

DGET-19/06/2014-CD
Government of India
Ministry of Labour & Employment
Directorate General of Employment & Training (DGE&T)

Shram Shakti Bhawan, New Delhi
Dated: 04th March, 2015

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

Sir,

Please find enclosed minutes of the fifth meeting of Sub-committee of NCVT on 'Norms and Courses' which was held under the Chairmanship of DG/JS on 18th February, 2015 at 2:30 p.m. in Mini Committee room 'C' Wing, first floor, Shram Shakti Bhawan, Rafi Marg, New Delhi.

Yours faithfully



(Deepankar Mallick)

Dy. Director General of Training

Encls: As state above

Copy to:

1. Shri T.C.Saravanabava, DDG(AT)
2. Shri Dinesh Nijhawan, Director (SDI)
3. Smt. Sandhya Salwan, Director(WT)&(AT)
4. Shri R.L.Singh, Former DDG(T)
5. Shri R.P Dhingra, Director (Project)
6. Shri M.K.Parial, JDT
7. Shri J.P.Meena, JDT
8. Shri Sukhdev Singh, JDT
9. PPS to Secretary (L&E), PS to DG/JS for information, please.

Minutes of the 5th meeting of Sub-Committee of NCVT on Training norms and courses held on 18th February, 2015

A meeting of the Sub-committee of NCVT on Training Norms and Courses was held on 18th February, 2015 in Mini Committee Room, Shram Shakti Bhavan, Rafi Marg, New Delhi under the Chairmanship of DGET/JS. List of participants who attended the meeting is enclosed.

DGET/JS, welcomed all the members of the committee and gave brief introduction of the agenda items to be taken up during this meeting. The meeting progressed as follows:

Agenda Item no. 1: Approval of course curricula recommended by Mentor Council of 'Food Processing & Preservation' sector.

DDG(T) informed the Sub-committee that Mentor Council of Food Processing and Preservation Sector has recommended ten new MES courses for inclusion under SDI Scheme. Thereafter he requested Shri J.P. Meena, JDT and Mentor of Mentor Council of Food Processing and Preservation Sector to give detail presentation on proposed MES courses prepared by them.

While making the presentation on proposed MES courses, Sub-committee was informed that Indian Institute of Crop Processing Technology (ICPT), Thanjavur (TN) had suggested 31 MES Courses/modules in Food processing sector. MC Meeting for Food Processing & Preservation sector was held on 3rd & 4th November at CSTARI Kolkata to consider the courses suggested by ICPT. Out of the 31 courses suggested by ICPT, 27 courses were considered by MC. Some courses found less in duration were merged & final 14 courses were recommended by MC.

Sub-committee reviewed all the 14 syllabi and recommended the following:

- i. Existing MES courses in the "Food Processing & Preservation Sector" must be kept in view while suggesting new courses.
- ii. Soft Skill of 100 Hrs. be included in all MES courses
- iii. All courses must have weekly distribution of topics, both for theory and practical.
- iv. Hand tools must be added in each syllabus.

Subcommittee observed that out of these 14 courses, 10 courses are already running under MES but for shorter in duration & without soft skill training. The list of 10 MES courses, which are needed to be replaced by new syllabus, and 4 new MES course approved by Sub-Committee is attached at Annex-I. These may also be conveyed to Ministry for Food Processing.

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

- i. M/s Labour Net Services India Pvt. Ltd. has submitted following four courses for approval. They put up presentation of its following courses before the sub-committee on which the observation of sub-committee are as follows:

1. Production Associate Food Processing and Manufacturing: The sub-committee after discussing the curriculum pointed out that the course actually deals with Spice Extraction. Hence, the sub-committee suggested to change the name to Production Associate for Spice Extraction.
2. Footwear Technology: Sub-Committee suggested to change the name to Leather Footwear Technician. The entry qualification was changed from class 5th to class 8th. The sub-committee also pointed out that M/s Labour Net should have Government ITI partnership in conducting this course and they should provide support letter from Government ITI before the starting the course. On the job training in the 2nd Semester is to be conducted in the ITI premises and should be mentioned in the curriculum.
3. Automotive Clutch Operator (Multi-Skill): The sub-committee while recommending the course suggested modification in the curriculum after it was pointed out that the curriculum outline says TIG Welding, where as one of the topics deals with all forms of welding. The sub-committee also asked to correct the qualification of trainers to be involved in the course and their experience.
4. Vision Care Technician: Since the curriculum involved some level of patient handling, the sub-committee felt it proper to get required clearance from corresponding medical authorities for review in the syllabus.

The sub-committee approved the syllabus of Production associate for Spice extraction, Leather Footwear Technician and Automotive Clutch Operator with suggested modifications.

- ii. M/s Maruti Suzuki India Ltd. presented two courses viz. Automotive Service & Repair and Automotive Manufacturing for approval of the sub-committee. It was informed that the Mentor Council has approved these courses. The sub-committee approved the courses with suggestions to add Basic electrical, electronics and Entrepreneurship Skills to the courses. The representative of Tata Motors also supported the course and it's curriculum.
- iii. M/s Tata Motors presented three courses viz. Automotive Vehicle Assembly and Repair (AVAR), Automotive Paint and Body Repair (APBR) and Professional Driver Training Program. The sub-committee approved these three courses with observation to add 100 hours of soft skill training.

Agenda Item no. 3: Post-facto approval of bridge courses for CoE candidates for admission to CITS.

The Sub-committee was informed that some of the candidates selected through Common Entrance Test held in June, 2014 for admission to CITS courses had completed their training under Center of Excellence (CoE). These candidates were required to complete the bridge course so that they can complete the course content of CTS in respective trade. The sectors considered for bridge courses are as follows:

- a) Draughtsman Civil (Construction)
- b) Refrigeration Air Conditioning

- c) Electrical
- d) Electronics
- e) Automobile
- f) Fabrication

The examination for the bridge course has been conducted on 29th & 30th January, 2015 before starting of the CITS programme. The curricula of bridge course for the sectors mentioned above were placed before the Sub-committee for post-facto approval.

The sub-committee granted Ex-post-facto approval to all above courses.

Agenda Item no. 4: Approval of MES courses under the 'Fire and Safety Engineering', 'Security', 'Renewable Energy', 'Insurance' and 'Material Management' Sectors:

Sub-committee was informed that Central Staff Training and Research Institute (CSTARI) has designed following sixteen new MES modules under the 'Fire and Safety Engineering', 'Renewable Energy', 'Security', 'Insurance' and 'Material Management' Sectors for including under Skill Development Initiative (SDI) Scheme. These courses have also been approved by the Trade Committee constituted for the specific sectors.

S. No.	Name of the Module/	Duration	Entry Qualification	Sector Name	Suggested by
1.	Firemen	1000 hours+100 hours for Soft Skills	10 th Pass	Firemen & Safety Engineering Sector	(transferred from CTS to MES)
2.	Control Room Operator	504 hours including 100 Hrs Soft Skills	10 th Pass	Security	Security Sector
3.	Baggage Screener Interpretation	504 hours including 100 Hrs. Soft Skills	10 th pass	Security	Security Sector
4.	Asst. Solar PV Technician/	600 hrs- Domain skills including 100 hrs - Soft Skills	8th Pass + 18 yrs. of age	Renewable Energy	L&T
5.	Solar PV Technician	600 hrs- Domain skills including 100 hrs - Soft Skills	10th + ITI in Electrician, Electronics Mechanic, Fitter, Turner, Machinist, sheet metal or welder	Renewable Energy	L&T
6.	Sales Advisor Life Insurance	300 hrs. - domain & 100	10 th Pass	Insurance	Reliance General

		hrs – soft skills			Insurance
7.	Supervisor Sales Advisor -Life Insurance	300 hrs. - domain & 100 hrs – soft skills	12 th Pass	Insurance	Reliance General Insurance
8.	Tele Caller Life Insurance	300 hrs. - domain & 100 hrs – soft skills	10 th Pass	Insurance	Reliance General Insurance
9.	International Trade	300 hrs. - domain & 100 hrs – soft skills	12 th pass	Material Management Sector	Indian Institute of Material Management
10.	Logistics Management	300 hrs. - domain & 100 hrs – soft skills	12 th pass	Material Management Sector	Indian Institute of Material Management
11.	Material Management	300 hrs. - domain & 100 hrs – soft skills	12 th pass	Material Management Sector	Indian Institute of Material Management
12.	Public Procurement	300 hrs. - domain & 100 hrs – soft skills	12 th pass	Material Management Sector	Indian Institute of Material Management
13.	Purchase management	300 hrs. - domain & 100 hrs – soft skills	12 th pass	Material Management Sector	Indian Institute of Material Management
14.	Store Management	300 hrs. - domain & 100 hrs – soft skills	12 th pass	Material Management Sector	Indian Institute of Material Management
15.	Supply Chain Management	300 hrs. - domain & 100 hrs – soft skills	12 th pass	Material Management Sector	Indian Institute of Material Management
16.	Contract Management	300 hrs. - domain & 100 hrs – soft skills	12 th pass	Material Management Sector	Indian Institute of Material Management

Sub-committee reviewed the curricula of all above MES courses and recommended the same with following suggestions:

- i. MES course at Sl. No. 2 & 3: Must be in line with the NOS of Sector Skill Council for Security Sector.
- ii. MES course at Sl. No. 5 (Solar PV Technician) : ITI trade of Wiremen added to the entry qualification for the course and Turner, Machinist and Welder deleted. Entry qualification approved for the course would thus be: 10th+ITI in Electrician, Electronics Mechanic, Wireman Fitter and sheet metal.

- iii. MES course at Sl. No. 6 to 8 (Sales Advisor, Supervisor Sales Advisor – Life Insurance & Tele caller Life Insurance): It was informed to the sub-committee that MES course at serial no. 6 is regulated by IRDA. The sub-committee decided that the VTP for these courses have to be located in actual business arena and where ever necessary, norms of the regulatory authorities be followed.
- iv. All the above courses have been seen by the respective trade committees.
- v. The name of the module has to be suitably designed for MES courses from serial no. 9-16. The term “Associate” has to be added with each of these. The name of the module “Supply Chain Management” should be changed to “Supply Management Associate” for MES course at serial no. 15.
- vi. For the MES courses from serial no. 9 to 16 , the trainer qualification should be changed to Diploma in that field/ Degree in Mechanical Engineering with 5 years relevant experience/ MBA with 2 years relevant experience.
- vii. Tool list may also be added for these courses.

Agenda Item no. 5: Guidelines for examination and certification under flexi-MoU.

The Sub-Committee was informed that Ministry of Labour and Employment was approving training programs in higher employment potential courses according to needs of industry under Craftsmen Training Scheme (conducted through Industrial Training Institutes) and Skill Development Initiative based on Modular Employable Skills. MoUs were signed between Directorate General of Employment and Training and Industry/employer or any eligible organization in accordance with approval & notified policy. The following examination and certification method was proposed for approval of the Sub-Committee

A. MoUs signed for courses under SDI:

- i. Assessment and certification procedure as specified in scheme document would be followed.
- ii. Name of employer shall be printed on the NCVT certificate for MES courses.

B. MoUs signed for courses under CTS:

These courses are long term courses, could vary from one year to four and half year duration. Therefore it is necessary to conduct internal and external examination.

1. Internal Examination.

- i. Frequency: Internal examinations would be conducted at the end of every quarter.
- ii. Nature of Examination: both in theory and practical.
- iii. Maximum Marks: 50 in each of theory and practical.
- iv. Role of DGE&T/NCVT. Normally NCVT/DGE&T would not participate in this examination. However they may depute an observer during the examination.

- v. Role of MoU Partner: These examinations would be conducted by employer/internal faculty.
 - vi. Examination schedule would be notified by MoU Partner in advance with information to DGE&T. MoU Partner will set question papers conduct examinations, carry out evaluation and declare the result. They will brief the students of their deficiencies and advise for corrective measures. They would preserve evidence of examinations until next midterm/end term examination.
2. External Examination.
- i. Frequency: They would be conducted at midterm and end term.
 - ii. Nature of Examination: both in theory and practical.
 - iii. Maximum Marks: 50 in each of theory and practical.
 - iv. Role of MoU Partner:
 - a. Provide infrastructure and venue for examination.
 - b. Provide list of examiners.
 - c. Train representative of NCVT/DGE&T of examination procedure.
 - d. Provide technical/secretarial support to board of examiners.
 - v. Role of DGE&T/NCVT.
 - a. NCVT/DGE&T shall constitute an examination board which will conduct examination, carry out evaluation of answer sheets, compilation of marks and declare the result. The board will send a hard copy and soft copy of result to NCVT. The board will have 50% representation of both the DGE&T and industry partner. Chairperson of the board will be nominated by NCVT/DGE&T.
 - b. It will select final set of question paper that would be used for testing.
 - c. Supply format of marks sheet.
 - d. Issue certificates to successful candidates.
3. Final Result: following weightage would be given to internal and external examinations-
- a. Internal examination: 10%
 - b. External examination (mid-term) 35%
 - c. External examination (end term) 55%.
 - d. Theory and practical examinations will have 50% marks.

4. Certification: National Trade Certificate shall be issued to successful candidates. Name of MoL&E partner would be printed on it.

Sub-committee while approving the above guidelines recommended that in order to maintain the credibility of NTC, rigor of the examination system should be same to that of standard courses and the question paper should be prepared either by DGE&T or by approved third party. Name of industry partner would be mentioned on certificate.

Agenda Item no. 6:

Sub-committee was informed that proposal was received from National Institute for Electronics and Information Technology (NIELIT), Ministry of Communication & Information Technology to enlist NIELIT-IT-O-Level course under MES courses of DGET. Mentor Council for IT-ITES has approved the same with the following modalities.

- (i) VTPs willing to run O Level course will get accredited with NIELIT and will follow the norms, syllabus and examination pattern as prescribed by NIELIT.
- (ii) Certificates will be provided by NIELIT and NCVT both.
- (iii) NIELIT O- Level courses can be included as Complete IT-O-Level course where certificate will be given after completion of all 4 modules with Project.
- (iv) VTPs willing to run O Level course will get accredited with NIELIT and will follow norms, syllabus and examination pattern prescribed by NIELIT.

Sub-committee observed the proposal and recommended the following:

DGET should not adopt the name of NIELIT- IT-O-level course. DGET may design a similar course of 540 hrs. (including a project work of 60 hours) with a soft skill module of 50 hrs. NIELIT may recognize the course equivalent to their IT-O-level course through separate certification.

Agenda Item no 7: Modification in instructor qualification for COPA trade under CTS and five MES courses under SDI

Sub-committee was informed that Mentor council of IT sector has recommended following **Modification in instructor qualification for COPA trade under CTS and five MES courses under SDI** by including B.Sc. (Computer Science), PGDCA and NIELIT B Level also.

(A) The following shall be instructor qualification for COPA (CTS).

- (i) Graduate in Engineering / Technology in Computer Science / IT from Recognized university
OR
- (ii) Post Graduate in Computer Science / Computer Application / IT OR NIELIT "B" Level
OR
- (iii) Bachelor in Computer Science / Computer Application / IT OR PGDCA OR NIELIT "A"
Level OR

(iv) Three year Diploma from recognized Board / Institution in Computer Science / IT
OR

(v) National Apprenticeship Certificate or National Trade certificate in the trade of COPA and National Craft Instructor Training Certificate in trade if available.

Experience in relevant field after eligible qualification–

For (i) & (ii) - One year

For (iii) & (iv) - Two years

For (v) - Three years after NTC/NAC

(B) Following shall be instructor qualification for MES courses:

B.Sc. (Computer Science), M.Sc.(Computer Science), PGDCA and NIELIT –B- Level also may be added as Instructor Qualification in the following MES courses.

- (a) Account Assistant using Tally
- (b) Computer Hardware Assistant
- (c) Computer Network Assistant
- (d) Web Design and Publication Assistant
- (e) Media Developer Assistant

The sub-committee of NCVT on norms and courses approved this proposal.

Agenda Item no 8: Modification in policy guidelines for High Employment Potential Courses for specific needs of Industries to include “optional trades” under Apprentices Act, 1961 amended in 2014.

The Sub-Committee recommended the amendments in policy guidelines for High Employment Potential Courses for specific needs of Industries to include “optional trades” under Apprentices Act, 1961 amended in 2014. The modified paras are as under:

Para 2 Duration of courses

- (a) The duration of courses can be flexible which fits into CTS/MES scheme. The courses of one year and two year duration will be covered under CTS and that of shorter duration shall covered under MES.
- (b) *Course covered under “Optional Trades”, under Apprentices (Amendment) Act 2014 (29 of 2014), as notified vide No. S.O. 3238(E) dated 22nd December, 2014 will also be admissible under the flexi-MoU. The successful trainees of said courses will be awarded appropriate National Trade Certificate (NTC) after assessment by DGET.*

Para 3 Approval of courses

Process of approval – The courses so designed by industry/employer shall be put up before ‘Sub-committee of NCVT on norms and courses’ for approval. The Sub-Committee may co-opt the Chairman of Mentor Council or his representative, Mentor of Sector and one external expert if needed. *Approval of Courses for optional trade shall be routed through Director (Apprenticeship Training).*

The sub-committee of NCVT on norms and courses approved the proposal as above.

List of Existing Courses to be replaced by new course under Food Processing & Preservation Sector

Module No.	Existing Course	To be replaced by Course	Duration of Course in hours		Remarks
			Existing duration without soft skill	New duration including soft skill of 100 hours	
1	2	3	4	5	6
FPP-704	Technology of Cereals & Pulses Based Products	Pulse Processing and Value Addition	500	650	All the courses duration is including 100 hours of soft skill in each course.
FPP-611	Processing of value Addition of Plantation Crops	Processing and Value Addition of Plantation Crops	350	500	
FPP-612	Food Beverages Processing technology	Food Beverage Techniques	350	650	
FPP-621	Food Packaging and Labelling	Food Packaging and Labelling	295	500	
FPP-624	Skill Development in Sensory Assessment techniques	Skill Development in Sensory Assessment Techniques	350	500	
FPP-626	Operation & Maintenance of food processing equipment	Operation and Maintenance of Food Processing Equipments	350	650	
FPP-629	Manufacturing of RTE, RTC & RTS food products	RTE, RTC and RTS Food Products	350	500	
FPP-631	Rice Milling techniques	Rice Milling	312	500	
FPP-632	Manufacturing of Extruded products	Manufacturing of Extruded Products	350	550	
FPP-634	Processing of Oilseeds & their By-products	Oilseeds Processing and its By-product Utilization	350	650	

List of new MES Courses under Food Processing & Preservation Sector

S. No.	Name of the module	Duration	Entry Qualification
1.	Microbial Analysis and Food Safety	500 Hours (Including 100 hr soft skills)	10 th Pass/NTC/NAC in any trade of food processing sector/hospitality sector.
2	Operation and Management of Cold Storage	500 Hours (Including 100 hr soft skills)	10 th Standard
3	Food Industry By-Products and Waste Utilization	600 Hours (Including 100 hr soft skills)	10 th Standard
4	Wheat milling	650 Hours (Including 100 hr soft skills)	10 th Standard

List of Participants who attended the meeting of sub-committee of NCVT on 18.02.2015 in S.S.Bhawan, New Delhi

S.No	Name of the Participants & organization	Contact no.	E-mail
1.	Shri Alok Kumar, Director General of Employment & Training /Joint Secretary, DGE&T, Shram Shakti Bhawan, Rafi Marg, New Delhi		
2.	Shri Rajesh Agrawal, Joint Secretary, Ministry of Skill Development & Entrepreneurship, New Delhi		
3.	Dr. T.C.Saravanabava, DDG(AT), DGE&T, Shram Shakti Bhawan, Rafi Marg, New Delhi		
4.	Shri. D.Mallick, Dy. Director General (Training) DGE&T, Shram Shakti Bhawan, Rafi Marg, New Delhi	011-23710485	Deepankar.mallick60@nic.in
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22.	Shri Ashwini Vashishth, representative, Labournet		
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