

Institute of Driving Training and Research (IDTR), Edappal, Kerala

Inviting Expression of Interest (EOI) for IDTR Extension Centres

Subject: IDTR Kerala – Inviting EOI to establish IDTR extension Centres at Various districts of Kerala - Regarding.

The Institute of Driving Training and Research (IDTR) Kerala, located in Edappal, Malappuram District, Kerala, is an institution Established by central Government and managed by Motor vehicle department, Government of Kerala. IDTR is established for sole purpose of promoting road safety through specialized training programs. Responding to public demand, IDTR plans to establish extension centres across Kerala for conducting various training programs conducted by IDTR.

This is to expand the reach of IDTR quality road safety training programs through the state. This will allow trainees to enjoy quality and effective road safety trainings at their premises, thus reducing their hardship and cost. The extension centres must be committed to make tangible changes in the driving quality of trainees to modify the road safety and culture of the state.

EOI is invited from qualified institutions, including engineering colleges, polytechnics, ITIs, Nonprofit organizations, NGOs, societies, entities, Individuals with specialized knowledge and good track record in road safety activities etc having adequate faculty and facility. Suitable applicants, will have proven track record of commitment and history in social activities related to road safety. Extension centres must be ready to conduct road safety trainings with similar faculty and facility arrangements as in IDTR and as per curriculum and guidance of IDTR, without being profit motive.

Scope of Collaboration: Selected applicants will serve as IDTR extension centres, providing both theoretical and practical trainings to participants.

Extension centre is expected to have:

- Digital class rooms to accommodate 24-50 people
- Fully equipped automobile Laboratory to train 2 to 4 batches with 12 trainees per batch
- Vehicles, working models, cut models, traffic signs, simulators etc
- Own or rented accommodation to accommodate 40 people.
- Facilitate food and refreshments for trainees and faculty.
- Sufficient faculty strength to organize theory and practical batches.
- Training co-Ordinator for administration, co-ordination and Liaison
- There must be faculty for first Aid, fire training, people skill etc in addition to engineering faculty

General Conditions:

- The course is composed of 50% theory and 50% practical.
- Course fee includes fees for training, course materials, and food.
- Faculty can be lecturers from the respective Institutions, working / retired officials, NGO representatives, or freelance experts.

- After shortlisting and empaneling, MOU will be signed between IDTR and selected institution.
- Course bookings and payments will be through the IDTR website.
- Agreed funds for training will be transferred to the account of extension center within five working days after successful completion of program and submission of bill
- Hourly faculty fees can be provided to officials who are not in regular service.
- Serving officers may claim necessary travel and daily allowances.
- Certificates will be issued through IDTR website.
- Extension center coordinator must update the attendance and exam result in IDTR website and also send them to IDTR by email for issuing certificate.

Responsibility of IDTR:

- Facilitate course booking, training data feeding and certificate issuing through IDTR website.
- Conduct ToT for extension center faculty
- Provide guideline regarding faculty and facility requirement.
- Provide soft material support like curriculum, notes, presentations etc,
- Provide faculty development training as required.
- Pay agreed share of course fee to Extension Centers.
- Monitor quality and effectiveness of program and suggest for improvements.
- Monitor quality and neatness of facility and accommodation.

Responsibility of selected Extension Centre:

- Conduct program as per curriculum, material and guide line provided by IDTR.
- Conduct effective Practical sessions with batch size of maximum 12.
- Arrange technical and infrastructural facility as required by IDTR.
- Arrange enough qualified faculty to conduct practical and theoretical training.
- Pay to all staff including faculty and TA of serving officials if any.
- Arrange food for trainees and pay.
- Arrange and maintain hostel facility, collect hostel fee as per IDTR norms and admit trainees to hostel
- Print the certificate issued by IDTR website and hand over to successfully completed trainees.
- Submit all required documents like bio metric punch report, training report, attendance statement, trainee feedback reports, etc to IDTR on time.
- Claim share of course fee as agreed in the MOU after successfully completing the program.
- Arrange a single point contact to communicate with IDTR.

Application Process: Interested institutions are requested to submit EOI in the attached format. Additional attachments could be used to explain any information asked in the format, like available facility, staff qualification and experience etc. Give serial number and name of item on top of additional sheets used.

Selection Criteria: The selection criteria will be based on a graded evaluation of the following factors such as:

1. Previous experience in the field
2. Demonstrated commitment to road safety activities

3. Availability of necessary facilities including Lab, office, vehicles, models, training rooms aids etc
4. Availability of hostel facility (own or rented)

Mode of Submission: Applications must be submitted by *registered post* to the following address.

Institute of Driver Training and Research (IDTR)
Kandanakam,Edappal,
Malappuram District, Kerala, PIN - 679582

Submission Deadline: 02.04.2025

For more information, please contact:

Appu P M
MVI & Training Coordinator
IDTR Kerala
Phone: 9447327471, 9400100200
Email: appu.135948@kerala.gov.in

Saifuddeen K M
Joint Director, IDTR Kerala

EOI Format

1	Name of Institution	
2	Location (District & Taluk)	
3	Address	
4	Contact Person 1	
5	Mobile Number	
6	E mail	
7	Contact Person 2	
8	Mobile Number	
9	E mail	
10	Institution Category	ITI/ Polytechnic/Engg College / Others If others Kindly specify
11	Classroom Facility and capacity	Number of classrooms Seating capacity of each room Number of Airconditioned class rooms Number of Projector/ Interactive screen Audio system availability – Yes/No.

12	Number and type of Automobile and mechanical Lab available (Give facilities in detail)	
13	Facilities available	<ol style="list-style-type: none"> 1. Number of Vehicle cut model 2. Engine cut model – Yes/No 3. Brake system working model model-Yes/No 4. Steering system model Yes/ No 5. Number and type of fire extinguishers available for fire training 6. Facilities available for First aid training 7. Vehicle Simulator – Yes/No 8. Vehicles for demo – Yes/No. 9. Computer Lab – Yes/No 10. Give list of vehicle components available
14	Number of running vehicles available and their model year	
15	Food and refreshment facilities available for class and hostel	Yes / No
16	Availability of own or rented accommodation	Yes / No
17	Number of qualified faculty who can be spared for serving IDTR extension centre	

18	Name, qualification and experience of above faculty members Mention experience in Teaching and industry separately	1. 2.
19	Name, qualification and experience of potential candidates who can serve as guest faculty as required	
20	Details of any road safety programs organised/ conducted by your Institution	