

PROSPECTUS



DON BOSCO TECHNICAL SCHOOL

Laitumkhrah, Shillong

2025-2026

DON BOSCO TECHNICAL SCHOOL SHILLONG (DBTS), established in 1923, is the oldest vocational training institute in the 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 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) in 8 trades, a PMKVY Centre and a Non-formal Vocational Training Centre with 7 non-formal and over 38 short-term trainings courses in list. Every year, an average of over 5000 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 own enterprises. The Institute is a non-profit society, registered under Societies Registration Act XXI of 1860 (No. SR/DBTS-205/91 of 1991), an empanelled Training Provider of Meghalaya State Skills Development Society (MSSDS) with an Empanelment No. 0101045, 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. PROGRAMMES INFORMATION:

a. Industrial Training Institute (I.T.I.) Courses: Don Bosco Technical School conducts N.C.V.E.T. courses under Ministry of Skill Development and Entrepreneurship (MSDE). The ITI courses for the year 2024-25 are:

1. Electrician (2 years)
2. Wireman (2 years)
3. MMV (2 years)
4. Welder (1 year)
5. Wood Work Technician (1 year)
6. DTP Operator (1 year)
7. Stenographer & Secretarial Assistant (1 year)
8. Sewing Technology (1 year)

b. 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:

1. Carpenter Wooden Furniture (6 months)
2. Automobile (4-wheeler) & Electric Vehicle Technician (EV) (6 months)
3. Welder Fabricator (6 months)
4. Advance DTP (6 months)



5. Four-Wheeler Service Technician (Toyota) (3 Months + OJT)
6. Electrician

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 2025-26 the following courses are being offered:

1. Mechanic Motor Vehicle (6 Months Training + 6 Months OJT)
2. Electrician (6 Months Training + 6 Months OJT)
3. Carpenter (6 Months Training + 6 Months OJT)

d. Short term / BMZ / MSSDS project courses:

NO	TRADE	QUALIFICATION	SEATS per Batch	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	Diploma in Computer Applications	Basic Comp & X Passed	34	3 + 3 Months	Don Bosco
10	Cake Specialization and Decorations	VIII Passed	20	1 Month	Don Bosco
11	Fast Food	VIII Passed	20	3 Weeks	Don Bosco
12	Bakery	VIII Passed	20	1 Month	Don Bosco
13	Advance Bakery	VIII Passed	20	1 Month	Don Bosco
14	Multi Cuisine cook	VIII Passed	20	2 months	Don Bosco
15	Plumbing	VIII Passed	10	4 Months	Don Bosco
16	Stenography & Dictation	X Passed	25	9 Months	Don Bosco

17	Stenography & Dictation only	Shorthand	25	5 Months	Don Bosco
18	CCTV Technician	Basic Comp/Basic Electrical/Wireman/Hardware Networking/Mobile Repairing	15	1 Month	Don Bosco
19	Tailoring	VIII Passed	26	5 Months	Don Bosco
20	Embroidery	VIII Passed	15	5 Months	Don Bosco
21	Fashion Designer	Tailoring/Embroidery	15	5 Months	Don Bosco
22	Bridal Wedding Design	Tailoring/Embroidery	15	2 Months	Don Bosco
23	Automobile (4-Wheeler)	VIII Passed	15	2 Months	Don Bosco
24	Automobile (2-Wheeler)	VIII Passed	15	2 Months	Don Bosco
25	Driving (LMV)	VIII Passed	08	1 Month	Don Bosco
26	Auto Body Painting & Denting	VIII Passed	10	2 Months	Don Bosco
27	Photography & Videography	X Passed	15	2 Months	Don Bosco
28	Spoken English	VIII Passed	40	2 Months	Don Bosco
29	Communication Skills	X Passed	40	2 Months	Don Bosco
30	Solar Lighting Technician cum House Wiring	VIII Passed	10	2 Months	Don Bosco
31	Graphic Designing & Animation	XII Passed & Basic Comp	24	3 months	Don Bosco
32	Nails Extensions & Eye Lash Extension	VIII Passed	10	1 Month	Don Bosco
33	Basic Beauty	X Passed	15	2.3 Months	IICA
34	Advance Beauty	XII Passed	15	3 Months	IICA
35	Basic Hair	X Passed	15	3.5 Months	IICA
36	Advance Hair	X Passed	15	4 Months	IICA
37	Basic Make-up	X Passed	15	1 Month	IICA
38	Advance Make-up	X Passed	15	1 Month	IICA
39	Electrical Home Appliances Repairing	VIII Passed	---	15 Days	DBTS & DCI

*IICA - International Institute of Cosmetology and Aesthetics

*DCI - Directorate of Commerce and Industries, Government of Meghalaya

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, due to 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 in 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.

FEE STRUCTURE & PAYMENT SCHEDULE

- I.T.I. (1st Year) (2025-2026)**

Trade	Annual Fee	Textbooks & Exercise C. books	Tools	Uniform, Jacket, Overall, Id. Card & School Diary	Exam Fee	Security Deposit	Tuition Fee of 1 st Qtr	Total Admission Fee	Tuition Fee of 2 nd , 3 rd & 4 th Qtr	Grand Total
Electrician	5200	2670	7486	3900	4100	2000	4590	29946	13770	43716
Wireman	5200	2670	7486	3900	4100	2000	4590	29946	13770	43716
Welder	5200	2410	3700	4000	4100	2000	4590	26000	13770	39770
Wood Work Technician	5200	2660	4700	4000	4100	2000	4590	27250	13770	41020
DTP Operator (Boys)	5200	2820	1700	3900	4100	2000	4590	24310	13770	38080
DTP Operator (Girls)	5200	2820	1700	3800	4100	2000	4590	24210	13770	37980
Stenography (Boys)	5200	2820	1700	3900	4100	2000	4590	24310	13770	38080
Stenography (Girls)	5200	2820	1700	3800	4100	2000	4590	24210	13770	37980
Sewing Technology (Boys)	5200	2820	1700	3900	4100	2000	4590	24310	13770	38080
Sewing Technology (Girls)	5200	2820	1700	3800	4100	2000	4590	24210	13770	37980

- I.T.I. (Second Year) - 2025 – 2026**

Trade	Annual Fee	Textbooks & Exercise C. books	Tools	School Diary & ID Card	Exam Fee	Security Deposit	Tuition Fee of 1 st Qtr	Total Admission Fee	Tuition Fee of 2 nd , 3 rd & 4 th Qtr	Grand Total
Electrician	5200	2270	0	300	4100	0	4590	16460	13770	30230
Wireman	5200	2230	0	300	4100	0	4590	16420	13770	30190
Mechanic (Motor Vehicle)	5200	2250	0	300	4100	0	4590	16440	13770	30210

- Functional Vocational Training (FVT) /Medium Courses – 1 year & 6 Months (2025 – 2026)**

Trade	Duration	Admission Fee	Maintenance	Textbooks & Exercise C. books	Tools	Uniform, Jacket, Overall, Id Card & School Diary	Exam Fee	Computer/ IT Lab	Security Deposit	Tuition Fee of 6th Months @ 1330/m	Grand Total
Automobile 4 Wheeler*	6 Months	500	1500	600	1500	4700	1000	1000	1000	7980	19780
Mechanic (Motor Vehicle) TATA LEAP	One Year	500	1500	600	4000	4700	1200	1000	1000	15960	30460
Electrician (TATA LEAP)	One Year	500	1500	600	4560	4000	1200	1000	1000	15960	30320
Carpentry (TATA LEAP)	One Year	500	1500	600	4200	4000	1200	1000	1000	15960	29960
Mechanic (Motor Vehicle)	One Year	500	1500	600	4000	4700	1200	1000	1000	15960	30460
Welder Fabricator	6 Months	500	1500	600	2500	4000	1000	1000	1000	7980	20080

Four Wheeler Service Technician (TOYOTA)	6 Months	500	800	600	1000	300	500	500	1000	3990	9190
Advance DTP	6 Months	500	1500	600	500	300	1000	1800	1000	7980	15180
Carpentry Wooden Furniture	6 Months	500	1500	600	3500	4000	1200	1000	1000	7980	21280
Electrician & Solar	6 Months	500	1500	600	3500	4000	1200	1000	1000	7980	21280
Graphic Design and Animation (GDA)	6 Months	500	1500	600	500	300	1000	1800	1000	7980	15180

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 principaldbs38@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.

Scholarships / Stipends: Stipends are given for students of certain courses only if they are sponsored by some companies. Don Bosco Technical School is registered institution in the National Scholarship Portal, and the office of the principal assists students who like to apply for the national scholarship schemes. Added to this, some scholarships are made available for poor and deserving students depending on the availability of funds and initiative of sponsors.

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 round the year such as St. Joseph's Sports Tournament, Swachhh 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.



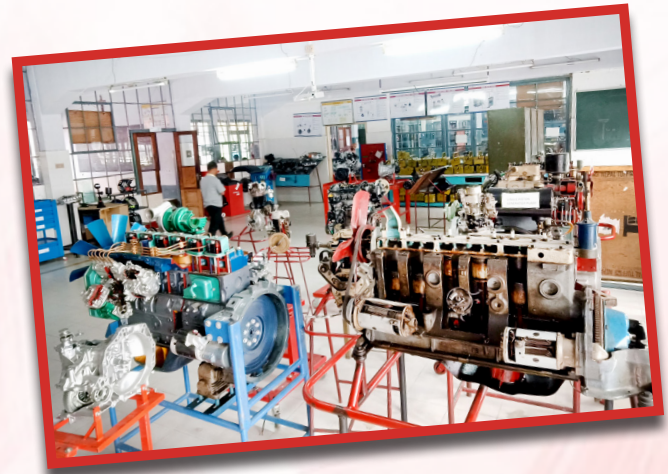
Evaluation & Certification: The evaluation of students affiliated to NCVT (ITI training programmes) is organized by the DGT, Ministry of Skill Development and Employment (MSDE). The certification is also done by the same office. For the FVT and short terms courses evaluated and certified by Don Bosco 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 is 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 startups 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 relationship 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 the progress of students in 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 premise without the approval of the Principal.
12. The students must follow the instruction related to parking for two-wheelers, 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 **12 May 2025**
- Application forms can be filled and submitted **offline** at DBTS reception or **online** (www.dbtsshillong.in)
- Last date for submission of Forms - **30 June 2025**
- Written Test, Interview & Results for ITI (Electrician, & Wireman) - **8 July 2025**
- Written Test, Interview & Results for ITI (Welder, Stenography, DTP, Wood Work & Sewing Technology) - **9 July 2025**
- Written Test, Interview & Results for all Non Formal (FVT) Course - **10 July 2025**
- Students not selected for ITI after the Interview can opt for Non Formal (FVT) Courses
- All written tests will start at **9.30 AM**
- Payment of Fees – **10 July 2025 – 18 July 2025**
- For hostel, preference is given to ITI boys
- **For Short Term Courses - contact Reception Desk**

**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

