

MSDE(DGT)-19/01(04)/-2019-CD
Government of India
Ministry of Skill Development & Entrepreneurship
Directorate General of Training
Kaushal Bhawan, New Delhi -110005

Dated 9th April, 2020

OFFICE MEMORANDUM

1. In order to meet the expanding skill gap faced by different sectors of economy and further revitalize the large networks of ITIs and CFIs under DGT, the Sectoral Trades Course Committee (STCC) is constituted to standardize the processes of training, assessment and certification system of a particular sector area. It will function as a Sub-committee of Curriculum Committee.
2. The STCC shall comprise of following members:

I	Director	Convenor of concerned STCC
II	One representative from State Directorate	Nominated by the State Govt. but not below the rank of Assistant Director.
III	One representative from ITI	Nominated by the All India Pvt. ITIs Federation (in relevant sector)
IV	One representative from CSTARI	Nominated by Director of CSTARI. SPoC for course development, pedagogy, assessment tools & NSQF linkages in CSTARI
V	One representative from NIMI	Nominated by Director NIMI. SPoC for development of media didactics, content development both online and print for each course
VI	One, representative of SSC	Nominated by SSC
VII	Two representatives from sector industries	Nominated by DDG in consultation with Industry with the concurrence of DGT.
VIII	Two representative from NSTI	Nominated by DDG in consultation with Director with the concurrence of DGT, responsible for aiding CSTARI and NIMI

IX	One, representative from RDSDE/DGT	A data analytics resource person in consultation with Head IT Cell SPoC on data to facilitate various decision makings involved during development of courses under the concerned sector and also putting all course development process online.
----	------------------------------------	--

3. The STCC with the approval of DDG, may coopt up to two more sectoral experts for a particular meeting.
4. The STCC in its first meeting shall consider and finalize the Standard Operating Procedures (SOP) for the functioning of Sectoral Team. For the purpose of syllabus, pedagogy and assessment it will act as a sub-committee to the Standing Committee on Curriculum.
5. The functions of the STCC shall be as follows:
 - a. to assess and analyze demand of human resource in a sector periodically, identify areas in which manpower is to be trained and prepare a roadmap for fulfilling skill training needs;
 - b. to undertake evaluation, skill gap analysis, receive feedback, invite suggestions etc for continuously update requirements;
 - c. to segregate demand nationally and internationally, within national demand and further separate state wise based on economic activity mapping;
 - d. to guide DGT in responding proactively to the emerging skill demands in the respective sector by periodically suggesting changes and assisting in developing courses, curriculum, pedagogy, teaching & learning aids and assessment systems etc;
 - e. to classify various job roles in line with international practice of NCO and new system of NOS, along with the skill set within a sector for each of the job roles as per NSQF;
 - f. to review gap viz NCO and NOS, adequacy of existing long term and short-term courses and requirement of new courses on the basis of these gaps and suggest number of training seats for each of such courses to offset any over supply and while doing so keep focus on the TARGET GROUP.
 - g. to prepare syllabus in line with concept of equivalency, credit framework and enabling mobility of trainees;
 - h. to prepare syllabus, pedagogy, training of trainer material and assessment tools for long/ short term courses:
 - i. for development of new courses
 - ii. for revision of current courses offered by DGT such as CTS, ATS, AVTS, CITS etc and align it with the skill need requirement;

- iii. for new courses for reskilling and upskilling and explore possibilities of aligning it with the pre-qualifications;

While finalizing the syllabi before submission to curriculum committee wherever possible, CD section of DGT may also be involved.


- i. to suggest ways of scaling up training of trainers including improving curriculum, pedagogy, evaluation/assessment of trainees;
- j. to review teaching learning material and equipment, books, online content, question bank, trainings etc. on the basis of feedback received from industry, instructors and trainees;
- k. to suggest ways for making assessment system more reliable, particularly testing and grading of practical skills;
- l. to facilitate apprenticeship, placements and entrepreneurship in the sector including maintenance of inventory of both the skilled manpower and jobs in the area;
- m. to promote model ITI in a particular sector in liaison with/ adoption of industry;
- n. to undertake analytics, market surveys and industry dialogue and prepare documents and publish them regularly;
- o. to publish relevant literature in consultation with other teams at the periodicity decided by media unit under Director NIMI;
- p. to consider all other matters arising out of sector requirements and to make recommendations, wherever necessary, to the DGT.

6. The procedure for the meetings shall be as follows:

- a. It will largely work through e-office/ email and formalize a group mail system for transfer of idea and redistribution of tasks;
- b. The meeting of the committee will be normally held through video conference once in a month. However, Convener may hold additional meetings as per requirement for the purpose of syllabus and content development. Essentially, a face to face meeting will be done once in a quarter;
- c. For each meeting either through video conference or face to face, notice of the meeting and agenda will be circulated at least seven days in advance. Draft minutes and Action Taken Report of the previous meeting shall be circulated for confirmation;.
- d. Convener shall furnish draft minutes within 3 days of conduct of such meeting;
- e. Other than convener at least 50 % members, at least one industry representative shall be present as a quorum of the committee;

- ()
- f. Convener can call a weekly video conference and a face to face meeting. However for inviting members from other stations to attend the meeting, permission of DDG will be required;
 - g. Convener will make an annual plan and provide monthly milestones after due deliberation in the first meeting of the financial year;
 - h. Convener will distribute weekly responsibilities to the team members and maintain a log of all the delivery and consultations made by its members.
7. The Sectoral Convener will present a log of tasks fortnightly to DG through DDG.
 8. The Convener can hire industry practitioners/field experts to work in respective Sector Team. The remuneration, TA/DA and other facilities for hired professionals will be paid as per existing Government rules. The respective Sector Team has to ensure that sufficient budgetary outlay is available before hiring any external experts. In this regard, consolidated proposal considering all Sector Teams will be processed for concurrence of the IFD.
 9. The Sectoral Teams will work closely in association with industries and respective Sector Skill Councils (SSCs) for achieving the desired objectives.
 10. The recommendations of the committee shall be submitted for the approval of Curriculum Committee and NCVET (after due approval of DGT), as the case maybe.

Encl: As above


(NEELAM SHAMI RAO)
Director General (Training)

Copy to:

1. DDG-I, DDG-II and DDG-III for information and necessary action.
2. All the Directors/Conveners for information and necessary action.
3. RDSDEs /NSTIs to provide necessary support to the concerned State Government.
4. HODs/HOOs of NSTIs with an instruction to extend cooperation as and when sought by the Sector Team.
5. Officers concerned.

SECTOR TEAM MEMBERS

Sector	Sl. No.	Name & Designation	Posting Place of Convener
1. AEROSPACE & AVIATION	1. 2. 3. 4.	Sh. L K Mukherjee, Jt. Director Sh. C. S. Murthy, JD, CSTARI Sh. Nirmalya Nath, DD, NIMI Sh. Danish Aggarwal, AD, RDSDE, Ahmadad	NSTI, Kanpur
2. AGRICULTURE	1. 2. 3. 4.	Sh. Mihir Kumar Parial, Director Sh. C. S. Murthy, JD, CSTARI Sh. Nirmalya Nath, DD, NIMI Sh. Danish Aggarwal, AD, RDSDE, Ahmadad	DGT, New Delhi
3. AUTOMOTIVE	1. 2. 3. 4.	Sh., K Srinivasa Rao, Jt. Director Sh. C. S. Murthy, JD, CSTARI Sh. Nirmalya Nath, DD, NIMI Sh. Danish Aggarwal, AD, RDSDE, Ahmadad	NSTI, Chennai
4. BEAUTY & WELLNESS	1. 2. 3. 4.	Ms. Swati Sethi, Jt. Director Sh. C. S. Murthy, JD, CSTARI Sh. Nirmalya Nath, DD, NIMI Sh. Danish Aggarwal, AD, RDSDE, Ahmadad	RDSDE, NCR
5. CAPITAL GOODS	1. 2. 3. 4.	Sh. R. P. Dhingra, Director Sh. G. N. Eshwarappa, JD, CSTARI Sh. V. Gopala Krishnan, AM, NIMI Sh. Sanchay Bapat, AD, RDSDE, Ranchi	DGT, New Delhi
6. CONSTRUCTION	1. 2. 3. 4.	Sh. B. N. Sridhar, Jt. Director Sh. G. N. Eshwarappa, JD, CSTARI Sh. V. Gopala Krishnan, AM, NIMI Sh. Sanchay Bapat, AD, RDSDE, Ranchi	NSTI, Howrah
7. ELECTRONICS	1. 2. 3. 4.	Sh. Ujjwal Biswas, Jt. Director Sh. G. N. Eshwarappa, JD, CSTARI Sh. S. Gopala Krishnan, AM, NIMI Sh. Sanchay Bapat, AD, RDSDE, Ranchi	NSTI, Hyderabad
8. FURNITURE & FITTING	1. 2. 3. 4.	Sh. K. L. Kuli, Director Sh. G. N. Eshwarappa, JD, CSTARI Sh. V. Gopalakrishna, AM, NIMI Sh. Sanchay Bapat, AD, RDSDE, Ranchi	RDSDE, Kolkata

9. FOOD INDUSTRY CAPACITY & SKILL INITIATIVE	1. Sh. Ishwar Singh, Director 2. Sh. A. K. Rarhi, DD, CSTARI 3. Sh. Ashfaq Ahmad, AM, NIMI 4. Ms. Naina Nagpal, AD, RDSDE, Bangalore	DGT, New Delhi
10. INSTRUMENTATION & AUTOMATION	1. Sh. Ravi Chilukoti, Jt Director 2. Sh. A. K. Rarhi, DD, CSTARI 3. Sh. S. Gopalakrishna, AM, NIMI 4. Ms. Naina Nagpal, AD, RDSDE, Bangalore	DGT, New Delhi
1. IT & ITES	1. Sh. Dr. M Jayaprakasan, Jt. Director 2. Sh. A. K. Rarhi, DD, CSTARI 3. Sh. J. Herman, AM, NIMI 4. Ms. Naina Nagpal, AD, RDSDE, Bangalore	DGT, New Delhi
2. GREEN JOBS	1. Sh. J. P. Meena, Director 2. Sh. A. K. Rarhi, DD, CSTARI 3. Sh. S. Gopalakrishna, AM, NIMI 4. Ms. Naina Nagpal, AD, RDSDE, Bangalore	RDSDE, Ahmadabad
3. POWER	1. Sh. Sanjay Kumar, Director 2. Sh. Bharat Nigam, TO, CSTARI 3. Sh. Subhankar Bhowmick, AM, NIMI 4. Sh. Abhiskh Kumar, AD, DGT, N. Delhi	DGT, New Delhi
4. MANAGEMENT & ENTREPRENEURSHIP AND PROFESSIONAL SKILL	1. Sh. Y. K. Bhangia, Jt. Director 2. Sh. S. Bandopadhyay, TO, CSTARI 3. Dr. Jayasudha, DD, NIMI 4. Sh. Abhiskh Kumar, AD, DGT, N. Delhi	RDSDE, Bhopal
5. BANKING FINANCE SERVICES & INSURANCE	1. Sh. Sunil Kr. Gupta, Director 2. Sh. S. Bandopadhyay, TO, CSTARI 3. Sh. N. Sundarajan, AM, NIMI 4. Sh. Abhiskh Kumar, AD, DGT, N. Delhi	DGT, New Delhi
6. DOMESTIC WORKER	1. Sh. H. C. Goyal, Jt. Director 2. Sh. Bharat Nigam, TO, CSTARI 3. Sh. Michel Jony, AM, NIMI 4. Sh. Abhiskh Kumar, AD, DGT, N. Delhi	RDSDE, Kolkata
7. GEMS & JEWELLERY	1. Sh. Harinath Babu, Director 2. Sh. R. N. Manna, TO, CSTARI 3. Sh. Ashfaq Ahmad, AM, NIMI 4. Sh. Abhisekh Anand, AD, Kolkata	RDSDE Mumbai
8. HANDICRAFT & CARPET	1. Sh. S. Shanthimanan, Director 2. Sh. R. N. Manna, TO, CSTARI 3. Sh. Ashfaq Ahmad, AM, NIMI 4. Sh. Abhisekh Anand, AD, RDSDE, Kolkata	RDSDE, Jammu

19. HEALTHCARE	1. Sh. B. V. S. Seshachari, Director 2. Sh. R. N. Manna, TO, CSTARI 3. Sh. Ashfaq Ahmad, AM, NIMI 4. Sh. Abhisekh Anand, AD, RDSDE, Kolkata	CSTARI Kolkata
20. CANE & BAMBOO (Not covered under Sector Skill Council)	1. Sh. Bijit Kumar Singha, Jt. Director 2. Sh. R. N. Manna, TO, CSTARI 3. Sh. V. Gopalkrishnan, AM, NIMI 4. Sh. Abhisekh Anand, AD, RDSDE, Kolkata	RDSDE Guwahati
21. IRON & STEEL	1. Sh. Ashfaq Ahmad, Director 2. Sh. Akhilesh Pandey, TO, CSTARI 3. Sh. N. Sundarajan, AM, NIMI 4. Sh. Sreekant Babu, AD, RDSDE, Hyderabad	RDSDE Ranchi
22. INFRASTRUCTURE EQUIPMENT	1. Sh. V. K. Shukla, Director 2. Sh. Akhilesh Pandey, TO, CSTARI 3. Sh. N. Sundarajan, AM, NIMI 4. Sh. Sreekant Babu, AD, RDSDE, Hyderabad	RDSDE, Patna
23. LEATHER	1. Sh. Sanjay Kant, Director 2. Sh. Akhilesh Pandey, TO, CSTARI 3. Sh. J. Herman, AM, NIMI 4. Sh. Sreekant Babu, AD, RDSDE, Hyderabad	RDSDE, Kanpur
24. SPORTS, PHYSICAL EDUCATION, FITNESS & LEISURE	1. Sh. Manjeet Singh, Director 2. Sh. Akhilesh Pandey, TO, CSTARI 3. Sh. J. Herman, AM, NIMI 4. Sh. Sreekant Babu, AD, RDSDE, Hyderabad	RDSDE, Ludhiana
25. RETAIL	1. Ms. Sakthi Ganesan, Jt. Director 2. Sh. S. Bandopadhyay, TO, CSTARI 3. Sh. Michel Jhoney, AM, NIMI 4. Sh. Arprit Srivastav, AD, RDSDE, Thiruvananthapuram	NSTI, Hyderabad
26. LOGISTIC	1. Sh. J. D. Masilamani, Jt. Director 2. Sh. S. Bandopadhyay, TO, CSTARI 3. Sh. Subhankar Bhowmick, AM, NIMI 4. Sh. Arprit Srivastav, AD, RDSDE, Thiruvananthapuram	DGT, New Delhi
27. MEDIA & ENTERTAINMENT	1. Sh. T. V. L. N. Rao, Director 2. Sh. Bharat Nigam, TO, CSTARI 3. Dr. Jayasudha, DD, NIMI 4. Sh. Arprit Srivastav, AD, RDSDE, Thiruvananthapuram	RDSDE, Vijaywada
28. PAINTS & COATING	1. Sh. S. P. Bhattacharya, Jt. Director 2. Sh. Bharat Nigam, TO, CSTARI 3. Sh. V. Gopalakrishnan, AM, NIMI	NSTI, Mumbai

	4.	Sh. Arprit Srivastav, AD, RDSDE, Thiruvananthapuram	
29. LIFE SCIENCE	1. 2. 3. 4.	Sh. D K Ojha, Jt. Director Sh. K. B. S. Narayana, TO, CSTARI Dr. Jayasudha, DD, NIMI Sh. Manish Mishra, AD, RDSDE, Shimla	NSTI, Dehradun
30. STRATEGIC MANUFACTURING	1. 2. 3. 4.	Sh. A. V. Rao, Director Sh. K. B. S. Narayana, TO, CSTARI Sh. S. Gopalakrishna, AM, NIMI Sh. Manish Mishra, AD, RDSDE, Shimla	RDSDE, Hyderabad
31. MINING	1. 2. 3. 4.	Sh. M C Kardam, Jt. Director Sh. K. B. S. Narayana, TO, CSTARI Sh. Michel Jhoney, AM, NIMI Sh. Manish Mishra, AD, RDSDE, Shimla	RDSDE, Raipur
32. PERSON WITH DISABILITY	1. 2. 3. 4.	Sh. G. N. Eswarappa, Jt. Director Sh. K. B. S. Narayana, TO, CSTARI Sh. Ashfaq Ahmad, AM, NIMI Sh. Manish Mishra, AD, RDSDE, Shimla	CSTARI, Kolkata
33. TEXTILE	1. 2. 3. 4.	Sh. Anil Grover, Director Sh. P. K. Bairagi, TO, CSTARI Sh. N. Sundar Rajan, AM, NIMI Sh. Patil Rohan Ram Rao, AD, RDSDE, Mumbai	RDSDE, Chandigarh
34. TOURISM & HOSPITALITY	1. 2. 3. 4.	Sh. N. S. Garbyal, Director Sh. P. K. Bairagi, TO, CSTARI Dr. Jayasudha, DD, NIMI Sh. Patil Rohan Ram Rao, AD, RDSDE, Mumbai	RDSDE, Shimla
35. PLUMBING	1. 2. 3. 4.	Sh. M. Shajahan, Jt. Director Sh. P. K. Bairagi, TO, CSTARI Sh. Michel Jhoney, AM, NIMI Sh. Patil Rohan Ram Rao, AD, RDSDE, Mumbai	RDSDE, Dehradun
36. APPAREL MADE-UPS & HOME FURNISHING	1. 2. 3. 4.	Sh. Sathya Shankar B P, Director Sh. P. K. Bairagi, TO, CSTARI Sh. S. Bhowmick, AM, NIMI Ms. Priyanaka Somani, AD, RDSD, Jaipur	DGT, New Delhi
37. RUBBER	1. 2. 3. 4.	Sh. S. Mathivanan, Jt. Director Sh. P. K. Bairagi, TO, CSTARI Sh. S. Bhowmick, AM, NIMI Ms. Priyanaka Somani, AD, RDSD, Jaipur	RDSDE, Thiruvananthapuram

38. TELCOM	<ol style="list-style-type: none">1. Sh. N. R. Aravindan, Director2. Sh. P. K. Bairagi, TO, CSTARI3. Sh. S. Bhowmick, AM, NIMI4. Ms. Priyanaka Somani, AD, RDSDE, Jaipur	DGT, New Delhi
39. Hydrocarbon	<ol style="list-style-type: none">1. Sh. S. S. Naik, Director2. Sh. R. N. Manna, TO, CSTARI3. Sh. V. Gopalkrishnan, AM, NIMI4. Sh. Abhisekh Anand, AD, RDSDE, Kolkata	RDSDE Guwahati
40. Fire and Safety	<ol style="list-style-type: none">1. Sh. Anil Kumar, Director2. Sh. S. Bandopadhyay, TO, CSTARI3. Sh. S. Bhowmick, AM, NIMI4. Sh. Patil Ram Rao, ADT, RDSDE, Mumbai	DGT, New Delhi

Terms of Reference (ToR) for Sectoral Team

1.0 Objective:

- a. To train manpower with adequate and relevant skills and ensure their placement through employment, self-employment or entrepreneurship.
- b. To institutionalise and standardise processes as well as systems of periodic revision for achieving the above aim.

2.0 Function:

- a) To assess and analyse demand of manpower in various sectors periodically and identify trained manpower gap on a continuous basis.
- b) To segregate demand nationally and internationally and within national demand further segregate region wise demand based on economic activity mapping.
- c) To guide DGT in responding proactively to the skill demands in the respective sector by periodically suggesting changes and assisting in developing courses, curriculum, pedagogy, teaching & learning aids and assessment systems etc.
- d) To review adequacy of current long term and short-term courses available for fulfilling need of the sector.
- e) To classify various job roles in line with international practice of NCO and new system of NOS, along with the skill set within a sector for each of the job roles.
- f) To provide guidance and support for restructuring the courses offered under DGT through its various schemes such as CTS, ATS, AVTS.
- g) To suggest ways of scaling up training of trainers including improving curriculum, pedagogy, evaluation/assessment of trainees under Craft Instructor Training Scheme(CITS).
- h) To suggest ways for making assessment system more reliable.
- i) To provide guidance and support for restructuring the courses PMKVY offered under Sector Skill Councils(SSCs).
- j) To provide support to CSTARI for revision, modification of existing courses and designing of new courses and while doing so align it for instructor training needs as well as inclusion of hard to reach groups.
- k) To design courses for reskilling and up-skilling of the personnel and explore possibilities of aligning it with the pre-qualifications.
- l) To prepare plan for apprenticeship, placements and entrepreneurship in this area including maintaining an inventory of both the skilled manpower and jobs in the area.

- m) To review its books, Question Bank trainings etc. on the basis of feedback received from industry, instructors and trainees.
- n) Promote model ITI for each job role, liaison for adoption of industry for adopting IT.
- o) To document, undertake analytics, market surveys and industry dialogue.
- p) To publish relevant literature in consultation with other teams at the periodicity decided by media unit under Director NIMI.

3.0 Role of Curriculum Committee:

Curriculum Committee shall lay down syllabus of each trade – long term or short term courses aligned with NSQF etc on overviewing the followings:

- a) To assess and analyse demand of manpower in various sectors periodically and identify trained manpower gap on a continuous basis.
- b) To undertake evaluation, skill gap analysis, receive feedback, invite suggestions etc.
- c) To identify NCO and NOS gaps.
- d) To identify Long term and short term courses for which syllabus is required to be prepared.
- e) To prepare Syllabus (using a standard protocol for complying to all the mandatory processes, free to develop other process in addition).
- f) Each Curriculum Committee shall meet in the month of September, at least 10 months in advance and prescribe courses that can be taken in the next academic cycle, such that books and instructor training is also developed in time.
- g) The draft syllabus shall be prepared and sent to Curriculum Committee in December and their comments received by mid-January.
- h) The Committee will then classify each comment and put up the syllabus for trade body and in public domain for public scrutiny.
- i) The courses finally submitted by Curriculum Committee will be recommended by Recommendation Committee for its approval of NCVET.

3.0 Activity-wise Timelines for Sectoral Team:

The Sectoral Team would be expected to take up variety of activities and complete the first set of activities as per following time lines:

- a) Interaction with stakeholders to be completed to prepare the list of courses with duration for various schemes – 31st May, 2020
- b) To review adequacy of current long term and short-term courses available for fulfilling need of the sector – 31st May, 2020
- c) To classify various job roles, in line with international practice of NCO and new system of NOS, along with the skill set within a sector for each of the job roles – 30th June, 2020.

- d) Review curriculum, course duration, requirement of infrastructure, instructor's qualification, requirement of training of trainers, assessment / evaluation system for sectors and making recommendations –31st July, 2020
- c) Review of Instructional Media Packages (IMP) – 31st August,2020
- d) Development of Instructional Media Packages (IMP) – 31st October, 2020
- e) Instructors will be trained – 28th February,2021
- f) Assessment System and Question Bank will be prepared – 28th Feb,2021
- g) Names of paper setters & evaluators will be recommended – 28th Feb,2021
- h) Courses will then be published in the prospectus on completion of all above steps before the commencement of the academic session –
1st April, 2020.
- i) Take stock of emerging trend in the sector, corresponding requirement and availability of skilled workforce, available training capacity etc. to suggest mid-term and long-term strategies and action required for meeting the market demand - 30.12.2020
