

MSDE-19/03(1)/2015-CD  
Government of India  
Directorate General of Training  
Ministry of skill Development & Entrepreneurship(MSDE)  
Shram Shakti Bhawan, Rafi Marg,  
New Delhi, dated 7<sup>th</sup> January, 2016

To,

1. Secretaries/Principal Secretaries of all the State Govts / UT Administrations dealing with Craftsmen/Vocational Training
2. Directors dealing with Craftsmen/Vocational Training of all States/ UT Administrations

**Subject: Modification in accreditation criteria for granting accreditation to ITIs.**

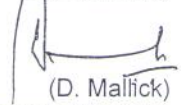
Sir/Madam

This is to inform that meeting of the "Sub-committee of NCVT on Norms and Courses" was held on 17<sup>th</sup> December,2015 in New Delhi . Modification in accreditation criteria for granting accreditation to ITIs was discussed vide agenda item No.4 in the meeting.

2. A meeting was coordinated by NABET-QCI to review the accreditation criteria /standard practices for the ITI s applying for affiliation in order to identify areas for improvements. As per the discussions held & based upon past experiences, various modification in accreditation criteria for granting accreditation to ITIs were proposed. Members discussed in length the suggested changes/ areas of improvement in accreditation criteria and gave their views. The recommendations of members have been suitably assimilated in the proposal. **The final modified accreditation criteria for granting accreditation to ITIs is given in Annex-I.**

3. Henceforth, above modified accreditation criteria shall be followed for granting accreditation to ITIs by Quality Council of India.

Yours faithfully



(D. Mallick)

Dy. Director General of Training

Copy to:

1. Director, ATI - Chennai / Hyderabad/ Mumbai/ Kolkata/ Kanpur/ Ludhiana, ATI(EPI) Hyderabad&
2. Dehradun , FTI Bangalore & Jamshedpur, NIMI Chennai,
3. Director RDAT Kanpur/ Mumbai / Kolkata / Chennai / Faridabad & Hyderabad, Director-CSTARI, Kolkata.
4. Principal CTI Chennai , Principal MITI, Haldwani / Calicut / Jodhpur / Choudwar, Principal- NVTI, Noida and Principals of all RVTIs .
5. Prof. M. Ranga Rao, National Co-ordinator, Federation of All India Pvt. Association,ITI Chanakya No. 6 Camp Road, Selaiyur, East Tambaram, Chennai – 600073
6. Chief Executive Officer, NABET, Quality Council of India, 2nd Floor, Institution of Engineers Building, Bhadurshah Zaffar Marg, New Delhi.110002.
7. All Directors and TC Section at DGT, HQ

**Copy for information :**

1. PS to MoS(IC),MSDE
2. PS to Secretary,MSDE
3. PS to JS(RA)



(Anita Srivastava)  
Dy. Director of Training

Modified norms for accreditation of ITIs.

S.No.	Subject Issue	Existing Practice / Criteria	Modified norms
1.	Fee Structure	<p><b>For New Applications :</b> After registration &amp; deposit of fee, Application no. is generated.</p> <p>DA remains pending due to non-clearance of Non Conformities (NCs) as there is no prescribed penalty for not adhering to the prescribed time line for closing of NCs.</p> <p>ITIs are not taking Surveillance seriously.</p>	<p>1. On registration and deposit of Application Fee.</p> <p>a.Registration no. will be generated. Application number will be generated on successful completion of <b>Desktop Assessment (DA)</b>.</p> <p>b.States to have dashboard to monitor number of applicants.</p> <p>2. Applications failing to comply with the Non-conformities by the prescribed last date of D.A. closure shall be processed for next session only.</p> <p>a.However, ITIs unable to remove the non-conformities and unable to get affiliation even in the next two consequent sessions will result in cancellation of application and forfeiture of fees.</p> <p>b.Information of NCs generated should be given to the applicants through e-mail and phone also. So that, the applicant gets the information personally</p> <p>3. Applicant ITIs shall get the formal affiliation order only after depositing the surveillance fee within 10 days of approval from Sub-Committee of NCVT. The ITIs shall be informed of provisional affiliation through registered e-mail by QCI. Further to this, the formal affiliation orders shall be issued within five working days.</p>
2.	Re-Visit criteria	No particular guidelines exist for re-visit.	<p>The re-visit would be under taken on account of the following:</p> <ul style="list-style-type: none"> <li>➤ If the machineries are not in line with NCVT specification, e.g. belt driven Lathe machine for fitter trade, single phase DG set for electrician trade, etc.</li> <li>➤ If actual Building Layout Plan is not available during site visit or dimensions / layout do not meet with prescribed NCVT norms. actuals</li> <li>➤ Non-availability/ Non-operation of critical Machine(s) as per NCVT norms (critical machinery to be identified by DGT).</li> <li>➤ Electricity meter not installed or not in order.</li> <li>➤ Refusal 48 hours prior to scheduled 1<sup>st</sup> Site Visit allocated by QCI</li> </ul>

S.No.	Subject Issue	Existing Practice / Criteria	Modified norms
			Otherwise fee for revisit will be applicable
3.	De-barring Criteria	Nil	<p>An application for affiliation would be debarred for a period of three years:</p> <ul style="list-style-type: none"> <li>➤ If any of the documents submitted for seeking affiliation like, lease deed / land ownership, trust, electricity bills, etc. are found forged / manipulated.</li> <li>➤ If any equipment is found moved from another ITI.</li> <li>➤ Any other such instances</li> </ul>
4.	Self-Declaration by ITI	Nil	<ul style="list-style-type: none"> <li>➤ Self-declaration to be signed by owner / trust / society on e-stamp paper as well as conventional Stamp paper as per the format provided for ensuring responsibility of the applicant.</li> </ul>
5.	Trade -Mechanic Motor Vehicle (MMV)	MMV trade allowed only on the ground floor	<ul style="list-style-type: none"> <li>➤ The parking area for the workshop may be established on second floor/third floor, subject to NoC obtained from registered structural engineer and availability of power lifts for automobiles.</li> </ul>
6.	Trade - Fashion Technology	Clarification of doubt	<ul style="list-style-type: none"> <li>➤ The tools/ equipment mentioned as per NCVT guidelines do not accommodate in workshop specified for Fashion Technology trade. Common tools and equipment may be shared with similar trades i.e. cutting and sewing, Dress making existing in the institute by adjusting the time schedule. (Type of incentive to ITIs for women trades )</li> <li>➤ Need to ensure there shall be no gender-specific trades in ITIs.</li> </ul>
7.	Workshops	Clarification of doubt	<ul style="list-style-type: none"> <li>➤ Slight L-shape/U-Shape in the workshop is not acceptable due to stair case/ Ramps in basement if it hinders the visibility of instructor from any location within the classroom / workshop.</li> <li>➤ In hilly area some relaxation may be given on the discretion of the assessor with reasonable justification.</li> <li>➤ Entry to the classroom/library, etc. may be permissible through workshop if it</li> </ul>



S.No.	Subject Issue	Existing Practice / Criteria	Modified norms
			<p>does not create obstruction in imparting training.</p> <p>➤ Deviation(s) submitted by assessors would be considered by the Accreditation Committee &amp; finally would be approved &amp; accepted by the Sub-Committee.</p>
8.	DG-Set location	Clarification of doubt	<p>DG-Set would be out of workshop in a stable permanent structure to accommodate trainees in the batch with proper exhaust pipe &amp; ventilation etc.</p> <p>DGT can try promoting Solar and other renewable energy resources.</p>
9.	Partition between classrooms / workshops	Clarification of doubt	<p>Partition in workshop among trades may be by thick yellow coloured line (4.5 inch). Other partitions are required to be of rigid, stable material with thickness 10 mm. In case of Laminates extra, assessor has to ensure sound proof ness &amp; privacy etc. subject to approval as in point 7 regarding Workshop.</p>
10.	CITS Certificate	Clarification of doubt	<p>➤ CITS certificate to be mandatory for ITI instructors barring persons being superannuated in 5 years</p> <p>➤ In case of non-availability, the instructors to get CITS certification within three years of joining.</p> <p>➤ At the time of recruitment preference to be given to CITS certificate holders.</p>
11.	CRT Monitor; Common UPS and N-Computing in IT lab	Clarification of doubt	<p>➤ For new ITIs only LCD or LED monitor to be allowed.</p> <p>➤ N-computing may be allowed as 1: 10 with standby server and UPS.</p>
12.	1 New Norms	Not specified	<p>➤ New DGT norms should not be applicable for pending application received for 2015 session and could not be affiliated.</p> <p>➤ Any new Infrastructural requirements/changes to be introduced with 2 years prior notice.</p>

S.No.	Subject Issue	Existing Practice / Criteria	Modified norms
13.	1. Drawing Hall	Norms not followed	<ul style="list-style-type: none"> <li>➤ Drawing Instructor to be mandatory for ITI having total strength more than 144 trainees/per shift in trades having engineering drawing subject.</li> <li>➤ Institutions with less 144 trainees (Engg. Trades) per shift may engage guest faculty.</li> <li>➤ W/s calculation and Engg. Drawing should have different faculty.</li> </ul>
14.	Faculty salary	Not active	<ul style="list-style-type: none"> <li>➤ Salary and bank details verification clause to be put up in surveillance visit-mandatorily Similar to. AICTE type central data base as planned in MP.</li> </ul>
15.	Classrooms	Ratio not defined	Considering enhancement in number of seats in popular trades & additional seats for ISO 29990 institutes, class room size was decided as 25 Sq. mtr. With minimum width of 3 meter. This is applicable for new ITIs & existing ones will have to make accordingly. This will be ensured at the time of Grading of ITIs/ Surveillance.
16.	Trade -Health Sanitary Inspector (HSI) Lab	Only Thermocol models	<ul style="list-style-type: none"> <li>➤ Working model of treatment plant for water/waste etc. for HSI lab to be mandatory.</li> </ul>
17.	Asbestos Sheet	Clarification of doubt	Asbestos sheets to be allowed as per existing norms.
18.	IT-Lab (Specifications & Equipment)	Not specified	<ul style="list-style-type: none"> <li>➤ All Government and Private ITIs are required to set up an exclusive computer lab with internet connectivity on every computer with multimedia.</li> <li>➤ If Dongles used separate dongles for each PC or sharing allowed?</li> <li>➤ The setup of IT lab must have minimum 10 computers/ workstation and peripheral with internet facility irrespective of trade for an ITI.</li> <li>➤ Details of rationalized infrastructure requirement for computer lab is at <b>annex- I</b>.</li> </ul>

S.No.	Subject Issue	Existing Practice / Criteria	Modified norms
19.	IT-Lab (Furniture specifications)	Not specified	<ul style="list-style-type: none"> <li>➤ Providing, constructing and fixing of running table (Work stations) of approx. size of 900 x 600 x 750mm (Height) with 19mm thick commercial board finished with approved laminate on top.</li> <li>➤ Each table must have keyboard slider.</li> <li>➤ Chairs must be cushioned and have proper back support</li> <li>➤ Details of rationalized infrastructure requirement for computer lab is <b>annexed</b>.</li> </ul>
20.	Instructor Staff	All details need to be uploaded.	<ul style="list-style-type: none"> <li>➤ Instructor staff details needs to be filled up by ITI on the portal, five days before allocation of Site visit. Without uploading instructor details, site visit would not be conducted.</li> </ul>
21	Tools & equipment bill to be uploaded	All bills to be uploaded	<ul style="list-style-type: none"> <li>➤ Critical and essential tools&amp; equipment bill will be uploaded only. Declaration to be given by applicant for other tools and equipment</li> <li>➤ The map may be uploaded floor wise instead of a single map.</li> <li>➤ Auto CAD may be allowed duly approved by registered Architect</li> </ul>
22	ITI ambience	Nil	<ul style="list-style-type: none"> <li>➤ All weather approach road, display of Sign Board, 20% open area in the ITI premises should be available for new ITIs session 2018-19</li> <li>➤ Display board of trades , achievement photographs</li> <li>➤ Display of weekly schedule in the workshop</li> <li>➤ Uniform Colour codes for ITIs</li> </ul>
23.	Status of ITI on QCI portal	Not available	<p>Option of printing the complete profile of the institute as applied by the applicant and status update by QCI to be available on QCI portal.</p> <p>Dashboard for States</p>
	Interoperability of data from QCI-DGT	Nil	<p>Auto transfer of data from QCI-DGT for the cases approved by the AC meeting</p>



S.No.	Subject Issue	Existing Practice / Criteria	Modified norms
25.	Complaint and grievances redressal mechanism at QCI	In active	Complaint /grievance redressal mechanism with appellate authority at QCI with clear timelines of 15 days for the month from April to June considering high volume of applications & 30 days for other months. e-facilities to be declared by QCI & DGT website. There should be cleared mentioned that in case of problem unsolved, individual may approach DGT. Weekly reports to be furnished to DT DGT.
26.	Awareness program ITIs	Nil	Awareness programs / workshops to be conducted in all the states/UTs on setting up of ITI and procedure for grant of affiliation. QCI and DGT will organise this.
27.	Orientation of Assessors of QCI	Information required	Orientation programmes to be framed in phased manner in participation with DGT
28.	Capping of Units	Nil	<ul style="list-style-type: none"> <li>➤ Proposed to Cap on Units as 2/shift for grant of affiliation.</li> <li>➤ ITIs to open minimum two trades.</li> <li>➤ ITIs with 3 &amp; above Star rating (grading) on NCVT portal would be appreciated to add more units after two years/ one year depending upon duration of trade.</li> </ul>
29.	Policy (s) framed by the states	NIL	Policy framed by the states infringing NCVT norms must be approved by the NCVT before implementation.
30.	Institute management Committee / Advisory	Nil	<p>Institutes will have to tie up for IMC / Advisory committee (preferably from nearby local industry) within one year of grant of affiliation with overall objective of</p> <ul style="list-style-type: none"> <li>➤ Training of Trainers as well for trainees</li> <li>➤ Placement of trainees.</li> <li>➤ Industry visits</li> <li>➤ Valuable inputs for designing need based Curricula</li> <li>➤ Option for sponsoring Machines etc.</li> <li>➤ Guidance for up gradation of infrastructural facilities</li> </ul>
31.	Bio Attendance	Nil	Bio metric (with GPS) attendance mandatory from the session 2016-17.
32.	ISO certification	Nil	<ul style="list-style-type: none"> <li>➤ Proposal for certification of ISO 29990 for all ITIs.</li> <li>➤ Upgradation of Infrastructure</li> <li>➤ Training of Trainers</li> <li>➤ Awareness programme is proposed to be conducted by QCI to the Principals &amp; some staff</li> <li>➤ It is also proposed to award ISO</li> </ul>

S.No.	Subject Issue	Existing Practice / Criteria	Modified norms
			<p>certified institutes as following incentive :</p> <ul style="list-style-type: none"> <li>▪ Permission to add 2 additional trainees in each unit apart from supernumerary.</li> <li>▪ Relaxation in capped fee</li> <li>▪ Higher weightage in Grading of Institutes</li> <li>▪ Provisions of reimbursement of 80% of fee paid towards ISO certification with max Cap of Rs. 1 Lakh .</li> </ul>
33.	Grading of ITIs	Nil	Grading of ITIs to ensure infrastructural facilities in the institute & Placement status and standard of Training
34.	Inspection of ITIs to ensure infrastructure as per norms	revised	State Directorates to make yearly schedule for inspection of ITIs to ensure inspection of each ITI once in a year.
	List of Assessors	inactive	QCI to provide list of Assessors quarterly , state wise with qualification and Experience



Computer Lab					
Computer Lab Infrastructure					
N.	Name of Item	Category	Quantity	Unit	Remarks
1	Desktop Computer with latest configuration	Machine	10	Number	Refer Instructions
2	LAN Cabling	Equipment	As required	-	
3	LAN Switch	Equipment	As required	-	
4	Printer (Inkjet or Laser)	Machine	As required	-	
5	Scanner	Machine	As required	-	
6	External Hard Disk - 1 TB	Equipment	1	Number	
7	Instructor/ Office Chair	Furniture	1	Number	
8	Instructor/ Office Table	Furniture	1	Number	
9	Computer Chair (Armless Low Back Non Revolving)	Furniture	20	Number	Refer Instructions
10	Computer Table	Furniture	10	Number	Refer Instructions
11	Black/ White Board - 4 X 6 Feet	Furniture	1	Number	
Space and Power Requirement					
1	Space Required (in Sq. Meter):			25	
2	Power Required (in KW):			3.45	
Instructions					
This Computer Lab shall be used for conducting practical for:					
i. Employability Skills &					
ii. Trade practical except trades which involves Trade practical in computer lab such as Draughtsman(Mech./Civil), Architectural Assistant., etc.					
<b>One computer lab need to be provided in each I.T.I. irrespective of No. of Units for Employability Skills &amp; Trade practical for trades having less than 08 computers and not having computer Lab separately.</b>					

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Government of India  
Directorate General of Training  
Ministry of skill Development & Entrepreneurship(MSDE)

Shram Shakti Bhawan, Rafi Marg,  
New Delhi, dated 7<sup>th</sup> January, 2016

To,

1. Secretaries/Principal Secretaries of all the State Govts / UT Administrations dealing with Craftsmen/Vocational Training
2. Directors dealing with Craftsmen/Vocational Training of all States/ UT Administrations

**Subject: Rationalization and Standardizations of ITI infrastructure**

Sir/Madam

This is to inform that meeting of the "Sub-committee of NCVT on Norms and Courses" was held on 17<sup>th</sup> December, 2015 in New Delhi. Rationalization and Standardizations of ITI infrastructure was discussed vide agenda item No.5 in the meeting.

2. With a view to optimise the available infrastructure in ITIs, rationalization and standardization of ITI infrastructure for CNC Lab, Computer Lab, Class Rooms, Drawing Hall, Lathe machine for Fitter/ Turner/ Machinist trades and Diesel Generator Set for Electrician trade were proposed in the meeting. Members discussed each item in details and suggested various modification. The modified norms for Rationalisation and Standardisation of ITI infrastructure is placed at **Annex-I**.

3. Henceforth, above modified norms for Rationalisation and Standardisation of ITI infrastructure, shall be followed for granting accreditation by Quality Council of India/affiliation by NCVT, to ITIs.

Yours faithfully

(D. Mallick)

Dy. Director General of Training

Copy to:

1. Director, ATI - Chennai / Hyderabad/ Mumbai/ Kolkata/ Kanpur/ Ludhiana, ATI(EPI) Hyderabad & Dehradun, FTI Bangalore & Jamshedpur, NIMI Chennai,
2. Director RDAT Kanpur/ Mumbai / Kolkata / Chennai / Faridabad & Hyderabad, Director-CSTARI, Kolkata.
3. Principal CTI Chennai, Principal MITI, Haldwani / Calicut / Jodhpur / Choudwar, Principal- NVTI, Noida and Principals of all RVTIs.
4. Prof. M. Ranga Rao, National Co-ordinator, Federation of All India Pvt. Association, ITI Chanakya No. 6 Camp Road, Selaiyur, East Tambaram, Chennai – 600073
5. Chief Executive Officer, NABET, Quality Council of India, 2nd Floor, Institution of Engineers Building, Bhadurshah Zaffar Marg, New Delhi. 110002.
6. All Directors and TC Section at DGT, HQ

Copy for information :

7. PS to MoS(IC), MSDE
8. PS to Secretary, MSDE
9. PS to JS(RA)

C.R.  
Pl. Done  
by Special Pex  
11-01-16



  
(Anita Srivastava)  
Dy. Director of Training

CNC Lab						
Space and Power Requirement						
1	Space Required (in Sq. Meter):	40 (For below 16(8+8) units) 65 (For above 16(8+8) units)				
2	Power Required (in KW):	15 (For 16(8+8) & above units) 12.5 ( For 8(4+4) & above units)				
CNC Lab Infrastructure						
S.N.	Name of Item	Category	Quantity		Unit	Remark
			16 (8+8) units & Above	Below 16 (8+8) units		
1	CNC turn Centre with minimum specification as: Chuck size:135mm Between centre distance: 250mm Travel in X: 100mm Travel in Z: 200mm No. of tool stations: 8 station turret Spindle power: 3.7kW (continuous rating) preferably with popular control system like Fanuc/Siemens along with motorized coolant system.	Machine	1	1	Number	Refer Instructions
2	Tool holders to suit the CNC machine for turning, threading, grooving (external & internal), parting off operation, boring, under-cutting with 20 inserts of each operation.	Tool	1 each	1 each	Number	
3	CNC Vertical Machining Centre with minimum specification as: Table size:500x250mm Travel X-axis x Y-axis x Z-axis: 300 x 250 x 250mm Auto Tool Changer: 8 nos. Spindle power: 3.7kW (continuous rating) with popular control system like Fanuc/Siemens along with motorized coolant system.	Machine	1	1	Number	Refer Instructions
4	CNC milling tools assorted such as adapter to suit above machine to accommodate face cutter, shell end mill cutter, taper shank and parallel shank drills/cutters.	Tool	1 set along with cutters & inserts.	1 set along with cutters & inserts.	set	
5	CNC hole machining tools assorted such as adapter to suit above machine to accommodate different boring bars.	Tool	1 sets along with cutters	1 set along with cutters	set	
6	Multimedia based simulator for CNC technology and interactive CNC part programming software for turning & milling with virtual machine operation and simulation using popular operation control system such as Fanuc, Siemens, etc. (Web-based or licensed based) (10 trainees + 1faculty)	Software	16	8	users	



S.N.	Name of Item	Category	Quantity		Unit	Remark
			16 (8+8) units & Above	Below 16 (8+8) units		
7	Desktop Computers compatible to run simulation software with LAN facility	Machine	16	8	Number	
8	Printer - (Laser/ Inkjet)	Machine	1	1	Number	Optional
9	Air Conditioner - Split - 2.0 Ton	Machine	1	1	Number	Optional
10	UPS - 2 KVA	Machine	1	1	Number	Optional
<b>Instructions</b>						
a)	<p>For units less than 8(4+4), then ITI can enter into MoU with Facilitator who will provide the Training to Trainees admitted and undergoing training in above Trades.</p> <p>The Facilitator should be Government ITI, Engineering/ Polytechnic College, Recognized Training Institute, Industry, Private ITI (Facilitators are arranged in descending preference order). The Facilitator should have all the above training infrastructure. (Including CNC Machines and Multimedia software for CNC). If any of the facility is not available with facilitator then the same should be provided in the ITI. The facilities of CNC should be made available to ITI trainees at the time of examination. This clause should be part of MoU to be signed. The training provider must be within the range of 15 Km or within city whichever is less.</p>					

Computer Lab					
Computer Lab Infrastructure					
J.	Name of Item	Category	Quantity	Unit	Remarks
	Desktop Computer with latest configuration	Machine	10	Number	Refer Instructions
	LAN Cabling	Equipment	As required	-	
	LAN Switch	Equipment	As required	-	
	Printer (Inkjet or Laser)	Machine	As required	-	
	Scanner	Machine	As required	-	
	External Hard Disk - 1 TB	Equipment	1	Number	
	Instructor/ Office Chair	Furniture	1	Number	
	Instructor/ Office Table	Furniture	1	Number	
	Computer Chair (Armless Low Back Non Revolving)	Furniture	20	Number	Refer Instructions
	Computer Table	Furniture	10	Number	Refer Instructions
	Black/ White Board - 4 X 6 Feet	Furniture	1	Number	
Space and Power Requirement					
	Space Required (in Sq. Meter):			25	
	Power Required (in KW):			3.45	
Instructions					
This Computer Lab shall be used for conducting practical for:					
i. Employability Skills &					
ii. Trade practical except trades which involves Trade practical in computer lab such as Draughtsman(Mech./Civil), Architectural Assistant., etc.					
<b>One computer lab need to be provided in each I.T.I. irrespective of No. of Units for Employability Skills &amp; Trade practical for trades having less than 08 computers and not having computer Lab separately.</b>					

Class Room					
S.N.	Particular	Details			
		Optional – I		Optional – II	
1	Space Required (in Sq. Meter):	25		50	
2	Power Required (in KW):	0.5		1	
Class Room and Drawing Hall Requirements					
S.N.	Name of Item	Category	Unit	Quantity	
				Class Room – I	Class Room – II
1	Dual Desk/ Desk bench	Furniture	Number	13	26
2	Black/ White Board - 4 X 6 Feet	Furniture	Number	1	1
3	Instructor/ Office Chair	Furniture	Number	1	1
4	Instructor/ Office Table	Furniture	Number	1	1
5	Drawing Table - A2 (A3)	Furniture	Number	0	0
6	Stool	Furniture	Number	0	0
a)	Number of Class Rooms = Maximum Number of Units in a Shift for option – I and half the maximum no. of units in a shift for option – II.				

\* Power requirement is classroom is inclusive of total power requirement of trade.

### Fitter/ Turner/ Machinist trade:

#### E : General Machinery Installations –

Sl. No.	Name & Description of Machines	Quantity
*1.	SS and SC centre lathe (all geared) with minimum specification as: Centre height 150 mm and centre distance 1000 mm along with 3 & 4 jaw chucks, auto feed system, safety guard, taper turning attachment, motorized coolant system, lighting arrangement & standard accessories.	2 Nos.

Note: - (\*) 1. No additional number of items are required to be provided up to four batches of trainees i.e. two batches in the first shift and two in the second shift.

(\*) 2. ITI having 2(1+1) units of Turner and/or Machinist trades are not required to provide lathe machine up to 4(2+2) units Fitter trade. Proportionate nos. of units will be exempted in Fitter trade with subsequent increase in no. of units in Turner and /or Machinist trades.

(\*\*) Only one number need be provided in each I.T.I. irrespective of No. of Units.

### Electrician

Sl. No.	Name of the items	Quantity	Remarks
23 *	Diesel Generator Set with change over switch, over current breaker and water-cooled with armature, star-delta connections AC 3 phase, 5 KVA, 240 volt	1 No.	Common for 2 to 4 semesters

Note: (\*) Only one number need be provided in each I.T.I. irrespective of No. of Units.



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Shram Shakti Bhawan, Rafi Marg,  
New Delhi, dated 7<sup>th</sup> January, 2016

To,

1. **Secretaries/Principal Secretaries of all the State Govts / UT Administrations dealing with Craftsmen/Vocational Training**
2. **Directors dealing with Craftsmen/Vocational Training of all States/ UT Administrations**

**Subject: Consideration of part wise marks of papers under modified semester system of AITT.**

Sir/Madam

This is to inform that meeting of the "Sub-committee of NCVT on Norms and Courses" was held on 17<sup>th</sup> December, 2015 in New Delhi. Consideration of part wise marks of papers under modified semester system of AITT was discussed vide agenda item No. 7 in the meeting.

2. In present system question paper related to trade theory paper is having two parts (A&B) and as per guidelines of modified semester system AITT, it is necessary for the candidate to secure a minimum of 25% marks in each part/section and over all 40% marks, in case if students fails in any one part then student has to reappear in the next attempt in both the part of the Trade theory. Accordingly, consideration of part wise marks of trade theory papers under modified semester system of AITT was discussed in the meeting. After detailed discussion, sub-committee agreed that if candidate fails in either part i.e A or B of the paper, he/she may be allowed to attempt both the parts of the paper in the next exam but only the highest marks of each part may be taken from both of the papers i.e. regular and supplementary, be indicated in mark sheet as marks obtained in the paper, while preparation of result.

3. Henceforth, if candidate fails in either part i.e A or B of the paper, he/she shall be allowed to attempt both the parts of the paper in the next exam but only the highest marks of each part shall be taken from both of the papers i.e. regular and supplementary, be indicated in mark sheet as marks obtained in the paper, while preparation of result.

Yours faithfully

(D. Mallick)

Dy. Director General of Training

Copy to:

1. Director, ATI - Chennai / Hyderabad/ Mumbai/ Kolkata/ Kanpur/ Ludhiana, ATI(EPI) Hyderabad & Dehradun , FTI Bangalore & Jamshedpur, NIMI Chennai,
2. Director RDAT Kanpur/ Mumbai / Kolkata / Chennai / Faridabad & Hyderabad, Director-CSTARI, Kolkata.
3. Principal CTI Chennai , Principal MITI, Haldwani / Calicut / Jodhpur / Choudwar, Principal- NVTI, Noida and Principals of all RVTIs .

4. Prof. M. Ranga Rao, National Co-ordinator, Federation of All India Pvt. Association, ITI Chanakya No. 6 Camp Road, Selaiyur, East Tambaram, Chennai – 600073
5. Chief Executive Officer, NABET, Quality Council of India, 2nd Floor, Institution of Engineers Building, Bhadurshah Zaffar Marg, New Delhi. 110002.
6. All Directors and TC Section at DGT, HQ

**Copy for information :**

1. PS to MoS(IC), MSDE
2. PS to Secretary, MSDE
3. PS to JS(RA)



(Anita Srivastava)  
Dy. Director of Training

MSDE-19/03(4)/2015-CD  
Government of India  
Directorate General of Training  
Ministry of skill Development & Entrepreneurship(MSDE)

Shram Shakti Bhawan, Rafi Marg,  
New Delhi, dated 7<sup>th</sup> January, 2016

To,

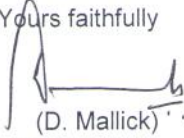
1. Secretaries/Principal Secretaries of all the State Govts / UT Administrations dealing with Craftsmen/Vocational Training
2. Directors dealing with Craftsmen/Vocational Training of all States/ UT Administrations

**Subject: Addition of grace marks without indicating it on the mark-sheet.**

Sir/Madam,

This is to inform that a meeting of the "Sub-committee of NCVT on Norms and Courses" was held on 17<sup>th</sup> December, 2015 in New Delhi. **Addition of grace marks without indicating it on the mark-sheet** was discussed vide agenda item No. 7 in the meeting.

2. It was brought to the notice that in cases where a candidate is passed with grace marks, the same is indicated on the mark sheet of the candidate which cause difficulty to the candidate in getting admission to higher studies such as diploma. Accordingly, addition of grace marks without indicating it on the mark-sheet, was discussed in the above meeting. Committee has approved that minimum grace marks should be given to the candidate for passing but the same would not be indicated on the mark-sheet.
3. Henceforth, minimum grace marks shall be given to the candidate for passing but the same shall not be indicated on the mark-sheet.

Yours faithfully  
  
(D. Mallick)

Dy. Director General of Training

Copy to:

1. Director, ATI - Chennai / Hyderabad/ Mumbai/ Kolkata/ Kanpur/ Ludhiana, ATI(EPI) Hyderabad & Dehradun , FTI Bangalore & Jamshedpur, NIMI Chennai,
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PS to JS(RA)

  
(Anita Srivastava)  
Dy. Director of Training



MSDE-19/03(5)/2015-CD  
Government of India  
Directorate General of Training  
Ministry of skill Development & Entrepreneurship(MSDE)

Shram Shakti Bhawan, Rafi Marg,  
New Delhi, dated 7<sup>th</sup> January, 2016

To,

1. Secretaries/Principal Secretaries of all the State Govts / UT Administrations dealing with Craftsmen/Vocational Training
2. Directors dealing with Craftsmen/Vocational Training of all States/ UT Administrations

**Subject: Penalty for not handing over OMR sheet within 10 days to evaluating agency after the exam**

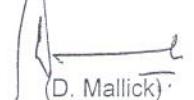
Sir/Madam

This is to inform that meeting of the "Sub-committee of NCVT on Norms and Courses" was held on 17<sup>th</sup> December, 2015 in New Delhi. Penalty for not handing over OMR sheet within 10 days to evaluating agency after the exam was discussed vide agenda item No. 7 in the meeting.

2. For timely deceleration of result of trainees who appear in All India Trade test, "Penalty for not handing over OMR sheet within 10 days to evaluating agency after the exam" was discussed in the meeting. Committee has approved that controller of examination of respective States and Superintendent of exam centres have to forward OMR sheets on the same day of exam to State Directorate/UTs, so that the same will be handed over to the evaluating agency within 10 days after the exam failing which each State/U.Ts will take suitable action against the officials for dereliction of duties.

3. Henceforth, controller of examination of respective States and Superintendent of exam centres shall forward OMR sheets on the same day of exam to State Directorate/UTs, so that the same will be handed over to the evaluating agency within 10 days after the exam failing which each State/UTs shall take suitable action against the officials for dereliction of duties.

Yours faithfully



Dy. Director General of Training

Copy to:

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4. Prof. M. Ranga Rao, National Co-ordinator, Federation of All India Pvt. Association,ITI Chanakya No. 6 Camp Road, Selaiyur, East Tambaram, Chennai – 600073
5. All Directors and TC Section at DGT, HQ

.2.

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(Anita Srivastava)  
Dy. Director of Training

MSDE-19/03(6)/2015-CD  
Government of India  
Directorate General of Training  
Ministry of skill Development & Entrepreneurship (MSDE)

Shram Shakti Bhawan, Rafi Marg,  
New Delhi, dated 7<sup>th</sup> January, 2016

To,

1. Secretaries/Principal Secretaries of all the State Govts / UT Administrations dealing with Craftsmen/Vocational Training
2. Directors dealing with Craftsmen/Vocational Training of all States/ UT Administrations

**Subject: Penalty against Principals of Government/Private ITIs for not uploading the sessional marks on NCVT-MIS portal before issue of admit cards to the candidates.**

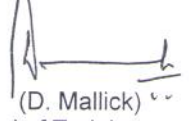
Sir/Madam

This is to inform that meeting of the "Sub-committee of NCVT on Norms and Courses" was held on 17<sup>th</sup> December, 2015 in New Delhi. The issue on penalty against Principals of Government/Private ITIs for not uploading the sessional marks on NCVT-MIS portal before issue of admit cards to the candidates was discussed vide agenda item No.7, in the meeting.

2. It was brought to the notice of the above sub-committee that the principals of Government and Private ITIs are not **uploading sessional marks and attendance** of the candidates on the NCVT-MIS portal for making them eligible for hall ticket before issue of the admit card to the candidates. This causes problem in issue of declaration of the result through NCVT-MIS portal. The Sub-Committee recommended that in such cases, where principals are not doing their duties for getting uploaded the sessional marks and attendance well in schedule time period on portal, each State/UTs should take suitable action against the officials for dereliction of duties.

3. Henceforth, if principals are not doing their duties for getting uploaded the sessional marks and attendance well in schedule time period on portal, each State/UTs shall take suitable action against them for dereliction of duties.

Yours faithfully



Dy. Director General of Training

Copy to:

1. Director, ATI - Chennai / Hyderabad/ Mumbai/ Kolkata/ Kanpur/ Ludhiana, ATI(EPI) Hyderabad & Dehradun, FTI Bangalore & Jamshedpur, NIMI Chennai,
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3. PS to JS(RA)



(Anita Srivastava)  
Dy. Director of Training

MSDE-19/03(7)/2015-CD  
Government of India  
Directorate General of Training  
Ministry of skill Development & Entrepreneurship (MSDE)

Shram Shakti Bhawan, Rafi Marg,  
New Delhi, dated 7<sup>th</sup> January, 2016

To,

1. Secretaries/Principal Secretaries of all the State Govts / UT Administrations dealing with Craftsmen/Vocational Training
2. Directors dealing with Craftsmen/Vocational Training of all States/ UT Administrations

**Subject: Penalty against controller of examiner/Nodal officers for not uploading the practical and Engineering Drawing marks of candidates on NCVT-MIS Portal within 20 days after the exam**

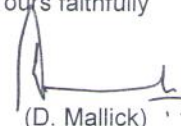
Sir/Madam

This is to inform that meeting of the "Sub-committee of NCVT on Norms and Courses" was held on 17<sup>th</sup> December, 2015 in New Delhi. Penalty against controller of examiner/Nodal officers for not uploading the practical and Engineering Drawing marks of candidates on NCVT-MIS Portal within 20 days after the exam was discussed vide agenda item No.7, in the meeting

2. It was brought to the notice of the above sub-committee that State Directorate/UTs fails in uploading the marks of practical and Engineering Drawing subject within 20 days after the exam in spite of repeated request which causes delay in declaration of result. Sub-committee approved that respective controller of exam of State/U.Ts are suggested that they must ensure that each practical examiner would submit marks within 5 days after last date of exam failing which he should not be deputed for the examiner duty in next exam. He should also ensure that all the Engineering Drawing answer sheet should be evaluated within 10 days after the exam so that both the marks of practical and Engineering Drawing should be uploaded in the same template within 20 days after the exam. Failing which State Directorate/UT should initiate suitable disciplinary action against controller of examiner/Nodal officer of exam and practical examiner for dereliction in their duties.

3. Henceforth, if controller of examiner/Nodal officers **should ensure that** marks of practical and Engineering Drawing should be uploaded in the same template within 20 days after the exam. Failing which State Directorate/UT should initiate suitable disciplinary action against controller of examiner/Nodal officer of exam and practical examiner for dereliction in their duties.

Yours faithfully



(D. Mallick)

Dy. Director General of Training

Copy to:

1. Director, ATI - Chennai / Hyderabad/ Mumbai/ Kolkata/ Kanpur/ Ludhiana, ATI(EPI) Hyderabad & Dehradun, FTI Bangalore & Jamshedpur, NIMI Chennai,

2. Director RDAT Kanpur/ Mumbai / Kolkata / Chennai / Faridabad & Hyderabad, Director-CSTARI, Kolkata.
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4. Prof. M. Ranga Rao, National Co-ordinator, Federation of All India Pvt. Association,ITI Chanakya No. 6 Camp Road, Selaiyur, East Tambaram, Chennai – 600073
5. All Directors and TC Section at DGT, HQ

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3. PS to JS(RA)



(Anita Srivastava)  
Dy. Director of Training



MSDE-19/03(8)/2015-CD  
Government of India  
Directorate General of Training  
Ministry of skill Development & Entrepreneurship (MSDE)

Shram Shakti Bhawan, Rafi Marg,  
New Delhi, dated 7<sup>th</sup> January, 2016

To,

1. Secretaries/Principal Secretaries of all the State Govts / UT Administrations dealing with Craftsmen/Vocational Training
2. Directors dealing with Craftsmen/Vocational Training of all States/ UT Administrations

**Subject: Norms for "Recruitment of the instructor in ITIs" and "mandating Crafts Instructor Training Scheme (CITS) for all ITI instructors".**

Sir/Madam

A Working Group was constituted comprising of Secretaries of the 04 States on the "Career Progression of ITI Instructors and changes in CTS programme". Three meetings of the Working were held to discuss on the Career Progression of ITI Instructors and changes in CTS programme.

The recommendations of working group on recruitment of the instructors and mandating CITS for all instructors of ITIs was discussed vide agenda item No.9 in the meeting of Sub Committee of NCVT dealing with Norms & Courses held on 17.12.2015, at New Delhi. After detailed discussion, the Sub-committee approved following guidelines for recruitment of the instructors for ITIs by respective State Governments and roadmap for "Mandating CITS for all instructors":

**I. Guidelines for recruitment of the instructors for ITIs:**

- i. 60% weightage fixed for marks in relevant technical qualifications i.e. Degree/ Diploma or CTS.
- ii. 30% weightage fixed for marks in CITS qualification to ensure that CITS passed candidates are engaged as instructors.
- iii. Maximum 10% weightage for interview
- iv. The threshold condition for experience criteria prevails as given in NCVT norms
- v. The above criteria will also apply for contractual employment.

**II. Roadmap for "Mandating CITS for all instructors"**

- i. For affiliation /re-affiliation for all ITIs:
  - By 2018 - Availability of at least 40% instructors with CITS
  - By 2020 - Availability of at least 60% instructors with CITS
  - By 2022 - Availability of at least 80% instructors with CITS
- ii. No promotion for instructors without CITS in Govt. ITIs
- iii. Separate scheme for part-funding of training expenses for the training of trainers working in Private ITIs.

All the State Governments / UT Administrations are requested to follow above guidelines as given at Sl. No. I and II above, with immediate effect.

Yours faithfully

(D. Mallick)

Dy. Director General of Training

Copy to:

1. Director, ATI - Chennai / Hyderabad/ Mumbai/ Kolkata/ Kanpur/ Ludhiana, ATI(EPI) Hyderabad & Dehradun , FTI Bangalore & Jamshedpur, NIMI Chennai,
2. Director RDAT Kanpur/ Mumbai / Kolkata / Chennai / Faridabad & Hyderabad, Director-CSTARI, Kolkata.
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4. Prof. M. Ranga Rao, National Co-ordinator, Federation of All India Pvt. Association, ITI Chanakya No. 6 Camp Road, Selaiyur, East Tambaram, Chennai – 600073
5. All Directors at DGT, HQ

**Copy for information :**

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3. PS to JS(RA)



(Anita Srivastava)  
Dy. Director of Training

MSDE-19/03(9)/2015-CD  
Government of India  
Directorate General of Training  
Ministry of skill Development & Entrepreneurship (MSDE)

Shram Shakti Bhawan, Rafi Marg,  
New Delhi, dated 7<sup>th</sup> January, 2016

To,

1. Secretaries/Principal Secretaries of all the State Govts / UT Administrations dealing with Craftsmen/Vocational Training
2. Directors dealing with Craftsmen/Vocational Training of all States/ UT Administrations

**Subject: Norms for "Refresher Training for the Instructors of ITIs."**

Sir/Madam

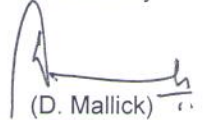
A Working Group was constituted comprising of Secretaries of the 04 States on the "Career Progression of ITI Instructors and changes in CTS programme". Three meetings of the Working were held and WG made their recommendations for "Refresher Training for the Instructors.

These recommendations of working group were discussed vide agenda item No.9 in the meeting of Sub Committee of NCVT dealing with Norms & Courses held on 17.12.2015 at New Delhi. After detailed discussion, the Sub-committee approved following guidelines for refresher Training for the Instructors of ITIs.

- i. Refresher training of 3 or 4 weeks duration for instructors will be compulsory Refreshers programme for every instructors should be ensured within every five years.
- ii. TA/DA of the instructors for the refresher course will be funded Government of India through a separate scheme.
- iii. Refresher course may be made available to Pvt. ITIs on contribution of 25% of the fee.
- iv. Pvt. ITOTs may be encouraged to offer refresher training courses for instructors of Govt. & Pvt. ITIs(12 Pvt. ITOTs & 3 Govt. ITOT)

All the State Governments / UT Administrations are requested to follow above guidelines for "Refresher Training for the Instructors of ITIs.

Yours faithfully



(D. Mallick)

Dy. Director General of Training

Copy to:

1. Director, ATI - Chennai / Hyderabad/ Mumbai/ Kolkata/ Kanpur/ Ludhiana, ATI(EPI) Hyderabad & Dehradun, FTI Bangalore & Jamshedpur, NIMI Chennai,
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5. All Directors at DGE&T HQ



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(Anita Srivastava)  
Dy. Director of Training

MSDE-19/03(10)/2015-CD  
Government of India  
Directorate General of Training  
Ministry of skill Development & Entrepreneurship (MSDE)

Shram Shakti Bhawan, Rafi Marg,  
New Delhi, dated 7<sup>th</sup> January, 2016

To,

1. **Secretaries/Principal Secretaries of all the State Govts / UT Administrations dealing with Craftsmen/Vocational Training**
2. **Directors dealing with Craftsmen/Vocational Training of all States/ UT Administrations**

**Subject: Norms for "Career progression for Instructors"**

Sir/Madam

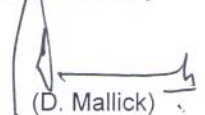
A Working Group was constituted comprising of Secretaries of the 04 States on the "Career Progression of ITI Instructors and changes in CTS programme". Three meetings of the Working were held to discuss on the Career Progression of ITI Instructors. The recommendations of working group for **Career progression for Instructors** were discussed vide agenda item No.9 in the meeting of Sub Committee of NCVT dealing with Norms & Courses held on on 17.12.2015 at New Delhi.

After detailed discussion, the Sub-committee approved following guidelines for **Career progression for Instructors of ITIs** :

- i) For promotion to the post of Principal and Group Instructor 25% of post in promotion quota will be reserved for degree holders. Remaining 75% will be filled on seniority basis considering all i.e. Degree (remaining not covered under 25%) /Diploma/CTS holders.
- ii) Pay parity should to be restored and initial grade pay should be fixed to Rs. 4600/-.
- iii) After eight years of service as instructor there should be a change in designation from instructor to senior Instructor with an additional increment.

All the State Governments / UT Administrations are requested to follow above guidelines for Career progression for Instructors of ITIs, with immediate effect.

Yours faithfully



Dy. Director General of Training

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1. Director, ATI - Chennai / Hyderabad/ Mumbai/ Kolkata/ Kanpur/ Ludhiana, ATI(EPI) Hyderabad & Dehradun , FTI Bangalore & Jamshedpur, NIMI Chennai,
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No. 6 Camp Road, Selaiyur, East Tambaram, Chennai – 600073
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(Anita Srivastava)  
Dy. Director of Training



MSDE-19/03(11)/2015-CD  
Government of India  
Directorate General of Training  
Ministry of skill Development & Entrepreneurship (MSDE)

Shram Shakti Bhawan, Rafi Marg,  
New Delhi, dated 7<sup>th</sup> January, 2016

To,

1. **Secretaries/Principal Secretaries of all the State Govts / UT Administrations dealing with Craftsmen/Vocational Training**
2. **Directors dealing with Craftsmen/Vocational Training of all States/ UT Administrations**

**Subject: Norms for Induction of ex-servicemen as instructors in ITIs.**

Sir/Madam

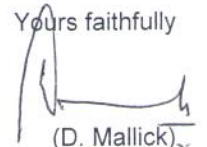
A Working Group was constituted comprising of Secretaries of the 04 States on the "Career Progression of ITI Instructors and changes in CTS programme". Three meetings of the Working were held to discuss "Norms for Induction of Ex-servicemen".

These recommendations of working group for "**Induction of ex-servicemen**" were discussed vide agenda item No.9 in the meeting of Sub Committee of NCVT dealing with Norms & Courses held on 17.12.2015 at New Delhi. After detailed discussion, the Sub-committee recommended and approved following guidelines for induction of ex-servicemen as instructors in ITIs.

- i. Coordination to be made with the Directorate General of Resettlement (DGR), to obtain the current list of approved technical trades which would be equivalent to CTS courses and their respective level/grade available in Army, Navy and Air Force.
- ii. Mapping of trades in armed forces for drawing equivalency with ITI pass-outs is to be made.
- iii. Selected ex-servicemen can be groomed through 3 months training on Training Methodology and the updated list of such trainers may be circulated to States from time to time.
- iv. States may encourage induction of qualified ex-serviceman as instructors in order to not only overcome the shortage of instructors in ITIs but also to get the services of highly experienced instructors.
- v. Higher salary for ex-servicemen with a slab for every 5 years(5% increase in each year) to attract them is suggested. For example:
  - Rs. 14,000/- for candidate with 5 years of experience
  - Rs. 18,000/- for candidate with 10 years of experience
  - Rs. 20,000/- for candidate with 15 years of experience

All the State Governments / UT Administrations are requested to follow above guidelines, while appointing ex-servicemen as instructors in ITIs.

Yours faithfully



(D. Mallick)

Dy. Director General of Training

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1. Director, ATI - Chennai / Hyderabad/ Mumbai/ Kolkata/ Kanpur/ Ludhiana, ATI(EPI) Hyderabad& Dehradun , FTI Bangalore & Jamshedpur, NIMI Chennai,
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(Anita Srivastava)  
Dy. Director of Training

MSDE-19/03(12)/2015-CD  
Government of India  
Directorate General of Training  
Ministry of skill Development & Entrepreneurship (MSDE)

Shram Shakti Bhawan, Rafi Marg,  
New Delhi, dated 7<sup>th</sup> January, 2016

To,

1. Secretaries/Principal Secretaries of all the State Govts / UT Administrations dealing with Craftsmen/Vocational Training
2. Directors dealing with Craftsmen/Vocational Training of all States/ UT Administrations

**Subject : Norms for induction of VRS optes from Central Public Sector Enterprises(CPSEs)/Industry experts as instructor in ITIs.**

Sir/Madam

A Working Group was constituted comprising of Secretaries of the 04 States on the "Career Progression of ITI Instructors and changes in CTS programme". Working Group also discussed the proposal for induction of VRS optes from CPSEs as instructor in ITIs.

The recommendations of working group for "**Induction of VRS optes from CPSEs / industry experts as instructor in ITIs**" were discussed vide agenda item No.9 in the meeting of Sub Committee of NCVT dealing with Norms & Courses held on 17.12.2015 at New Delhi.

After detailed discussion, the Sub-committee approved following guidelines for Induction of VRS optes from CPSEs/ industry experts as instructor in ITIs.

- i. In view of the wide experience and higher technical competency of the CPSE employees it was decided to conduct specially designed flexible short-term courses of 3 months in line with the model suggested for ex-servicemen before inducting them as instructors in ITIs.
- ii. Conducting 2 weeks special crash course for induction of in service industry personnel as guest faculty.

All the State Governments / UT Administrations are requested to follow above guidelines, while appointing VRS optes from Central Public Sector Enterprises(CPSEs) as instructor in ITIs.

Yours faithfully



(D. Mallick)

Dy. Director General of Training

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(Anita Srivastava)  
Dy. Director of Training



MSDE-19/03(13)/2015-CD  
Government of India  
Directorate General of Training  
Ministry of skill Development & Entrepreneurship (MSDE)

Shram Shakti Bhawan, Rafi Marg,  
New Delhi, dated 7<sup>th</sup> January, 2016

To,

1. Secretaries/Principal Secretaries of all the State Govts / UT Administrations dealing with Craftsmen/Vocational Training
2. Directors dealing with Craftsmen/Vocational Training of all States/ UT Administrations

**Subject: Revised norms for minimum attendance under Semester system of Craftsmen Training Scheme.**

Sir/Madam

A Working Group was constituted comprising of Secretaries of the 04 States on the "Career Progression of ITI Instructors and changes in CTS programme". Three meetings of the Working were held . The Working Group also discussed norms for minimum attendance under Semester system of Craftsmen Training Scheme.

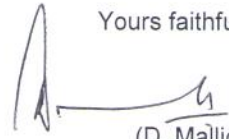
The recommendations of working group on norms for minimum attendance under Semester system of CTS were discussed vide agenda item No.9 in the meeting of Sub Committee of NCVT dealing with Norms & Courses held on 17.12.2015, at New Delhi.

After detailed discussion, the Sub-committee approved following revised norms for minimum attendance under Semester system of CTS.

- i. With less than 80% but upto 70% attendance in 1<sup>st</sup> Semester, the candidate can go to next semester but at the end of 2<sup>nd</sup> semester he has to secure 80% cumulative attendance.
- ii. At the end of the course he has to have 80% attendance to appear the final examination
- iii. For emergency cases, concerned ITI Principal may be empowered to relax maximum 5%.
- iv. If attendance is below the prescribed limit, in a particular semester even after exercising all the options at (iii) above, then the candidate would be allowed to continue in the next semester but will appear in the examination of the previous semester subject to completion of 80% attendance in the earlier semester(s) taken together.

Directors of all the States and Union Territories Administrations are requested to follow above norms and issue further necessary instructions to all Principals of Government and Private ITIs with a request to follow the revised norms for minimum attendance under Semester system of CTS.

Yours faithfully

  
(D. Mallick)

Dy. Director General of Training

Copy to:

1. Director, ATI - Chennai / Hyderabad/ Mumbai/ Kolkata/ Kanpur/ Ludhiana, ATI(EPI) Hyderabad& Dehradun , FTI Bangalore & Jamshedpur, NIMI Chennai,
2. Director RDAT Kanpur/ Mumbai / Kolkata / Chennai / Faridabad & Hyderabad, Director-CSTARI, Kolkata.
3. Principal CTI Chennai , Principal MITI, Haldwani / Calicut / Jodhpur / Choudwar, Principal- NVTI, Noida and Principals of all RVTIs .
4. Prof. M. Ranga Rao, National Co-ordinator, Federation of All India Pvt. Association,ITI Chanakya No. 6 Camp Road, Selaiyur, East Tambaram, Chennai – 600073
5. All Directors and TC Section at DGT, HQ

**Copy for information :**

1. PS to MoS(IC),MSDE
2. PS to Secretary,MSDE
3. PS to JS(RA)



(Anita Srivastava)  
Dy. Director of Training

MSDE-19/03(14)/2015-CD  
Government of India  
Directorate General of Training  
Ministry of skill Development & Entrepreneurship (MSDE)

Shram Shakti Bhawan, Rafi Marg,  
New Delhi, dated 7<sup>th</sup> January, 2016

To,

1. Secretaries/Principal Secretaries of all the State Govts / UT Administrations dealing with Craftsmen/Vocational Training
2. Directors dealing with Craftsmen/Vocational Training of all States/ UT Administrations

**Subject: Grading System in National Trade Certificate(NTC) - norms regarding**

Sir/Madam

A Working Group was constituted comprising of Secretaries of the 04 States on the "Career Progression of ITI Instructors and changes in CTS programme". Three meetings of the Working were held. The Working Group also discussed incorporation of Grading System in National Trade Certificate(NTC).

The recommendations of working group on norms for Grading System in NTC were discussed vide agenda item No.9 in the meeting of Sub Committee of NCVT dealing with Norms & Courses held on 17.12.2015, at New Delhi. After detailed discussion, the Sub-committee approved following norms for Grading System in NTC.

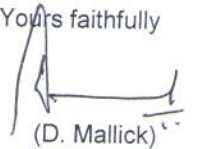
i. The gradation system would facilitate the employers in identifying the competent candidate in terms of his overall performance during the training.

ii. The gradation system can be recorded in the NTC certificate in the following pattern:

- Grade 'A' – above 80%
- Grade 'B' – 60% - 80%
- Grade 'C' - 40% - 60%

Above norms for Grading System in National Trade Certificate(NTC) are implemented with immediate effect.

Yours faithfully



Dy. Director General of Training

Copy to:

1. Director, ATI - Chennai / Hyderabad/ Mumbai/ Kolkata/ Kanpur/ Ludhiana, ATI(EPI) Hyderabad& Dehradun, FTI Bangalore & Jamshedpur, NIMI Chennai,
2. Director RDAT Kanpur/ Mumbai / Kolkata / Chennai / Faridabad & Hyderabad, Director-CSTARI, Kolkata.

3. Principal CTI Chennai , Principal MITI, Haldwani / Calicut / Jodhpur / Choudwar, Principal- NVTI, Noida and Principals of all RVTIs .
4. Prof. M. Ranga Rao, National Co-ordinator, Federation of All India Pvt. Association,ITI Chanakya No. 6 Camp Road, Selaiyur, East Tambaram, Chennai – 600073
5. All Directors at DGT, HQ
- 9 **TTC at DGT HQ – with a request to include Grading in existing format of National Trade Certificate (NTC)**

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1. PS to MoS(IC),MSDE
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3. PS to JS(RA)



(Anita Srivastava)  
Dy. Director of Training



MSDE-19/03(15)/2015-CD  
Government of India  
Directorate General of Training  
Ministry of skill Development & Entrepreneurship (MSDE)

Shram Shakti Bhawan, Rafi Marg,  
New Delhi, dated 7<sup>th</sup> January, 2016

To,

1. Secretaries/Principal Secretaries of all the State Govts / UT Administrations dealing with Craftsmen/Vocational Training
2. Directors dealing with Craftsmen/Vocational Training of all States/ UT Administrations

**Subject: Change in Norms for requirement of Instructor for the subject 'Employability Skills' under Craftsmen Training Scheme (CTS)**

Sir/Madam,

This is to inform that the meeting of the "Sub-committee of NCVT on Norms and Courses" was held on 17<sup>th</sup> December, 2015 in New Delhi under the Chairmanship of Shri Rajesh Agrawal, Joint Secretary, MSDE.

2. Change in Norms for requirement of Instructor for the subject 'Employability Skills' under Craftsmen Training Scheme (CTS) was discussed as agenda item no. 6 in the meeting.
3. After detailed discussion, the Sub-committee recommended and approved that one full time Instructor be engaged for teaching the subject 'Employability Skills' in the institute where total number of trainees are more than 240 and for lesser nos. (lesser than 240) of trainees, part time Instructors could be engaged.
4. Directors of all the States and Union Territories dealing with Craftsmen Training Scheme are requested to issue further necessary instructions to all Government and Private ITIs, affiliated to NCVT, of their respective State/UTs to appoint instructors for teaching 'Employability Skills' as per norms mentioned in the para '3' above.

**Henceforth, above modified criteria would be followed by all Government & Private ITIs, accredited under NCVT.**

Yours faithfully

(D. Mallick)

Dy. Director General of Training

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1. Director, ATI - Chennai / Hyderabad / Mumbai / Kolkata / Kanpur / Ludhiana, ATI(EPI) Hyderabad & Dehradun, FTI Bangalore & Jamshedpur, NIMI Chennai,
2. Director RDAT Kanpur / Mumbai / Kolkata / Chennai / Faridabad & Hyderabad, Director-CSTAR, Kolkata.
3. Principal CTI Chennai, Principal MITI, Haldwani / Calicut / Jodhpur / Choudwar, Principal- NVTI, Noida and Principals of all RVTIs.
4. Prof. M. Ranga Rao, National Co-ordinator, Federation of All India Pvt. Association, ITI Chanakya No. 6 Camp Road, Selaiyur, East Tambaram, Chennai - 600073
5. Chief Executive Officer, NABET, Quality Council of India, 2nd Floor, Institution of Engineers Building, Bhadurshah Zaffar Marg, New Delhi. 110002.
6. All Directors and TC Section at DGT, HQ

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(Anita Srivastava)

Dy. Director of Training