

DGT/6/2024-O/o DIR(IT CELL) [F.No. 65395]
Government of India
Ministry of Skill Development and Entrepreneurship
Directorate General of Training

Karol Bagh, New Delhi -110023
Dated: 9th August, 2024

CIRCULAR

Subject: Data Driven Grading Methodology (DDGM) for Grading of Industrial Training Institutes (ITIs) for Academic Year 2024-25

With reference to Circular No. DGT-27/2022-ITCell dated 23.03.2024, this Directorate had circulated the Data Driven Grading Methodology for Grading of ITIs for Academic Year 2023-24 using the parameters/information available on the DGT MIS portal.

Continuing the precedence, the Directorate has updated methodology for grading all existing ITIs using the parameters/information available on the DGT MIS portal. Data parameters currently available in the portal, which directly relate to the performance and quality of training in ITIs, are used to assign new grading value to ITIs on a scale of 0 to 10.

In this regard, approved Methodology for Grading of ITIs for Academic Year 2024-25 and an OM for Grievance Redressal Mechanism for Data Driven Grading Methodology is being circulated for stakeholders' information.



(C S Murthy)
Director (IT & TT)

Encl: as above

**Ministry of Skill Development & Entrepreneurship
Directorate General of Training**

Methodology for Grading of ITIs

Objective of the Grading:

Grading is a method to assess the performance and quality of training being provided by the Industrial Training institutes (ITIs).

Data Driven Grading Methodology for Grading of ITIs for Academic Year 2023-24:

With reference to DGT Circular No. DGT-27/2022-ITCell dated 23.03.2024, DGT has circulated the Data Driven Grading Methodology for Grading of ITIs for Academic Year 2023-24 using the parameters/information available on the DGT MIS portal.

Grading Methodology for Grading of ITIs for AY 2024-25:

Continuing the precedence of grading of the ITIs using DDGM, the competent authority has approved the grading of all existing ITIs using the parameters/information available on the DGT MIS portal. To assign new grading value to ITIs, data parameters currently available in MIS portal which directly relate to the performance and quality of training in ITIs are used to grade the ITIs on a scale of 0 to 10.

The following parameters, used for Grading for AY 2023-24 are approved to be used again for grading of ITIs for AY 2024-25, as detailed in Table-1 below:

S. No.	The parameters that are available in DGT MIS portal	Last year weightage (2023-24)	Updated weightage (2024-25)
1	Admission % (Average of the admission percentage of last 2 years AY 2022-23 & 2023-24)	35	30
2	Female Participation (Average of the female enrolment percentage of last 2 years AY 2022-23 & 2023-24)	5	5
3	Trade Diversity (New emerging Trades / Non-Engineering Trades / Engineering Trades) as on date (AY 2023-24)	5	5
4	Pass % (Average pass percentage of the last 2 years regular exam sessions against the trainees Hall Tickets generated) (Exam sessions Aug 2022 and Aug 2023)	35	30
5	CBT examination participation (Hall Tickets generated against Admitted trainees; Average percentage of the last 2 years) (Exam sessions Aug 2022 and Aug 2023)	5	10
6	Average marks percentage of last year trainees appeared in CBT exam (Exam session Aug 2023)	5	10



7	DST enrolled trainees against total admitted trainees for the last year (AY 2023-24)	5	5
8	SC/ST/PwD enrolled trainees against total admitted trainees for last year (AY 2023-24)	5	5

Table-1: Grading Parameters

Detailed Grading framework for grading AY 2024-25:

Weightage and scale against each parameter have been decided based on the available data in the MIS as given in Table-2 below.

Sl. No.	Parameters	Weightage	Parameter Scale					
			0	1	2	3	4	5
1	Admission % (Average of the admission percentage of last 2 years AY 2022-23 & 2023-24*)	30	<=20 %	>20-30%	>30-50%	50-60 %	>60-70%	> 70%
2	Female Participation (Average of the female enrolment percentage of last 2 years AY 2022-23 & 2023-24*)	5	<=0	>0-5%	>5-10%	>10-15%	>15-20%	>20%
3	Trade Diversity (New emerging Trades / Non-Engineering Trades / Engineering Trades) as on date (AY 2023-24)	5	-	Any 1 type of course	-	Any 2 type of courses	-	All 3 type of courses
4	Pass % (Average pass percentage of the last 2 years regular exam sessions against the trainees Hall Tickets generated) (Exam sessions Aug 2022 and Aug 2023)**	30	<40	>=40-50%	>=50-60%	>=60-70 %	>=70-80%	>=80%
5	CBT examination participation (Hall Tickets generated against Admitted trainees; Average percentage of the last 2 years)	10	>=0-20%	>=20-40%	>=40-60%	>=60-70%	>=70-80%	>=80%

	(Exam sessions Aug 2022 & Aug 2023)							
6	Average marks percentage of last year trainees appeared in CBT exam (Exam session Aug 2023)	10	>=0-40%	>=40-50%	>=50-60%	>=60-70%	>=70-90%	>=90%
7	DST enrolled trainees against total admitted trainees for the last year (AY 2023-24*)	5	<=0	>0-5%	>=5-10%	>=10-15%	>=15-20%	>=20%
8	SC/ST/PwD enrolled trainees against total admitted trainees for last year (AY 2023-24*)	5	>0-5%	>=5-10%	>=10-20	>=20-30%	>=30-40%	>=40%

Table-2: Grading framework with parameter weightage and scale

*The data of admissions for AY 2023-24 is considered up to 28th June 2024 taking 'Uploaded' data of ITI trainees on Skill India Digital Hub (SIDH) portal.

**The trainees appeared in regular exam and passed in first attempt only have been considered for this parameter. The trainees passed in supplementary exams have not been considered.

Formula for new grading = $(\sum \text{Weightage} \times \text{parameter score}/100) \times 2$

Non-Graded ITIs:

Grading has not been generated for ITIs established in the years 2023 and 2024 due to the unavailability of relevant data for generating the final grading and they shall be considered as Non-Graded (NG). Grading shall be generated for such institutes after the availability of relevant parameters in subsequent years

Affiliation Provision for Non-Graded (NG) ITIs:

A newly established ITI marked as non-graded (NG) due to the unavailability of relevant data for generating the final grading will not be permitted to apply for the addition of new units/trades. This condition is applicable only till the ITI's score has been generated under the DDGM. Once the grading is generated, institute may apply as per provision of Affiliation norms.

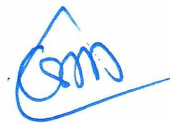
Applicability of Grading Scores:

- The most recent grading score available at the time of application submission by the institute on the affiliation portal should be 4 or above. Affiliation proposals that fail to meet the benchmark grading score of 4 or above are not eligible for trade/unit addition and will be rejected at Stage 1 by NIMI.

- ii. During the desktop assessment, the State Directorate should proceed with the application based on the institute's grading score at the time of submission on the portal.
- iii. When deciding the affiliation application at the SCAA/DGT level, the best out of the two available scores (one at the time of application and the other at the time of deciding the application, if available) will be considered.
- iv. These guidelines are to supersede the DGT order DGT-Aff011(14)/27/2022-O/o-Dir(TC), dated 16.10.2023.

Future Scope:

- i. Star rating to exceptional ITIs, scoring grade 9.5/10 and above would be assigned based on placement data including Apprenticeship. The minimum placement/apprenticeship will be considered as $\geq 25\%$ for the grading year under consideration. Separate data will be captured for such ITIs only in future.
- ii. The grading parameters will be reviewed annually by DGT, to include new parameters being captured on portal from time to time.
- iii. Instructor availability shall be included as one of the parameters for generating grading scores for ITIs according to the Data-Driven Grading Methodology (DDGM) in upcoming years. The institute must ensure that the correct instructor details are uploaded on the portal.



OFFICE MEMORANDUM

Subject: Grievance Redressal Mechanism for Data Driven Grading Methodology for ITIs

The new Data Driven Grading Methodology (DDGM) has been proposed for grading of all existing ITIs using the parameters/information available on the DGT MIS portal. To assign new grading value to ITIs, data parameters currently available in MIS portal which directly relate to the performance and quality of training in ITIs are used to grade the ITIs on a scale of 0 to 10.

Under the above Grading Methodology, two level Grievance Redressal mechanism is being provided to ITIs to raise their issues for the grades assigned to them

I. Grading Grievance Redressal Committee (GGRC):

The ITIs will be given a chance to submit their grievances to the Grievance Committee, in case they are not satisfied by the grading score.

1. Grading Grievance Redressal Committee will constitute
 - a. Joint Director (TT), Chairperson
 - b. Assistant Director (IT), Convenor
 - c. Assistant Director (TC), Member
2. The ITIs can submit their grievances regarding grading score with evidence to DGT within 15 calendar days from the date of final grades allotted to ITIs on DGT Service Desk using same email id/mobile number as on DGT MIS.
3. The committee will look into the grievances of the ITIs and may recommend the revised ITI grading score.
4. Since all parameters in the above mechanism is based on the data available on DGT MIS portal, all the changes requested in parameters affecting score as recommended /approved by the committee will be updated in the portal.

II. Appellate Committee in Grading of ITIs

Appellate Committee will review the appeals raised by ITIs which are not satisfied with the draft grades approved by Grading Grievance Redressal Committee.

1. The composition of Appellate Committee is given below:
 - a. DDG, DGT (HQ), Chairperson
 - b. Director (TC), Member
 - c. Deputy Director (IT), Convenor



2. Terms of reference of the Committee are as follows:
 - a. Review the appeal along with supporting documents provided by the ITIs and recommend appropriate grade as per the proof submitted in compliance to Grading Framework.
 - b. Approve the final grades of ITIs who have raised the appeal based on the review.
 - c. May depute a team of officers for Physical verification of ITIs which have raised appeal, in case of ambiguity.
 - d. May suggest any recommendation for further improvement of the grading process.

3. Conditions to raise appeal to Appellate Committee:
 - a. The ITIs would be given chance to appeal only after publication of draft grades by DGT after approval of GGRC.
 - b. ITIs would be able to raise appeal only in respect of those parameters for which they have raised grievances earlier. ITIs would not be allowed to raise appeal in any other parameter.
 - c. ITIs would be given a stipulated time of 15 calendar days to raise appeal online in DGT Service Desk portal (<https://dgt.gov.in/servicedesk>) after resolution from Grading Grievance Redressal Committee.

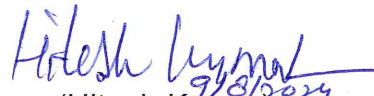
The score allotted by the Appellate committee will be final and will not be changed for that Academic year.



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Director (IT & TT)

Copy to:

1. Sr. PPS to Secretary, MSDE
2. PSO to DG(T)
3. Shri Ishwar Singh, DDG, HQ, DGT
4. Shri Ujjwal Biswas, Director (TC)
5. Shri R C Meena, JD (TT)
6. Shri Hitesh Kumar, DD, IT
7. Shri Danish Aggarwal, AD, IT
8. Shri Rajesh Kumar, AD, TC



(Hitesh Kumar)
Dy. Director