problems.

E.ADDITIONAL:

1. Coordinating Design complaints with Designer.
2. Recommend the leather for various batches as per the design/style.
3. Coordinate with the new product development.
4. Follow up the asset register of lasting machines.
5. Coordinator for DFMD – Long Term Course (Odd Number Batches) for maintaining discipline and punctuality.

F. ROLES AND RESPONSIBILITIES OF LASTING IN-CHARGE:

1. Coordinate with teaching unit related to standardization of styles.
2. Coordinate with the Teaching Unit to prepare a schedule for concerned batch.
3. Follow up with stores for procurement of materials.
4. Instruct the students to receive the materials from stores.
5. Instruct the students to clean their workplace and tools.
6. Demonstrates about LAST, soles and mechanism of machines etc.
7. Advise the lasting assistant to demonstrate on machine parts and its functions, how to handle machines, materials, tools and hand lasting.
8. Demonstrate about maintenance of machines with the help of Internal Mechanic.
9. Submit the weekend attendance sheet of the particular batch and Monthly Progress Report (MPR) about overall student attendance to Teaching Unit.
10. Counseling the students by attending to their problems and encouraging them.
11. Guiding the students to making full shoe step by step.
12. Demonstrate on how to do quality inspection.
13. Feedback giving to all students and rectify the mistakes
14. Guiding the students for making tools project, advanced technology in full shoe machines, materials and its components.
15. Guiding the students for own design and final segment production.
16. Guiding the students for sourcing the upper materials and components from the markets.
17. Organize and guiding the students in IILF Fair for doing project report.

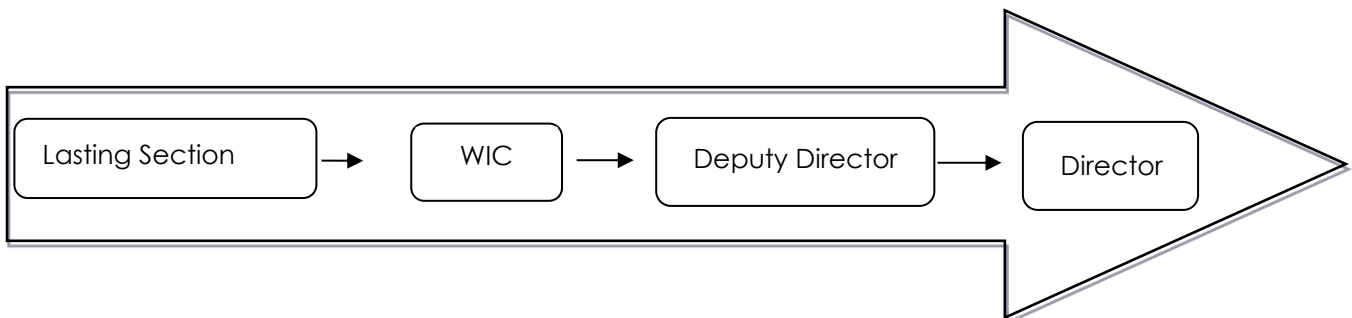
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18. Evaluating the student performance as per NSQF curriculum.
19. Work assigned by the Director & Workshop Incharge (time to time).

G. Regular Duties:

1. Ensure that all machines and equipment in your department are in working condition. All assets should be recorded in the Asset Register, and the disposal of scraps must be entered in the respective register.
2. Perform your duties strictly as per the assigned work allotment. Immediately report any discrepancies to the Workshop In-Charge.
3. Maintain an up-to-date internal Asset Register to track all departmental assets, ensuring that nothing is lost or misplaced over time.
4. Raise indents for any materials required by your department to the Stores Department. These must be authorized by the Workshop In-Charge to ensure proper documentation and avoid miscommunication.
5. Maintain a material consumption list in your department to track usage. The list should include all course-related tools, both returnable and non-returnable.
6. Complete all pre-training and production-related tasks within the given timelines. Adherence to deadlines is essential for smooth departmental functioning.
7. Coordinate regularly with the Workshop In-Charge for all practical work and ensure timely reporting. This promotes transparency and accountability.

FILE MOVEMENT: To Lasting Section - WIC - Deputy Director – Director



LIST OF FILES MAINTAINED:

| S.NO | FILE NUMBER | FILE NAME | FILE RESPONSIBILITY |
|---|--------------------------------|---|---------------------|
| 1 | T/17011/76/MTN(LAS)-4/23-24/25 | MAINTENANCE OF LASTING/ BOTTOMING/ FULLSHOE | Shri. D.V.R. Prasad |
| All files are under the custody of Lasting Section In-charge | | | |

CFTI CHENNAI - STANDARD OPERATING PROCEDURE (SOP)
FY 2025-2026

STAFF DETAILS OF THE DEPARTMENT:

| S.NO | NAME | DESIGNATION |
|-------------|------------------------|--------------------------------|
| 1 | Shri. D.V.R. Prasad | Senior Technical Officer (STO) |
| 2 | Shri. Kumar Thulukanam | Sample Maker |
| 3 | Shri. R. Praveen | Sample Maker |

Director
CFTI Chennai

Acknowledgement Signature

D.V.R. Prasad, STO
Date:

STANDARD OPERATING PROCEDURE (SOP) OF CLICKING SECTION

IN-CHARGE of Clicking Section: Shri. A. Arulnathan, Junior Technical Officer (JTO)

Email ID: arulnathan@cftichennai.in

Shri. A. Arulnathan is responsible for managing the official email ID arulnathan@cftichennai.in created exclusively for his department, for all incoming and outgoing correspondence and ensuring timely responses. While sending emails within or outside the organization, He must mark a copy to the Director, CFTI Chennai (director@cftichennai.in), by default.

The following Standard Operating Procedures (SOP) related to the conducting of theory and practical classes relating to the clicking section are followed.

First step in making shoe is to cut the upper material into shoe components as per the required style. There the cutter places the material on the clicking machine and cut it with the help of cutting die /knife to achieve the following objectives.

A. OBJECTIVES:

1. To cut the material into component as per plan, style and size assortment within the stipulated time.
2. To ensure the best utilization of the material.
3. To ensure the right quality of the component in the most efficient manner.

B. MAIN FUNCTIONS:

1. To conduct Pre-training classes for the students to make them easily understand about the Leather and Synthetic cutting during the production.
2. To receive the production size roll from the Teaching Unit for checking the material availability in the store.
3. To provide the Material Requirement Planning (MRP) list so as to make the production flow to run smoothly without any interruptions.
4. To receive the leather from the material store as per the requirement based upon Bill of Material (BOM).
5. To identify the leather defects as per the leather grading system prescribed by standard testing organizations like SATRA.
6. Defects are marked on the hide/side or skin as per the defects criteria.
7. To make an analysis of the file regarding student's size roll production plan received from Teaching Unit and the approved sample from the store. In case of any deviation to be communicated to the person concerned and get those corrected.
8. To ensure necessary equipment, machinery and students are available well ahead of production start time for avoiding any sort of interruption during production.

CFTI CHENNAI - STANDARD OPERATING PROCEDURE (SOP)
FY 2025-2026

C.CLICKING PRE-TRAINING:

1. Receiving of material: To place a material requirement requisition (Brown Sheets, Graphs, Charts, Stationery Items etc) as per prescribed quantity to the raw material store for the following day.
2. Making the students to identify the different types of leather by providing them the knowledge of leather and also the common defects on leather.
3. Drawing the economical layout for every style using the chart cut components for understanding the best part of utilization in the leather.
4. Drawing the leather directions and sections on the white chart for the students understanding purpose.
5. Training the students about Norms calculation in leather by teaching them through different methods like graphical method, tracing method, Scientific Leather Measurements –Russ and Small Method and the advanced SATRA SUMM Norms calculation methods.
6. Providing students, the pattern cutting exercise book which guides them how to handle the knife on the living leather surface without any improper cutting on the paper.
7. Students are requested to submit all clicking record books to Teaching Unit.
8. Collect the clicking record books and evaluate it.
9. After evaluation, submit the mark statement to Teaching Unit.

D. CLICKING PRODUCTION:

1) Receiving of material:

- a) To place a material requirement requisition (leather, synthetic and fabric etc) as per style, type of material and prescribed quantity to the raw material store for the following day.
- b) To receive material as per the approved sample.

2) Checking of cutting knife:

- a) The cutting knives are checked with the pattern as per the size before the Production Starts.

3) Practical cutting:

- a) To issue students as per the size roll, style and students capacity.
- b) To check material with the confirmation sample signed by the designing dept. head and the Moderator.
- c) To issue material as per Size roll.
- d) After the components are cut, the pieces are checked and counted first by the helper and then by the quality checker and put into poly bag pair by pair. In case of non-conformity of the components, the bad components are dropped in a bag attached to the cutting table and make the necessary replacement.
- e) The bad components are used for cutting smaller components whichever possible to avoid defects.
- f) The concerned faculty who is handling the production collects the good components every hour and distributes the same for pre-fabrication.
- g) The students have to complete the stipulated number of pairs within the prescribed quantity of material. In case of surplus, he /she has to return the material. In case of any shortage

CFTI CHENNAI - STANDARD OPERATING PROCEDURE (SOP)
FY 2025-2026

he/she needs to give explanation justifying the need and get it approved by the concerned faculty.

- h) Surplus material to return to the store after the completion of the particular style.
- i) The students are also trained with different types of directions used in Synthetic Cutting like Warp System, Weft System and Biased System.
- j) In case of lost/missing components he/ she has to produce a letter to the Director and the Clicking In-charge will forward the letter to store to deduct from caution money.

4) Pre-fabrication:

- a) Shoe components particularly shoe uppers, must be prepared for the sewing together of the component pieces. Although the operations performed varies from style to style, some of the processes are:
 - 1. Splitting to bring components to desired even thickness as per the requirement of style.
 - 2. Stamping of Sizes for easy Identification.
- b) Because of the number of processes involved in pre-fabrication it is important that there is as little handling between feeding and collecting the shoe components as possible. The quality of the pre-fabrication process can impact the quality of later processes.

5) Quality Inspection:

- a) After completion of all the operations in the cutting and prefabrication, each and every component is checked pair by pair, put in poly bag and stored in the cutting dept. for the distribution of upper components to the students as per the size roll to continue the next subsequent closing operation.
- b) After evaluating the cut components, submit the mark statement to Teaching Unit.

E.PROJECT:

- 1. Guiding the students for making tools project, machines and materials.
- 2. Guiding the student for own design upper clicking.
- 3. Guiding the student for sourcing the leather and other materials from the markets.
- 4. After the work done by the students, evaluate all the cut components and produce marks statement to Teaching Unit.

F.MAINTENANCE:

- 1. Forward the maintenance file with request to the Director through Workshop I/c.
- 2. After approval, store people purchase the required materials.
- 3. Maintenance teams are requested to receive the materials from stores and solve the problems.

G.ADDITIONAL:

- 1. Coordinate and recommend the leather for various batches as per the design/style.
- 2. Follow up the asset register of clicking machines and machine history card.
- 3. Organize the students for Industrial visit, India International Leather Fair (IILF) Fair.

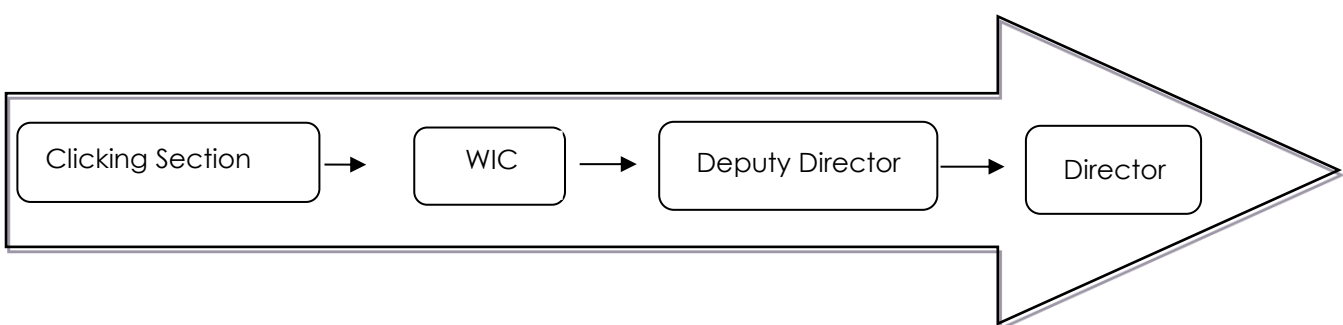
CFTI CHENNAI - STANDARD OPERATING PROCEDURE (SOP)
FY 2025-2026

4. Follow up the ISO documentation.
5. Evaluation of student performance as per NSQF curriculum.
6. Coordinator of ACFMT batch about discipline and punctuality.
7. Work assigned by the Director (time to time).

H. Regular Duties:

1. Ensure that all machines and equipment in your department are in working condition. All assets should be recorded in the Asset Register, and the disposal of scraps must be entered in the respective register.
2. Perform your duties strictly as per the assigned work allotment. Immediately report any discrepancies to the Workshop In-Charge.
3. Maintain an up-to-date internal Asset Register to track all departmental assets, ensuring that nothing is lost or misplaced over time.
4. Raise indents for any materials required by your department to the Stores Department. These must be authorized by the Workshop In-Charge to ensure proper documentation and avoid miscommunication.
5. Maintain a material consumption list in your department to track usage. The list should include all course-related tools, both returnable and non-returnable.
6. Complete all pre-training and production-related tasks within the given timelines. Adherence to deadlines is essential for smooth departmental functioning.
7. Coordinate regularly with the Workshop In-Charge for all practical work and ensure timely reporting. This promotes transparency and accountability.

FILE MOVEMENT: To Clicking Section - WIC - Deputy Director – Director



CFTI CHENNAI - STANDARD OPERATING PROCEDURE (SOP)
FY 2025-2026

ROLES AND RESPONSIBILITIES OF CLICKING IN-CHARGE:

J.Clicking Pre-Training:

1. Conduct Pre-training classes for the students.
2. Provide the Material Requirement Planning (MRP) list to the stores.
3. Receive the leather from the material stores.
4. Teach and guide the students to drawing the economical layout and how to utilization in the leather.
5. Training the students about Norms calculation.
6. Providing students, the pattern cutting exercise book and other stationary materials.
7. Follow up the students to submit all clicking record books to Teaching Unit.
8. Collect the clicking record books and evaluate it.
9. Submit the mark statement to Teaching Unit.

K.Clicking Production

1. Receive material as per the approved sample and issue to the students.
2. Check the cutting knives and patterns and materials with the confirmation sample.
3. Monitor the students to complete the production within the prescribed quantity of material.
4. Check the cut components cut by the students and evaluate it and submit to the Teaching unit.
5. Guiding the students for making tools project and machines and materials.
6. Guiding the student for own design upper clicking.
7. Guiding the student for sourcing the leather and other materials from the markets.
8. Coordinate with maintenance teams to solve the machine related problems.
9. Coordinate and recommend the leather for various batches as per the design/style.
10. Follow up the asset register of clicking machines and machine history card.
11. Organize the students for Industrial visit, IILF Fair.
12. Monitor Student discipline and punctuality.

L.OTHER WORK:

1. Work assigned by the Director & Workshop Incharge (time to time).

LIST OF FILES MAINTAINED:

| S.NO | FILE NUMBER | FILE NAME | FILE RESPONSIBILITY |
|--|-----------------------------------|---------------------------------|---------------------|
| 1 | T/17011/75/MTN(CLK)-4/23-24/25/26 | MAINTENANCE OF CLICKING SECTION | Shri. A. Arulnathan |
| All files are under the custody of Clicking Section In-charge | | | |

CFTI CHENNAI - STANDARD OPERATING PROCEDURE (SOP)
FY 2025-2026

STAFF DETAILS OF THE DEPARTMENT:

| S.NO | NAME | DESIGNATION |
|-------------|---------------------|------------------------------------|
| 1 | Shri. A. Arulnathan | JTO and In-charge Clicking Section |

Director
CFTI Chennai

Acknowledgement Signature

A Arulnathan, JTO
Date:

STANDARD OPERATING PROCEDURE (SOP) OF SHOE CAD

IN-CHARGE of Shoe CAD: Shri. Rakesh Sharma, Junior Technical officer (JTO)

Email Id: rakeshsharma@cftichennai.in

Shri. Rakesh Sharma is responsible for managing the official email ID rakeshsharma@cftichennai.in created exclusively for his department, for all incoming and outgoing correspondence and ensuring timely responses. While sending emails within or outside the organization, He must mark a copy to the Director, CFTI Chennai (director@cftichennai.in), by default.

A. ROLES AND RESPONSIBILITIES OF SHOE CAD IN-CHARGE:

1. Conducting of Shoe CAD classes by coordinate with Teaching unit.
2. Shoe CAD classes:
 - a) Coordinate with the Teaching Unit to prepare a schedule for concerned batch.
 - b) Receive the timetable from teaching unit at the weekend.
 - c) Advise the CAD assistants to demonstrate about shoe CAD.
 - d) Submit the weekend attendance sheet of the particular batch to Teaching Unit.
 - e) Submit the Monthly Progress Report (MPR) and an overall student attendance record to Teaching Unit.
 - f) Counseling the students by attending to their problems and encouraging them.
 - g) Conduct short term courses on need based.
 - h) Training on 3D Shoe CAD.
 - i) Conduct online classes if require.
 - j) Conduct seminar for industry people if require.
 - k) Timely completion of Training schedules

B. OTHER WORK:

1. Work assigned by the Director & Workshop Incharge (time to time).

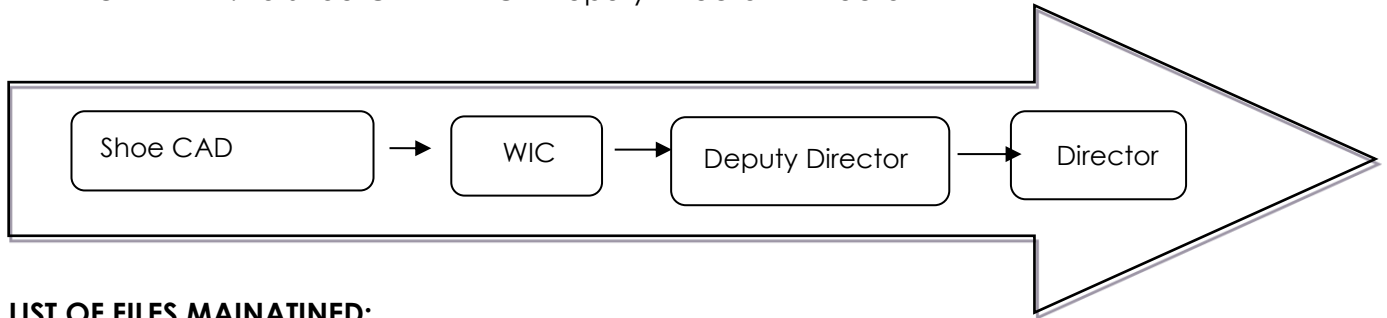
C. Regular Duties:

1. Ensure that all machines and equipment in your department are in working condition. All assets should be recorded in the Asset Register, and the disposal of scraps must be entered in the respective register.
2. Perform your duties strictly as per the assigned work allotment. Immediately report any discrepancies to the Workshop In-Charge.
3. Maintain an up-to-date internal Asset Register to track all departmental assets, ensuring that nothing is lost or misplaced over time.
4. Raise indents for any materials required by your department to the Stores Department. These must be authorized by the Workshop In-Charge to ensure proper documentation and avoid miscommunication.

CFTI CHENNAI - STANDARD OPERATING PROCEDURE (SOP)
FY 2025-2026

5. Maintain a material consumption list in your department to track usage. The list should include all course-related tools, both returnable and non-returnable.
6. Complete all pre-training and production-related tasks within the given timelines. Adherence to deadlines is essential for smooth departmental functioning.
7. Coordinate regularly with the Workshop In-Charge for all practical work and ensure timely reporting. This promotes transparency and accountability.

FILE MOVEMENT: To Shoe CAD - WIC - Deputy Director – Director



LIST OF FILES MAINTAINED:

| S.NO | FILE NUMBER | FILE NAME | FILE RESPONSIBILITY |
|--|--------------------------------------|--|---------------------|
| 1 | T/17013/259/MTN(CAD)-7/24-25/26 | MAINTENANCE OF SHOE CAD/CADCAM/PLOTTER | Shri. Rakesh Sharma |
| 2 | T/17011/56A/CAD-22/24-25/26 | SHOE CAD (PART TIME) | Shri. Rakesh Sharma |
| 3 | T/17013/259 (A)/MTN(CAD)-29/24-25/26 | MAINTENANCE OF NEW CAD LAB | Shri. Rakesh Sharma |
| All files are under the custody of Shoe CAD In-charge | | | |

STAFF DETAILS OF THE DEPARTMENT:

| S.NO | NAME | DESIGNATION |
|------|---------------------|--------------------------------|
| 1 | Shri. Rakesh Sharma | Junior Technical Officer (JTO) |
| 2 | Smt. R. Pushpa | Consultant - Faculty - Design |
| 3 | Shri D.Balaji | Consultant - Faculty (Design) |

Director
CFTI Chennai

Acknowledgement Signature

Rakesh Sharma, JTO

Date:

Standard Operating Procedure (SOP) for Administrative Department

IN-CHARGE for Administrative Department: Smt. S. Lalitha, Office Superintendent

Email Id: lalitha@cftichennai.in

Smt. Lalitha is responsible for managing the official email ID lalitha@cftichennai.in created exclusively for her department, for all incoming and outgoing correspondence and ensuring timely responses. While sending emails within or outside the organization, she must mark a copy to the Director, CFTI Chennai (director@cftichennai.in), by default.

The following Standard Operating Procedures (SOP) related to administrative department are

A. ROLES AND RESPONSIBILITIES OF OFFICE SUPERINTENDENT:

1. Communications with CPWD Officials Civil & Electrical for completion certificate of Auditorium Building and maintenance of Lifts, DG set, Aqua, UPS, Pump station, HT Connections etc.,
2. Coordinating with Electricity Board for additional LT (Low Tension) lines connections in addition to existing LT lines.
3. Solar Power Panels –Shifting of Solar Panels is being initiated in coordination with M/s. Hero Solar Energies.
4. Repairs and Renovation work in all areas of Institution in coordination with section heads.
5. Girls Hostel – with Safe living condition and secured environment, solving all the problems of girl students.
6. Other activities like Swachhta Pakhwada, Vigilance awareness and attending activities when information received from Head Quarter (HQ) time to time.
7. Overall cleanliness is ensured, in the Institute& Hostel, Aqua, Solar Panels, STP, Bio gas Plant, etc.,
8. Ensuring quarterly Cleanliness of overhead water tanks, Sumps, Aqua Water tank under Swachhta Activities and reports submitted along with photos.
9. Helping contractual staffs to follow General Financial Rules (GFRs) in stores, workshop and accounts.
10. Attending to all work assigned by Director from time to time.
11. Manpower Agency bank guarantee is preserved and renewed every year in coordination with AMK manpower services.
12. Students Hostel fees monitored and letters sent parents of non-paid students.
13. Audit Paras are replied in coordination with Accounts Section.
14. Government e Marketplace (GeM) portal purchases by stores are monitored.
15. Engagement of Apprenticeship Trainees under the Apprenticeship Act of 1991.
16. Coordination with Cantonment Board for service charges levied.
17. Arrangement of Classrooms for all the Specialized Training Program.
18. A Committee is formed with a grievance cell to scale the problems of women at their work place and in girl's hostel.

CFTI CHENNAI - STANDARD OPERATING PROCEDURE (SOP)
FY 2025-2026

19. Maintain and update personal files of all regular staff.
20. Ensure proper documentation of employee records, including service history and personal details.
21. Handle confidential information with utmost security and discretion.
22. Maintain and verify the service book of employees.
23. Process annual performance appraisal reports.
24. Manage income tax calculation and compliance for regular staffs.
25. Update and reply to queries on the regular staff portal.
26. Handle increment calculations and pay bill register maintenance.
27. Update specific files as per institutional requirements (list enclosed in Annexure) and the files may be returned to Accounts department for Storage.
28. Maintain records of leave balance for each staff member, including:
 - a) Casual Leave (C.L)
 - b) Restricted Holidays (R.H)
 - c) Earned Leave (E.L)
 - d) Commuted Leave
 - e) Maternity Leave (M.L) / Paternity Leave (P.L)
29. Process leave applications as per policy guidelines and submit for the approval of Director.
30. Handle leave travel concession (LTC) processing.
31. Manage pension schemes, retirement benefits, and gratuity payments.
32. Handle reimbursement claims, including:
 - a) Medical bill claims
 - b) Tuition fee reimbursement
 - c) Medical allowance
 - d) DA arrears and ad-hoc bonus
33. Legal & Compliance Matters
 - a) Process immovable property returns.
 - b) Manage court case-related documentation and correspondences.
 - c) Handle grievance redressal and coordinate with the harassment committee.
 - d) Ensure statutory compliance for staff and office operations.
 - e) Coordinate with CPWD for official correspondence.
34. Administrative & Office Management
 - a) Manage manpower tenders and outsourcing-related processes.
 - b) Maintain asset registers and oversee disposal of scrap items.
 - c) Oversee attendance maintenance for regular staff.
 - d) Respond to time-sensitive queries from headquarters.
 - e) Ensure smooth operation of the GeM (Government e-Marketplace) portal for procurement.

CFTI CHENNAI - STANDARD OPERATING PROCEDURE (SOP)
FY 2025-2026

B. ENVIRONMENTAL OFFICER:

1. Follow Environmental Rules: Make sure the Organization follows all laws about protecting the environment
2. Waste Management: Oversee the proper disposal of waste and encourage recycling.
3. Check for Environmental Issues: Regularly check the workplace to find out if there are any environmental problems and make sure they're fixed.
4. Promote Green Practices: Help the company save energy, water and reduce pollution.
5. Teach Employees about the Environment: Train workers on how to take care of the environment and follow green practices.

C. SAFETY OFFICER

1. Follow safety laws: Ensure the Organization follows rules to keep the workplace safe for everyone.
2. Identify Hazard: Look for anything in the workplace that might be dangerous and fix it.
3. Emergency Plans: Make sure there are plans in place for things like fires or accidents, that everyone knows what to do.
4. Train Employees on Safety: Teach workers how to stay safe and use the right protective gear.
5. Investigate Accidents: If an accident happens, figure out what went wrong and prevent it from happening again.
6. Monitor Safety: Keep an eye on the workplace to make sure everyone is safe and healthy.

D. OTHER ACTIVITIES:

1. Solar Power Panels installed in Admin Block & Workshop, shifting of panels to New Auditorium Building is in process in co-ordination with CPWD Officials and M/s.Hero Solar Energies
2. Obsolete & Unserviceable machines are identified, after taking approval from the competent authority it is disposed off {Revenue out of it and space freed is submitted to Head Quarters]
3. Cantonment Board, the service charges levied by them in huge, an advance amount paid
4. Man Power Agency- AMK Man Power Services, Contract Staffs payment paid through them
5. Students Cupboard at Workshop, allotment to Trainees for keeping their raw materials

E. CPWD WORKS: AUDITORIUM & ATTACHED WORKSHOP MAINTENANCE:

1. Kone Lifts
2. DG Set – Network Diesel Maintenance
3. UPS – Microtec
4. RO Plant for Water
5. Fire Alarm Systems
6. Fire NOC certificate from Fire & Rescue Services

CFTI CHENNAI - STANDARD OPERATING PROCEDURE (SOP)
FY 2025-2026

F. ACTIVITIES OF CFTI AS SCHEDULED BY HEAD QUARTERS:

1. Asset Register Maintained – GFR -40
2. Swachhta Activities – Quarterly Reports to HQ
3. Vigilance Awareness Activities – Timely reports to HQ
4. PM Suryaghar for Solar Panels at roof top
5. Official Language Inspection
6. Plantation Drive

G. GIRLS HOSTEL:

1. Safe living condition and secured environment

H. OTHER WORKS:

1. Work assigned by the Director (time to time).

Reporting & Escalation Matrix

1. Report directly to Director
2. Escalate any issues regarding staff welfare, salary processing, or compliance concerns to the relevant Department heads.
3. Ensure timely submission of reports and documentation and updation of Files as required.

I. LIST OF FILES TO BE UPDATED on TIME AS PER THE PPM OR EQUIVQLENT RULES:

| S.No | File Number | File Name |
|------|----------------------------|--|
| 1 | A/19011/1/14-15 | PERSONAL FILE OF SHRI. K. MURALI |
| 2 | A/19011/3/14-15 | PERSONAL FILE OF SHRI. A. KOLANJIVEL |
| 3 | A/20011/1/14-15 | PERSONAL FILE OF SMT. S. LALITHA |
| 4 | A/20011/4/14-15 | PERSONAL FILE OF SHRI. D V R PRASAD |
| 5 | A/20011/5/14-15 | PERSONAL FILE OF SHRI. S MADHAV |
| 6 | A/20011/7/14-15 | PERSONAL FILE OF SHRI. A. ARULNATHAN |
| 7 | A/20011/8/14-15 | PERSONAL FILE OF SHRI. RAKESH SHARMA |
| 8 | A/20011/6/14-15 | PERSONAL FILE OF SHRI. P. D. SARAVANA BHAVAN |
| 9 | A/20011/9/14-15 | PERSONAL FILE OF SHRI. E. SARAVANA MOORTHY |
| 10 | G/12011/1/ACC-2/22-23 | PAYMENT REGULAR STAFF |
| 11 | I/34011/2/ADMIN-2/19-20 | CPWD CORRESPONDENCE |
| 12 | I/34011/1/ADMIN-1/19-20 | DC CORRESPONDENCE |
| 13 | B/13011/1/ADMIN-5/19-20 | GRAINT IN AID |
| 14 | G/27031/1/ADMIN-10/19-20 | PROFESSIONAL TAX |
| 15 | I/34011/13/ADMIN-12/19-20 | SOLAR POWER INSTALLATION |
| 16 | G/12011/2(1)/ADMN-16/20-21 | FIRE INSURANCE |
| 17 | I/34011/14/ADMN-19/20-21 | PWD CORRESPONDANCE |
| 18 | D/28012/1/24-25 | MSME LAND REGISTRATION DOCUMENT |
| 19 | B/13011/1(C)/24-25 | REGULAR STAFF PORTAL REPLY |

CFTI CHENNAI - STANDARD OPERATING PROCEDURE (SOP)
FY 2025-2026

| | | |
|----|-------------------------------|---|
| 20 | C/29011/1/23-24 | ANNUAL PERFORMANCE APPRAISAL REPORT / IMMOVABLE PROPERTY RETURN |
| 21 | I/34011/17/24-25 | LETTERS / APPROVALS/ SANCTION ORDER FROM HEAD QUARTER DC(MSME) |
| 22 | I/34011/18/24-25 | LETTERS, GRANT IN AID ETC RELATED TO HEAD QUARTERS |
| 23 | A/27014/1/ACC-13/24-25 | ALLOWANCES (RTF, DA ARREARS, MEDICAL ETC.) |
| 24 | REF S. NO. 6 TO 14 | REGULAR STAFF PERSONAL FILE - ADHOC BONUS, DA ARREARS, RETIREMENT STAFF, SERVICE BOOK |
| 25 | D/24012/1/MTN-20/19-20 | MAN POWER AGENCY |
| 26 | REF S. NO. 6 TO 14 | PF RELATED WORK - REGULAR STAFF |
| 27 | A/20011/3/14-15 | GRIEVANCE |
| 28 | T/17013/15 (A)/24-25 | HARRASSMENT COMMITTEE |
| 29 | T/17012/53/24-25 | GEM PORTAL |
| 30 | D/27014/1/24-25 | DISPOSAL OF SCRAP / |
| 31 | T/17013/15/24-25 | STATUTORY COMPLIANCE |
| 32 | REF S. NO. 6 TO 14 | LEAVEL TRAVEL CONCESSION - REGULAR STAFF FILE |
| 33 | REF S. NO. 6 TO 14 | MEDICAL BILL CLAIMS |
| 34 | B/13011/1(B)/24-25 | TIME TO TIME REPLY TO HEAD QUARTERS |
| 35 | G/12011/1(A)/ACC-2/24-25 | REGULAR STAFF ATTENDANCE MAINTENANCE |
| 36 | G/19017/1/16-17 | GRATUITY |
| 37 | G/28011/1/ACC-22/24-25 | INCOME TAX REGULAR STAFF |
| 38 | G/12012/2/ADMN-14/24-25 | CORRESPONDENCE ON CONTRACT STAFF |
| 39 | C/18011/8/ADMN-18/20-21 | A ARULNATHAN, JTO (CAT OA.310/00018/20-21 |
| 40 | 1-1-2023 TO 31-12-2024 | CASUAL LEAVE FILE |
| 41 | A/32012/1/17-18 | DEPARTMENTAL PROMOTION COMMITTEE |
| 42 | | PAY BILL REGISTER MAINTENANCE |
| 43 | D/19020/1/2025-26 | Kone Lifts - Auditorium |
| 43 | D/19020/2/2025-26 | DG Set – Auditorium Block |
| 44 | D/19020/3/2025-26 | General Correspondences-Auditorium |
| 45 | D/19020/4/2025-26 | Fire Alarm Systems – Auditorium |
| 46 | D/19020/5/2025-26 | RO Plant - Auditorium |
| 47 | I/34011/3/Admin-3/25-26 | Fire NOC |
| 48 | F/21016/1/MTN-25/2025-26 | Activities of CFTI, Chennai |
| 49 | A/24020/2/MTN(Swach)-14/25-26 | Swachhta Pakhwada |
| 50 | I/34011/16/Admn-20/25-26 | Correspondences-HQ-Vigilance |
| 51 | I/34011/1720/25-26 | PM Suryaghar |
| 52 | E/12012/2/2025-26 | Official Language Inspection |
| 53 | D/31015/1/MTN(A)/2025-26 | Garden Maintenance |
| 54 | A/24020/3/2024-25 | Special Campaign 3.0 & Digital Pakhwara |
| 55 | A/24020/3(A)/2024-25 | Special campaign 4.0 |
| 56 | B/16011/1/25-26 | Hostel – General Correspondences |
| 57 | B/16011/9(J)/25-26 | Revision of Hostel Accommodation Fees |
| 58 | B/16011/TU-94/2025-26 | Girls Hostel |
| 59 | T/17011/227/MTN(obs)-10/25-26 | Obsolete/Unserviceable Machines |

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| | | |
|----|----------------------------|----------------------------------|
| 60 | I/13011/1/Admn-21/2025-26 | Cantonment Board |
| 61 | D/31013/1/Wshop-24/2025-26 | Students Cupboard |
| 62 | B/12013/1/Cmtee/2025-26 | Committee Constitution |
| 63 | D/19019/2/MTN-18/2025-26 | Maintenance of Office Equipments |
| 64 | A/24020/3/30-2025-26 | General Correspondences |
| 65 | D/28011/5/2024-25 | Tour File |
| 66 | A/33024/1/2023-24 | Apprenticeship Training in Trade |

All the above files may be collected from Accounts Department whenever the entries need to be updated / processed and the files has to be returned back to the Accounts Department after necessary updates related to Safety and Compliance to DIRECTOR.

STAFF DETAILS OF THE DEPARTMENT:

| S.NO | NAME | DESIGNATION |
|------|-----------------|-----------------------|
| 1 | Smt. S. Lalitha | Office Superintendent |

J. LINK DEPARTMENTS- LOOK AFTER THE FILES FOR ITS PROCEDURES AND AUTHENTICITY and Put forward to DIRECTOR through Deputy Director

1. ADMIN & ACCOUNTS
2. STORES & PURCHASE
3. ESTABLISHMENT
4. HOSTEL MANAGEMENT

Director
CFTI Chennai

Acknowledgement Signature

S. Lalitha, Office Superintendent (Incharge – Administrative Department)

Date:

STANDARD OPERATING PROCEDURE (SOP) OF TEACHING UNIT

In-charge for Teaching Unit: Shri. P. D. Saravana Bhavan, Documentation cum Librarian

Email id: saravanabhavan@cffichennai.in & library@cffichennai.in

Shri. PD Saravanabhavan is responsible for managing the official email ID saravanabhavan@cffichennai.in & library@cffichennai.in, created exclusively for his department, for all incoming and outgoing correspondence, and ensuring timely responses. While sending emails within or outside the organization, Shri. PD Saravanabhavan must mark a copy to the Director, CFTI Chennai (director@cffichennai.in), by default.

The following are the Standard Operating Procedures (SOP) related to the organizing/planning of Long Term and Short-Term Courses.

A.Organizing/Planning of Long Term and Short-Term Courses

1. Prepare master time table for all long-term courses with the help of approved NSQF curriculum and qualification file.
2. Prepare weekly time table and get approval from Deputy Director.
3. Notify the timetable to all concerned departments / faculties.
4. Send the syllabus to the students on their requisition.
5. Request the faculty to complete the subject topics as per the duration prescribed in the NSQF qualification file.
6. Collect the student attendance subject wise from the concerned faculty members and calculate the Attendance Performance every month and same will be sent to parents of any students having poor attendance.
7. Make the students who are having attendance below 80% to meet Deputy Director, for counseling.
8. Collect the student leave applications along with the signature by the concerned class teacher.
9. Faculty also requested to take their own decision for permitting any late comer to enter the class by giving/holding attendance.
10. Teaching unit will take strict action on irregular students and they are advised to submit the leave letter with significant causes along with getting signatures from the concerned class coordinators.
11. Arranging Industrial Visits for all Long-Term courses.
12. Conduct Internal Assessments subject wise as per NSQF by the concerned faculty.
13. Request the faculty members to finalize the assessment portion for each assessment and prepare the Internal Assessment Question Paper and submit the same to the Teaching Unit.
14. Teaching unit prepares the Internal Assessment Timetable and a Faculty Invigilation Duty Schedule as per the requirements of available faculty.
15. Request the faculty to evaluate the Internal Assessment Paper and the same should be submitted to the Teaching Unit.
16. Collecting feedback from the faculty about Student's Punctuality, Discipline, Attention and Interaction in the classes and dress code etc.

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17. Conduct Final Exam by Internal Examiner (Textile Institute (TI) courses)
18. Conduct Final Exam by the Internal Examiner along with an Auditing of an External Examiner (for all approved NSQF courses).
19. Request the concerned faculty to evaluate the papers by issuing circular and submit the same to Teaching Unit on or before the mentioned date in the circular.
20. Receiving feedback from all batch students on various aspects like Quality of Training, Study Materials and Faculty's Performance.
21. Organizing External Assessments in co-ordination with NSQF Exam Cell for all long- and medium-term courses.
22. Issue and receive NO DUES CERTIFICATE from students after completion of course.
23. Receive the Inplant Training Certificate from students.
24. Prepare the Consolidated Mark Sheet (includes internal & external assessment, attendance percentage, final exam, project and inplant training).
25. Publish the Semester Results.
26. Issue the Course Certificate for qualifying students.
27. Support for NSQF Auditing.
28. Preparation of SC/ST fees Reimbursement Claims.
29. Feed the Long term and short-term student's details in the portal of Student Database Management Information System (SDMIS).
30. MSME Sampark Portal Registration which help employers to post job openings, and facilitating candidates to apply online for the available openings.
31. LIMBS portal details updating
32. CIC portal details updating

B. Course Content Development

1. Faculty members are requested to prepare PowerPoint presentation for all the subject unit wise and submit the same to the TU.

C. Library

1. The library in-charge receives copies of recommended books from publishers or by subscription.
2. New books are recorded in the Library Stock Register where each volume is assigned an accession number.
3. Write the accession number on the front of title page and then keep it in the display rack according by accession number.
4. While issuing books, the details of the book are recorded in the issuing register and library assistant requests staff and students to sign in the register.
5. While receiving the book from faculty or students, library assistant may quickly glance the book to find out any damage or change and record the date of return in the issuing register and obtain the signature from concerned faculty or students.

D. Additional activity

1. Collecting the Cabinet Summary and Monthly Performance Report from all officers and staff and the same will be submitted to the Deputy Director.

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2. Follow up of student's fee collection by intimating fee details to the parents through postal medium and update the paid fees details through Account section.
3. Employee Provident Fund (EPF) documentation for regular staff.
4. National Apprenticeship Promotion Scheme (NAPS) documentation.
5. Shoe and Allied Trades Research Association (SATRA) payment and renewal coordination.
6. Work assigned by the Director (Time to Time).

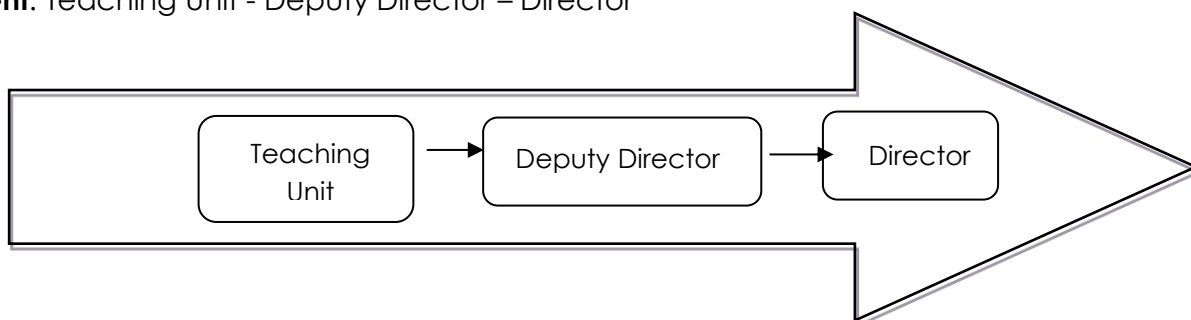
E. Teaching Unit In-charge Roles and Responsibilities

1. Collecting, compiling data and Organizing printing of Identity cards for Students
2. Arranging for Students Railway concession forms in Co-ordination with Southern Railway
3. Long term course related work
 - I. Time Table
 - II. Circular
4. Batchwise attendance is notified every month
5. Letters are sent to the parents of students who have less required attendance %
6. Collecting of Exam fees and depositing to NSQF Exam Cell Account
7. Preparation of Exam Schedules for eligible candidates, submitting to NSQF Exam Cell
8. Conducting Internal and External Assessments as per NSQF Exam Cell Instructions
9. Organizing repeated Re-exam Schedules for failed candidates
10. Preparation of Exam Schedules for delayed fees payment candidates, submitting to NSQF Exam Cell, conducting exams
11. NSQF Audit
12. NSQF Exam Coordination
13. Co-ordination with Placement Cell for arranging Inplant training and placement for students
14. Prepare the Consolidated Mark Sheet
15. Publish the Results.
16. Preparation of Individual Semester wise marksheets for all students
17. Issue the Course Certificate for qualifying students.
18. Organizing short term courses; compilation of attendance and performance
19. Preparation and issued Certificate of Short term course.
20. Every term the fees to be paid by students of different batches are compiled and notified, details submitted to Accounts Section for preparing payment links in the website
21. Co-ordination with Accounts Section for verification of fees details
22. Monitoring the fees payments and following up with non-payments, organizing counselling.
23. Preparation of Caution Money refund statement and organizing refunds
24. SATRA related work
25. Ex-student Certificate Verification
26. Library Books and Record Maintenance
27. Coordination of Employees Provident Fund of regular staff

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28. Coordinating for Cabinet Summary, Monthly Progress Report (MPR) of Chennai and Vaniyambadi
29. Updating Vaniyambadi details in google sheet every month
30. Uploading MPR details of Chennai & Vaniyambadi on the online portal
31. Uploading RFD details of Chennai on the online portal
32. Collecting and compiling SC/ST candidates' certificates
33. Verification of each candidate against duplication, which is penalizable by HO.
34. Maintaining RTI related queries/replies and portal under guidance of Deputy Director
35. RTI auditing and updating in the CIC portal
36. LIMBS portal updating
37. Marinating Digital certificates of all courses
38. Director's time to time assigned work

File Movement: Teaching Unit - Deputy Director – Director



Lists of Files Maintained:

| Lists of Files Maintained – Teaching Unit | | |
|---|---|---|
| SN | File Number | File Name |
| 1 | T/17011/4(I)/TU-12/24-25 | Teaching Unit General Correspondence |
| 2 | CFTI/C/TU-16/Cir/24-25 | TU - Circulars |
| 3 | CFTI/C/TU-17/TT/24-25 | Time tables |
| 4 | CFTI/C/SA/TU-8/24-25 | Student Affairs |
| 5 | T/17011/ 163/SC-ST-TFR/TU-19/24-25 | SC-ST Fee Reimbursement Claims |
| 6 | I/12011/1/TU-21/24-25 | NSQF-Examination Cell |
| 7 | G/26026/2/TU-26/EPF/24-25 | Employees Provident Fund |
| 8 | D/30011/1/TU-29/24-25 | Purchase Of Library Books |
| 9 | G/21014/1/TU-44/MPR/24-25 | MPR RFD |
| 11 | T/17011/226/1/TU-87/RTI/24-25 | RTI |
| 12 | T/17012/52(C)/TU-112/24th PGDFT/2023-25 | 24th PGDFT 2023-25 |
| 13 | T/17011/144/TU-71/STC/2024-25 | Short Term Courses 2024-25 |
| 14 | T/17011/126/TU-115/SDMIS/2024-25 | Skill Development Management Information System (SDMIS) 2024-25 |
| 15 | I/12012/1/TU-85/NCVET/2024-25 | National Council for Vocational Education and Training (NCVET) |
| 16 | T/17012/52(E)/TU-117/TFM (27th ACFMT)/2024-25 | Technician - Footwear Manufacturing (27th ACFMT) 2024-25 |

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| | | |
|---|--|---------------------|
| 17 | T/17012/52(C)/TU-119/25th PGDFT/2024-26 | 25th PGDFT 2024-26 |
| 18 | T/17012/52(C)/TU-120/25th PDFT/2024-25 | 25th PDFT 2024-25 |
| 19 | T/17012/52(B)/TU-121/08th ACFDPD/2024-25 | 08th ACFDPD 2024-25 |
| 20 | T/17012/52(B)/TU-121/08th ACFDPD/2024-25 | 08th ACFDPD 2024-25 |
| All the files are under the custody of Teaching Unit In-Charge | | |

Officers & Staff Details of the Department

| Staff Details – Teaching Unit | | |
|--------------------------------------|----------------------------|---|
| SN | Name | Designation |
| 1 | Shri. P.D. Saravana Bhavan | Documentation cum Librarian and Teaching Unit In-charge |
| 2 | Shri. D.V.R. Prasad | Senior Technical Officer (STO) |
| 3 | Shri. A. Arulnathan | Junior Technical Officer (JTO) |
| 4 | Shri. Rakesh Sharma | Junior Technical Officer (JTO) |
| 5 | Shri. Mohammed Zubair | Faculty (Design) |
| 6 | Shri. T. Gnanapazhani | Senior Faculty (Technical) |
| 7 | Shri. S. Welington Raja | Senior Faculty (Technical) |
| 8 | Smt. Chandralekha Ganesh | Senior Faculty (Management) |
| 9 | Smt. R. Pushpa | Consultant - Faculty - Design |
| 10 | Shri. Balaji D | Consultant - Faculty (Design) |
| 11 | Selvi. Alysia Fathima S | Consultant - Junior Faculty (Technical) |
| 12 | Smt. R. Parameswari | Section Officer - Grade A |

Director
CFTI Chennai

Acknowledgement Signature

P D Saravana Bhavan, Documentation cum Librarian and Teaching Unit In-charge

Date: