

**MSDE(DGT)-19/(08)/2020-CD**  
**Government of India**  
**Directorate General of Training**  
**Ministry of Skill Development & Entrepreneurship (MSDE)**  
Kaushal Bhawan, New Delhi, 110005,  
Dated 11<sup>th</sup> March 2021

**ORDER (1/2021)**

**Subject: Composition of DGT Apex Committee -reg**

In pursuance to NCVET notification, the constitution of DGT Apex Committee has been notified in the Gazette of India, Part-I, Section-I on dated 3<sup>rd</sup> February, 2021 (copy enclosed). Directorate General of Training (DGT) has been mandated role of an “**Apex Committee**” to provide institutional oversight towards proposals relating to accreditation, affiliation, de-affiliation and reaffiliation, setting curriculum for different trades/ courses, and conducting assessments, in long duration as well as short duration training, for institutes under Skill Training Ecosystem.

2. The composition of DGT Apex Committee is as follows:

S.No	Name	Designation	
1.	Smt. Neelam Shami Rao,	Chairperson	Director General (Ex-Officio), Directorate General of Training
2.	Ms. Sibani Swain	Member	Additional Secretary / Financial Adviser, Ministry of Skill Development and Entrepreneurship (MSDE)
3.	Ms Anuradha Vemuri,	Member	Joint Secretary-I, National Council for Vocational Education & Training (NCVET)
4.	Smt. Sandhya Salwan, DDG-I	Member Secretary	Deputy Director General, Directorate General of Training
5.	Shri S.B. Singh	Member	Dy. Director General (Employment), Directorate General of Employment, MOLE
6.	Shri Anand Sherkhane	Member	Additional Development Commissioner, O/o DC, Ministry of Micro, Small and Medium Enterprises
7.	Shri Santosh kumar Yadav	Member	JS (SS-II1), Department of School Education & Literacy, Ministry of Education
8.	Sh. Mohammed Nasimuddin	Member	Additional Chief Secretary, Government of Tamil Nadu, Department of Labour and Employment, Secretariat, Chennai-600009
9.	Shri Alok Kumar III	Member	Secretary, Govt of Uttar Pradesh, Vocational Education & Skill Development, Room no. 510 , Fifth Floor, Lok Bhawan, Lucknow, Uttar Pradesh
10.	Ms. Anshu Sinha	Member	Secretary Skill Development, Government of Maharashtra, Department of Skill Development and Entrepreneurship, Room no. 204, 2nd floor, Madam Kama Road, Hutatma Rajguru Chowk, Maharashtra
11.	Sh. Sanjay Singh	Member	Commissioner cum Secretary, Govt. of Odisha, Skill Development and Technical Education Department, Secretariat Bhubaneshwar, Odisha - 751001-

12.	Ms. N.T. Glow	Member	Arunachal Pradesh, Dept. of Skill Development & Entrepreneurship, Civil Secretariat, 2 <sup>nd</sup> Block, 6 <sup>th</sup> Floor Itanagar, Arunachal Pradesh-791111
13.	Dr. M.P. Poonia	Member	Vice Chairman, All India Council for Technical Education
14.	Dr. (Mrs.) Pankaj Mittal	Member	Secretary General, Association of Indian Universities
15.	Shri B.V.S Sesa Chari	Member	Director, Central Staff Training and Research Institute
16.	Dr. Biswajit Saha	Member	Director (Skill Education and Training), Central Board of Secondary Education
17.	Shri Sanjay Kumar Sinha	Member	Director (Vocational Education), National Institute of Open Schooling
18.	Shri Atul Sobti	Member	Director General, Senior Representation of Standing Conference of Public Enterprises, (SCOPE)
19.	Ms. Kirti Seth Head of Future Skills NASSCOM	Member	Associated Chambers of Commerce and Industry of India,
20.	Dr BVR Mohan Reddy	Member	Chairman, CII Education Council and Executive Chairman, Cyient Limited,
21.	Sh. Arindam Lahiri,	Member	Chief Executive Officer, Automotive Skills Development Council
22.	Shri T.V. Raja Sekar	Member	Deputy Director/Principal, National Skill Training Institute (NSTI), Chennai
23.	Ms. Shashi Mathur	Member	Joint Director/Principal, National Skill Training Institute (NSTI) Women, Noida
24.	Sh. P. Saha	Member	Principal Nakashipara Government ITI, West Bengal
25.	Sh. Sudhakar Bollu	Member	Principal, Sri Sai Venkateswara Industrial Training Centre, G, Andhra
26.	Shri L C Poly	Member	Additional General manager & Head, HRM, Bharat Heavy Electricals Limited, High Pressure Boiler Plant & Seem less Steel Tube Plant, Trichy-620014
27.	Shri Sudhanshu Padhy	Member	DGM Skill Development, Tata Motor Limited, Jamshedpur-831010
28.	Ms. Vandana Bhatnagar, Chief Program office	Member	Representative nominated by MD & CEO, Chief Executive Officer, National Skill Development Corporation (NSDC)
29.	Shri R.P. Dhingra, Executive	Member	Director, National Instructional Media Institute (NIMI), Chennai.

### 3. Functions of DGT Apex Committee: -

The Apex Committee will ensure that the proposal/ norms are aligned with the guidelines and orders of **NCVET**. It will set up systemic measures through guiding policies for DGT to implement them through institutionalized procedures and draw up systems that are process driven, standardized, transparent and supported through IT Tools. Towards this, it shall frame and publish policies through which Standing Committees, its sub committees or DGT will be undertaking delegated decisions for necessary actions.

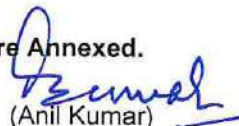
**These will be in the following domain-**

- a. guidelines for the development & management of -curriculum, syllabus and content - for trades and courses under various sectors through SCCS,
- b. approve and encourage development of position papers on various aspects of long-term skill development,
- c. prescribe guidelines and process for development of standards for training pedagogy & certification of trainers including pre-service, induction and continuous/regular/periodic in-service trainings as well as the process for development of standards for prescribing to such institutions,
- d. formulate directives for defining and specifying standards of testing and assessments including admissions with adequate checks and balance,
- e. frame Standard Operating Procedures (SOP) on how processes for accreditation and affiliations of institutes including their roles & responsibilities and terms of training delivery will be developed and prescribe consequences for violation of such conditions. The SOP shall also include model agreement/ order between institutes and DGT that will have legal provisions & consequences on violation of agreement,
- f. prescribe guidelines & conditions for determination of fees & other charges that institutes may impose.
- g. develop standards and guidelines for information display in public domain and dissemination and adherence of the same including adequate disclosure of fees & other charges. In addition, receive information and recommend policy prescription on controlling confidentiality of personal information of trainees & require the institutes to undertake various steps towards disclosure & confidentiality,
- h. draw up guidelines for cancelling the accreditation /affiliation of institutes in case of violation of the conditions of accreditation, in the manner stated in the agreement granting recognition. Also, frame conditions that will enable DGT to act for violation of agreement including monetary compensation and penalty the actions and penalties would be such as public warning, directions to cease & desist certain activities, compensation (monetary) or direction requiring specific performance towards trainees, impose prescribed penalties; and de-accredit /de-affiliate the institutes, leading to termination of the agreement pursuant to which accreditation/affiliation was granted,
- i. set up system/process of redressing grievances of institutes, and of trainees with the institutes,
- j. review systems of Quality Assurance placed by DGT,
- k. define further delegation to its standing committees beyond the one that is already given to standing committees, through these guidelines,
- l. take note of processes for accreditation & affiliation, surrender of accreditation/affiliation or de -accreditation or de-affiliation and penalties therein on the institutes,
- m. get information on valuable qualifications of other awarding bodies for possible adoption with rights of assessment & certification by DGT as a superior body for certification,
- n. to undertake any other task for fulfilling the objective as entrusted and recommended by chairman.

4. The Committee Shall function through following three empowered Standing Committees to make decision on regular basis within their respective domains: -

- (1) **Standing Committee on Curriculum & Standards (SCCS),**
- (2) **Standing Committee on Accreditation & Affiliation (SCAA),**
- (3) **Standing Committee on Assessment (SCA).**

The composition of above standing Committees and its functions are Annexed.

  
(Anil Kumar)  
Director-CD, DGT

To

1. All Members of DGT Apex Committee.
2. All Members of Standing Committee on Curriculum & Standards (SCCS),
3. All Members of Standing Committee on Accreditation & Affiliation (SCAA),
4. All Members of Standing Committee on Assessment (SCA).

Copy to:

1. Sr. PPS to DG/AS, DGT, Kaushal Bhawan, New Delhi
2. Smt. Sandhya Salwan, DDG, DGT
3. **The Commissioners/ Director, Vocational Training / Skill Development of All States/ UTs**
4. The Directors at DGT (HQ), New Delhi
5. Director NIMI & CSTARI
6. All Regional Director (s), RDSDEs, DGT

1. The composition of Standing Committee on Curriculum & Standards (SCCS) is as follows:

Sl. NO.	Name	Designation	
1	Smt. Neelam Shami Rao	Chairperson	Director General, Directorate General of Training
2	Smt. Sandhya Salwan	Member Convener	Deputy Director General, DGT
3.	Sh. P C Meena,	Member	Director, DET Haryana
4.	Sh. Alok Kumar Pandey	Member	Director, DET Gujarat
5.	Sh. Anil Kumar	Member	Director, Curriculum Division
6.	Sh. B.V.S. Seshachari	Member	Director, Central Staff Training and Research Institute
7.	Sh. R.P. Dhingra	Member	Director, National Instructional Media Institute
8.	Sh. R.P. Dhingra	Member	Director, Trade Testing, DGT
9.	Dr. M. P. Punia	Member	Vice Chairman, All India Council for Technical Education (AICTE)
10.	Dr. Biswajit Saha	Member	Director (Edusat & VE), Central Board of Secondary Education (CBSE)
11.	Sh. P. Saha,	Member	Principal, Nakashipara Government ITI, West Bengal
12.	Shri Sudhanshu Padhy,	Member	DGM Skill Development, Tata Motor Limited, Jameshedpur
13.	*STCC Convener	Member	02 STCC Conveners (nominated by DG according to concerned sectors)
14.	*STCC Convener	Member	
15.	Sh. Arindam Lahiri,	Member	Chief Executive Officer, Automotive Skills Development Council from the Apex Committee

\* 2 STCC Conveners will be nominated by the Director General for each meeting, as per the agenda areas.

**Functions of the Standing Committee on Curriculum & Standards (SCCS): -**

- establish NTC/NAC/NCIC/STT in trades within the scope of DGT & NSQF compliance
- approve position papers & SOPs on curriculum aligned to NSQF and to provide a common vision (process flow) to Sectoral Trades Course Committee (STCC) for proposal of new courses, preparation of syllabus, pedagogy, teaching & learning, equipment standards and assessment tools.
- to constitute STCC, develop model guidelines for their functioning, assess their task and modify or alter them accordingly and monitor their functioning whilst mentoring them continuously through sharing of good practices.
- to develop and continuously review learning progression pathways and harmony with credit framework and apply it such that issues of vertical and horizontal

mobility are addressed.

- v. to examine recommendations and report of STCC and review recommendations like addition, deletion and modification of CTS courses, Apprenticeship Training courses for designated trades and CITS courses, both for long term and short term with adherence to best international and industry practices /standards.
  - vi. to provide standard protocol for under taking all instructor training schemes including pre-service, induction & professional refresher training and align each training with NSQF level and credits.
  - vii. to approve curricula and syllabus, pedagogy and training delivery for the Craftsmen Training Scheme (CTS) including Dual System of Training (DST) & Flexi-MoU, Crafts Instructor Training Scheme (CITS), Advanced Diploma (Vocational), Apprenticeship Training Scheme (ATS), short term courses for upskilling and courses under Advanced Vocational Training Scheme (AVTS) or any other such courses.
  - viii. to review and approve the nomenclature, sector, duration, tools and equipment, power, space etc. of trade and contents developed by STCC and also qualification norms for all the instructional and other staff required to run the Institute or the course in sync with guidelines & policies of Apex Committee.
  - ix. to prescribe standards in respect of syllabi and accordingly approval of textbooks, practical, digital session on boarding etc, when considered necessary, in conformity with the syllabus.
  - x. To make generic scheme of marking, including broad contours of mode and duration of theory and practical assessments for each course.
  - xi. to cover identification of sectors, trades and course.
- to determine processes, in the wake of rapid industrial changes, for continuous upgradation and also steps for content development, including public consultation and feedback mechanism.

**2. The composition of Standing Committee on Accreditation & Affiliation (SCAA) is as follows:**

Sl.No.	Name	Designation	
1	Smt. Neelam Shami Rao	Chairperson	Director General, Directorate General of Training
2.	Ms. Anshu Sinha,	Member-State Government	Secretary Skill Development, Government of Maharashtra
3.	Sh. Mohammed Nasimuddin,	Member-State Government	Additional Chief Secretary, Government of Tamil Nadu, Department of Labour and Employment, Chennai
4.	Smt. Sandhya Salwan	Member Convener	Deputy Director General, DGT
5.	Sh. Sunil Kumar Gupta	Member	Director (Affiliation), DGT
6.	Sh. Anil Kumar	Member	Director (Curriculum Division), DGT
7.	Dr. M. P. Punia	Member from the Apex Committee	Vice Chairman, All India Council for Technical Education (AICTE)
8.	Shri L C Poly	Member from the Apex Committee	Additional General manager & Head, HRM, Bharat Heavy Electricals Limited, High Pressure Boiler Plant & Seem less Steel Tube Plant, Trichy-620014
9.	Sh. Arindam Lahiri,	Member from the Apex Committee	Chief Executive Officer, Automotive Skills Development Council

**2.1 The functions of the Standing Committee on Accreditation & Affiliation: -**

- i. Scrutinize applications for affiliation, de affiliation & re affiliation and to give its approvals or recommendations or both to the chair
- ii. Make suitable recommendations to Standing Committee on Curriculum and Standards, for norms
- iii. Approve academic calendar & fix minimum periods of teaching for particular academic session.
- iv. Formulate & approve process for empanelling of
  - a. scrutiny cum recognition committee member
  - b. Inspection cum verification committee.
- v. Analyze periodic data on inspections and remove any unwarranted inspectors
- vi. Recommend for disciplinary action against officers in case of observed anomalies with material evidence.
- vii. Grant an emergency & temporary exemption, limited to conclusion of academic session with admitted batches.
- viii. Convene meeting and place all proposals along with the recommendations of the scrutiny cum recognition committee
- ix. The recommendations of the Standing Committee on Accreditation & Affiliation will be issued accordingly by DGT.
- x. The affiliation so granted will be subject to the condition that institutes shall have all the faculty members in institutes as per norms.

- xi. Develop & approve guidelines /system of accreditation and affiliation. These shall include and provide format of agreement, process for submission & acknowledgement of application, eligibility requirement, information to be submitted, fees and charges, and mode of payment, communication and its time frame for justifying the decision -approval/rejection and rights of applicant for redressal if rejected.
- xii. An affiliation /accreditation shall take effect from a date as specified & would be subject to institutes compliance with the agreement granting accreditation /affiliation & all guidelines that form part of the agreement.
- xiii. The agreement granting affiliation/accreditation shall contain: -
- a. name of the institute /management/ Person (as in 1(xiv) of NCVET notification),
  - b. period of accreditation/affiliation
  - c. Information & representation regarding eligibility,
  - d. qualification/courses /units /Seats allowed,
  - e. Expected continued responsibility of the institute regarding:
    - the maintenance& enforcement of standards as specified in the relevant guidelines,
    - fulfilling requirement for the conduct of periodic verification/inspection/audit of institute as specified in the relevant guidelines,
    - establishing the grievances redressal system.
  - f. processes by which the DGT shall communicate with the institute including routine communication, requests for seeking information, issuing notices of breach of the agreement, issue directions and imposition of penalties, as specified in the relevant guidelines.
  - g. All requirements specified in the agreement granting affiliation/accreditation shall be subject to guidelines framed by Apex Committee and standards prescribed by SCCS.
- xiv. Develop process with IT tool, for surrender of recognition as below: -
- a. An institute shall give notice to the DGT that it wishes to cease to be accredited /affiliated with respect to one or more qualifications or skills accredited/affiliated by it.
  - b. The contents of a notice of surrender and the manner of communication of the notice shall be specified,
  - c. the notice received by the Committee shall consider the need to avoid prejudice trainees, /protect interest of trainees
  - d. The Member convener shall issue an order to the institute communicating its acceptance of the request for surrender, any actions required to be taken by the institute for the protection of trainees' interest, prior to the effective date of surrender, and the date on which the agreement granting accreditation/affiliation to the institute shall stand terminated, and such body shall cease to be an institute from such date.
- xv. Make proposals for alteration and modifications in the procedure, that will be modified only after final approval of the competent authority.



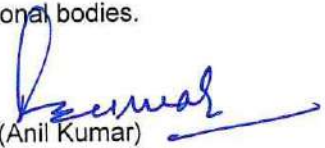
**3. The composition of Standing Committee on Standing Committee on Assessment (SCA) is as follows:**

Sl.No.	Name	Designation	
1	Smt. Neelam Shami Rao	Chairperson	Director General Training
2.	Shri Alok Kumar III	Member	Secretary, Govt of Uttar Pradesh, Vocational Education & Skill Development, Lucknow, Uttar Pradesh
3.	Sh. Sanjay Singh	Member	Commissioner cum Secretary, Govt. of Odisha, Skill Development and Technical Education Department, Secretariat Bhubaneswar, Odisha
4.	Sh. R P Dhingra	Member Convener	Controller of Examination (CoE), DGT
5.	Smt. Sandhya Salwan	Member	Senior most Deputy Director General, other than CoE
6.	Sh. Anil Kumar	Member	Director, Curriculum Division, DGT
7.	Sh. J P Meena	Member	Regional Director, RDSDE, Gujarat
8.	Sh. T V L N Rao	Member	Regional Director, RDSDE, Chennai
9.	Sh. Sunil Gupta	Member	Director, Trade Certification, DGT
10.	Dr. Biswajit Saha	Member	Director (Skill Education and Training), Central Board of Secondary Education
11.	Sh. P. Saha, Nakashipara	Member	Government ITI, West Bengal
12.	Sh. Sudhakar Bollu	Member	Sri Sai Venkateswara, Industrial Training Centre, G, Andhra Pradesh

**3.1 Functions of Standing committee on Assessment:**

- i. To order assessment in conformity with the Assessment Guidelines and to fix dates for assessment.
- ii. To consider the recommendations of the "Standing Committee on Curriculum & Standards" regarding examiners, question bank developers, translation, paper setter, moderators for the approval of the DGT.
- iii. To prepare list of practical assessors including their Standard Operating Procedures (SOP).
- iv. To finalize the number of question papers/ number of questions/languages/ schemes of marking to be set for each trade after receiving the recommendations from the "Standing Committee on Curriculum & Standards".
- v. To recommend the mode and duration of theory and practical assessment in various trades/courses after considering the recommendations of the "Standing Committee on Curriculum & Standards"
- vi. To recommend rate of honoraria for paper-setters, translators, examiners, moderators, invigilators, observers, exam Centre superintendent and others.
- vii. To recommend name of assessment agency for conduct of CBT as selected by the concerned Examination Controller / Trade Certification Cell.
- viii. To set the process of conducting oral and practical tests and formative/ internal assessments.

- ix. To approve Standard Operating procedures for trainees, assessment centers, superintendents of exams and others relating to assessment as required.
- x. To frame the rules for the award of grace marks.
- xi. To direct the publication/ declaration of the results only if there is any issue arise otherwise result review committee recommendation on result may be approved by competent authority.
- xii. To deal with issues in the assessment and such other cases pertaining to the result of the trainees as are referred to it by the Controller of Examination.
- xiii. To frame guidelines for grievance handling of trainees appearing/appeared/not allowed, in assessment.
- xiv. To propose amendments in Standard Guidelines for the Conduct of assessment after following the process of review
- xv. To consider all other matters arising out of conduct of assessment and to make recommendations to the DGT where ever necessary.
- xvi. To find out ways and means for decentralization of assessment to Regional Directorate for Skill Development & Entrepreneurship level as regional bodies.

  
(Anil Kumar)  
Director-CD, DGT