

**2025
PROSPECTUS**

**DON BOSCO
TECHNICAL SCHOOL**

Laitumkhrah, Shillong



DON BOSCO TECHNICAL SCHOOL SHILLONG (DBTS), established in 1923, is the oldest vocational training institute in Northeast India. It is owned and managed by the Salesians of Don Bosco, Province of Shillong, which owns also other well-known educational institutions in Meghalaya such as St. Anthony's College, Shillong, Don Bosco College, Byndihati and 20 high and higher secondary schools. Don Bosco Technical School, Shillong continues to lead as the premier vocational training institute in the region, comprising of an Industrial Training Institute (I.T.I.), affiliated to the National Council for Vocational Education and Training (NCVET), Ministry of Skill Development and Entrepreneurship (MSDE), Govt. of India (Reg. No. DGET-6(13)/75-TC), a PMKVY Centre and a Non-formal Vocational Training Centre with 7 non-formal and over 30 short-term trainings courses in list. Every year, an average of over 3000 young people from various states of Northeast India get skilled in different trades in this institute, of whom a good percentage get jobs in different industries or set up their enterprises. The Institute is a non-profit society, registered under Societies Registration Act XXI of 1860 (No.SR/DBTS-205/91 of 1991), a PMKVY Training Centre with 7 courses and an ISO 29990:2010 Certified Institute.



The vision of the Institute is “To create a just and humane society through empowerment of marginalized youth”. Its mission is “To impart need-based technical training for unemployed and underprivileged youth, to attain self-sufficiency through employment/self-employment”. As an institute its goal is: (a) to provide an up-to-date skill development programme as per the demands of the present-day industrial and service-related job market, (b) To make the youth employable through additional skills, (c) to ensure right jobs in the right industries for the graduates of the institute, (d) to skill the students to become entrepreneurs, (e) To equip the students with the appropriate soft skills for meaningful engagement for transformation of the society.

DBTS is An Institute with a Difference!

Don Bosco Technical School is a state-of-the-art and most preferred institution for I.T.I. Courses, Non-formal and short-term vocational trainings in Meghalaya and the Northeast India with a conducive environment for pursuing their dream-goals in the educational capital of the Northeast, Shillong. The following features place DBTS a class-apart from other technical Institutes of the region:

- Quality of Instruction
- Holistic Formation

- Dedicated and experienced faculty members
- Performance of students
- Methods to impart soft skills for personality development,
- Linkages with industries for trainings and Job
- Placement for students
- Entrepreneurship development programmes
- Good Infrastructure
- Well-equipped Labs
- Well-structure Libraries



A. Functional Vocational Training (FVT)/Medium Courses :

The FVT courses are assessed and certified by the institute Don Bosco Technical School and Industry Partners. These are of six months to one-year long duration. During the year 2024-25 following courses are offered under this category:

- Carpenter Wooden Furniture (6 months)
- Automobile (4-wheeler) & Electric Vehicle Technician (EV) - (6 months)
- Welder Fabricator (6 months)
- Advance DTP (6 months)
- Four-Wheeler Service Technician (Toyota) (3 Months + OJT)

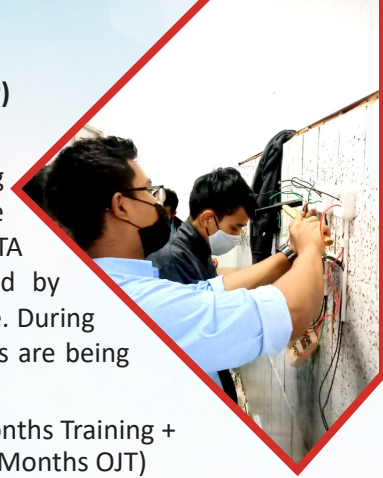
d. Short term / BMZ / MSSDS project courses:

NO	TRADE	QUALIFICATION	SEATS	DURATION	CERTIFICATION
1	Basic Electrical	VIII Passed	15	2 Months	Don Bosco
2	Electronics & Mobile Phone repair	X Passed	15	45 Days	Don Bosco
3	Tally & GST	Basic Computer	34	2 Months	Don Bosco
4	Computer Hardware & Networking	Basic Computer	20	3 Months	Don Bosco
5	Computer Typing	VIII Passed	20	2 Months	Don Bosco
6	Basic Computer	VIII Passed	20	2 Months	Don Bosco
7	Data Entry Operator (DEO)	Basic Comp.& X passed	20	2 Months	Don Bosco
8	Desk Top Publishing (DTP)	Basic Comp.& X Passed	20	2 Months	Don Bosco
9	DCA	Basic Comp.& X Passed	34	3 + 3 Months	Don Bosco
10	Cake Specialization and Decorations	VIII Passed	20	1 Month	Don Bosco

c. Learn Earn and Progress (LEAP) Courses (One Year):

The LEAP programmes, comprising of auto and non-auto trades, have been designed and certified by TATA Motors, facilitated and monitored by Skills for Progress (SKIP), Bangalore. During the year 2024-25 following courses are being offered:

- Mechanic Motor Vehicle (6 Months Training + 6 Months OJT)
- Electrician (6 Months Training + 6 Months OJT)
- Carpenter (6 Months Training + 6 Months OJT)



11	Fast Food	VIII Passed	20	3 Weeks	Don Bosco
12	Bakery	VIII Passed	20	1 Month	Don Bosco
13	Plumbing	VIII Passed	10	4 Months	Don Bosco
14	Stenography & Dictation	X Passed	25	9 Months	Don Bosco
15	Stenography: Dictation only	Shorthand	25	5 Months	Don Bosco
16	CCTV Technician	Basic Comp/Basic Electrical/Wireman/ Hardware Networking/ Mobile Repairing	15	1 Months	Don Bosco
17	Tailoring	VIII Passed	26	5 months	Don Bosco
18	Embroidery	VIII Passed	15	5 Months	Don Bosco
19	Fashion Designer	Tailoring/Embroidery	15	5 Months	Don Bosco
20	Automobile (4-Wheeler)	VIII Passed	15	2 Months	Don Bosco
21	Automobile (2-Wheeler)	VIII Passed	15	2 Months	Don Bosco
22	Photography & Videography	X Passed	15	2 Months	Don Bosco
23	Driving	VIII Passed	8	1 Month	Don Bosco
24	Spoken English	VIII Passed	40	2 Months	Don Bosco
25	Communication Skills	X Passed	40	2 Months	Don Bosco
26	Auto Body Painting Technician	VIII Passed	10	2 Months	Don Bosco
27	Solar Lighting	VIII Passed	10	2 Months	Don Bosco
28	Multi Cuisine Cook	VIII Passed	20	2 Months	Don Bosco
29	Basic Beauty	X Passed	15	2.3 Months	IICA
30	Advance Beauty	XII Passed	15	3 Months	IICA
31	Basic Hair	X Passed	15	3.5 Months	IICA
32	Advance Hair	X Passed	15	4 Months	IICA
33	Basic Make-up	X Passed	15	1 month	IICA
34	Advance Make-up	X Passed	15	1 month	IICA

*IICA - International Institute of Cosmetology and Aesthetics

B. PROCEDURE OF APPLICATION AND ADMISSION (ITI & NON-FORMAL COURSES):

How to Apply:

Step 1. Forms are available Offline/Online (dbtsshillong.in)

Step 2. Obtain Prospectus with Application Form from Reception of DBTS, Shillong. All details must be filled, or else application may be rejected.

Step 3. Apply

Fill in the Application Form and either a) submit it along with the required documents (listed below) at the Reception of DBTS in person or b) post it along with the documents listed below in the address **The Principal, Don Bosco Technical School, Shillong – 793003, Meghalaya**, or c) mail it in pdf form to principaldbts38@gmail.com.

The documents to be enclosed with the Application are:

- i. Identity proof (Aadhar Card **Compulsory** / Election ID / PAN Card)
- ii. Age proof (Birth Certificate / SSLC Admit Card)
- iii. Attested copies of the mark-sheet and certificate of the last school/college examination appeared.
- iv. Baptism Certificate (for Catholics)
- v. Three copies of recent passport size photographs

Step 4. Appear for Test & Interview

After the applications have been received, the date of interview will be announced in DBTS website www.dbtsshillong.in, by WhatsApp and SMS in the cellphone numbers provided by the applicant. The interview and the test will be held at the DBTS campus on the date(s) announced. The applicant must bring along with him/her the original documents mentioned in steps 2. i to 2.vi. A telephonic interview may be held for those who, for some valid reasons, cannot attend the interview and test on the designated date. The applicant must prove himself/herself to be a) physically fit to complete the course, b) display adequate motivation for future employment/self-employment, c) have good knowledge of English, d) possess



adequate intellectual capacity, especially in mathematics, and e) possess good moral character. The chart containing names of short-listed candidates eligible for admission will be displayed within 7 days of the interview. No change of trades will be allowed once the result of the interview is displayed on the Board.

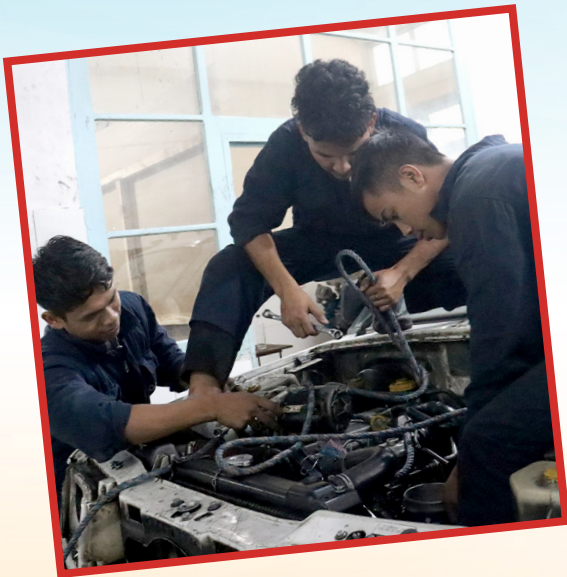
Step 5. Take Admission

Admission will start from the day the names of short-listed candidates are published on the Institute’s notice board. Admission will be given on the ‘first come-first served’ basis and the seat will be confirmed only on payment of required Admission fees.

- Functional Vocational Training (FVT) / 6 Months 2025**

Trade	Duration	Admission Fee	Maintenance	Textbooks & Exercise C. books	Tools	Uniform, Jacket, Overall, Id Card & School Diary	Exam Fee	Computer/IT Lab	Tuition Fee of 6th Months @ 1330/m	Grand Total
Automobile 4 Wheeler & Electric Vehicle Technician	6 Months	500	1500	BMZ	1520	4700	1000	1000	7,980	18,200
Welder Fabricator	6 Months	500	1500	BMZ	1720	4000	1000	1000	7,980	17,700

Carpentry Wooden Furniture	6 Months	500	1500	BMZ	3520	4000	1200	1000	7980	19,700
Electrician & Solar Power Installation and Maintenance	6 Months	500	1500	BMZ	3520	4000	1200	1000	7980	19,700
Graphic Design & Animation	6 Months	2000	2920	---	1200	3900	2000	---	7980	20,000



NB:

- 1. Annual Fee:** Annual Fee comprises of Admission, establishment, Terminal, IT Lab, Practical Lab.
- 2. Uniform:** This comprises of Shirt, T-Shirt, Pants and Jacket. Motor Mechanic, will have overall. Id. Card is also considered as part of the Uniform.
- 3. Exam Fee:** This comprises of exam fees charged by the State for examination centre, the NCVET (Ministry of MSDE) for assessment and certification and for External Evaluation conducted by the institute. The exam fee for LEAP is paid for Specific Sector Skill.
- 4. Security Deposit:** This is a security amount against misconduct and leaving the school half-way.

Mode of Payment of fees: Payment of Annual fees and Tuition fees may be done either through Bank or through online system [bank details: Acc. No. 43580100007054, Acc. Name **Don Bosco Technical School**, Bank: **Bank of Baroda**, Branch: **Laitumkhrach , Shillong** IFSC: BARBOLAITUM (0=zero)] or even by DD in favour of **Don Bosco Technical School**, payable at **Bank of Baroda, Laitumkhrach Branch, Shillong**. If the payment is done by bank, the counterfoil should be submitted at the Reception of DBTS and if transferred online, the scanned copy of the bank receipt should be sent to the principal on the e-mail Address principaldbts38@gmail.com.

Step 5. Attend the Orientation Programme: After the admission and inauguration of the Scholastic year, the admitted students will go through a one-week long orientation programme which will help the students to understand course curriculum, get motivated to excel in studies, discover the jobs or entrepreneurial opportunities and set goals and plans for future.

C. CURRICULUM & LEARNING RELATED ACTIVITIES:

- **Teaching & Learning:** The Instruction in the DBTS is done by qualified and experienced teachers, using methods such as computer enabled instructions, online classes from companies, theories and practical sessions, group

discussions and on-the-job trainings with companies and private workshops.

- **Industry Linkage:** As part of curriculum, linkage with Industries is given great importance in DBTS. DBTS has good linkage with industries related to automobile, Information Technology, woodwork, and electricity. Linkages for dual system of training implies that a part of the training happens in collaboration with the industries in the form of on-the-job training, industrial visits, and guest lectures.
- **Co-curricular Activities:** In DBTS, co-curricular activities include Freshers' Orientation Programme, TOT for Teachers, exposure and industrial visits, project works, participation in State level and National level skill competitions, job fairs and institution level curriculum related exhibitions and competitions.
- **Extra-curricular activities:** In view of developing talents, social commitments, love for nature and social integration DBTS organizes several extra-curricular activities around the year such as St. Joseph's Sports Tournament, Swachchh Bharat, Talent shows, Celebration of important

Days (National & State Festivals, environment day, anti-tobacco day, HIV-AIDS Day, International Youth Day, etc.) Alumni Meet, Trekking, Seminars and Awareness Programmes on different specific occasions and Students' Spiritual Retreat.

Evaluation & Certification: The assessment of students affiliated to NCVT (ITI training programmes) is organized by the DGT, Ministry of Skill Development and Employment (MSDE). The same office also does the certification. For the FVT and short-term courses evaluated and certified by Don Bosco and Industry Partners. The assessment and certification of MMV-LEAP and other LEAP students is done by TATA Motors and by Automobile Sector Skill Council.

Convocation: Convocation for ITI courses is held every year within one month of the publication of results by Director General of Training.

D. FACILITIES

- **DBTS Library:** The Institute has a Library with over 3000 books for the benefits of students and teaching staff. There are also other materials available online for the benefit of academic pursuit of students in the form of

books and e-books.

- **IT & Internet Facilities:** DBTS has 3 Computer labs. Computer literacy being a must today for jobs and in view of online computer-based examinations, students are given opportunities to pick up basic computer skills by the end of their course.
- **Job Placement Cell:** Job Placement Cell supports students starting from the day of their admission in order to provide career related awareness and knowledge,



given basic trainings on interview for jobs and provide links to potential employers. The cell also organizes in-campus or off-campus interviews. It also facilitates young ITI and Non-formal training graduates to attend entrepreneurship development courses and helps them with ideas and links for setting up their own business. DBTS is a deemed entrepreneurship incubation hub for promoting business startups.

- **Entrepreneurship Development Project:** As jobs opportunities are scarce and business start-ups require specialized skills, Entrepreneurship Development

Programme are planned for developing entrepreneurial skills among students for their future career. DBTS is an empaneled organization with Ministry of MSME to conduct for its students PM-Yuva Scheme with the support of Indian Institute of Entrepreneurship, Guwahati. DBTS also organizes additional entrepreneurship development programme with resources from NABARD, Meghalaya Rural Bank, State MSME office, KVIC and DCIC.

- **Canteen:** DBTS has a well-furnished canteen in its campus for students, staff, and other employees.



- **Parent-DBTS Collaboration:** DBTS understands the irreplaceable role of parents in forming and transforming of students. Therefore, it seeks their collaboration through Parent-Institution Association. This Association meets at least once in 6 months.
- **Trades & Industry Engagement:** In view of the future career of students, DBTS engages various Industries in training through exposure visit to trade specific industries, guest lectures from industries and facilitating on-the-job Training (OJT) with the industries. Besides, DBTS has good collaborative links with organizations and industries who have prospects of jobs for students.
- **Collaborations with other Institutions / Government Departments:** DBTS also collaborates with likeminded institutions and organization and links itself with government departments for collaboration and support.
- **Playground:** DBTS has also playground with basketball,



volleyball and shuttle-cork for physical development and for holding of outdoor function.

E. GENERAL NORMS

1. Admission to DBTS is no guarantee for an I.T.I. or FVT certificate. The Institute expects all its students to be engaged in serious effort to excel in their studies, following the regulations of the institute, respecting the teaching as well as management staff and making maximum use of the facilities offered for their integral development.
2. The class timings is from 8.25 a.m. to 4.00 p.m. from Monday to Friday and 8.25 a.m. to 12.00 noon on Saturdays. In extra-ordinary time of pandemic and other emergencies, classes are held online (or offline) from 9.00 a.m. to 4.00 p.m. from Monday to Friday and 9.00 a.m. to 12.00 noon on Saturdays using online platforms. This necessitates smart phones or laptops for such times.
3. The medium of instruction and the language in campus is English.

All the staff and students are expected to converse and correspond only in English.

4. The use of mobile phone in the campus is strictly prohibited. Any abuse will be treated with appropriate measures.
5. Attendance is compulsory. Those who fail to get the minimum 80% of attendance will be, as per government norms, barred from appearing for examinations.
6. Students must maintain a sense of decorum and discipline inside the campus and in public places when in uniform.
7. Any student who engages in smoking, drinking, drug trafficking, ragging or unwarranted relationships with an opposite gender will be subjected to enquiry by the Institute Disciplinary Committee (IDC) and be warned, suspended or dismissed by the Board of Management based on the gravity of the matter and recommendation of the Committee.
8. Students are required to wear their prescribed uniform and identity cards at all times certified up to date, and

to produce them whenever requested. They are also required to bring their School Diary daily.

9. School office must be kept informed of the change of address and phone numbers if that be the case.
10. The parents or guardians are expected to cooperate with the institute authorities in the education of their children/wards and participate in all parent-teacher/



parent-Institution meetings. They should follow up on the progress of students in their studies and his/her general conduct in and outside the institute. Their cooperation is solicited specially to ensure regular attendance. They are expected to come and meet the Principal or HODs whenever they are called.

11. A student is strictly forbidden to organize student unions or participate in student associations or pressure groups not approved by the Institute Managing Committee. Similarly, no collection of funds for any reason is allowed in the premises without the approval of the Principal.
12. The students must follow the instructions related to parking for two-wheelers, and purchasing of tools, textbooks and uniforms laid down by the institution.
13. Any damage to the property of the institute must be brought to the notice of the Manager and the loss must be compensated for by the person(s) responsible.





Important Dates & Information

- Application forms (for ITI & FVT) will be available at DBTS reception from **22 January 2025**
- Application forms can be filled and submitted **offline** at DBTS reception or **online** (www.dbtsshillong.in)
- Last date for submission of Forms - **13 February 2025**
- Written Test, Interview & Results for FVT - **18 February 2025**
- All written tests will start at **9.30 AM**
- Payment of Fees – **18/2/25 - 20/2/25**
- Hostel facility is available for boys only.

**Hostel seats are also available for college boys
(Catholic students only)**

Contact Details:

DON BOSCO TECHNICAL SCHOOL

Shillong, East Khasi Hills District
Meghalaya - 793003

Contact No.: Reception - 8794941750
Email: principaldbts38@gmail.com
Website: www.dbtsshillong.in

