

Prospectus



SIGN-iNTM

PROJECT DEVELOPMENT (P) LTD.

AN ISO 9001 : 2008 CERTIFIED COMPANY

SPECIALIZED SKILL PROVIDER



DIRECTOR MESSAGE

SIGN-IN Project Development (P) Ltd. is managed by its Board of Management comprising of experts from different fields and representatives of the Stake-holding Institutions with the day-to-day affairs being administered by the Managing Director. It has lot of manpower strength, comprising engineers, MBAs, economists, finance, Textiles and computer professionals. With this professional resource base, SIGN-IN Project Development (P) Ltd. is in a position to offer specialized services in the areas of project formulation and implementation, marketing, planning and research, strategic planning, developmental planning, economics, finance, human resource development, organization restructuring and information systems. The specialist resource pool also focuses on sectors such as environment resource management, tourism, infrastructure development and hydro-power generation. To supplement its own resources and skills, SIGN-IN Project Development (P) Ltd. associates with well-known sectoral experts and leading consultants on a project-to-project basis so as to provide one-stop-source consultancy services. With its head office in Siliguri, To maintain and augment its technical consultancy services.



ORGANIZATION PROFILE

SIGN-IN Project Development (P) Ltd. , is an ISO 9001-2008 certified Company incorporated under Ministry of Corporate Affairs. SIGN-IN Project Development (P) Ltd. has been working to fulfill its mission of promoting, aiding and fostering the growth of micro, small and medium enterprises. Over a period of one decades of transition, growth and development, SIGN-IN Project Development (P) Ltd has proved its strength within the Eastern & North Eastern region of the country by promoting new Projects, upgradation of technology, quality consciousness, strengthening linkages with other micro & small enterprises and enhancing its business.

SIGN-IN Project Development (P) Ltd. is a regional leader organization in providing End to End management consulting services that form the basic building blocks required for implementing the Enterprise Project Management. SIGN-IN Project Development (P) Ltd. , we work closely with our valued customers to increase their readiness level to implement Enterprise Project Management. This includes training, methodology development, tools implementation, assessment, and other services. SIGN-IN Project Development (P) Ltd. differentiation is in its focused business model and its specialized Management Consultancy service portfolio that makes Techno Management a unique, credible, unbiased service provider.

India is among the 'young' countries in the world, with the proportion of the work force in the age group of 15-59 years, increasing steadily. However, presently only 4% of the total workforce in India have undergone skills training. India has a great opportunity to meet the future demands of the world, India can become the worldwide sourcing hub for skilled workforce. Governments across the global sphere are increasingly recognizing the need for continuing education, not only at academic centres for higher learning, but also for highly skilled professionals within the workplace. SIGN-IN Project Development (P) Ltd. continuing development of skills and knowledge throughout its span and is valuable to both business and individuals, and is essential for our continued economic wellbeing. Furthermore, a business is a growing concern, and its most precious asset is its Human Capital. For a business to be able to grow, it must invest in its workforce in the form of training.

Why SIGN-IN?

SIGN-IN Project Development Pvt. Ltd is an organization for dreamers and achievers; a name which spells success. It has glowing and customary placement cell supervised by Placement & Training Coordinator. SIGN-IN Project Development Pvt. Ltd has a well-built rapport with the Industrial Society and the leading companies and Institutions in which Candidates are trained and placed SIGN-IN Project Development Pvt. Ltd is the Organization ensures the strong network.

SIGN-IN Project Development (P) LTD. commit ourselves to - Understand and fulfill our customers' needs as well as exceeding their expectations, understand and master new theories and methods of entrepreneurship motivation, entrepreneurship development and enterprise management in order to continually improve upon our products and services. Continually improve our processes, quality management system and organizational productivity through active participation of all partner of SIGN-IN Project Development (P) Ltd, customers and franchisee. We enables customers to organize vast amounts of complex data into understandable visual representations. Constantly improving its processes and launching innovative ideas and solutions to be the most preferred amongst the employers, job seekers and internal employees. SIGN-IN is devoted to the enhancement of the better job opportunities of its candidates.

VISION

Our vision is to help organizations see the world clearly and provide Customized HR Solutions across all Segments of the Industry. SIGN-IN Project Development (P) LTD. Offers its clients end to end recruitment solutions tailor made to suit all kinds of manpower requirements.

SIGN-IN efficiently services large-scale recruitment needs of its clients by its focused and integrated approach of flexibility, effective strategy, business expertise and powerful research capabilities. To create a Centre of Excellence in the field of technical, Management and Skill-development comparable to the best in the world for creating professional who shall be leader in the innovation, entrepreneurship & Creativity.

OBJECTIVE

When SIGN-IN Projects Development (P) Ltd. was established in 2010, the main objectives as enunciated in the Memorandum of Association and which were in consonance with the objectives of the Company were as follows:

- To identify potential entrepreneurs for implementation of projects and provide technical and administrative assistance to them for promotion and management of industries To identify industrial potential through surveys or otherwise.
- To act generally as an industrial, management and financial consultant.
- To undertake techno-economic appraisal of projects.
- To prepare project profiles, feasibility reports and pre-investment studies, Survey reports, Diagnostic studies, Vetting reports.

- To provide escort services to unemployed youth to set up profit making ventures.
- To undertake market research and surveys for specific products.
- To undertake project supervision and where necessary render technical and administrative assistance for improving the working of industrial concerns.
- To undertake any type of research and service in order to promote the objective of the company for evaluating or dealing with marketing or investment and to undertake and carry on techno economic or other studies or surveys in connection with development of industries.
- To carryout Evaluation and Monitoring of schemes implemented by various State & Central Government organizations / Departments.

ENTREPRENEURSHIP DEVELOPMENT TRAINING

SIGN-IN Projects Development Pvt. Ltd. organized two types Skill development Programme commenced on a regular basis in 2010. This division takes care of all the training activities of the organization like -

- EDP
- ESDP

Entrepreneurship Development Programme (EDP) :

The general EDPs are organized for mixed target groups, (with respect to five, castes, communities, educational background, etc.) The S&T EDPs are meant for science & technology raduates/diploma holders, the women EDPs are conducted specially for women candidates and rural EDPs are tailored towards specific need of candidates in rural area for promotion of rural enterprises .The project specific EDPs are conducted for promotion of specific projects in sector like Textile, Chemicals, Electronics, Food processing, etc. Turn-key EDPs are organized with direct thrust towards enterprise launching .Over 100 candidates have been trained and motivated during the last 4 years. Entrepreneurs have successfully set up and are operating their units. SIGN-IN apart from the above training programme have been conducting Mass Employment Generation Programme for various target group such as scheduled caste & tribes.

Entrepreneurship & Skill Development Programme (ESDP) :

SIGN-IN Projects Development Pvt. Ltd. conducted different types of ESDP training like:

❖ Bakery Products ❖ Catering, Computer Accounting with Tally ❖ Cosmetology and Beautician ❖ Cyber café ❖ Dairy based ESDP ❖ Designing and Manufacturing of artificial Jewellery ❖ DTP ❖ Electrical gadget repair ❖ Electronic Assembly ❖ ESDP in Fashion Designing ❖ Food Processing ❖ Microsoft Certified Software Engineering ❖ Mobile Repairing ❖ Multimedia & Animation ❖ Photography and Photoshop ❖ Plumbing and Sanitary Fittings ❖ Retail Management ❖ Tour Operators ❖ Two Wheeler Maintenance & Repair ❖ Wax Candle and Chalk Crayons ❖ 2D ❖ 3D ❖ Adobe ❖ Advance JAVA ❖ CC++ and OOPs ❖ Computer Hardware and Networking ❖ Core JAVA ❖ Digital Photography & Videography ❖ Electronic Mechanic ❖ Housekeeping & Hospitality ❖ MS Office and Internet ❖ Multimedia and Animation ❖ Net Programming ❖ OOPs through JAVA ❖ Programming & Operation for Computerised Numerically Controlled Machines ❖ Receptionist ❖ Security Guard ❖ Web Designing ❖ Graphics Design ❖ IT Tools and Applications ❖ Welder.

MANAGEMENT DEVELOPMENT PROGRAMME (MDP) :

SIGN-IN Project Development (P) Ltd. conducted Management Development in the following subjects:

❖ Financial Management ❖ Marketing Management ❖ HR Management ❖ Business Development Plan for Micro & Small Enterprise ❖ Executive Development Programme on Achievement Motivation Training ❖ Export Procedures, Documentation and Management ❖ Financial Statement Analysis ❖ ISO 9001:2008 Certification Process - Issues & Challenges ❖ Logistics & Supply Chain Management and Retail Management ❖ MDP on Project Management for Small Business Enterprises in Tribal Areas ❖ Modern Office Practice ❖ Product Identification & Marketing Strategies ❖ Productivity, Quality & Lean Manufacturing ❖ Project Appraisal ❖ Project Identification and Preparation of Project Profiles.



Registered Office : Baghajatin Road, Baghajatin Park, Siliguri
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Website: www.signinprojects.com , Email – info@signinprojects.com

Past your Recent
Passport
Size Photograph
please do not
Pin
or Staple

ADMISSION FORM

Registration No.

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1. Full Name of the Applicant (Name Middle Name Surname)

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2. Father's Name

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3.

Date of Birth:

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4. Sex :

M	F
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5. Phone No. (Residence):

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6. Email Address :

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7. Nationality :

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8. Cast :

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9. Complete Address for Correspondence (Do not repeat name)

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Pin:

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10. From where did you get to know about **SIGN-IN Project Development Pvt. Ltd.** ?

A. Institute, B. Paper, C. Internet, D. TV. E. Friends F. College, G. Poster, H. Others

11. Course Name

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12. Date of Joining

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13. % of Marks in Madhyamik /H.S./Graduate/Diploma

Madhyamik	H.S.	Diploma	Graduate	Other

14. Batch & Session

Batch	Session

Terms & Condition

1. SIGN – IN PROJECT DEVELOPMENT PVT. LTD. Reserves the right to reject any application without assigning any reason.
2. No part of the fee is either refundable or transferable expect when the course is cancelled by SIGN-IN PROJECT DEVELOPMENT PVT. LTD.
3. SIGN-IN PROJECT DEVELOPMENT PVT . LTD. Reserves the right to change the rules and regulations.
4. Any changes of address should be communicated immediately to the Academy to avoid any delay in Delivery study materials.
5. Students must pay their monthly fees instalments regularly latest by 10th of every calendar month.
6. The students must maintain decent decorum and conduct in the classroom and building premises and with lectures/instructors and fellow students bad conduct may make the student liable to be expelled.
7. While taking books from library, one should follow the instruction as mentioned in library card.

DECLARATION

I _____ S/o,D/o,W/o_____

_____ declare that I agree with the terms and conditions as written in the Rule book of the SIGN-IN PROJECT DEVELOPMENT PVT.LTD. Failing to abide by above Terms and Conditions will make me ineligible to any claim for any placement or fees refund.

Full Signature of the Applicant

Date :

Place :