



सत्यमेव जयते

Government of India  
Ministry of Skill Development  
and Entrepreneurship

**GUIDELINES FOR CONVOCATION**  
FOR AWARD OF  
**NATIONAL TRADE CERTIFICATE**  
TO BE HELD IN  
**INDUSTRIAL TRAINING INSTITUTE (ITI)**



Industrial Training Institute

**DIRECTORATE GENERAL OF TRAINING (DGT)**  
**MINISTRY OF SKILL DEVELOPMENT & ENTREPRENEURSHIP (MSDE)**  
**GOVERNMENT OF INDIA**

**Date: 28<sup>th</sup> July 2022**

“If the 20th century saw India's foremost technical institutes – the IITs – make a name for themselves globally, the 21st century require that India's ITIs, acquire global recognition for producing quality skilled manpower...” - PM Shri Narendra Modi at the launch of National Skill Development Mission on July 15, 2015.

The Industrial Training Institutes, by supplying skilled manpower to industries play a vital role in the economic development of the country. Every year, about 22 lakh trainees complete their course from 14000+ ITI across the country. It is necessary, that at the culmination of their training, the trainees are recognized for their dedicated efforts in a public ceremony of convocation at each ITI level. There is also a need to attach ‘Prestige’ and ‘Pride’ to the acquisition of skills/education at ITIs. Towards that end, regular convocations should be organized to felicitate ITI pass outs.

As Lord *Vishwakarma* is associated with skill and crafts, in the absence of which the civilization is inconceivable, it would be apt to hold the convocation of ITI students on the *Vishwakarma Diwas* every year.

विश्वकर्मा नमस्तेस्तु, विश्वात्मा विश्व संभवः॥

Starting this year, celebrating the 75th Year of Independence “Azadi ka Amrut Mahotsav”, it is resolved to have convocation for ITI pass outs every year on *Vishwakarman Diwas* to:

- Inspire and imbibe a feeling of pride and dignity in trainees for being part of a nation building initiative.
- To embed a sense of fraternity belonging to a prestigious national program undertaken by Directorate General Training, Government of India.
- Strengthen the brand image of ITI in the industry, and Trainees’ community.
- Celebrate the hard work and dedication of each ITI pass out and generate a sense of belongingness amongst the students with the ITI.

#### **Suggested Directions for Convocation**

1. To confer the ‘National Trade Certificate’ (NTC) to the students of ‘Industrial Training Institute’ (ITI) who have passed in the ‘All India Trade Test’ (AITT) conducted by DGT, MSDE.
2. Certificates, which shall be made available to the ITIs for downloading a few days in advance, are to be printed in color digital print by the ITI on A4 size paper of 200-300 GSM which will be handed over to the trainees during convocation.
3. The convocation ceremony shall be organized preferably in the campus of the respective ITI.
4. A committee shall be constituted by respective ITI, headed by the Principal, to take administrative and financial decisions for organizing, managing the Convocation Ceremony.
5. A popular personality/dignitary like renowned ITI alumni, government officials, eminent personalities from industry associations, autonomous bodies, industrialists, academic institutions, Elected Representatives, etc. shall be invited to deliver convocation address for creating better visibility and awareness.
6. Parents of the candidates should be invited in the convocation ceremony.
7. A short cultural program may be organized by students of first year of ITI.
8. Communication regarding the convocation ceremony to all the students should be intimated well in advance before the ceremony.

9. Advocacy on career opportunities like apprenticeship, job mela, vertical mobility, upskilling etc. to be made during the convocation.
10. The expenses for organizing the ceremony shall be borne by the respective ITI. No fees shall be charged from trainees for attending the convocation ceremony.
11. **Dress code for convocation:** Principal, faculties, instructors, and key staff members should come in formal dress and formal shoes/ Sandal. The male and female trainees should be dressed in their ITI uniform and formal shoes.
12. All the ITIs shall mandatorily follow COVID appropriate behavior during the preparation for and conduct of the convocation ceremony.

### **Suggested Flow of Activities in Commencement**

- Lighting of Lamp by the Chief Guest/Dignitaries followed by Saraswati Vandana/ Prayer.
- The faculty member designated as anchor to request the Principal to open the Convocation, deliver welcome address and introduce the Chief Guest.
- The Principal will formally request Chief Guest to deliver his/her Convocation address.
- The anchor will call the Director/ Chief Guest/ other dignitary to start the ceremony of conferment of the certificates.
- The trainees should come on the stage one by one and receive their certificates as per the order announced.
- The top three meritorious students from each trade of the ITI to be felicitated with certificate and mementoes.
- The Chief Guest /Principal shall confer the awards.
- Report and address by the Principal on achievements and outcomes of ITI.
- The convocation address by the Chief Guest to the trainees.

### **Vote of Thanks**

The vote of thanks will be delivered by the Controller of Examination, or any other faculty assigned.

### **Closing Formalities**

The ceremony shall close with the National Anthem. The closing of the convocation will be declared by the Controller of Examination/ Vice-Principal of the ITI.

### **Photography Session**

Official photography arrangements must be made for the ceremony.

### **Media Coverage**

The ITI shall take adequate measures to provide wide coverage in print and electronic media. A schedule of activities shall be prepared and planned to be covered by media a day before the event. The ITI shall submit media coverage report to the State Directorate as well as DGT office.

All the ITIs is requested to share the event details to DGT through the web link: <https://dgt.gov.in/iticonvocation> latest by 19th September 2022.

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