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

Shram Shakti Bhawan, New Delhi
Dated: 1st January, 2016

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 the second meeting of reconstituted of Sub-Committee of National Council for Vocational Training (NCVT) on 'Norms and Courses'.

Sir,

Please find enclosed minutes of the second meeting of reconstituted Sub-committee of NCVT on 'Norms and Courses' held on 17.12.2015 under the Chairmanship of Joint Secretary, MSDE in Main Committee room 'C' Wing, first floor, Shram Shakti Bhawan, Rafi Marg, New Delhi.

Yours faithfully

(Deepankar Mallick)
Dy. Director General of Training

Encls: As above

Copy to:

1. PS to MOS(IC), MSDE for information please.
2. PS to Secretary, MSDE for information please.
3. PS to JS(RA),MSDE for information please.
4. All Directors at DGT (HQ)

<u>Minutes of the second meeting of Sub-Committee of National Council for Vocational Training (NCVT) on Training norms and courses "held on 17th December,2015</u>

A meeting of the Sub-committee of NCVT on Training Norms and Courses was held on 17thDecember,2015 in Committee Room, C-Wing, Shram Shakti Bhavan, Rafi Marg, New Delhi under the Chairmanship of Shri Rajesh Agrawal, Joint Secretary , Ministry of Skill Development and Entrepreneurship. List of participants who attended the meeting is at annex -I.

Shri D. Mallick, Dy. Director General of Training welcomed the members and requested the members to approve the Action Taken Report of the second meeting of Sub-Committee of NCVT on Training norms and courses held on 17th July,2015. Members approved the ATR. Thereafter Serial wise , agenda items were taken up for discussion.

Agenda Item no. 2: Approval of High Employment potential courses according to needs of industries to be conducted as per Flexi - MoUs

Members were informed briefly about the Flexi-MoU policy of MSDE. Sub-committee examined each courses separately proposed by various industry partners. Course wise recommendations of sub-committee are as under:

i. **Yashaswi Academy for Skills**: A presentation on the two courses namely Pharmaceutical Production Technician and Manufacturing Technician for Cosmetic, proposed by Yashaswi Academy for Skills was made by their representatives.

- Members appreciated the courses and taking the cognizance that no courses in Pharmaceutical Sector are covered under CTS/ATS, Chairman desired that possibility may be explored to include these courses under CTS/ATS.
- Assessment methodology , with clarity be developed
- Supervisors be deputed during final exams.

ii. **JN Tata Vocational Training Institute** : Explained the need for introduction of courses. They have ensured that no component of patient handing have been included in these curricula. Chairman made following observation on the proposed courses:

- CSTARI to match with QP of SSC courses having similar job roles.
- The term "Assistant" to be changed with "Technician"

iii. **Maruti Suzuki India Limited**: Two MES courses each for "Automobile Body Painting" and "Automobile Body Repair" were presented by representatives of Maruti Suzuki India Limited.

Following general observation were also made by Chairman :

i. Need to plan appropriately on the assessment and Certification system of flexi MoU. Director, TTC should discuss this matter with signatories of the Flexi MoU and should come out with clarity in the processes

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ii. Representative of related sectors of SSC to be invited in the meetings of "Sub-committee on NCVT on Norms and Courses".

iii. Synergy between NSDC and Flexi MoU courses in same sector

iv. JN Tata Vocational Training Institute should also explore training under ATS

v. Letter to be issued to Hospitals to take 10% Apprentices as per revised guide lines.

vi. Pathway for CoE courses under Apprenticeship training may be explored by providing rebate for the period, already covered under CoE Scheme

vii. MES should have soft skill component as per sectorial need .

The complete list of courses approved by subcommittee is placed at Annex-II.

Agenda item No. 3 : Approval for newly designed syllabi under Modular Employability Skill under Skill Development Initiative:

Following newly designed syllabi under Modular Employability Skill under Skill Development Initiative have been approved by the Sub-Committee of NCVT on Norms and Courses, with following direction:

i. Business Correspondent be taken up for NSQF compliance

ii. Name of MES module of Driver LMV Driver HMV be suitably changed to reflect maintenance part also.

iii. Soft skill component should be as per sectoral need.

S. No.	Name of the Module	Duration	Entry Qualification	Designed in
1	2	3	4	5
1.	Business Correspondent #	450 hours (350 hours-Domain & OJT; 100 hours-soft skills)	10th Standard and 14 years & above	2015
2.	ARC & MIG Welder	250 hrs.	Passed 8th Class + 18 years of age	2015
3.	Operator Centerless Grinding	250hrs	Passed 8th Class + 18 years of age	2015
4.	Driver LMV	500 + 100*hrs.	LMV: Minimum 8th Std.+18 years of Age	2015
5.	Driver HMV	500 + 100*hrs.	Minimum 8th Std.+20 years of Age + LMV License for 1 Year.	2015

This module is yet to be aligned to NSQF

* Any candidate completed training for 100 hrs. Soft &Entrepreneurship skills under MES in any module need not to repeat the same

Agenda item No.4 Areas for improvements in accreditation criteria /standard practices for the ITIs.

Members discussed areas of improvement in accreditation criteria /standard practices for the ITIs. The recommendation of Sub-committee on various issues have been suitably assimilated in the proposed changes in the existing accreditation criteria of ITIs. Details are given in Annex-III.

Agenda Item No. 5 : Rationalisation and Standardisation of ITI infrastructure

"Rationalization and Standardization of ITI infrastructure", was proposed by CSTARI, for following items

    a. CNC Lab
    b. Computer Lab
    c. Class and Drawing Hall
    d. Lathe machine for Fitter/ Turner/ Machinist trades
    e. Diesel Generator Set for Electrician trade

Members discussed each item in details and suggested various modification. The modified proposal for Rationalisation and Standardisation of ITI infrastructure is placed at Annex-A.

Agenda Item 6: Change in Norms for requirement of Instructor for the subject 'Employability Skills': "Employability Skills.

The issue was discussed in length and members recommended following norms for appointment of instructors in ITIs for the subject 'Employability Skills':

One full time Instructor be engaged in 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.

Agenda Item No. 7: Issues relating to Trade Test .

(i) Consideration of part wise Marks of papers under modified semester system of AITT

It was 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.

(ii) Addition of grace marks without indicating on the mark-sheet.

It was agreed that minimum grace marks should be given to the candidate for passing but the same would not be indicated on the mark-sheet.

(iii) Penalty for not handing over OMR sheet within 10 days to evaluating agency after the exam

It was 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.

(iv) Penalty against Principals of Government/Private ITIs for uploading the sessional marks on NCVT-MIS portal before issue of admit cards to the candidates.

It was approved that in 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.

(v) 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:-

Members 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/U.T should initiate suitable disciplinary action against controller of examiner/Nodal officer of exam and practical exam for dereliction in their duties.

Agenda Item No.8: National Trade Certificate (NTC) for COE-Bridge Course pass out candidates & Composite Certificate for CoE Candidates.

Members approved format for NTC to be issued to the candidates who have Completed training programme under COE and also completed bridge course of that sector in ATI.

A Draft Composite certificate to be issued to passed out trainees of CoE was discussed. The format was not approved. It was recommended to include the Specialized module portion also.

Agenda Item No 9: Approval of recommendation of Working group comprising of Secretaries of the 04 States on the "Career Progression of ITI Instructors and changes in CTS programme".

I. Members approved following guidelines for Recruitment of the instructor

    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. Members approved following 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.

III. Members approved following guidelines for <u>Refresher Training for the Instructors</u>

   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)

IV. Members approved following guidelines for <u>Career progression for Instructors</u>

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.

V. Members approved following guidelines for. <u>Induction of ex-servicemen</u>

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

VI. Members approved following guidelines for Induction of VRS optes from CPSEs 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

VII. Reviewing of 80% minimum attendance under Semester system: members approved following norms for minimum attendance under Semester system of CTS

i. With less than 80% but upto 70% attendance in 1st Semester, the candidate can go to next semester but at the end of 2nd 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.

VIII. Introduction of Grading System in NTC Certificate: members 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%

Agenda Item No. 10: Approval of 12 modules to be introduced under SDI scheme

Members approved introduction of basic training component of the trades namely Electrician, Fitter, Mechanic Motor Vehicle, Turner, Food Processing and Electronics of ATS under SDI scheme. The subject "Employability Skills" would remain as mandatory common subject as currently being followed under ATS scheme and topics on 'Soft and Entrepreneurships Skills' have been covered there. The approved list of MES modules is as under. Also, the detail implementation strategy of merging of these MES modules in ATS is given at **Annex.B**.

1. Basic Electrician Module-I
2. Basic Electrician Module-II
3. Basic Fitting Module-I
4. Basic Fitting Module-II
5. Basic MMV Module-I
6. Basic MMV Module-II
7. Basic Turner Module-I
8. Basic Turner Module-II
9. Basic Food Processing Module-I
10. Basic Food Processing Module-II
11. Basic Electronics Module-I
12. Basic Electronics Module-II

Meeting ended with votes of thanks to Chair.

List of the Participants

S.No.	Name of the Participant (Shri/Ms.)	Designation & Organization	E-mail ID	Contact No.
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Syllabi of High Employment Potential courses under CTS/MES approved by the
Sub-committee of NCVT on Norms are Courses

Sl. No	Name of the Trade	Duration	Entry Qualification	Designe d in year	Concerned Organization	Scheme
1	2	3	4	5	6	7
1.	Pharmaceutic al Production Technician	2 Years (4 Semesters each of 6 months duration)	Passed 10th class with Science under 10+ 2 System of Education or its equivalent	2015	Yashaswi Academy for Skills	CTS
2.	Manufacturin g Technician for Cosmetic	2 Years (4 Semesters each of 6 months duration)	Passed 10th class with Science under 10+ 2 system of Education or its equivalent	2015	Yashaswi Academy for Skills	CTS
3.	Central Sterile Supply Unit (CSSU) Technician	600hrs. + 100 hrs	Passed 12th Class/Intermediate with Science+ 17 years of age	2015	JN Tata Vocational Training Institute	MES
4.	Dental Hygiene Technician	625hrs. + 100 hrs	Passed 12th Class/Intermediate with Science+ 17 years of age	2015	JN Tata Vocational Training Institute	MES
5.	Dialysis Services Technician	600hrs. + 100 hrs	Passed 12th Class/Intermediate with Science+ 17 years of age	2015	JN Tata Vocational Training Institute	MES
6.	Operation Theatre Technician	600hrs. + 100 hrs	Passed 12th Class/Intermediate with Science+ 17 years of age	2015	JN Tata Vocational Training Institute	MES
7.	Pathology Lab Technician	700hrs. + 100 hrs	Passed 12th Class/Intermediate with Science+ 17 years of age	2015	JN Tata Vocational Training Institute	MES
8.	Radiography and Imaging	570hrs. + 100 hrs	Passed 12th Class/Intermediate	2015	JN Tata Vocational	MES

	Technician		with Science+ 17 years of age		Training Institute	
9.	Automobile Body Painting Module-1	6 months	10th Pass , Age - 18~23 Years	2015	Maruti Suzuki India Limited	MES
10	Automobile Body Painting Module-2	6 months	10th Pass , Age - 18~23 Years	2015	Maruti Suzuki India Limited	MES
11.	Automobile Body Repair Module Module-1	6 months	10th Pass , Age - 18~23 Years	2015	Maruti Suzuki India Limited	MES
12	Automobile Body Repair Module Module-2	6 months	10th Pass , Age - 18~23 Years	2015	Maruti Suzuki India Limited	MES

Recommendation of the Sub-Committee of NCVT dealing with Norms and Courses on the Proposed changes in Existing Practice / Criteria for accreditation of ITIs.

S.No.	Subject Issue	Existing Practice / Criteria	Proposed changes	Recommendation of the members
1.	Fee Structure	For New Applications : 1. After registration & deposit of fee, Application no. is generated.	1. On registration and deposit of Application Fee. a. Registration no. will be generated. Application number will be generated on successful completion of **Desktop Assessment (DA).** b. States to have dashboard to monitor number of applicants.	Agreed by the Members
		2. 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.	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. 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. 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	
		3. ITIs are not taking Surveillance seriously.	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	

S.No.	Subject Issue	Existing Practice / Criteria	Proposed changes	Recommendation of the members
			shall be issued within five working days.	
2.	Re-Visit criteria	No particular guidelines exist for re-visit.	The re-visit would be under taken on account of the following: ➢ 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. ➢ If actual Building Layout Plan is not available during site visit or dimensions / layout do not meet with prescribed NCVT norms. actuals ➢ Non-availability/ Non-operation of critical Machine(s) as per NCVT norms (critical machinery to be identified by DGT). ➢ Electricity meter not installed or not in order. ➢ **Refusal for 1ˢᵗ Site Visit on the date of site visit allocated by QCI**	Refusal 48 hours prior to scheduled 1ˢᵗ Site Visit allocated by QCI. Otherwise frr for revisit will be applicable
3.	De-barring Criteria	Nil	An application for affiliation would be debarred for a period of three years: ➢ If any of the documents submitted for seeking affiliation like, lease deed / land ownership, trust, electricity bills, etc. are found forged / manipulated. ➢ If any equipment is found moved from another ITI. ➢ Any other such instances	Agreed by the Members
4.	Self-Declaration by ITI	Nil	➢ Self-declaration to be signed by owner / trust / society on e-stamp paper as per the format provided for ensuring responsibility of the applicant.	Option of e-paper as well as conventional Stamp paper.
5.	Trade –Mechanic Motor Vehicle (MMV)	MMV trade allowed only on the ground floor	➢ 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.	After discussion at length, it was decided to assign this work to CSTRAI Kolkata to

S.No.	Subject Issue	Existing Practice / Criteria	Proposed changes	Recommendation of the members
			➤ The ITI may use the facilities of authorized service station (four wheelers) within a distance of approx. 1.5 KM from its location for maximum four heavy machinery by signing a valid MoU.	accomplish within 7 days. Following is recommended by CSTARI, Kolkata : Existing practice may be continued. MoU may not be allowed which will dilute the trade
6.	Trade - Fashion Technology	Clarification of doubt	➤ 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) ➤ Need to ensure there shall be no gender-specific trades in ITIs.	**Agreed by the Members**
7.	Workshops	Clarification of doubt	➤ 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. ➤ In hilly area some relaxation may be given on the discretion of the assessor with reasonable justification. ➤ Entry to the classroom/library, etc. may be permissible through workshop if it does not create obstruction in imparting training.	Deviation(s) submitted by assessors would be considered by the Accreditation Committee & finally would be approved & accepted by the Sub-Committee.
8.	DG-Set location	Clarification of doubt	➤ DG-Set is not mandatory to be installed inside the workshop, It can also be installed outside the workshop with proper concrete	DG-Set would be out of workshop in a stable

S.No.	Subject Issue	Existing Practice / Criteria	Proposed changes	Recommendation of the members
			foundation and roof cover (Height: at least 8 feet) to accommodate the trainees also. ➢ DG set if installed in the w/s or outside should have clear space of 3-feet around DG-Set. ➢ The exhaust pipe of DG-Set should of GI pipe only and vertically going up and then sent outside the building. DGET can try promoting Solar and other renewable energy resources.	permanent structure to accommodate trainees in the batch with proper exhaust pipe & ventilation etc.
9.	Partition between classrooms / workshops	Clarification of doubt	Brick wall partition not to be mandatory between classrooms / workshops / IT Lab. Any rigid partition fixed properly with paint/polish may be allowed.	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 & privacy etc. subject to approval as in point 7 regarding Workshop.
10.	CITS Certificate	Clarification of doubt	➢ CITS certificate to be mandatory for ITI instructors barring persons being superannuated in 5 years ➢ In case of non-availability, the instructors to get CITS certification within three years of joining. ➢ At the time of recruitment preference to be given to CITS certificate holders.	Agreed by the Members

S.No.	Subject Issue	Existing Practice / Criteria	Proposed changes	Recommendation of the members
11.	CRT Monitor; Common UPS and N-Computing in IT lab	Clarification of doubt	➢ For new ITIs only LCD or LED monitor to be allowed. ➢ N-computing may be allowed as 1: 10 with standby server and UPS.	Agreed by the Members
12.	1 New Norms	Not specified	➢ New DGT norms should not be applicable for pending application received for 2015 session and could not be affiliated. ➢ Any new Infrastructural requirements/changes to be introduced with 2 years prior notice.	Agreed by the Members
13.	1. Drawing Hall	Norms not followed	➢ Drawing Instructor to be mandatory for ITI having total strength more than 144 trainees/per shift in trades having engineering drawing subject. ➢ Institutions with less 144 trainees (Engg. Trades) per shift may engage guest faculty. ➢ W/s calculation and Engg. Drawing should have different faculty.	Agreed by the Members
14.	Faculty salary	Not active	➢ 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.	Agreed by the Members
15.	Classrooms	Ratio not defined	➢ Ratio of classroom Length/Breadth may be within 3:2. ➢ Area of classroom = 25 sqm .	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

S.No.	Subject Issue	Existing Practice / Criteria	Proposed changes	Recommendation of the members
				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	➤ Working model of treatment plant for water/waste etc. for HSI lab to be mandatory.	**Agreed by the Members**
17.	Asbestos Sheet	Clarification of doubt	Asbestos sheets to be allowed as per existing norms.	**Agreed by the Members**
18.	IT-Lab (Specifications & Equipment)	Not specified	➤ All Government and Private ITIs are required to set up an exclusive computer lab with internet connectivity on every computer with multimedia. ➤ If Dongles used separate dongles for each PC or sharing allowed? ➤ The setup of IT lab must have minimum 10 computers/ workstation and peripheral with internet facility irrespective of trade for an ITI with strength of 100 trainees per shift.	The details of agreed norms are Given at Annex- A.
19.	IT-Lab (Furniture specifications)	Not specified	➤ 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. ➤ Each table must have keyboard slider. ➤ Chairs must be cushioned and have proper back support	The details of agreed norms are given at annex-A.

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S.No.	Subject Issue	Existing Practice / Criteria	Proposed changes	Recommendation of the members
20.	Instructor Staff	All details need to be uploaded.	➢ Instructor staff details needs to be filled up by ITI on the portal, just before Site visit only. Without uploading instructor details, site visit would not be conducted.	Instructor staff details needs to be filled up by ITI on the portal, five days before allocation of Site visit.
21	Tools & equipment bill to be uploaded	All bills to be uploaded	➢ Critical and essential tools& equipment bill will be uploaded only. Declaration to be given by applicant for other tools and equipment ➢ The map may be uploaded floor wise instead of a single map. ➢ Auto CAD may be allowed duly approved by registered Architect	Agreed by the Members
22	ITI ambience	Nil	➢ All weather approach road, display of Sign Board, 20% open area in the ITI premises should be available for new ITIs session 2018-19 ➢ Display board of trades , achievement photographs ➢ Display of weekly schedule in the workshop ➢ Uniform Colour codes for ITIs	CSTRAI Kolkata would consider all its pros & cons in implementation considering different slabs for metro cities, towns & villages etc.
23.	Status of ITI on QCI portal	Not available	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. Dashboard for States	Agreed by the Members
	Interoperability of data from QCI-DGT	Nil	Auto transfer of data from QCI-DGT for the cases approved by the AC meeting	Agreed by the Members

S.No.	Subject Issue	Existing Practice / Criteria	Proposed changes	Recommendation of the members
25.	Complaint and grievances redressal mechanism at QCI	In active	Complaint /grievance redressal mechanism with appellate authority at QCI with clear timelines (15 days) and 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.	15 days for the month from April to June considering high volume of applications & 30 days for other months.
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.	Agreed by the Members
27.	Orientation of Assessors of QCI	Information required	Orientation programmes to be framed in phased manner in participation with DGT	Agreed by the Members
28.	Capping of Units	Nil	➤ Proposed to Cap on Units as 2/shift for grant of affiliation. ➤ ITIs to open minimum two trades. ➤ ITIs with 3 & above Star rating (grading) on NCVT portal would be appreciated to add more units after two years/ one year depending upon duration of trade.	Agreed by the Members
29.	Policy (s) framed by the states	NIL	Policy framed by the states infringing NCVT norms must be approved by the NCVT before implementation.	Agreed by the Members
30.	Institute management Committee / Advisory	Nil	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 ➤ Training of Trainers as well for trainees ➤ Placement of trainees. ➤ Industry visits ➤ Valuable inputs for designing need based Curricula ➤ Option for sponsoring Machines	Agreed by the Members

S.No.	Subject Issue	Existing Practice / Criteria	Proposed changes	Recommendation of the members
			etc. ➤ Guidance for up gradation of infrastructural facilities	
31.	Bio Attendance	Nil	Bio metric (with GPS) attendance mandatory from the session 2016-17.	**Agreed by the Members**
32.	ISO certification	Nil	➤ Proposal for certification of ISO 29990 for all ITIs. ➤ Upgradation of Infrastructure ➤ Training of Trainers ➤ Awareness programme is proposed to be conducted by QCI to the Principals & some staff ➤ It is also proposed to award ISO certified institutes as following incentive : • Permission to add 2 additional trainees in each unit apart from supernumerary. • Relaxation in capped fee • Higher weightage in Grading of Institutes • Provisions of reimbursement of 80% of fee paid towards ISO certification with max Cap of Rs. 1 Lakh .	**Agreed by the Members**
33.	Grading of ITIs	Nil	Grading of ITIs to ensure infrastructural facilities in the institute & Placement status and standard of Training	**Agreed by the Members**
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.	**Agreed by the Members**
	List of Assessors	inactive	QCI to provide list of Assessors quarterly , state wise with qualification and Experience	**Agreed by the Members**

	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	Software	16	8	users	

S.N.	Name of item	Category	Quantity 16 (8+8) units & Above	Below 16 (8+8) units	Unit	Remark
	operation control system such as Fanuc, Siemens, etc. (Web-based or licensed based) (10 trainees + 1faculty)					
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

Instructions

a)	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. 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.

	Computer Lab				
	Computer Lab Infrastructure				
S.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				
a.	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 & Trade practical for trades having less than 08 computers and not having computer Lab separately.				

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

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 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.

Detail implementation strategy of merging of these MES modules in ATS

1. The Basic Training under Block – I & Block - II are designated as module – I & module – II respectively.
2. The basic Modules (module – I & module – II) of the designated trades have been developed to fulfill the requirement of Basic Training under Apprenticeship Training.
3. Basic Module – I is of 03 months duration and after successful completion of the module, the trainee will be eligible for On Job Training of duration 09 months in industries to complete Block – I of Apprenticeship Training.
4. Basic Module – II is also of 03 months duration and candidate will be eligible to join. The module – II only successful completion of (03+09 months training duration). Block – II
5. The sequence of training should be such that Basic Module – II should be taken up after completion of Basic Module – I & 09 months of On Job Training for better understanding.
6. The courses are designed especially for Apprenticeship Training and NSQF compliance certificate in the specific trade will be issued only after successful completion of Basic Module – I & II and On Job Training of both the blocks.
7. Assessment of Basic module will be conducted as per the pattern of MES modules in practice. Separate certificate will be issued for each module after successful completion of course & clearing the assessment. Rebate of 03 months duration of Apprenticeship training period will be provided against each module for the period of basic training.