

MSDE(DGT)-19/1/2019-CD
Government of India
Ministry of Skill Development and Entrepreneurship
Directorate General of Training
Central Employment Exchange Building, IARA Complex, Pusa

New Delhi, dt 16.04.2020

OFFICE MEMORANDUM

In pursuance of the recommendations of 6th Recommendation Committee on Norms & Courses held on 19.03.2020, and with the object of standardizing process of curriculum and course review aligned to a complexities of National Skills Qualifications Framework (NSQF), National Occupation Standards (NOS) and National Classification of Occupation (NCO) and National Council for Vocational Education and Training (NCVET) and also giving momentum to address the issue of vertical and horizontal mobility of students across the educational and vocational through credit frameworks, a new Sub Committee of Recommendation Committee on Norms & Courses as **“Standing Committee on Curriculum”** is constituted.

i. **Standing Committee on Curriculum** comprises of following members:

1.	Deputy Director General, DGT (nominated by DGT)	Chairman
2.	Conveners of the various STCC	Member
3.	Director (CD)	Member Secretary
4.	Director, CSTARI	Member
5.	Director, NIMI	Member
6.	Two Members from and elected by the Recommendation Committee on Norms & Courses.	Member
7.	Three Members who are experts on curriculum nominated by the DGT	Member

- ii. The term of the committee will be for the period of three years and shall not be eligible for repetition for the next committee.
- iii. The committee with the approval of DGT, may co-opt upto experts for a but not exceeding two members. The term of such co-opted members shall be one year from the date of co-option provided that a person if coopted as a

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member/holder of a particular body/ appointment shall automatically cease to be a member/holder of that body/appointment.

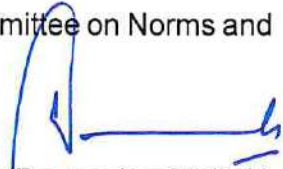
2. The duties of the Committee shall be: -

- i. to prepare position papers on curriculum aligned to **NSQF** and provide a common vision to Sectoral Trades course Committee (STCC) for preparation of syllabus, pedagogy, teaching learning equipment standards and assessment tools;
- ii. to consider formation of STCC, assess their task and modify or alter them accordingly and monitor their functioning whilst mentoring them continuously through sharing of best practices;
- iii. to develop and continuously review Credit Framework and apply this to the courses such that issues of vertical and horizontal mobility are addressed.
- iv. to examine recommendations and report of STCC and to recommend addition, modification or deletion of courses in Industrial Training Institute system, both long and short for fulfilling the mandate of National Occupation Standards and National Classification of Occupation, that will be taught through Industrial Training Institute;
- v. to recommend curricula for the Craftsmen Training Scheme, Craftsmen Instructor Training Scheme, Advanced Vocational Training Scheme, Dual System of training, Flexi-MoU, Apprenticeship training examination and the syllabus in each subject;
- vi. to review the nomenclature, sector, duration, tools and equipment, power, space etc. of trade and contents developed by STCC in consultation with NIMI and also qualification norms for Workshop attendant, Vocational Instructors, Group Instructors in ITIs for the specific Course;
- vii. to recommend or prescribe textbooks, practical, digital session on boarding etc, when considered necessary, in conformity with the syllabus;
- viii. to develop model guidelines for the functioning of STCC; and
- ix. to undertake any other task for fulfilling the object and entrusted by the Recommendation Committee on Norms & Courses

3. The procedures observed at the meetings shall be as follows:
- i. The Curriculum Development Section will provide secretarial support to the Committee;
 - ii. at all meetings one third of the total number of members inclusive of the Chairman shall form a quorum;
 - iii. with the permission of the DGT Chairman of the committee can receive exemption and thereby convene a meeting on video call, for which a strict protocol of keeping the record and attendance would be applied;
 - iv. meetings of the Committee will normally be held at Delhi;
 - v. the committee shall meet at least once in two months however,
 - a) Chairman may hold additional meetings as per requirement.
 - b) the committee shall mandatorily meet in the month of August, at least 11 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.
 - c) draft syllabus shall be prepared and received by October and got final approval of NCVET by December so that Affiliation Committee could offer it for the next term
 - vi. Other than Chairman, at least 1/3 conveners and 1/3 other members should be present as a quorum of the committee
 - vii. notice of the meetings shall be emailed to all members, not less than seven days before the meeting, together with the agenda paper for the meeting;
 - viii. action taken report of the previous meeting shall be circulated along with the agenda to all the members well in advance to all the members.
 - ix. minutes of the committee shall be circulated within three days of conduct of such a meeting;
 - x. the committee in its first meeting shall consider and finalize the Standard Procedure & flow chart to finalize a Curricula, contents, question bank of a respective trade etc including putting the syllabus for scrutiny of trade body and in public domain for public scrutiny.

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- xi. The committee shall also standardize templates, IT tools and train all the conveners and official members of the STCC to use these appropriately through Curriculum Development Section of the DGT;
4. The recommendations of the committee shall be submitted for the approval of Director General, DGT before put up to recommendation committee on Norms and Courses for greater consultation.


(Deepankar Mallick)

Dy Director General-I (CFI& Admn)

Copy to:

1. Sr.PPS to Secretary, MSDE-
2. Sr.PPS to DG, DGT
3. Chairman, NCVET, MSDE, New Delhi
4. PPS to DDG-I, DDG-II and DDG-III, DGT, New Delhi
5. All RDSDEs & NSTIs
6. All State Directors dealing with Craftsman Training Scheme