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# LEARNERS HANDBOOK

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## 1. Infinity School of Engineering

Infinity school of engineering is registered with technical education & vocational training authority and is run and managed by RAVI-INFINITY foundation registered under company's ordinance 2016. Ravi-infinity foundation is sponsored by RAVI INFINITY group.

## 2. Ravi-Infinity Group Companies

1951		<p><b>Largest Dealership</b> of MF Tractors in Pakistan. Handling <b>14% share</b> of total sales of MF Tractors in Pakistan.</p>
1988		<p>Specialized in <b>Gearing, Drive Shafts</b> and <b>Crankshaft</b> manufacturing. Supplying best quality products to OEMs of MF &amp; FIAT Tractors in Pakistan.</p>
1994		<p>Manufacturer of Auto parts and Engineering components. Specialized in Hot Forging, Precision Machining and Heat Treatment.</p>
2004		<p>Parts manufacturer for motorcycles and Cars, pertaining to Pressure Die casting and CNC machining.</p>
2004		<p>Assemblers of 70cc &amp; 125cc motorcycles in Pakistan. Having Technical collaboration with Piaggio, Italy for 125cc, 150cc motorcycles.</p>
2005		<p>Provides technology services to Engineering sector through CNC Machines distribution, retrofitting, Software and application technology training.</p>
2009		<p>Having state of the Art manufacturing facilities, It is the Casting Unit of the group dealing with the 2 production of Grey cast iron and Nodular iron parts.</p>

2009		<p>Representing CLAAS Germany in Pakistan for sales, services, spare parts, Machine installation, commissioning and operational &amp; maintenance training.</p>
2010		<p>Research and development wing of the group. Comprising a team of senior engineers; equipped with latest design tools for development of Products, process SPM (Special purpose machines) and testing equipment.</p>
2011		<p>Energy management consultancy in Energy Audit, Technical trainings and Energy conservation technologies. Only company in Pakistan certified by American board of Electrical Engineers for EnMS (ISO 50001) consultancy.</p>
2015		<p>A project by RAVI – INFINITY Foundation on account of CSR. A learning institute with high moral and ethical values in the field of Engineering, providing synergy between youth and industries through short courses in more than 23 trades</p>

### 3. Awards

- **Overall Excellence Award 2016** by HINO MOTORS Pakistan.
- **Quality Excellence Award** by HINO MOTORS for **consecutive 4 Years**.
- **Quality Gold Medal** by TOYOTA MOTOR COMPANY, Pakistan
- Award for Special Initiative on **Energy & Environment Management**
- **Best Associate Award** by Massey Ferguson Tractors, Pakistan.
- **Timely Development Award** by Suzuki Motor Company, Pakistan.
- **Timely Development Award** by TOYOTA MOTOR COMPANY, Pakistan.
- **SQAM Highest Score award** by TOYOTA MOTOR COMPANY, Pakistan.
- **QR-83 Highest Score award (92%)** by BOGE-ZF Germany.

#### 4. Infinity School of Engineering Strengths

- Backed by RAVI Group of Industries pioneering the manufacturing business pertaining to Hot Forgings, Precision Machining, Heat Treatment, Steel & Iron Casting, Die Casting, and Customized CNC Technologies.
- Having strong consortium partner industries in Heavy Casting, Heavy Duty Machining, Injection Blow Molding, Rubber Molding and Sheet Metal Working.
- Strong liaison with the professional bodies i.e. EDB, LCCI, PAAPAM, PFA, PPMA etc.
- Backed by qualified and experienced professionals in the field of engineering and management disciplines.
- Best Equipped labs with CNC & Conventional machines.
- Modern Labs for Material Testing and Metrological Inspection.
- Modern PLC and Energy Efficiency Labs.
- Updated Computer Labs equipped with latest design and process simulation software's.
- All classes are multimedia facilitated.
- Faculty of Qualified Engineers graduated from renowned universities of Pakistan.
- Modern 100,000 square meter campus.

#### 5. Certifications of Infinity Engineering

<u>Sr.no</u>	<u>ISO 9001 – 2008</u>	<u>Quality Management System certification</u>
1.	ISO 14001	Environment & Safety Certification
2.	ISO 29990	Certification In Education Sector (In-process)
3.	EnMs / ISO 50001 – 2011	Energy Management System Certification. Ensuring Effective And Efficient Use Of Energy. 1 <sup>st</sup> And So Far The Only Certified Company In Pakistan.
4.	TS 16949	Provides continual improvement, emphasizing defect prevention and the reduction of variation and waste in the automotive industry supply chain.

<b>5.</b>	<b>SQAM (Toyota Manufacturing System)</b>	Supplier Quality Assurance Standard By Japanese's For Automotive Parts Manufacturers.
<b>6.</b>	<b>QR 83 (ZF) Germany</b>	Supplier Quality Assurance Standard By Germans For Automotive Parts Manufacturers.

## **6. MoU Signed between Infinity School of Engineering and Tianjin lixinsheng Advanced Casting Co. Ltd. of China**

- Major Development in CPEC
- About 850 Companies from Tianjin Province of China are shifting in Pakistan.
- Creating about 20,000- 25,000 jobs in Pakistan
- According to MoU ISE will train and provide all the workforce they need.
- Joint Venture between ISE and CFA to develop training modules according to the requirement of industries and foundries shifting to Pakistan.
- MoU is the part of “One Belt & One Road’s vision of Pakistan and China’s Growth in the foundry”.

## **7. Courses Offered By Infinity School of Engineering**

- Energy Efficiency Management
- Energy Efficiency Management In Compressed Air System
- Forging Shop Operations
- Molding & Casting Technology
- PLC ( Programmable Logical Control)
- CCTV Surveillance and Installation Supervisor
- CNC Programming
- CNC Machine Operators
- CNC Machining & Gear Manufacturing
- Quality Control in Engineering Industry
- Material Evaluation & Heat Treatment
- Tool & Die Making

- Machinist
- QMS with guidelines of ISO 140001 & 90001
- Mechanical Assembly
- CNC Maintenance and repair

## **8. Career Guidance & Personal Development Facilities**

- CV preparation
- Interview Techniques
- Life Skills
- Employability Skills
- Job Hunting Techniques
- Mock Interviews
- Work Ethics
- Norms of leaving a Job
- Social Responsibility
- Personal Hygiene and grooming
- 5-S & Safety at Work Place
- Relationship with the family and peers
- Survival during first 100 days in a job
- Fire Fighting Training
- First Aid Training
- Hostel Life

## **9. Career Opportunities for ISE Students**

- Auto Industry (Tractor, Cars, Motorbikes)
- Engineering Industry
- Tool and Die Making Industry
- Domestic Appliance Industries
- Leather Industry
- Fans Industry
- Washing Machine Industry
- Ovens Industry

- AC, Refrigerators and Plastic Plants.
- Forging Companies (Around 2000 Forging Companies Exist In Lahore, Sialkot, Daska and Karachi.)
- Surgical Industry
- Cutlery Industry etc.

## **10.Sponsor bodies**

- PSDF
- NAVTTC
- TEVTA

### **9.1Facilities from sponsor bodies**

- Uniform
- Bags
- Student Stipend

## **11. PSDF monitoring rules**

- Monitoring is done through Third Party.
- Third Party Can Visit the School at any time During the Class Timings.
- 80% Attendance is mandatory for Appearance in Exams.
- For 03 Months Course If Any Trainee is Found Absent in 02 Consecutive Monitoring Visit, will be Automatically Drop Out and will not be entitled to sit in Exams.
- For 06 Months Course If Any Trainee is Found Absent in 03 Consecutive Monitoring Visit, will be Automatically Drop Out and will not be entitled to sit in Exams.
- If a trainee is found absent during 02 Consecutive Visits Two-Fifteenth of the stipend will be deducted as fine (06 Months Course only).
- Stipend for the first 02 Months will be paid in the 3<sup>rd</sup> Month.

## **12. Facilities from infinity school of engineering**

- Subsidized Hostel Facility (Only Utility Charges 250/- per month to be paid by learners to the contractor)  
(applicable to those students who will avail hostel facility)
- Subsidized Transportation Facility from Sheikhpura, Hostel and Shahdara (10/- per day) to be paid to the contractor (70% cost by infinity 30% by learner).(maintenance charges



250/- per month to be paid by learners)

(applicable to those students who will avail transport facility)

- Lunch for Rs. 30 per Day to be paid to the contractor.
- Cash Prizes and certificates for the Top Three Position Holder in Each Class.
- Regular Industrial Visits.

### **13. Gaming Competitions**

- ISE E-Gaming Competition
- Badminton
- Football Tournament
- Volley Ball
- Racing
- Tug war
- Quiz Competition
- Essay Competition
- Skills Competitions

### **14. Students information related to ISO 29990:2010**

#### **14.1. Training content**

- Course Outline / Content
- LRM (Learning recourse material) / Notes
- Plan of Education / Objective of Course

#### **14.2. Certificate on completing training.**

- Course completion certificate is awarded by PSDF to successful candidate on the completion of course.
- Criteria to get certificate of Infinity School of engineering is 80% Attendance & 60% Marks.

### **15. Responsibilities of Learners**

- Attendance policy
- Criteria for High Achievers
- ISE Commitments
- ISE provide hostel facility to students
- ISE provide Mess facility to students
- On job training & Industrial Visits for ISE students
- ISE conduct Job Fair for hiring purposes

## 16. Procedure used in case of dissatisfaction

- Class feedback website feedback
- Complaint / Suggestion Box

## 17. Methods of Evaluations

- Test Will Be Conducted on 20% Theory & 80% Practical
- Result Of Each Month Consist Of 2 Tests/ Evaluations.

## 18. Rewards monthly prize distribution

Every Month Prize distribution ceremony is conducted to award position holder students having marks more than **60% & attendance more than 90%**.

## 19. Attendance appreciation by ISE (Applicable from 2<sup>nd</sup> month)

03 Months Course		06 Months Course	
Month	Amount (Rs.)	Month	Amount (Rs.)
2 <sup>nd</sup>	500	2 <sup>nd</sup>	500
3 <sup>rd</sup>	700	3 <sup>rd</sup>	500
		4 <sup>th</sup>	600
		5 <sup>th</sup>	500
		6 <sup>th</sup>	700
<b>Total</b>	<b>1,200</b>	<b>Total</b>	<b>2,800</b>

### 19.1. Terms & Conditions of attendance allowance

- Not more than **03** late in a month - **500/-**
- Not more than **05** late in a month - **300/-**
- Not more than **01** Leave in a month
- Last month allowance will be given after appearing in exams
- Only Biometric attendance will be considered.
- As per company policy first month attendance allowance will not be given to students.

## **20. General rules and regulations**

- All the learners should be present at ISE no later than 08:00 am in morning and 01:00 pm in evening.
- Learners should wear PSDF Uniform and formal shoes and carry PSDF Bags and Cards with them.
- Usage of mobile phone in classrooms corridors, washrooms, labs, industrial trainings and offices is strictly prohibited.
- Learners cannot play songs within the premises of ISE.
- Shouting in the premises of ISE is strictly prohibited.
- Any kind of misbehave with ISE staff or other learners is strictly prohibited.
- Carrying any kind of weapon (pistol, knife, any sharp edged or inflammable material etc.) in ISE is major disciplinary offence and is culpable.
- Smoking or playing cards” is strictly prohibited.
- Any kind of union activities inside or outside ISE is not allowed.
- Decision of management will be considered as final in any case.