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**MSDE(DGT)-19/02/2018-CD**  
**Government of India**  
**Ministry of Skill Development & Entrepreneurship**  
**Directorate General of Training (DGT)**

Employment Exchange Building, PUSA Complex, IARI,  
New Delhi-110012

Dated: 14<sup>th</sup> September, 2018

To

1. The Directors dealing with Vocational/Craftsmen Training of all States/ UT Administrations
2. All Sub-committee members dealing with Norms & Courses

**Subject: Minutes of 10<sup>th</sup> meeting of Sub-Committee of National Council for Vocational Training (NCVT) on 'Norms and Courses' held on 28<sup>th</sup> August, 2018**

Sir/Madam,

I am directed to forward herewith minutes of 10<sup>th</sup> meeting of Sub-committee of NCVT on 'Norms and Courses' held on 28<sup>th</sup> August, 2018 under the Chairmanship of Shri Rajesh Aggarwal, DG(T), MSDE in **Conference Room, 3<sup>rd</sup> Floor, Kaushal Bhawan, Pusa Road, Karol Bagh, New Delhi.**

This issues with the approval of DG(T), MSDE.

Yours faithfully



(Sushil Agarwal)

Deputy Director of Training

**Encls: As above**

Copy to:

1. PPS to Secretary, MSDE - for information please.
2. PPS to DG(T), MSDE - for information please.
3. PS to DDG (C,P & Admin) and DDG(T&E ),DGT
4. All Directors at DGT (HQ),New Delhi
5. Director, CSTARI, Salt Lake City,Kolkata-700064

**Minutes of the meeting of Sub-committee of NCVT on "Norms & Courses" held on 28<sup>th</sup> August, 2018 at Kaushal Bhawan, Pusa Road, Karol Bagh, New Delhi.**

The DG(Training), Sh. Rajesh Aggarwal extended his heartiest welcome to the Hon'ble members of the sub-committee dealing with 'norms and courses'. This was followed by a round of introduction.

To improve the overall ITI ecosystem DG(Training) emphasized on the following points:

- Grading system to be strengthened in consultation with stakeholders etc. and to make the grading system dynamic with an option of grading every three months by applying online with prescribed fee. The grading system published would be valid for three consecutive academic years.
- A lot of reforms are required in existing examination system for the schemes including CTS, CITS, Apprenticeship, Dual System of Training & Scheme of Flexi MoU and for private students etc. to make the system seamless, efficient and as per need of the industry etc. He emphasized on the courses to be NSQF compliant.
- There is a need for introduction of new courses on emerging areas like on Drones (operations, repair & maintenance), GIS, Industry 4.0 etc. in consultation with related potential industries etc. along with preparedness of NSTI.
- He further advised Sh. Deepankar Mallick, DDG (C, P & Admin) to start the proceedings of the meeting for taking Agenda one by one.

**Agenda Item No.1:** Action Taken Report (ATR) on the recommendations made during meeting of Sub-Committee on "Norms and Courses" held on 5<sup>th</sup> July, 2018 at New Delhi.

***Action Taken Report (ATR) on the recommendations was reviewed by the members and confirmed.***

**Agenda Item No.2:** Approval/Recommendations of the revised guidelines for granting "Autonomous Status" to selected Govt./Private ITIs.

**Points for consideration**

- What should be the grading criteria for awarding autonomous status to any Govt. or Pvt. ITI.
- What should be the grading wise independent function to be adopted by the proposed autonomous ITIs.
- What level of autonomy to be awarded to higher graded ITIs.
- Any other related autonomy for graded ITIs.

***After deliberation with members, the Sub-committee suggested to explore the possibility for linking grading with awarding autonomous status to Govt. & Pvt. ITI.***

**The Sub-committee approved the following points:**

- ITIs with grading  $\geq 2.5$  (both private and Government) to be self-centres for OMR based theory examination.
- Self Centre for Practical Examination for all NCVT affiliated Govt. & Pvt. ITIs. However examiners in these centres should be deployed from outside, except for ITIs with grade  $\geq 2.5$  (both Private and Government), where examiners will be internal only. Further, in all other ITIs including those with grade  $\geq 2.5$ , the question paper for practicals will be setup by DGT only.
- For ITIs with five star rating (i.e.  $\geq 4.0$ ), a note on full autonomy will be moved by DGT.

**Agenda Item No.3:** Self centre(s) for All India Trade Test (AITT) for top graded ITIs.

**Agenda Item No.4:** Introduction of Marks Moderation Policy in place of existing system of grace marks.

**Agenda Item No.5:** Approval to reduce total cycle of 2.5 years of examination (1+4 supplementary exam)

After deliberation, the members recommended for Agenda no.5:

- To reduce the complete cycle of examination, a trainee may appear in supplementary exams (by applying online on portal with fee) on 1st Sunday of every month. To start with, supplementary exam once every quarter may be introduced w.e.f 1<sup>st</sup> October 2018.

**Points for consideration for Agenda no. 2,3,4& 5**

The sub-committee deliberated on the above agenda issues and decided to constitute a "Curriculum & Examination Reforms Committee" to consider all aspects and submit its report by 20<sup>th</sup> Sept 2018.

Composition of committee:

- **Sh. S D Lahiri, DDG (T & E)- Chairman**
- Sh. Sunil Gupta, Director (TT Cell)
- One representative from Haryana/ State Directorate Representative
- Sh. Sanjay Kumar, Director (Curriculum and Projects)
- Sh. Sheshachari, Director (CSTARI)
- Sh. L. K. Mukherjee, DDT (CSTARI)
- Member from KPMG -STRIVE project team
- Any other member co-opted by Chairman

The above-mentioned committee would deliberate on the following:

- a) Plan to implement **examination reforms** with timelines.
- b) How to conduct **online examination** in all states, how much tentative cost is expected, how much cost would reduce with online examination (from OMR based exam).

- c) How much total **gracemarks** to be allowed, grace marks for each subject and for each exam (theory & practical) across subjects, and how to reflect/not reflect grace marks on mark sheets and certificates.
- d) **To devise marks moderation Strategy** across subjects (Theory & Practical) based on analysis of subject wise (theory and practical) pass percentage data of previous 3 years, with check and balance towards the overall result of the trainees for particular examination.
- e) **Is grace marks/ moderation on percentile basis plausible in case of tough paper(definition of tough paper).**
- f) Should the scoring of students be **percentile/ grade** based?
- g) **How many attempts of supplementary exams** to be allowed over a period of how many years in addition to first attempt. Any cooling period applicable for conducting supplementary exams? Can a trainee attempt for Improvement Exam? Modalities for these exams through IT Platform such as enrolment, admit card, fee payment, examination centre etc.
- h) **How to reflect revised scoring on scorecard/ mark sheet?**
- i) **How to link optional NIOS exam (class XII equivalence)** through IT platform (for vertical mobility of ITI pass-outs).
- j) **Autonomy of ITIs** including level of graded autonomy to be provided to them mentioned vide agenda item number 2?
- k) Roadmap to issue the certificates under **Digital Signature only** (not facsimile) for the result declared after 31<sup>st</sup> August 2018?
- l) **Roadmap to align all CTS courses** related teaching with NSQF? Exam pattern and modifications required at NCVT MIS Portal. WIPRO to modify portal accordingly. NIMI to develop question bank of objective type questions strictly from NSQF curriculum.

**The members agreed.**

**Agenda Item No. 6:** Approval of changes in the scheme titled Dual System of Training (DST) to make it seamless, expand its outreach and to have better response from the leading Industry partner.

After deliberation with members, following recommendations are made:

- Dual System of Training to be delinked from NAPS and no minimum wages to be paid by industry. However industry partners may pay stipend to the trainees voluntarily only through DBT.
- Institutes Management Committees (IMCs) to have tie-ups with other industry partners so that the trainees are able to leverage industry connect.
- Expansion of this scheme from existing 17 trades to all trades under Craftsmen Training Scheme (CTS). Based upon the response of the industries, curriculum of other trades would be converted as per DST framework.
- In case of hazardous industries, before signing the MoU for DST, Industry would disclose the conditions (in consultation with respective State Director) like minimum

age and level of medical fitness (e.g. Colour blindness ) etc. as per the industrial safety norms applicable in the industry. Before admission in the ITI, State Directorate / ITI administration has to make it clear to the aspiring candidate about the conditions of the industry for undergoing the Dual System of Training (DST) in writing to avoid any sort of complication in future.

- Change the criteria of condition of annual turnover of Rs. 10 crore and 200 number of employees as follows:

Sr. No.	Relaxation accorded	for non-engineering trades of six month/One year/ Two year duration	For engineering trades of six month/One year/ Two year duration
1.	Industry partner should be at least registered MSME, registered at least for the last 3 years	Should have valid Registration with the State / Central authority or could be Skill university	Yes
2.	Industry Partner should have minimum employees	-do-	40 employees (including contractual)
3.	Industry partner should have minimum turnover	INR 5 lakh per year for the last 2 years.	INR 1 crore per year for the last 3 years.

#### Duration of Training

- For trade of 6 month duration may provide 1-2 months of industrial exposure.
- For trade of 1 year duration may provide 2-5 months of industrial exposure.
- For trade of 2 years duration may provide 4-9 months of industrial exposure.
- The State / ITI will have flexibility in deciding duration of blocks within this training period.

- Accordingly, DGT to issue revised guidelines for DST by end of September 2018.

**The committee deliberated on the aforesaid issues and accorded its approval.**

**Agenda Item No.7 :** Approval on following points related to ITIs who opt for grading and preferably score rating of 3 star and above: (i.e. grading  $\geq 2.5$  )

The Grading of ITIs would facilitate ITIs in following manner:

1. Only ITIs with grading 2.5 or more to be allowed to add new trades/units on the affiliation portal.
2. Only Private ITIs with at least 2.5 grade and Government ITIs with at least 2.0 grade to be eligible to receive financial support under STRIVE (proposed World Bank Project).
3. Principals and Instructors of private and Government ITIs with 2.5 or more rating to be provided training in NSTIs and also to be given opportunity for training abroad, wherever possible
4. To award certificates to the Principal(s) of top graded 10 Pvt. and 10 Govt. ITIs on "Skill Day" and on other relevant skill development platforms by the Hon'ble

Minister. Similar exercise to be conducted at State level for all graded ITIs having at least 2 grade. Printed & signed certificates will be given to states by DGT.

5. It may be noted that DGT will use star rating as below:

Grade	Star rating
<2	-
≥ 2 but <2.5	Two Star
≥ 2.5 but <3	Three Star
≥ 3 but <4	Four Star
≥4	Five Star

6. State Fee Fixation committees to consider flexibility in charging higher course fee from students for ITIs with higher grades (≥ 2.5) (reference DGT order no. DGET-19/19/2012-CD-Pt. Dated 29.12.2014)

7. Grading of respective ITI as allocated (valid for 3 academic years) to be displayed on NCVT MIS Portal. States to display grades on their admission portals so that ITI applicants make informed choice.

The committee deliberated on the aforesaid issues. DGT to issued detailed circular on this matter by end of September 2018.

#### **Agenda Item No.8: Recommendations for the scheme Flexi-MoU**

After deliberation with members, following recommendations were made:

- For long term courses i.e. 6 months or more, trainees to be enrolled in NSQF compliant courses only after 31st December 2018. Any exceptions to be pre-approved by NCVT Sub-committee
- Before signing the MoU, inspection of the actual training sites proposed on sample basis. For existing MoUs also, inspections of all training sites to be done on sample basis.
- Self-Centre for practical examinations to be considered in deserving cases.
- Only on-line exams (for theory) to be held after 31st December 2018
- Not more than 10,000 trainees to be trained per academic year by any organization.
- Staggering of batches to be allowed, subject to equipment and training capacity.
- Complete details of trainees and courses under Flexi-MoU to be made available on DGT NCVT MIS Portal.
- M/s Yashaswi Academy of Skills, Pune to forward proposal to include courses in Pharma and Warehousing sectors in consultation with Mr. V.K. Saksena, DDT
- M/s Kaushalya Kamleshwar Techno Pvt. Ltd. to train (maximum) 5000 trainees in Mining sector in the first year and get all the courses NSQF compliant by 31st December 2018

- M/s Raymond Ltd., Pune to submit proposal to get all the courses NSQF compliant in consultation with Mr. V.K. Saksena, DDT
- All the MoUs, older than three years and not registering trainees to be cancelled. All other existing MoUs be signed afresh with proper terms & conditions.
- DGT to include central and state government organizations (including local bodies) in Flex-MoU guidelines to forge partnership with government organizations.

Accordingly, DGT to issue revised guidelines by end of September 2018.

**Agenda Item no. 9:** Renaming of trade '**Architectural Assistant**' from the purview of NCVT and deletion of trade '**Goldsmith**' from CTS.

After deliberation following points have been recommended:

- Renaming of trade '**Architectural Assistant**' as **Architectural Draughtsman**: The course content of 'Architectural Assistant' of one year duration has been subsumed in 'Architectural Draughtsman' of two year duration. Hence the trade 'Architectural Assistant' was proposed to be deleted. However there are many ITIs who might have admitted trainees in 'Architectural Assistant' during the current academic year. Hence it was decided that the trade 'Architectural Assistant' may be dropped from the academic year 2019-20 and no new admissions will be done from 2019-20 onwards in this trade.
- Deletion of trade '**Goldsmith**' from the purview of NCVT from the session of 2018-19.

**The sub-committee accorded its approval**

**Agenda Item no. 10 :** Approval of Mapping of CTS and CITS courses.

After deliberation following points have been recommended/approved:

- 'In principle' approval accorded to mapping of 132 trades under CTS with 36 trades under CITS
- Meeting of trade committee for the trade/course related to Geological Information System (GIS), proposed by the State of Haryana, to be conducted at the earliest maximum within 1 week. The course/ trade has to be implemented pan India with letter and spirit by 30<sup>th</sup> September 2018
- Draft course contents for the trade related to 'Drone' to be finalized, approved by the trade committee and to be implemented at the earliest. This should be fully designed to drone related guidelines issued by Directorate General of Civil Aviation (DGCA)

**Agenda Item no. 11:** NSQF implementation manual for ITI Instructors.

After deliberation, the NSQF implementation manual for ITI instructors was approved by the committee. CSTARI was asked to act few more meaningful graphs/charts.

- NSQF implementation manual for ITI Instructors 'in principle' approved with the direction to CSTARI to make it presentable with graphics etc.

**Agenda Item no. 12:** Approval of newly designed one month instructor course for trades where CITS is not available.

After deliberation following points were recommended/approved:

One month pedagogical course was approved, with objective to train about 70,000 instructors, presently imparting training in ITIs without CITS. This would be open to trainers with more than 3 years of teaching experience in ITIs. Provident fund / General Provident Fund statement of 3 years to be seen to eliminate possibility of forced experience certificates.

This RPL would include pedagogical training followed by practical and theory exams. If required 1-2 month hands on practical training (depending on course) would also be included. CSTARI to immediately roll out this course beginning with training the trainers of NSTIs & State IToTs. These teachers, in turn will train ITI instructors of Govt. & Pvt. ITIs in Govt. campuses. Practical and theory (online) exams will be done only in NSTI or State Govt. IToTs under strict supervision.

DGT will issue revised circular regarding the modified eligibility criteria for ITI instructors, accordingly.

**Agenda Item no. 13:** Re-aligned sectors (24) for all NCVT courses.

The sub-committee decided that CSTARI, similar to mapping of CITS, CTS courses, would realign the 132 NCVT trades by grouping them into 24 sectors (**Annexure C**).

CSTARI would also carry out an exercise for mapping of these 24 sectors with sectors defined by sector skill councils and submit in next sub-committee meeting.

**Agenda Item no. 14:** Approval of 06 NSQF aligned CTS courses for conducting training from session starting from August 2018 under NCVT.





The sub-committee approved following **06 courses**, aligned to NSQF, for implementation w.e.f session starting in August 2018 under NCVT.

Sl. No.	Trade Name	Group	Duration (Year)	NSQF Level	Entry Qualification
1	Bamboo Works	Non-Engg.	1	3	8 <sup>th</sup>
2	Refractory Technician	Engg.	2	5	10 <sup>th</sup>
3	Stenographer Secretarial Assistant (Hindi)	Non-Engg.	1	4	10 <sup>th</sup>
4	Stone Mining Machine Operator	Engg.	1	4	10 <sup>th</sup>
5	Stone Processing Machine Operator	Engg.	1	4	10 <sup>th</sup>
6	Textile Mechatronics	Engg.	2	5	10 <sup>th</sup>

It was unanimously decided that for session 2018-19, CTS batches starting in Aug-Sept 2018, only NSQF compliant curriculum will be taught and all practical & theory exams will be conducted as per NSQF pattern only. The NTC certificate will mention NSQF compliance level also. The CSTARI, NIMI and NSTIs to hold workshop(s) of Instructors for awareness on the same.

TT Cell to issue clear orders on exam pattern and get WIPRO to modify NCVT MIS Portal accordingly. NIMI to develop objective type question bank strictly from NSQF curriculum and from text book from NIMI so that there are no complaints of 'out of syllabus' questions.

**Additional Agenda points:**

- After completion of admission formality & trainee data upload, WIPRO to provide a customized page for each trainee, to view &/or edit following facilities:
  - Username, password to each enrolled trainee, to view, modify spelling mistake in name, father's name, mother's name, trade name, DOB etc.
  - To have ADOBE SPARK License link, Trade specific NIMI books in PDF format, Relevant QP files and NSQF syllabus/ course details, Videos, learning material.
  - Attendance Data, Link to pay exam fee & generate hall ticket and download digitally signed NCVT mark sheet & certificates
  - Link to enrol in Apprenticeship and NCS Portal
- Similar customize page for trainers to be developed by WIPRO MIS.
- ITI & State to upload trainee and trainer data by Oct 2018 end, students and trainers to make corrections, if any in their data by 15<sup>th</sup> November 2018 so that data gets frozen.

**The meeting ended with a vote of thanks to the Chair.**

**List of participants who attended the 10<sup>th</sup> meeting of Sub-committee of NCVT on 'Norms & Courses' held on 28.08.2018, in Kaushal Bhawan, Karol Bagh, New Delhi.**

<b>S.No.</b>	<b>Name Shri/ Ms.</b>	<b>Designation</b>	<b>Organization</b>
1.	Sh. Rajesh Aggarwal	DG/AS	DGT, MSDE
2.	Sh. Deepankar Mallick	DDG (C,P&Admn)	DGT, MSDE
3.	Sh. S.D. Lahiri	DDG (T&E)	DDG, MSDE
4.	Sh. P.N. Yadav	Director (CFI)	DDG, MSDE
5.	Sh. Sunil Kumar Gupta	Director (TT Cell)	DDG, MSDE
6.	Sh. Sanjay Kumar	Director (C,P& Admn)	DGT, MSDE
7.	Sh. Anil Grover	Director	DGT, MSDE
8.	Smt. Swati Sethi	JDT	DGT, MSDE
9.	Smt. Anita Srivastava	JDT	DGT, MSDE
10.	Sh. Manjit Singh	JDT	DGT, MSDE
11.	Dr. M. Jayaprakshan	JDT	DGT, MSDE
12..	Sh. K. Singh	Dy. Director, TT Cell	DGT, MSDE
13.	Sh. Sushil Kumar Aggarwal	DDT	DGT, MSDE
14..	Sh. Praveen Kumar	ADT	DGT, MSDE
15.	Sh. BVS Sessa Chari	Director	CSTARI, Kolkata
16.	Sh. Dharmendra Singh	Director E&T	Bihar
18.	Dr. Aquib Javed	JDT E	MOLE
19.	Sh. Lok Pal	Principal	ITI, Pusa
20.	Sh. Br. Tom C.J.	Principal	Don Bosco Technical Institute, Okhla
21.	Sh. P.C. Bhandari	Tech. Advisor	J.K. Cement Ltd.
22.	Sh. Munish Kumar Sharma	DDT	DSEE, Rajasthan
23.	Sh. Balwant Singh	DDT	SDIT, Haryana
24.	Sh. Manoj Saini	ADT	SDIT, Haryana
25.	Sh. R.S. Martolia	ADT	Director (Training) Uttarakhand
26.	Sh. Nirmal Nath	ADT	CSTARI, Kolkata
27.	Sh. Niraj Kumar	Additional Director,	DTE, U.P.
28.	Sh. D.A. Dalvi	Assistant Director	Dvet, Mumbai
29.	Sh. A.K. Pandey	Assistant Director DTE, U.P.	DTE, U.P.
30.	Dr. Kalyan Kumar	Consultant	K.K. Techno Solutions Pvt. Ltd.
31.	Dr. Sankha Sarkhel	Course Coordinator	K.K. Techno Solutions Pvt. Ltd.
32.	Dr. Ravi Shankar Pd. Singh	Chief Coordinator	K.K. Techno Solutions Pvt. Ltd.
33.	Ms. Abhilasha Rajan	-	KPMG
34.	Sh. K.K. Jha	K.P. MG Strive Team	KPMG
35.	Sh. Ashish Katiyar	Associate Director	KPMG
36.	Sh. Mahaveer Agarwal	Senior Consultant	KPMG
37.	Sh. Akshay Bhatia	Senior Consultant	KPMG
38.	Sh.J. Sreekantha	DD (App), Andhrapradesh	C.I.T. Andhrapradesh
39.	Sh. Vinod Kumar	Group Instructor	ITI Areacode Kerala, ITD
40.	Sh. Shiv Kumar	JTA	DGT, MSDE