

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: 14th August, 2014

To,

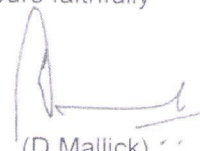
1. The Directors dealing with Vocational/Craftsmen Training of all States/ UT Administrations
2. All Sub-committee members dealing with Norms & Courses

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

Sir,

Please find enclosed minutes of the meeting of Sub-committee of NCVT on 'Norms and Courses' which was held under the Chairmanship of DG/JS on 31st July, 2014 at 12:30 p.m in Main Committee room 'C' Wing, first floor, Shram Shakti Bhawan, Rafi Marg, New Delhi.

Yours faithfully



(D. Mallick)

Director of Training

Encls: As state above

Copy to:

3. All Directors at DGE&T (HQ)
4. PPS to Secretary (L&E), PS to DG/JS for information, please.

**Minutes of the meeting of Sub-Committee of NCVT on Training norms
and courses held on 31st July, 2014**

A meeting of the Sub-committee of NCVT on Training Norms and Courses was held on 31st July, 2014 in Committee Room, C-Wing, New Delhi under the Chairmanship of DG/JS. List of participants who attended the meeting is at annex -III.

DG/JS welcomed all the members of committee and gave a brief introduction to the major initiative taken by DGE&T for improvement in quality of curricula, for imparting demand driven and industry relevant training in ITIs. He further added DGE&T is implementing Craft Instructor Training Scheme for overall skill enhancement of instructors of ITIs through its field institutes namely Craft Instructor Training Institute at Chennai, Advanced Training Institutes (ATI), Advanced Training Institutes for Electronic and Process Instrumentation (ATI-EPIs), Foremen Training Institutes (FTIs), Model Industrial Training Institutes (MITIs), National Vocational Training Institute and Regional Vocational Training Institutes. Modular pattern of Craft Instructor Training in place of conventional one year training was introduced in CTI and ATIs with effect from session started from August, 2009. However in place of modular pattern NCVT during its 41st meeting held on 30th April, 2014 approved one year comprising of two semesters each of six months under CITS. Accordingly, all mentor council were assigned task to revise the curricula of trades under CITS in following structure.

For Engineering trades:

1st Semester by combining Trade Technology I (TT-I) and Engineering Technology (ET)

2nd Semester by combining Trade Technology II (TT-II) and Training Methodology (TM)

For non-Engineering trades:

1st Semester by combining Trade Skill-I and Vocational Calculation & Science

2nd Semester by combining Trade Skill-II Training Methodology

Thereafter, he requested Director of Training (DT) to give presentation on the agenda item.

DT informed the committee that NCVT in its 41st meeting held on 30.4.2014, has authorized Sub-Committee of NCVT on Norms and Courses for approval of new courses /courses revised and updated / deleted as recommended by mentor councils of the respective sectors under all schemes including CITS. Thereafter point wise agenda items were taken up for discussion.

Item No. 1: Approval of Course Curricula revised/updated by Mentor Councils for Theory and Practical content, for trades under Craftsmen Instructor Training Scheme(CITS).

DT informed the Sub-committee that DGE&T initiated the task for revision of curricula of existing CITS courses through 11 Mentor councils of respective sectors. Following curricula were developed.

Trade specific: Trade Technology I (TT-I) and Trade Technology II (TT-II)

Trade Group specific: Engineering Technology (ET)(for Engineering trades)/ Vocational calculation & Science (for non Engineering trades)

Common for all trades : Training Methodology (TM)(Practical will be trade specific)

DDG (T) requested mentors of the respective sectors to give presentation on the recommendation of MC for their respective sectors. Thereafter, Sector wise presentation was made by the mentors of that sectors including the comments / suggestions received and action taken thereupon and following points were discussed and concluded uniformly for all Sectors.

- i. Trades under CTS for which seating capacity at all India level is very small , no new CITS course need to be developed as the seats under CITS would not be fully utilized after all instructors of that trade are trained.
- ii. To establish a mechanism for mapping curricula of trades under CTS with curricula of concerned trades under CITS so that any up date in CTS courses is immediately included in CITS courses. This should also include newly created CTS courses.
- iii. New CITS courses should be such that they have broader coverage and cater to the need of more that one CTS trade falling in that sector, as far as possible.
- iv. Clear listing of additional machinery which ATIs would required to implement the new/revised CITS courses.
- v. Eligible qualification i.e. educational/technical and experience, for joining CITS courses should be clearly mentioned in each syllabi of CITS keeping in view the CTS course it will cover. In case of Degree or Diploma, full name and duration as per AICTE or relevant authority should be clearly indicated on syllabus.

The committee discussed the Sector wise details of changed name of CITS trade and corresponding CTS trades for which CITS trade trained instructor would be eligible to teach. The list of the approved name of CITS trades and corresponding CTS trades is placed at annex-I.

After detailed discussions, following decision were also taken for syllabi of TT-1 and TT-2 :

- Topics on CAD be included in "Reading Of Drawing and Arithmetic" course under CITS.

- To include a standard course of six month duration under CITS, which would be offered uniformly for instructors of those trades of CTS where no CITS courses are available. Content to be developed by CSTARI, Kolkata by including PoT, Vocational Skills and soft skills.
- To permit the passed out trainees CoE to take admission in CITS after completing a bridge course of six months. All mentors were advised to develop a bridge course of 6 months in their respective sectors. The bridge course would be offered by ATIs.
- Textile ministry to share their need of industry relevant MES courses so that such MES courses could be included under SDI scheme.
- In case of sectors "Tour and Travel" and "Beauty and Wellness" ; the Vocational Calculation & Science module be replaced with Soft Skills module. CSTARI was asked to develop this module with adequate industry partnership.

Thereafter, Director CSTARI presented the syllabi of Workshop Calculation Science and Engineering Drawing ,common for group of trades (except for group no. VI) as per details of group and trades covered in each group given at Annex-II. He also presented the syllabus of "Training Methodology", common for all trades. These syllabi were approved by the Sub- Committee.

Item No. 2 Defining trade wise number of supernumeries for all trades.

NCVT during its 36th meeting held in December, 2007 approved that supernumerary seats in ITIs be kept as 30% without compromising with quality of training which will ensure optimal utilization of available infrastructure created for training.

In order to avoid any ambiguity while admission following supernumeries seats were approved depending the batch size for the trades.

<u>Batch size</u>	<u>supernumeries seats</u>
12	4
16	5
20	6

Concluding the discussion, DG/JS informed the members that DGE&T has taken initiative to develop high employment potential courses for specific needs of Industries through flexi MoUs. Detailed policy guidelines have been finalized with the approval of competent authority .The courses so designed by industry/employer shall be put 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.The meeting ended with a vote of thanks to the Chair.

Annex-1

Name of CITS trade as approved by Sub-committee of NCVT on norms and courses and corresponding CTS trades

Sr. No.	Name of CITS trade as suggested by Sub committee of NCVT on norms and courses	CTS trades for which corresponding CITS trade trained instructor will be eligible to teach
i. Automobile		
1	Mechanic Motor Vehicle	Mechanic Motor Vehicle
2	Mechanic Diesel	Mechanic Diesel
3	Mechanic Tractor	Mechanic Tractor
ii. Electronics and Hardware		
4	Electronics Mechanic	a) Electronics Mechanic b) Mechanic Consumer Electronic Appliances c) Technician Power Electronics Systems
iii. Fabrication sector		
5	Welder(Gas & Electric)	a) welder b) welder(gtaw gmaw) c) welder (pipe) d) welder (structural) e) welder (fabrication & fitting) f) welder (welding & inspection)
6	Sheet Metal Worker	Sheet metal worker
7	Bamboo Works(new)	Bamboo works
iv. Tour and Travel		
8	Office Management (old name Secretarial Practice) (Name of Vocational Calculation & Science module to be changed to Soft Skills)	a. Stenography b Secretarial Practice(English)
v. P&M Sector		
9	Fitter	Fitter
10	Turner	a)Turner
11	Machinist & Operator Advance Machine Tool	a) Machinist b) Operator Adv. Machine Tool

12	Machinist (Grinder)	a. Machinist Grinder
13	Draughtsman (Mech)	Draughtsman (Mechanical)
14	Mechanic Machine Tool Maintenance (MMTM)	Mechanic Machine Tool Maintenance (MMTM)
15	Tool & Die Maker	a) Tool & Die Maker (Press Tool, Jigs & Fixture) b) TDM(Dies & Molds)
16	Foundryman	Foundry man
vi. Beauty and Wellness		
17	Cosmetology (old name Hair and Skin Care) Note : Duration of Diploma Course of Beauty Culture/ Cosmetology is two years	Cosmetology
vii. Power Generation, Transmission, Distribution, Wiring & Electrical Equipment		
18	Electrician & Wireman	a) Electrician b) Wireman
viii. FOOD PROCESSING & PRESERVATION		
19	Fruits & Vegetables Processing (new trade)	Fruits & Vegetables Processing
20	Agro Processing(new trade)	Agro Processing
21	Food Beverage(new trade)	Food Beverage
22	Milk & Milk Products (new trade)	Milk & Milk Products
ix. Construction , Construction Material and Real Estate		
23	Carpenter	a) Carpenter b) Pattern maker
24	Mechanic Refrigeration & Air-conditioning	a) Mechanic RAC b) Mechanic Central Air Conditioning Plant
25	Reading Of Drawing and Arithmetic	Any CTS Engineering trade of two year duration
26	Surveyor	Surveyor
27	Architectural Assistantship	a) Architectural Draughtsmanship b) Architectural Assistant
28	Plumber	Plumber

29	Draughtsman civil	Draughtsman civil
x. IT and ITES		
30	Computer Hardware and Networking Maintenance (CHNM) (old name IT&ESM)	<p>a) Computer Hardware and Network Maintenance (CHNM)</p> <p>b) Information & Communication Technology System Maintenance(ICTSM)</p> <p>c) Information Technology (IT)</p>
31	<i>Computer Software Applications (New Trade)</i>	<p>(a) Computer Operator & Programming Assistant (COPA) – 1year</p> <p>(b)Data Base System Assistant (DBSA) can joint this courses. - 1 year</p>
32	Desk Top Publishing Operator	Desk Top Publishing Operator (DTPO)
ix. Textile and Apparel		
33	Surface Ornamentation Techniques (old name Embroidery and Needle Work)	<p>(a)Surface Ornamentation Techniques (Embroidery)</p> <p>(b)Computer Aided Embroidery and Designing</p>
34	Sewing Technology(Old name Cutting and Sewing)	Sewing Technology
35	Dress Making	Dress Making
36	Fashion Design and Technology (Old name Fashion Technology)	Fashion Design and Technology

**Grouping of trades under CITS for common syllabus of Workshop
Calculation Science and Engineering Drawing ,**

Group No.	Trades included in the Group
I	Forger & Heat Treater, Carpenter, Foundry Man, Pattern Maker, Sheet Metal worker, Welder (Gas & Electric), Plumber, Refractory Technician
II	Mechanic Motor Vehicle, Mech. Ref. & Air conditioning, Farm Mechanic and Mechanic Ag. Machineries
III	Draughtsman (Mechanical), Draughtsman (Civil), Reading of Drawing & Arithmetic (ROD & A), Surveyor, Draughtsman (Architect)
IV	Fitter, Turner, Machinist, Machinist (Grinder), Tool and Die Maker, MTMM, Operator Adv. M/C Tool
V	Electrician, Wireman
VI	Maintenance Mechanic (CP), Attendant Operator (CP), Instrument Mechanic (CP), Laboratory Attendant (CP), Instrument Mechanic
VII	Electronics Mechanic, Mechanic Radio and TV, IT&ESM

ANNEX-III**Attendance Record of Participants in the Meeting of Sub- committee of NCVT on
'Norms & Courses' dated 31st July, 2014**

S.No	Name of Member of sub-committee of NCVT	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. R.L Singh, Dy. Director General (Training) DGE&T, Shram Shakti Bhawan, Rafi Marg, New Delhi		
3.	Shri. Saravanabhava, Dy. Director General (Apprentice Training), DGE&T, Shram Shakti Bhawan, Rafi Marg, New Delhi		
4.	Shri Deepankar Mallick, Director of Training, DGE&T, Shram Shakti Bhawan, Rafi Marg, New Delhi.		
5.	Shri Dinesh Nijhawan, Director (SDI), DGE&T, Shram Shakti Bhawan, Rafi Marg, New Delhi		
6.	Shri R.P.Dhingra, Director (P), DGE&T, Shram Shakti Bhawan, Rafi Marg, New Delhi.		
7.	Smt. Sandhya Salwan, Director (WT), DGE&T, Shram Shakti Bhawan, Rafi Marg, New Delhi		
8.	Shri R.N.Bandyopadhyaya, Director, CSTARI Kolkata.	08017369345	Rathin.banerjee@yahoo.com
9.	Shri Sanjay Kumar (ADT), Directorate of Employment & Training ,Vikas Bhawan, Patna.	0612-2215142	detbihar@gmail.com ,
10.	Shri Rahul Dev ,Add. Director, Directorate of Training & Employment , U.P	09453055600	info.dte@gmail.com ,
11.	Shri Sohan Lal Gupta, All India Secretary, Bharatiya Mazdoor Sangh, Mini Bank, Pehwa, Distt. Kurukshetra – 136128 (Haryana)	09416292072	sohanlalbms@gmail.com
12.	Shri Suresh Mahadaven, Tata Motors Ltd, 1 Forbes, 5th Floor, Dr. V.B Gandhi Marg Fort, Mumbai 400 001	022 66158617	

13.	Shri B. Venkata Rao, MLC, INTUC ,AP,Hyderabad.		
14.	Shri J.P.Meena, JDT, DGE&T, Shram Shakti Bhawan, Rafi Marg, New Delhi		Meena.jagdish@nic.in
15.	Shri.M.C.Sharma ,JDT, DGE&T, Shram Shakti Bhawan, Rafi Marg, New Delhi		
16.	Shri Naresh Chandra, JDT, DGE&T, Shram Shakti Bhawan, Rafi Marg, New Delhi		
17.	Shri Sukhdev Singh, JDT, DGE&T, Shram Shakti Bhawan, Rafi Marg, New Delhi		
18.	Shri.Sanjay Kumar, JDT, DGE&T, Shram Shakti Bhawan, Rafi Marg, New Delhi		Sanjay.dget@gmail.com
19.	Shri P.N.Yadav, JDT, DGE&T, Shram Shakti Bhawan , Rafi Marg, New Delhi		prabhu.nath@nic.in
20.	Shri Rajindra Kumar, JDT, Shram Shakti Bhawan, Rafi Marg, New Delhi		
21.	Smt. Anita Srivastava, DDT, DGE&T, Shram Shakti Bhawan, Rafi Marg, New Delhi		
22.	Shri .S.N.S.Rahi, DDT, DGE&T, Shram Shakti Bhawan, Rafi Marg, New Delhi		
23.	Shri Amrit Pal Singh, DDT, DGE&T, Shram Shakti Bhawan, Rafi Marg, New Delhi		