Guidelines
for
'Dual System of Training'

Directorate General of Training

Ministry of Skill Development & Entrepreneurship
Government of India

To further strengthen industry connect and impart quality, industry relevant trainings, these guidelines intend to encourage ITIs and Industry Partners to adopt/ participate in Dual System of Training

ACRONYMS

AITT	All India Trade Test
BTP	Basic Training Provider
CTS	Craftsmen Training Scheme
DBT	Direct Benefit Transfer
DGT	Directorate General of Training
DST	Dual System of Training
HQ	Head Quarters
IMC	Institute Management Committees
IP	Industry Partner
ITI	Industrial Training Institute
MoM	Minutes of Meeting
MoU	Memorandum of Understanding
MSDE	Ministry of Skill Development & Entrepreneurship
MSME	Micro, Small and Medium Enterprises
NAPS	National Apprenticeship Promotion Scheme
NCVT/NCVET	National Council for Vocational Training/ National Council for Vocational Education and Training
NSQF	National Skills Qualifications Framework
NTC	National Trade Certificate
PMKVY	Pradhan Mantri Kaushal Vikas Yojana
TT Cell	Trade Testing Cell

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1. Background

India has over 15,000 Industrial Training Institutes (ITIs) of which 85% are run by the private sector and 15% are government-funded. As per skill gap reports[1] it is estimated that from 2013-22 there will be an incremental demand of 10 crore skilled workers i.e. an average of one crore skilled workers every year. All ITIs put together have only 25 lakh seats per annum. While capacity is a constraint, industries which employ ITI pass outs do not find the quality of training imparted to the students up to their standards.

To bridge this disconnect between ITI trainees' learning outcomes and the industry requirements, the Ministry of Skill Development & Entrepreneurship (MSDE) introduced the scheme "Dual System of Training" (DST) wef. August, 2016 session.

2. Objective

Objective of DST scheme is to enable industries and establishments to partner with Government and Private ITIs for conducting training programmes under high employability courses so as to fulfil their skilled manpower requirements. The DST is an amalgamation of theoretical training imparted through ITIs and practical training imparted through the Industry. DST helps enable Industry linkages and provide hands on experience to students on industries latest/ updated technologies.

Under the DST scheme, the courses are conducted to meet the skilled workforce requirements of Industry so that after completion of training, the trainee who are awarded National Trade Certificate (NTC) under the scheme have an edge over regular ITI pass outs in terms of employability and employment opportunities in Industry.

With the vision of strengthening Industry linkages and acquainting students in ITIs with latest technologies used in the Industry, DGT encourages ITIs to participate in the DST program so that these ITI trainees are Industry ready.

It should be noted that the ITIs running DST courses shall have an advantage in the grading system introduced by DGT.

3. Revision of the existing guidelines

The DST guideline was last revised on July 10, 2017 vide letter 19/23/2016-CD, refer **Annexure 1** for old guidelines and amendments made thereafter. However, in the recently held meeting chaired by DG, Directorate General of Training dated 28th August 2018 (ref. MoM 28th Aug. 2018, Annexure 1), recommendations were made by the participating members for further improving the DST Scheme. In order to implement these recommendations, the prevailing scheme guidelines needed revision. Views of major stakeholders i.e. State Governments, Industry and ITIs (Trainees & Instructors) were also taken into consideration on these recommendations

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[1]NSDC Sector Skill Gap Reports released by MSDE in 2015. Click link below for the reports:
https://www.nsdcindia.org/industry-reports

before being incorporated into scheme guidelines. Accordingly, in supersession of the existing guidelines (i.e. July 10th 2017 Guidelines), the following guidelines are being issued with immediate effect for fresh batches registered on or after 1st January, 2019. It shall be noted that all earlier batches enrolled will continue to follow the previous guideline issued on 10th July, 2017.

4. Eligibility of ITIs

All affiliated ITIs (Government and Private) with grading 2 and above can conduct training under DST in their relevant affiliated trade(s)

5. Courses and curriculum for DST

The Dual System of Training which is currently operational in 17 trades will be expanded to all the trades including service sector trades, and trades in new and emerging sectors. All these courses will be NSQF aligned.

All existing 17 DST trades have been aligned to NSQF, refer **Annexure 2** for list of courses.

6. Duration of Training

    i.   In the existing guidelines, the number of months for practical training in the Industry was fixed. Since the time period required to acquire a skill set varies from trade to trade, the duration of industry training has now been made more flexible. Accordingly, the guidelines have been revised, defining a range for 'duration of industrial training' as indicated in table below:

S. No	Duration of course / trade	Duration of industrial exposure/ training (as per previous guidelines)	Duration of industrial exposure/ training (as per revised guidelines)
1.	6 months	Not defined	1-3 months
2.	1 year	5 months	3-6 months
3.	2 years	9 months	6-12 months

    ii.   The ITI and Industry have freedom to choose the training pattern i.e. either a block mode/ multiple block mode (with few months in ITI, followed by few months in Industry) or a mixed mode (with few days in a week shared between ITI and Industry) as per mutual understanding and suitability of ITI and Industry.

    iii.   The Industry / ITI has been given flexibility in deciding duration of ITI and Industry training blocks over the entire training period within this range.

    iv.   In case of 2 year courses, each year may have at least one 'Industry Training Block' of reasonable duration.

7. Admission, Assessment and Certification

i. The admission of the trainees for the scheme shall be common i.e. with Craftsmen Training Scheme (CTS) into regular ITIs. Upon selection of trainees/ batches by the Industry Partner which has signed MoU with the ITI, DST flag would be enabled in DGT MIS portal for those trainees. For each student, the name of Industry Partner(s) along with planned duration of training in Industry(s) should also be uploaded on the portal.

ii. Examination pattern for DST shall be same as that for regular CTS trade and in accordance with the notification dated 4th Oct. 2018 vide implementation order no. MSDE (-18011/DGT/2017-TTC (Pt. III)), refer **Annexure 3**.

iii. In case of DST, Trade Practical Examination shall be done by ITI only.

iv. Formative assessment shall be done by both ITI and the Industry Partner with equal weightage in each year regardless of duration of Industry training.

v. ITI shall be responsible for uploading of overall formative assessment marks including that awarded by the Industry.

vi. In case 'Industry Training' is done in more than one Industry, only the Industry where trainee spends maximum time may award part formative assessment marks.

vii. After successful completion of training in respective trade and passing the AITT, the National Trade Certificate (NTC) under DST shall be awarded to the trainee.

viii. The format of National Trade Certificate under Dual System of Training is similar to that of NTC under CTS scheme. Name of Industry Partner(s) and duration of training conducted in Industry would be mentioned in NTC. For DST courses, the admit card, standard mark sheet and NTC format have been revised, which are included in **Annexure 4, Annexure 5** and **Annexure 6**.

ix. All other guidelines applicable for CTS trades/units affiliated to DGT shall also apply to the trades/units being run under Dual System of Training (DST).

8. Provisions for ITI

i. ITIs with grading 2 and above can run the Craftsmen Training Scheme (CTS) and Dual System of Training (DST) concurrently as separate/exclusive batches. ITIs must ensure that they run exclusive batches of DST for a trade i.e. a DST batch shall have 100% candidates enrolled under DST only.

ii. ITIs may conduct courses under dual system of training in:

   a. Vacant units i.e. vacant batches against which no enrollments have been done.

   b. Convert existing unit(s) of regular CTS trade with DST based on availability of candidates willing to enroll under DST and Industry Partner.

c. Third shift, if permissible in the State. However, it has to be uploaded on the portal with concurrence by DGT. If a third shift unit has been started under DST without undergoing full affiliation process, then in future such units would be used for DST only.

iii. ITIs may sign MoUs with multiple Industry Partners to fulfill the required industrial training needs of a batch of trainees, for a particular trade(s). However, they must ensure that in-cases of DST candidates undergoing industry training in more than one Industry, the industry training blocks are synchronized with foundation theory taught in ITI.

iv. Industry should ensure availability of trade relevant tools, equipment and machinery for 'Industry Training' while signing the MoU.

v. ITI are encouraged to leverage their Institute Management Committees (IMCs) to have tie-ups with multiple Industry Partners/Associations/Chambers/MSMEs so that the trainees are able to benefit from industry connect.

vi. The Industry Partner may train the trainee at multiple locations, to train him/her on multiple skills. For e.g. in Automotive Sector, a trainee may be exposed to production/assembly line, repair/service workshop, as well as sales function at a dealership.

vii. ITIs may also partner with industries/branches of industries outside their state. DGT to facilitate necessary approvals if required for such cases.

viii. ITIs running DST batches, may have idle training infrastructure while trainees are undergoing 'Industry Training' in a block of three months or more. In such cases ITIs may utilize their idle training infrastructure to:

a. Run DGT notified short-term training programmes of 1-3 months duration, for which they may charge reasonable fee from students. In case the ITI is registered under PMKVY, it may run training under same.

b. ITIs may also register themselves as BTPs to provide training under NAPS.

9. Provisions for Trainees

i. Aspiring candidates are to be informed about eligibility criteria such as minimum age requirements, minimum educational qualification, health/physical standards, occupational hazards (if any) of the Industry collaborated under DST scheme before batch enrollment by ITI.

ii. Unwilling or unfit trainees could opt for non DST or regular CTS course before batch allotment subject to availability of regular CTS seat in the ITI.

iii. Trainees who have appeared for the final annual examination after the completion of DST course duration are eligible for registering as apprentices.

iv. All successful candidates of DST shall be eligible for CITS.

10. Eligibility criteria for Industries

i. In order to bring more industries under the ambit of DST, the condition of minimum 200 employees being employed by participating Industry has been revised for both engineering and non-engineering trades. These guideline are now further modified as below:

a. For an Industry in engineering trades, minimum employees criteria will be 40 (including contractual employees) whereas for non-engineering trades, the Industry Partner should have minimum 6 employees.

b. Turnover should be minimum INR 10 lakh per year for the last two years in case of non-Engineering Industry, and minimum turnover should be INR 1 crore per year for the last 3 years for Industry in engineering trades.

S. No.	Parameter	Eligibility criteria (Earlier)		Eligibility criteria (Now)	
		Engineering Trades	Non-Engineering Trades	Engineering Trades	Non-Engineering Trades
1.	Minimum no. of Employees in the Industry	200	200	40	6
2.	Minimum Turnover of the Industry (in INR)	10 crore/ year (For last 3 years)	10 crore/ year (For last 3 years)	1 crore/ year (For last 3 years)	10 lakhs / year (For last 2 years)

ii. To ensure quality training under Dual System of Training, Industry Partner signing the MoU should be:

a. MSME registered at least for 2 years, OR

b. Industry/ establishment having valid registration with the State/ Central authority registered at least for 2 years. Establishments include entities registered with any government/local authorities/ shops covered under Factories Act 1948 and Shops and Establishments Act applicable for the concerned State, OR

c. Industry Association, Industry cluster, Central & State Sector Industries/Establishments.

11. Memorandum of Understanding

i. MoU drafted in line with these guidelines (refer **Annexure 6** for prescribed format) for DST shall be signed between the Industry and the ITI. The MoU should mention

the batch wise trades/ units/ shifts/ numbers of the trainees to be trained in the particular Industry. In case of more than one Industry and/or more than one location, the same should also be mentioned in the MoU.

ii. The MoU may be signed for a minimum of 3 years in case of engineering trades, and minimum of 2 years for non-engineering trades, which could be extended as per the mutual understanding of the parties i.e. ITI and the Industry partner(s).

iii. While signing of MoU, the mutually agreed duration of 'Industry Training' (out of the total duration of training as prescribed in syllabus), should be mentioned. Both ITI & Industry Partner are to ensure that the course curriculum is covered as per syllabus, within the given duration of training.

iv. **Intervention of State Director/DGT may be sought only in case of MoU having any deviation or disagreement from the prescribed guidelines.**

v. ITI should upload a copy of duly signed MoU(s) on DGT MIS portal.

12. Training Process

Roles and responsibilities of ITIs and Industry are as detailed below:

12.1. Responsibilities of ITIs

A. Before Industry Training

a. Sign MoU with trade relevant Industry to conduct the training under Dual System of Training.

b. Ensure that trainees opting for DST are aware of the Industry expectations in terms of eligibility, minimum age, physical fitness, discipline, timings, punctuality and necessity to fulfil such criteria as per industry requirements.

c. Ensure acknowledgement in writing from all trainees to be enrolled under DST that they have understood the requirements of DST/ Industry Partner as stated above.

d. Teach trade theory and impart trade relevant foundation practical knowledge.

e. Conduct part formative assessment, and provide instructions to Industry Partner(s) for conducting the remaining portion of formative assessment

f. Prepare weekly/block/mixed mode training schedule for industrial training in line with the trade curricula in consultation with all Industry Partner(s) involved.

g. Monitor the student's progress at the Industry by making visits in regular intervals and ensure that the students are undergoing practical training in relevant areas as per trade syllabus.

B. Post Industry Training

a. Complete remaining portion of Trade theory and practical training before the end of six month /one year/ two year course duration.

b. Ensure trainees' final attendance record, exam fees deposit, release of admit card, intimation of online exam centre for examination, any other dues and award of final Certification (NTC under DST).

c. Ensure that part formative assessment by Industry has been conducted and shared with ITI, and upload total formative assessment marks on portal.

12.2. Responsibilities of Industry / Organization

a. Assign trainer(s) responsible for the Industrial training.

b. Follow DST scheme trade curriculum and the schedule for industrial training prepared by ITI.

c. Ensure that 'Training Progress Diary' is maintained as per the schedule requirements.

d. Provide on-job training in trade relevant domain skills.

e. Allocate and supervise the trainee on trade relevant project, tasks or job.

f. Assess part formative assessment and share corresponding marks with the ITI for uploading on portal.

g. Provide health and safety facilities to the trainees as available for the workers of the Industry. In case of hazardous industries, before signing the MoU for DST, Industry is required to disclose the conditions such as minimum age and level of medical fitness (e.g. colour blindness) etc. as per the industrial safety norms applicable in the Industry. Also, ensure that trainee is informed about the health and safety facilities available to them.

h. Record and submit attendance of trainee to the ITI for the period of training at the Industry.

The process flow in the Dual System of Training

MoU — Between ITI and Trade relevant Industry/ Organization	**Admission** — Centralized ITI admission for DST candidates along with regular candidates	**DST Batch Formation** — Selection of DST batch as per Industry criteria
Internal Assessment / Practical — ITI and Industry partner(s) to conduct formative assessment, DGT will conduct Trade Practical Exam at ITI	**Monitoring** — ITI and Industry partner to monitor the progress of training and ensure that IP imparts training in trade relevant areas	**Training** — DST flagged trainees to undergo training in ITI and in industry according to the block mode & duration as decided in MoU
Final Examination — Trainees to appear for CTS exam under DST	**Certification** — NTC with DST awarded to successful trainees	

13. Clarification on NAPS

a. Dual System of Training has been delinked from NAPS, DST trainees will not be reimbursed under NAPS and their examination shall be conducted as per DST guidelines since they would be obtaining NTC certificate and not NAC certificate.

b. Industry may pay reasonable stipend to the trainees through Direct Benefit Transfer (DBT).

c. For all the existing and earlier batches enrolled under DST scheme wherein MoU was signed before the date of issue of latest guidelines (i.e. enrolled in 2016, 2017, 2018 as per earlier guidelines), stipend paid by Industry Partner under NAPS is to be reimbursed in accordance with the prevailing guidelines of that time(i.e. NAPS linkage).

14. Rights of Competent Authorities

i. State and DGT officials have the rights to verify the infrastructure at the ITI/Industry and to monitor the progress of the training, as per guidelines issued by DGT from time-to-time.

ii.   DGT, MSDE reserves the right to modify the terms and conditions for ITI/Industry from time to time and such modified terms shall be binding on the ITI/Industry.

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Annexure 1: Existing Guidelines for DST

MSDE (DGT) 02/04/2016-CD
Government of India
Ministry of Skill Development and Entrepreneurship
Directorate General of Training (DGT)
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Shram Shakti Bhawan, New Delhi
Dated: 19th August, 2016

To

1. Secretaries/ Principal Secretaries of all the State Governments/ UT Administrations dealing with Vocational Training

2. Directors dealing with Vocational Training of all States/ UT Administrations
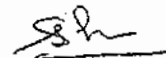
Subject: Revised Policy Guidelines and revised MoU format under Dual System of Training - regarding

Sir/ Madam,

This is in continuation to letter of even no. dated 24th June, 2016 regarding "Dual System of Training".

2. In this context, it is informed that the policy guidelines and format of MoU for the Dual System of Training have been revised. A copy of the revised policy guidelines and revised format of the Memorandum of Understanding (MoU) is enclosed.

Yours faithfully,

(Sandhya Salwan)
Director of Training

Encl: As above

Copy to:

1. Principal CTI Chennai, NVTI, Noida and all RVTIs.

2. All Officers of Director level and above of DGT (HQ)

3. Director, ATI Chennai / Hyderabad/ Mumbai / Kolkata/ Kanpur / Ludhiana/ Haldwani / Calicut / Jodhpur / Choudwar / CSTARI Kolkata / ATI (EPI) Hyderabad & Dehradun/ FTI Bangalore & Jamshedpur and NIMI Chennai

4. The Regional Director, RDAT, Kanpur / Mumbai / Kolkata / Chennai / Faridabad & Hyderabad

C.R. Pl. issue by speed post.

23/08/16

Policy Guidelines for the Scheme "Dual System of Training"

(Revised)

Ministry of Skill Development & Entrepreneurship has decided to start implementing the scheme named as "Dual System of Training" (DST) approved during the 40th meeting of National Council for Vocational Training (NCVT). This scheme will enable industries to partner with (Government & private) Industrial Training Institutes (ITIs) for conducting training programmes under high employability courses to fulfil the needs of industries. The scheme shall be optional for existing NCVT affiliated ITIs and will be run entirely/ partially in vacant units / third shift or in the replacement units of the related affiliated trade. Affiliation of additional trades in existing ITIs under the scheme shall be taken in phased manner. However, the ITIs may run the Craftsmen Training Scheme (CTS) and Dual System of Training (DST) concurrently.

Under the Dual System of Training, trainees can be admitted by the ITI from the session August, 2016. The theory portion and basics about safety and tools, equipment along with foundation practical will be conducted in the ITI. For providing the industrial training relevant to practical/ lab training portion of the curriculum, the trainee will be trained in the industry.

At present there are a total of 126 trades running under CTS. To start with, the dual system training shall be available for 10 popular trades (thus taking the number of total trades under CTS to 136) as below:

a) Electrician
b) Fitter
c) Machinist
d) Turner
e) Electronics Mechanic
f) Welder

g) Mechanic Diesel
h) Mechanic (Motor Vehicle)
i) Cosmetology
j) Tool & Die Maker (Dies & Moulds)

The curricula under the scheme shall consist of Trade Theory & some portion of practical which will be completed at the ITI,   while remaining portion of the training shall be conducted in the concerned industry/ organization. The ITI and industry will have freedom to choose the training pattern either in a block mode (i.e. few months in ITI then few months in industry) mixed mode (i.e. few days in a week shared between ITI and industry).

For a two year course it is expected that nine months (i.e. ~ 1560 hrs.) training would be in the industry and remaining period would be in the ITI. The last three months of the training duration would necessarily be in the ITI to complete the training course. This period would be also used for conducting assessment and final examination of the students. Similarly, for one year courses, it is expected that five

months training would be in the industry and remaining period would be in the ITI. The last two months would be necessarily in the ITI to complete the training course.

The training process/responsibilities shall be as following:

> ITI (BLOCK-I)
- ITI shall sign MoU with the relevant industry to conduct the training under Dual System of Training.
- Admit the trainees (signing of MoU is compulsory before admitting any trainee) and enter the details of the admitted trainee on web-portal with AADHAR number
- Teaching trade theory and imparting foundation practical knowledge
- Conduct internal assessment
- During the industrial training, ITI shall be responsible for monitoring the progress of the trainee

> Industry / Organisation (BLOCK-II)
- Assign trainer/s responsible for the industrial training
- Curriculum of respective trade to be followed by industry
- Prepare a weekly training schedule in line with the specified curricula for the trade
- Ensure training progress diary is maintained by the trainee
- Provide training in domain skills relevant to the trade
- Supervise the trainee on project/s related to relevant trade assigned by the industrial trainer
- Pay a stipend equal to 70% of minimum wages for semi-skilled worker notified by the respective State Government/ Union Territory as payable to apprentices (as per section 13 under Rule 7A and Rule 11 of Apprenticeship Rules, 1992).
- Register the trainees under optional trades (under Rule 7A of Apprenticeship Rules, 1992).
- Conduct practical examination of the trainee
- Upload marks in the portal
- To provide health and safety facilities to the trainees same as available for the workers of the industry
- Attendance to be marked during the training at the industry.

> ITI (BLOCK-III)
- Completion of remaining portion of Trade theory and Practical training
- Presentation on Project assigned to the trainee
- Final Trade Test
- Upload internal and final examination marks in the portal

➢ Joint activities of ITI and the industry:
- The ITIs and the industry shall conduct bi-monthly progress test during industrial training

Additional guidelines:

1. The courses will be conducted to meet the skill workforce requirement of industry so that after completion of training in dual system, the trainee having NTC with dual mode will get better employability opportunities in industry.

2. NCVT approved courses under 'Dual System' by revamping existing CTS courses of one year and two years duration will be offered in ITIs opting to run these courses. The approved curricula for the courses under dual system have been uploaded on DGT's website (http://dgt.gov.in/content/innerpage/dual-system-of-training.php).

3. MoU to be signed between the industry and the ITI on the prescribed format mentioning the number of trainees to be trained in the particular industry batchwise.

4. The MoUs can be signed by an (Government or Private) ITI and an industry partner under information to respective State Government. However, the State and concerned DGT officials shall have the rights to verify the infrastructure at the ITI/industry and observe the progress of the training. The MoU signed shall be valid for a period of 4 years.

5. The industry partner must be a registered MSME and above.

6. Any industry who has signed an MoU with an ITI to provide training under dual mode as mentioned above, will be eligible for incentive as admissible to industry/establishments under the National Apprentice Promotion Scheme (NAPS). For availing the benefit under the NAPS, the trainee will have to get registered in the apprenticeship portal http://www.apprenticeship.gov.in

7. The admission in ITIs will be carried out by the respective ITI / State Government for courses under dual system in

   a) vacant units OR in third shift or replace existing unit(s) of existing NCVT affiliated trade
   b) any existing affiliated unit may be utilised for admitting trainees as combination of CTS and Dual System in the respective trade

c) an ITI having affiliation for running only two shifts can run the third shift exclusively for running the corresponding trade under Dual System of Training. Such unit shall be treated as "deemed affiliated" provided that the ITI has additional instructors and tool kits to run the third shift and has sought permission to run the additional third shift under Dual System from Member Secretary, NCVT (through e-mail only, to make a provision in the portal.)

8. In case where the required training needs for any particular trades are not satisfied by a single industry partner, the ITI shall be allowed to sign MoU with upto three industries for providing industrial training. Provided that the responsibility for co-ordinating the training shall lie with the ITI concerned. 60% of the practical training shall be covered by the main industry partner. Examination of the industrial training shall be conducted by the main industry partner.

9. Assessment and Certification of all the trainees will be carried out as per Directorate General of Training / NCVT norms for the trade theory including practical portion conducted in ITI workshop. Industrial training of the trainee shall be assessed by the industry partner. DGT will issue the detailed guidelines for assessment and certification in due course.

10. The ITIs as well as the industry will work in tandem during the training to ensure that the training proceeds as per guidelines and the curricula.

11. After successfully completion of training, National Trade Certificate (NTC) (mentioning dual model) shall be awarded to the trainee.

12. The admission and examination pattern for the scheme shall be same as it is for the Craftsmen Training Scheme (CTS)

13. The ITI and industry shall follow any further guidelines / instructions issued by DGT from time to time.

Advantages of this scheme to the:

STUDENTS

- Introduction to industry and awareness about the industry
- Financial assistance in the form of stipend during training at the industry
- Gain of experience of working in industry
- Confidence enhancement for future interaction with industry
- Enhanced employability

INSTITUTE (ITI)

- Help them developing an interface/ connect with industry
- Enhanced employability of the trainees leading to advertisement of the institute
- Interaction with industry leads to awareness about future trends in manpower requirements which may be helpful in deciding business strategy under

INDUSTRY

- Availability of trained manpower for the industry
- Availability of ready to employ manpower
- Reduced chances of recruiting wrong manpower as the trainee already has exposure of working in industry
- No need to hire manpower consultants
- Sharing of 25% of prescribed stipend subject to a maximum of Rs. 1500/- per month per apprentice to the employers (as per NAPS).

Revised 16.08.2016

MSDE (DGT) - 19/23/2016 - CD
Government of India
Ministry of Skill Development & Entrepreneurship
Directorate General of Training (DGT)
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Shram Shakti Bhawan, New Delhi
Dated: 10th July, 2017

To

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

Subject: Revised Policy Guidelines and MoU format under Dual System of Training - regarding

Sir/ Madam,

This is in continuation to letter no. MSDE (DGT) – 02/04/2016 – CD dated 19th August, 2016 regarding Policy Guidelines under Dual System of Training (DST).

2.   In this context, it is informed that in order to ensure quality training under Dual System of Training, the policy guidelines have been revised. A copy of the revised policy guidelines and MoU format is enclosed.

3.   Directors of all the States and Union Territories dealing with Craftsmen Training Scheme are requested to issue further necessary instructions to ITIs under their jurisdiction for implementing the revised policy guidelines and MoU format under Dual System of Training (DST).

Yours faithfully,

(R. K. Pathak)
Director of Training/ Member-Secretary, NCVT
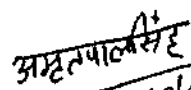
Encl.: As above

Copy to:-

1. Director, ATI Chennai, Hyderabad, Mumbai, Kolkata, Kanpur, Ludhiana, Haldwani, Calicut, Jodhpur, Choudwar; CSTARI Kolkata, ATI (EPI) Hyderabad & Dehradun, FTI Bangalore & Jamshedpur and NIMI Chennai
2. RDAT Kanpur, Mumbai, Kolkata, Chennai, Faridabad & Hyderabad
3. Principal CTI Chennai, NVTI, Noida and all RVTIs.
4. Director (TT Cell), DGT(HQ)
5. All Officers of Director level and above at DGT (HQ)
6. Shri Vaibhav Jain, M/s Wipro

Copy for information to:
PS to JS (AS)

(Amrit Pal Singh)
Dy. Director (Training)

Policy Guidelines for the Scheme "Dual System of Training"

(Revised in July 2017)

Ministry of Skill Development & Entrepreneurship has implemented the scheme named as "Dual System of Training" (DST) **w.e.f. session started in August, 2016.** DST has been approved during the 40th meeting of National Council for Vocational Training (NCVT). This scheme enables industries to partner with (Government & private) Industrial Training Institutes (ITIs) for conducting training programmes under high employability courses to fulfil the needs of industries. The scheme is optional for existing NCVT affiliated ITIs and will be run entirely/ **partially** in vacant units / third shift or in the replacement units of the related affiliated trade. Affiliation of additional trades in existing ITIs under the scheme shall be taken in phased manner. However, the ITIs may run the Craftsmen Training Scheme (CTS) and Dual System of Training (DST) concurrently.

The theory portion and basics about safety and tools, equipment along with foundation practical will be conducted in the ITI. For providing the industrial training relevant to practical/ lab training portion of the curriculum, the trainee will be trained in the industry.

The dual system training is available for 16 popular trades as below:

i.	Electrician	x.	Tool & Die Maker (Dies & Mould)
ii.	Fitter	xi.	Draughtsman (Mechanical)
iii.	Machinist	xii.	Attendant Operator (Chemical Plant)
iv.	Turner	xiii.	Mechanic Refrigeration and Air-conditioning
v.	Electronics Mechanic		
vi.	Welder	xiv.	Plumber
vii.	Mechanic Diesel	xv.	Automotive Body Repair
viii.	Mechanic (Motor Vehicle)	xvi.	Automotive Paint Repair
ix.	Cosmetology		

The curricula under the scheme consists of Trade Theory & some portion of practical which will be completed at the ITI,   while remaining portion of the training shall be conducted in the concerned industry/ organization. The ITI and industry will have freedom to choose the training pattern either in a block mode (i.e. few months in ITI then few months in industry) mixed mode (i.e. few days in a week shared between ITI and industry).

For a two year course it is expected that nine months (i.e. ~ 1560 hrs.) training would be in the industry and remaining period would be in the ITI. The last three months of the training duration would necessarily be in the ITI to complete the training course. This period would be also used for conducting assessment and final examination of the students. Similarly, for one year courses, it is expected that five

months training would be in the industry and remaining period would be in the ITI. The last two months would be necessarily in the ITI to complete the training course.

The training process/responsibilities shall be as following:

> **ITI (BLOCK-I)**
- ITI shall sign MoU with the relevant industry to conduct the training under Dual System of Training.
- Admit the trainees (signing of MoU is compulsory before admitting any trainee) and enter the details of the admitted trainee on web-portal with AADHAR number
- Teaching trade theory and imparting foundation practical knowledge
- Conduct internal assessment
- During the industrial training, ITI shall be responsible for monitoring the progress of the trainee

> **Industry / Organisation (BLOCK-II)**
a) Assign trainer/s responsible for the industrial training
b) Curriculum of respective trade to be followed by industry
c) Prepare a weekly training schedule in line with the specified curricula for the trade
d) Ensure 'Training Progress Diary' is maintained by the trainee
e) Provide training in domain skills relevant to the trade
f) Supervise the trainee on project/s related to relevant trade assigned by the industrial trainer
g) Conduct practical examination of the trainee
h) Upload marks in the portal
i) To provide health and safety facilities to the trainees same as available for the workers of the industry
j) Attendance to be marked during the training at the industry
k) (i) **Register the trainees under optional trades (under Rule 7A of Apprenticeship Rules, 1992)**
   (ii) **Pay a stipend equal to 70% of minimum wages for semi-skilled worker notified by the respective State Government/ Union Territory as payable to apprentices (as per section 13 under Rule 7A and Rule 11 of Apprenticeship Rules, 1992) to avail benefits under National Apprenticeship Promotion Scheme (NAPS).**
<u>OR</u>
l) **The State Government may fix a rate of stipend to be paid to the trainees undergoing training under Dual System of Training in ITIs in the respective State. Benefit of NAPS will not be available in this case.**

> **ITI (BLOCK-III)**
- Completion of remaining portion of Trade theory and Practical training

- Presentation on Project assigned to the trainee
- Final Trade Test
- Upload internal and final examination marks in the portal

> **Joint activities of ITI and the industry:**
- The ITIs and the industry shall conduct bi-monthly progress test during industrial training

Additional guidelines:

1. The courses will be conducted to meet the skill workforce requirement of industry so that after completion of training in dual system, the trainee having NTC with dual mode will get better employment opportunities in industry.

2. NCVT approved courses under 'Dual System' by revamping existing CTS courses of one year and two years duration will be offered in ITIs opting to run these courses. The approved curricula for the courses under dual system have been uploaded on DGT's website **(http://dgt.gov.in/content/innerpage/dual-system-of-training.php)**.

3. MoU to be signed between the industry and the ITI on the prescribed format mentioning the number of trainees to be trained in the particular industry batchwise.

4. The MoU signed shall be valid for a period of 4 years.

5. *In order to ensure quality training under Dual System of Training, industry partner signing the MoU:*
   a. *should be at least registered MSME, at least for the last 3 years*
   b. *should have minimum 200 employees*
   c. *should have minimum turnover of 10 crores per year for the last 3 years*
   d. *should have all the infrastructure (tools, equipment and machinery) required for the practical training for the particular trade(s) for which it is signing MoU with an ITI*
   e. *must submit its detailed profile including turnover for the last 3 years, total no. of employees (technical and non-technical), infrastructure (tools, equipment and machinery) details list to the ITI with which it is signing the MoU and the same needs to be verified by the State Director/ State Apprenticeship Advisor.*

6. *The State Director/ State Apprenticeship Advisor after verifying the above details will permit the signing of MoU between the ITI and the industry partner. The MoU has to be countersigned by the State Director/ State Apprenticeship Advisor. Thereafter, the ITI shall submit the duly signed MoU to Director (Training), DGT (HQ).*

7. However, the State and DGT officials shall have the rights to verify the infrastructure at the ITI/industry and observe the progress of the training. All the other guidelines applicable to trade/ units affiliated to NCVT shall also be applicable for trade/ units being run under Dual System of Training (DST).

8. Any industry who has signed an MoU with an ITI to provide training under dual mode as mentioned above, will be eligible for incentive as admissible to industry/establishments under the National Apprentice Promotion Scheme (NAPS). **For availing the benefit under the NAPS, the trainee will have to get registered in the apprenticeship portal** http://www.apprenticeship.gov.in. **This incentive will be only available if the stipend is being paid to the trainee as per NAPS guidelines.**

9. The admission in ITIs will be carried out by the respective ITI / State Government only in trades under dual system in:

   a) **vacant units OR in third shift or replace existing unit(s) of existing NCVT affiliated trade**
   b) **any existing affiliated unit may be utilised for admitting trainees as combination of CTS and Dual System in the respective trade**
   c) **an ITI having affiliation for running only two shifts can run the third shift exclusively for running the corresponding trade under Dual System of Training. Such unit shall be treated as "deemed affiliated" provided that the ITI has additional instructors and tool kits to run the third shift and has sought permission to run the additional third shift under Dual System from Member Secretary, NCVT (through e-mail only, to make a provision in the portal.)**

10. In case where the required training needs for any particular trades are not satisfied by a single industry partner, the ITI shall be allowed to sign MoU with upto three industries for providing industrial training. Provided that the responsibility for co-ordinating the training shall lie with the ITI concerned. **60% of the practical training shall be covered by the main industry partner. Examination of the industrial training shall be conducted by the main industry partner.**

11. Assessment and Certification of all the trainees will be carried out as per Directorate General of Training / NCVT norms for the trade theory including practical portion conducted in ITI workshop. Industrial training of the trainee shall be assessed by the industry partner.

12. The ITIs as well as the industry will work in tandem during the training to ensure that the training proceeds as per guidelines and the curricula.

13. After successfully completion of training, National Trade Certificate (NTC) in respective trade shall be awarded to the trainee.

14. **The admission for the scheme shall be same as it is for the Craftsmen Training Scheme (CTS) and the examination pattern for trades under Dual Training has been notified separately vide implementation order no. MSDE(DGT)-19/23/2016-CD dated 18th May, 2017.**

15. The ITI and industry shall follow any further guidelines / instructions issued by DGT from time to time.

Advantages of this scheme to the:

STUDENTS

- Introduction to industry and awareness about the industry
- Financial assistance in the form of stipend during training at the industry
- Gain of experience of working in industry
- Confidence enhancement for future interaction with industry
- Enhanced employability

INSTITUTE (ITI)

- Help them developing an interface/ connect with industry
- Enhanced employability of the trainees leading to advertisement of the institute
- Interaction with industry leads to awareness about future trends in manpower requirements which may be helpful in deciding business strategy under

INDUSTRY

- Availability of trained manpower for the industry
- Availability of ready to employ manpower
- Reduced chances of recruiting wrong manpower as the trainee already has exposure of working in industry
- No need to hire manpower consultants
- **Sharing of 25% of prescribed stipend subject to a maximum of Rs. 1500/- per month per apprentice to the employers (as per NAPS). This incentive will be available to industry partner only if the stipend is being paid to the trainee as per NAPS guidelines.**

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C:\Users\Lenovo\Desktop\dual system\REVISED GUIDELINES\Revised Guidelines July 2017\Revised Policy Dual guidelines 09.07.2017_1.docx

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

Employment Exchange Building, PUSA Complex, IARI,
New Delhi-110012
Dated: 14th September, 2018

To

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

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

Sir/Madam,

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

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

Yours faithfully

(Sushil Agarwal)
Deputy Director of Training

Encls: As above

Copy to:

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

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

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

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

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

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

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

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

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

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

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The Sub-committee approved the following points:

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

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

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

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

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

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

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

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

Composition of committee:

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

The above-mentioned committee would deliberate on the following:

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

c) How much total **grace marks** to be allowed, grace marks for each subject and for each exam (theory & practical) across subjects, and how to reflect/not reflect grace marks on mark sheets and certificates.

d) **To devise marks moderation Strategy** across subjects (Theory & Practical) based on analysis of subject wise (theory and practical) pass percentage data of previous 3 years, with check and balance towards the overall result of the trainees for particular examination.

e) Is grace marks/ moderation on percentile basis plausible **in case of tough paper(definition of tough paper).**

f) Should the scoring of students be **percentile/ grade** based?

g) **How many attempts of supplementary exams** to be allowed over a period of how many years in addition to first attempt.Any cooling period applicable for conducting supplementary exams? Can a trainee attempt for Improvement Exam? Modalities for these exams through IT Platform such as enrolment, admit card, fee payment, examination centre etc.

h) **How to reflect revised scoring on scorecard/** mark sheet?

i) **How to link optional NIOS exam (class XII equivalence)**through IT platform (for vertical mobility of ITI pass-outs).

j) **Autonomy of ITIs** including level of graded autonomy to be provided to them mentioned vide agenda item number 2?

k) Roadmap to issue the certificates under **Digital Signature only** (not facsimile) for the result declared after 31st August 2018?

l) **Roadmap to align all CTS courses** related teaching with NSQF? Exam pattern and modifications required at NCVT MIS Portal. WIPRO to modify portal accordingly. NIMI to develop question bank of objective type questions strictly from NSQF curriculum.

The members agreed.

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

After deliberation with members, following recommendationsare made:

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

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

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

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

Duration of Training
  a) For trade of 6 month durationmay provide 1-2 months of industrial exposure.
  b) For trade of 1 year duration may provide 2-5 months of industrial exposure.
  c) For trade of 2 years duration may provide 4-9 months of industrial exposure.
  d) The State / ITI will have flexibility in deciding duration of blocks within this training period.
- Accordingly, DGT to issue revised guidelinesfor DST by end of September 2018.

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

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

The Grading of ITIs would facilitate ITIs in following manner:

1. Only ITIs with grading 2.5or more to be allowed to add new trades/units on the affiliation portal.

2. Only Private ITIs with at least 2.5 grade and Government ITIs with at least 2.0 grade to be eligible to receive financial support under STRIVE (proposed World Bank Project).

3. Principals and Instructors of private and Government ITIs with 2.5 or more ratingto be provided training in NSTIs and also to be given opportunity for training abroad, wherever possible

4. To award certificates to the Principal(s) of top graded 10 Pvt.and 10 Govt. ITIs on "Skill Day" and on other relevant skill development platforms by the Hon'ble

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

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

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

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

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

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

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

After deliberation with members, following recommendations were made:

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

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

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

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

After deliberation following points have been recommended:

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

- Deletion of trade **'Goldsmith'** from the purview of NCVTfrom the session of 2018-19.

The sub-committee accorded its approval

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

After deliberation following points have been recommended/approved:

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

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

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

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

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

After deliberation following points were recommended/approved:

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

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

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

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

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

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

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

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

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

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

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

Additional Agenda points:

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

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

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

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

Annexure 2: List of existing NSQF aligned courses for DST

Dual System of Training (DST)

Approved in 22nd NSQC

S No.	Name of trade in Dual System	Qualification File	Curriculum
1	Attendant Operator (Chemical Plant)	Available	Available
2	Cosmetology	Available	Available (Basic Cosmetology)
3	Draughtsman (Mechanical)	Available	Available
4	Electrician	Available	Available
5	Electronics Mechanic	Available	Available
6	Fitter	Available	Available
7	Machinist	Available	Available
8	Mechanic Auto Body Painting	Available	Available
9	Mechanic Auto Body Repair	Available	Available
10	Mechanic Diesel	Available	Available
11	Mechanic Motor Vehicle	Available	Available
12	Plumber	Available	Available
13	Mechanic Refrigeration And Air-conditioning	Available	Available
14	TDM (Press Tool, Jigs & Fixture)	Available	Available
15	Tool and Die Maker (Dies and Moulds)	Available	Available
16	Turner	Available	Available
17	Welder	Available	Available

Annexure 3: Notification of Examination Pattern
MSDE (18011/DGT/2017-TTC (Pt. III))

No. MSDE-18011/DGT/2017-TTC (Pt-III)
Government of India
Ministry of Skill Development & Entrepreneurship
Directorate General of Training

Employment Exchange Building, ICAR Complex,
Pusa, New Delhi – 110012, Date: 04 .10.2018

To

1. All the State Director / Commissioner dealing with Craftsmen and Apprenticeship Training
2. All National Skill Training Institutes (NSTI) and NSTI (W) under DGT, MSDE
3. All the Regional Directors of Apprenticeship Training under DGT, MSDE

Subject: Reforms in All India Trade Test conducted under the aegis of NCVT - regarding

Sir,

With reference to the recommendation of "Curriculum & Examination Reforms Committee" on examination system for exams conducted under the aegis of NCVT under Sub-Committee of National Council for Vocational Training (NCVT) on "Norms & Courses" the following reforms are hereby accepted for implementation in All India Trade Tests (AITT) conducted under aegis of NCVT.

i) All the reforms here under will be applicable for the batch starting from the admission session August, 2018. However policy in respect of 'Grace Marks' for indicating (G) in marks sheet should be removed and may be implemented with immediate effect for all the schemes.

ii) The DGT may go for On-line examinations for ITI trainees admitted for the session starting from August, 2018.

iii) For the trainees admitted in ITIs from the session August, 2018 onwards & failed in theoretical papers should be granted grace marks up to the extent of maximum 06 (six) marks for each exams in one or more number of papers and there should not be any grace mark in practical examinations.

Also, the grace marks as above may be granted to the trainees in other schemes also i.e, DST, Flexi MoU & CoE under CTS, ATS and CITS, for examinations held after August, 2018.

However for trainees admitted under semester system before session August, 2018, the grace marks of 07 (Seven) for Engg trades and 02 (Two) for Non-Engg trades should continue as per prevailing guidelines till the sunset of semester

exams. These grace marks should not be indicated as 'G' in the marks card and grace marks provided in that paper may be added to marks secured by trainee to make it equal to pass marks and will result in increase of total marks obtained by trainee.

(iv) For the trainees admitted in ITIs from the session August, 2018 onwards with NSQF complaint curriculum, the passing marks percentage in theoretical papers in Craftsmen Training Scheme is hereby reduced to 33% instead of existing 40%. However, passing marks percentage in practical examination will continue to remain as 60%. Accordingly, modified format of mark sheets for 1st and 2nd year of 01 year and 02 year courses in annexed. However, there is no provision of grace mark in practical examinations.

(v) The NCVT has decided to provide graded autonomy to the Govt. and Private ITIs as per National Grading of ITIs in following cases:

   a) All ITI's having infrastructure as per NCVT norms, may be self centre for practical exam with effect from AITT to be held in Jan/Feb19 in semester system and thereafter for annual exams also. However ITIs having grading less than 2.5 and also all ungraded ITIs, external examiner for practical examinations should be deputed by concern state/UT directorate.

   b) All the ITI's having infrastructure as per NCVT norms and grade more than or equal to 2.5 may have their own examiner for practical examination in addition to self centre for practical exam. However, the examiner should be different from the instructor who has taught the trainees of the concern unit/shift during training.

   c) All the ITIs providing training to Differently Abled (DA) trainees should have their self exam centre for theoretical paper exam as well as practical exam and may have their own examiner for practical examination.

In all the above cases, observers should be appointed by the state director for overall supervision of the exam.

Practical Examiner qualification: In addition to Degree/ Diploma and CITS passed out with 03 year experience in concerned discipline, the qualification for selection as practical examiner is hereby relaxed to ITI passed out instructors with atleast 03 (three) year of teaching experience.

(vii A establishment engaging more than 100 apprentice at one premises may have their own practical examination centre for conducting the practical exam of their apprentices in AITT under ATS and evaluation may be done by their own examiner with own set of question paper. However, they should submit the marks obtained by apprentices to concerned RDAT/ SAA for processing and declaration of results. Such establishment should have all infrastructures in accordance with NCVT norms for practical examination.

(viii) For early declaration of results of ITI trainees, the engineering drawing answer sheets of ITI trainees should be evaluated at every district nodal ITIs within three

(03) working days from the last date of examination and marks of Practical & Engg Drawing should be uploaded in NCVTMIS portal by Nodal ITI.

(ix) The annual exam for ITI trainees may be shifted to May/June in place of July/August for the trainees admitted from the session August, 2018 onwards. The supplementary exam may also be shifted accordingly in November/December each year.

(x) The examination duration of theoretical papers in objective MCQ type question paper examination in OMR based / online examination for trainees under CTS, CITS & ATS question paper having 50 to 75 MCQ type questions is hereby reduced to 02 hours in place of 03 hours, duration of question paper having 25 MCQ type question is reduced to 01.30 hours in place of 03 hours and the duration of Engg. Drawing paper is reduced to 03 hour in place of 04 hours. There is no change in duration of practical exam.

(xi) There will be certification and issuance of National Craft Instructor Certificate (NCIC) as Recognition of Prior Learning to in-service instructors of ITI with 03 years of teaching experience in Private / Government ITI, the in-service instructors of Govt / Pvt ITI should be registered in any NSTI through CFI portal of NCVT as private candidates. They should appear in examination at NSTI for such purpose.

The self- learning content of one month training of pedagogy course will be made available on CSTRAI website and in-service instructors who are willing to appear for the said exam are advised to learn this before appearing in exam. The instructor of Govt ITI should be recommended from State Directorate and instructors of Private ITI should be recommended from Principal of concern institute.

Details of such instructors should be forwarded to any NSTI for registration of instructors in CFI portal as Private candidate. The Director NSTI should examine the recommendation and register the eligible candidate in CFI portal as private candidate.

The examination will be held in the concerned NSTI with question paper from DGT and the candidates will appear in the examination as private candidate. The examinations may be conducted in frequency of 02 to 03 months for the duration of 03 /04 days.

Initially this mode of certification will be offered for only 02 years i.e. up to Dec 2020. In future if required, the exam may be conducted in ITIs having grading of 3 or more.

The Registration / Examination fee of Rs.3000/- per candidate will be charged.
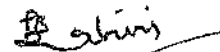
The examination paper for total – 500 marks should consists of –

A. 1st Day Morning session - Theory paper consisting of 03 parts = 150 marks
    1. Trade Theory – 50 marks
    2. Workshop Science & Calculation – 50 marks
    3. Training Methodology – 50 marks
B. 1st Day Afternoon session – Engineering Drawing - (50 marks)
C. 2nd day Full day - Training Methodology Practical Examination - (100 marks) i.e.
    i. Lesson plan development - 20 marks
    ii. Demonstration plan development - 20 marks,
    iii. Lesson plan delivery in class room - 30 marks
    iv. Demonstration activity in workshop/Lab - 30 marks
D. 3rd day Full day -Trade Practical Examination (200 marks) extended to next day if required.

The passing marks percentage will be 60% individually in every part of the examination.

You are requested to communicate all the stake holder for implementation of the above reforms in examinations conducted under aegis of National Council for Vocational Training 9NCVT) and necessary action in this regard.

Your's faithfully

(S.D. Lahiri)
Deputy Director General (T&E)

Copy to : PPS (DG/AS), DDG (C&P), DDG (AT), Director (CFI), Director (AT), Director (T) Member Secretary NCVT and all sections of DGT, MSDE.

STATEMENT OF MARKS FOR A.I.T.T. under CTS CONDUCTED UNDER AEGIS OF N.C.V.T.

Craftsmen Training Scheme (CTS)
Academic Session – August ....
First year (Annual Examination) 02 Year Trades

Name:... Registration / Roll No:...................

Father/Mother name:............................. Date of birth:..........................

Trade Name:.. NSQF Level.................. Exam Month -Year:...................

ITI name and Address:... Grade (optional)...................

For Engineering trade except Draughtsman Group of Trades

Sl. No.	Summative Assessment	Max. marks	Min. Pass marks	Marks secured
1.	Trade theory (Professional knowledge)	100	33	
2.	Employability Skill (Core Skill)	50	17	
3.	Workshop cal. & Sc. (Core Skill)	50	17	
4.	Engg. Drawing (Core Skill)	50	17	
5.	Trade Practical (Professional Skill) Assessment	250	150	
	Formative Assessment	200	120	
	TOTAL	700		

For Draughtsman Group of Trades

Sl. No.	Summative Assessment	Max. marks	Min. Pass marks	Marks secured
1.	Trade theory (Professional knowledge)	100	33	
2.	Employability Skill (Core Skill)	50	17	
3.	Workshop cal. & Sc. (Core Skill)	50	17	
5.	Trade Practical (Professional Skill) Assessment	250	150	
	Formative Assessment	200	120	
	TOTAL	650		

For Non-Engineering Trades

Summative Assessment	Max. marks	Min. Pass marks	Marks secured
Trade theory (Professional knowledge)	100	33	
Employability Skill (Core Skill)	50	17	
Trade Practical (Professional Skill) Assessment	250	150	
Formative Assessment	200	120	
TOTAL	600		

RESULT: PASS / FAIL in ..../eligible to Re=appear (RA) (Yes / No)

Note: Minimum pass marks for theoretical paper -Overall 33%, Employability skill- 33% and for Practical - Overall 60%

Member Secretary NCVT

STATEMENT OF MARKS FOR A.I.T.T. under CTS CONDUCTED UNDER AEGIS OF N.C.V.T.

Craftsmen Training Scheme (CTS)
Academic Session – August ....
Second year (Annual Examination) 02 Year Trades

Name:... Registration /Roll No:...........................

Father/Mother name:................................. Date of birth...........................

Trade Name:... Exam Month -Year:...........................

NSQF Level...Grade (Optional)...........................

ITI name and Address:...........................

For Engineering trade except Draughtsman Group of Trades

Sl. No.	Summative Assessment	Max. marks	Min. Pass marks	Marks secured
1.	Trade theory (Professional knowledge)	100	33	
2.	Workshop cal. & Sc. (Core Skill)	50	17	
3.	Engg. Drawing (Core Skill)	50	17	
4.	Trade Practical (Professional Skill) Assessment	250	150	
	Formative Assessment	250	150	
	TOTAL	700		

For Draughtsman Group of Trades

Summative Assessment	Max. marks	Min. Pass marks	Total marks secured
Trade theory (Professional knowledge)	100	33	
Workshop cal. & Sc. (Core Skill)	50	17	
Trade Practical (Professional Skill) Assessment	250	150	
Formative Assessment	250	150	
TOTAL	650		

For Non-Engineering Trades

Summative Assessment	Max. marks	Min. Pass marks	Marks secured
Trade theory (Professional knowledge)	100	33	
Trade Practical (Professional Skill) Assessment	250	150	
Formative Assessment	250	150	
TOTAL	600		

RESULT: PASS / FAIL in ..../eligible to Re=appear (RA) (Yes / No)

Note: Minimum pass marks for theoretical papers- Overall 33% and for Practical – Overall 60%

Member Secretary NCVT

STATEMENT OF MARKS FOR A.I.T.T. under CTS CONDUCTED UNDER AEGIS OF N.C.V.T.

Craftsmen Training Scheme
Academic Session – August ....
(Annual Examination) 01 Year Trades

Name:.. Registration /Roll No:.....................................

Father/Mother name:.. Date of birth...

Trade Name:...NSQF Level...............Exam Month - Year...................

ITI name and Address:... Grade (optional)....................

For Engineering trade except Draughtsman Group of Trades

Sl. No.	Summative Assessment	Max. marks	Min. Pass marks	Marks secured
1.	Trade theory (Professional knowledge)	100	33	
2.	Employability Skill (Core Skill)	50	17	
3.	Workshop cal. & Sc. (Core Skill)	50	17	
4.	Engg. Drawing (Core Skill)	50	17	
5.	Trade Practical (Professional Skill) Assessment	250	150	
	Formative Assessment	200	120	
	TOTAL	700		

For Draughtsman Group of Trades

Summative Assessment	Max. marks	Min. Pass marks	Marks secured
Trade theory (Professional knowledge)	100	33	
Employability Skill (Core Skill)	50	17	
Workshop cal. & Sc. (Core Skill)	50	17	
Trade Practical (Professional Skill) Assessment	250	150	
Formative Assessment	200	120	
TOTAL	650		

For Non-Engineering Trades

Summative Assessment	Max. marks	Min. Pass marks	Marks secured
Trade theory (Professional knowledge)	100	33	
Employability Skill (Core Skill)	50	17	
Trade Practical (Professional Skill) Assessment	250	150	
Formative Assessment	200	120	
TOTAL	600		

RESULT: PASS / FAIL in ..../eligible to Re=appear (RA) (Yes / No)

Note: Minimum pass marks for theoretical paper -Overall 33% , Employability skill- 33% and for Practical - Overall 60%

Member Secretary NCVT

Annexure 4: Format for Admit Card

Hall Ticket generated by NCVT MIS-Portal
ITI NCVT MIS Code- XXXXXXXXXX
Name & Address of Institute
AITT (Month/Year)…………….........
Admission Year……………………….
Six Month/ One Year/Two Year……………………
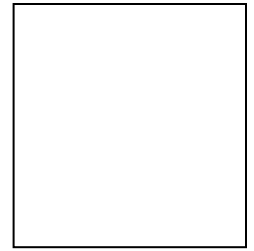
Roll No……………………………………   Name…………………………………………………….

Date of Birth…………………………..   Father's Name…………………………………….

Trade Code…………………. …………   Trade Name……………………………………….

6 month duration/1 Year/2 Year	Subject	Date/Month/ Year	Start Time	Examination Center Code
	Trade theory			
	Employability Skill			
	Workshop cal & Sc.			
	Engg. Drawing			
	Trade Practical			

Examination Center Address

…….

…….

1. Please ensure the above mentioned Examination Center Address with the Principal of your institution at least two days before the examination for confirmation

2. Please carry your valid photo identity card along with this hall ticket to the examination centre.

3. Please ensure that you report at the examination centre at least 45 minutes before the start time.

4. The date of Practical examination mentioned above is the first day of practical examination. Please get the entire schedule for Practical examination from the Principal of your institution.

5. The QR code provided above contains the encoding of the data on this ticket. Please do not tamper/fold the paper along this code.

6. For any other errors in the hall ticket, please contact the Principal of your institution. Any corrections on this hall ticket must be counter signed by the Principal.

7. The complete schedule of Examination is uploaded at NCVT MIS Portal. You may refer to the link https://ncvtmis.gov.in/Pages/Home.aspx for latest updates.

8. *The above document is auto generated.*

Annexure 5: Format for Standard Mark Sheet

Roll No: ………………   **Sr. No:………………..**
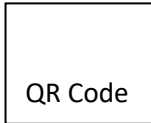
┌──────────┐
│   │
│ QR Code │
└──────────┘

STATEMENT OF MARKS FOR A.I.T.T. CONDUCTED UNDER THE AEGIS OF NCVT
Craftsmen Training Scheme (CTS)
Academic Session- Month/Year………...
(Annual Examination) 06 Month/01 Year Trades
(Dual System of Training under CTS)

Name…………………………………………………………………………..Date of Birth……………………………………………………
Father's Name…………………………………………………………………...Mother's Name……………………….......................................
Trade Name………………………………………………………….......NSQF Level……………………………………………………….
ITI name and Address……………………………………………………………Grade (optional)…………………………………………..
Industry Partner (s) Name & Address………………………………………………………………………………………………………
…………………………………………………………………………Exam Month/ Year…………………………………………..

	For Engineering trade except Draughtsman Group of Trades				For Draughtsman Group of Trades				For Non-Engineering Trades			
Sl.No	Summative Assessment	Max. Marks	Min Pass marks	Marks secured	Summative Assessment	Max. Marks	Min Pass marks	Marks secured	Summative Assessment	Max. Marks	Min Pass marks	Marks secured
1.	Trade theory (Professional knowledge)	100	33		Trade theory (Professional knowledge)	100	33		Trade theory (Professional knowledge)	100	33	
2.	Employability Skills (Core Skill)	50	17		Employability Skills (Core Skill)	50	17		Employability Skills (Core Skill)	50	17	
3.	Workshop cal & Sc. (Core Skill)	50	17		Workshop cal & Sc. (Core Skill)	50	17					
4.	Engg. Drawing (Core Skill)	50	17									
5.	Trade Practical (Professional Skill Assessment)	250	150		Trade Practical (Professional Skill Assessment)	250	150		Trade Practical (Professional Skill Assessment)	250	150	
6.	Formative Assessment	200	120		Formative Assessment	200	120		Formative Assessment	200	120	
	Total	**700**			**Total**	**650**			**Total**	**600**		

RESULT: PASS/FAIL in…………………………………………………………../eligible to Re-appear (RA) (Yes/No)

Note: Minimum pass marks for theoretical paper-Overall 33%, Practical- Overall 60%.

Member Secretary NCVT

Roll No:………………   **Sr. No:…………………….**

QR Code

STATEMENT OF MARKS FOR A.I.T.T. CONDUCTED UNDER THE AEGIS OF NCVT
Craftsmen Training Scheme (CTS)
Academic Session- Month/Year………...
First Year (Annual Examination) 02 Year Trades
(Dual System of Training under CTS)

Name…………………………………………………………………..Date of Birth………………………………………………………….
Father's Name……………………………………………… ……………………...Mother's Name…………………….........................
Trade Name……………………………………………….......NSQF Level……………………………………………………
ITI name and Address…………………………………………………Grade (optional)…………………………………………………..
Industry Partner (s) Name & Address………………………………………………………………………………………………………..
……………………………………………………………………Exam Month/ Year………………………………………………….

	For Engineering trade except Draughtsman Group of Trades				For Draughtsman Group of Trades				For Non-Engineering Trades			
Sl.No	Summative Assessment	Max. Marks	Min Pass marks	Marks secured	Summative Assessment	Max. Marks	Min Pass marks	Marks secured	Summative Assessment	Max. Marks	Min Pass marks	Marks secured
1.	Trade theory (Professional knowledge)	100	33		Trade theory (Professional knowledge)	100	33		Trade theory (Professional knowledge)	100	33	
2.	Employability Skills (Core Skill)	50	17		Employability Skills (Core Skill)	50	17		Employability Skills (Core Skill)	50	17	
3.	Workshop cal & Sc. (Core Skill)	50	17		Workshop cal & Sc. (Core Skill)	50	17					
4.	Engg. Drawing (Core Skill)	50	17									
5.	Trade Practical (Professional Skill Assessment)	250	150		Trade Practical (Professional Skill Assessment)	250	150		Trade Practical (Professional Skill Assessment)	250	150	
6.	Formative Assessment	200	120		Formative Assessment	200	120		Formative Assessment	200	120	
	Total	**700**			**Total**	**650**			**Total**	**600**		

RESULT: PASS/FAIL in…………………………………………………………../eligible to Re-appear (RA) (Yes/No)
Note: Minimum pass marks for theoretical paper-Overall 33%, Practical- Overall 60%.

Member Secretary NCVT

Roll No:……………………   Sr. No:…………………………

QR Code

STATEMENT OF MARKS FOR A.I.T.T. CONDUCTED UNDER THE AEGIS OF NCVT
Craftsmen Training Scheme (CTS)
Academic Session- Month/Year………..
Second Year (Annual Examination) 02 Year Trades
(Dual System of Training under CTS)

Name…………………………………………………………………..Date of Birth……………………………………………………….
Father's Name……………………………………………… …………………...Mother's Name……………………....................................
Trade Name………………………………………………………….......NSQF Level…………………………………………………………
ITI name and Address…………………………………………………………Grade (optional)………………………………………………..
Industry Partner (s) Name & Address……
………………………………………………………………………………Exam Month/ Year………………………………………………..

For Engineering trade except Draughtsman Group of Trades				For Draughtsman Group of Trades				For Non-Engineering Trades			
Sl.No	Summative Assessment	Max. Marks	Min Pass marks	Marks secured	Summative Assessment	Max. Marks	Min Pass marks	Marks secured	Summative Assessment	Max. Marks	Min Pass marks	Marks secured
1.	Trade theory (Professional knowledge)	100	33		Trade theory (Professional knowledge)	100	33		Trade theory (Professional knowledge)	100	33	
2.	Workshop cal & Sc. (Core Skill)	50	17		Workshop cal & Sc. (Core Skill)	50	17					
3.	Engg. Drawing (Core Skill)	50	17									
4.	Trade Practical (Professional Skill Assessment)	250	150		Trade Practical (Professional Skill Assessment)	250	150		Trade Practical (Professional Skill Assessment)	250	150	
5.	**Formative Assessment**	**250**	**150**		**Formative Assessment**	**250**	**150**		**Formative Assessment**	**250**	**150**	
	Total	**700**			**Total**	**650**			**Total**	**600**		

RESULT: PASS/FAIL in…………………………………………………………………../eligible to Re-appear (RA) (Yes/No)

Note: Minimum pass marks for theoretical paper-Overall 33%, Practical- Overall 60%.

Member Secretary NCVT

QR Code

CONSOLIDATED STATEMENT OF MARKS FOR A.I.T.T. CONDUCTED UNDER THE AEGIS OF NCVT
Craftsmen Training Scheme (CTS)
1ˢᵗ & 2ⁿᵈ Year (Annual Examination) Engineering Trades
(Dual System of Training under CTS)

Name………………………………………………………………..Date of Birth………………………………………………….
Father's Name………………………………………………… …………………...Mother's Name……………………........................
Trade Name…………………………………………………........NSQF Level……………………………………………….
ITI name and Address…………………………………………………Grade (optional)……………………………………..
Industry Partner (s) Name & Address…………………………………………………………………………………………………
……………………………………………………………………Exam Month/ Year…………………………………..

Sl. No	Year End	Trade Theory			Employability Skills			Workshop Cal. Science			Engineering Drawing			Trade Practical			Formative Assessment			Total	
		Max Marks	Min Marks	Marks Secured	Max Marks	Min Marks	Marks Secured	Max Marks	Min Marks	Marks Secured	Max Marks	Min Marks	Marks Secured	Max Marks	Min Marks	Marks Secured	Max Marks	Min Marks	Marks Secured	Max Marks	Marks Secured
1.	1ˢᵗ Year	100	33		50	17		50	17		50	17		250	150		200	120		700	
2.	2ⁿᵈ Year	100	33					50	17		50	17		250	150		250	150		700	

RESULT: PASS/FAIL in……………………………………………………../eligible to Re-appear (RA) (Yes/No)

Note: Minimum pass marks for theoretical paper-Overall 33%, Practical- Overall 60%.

Member Secretary NCVT
National Council For Vocational Training

New Delhi
Date……………..

Roll No:…………………

Sr. No:…………………………

QR Code

CONSOLIDATED STATEMENT OF MARKS FOR A.I.T.T. CONDUCTED UNDER THE AEGIS OF NCVT
Craftsmen Training Scheme (CTS)
1st & 2nd Year (Annual Examination) Draughtsman group of Trades
(Dual System of Training under CTS)

Name…………………………………………………………………..Date of Birth……………………………………………………….

Father's Name…………………………………………… …………………...Mother's Name……………………...........................

Trade Name……………………………………………………….......NSQF Level………………………………………………….......

ITI name and Address……………………………………………………Grade (optional)…………………………………………..

Industry Partner (s) Name & Address………………………………………………………………………………………………………

………………………………………………………………………………………Exam Month/ Year…………………………………………..

Sl.No	Year End	Trade Theory			Employability Skills			Workshop Cal. Science			Trade Practical			Formative Assessment			Total	
		Max Marks	Min Marks	Marks Secured	Max Marks	Min Marks	Marks Secured	Max Marks	Min Marks	Marks Secured	Max Marks	Min Marks	Marks Secured	Max Marks	Min Marks	Marks Secured	Max Marks	Marks Secured
1.	1st Year	100	33		50	17		50	17		250	150		200	120		650	
2.	2nd Year	100	33		-	-		50	17		250	150		250	150		650	

RESULT: PASS/FAIL in…………………………………………………………../eligible to Re-appear (RA) (Yes/No)

Note: Minimum pass marks for theoretical paper-Overall 33%, Practical- Overall 60%.

Member Secretary NCVT
National Council For Vocational Training

New Delhi
Date……………..

QR Code

CONSOLIDATED STATEMENT OF MARKS FOR A.I.T.T. CONDUCTED UNDER THE AEGIS OF NCVT
Craftsmen Training Scheme (CTS)
1st & 2nd Year (Annual Examination) Non-Engineering Trades
(Dual System of Training under CTS)

Name……………………………………………………………………………..Date of Birth…………………………………………………….

Father's Name……………………………………………… ………………………...Mother's Name……………………………...........................

Trade Name…………………………………………………………………….........NSQF Level………………………………………………………......

ITI name and Address…………………………………………………………Grade (optional)……………………………………………..

Industry Partner (s) Name & Address………

……………………………………………………………………………………Exam Month/ Year……………………………………………..

Sl.No	Year End	Trade Theory			Employability Skills			Trade Practical			Formative Assessment			Total	
		Max Marks	Min Marks	Marks Secured	Max Marks	Min Marks	Marks Secured	Max Marks	Min Marks	Marks Secured	Max Marks	Min Marks	Marks Secured	Max Marks	Marks Secured
1.	1st Year	100	33		50	17		250	150		200	120		600	
2.	2nd Year	100	33		-	-		250	150		250	150		600	

RESULT: PASS/FAIL in…………………………………………………………../eligible to Re-appear (RA) (Yes/No)

Note: Minimum pass marks for theoretical paper-Overall 33%, Practical- Overall 60%.

                                                                Member Secretary NCVT
                                                        National Council For Vocational Training

New Delhi

Date……………..

Annexure 6: Format for National Trade Certificate

रोल नं. Roll No..........

प्रमाण पत्र सं Certificate No.

भारत सरकार
GOVERNMENT OF INDIA
कौशल विकास और उद्यमिता मंत्रालय
MINISTRY OF SKILL DEVELOPMENT AND ENTREPRENEURSHIP
राष्ट्रीय व्यावसायिक प्रशिक्षण परिषद
NATIONAL COUNCIL FOR VOCATIONAL TRAINING
राष्ट्रीय व्यवसाय प्रमाण पत्र
NATIONAL TRADE CERTIFICATE
(Under Dual System of Training)

प्रमाणित किया जाता है कि Certified that

श्री / श्रीमती / कुमारी /Shri/Smt/Kumari..

पुत्र / पत्नी / पुत्री श्री Son/Wife/Daughter of Shri..

माता का नाम श्रीमती Mother's name Smt..

जन्म तिथि Date of Birth..

संस्थान का नाम Name of the Institution..

उद्योग भागीदार का नाम Name of the Industry Partner(s)..

व्यवसाय का नाम Name of the Trade..

कुल प्रशिक्षण अवधि Total Training Duration .... Training Duration with IP.......................................

प्रवेश सत्र Admission session ....

को अखिल भारतीय व्यावसायिक परीक्षा having passed All India Trade Test, माह Month........................ वर्ष Year...........................

उत्तीर्ण होने पर यह राष्ट्रीय व्यवसाय प्रमाण पत्र प्रदान किया जाता है। is hereby awarded this National Trade Certificate.

सदस्य सचिव Member Secretary
राष्ट्रीय व्यावसायिक प्रशिक्षण परिषद

नई दिल्ली New Delhi
दिनांक Date........................

National Council For Vocational Training

Skill India

भारत सरकार
GOVERNMENT OF INDIA
MINISTRY OF SKILL DEVELOPMENT AND ENTREPRENEURSHIP
NATIONAL COUNCIL FOR VOCATIONAL TRAINING
NATIONAL TRADE CERTIFICATE
(Under Dual System of Training)

Shri/Smt/Kumari..

Son/Wife/Daughter of Shri..

Trade..

Roll.no............................ Certificate No..............................

जन्म तिथि Date of Birth...

संस्थान का नाम Name of Institution....................................

उद्योग भागीदार का नाम Name of Industry Partner(s)..............

कुल प्रशिक्षण अवधि Total Training Duration.........................

Training Duration with IP...

प्रवेश सत्र Admission Session...

अखिल भारतीय व्यावसायिक परीक्षा All India Trade Test passed in माह

Month.................. ....वर्ष Year...........................

सदस्य सचिव Member Secretary
राष्ट्रीय व्यावसायिक प्रशिक्षण परिषद

नई दिल्ली New Delhi
दिनांक Date

National Council for Vocational Training

Annexure 7: Prescribed Format for MoU

Memorandum of Understanding

Between

_____

Name of Industrial Training Institute

And

_____

Name of Industry Partner (s)

Under "Dual System of Training" in _____ trade (s)

A. Objective

This MOU dated _____ is for collaboration between parties to support implementation of "**Dual System of Training**"

B. Description of Parties

<<Name of the ITI>>Industrial Training Institute, located at <<full address of the institute with affiliation no. and MIS code>> (Hereinafter referred to as ITI) acting through its authorized representative (which expression shall mean and include successors in office).

And

<<Name of the industry partner(s) >> (Hereinafter referred to as industry partner(s)) located at <<full address of industry with brief about its field of operation and organizational setup>>acting through its authorized representative. (which expression shall mean and include successors in office).Registration No(s).of Industry partner(s) _____

C. Background and Purpose

Directorate General of Training (DGT), Ministry of Skill Development & Entrepreneurship (MSDE) is responsible for co-ordination of all Skill Development efforts across the country, removal of disconnect between demand and supply of skilled manpower, building the vocational and technical training framework, skill up gradation, building of new skills, and innovative thinking not only for existing jobs but also jobs that are to be created.

Industrial Training Institutes (ITI) are training institutes which offer range of vocational /skill training courses covering a large number of economic sectors with an objective to provide skilled work force to the industry as well as self-employment of youth. The training courses have been designed to impart basic skills and knowledge in the trades so as to prepare trainee for employment as a semi-skilled worker or for self-employment.

To bridge this disconnect between ITI trainees' learning outcomes and the industry requirements, the Ministry of Skill Development & Entrepreneurship (MSDE) introduced the scheme "Dual System of Training" (DST) wef. August, 2016 session. Objective of DST scheme is to enable industries and establishments to partner with Government and Private ITIs for conducting training programmes under high employability courses so as to fulfil their skilled manpower requirements. The DST is an amalgamation of theoretical training imparted through ITIs and practical training imparted through the Industry. DST helps enable Industry linkages and provide hands on experience to students on industries latest/ updated technologies.

Under the DST scheme, the courses are conducted to meet the skilled workforce requirements of Industry so that after completion of training, the trainee who are awarded National Trade Certificate (NTC) under the

scheme have an edge over regular ITI pass outs in terms of employability and employment opportunities in Industry. ITIs may conduct courses under DST scheme in:

i. Vacant units i.e. vacant batches against which no enrollments have been done.

ii. Convert existing unit(s) of regular CTS trade with DST based on availability of candidates willing to enroll under DST and Industry Partner.

iii. Third shift, if permissible in the State. However, it has to be uploaded on the portal with concurrence by DGT. If a third shift unit has been started under DST without undergoing full affiliation process, then in future such units would be used for DST only.

D.   Admission details:

The admission of the trainees for the scheme shall be common i.e. with Craftsmen Training Scheme (CTS) into regular ITIs. Upon selection of trainees/ batches by the Industry Partner, DST flag would be enabled in DGT MIS portal for those trainees. For each student, the name of Industry Partner(s) along with planned duration of training in Industry(s) should also be uploaded on the portal.

The ITI must ensure at the time of admission that trainees opting for DST are aware of the Industry expectations in terms of eligibility, minimum age, physical fitness, discipline, timings, punctuality and necessity to fulfil such criteria as per industry requirements.

E.   Duration of Training

Overall duration of training shall be as per the course curriculum. The duration of Industry Training and ITI Training shall be as per DST guideline as below:

S. No	Duration of course / trade	Duration of industrial exposure/ training (as per previous guidelines)	Duration of industrial exposure/ training (as per revised guidelines)
1.	6 months	Not defined	1-3 months
2.	1 year	5 months	3-6 months
3.	2 years	9 months	6-12 months

<<To be provided by parties>>

S. No	Course Name	Overall Duration (Months)	Duration of ITI Training (Months)	Duration of Industrial Training (Months)
1.				
2.				
3.				

F. Curriculum, Assessment & Certification:

- All these courses will be NSQF aligned

- Examination pattern for DST shall be same as that for regular CTS trade and in accordance with the notification dated 4th Oct. 2018 vide implementation order no. MSDE (-18011/DGT/2017-TTC (Pt. III)).

- In case of DST, Trade Practical Examination shall be done by ITI only.

- Formative assessment shall be done by both ITI and the Industry Partner with equal weightage in each year regardless of duration of Industry training.

- ITI shall be responsible for uploading of overall formative assessment marks including that awarded by the Industry.

- In case 'Industry Training' is done in more than one Industry, only the Industry where trainee spends maximum time may award part formative assessment marks.

- After successful completion of training in respective trade and passing the AITT, the National Trade Certificate (NTC) under DST shall be awarded to the trainee.

- All other guidelines applicable for CTS trades/units affiliated to DGT shall also apply to the trades/units being run under Dual System of Training (DST).

G. Responsibilities of ITI:

Roles and responsibilities of ITIs and Industry are as detailed below:

Before Industry Training

i. Sign MoU with trade relevant Industry to conduct the training under Dual System of Training.

ii. Ensure that trainees opting for DST are aware of the Industry expectations in terms of eligibility, minimum age, physical fitness, discipline, timings, punctuality and necessity to fulfil such criteria as per industry requirements.

iii. Ensure acknowledgement in writing from all trainees to be enrolled under DST that they have understood the requirements of DST/ Industry Partner as stated above.

iv. Teach trade theory and impart trade relevant foundation practical knowledge.

v. Conduct part formative assessment, and provide instructions to Industry Partner(s) for conducting the remaining portion of formative assessment

vi. Prepare weekly/block/mixed mode training schedule for industrial training in line with the trade curricula in consultation with all Industry Partner(s) involved.

vii. Monitor the student's progress at the Industry by making visits in regular intervals and ensure that the students are undergoing practical training in relevant areas as per trade syllabus.

Post Industry Training

i. Complete remaining portion of Trade theory and practical training before the end of six month /one year/ two year course duration.

ii. Ensure trainees' final attendance record, exam fees deposit, release of admit card, intimation of online exam centre for examination, any other dues and award of final Certification (NTC under DST).

iii. Ensure that part formative assessment by Industry has been conducted and shared with ITI, and upload total formative assessment marks on portal.

H.   Responsibilities of Industry / Organization:

  i.   Assign trainer(s) responsible for the Industrial training.
  ii. Follow DST scheme trade curriculum and the schedule for industrial training prepared by ITI.
  iii. Ensure that 'Training Progress Diary' is maintained as per the schedule requirements.
  iv. Provide on-job training in trade relevant domain skills.
  v.   Allocate and supervise the trainee on trade relevant project, tasks or job.
  vi. Assess part formative assessment and share corresponding marks with the ITI for uploading on portal.
  vii. Provide health and safety facilities to the trainees as available for the workers of the Industry. In case of hazardous industries, before signing the MoU for DST, Industry is required to disclose the conditions such as minimum age and level of medical fitness (e.g. colour blindness) etc. as per the industrial safety norms applicable in the Industry. Also, ensure that trainee is informed about the health and safety facilities available to them.
  viii. Record and submit attendance of trainee to the ITI for the period of training at the Industry.

I. Use of Logo

Both the parties agree that either party may use the logo of the other party for promotional documents and related to training only subject to the prior approval of the owner, but not for any commercial purposes.

J. Tenure & Termination

  i.   MoU has to be signed between the industry and the ITI on the prescribed format mentioning the batch wise trades/units/shifts/numbers of the trainees to be trained in the particular industry. In case of more than one Industry and more than one location, the same should also be mentioned in the MoU.
  ii. The signing of MoU between the ITI and the industry partner(s) may be carried out upon satisfactorily fulfillment of eligibility criteria. The intervention of State Director/DGT may be sought only in case of

     a. Any deviation or disagreement from the prescribed guidelines
     b. ITI with grading below 2

K.   Modification in MoU

This Memorandum of Understanding may be modified, through a written document signed by duly authorized representatives of both all Parties after due approval by competent authority on either side under intimation to the respective State Director/DGT.

L. Miscellaneous/Provision

  i. The courses to be conducted to meet the skill workforce requirement of industry so that after completion of training in dual system, the trainee having NTC with dual mode will get better employability opportunities in industry.

  ii. All courses should be NSQF aligned.

  iii. ITI may sign MoUs with more than one Industry partner for training under DST to fulfil the overall industry training requirements as per guidelines.

  iv. ITI are encouraged to leverage their Institute Management Committees (IMCs) to have tie-ups with multiple industry partners/associations/chambers/MSMEs so that the trainees are able to benefit from industry connect.

  v. ITIs may also partner with industries/branches of industries outside their state. DGT to facilitate necessary approvals if required for such cases.

M. Eligibility of Industry

To ensure quality training under Dual System of Training, industry partner signing the MoU should be:

  i. MSME registered at least for 2 years, OR

  ii. Industry/ establishment having valid registration with the State/ Central authority registered at least for 2 years. Establishments include entities registered with any government/local authorities/ shops covered under Factories Act 1948 and Shops and Establishments Act applicable for the concerned State, OR

  iii. Industry Association, Industry cluster, Central & State Sector Industries/Establishments.

Revised criteria of eligibility of the industry is as follows:

S. No.	Parameter	Eligibility criteria (Earlier)		Eligibility criteria (Now)	
		Engineering Trades	Non-Engineering Trades	Engineering Trades	Non-Engineering Trades
1.	Minimum no. of Employees in the Industry	200	200	40	6
2.	Minimum Turnover of the Industry (in INR)	10 crore/ year (For last 3 years)	10 crore/ year (For last 3 years)	1 crore/ year (For last 3 years)	10 lakhs / year (For last 2 years)

N. Rights of competent authorities

i. State and DGT officials have the rights to verify the infrastructure at the ITI/Industry and to monitor the progress of the training, as per guidelines issued by DGT from time-to-time.

ii. DGT, MSDE reserves the right to modify the terms and conditions for ITI/Industry from time to time and such modified terms shall be binding on the ITI/Industry.

O. Dispute Redressal

Any difference or dispute between the Parties concerning the interpretation and/or implementation and/or application of any of the provisions of this MoU shall be settled amicably through mutual consultation or negotiations between the Parties, without reference to any third Party. In the event of such issues/differences were to persist, the Director General / Additional Secretary, Ministry of Skill Development & Entrepreneurship will decide the matter which will be final and accepted to by the parties.

All disputes, differences &/or claims arising out of these presents or as to the construction, meaning or effect here of or as to the rights & liabilities of the parties here under shall be settled by Arbitration to be held in New Delhi, in accordance with the provision of Arbitration and conciliation Act, 1996 or any Statutory amendments thereof and shall be referred to the role arbitrator of a person to be nominated by DG/AS, MSDE. In the event of death, refusal, neglect, inability or incapacity of the person so appointed to act as an Arbitrator………., may appoint a new arbitrator the arbitrator shall be summary powers and his decision shall be final. The proceeding of arbitration shall be held in New Delhi.

P. Notice

All notices required or permitted by, or made pursuant to, this Memorandum of Understanding shall be in writing and shall be sent by facsimile, official email of signatories or by registered, first class airmail, return receipt requested and postage prepaid, within the stipulated time of 15 days to the following address:

_____

_____

For ITI:

       Name:

       Address:

       Phone:

       Email:

For Industry/Industries

       Name:

       Address:

       Phone:

       Email:

Signed on_____, at _____

For ITI,   **For Industry**

(Signature and Stamp)   **(Signature and Stamp)**