

No.DGET-19(23)2011-CD
Government of India
Ministry of Labour & Employment
Directorate General of Employment & Training

Dated -20th January, 2012

To

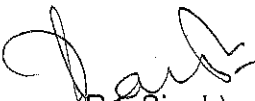
All the members of National Council for Vocational Training
(As per list enclosed)

Subject: - 40th meeting of National Council for Vocational Training –minutes regarding.

Sir/Madam,

Please find enclosed the minutes of the 40th meeting of the National Council for Vocational Training (NCVT) held on 16th December, 2011 under the Chairmanship of Hon'ble Minister of Labour and Employment at Lecture Hall, NASC Complex, D.P.S. Road, New Delhi. You are requested to forward your comments /observation if any on or before 10th February, 2012 to enable us to finalise the minutes for further action on recommendations.

Yours faithfully


(R.L. Singh)

Deputy Director General (Training) /Secretary (NCVT)

Copy to:-

1. Directors dealing with Vocational Training of States /UT administrations other than included in list of NCVT members.
2. Directors, ATI/Chennai, Hyderabad, Mumbai, Kolkata, Kanpur, Ludhiana, CSTARI-Kolkata /ATI (EPI) Hyderabad, & Dehradun, FTI-Bangalore & Jamshedpur & NIMI-Chennai.
3. RDAT-Kanpur, Mumbai, Kolkata, Chennai, Faridabad & Hyderabad
4. Principal, CTI-Chennai, MITI-Haldwani, Calicut, Jodhpur, Choudwar, NVTI-Noida, All RVTIs.
5. DDG(E), DDG(AT), Dir(Admin), Dir(WOT), DT(SDI), DAT, Dir Incharge (Projects)
6. All section of DGE&T H.Q.

Copy for information to:-

- i. P.P.S. to Minister (Labour & Employment)
- ii. P.P.S. to Secretary, (L & E)
- iii. P.P.S. to DG/JS



(Amrit Pal Singh)
Dy. Director of Training

MINUTES OF THE 40th MEETING OF NATIONAL COUNCIL FOR VOCATIONAL TRAINING, HELD ON 16th DECEMBER, 2011 AT LECTURE HALL, NASC COMPLEX, PUSA, D.P.S ROAD, NEW DELHI

40th Meeting of National Council for Vocational Training (NCVT) was held on 16th December, 2011 at Lecture Hall, NASC Complex, D.P.S. Road, New Delhi – 12 under the Chairmanship of Union Minister for Labour & Employment. The list of the participants is at Appendix-I.

2. Director General of Employment and Training, welcomed Hon'ble Minister for Labour & Employment, the Chairman of NCVT and other members of council. In his welcome address he expressed his gratitude to Hon'ble Minister of Labour and Employment for his untiring efforts as a mentor. He informed the house that the council has done excellent work under the able guidance of Hon'ble Minister and in the last five years and the numbers of ITI(s) have almost been doubled nearing Ten Thousand only. The quality of training in these ITIs has also shown remarkable improvement in the past few years.

3. However, DG/JS expressed his concern over the delay in the issue of certificates. He informed that some of the State Directorates had certificates pending for not just two or three years but for almost 15 to 20 years. Due to which, the successful trainees often found it difficult in seeking employment, retaining their jobs, and even had to face harassment by their employer due to non-submission of original certificate. State Directorates have been requested several times by DGE&T to clear the pendency of certificates of their respective States.

4. Member Secretary NCVT, requested the Hon'ble Minister for Labour and Employment, the Chairman of the council to address the Members.

5. Hon'ble Minister for Labour and Employment, in his presidential address welcomed the members of council. He appreciated the role of council, in advising Government in framing the Vocational Training Policies for expansion of Training Institutes and in maintaining the high standard of Training in the country. Underlying the importance of Skill Development, Chairman appreciated the initiatives taken by DGE&T in upgradation of ITIs, setting up of institutes in LWE districts and setting up of 1500 ITIs and 5000 SDCs in unserved blocks and participation of members in NCVT meetings.

6. The Chairman also expressed concern about non-utilization of funds and non-issue of NTC certificates by states. He requested the state directors to take necessary action for timely issue of certificates. The Chairman further laid emphasis for the quality improvement in training and said that the expansion of the capacity of 'Training of Trainers' was very much important and appreciated the efforts of DGET for setting up 15 ATIs and 12 RVTIs in PPP mode.

7. Hon'ble Chairman also emphasized that large number of courses should be introduced for 8th and 10th class pass students so that benefit reaches to larger number and needy

students. 12th class pass courses in ITIs may not be very attractive because such students may like to take admission in polytechnics and other degree courses

Finally he suggested Members to deliberate constructively on all the agenda points and to take decision that would further strengthen the Vocational Training System in the country.

8. Member Secretary NCVT, requested Hon'ble Minister of Labour & Employment to give away the following awards:-

(i) Best Establishment:

Certificate of Honour and a running Silver Trophy was awarded to M/s BOSCH Ltd., Bangalore for being declared as Best Establishment in 85th - All India Skill Competition for Apprentices and for 86th- All India Skill Competition for Apprentices as well. The running Silver Trophy awarded was to be retained by M/s BOSCH Ltd., Bangalore, Karnataka, since the Establishment had won the award for six consecutive times in a row.

(ii) Best State:

Merit certificate and Running Shield was awarded to the State of Maharashtra for being declared the best State in the 47thAll India Skill Competition for Craftsmen.

9. With the permission of the Chair, DG/JS requested Member Secretary (NCVT) to take up the agenda items one by one.

Thereafter the agenda items were taken up for deliberation.

ITEM No. 4001: Confirmation of the minutes of the 39th meeting of National Council for Vocational Training held on 12th January, 2011.

Member Secretary invited the attention of the members towards minutes of 39th meeting. He informed the members that minutes were circulated to all the members, since no objections/ comments were received. The committee agreed to the confirmation of the Minutes.

Accordingly, the minutes of the 39th meeting of NCVT were confirmed.

ITEM No.4002: Progress of implementation of recommendations made at 39th meeting of NCVT held on 12th January, 2011.

Member Secretary informed the members that necessary actions have been taken for implementation on all the recommendations made by the Council during its 39th meeting. Only two items (item No.-3903.11 & 3903.16) are to be implemented in the next financial year, as provision of budget in the XII five year plan(2012-2017) was to be made for these items. Accordingly, Council approved Action Taken Report.

ITEM No.4003.1:Engagement of Quality Council of India (QCI) for accreditation of Government and Private Industrial Training Institutes ITI(s).

Member Secretary informed the members about the existing procedure followed by Govt./ Pvt ITIs for seeking affiliation from NCVT. He stated that the present system of affiliation was quite lengthy and cumbersome for both the institutes and the Government. He further added that because of ever increasing growth rate of 10% new ITIs/ITCs every year, State and Central Governments were unable to carry out the inspections on schedule with their limited staff strength. At times the decision would get subjective or delayed due to clarification etc. and even lead to rejection of Standing Committee Inspection Reports (SCIRs) in the subcommittee. The number of affiliation related court cases has increased exponentially over the last few years.

Grading of ITI(s) is also impending need for introducing quality standards. QCI is an autonomous organization set up under the cabinet decision with a mandate for promoting quality. Accreditation of QCI is internationally recognized and QCI accreditation would be a step towards ISO 29990 certification and these graduates will be eligible to work anywhere in the world.

DG/JS further stated that shortage of staff in state as well as in Centre resulted in delay due to rescheduling of inspections, and inspections may not be uniform, objective and consistent. With tremendous stress on limited staff, the system would crumble. He also explained that attempt was made to engage retired staff. It did not succeed as they were asking huge sum for the quantum of affiliation work.

The Secretary (L& E) added that the ITI(s) are run by the State Government and DGE&T only grants one time affiliation. There was a need to have uniform standard with a workforce created to be competent at international standards.

Representatives from industry/industry bodies congratulated the NCVT for being a brand in itself and also on its path –breaking efforts in achieving their targets during the last five years. They strongly supported the proposal with cost as the only concern.

Representatives from State Directorates also supported the proposal but sought for clarity of role for the state and the time limit for QCI. Fee structure was also found to be on higher side. Karnataka state directorate representative pointed out that there was no time limit given to QCI. He was in favour of engaging QCI for carrying out inspections as well.

Experts and other members also stated that cost factor needs to be re-looked since some of the ITI(s) are in rural areas with only one or two trades. It was also stated that fees of QCI should not be at the cost to trainees and the existing manpower and technical expertise of QCI is not sufficient and it may take services of retired people with experience in the work.

The council agreed that DGE&T and QCI would rework on fee structure and the time frame set for QCI to further refine it. The possibility of engaging retired experienced work force for engagement with QCI could also be explored.

Summing up deliberations on the point Secretary (L&E) informed the house that the suggestions of the members were noted and DGE&T and QCI would rework on fee structure to further refine it and time frame in detail in a separate meeting. Final decision may be left to Hon'ble LEM. Council approved to this proposal.

ITEM NO. 4003.2: Granting affiliation from NCVT to Government and Private ITI(s) for limited period of time

Member Secretary informed the council that as per existing system, affiliation was granted on permanent basis. As a result, the institutes once affiliated would remain affiliated for their lifetime. Permanent affiliation was one of the reasons for deteriorating quality in ITIs. There had been observations of shifting the machinery equipment etc. from one place to another.

Accordingly, it was proposed that affiliation would be granted for a limited period of time. Issue was deliberated in the subcommittee meeting held on 17th March 2011 and it was unanimously agreed that any affiliation should be valid only for 5 years.

After every 5 years, the institute should be inspected afresh and should be granted fresh affiliation. If any institute is being inspected at any point of time, when institute has few trades and units affiliated for more than 5 years, all the trade/units of the institute shall be inspected and affiliated afresh even if few units were affiliated for less than 5 years. No affiliation will be permanent. All the existing permanent affiliations would be valid only for 5 years, from the date of grant of affiliation.

The council approved the proposal to grant affiliation to Government and Private ITI(s), from NCVT for a period of five years.

ITEM NO.4003.3: Approval of Dual System of Training Scheme in Government and Private ITI(s)

Member Secretary informed the council that a Dual System combines practical training in the establishment and theoretical training in ITI(s). The precise skills and theory taught would be strictly according to syllabus of National Standards (NCVT).

In German and Swiss Dual Systems, theoretical training is conducted in the vocational schools and practical training is conducted in the industry. States of Karnataka and Maharashtra are running pilot programmes on experimental basis according to the Swiss Dual System.

Under the system the trainee would undergo theory classes for a minimum of two days in a week in ITI(s). The Institute would be the main custodian.

The Institute would identify Industry / Industry cluster relevant to the trade and tie up with them for the trainee to undergo practical training. At the end of the training, the person would be completely trained for work in the industry. The system would be optional and all industry members would be taken on board.

All the members supported the idea. Mr. Samantaray, member, INTUC, raised the concern for the ITI(s) located in rural areas where industry may not be approachable. Member Secretary replied to his concern stating that the dual system would be optional and not compulsory. On a query Member Secretary stated that there would be no exemption to ITIs in affiliation as of now.

Council approved the proposal to introduce an optional Dual System of Training Scheme in Government and Private ITI(s) under Craftsmen Training Scheme.

ITEM NO.4003.4: To implement Continuous and Comprehensive Evaluation Scheme.

Member Secretary informed the council that under the Craftsmen Training Scheme (CTS), the training duration ranges from six months, one, two and even three years in some of the trades and the All India Trade test is held only at the end of course.

Similarly, under the Apprenticeship Training Scheme (ATS), the Trade Apprentices appear for **All India Trade Test (AITT)** only at the end of training program.

To increase the effectiveness of both the training programmes, it was proposed to introduce Continuous and Comprehensive Evaluation Scheme (CCE), in addition to the final All India Trade Test.

The weightage of daily **Formative Assessment** would be included in weekly assessment of the Trainees. *Employability skills, Workshop Calculations & Science, and Engineering Drawing* would be assessed throughout the training period in formative assessment. Year/Semester end assessment would be **Summative Assessment**. Trade Theory and Trade Practical shall be a part of **Formative Assessment** as well as **Summative Assessment** in the final AITT. An appropriate formative assessment would give feedback, and a check on trainees' record of progress. Summative assessment would give feedback about the skill acquired. Some of the Members expressed that Instructors in private ITIs give more marks than in Govt. ITIs. Some of the Members said that weekly assessment would be difficult. AT this Chairman, intervened that evaluation

could be done fortnightly and checks should be introduced so that, instructors do not give more marks to anybody.

Council approved the proposal to implement Continuous and Comprehensive Evaluation Scheme (CCE) in principle. DGE&T will issue detail Guidelines.

ITEM No.4003.5:Introduction of Computer Based Instructional Material (CBIM) to impart theoretical instructions and Web Based Testing System (WBTS) for training of trainers.

Member Secretary, informed the members that shortage of trainers was coming in the way of qualitative and quantitative improvement of the Vocational Training. In order to meet the demand for qualified and skilled trainers, innovative approaches like E-learning and Web based learning Technology need to be adopted to raise the capacity and standards extensively of the existing system in a limited period. Computer based training with graphics, audio visuals, and interactive exercises, would generate interest in the subject, and help in comprehensive delivery of the curriculum. It would be a step towards standardization of curriculum in each topic of the trade that would lead the training process, to be trainer independent.

Trainers with Diploma /Degree qualification could undergo online self-evaluation periodically, say after completion of a module or after a period of three months. Trainers could refer to online study material for their self-learning and could appear for online testing. Since Training methodology is a common subject for all the trades, such trainers with a qualification of Degree / Diploma could appear for test on "Training Methodology" module online in addition to learning the subject through e-learning to being with. However, practical training would be conducted in ATIs.

Online training materials be developed for other subjects also and 'IT Literacy' subjects where theory would be available online and practical would be conducted in ATIs.

Council approved the proposal to Introduce Computer Based Instructional Material (CBIM) for imparting theoretical Instructions; and Web Based Testing System (WBTS) for Training of Trainers.

ITEM No. 4003.6: Introduction of Diploma level training courses by NCVT

Member Secretary, informed the members that earlier an ITI(s) pass trainee could take admission in diploma courses with suitable rebate. Now AICTE has raised the minimum qualification from 10th to 12th standard for lateral entry into the second year for ITI(s) pass applicants. This has resulted in stalling the vertical mobility as well as lateral entry options for the ITI certificate holders.

It was proposed to start a diploma level course with a two years training period after ITI.ATIs and Government ITI(s) would be conducting these courses to see the industry response. The nomenclature could be "Vocational Diploma" or "Skill Diploma" under the aegis of NCVT since "Diploma in Engineering" comes in the domain of AICTE.

A trained craftsman, under CTS with technical orientation can practically apply the skills after acquiring the theoretical knowledge required to apply these skills. A Diploma qualification that recognizes application, of the skills acquired, is the Industry's preference.

Members agreed to the idea but raised concerns regarding equivalence and the employability. Member Secretary clarified that these courses would be conducted with strongly industry participation.

The council approved the proposal to introduce Diploma level Training by DGE&T.

ITEM No.4003.7: Grouping of existing CTS trades

Member Secretary informed the council that at present CTS trades are classified in Engineering and Non Engineering groups.

Since many other new occupations have emerged, and for new training courses to be introduced, the earlier classification does not appear to be appropriate. Also 'non engineering' sounds negative.

NCVT is expanding its scope and coverage of Trades and occupations, beyond engineering Trades. Therefore, it was felt necessary to reclassify the trades under Craftsmen Training Scheme(CTS). They may now be classified as:

1. Agriculture and allied Sector
2. Industry
3. Services

The council approved the proposal to group the existing CTS trades into three major categories as stated.

ITEM NO.4003.8: Qualification of the instructor for the subject 'Employability Skills'

Member Secretary informed the members that the subject 'Employability Skills' covers topics such as Communication Skills ,English Proficiency, Quality Management Tools ,Entrepreneurial Skills ,Occupational Safety and Health.

At present, qualification has been prescribed was proposed to be conducted by Instructors of Social Studies or by the guest /contract faculty. These instructors are to be properly trained in new areas introduced as state above.

The proposal to employ the instructor with suitable qualifications to teach the above mentioned five topics, was taken up in the Sub-Committee meeting of NCVT on norms and courses, and members opined that qualification of Bachelor of Business Administration (BBA) or higher would be appropriate to teach the subject Employability Skills. A BBA qualified person would be able to cover most of the topics mentioned in the subject 'Employability Skills'.

The existing instructor in the Social Studies subject are to be retrained and the ratio of instructor to the number of trainees has to be looked into.

The council approved the eligibility criteria for appointment of instructor for "Employability Skills" as Bachelor of Business Administration (BBA) or equivalent or higher.

ITEM NO.4003.9: Setting up of a computer lab as an infrastructure resource at all the Industrial Training Institutes affiliated to NCVT

Member Secretary informed the council that IT Literacy course had been made compulsory for all the trades under Craftsmen Training Scheme (CTS) for compliance with the 38th meeting of NCVT (3804.12).

Internet is an important resource for learning various subjects. Many study materials for theory and practical are made available by different agencies in the Vocational Training and Skill Development on the web. Shortage of instructors is affecting the Vocational Training not only in terms of quantity but quality also, and the existing instructors are so engaged that they do not get time to visit industries, attend quality improvement programmes conducted by DGE&T Institutes, to upgrade their knowledge and skill in the subject according to prevailing industry scenario. The internet resource would give an opportunity to students and instructors to get connected with the international learning resources.

Hence, computer lab would also be very useful in training and learning of various modules covered under employability skills and other projects.

The setup of the computer lab must have minimum ten computers/workstations and peripherals with internet facility irrespective of trade(s) or trade related computer requirement for an ITI affiliated with NCVT up to seating capacity of 100. For each additional unit affiliated, two computers/workstations must be added.

The council approved that every Government and Private Institute affiliated to NCVT must set up an exclusive computer lab with internet connectivity on every workstation with computer and multimedia set up.

ITEM NO.4003.10: Delegation of Approval and Declaration of results of the DGE&T field institutes examinations, to their respective HOD(s)

Member Secretary informed the council that DGE&T field institutes were conducting many courses under Craftsmen Training Scheme (CTS), restructured pattern of CTS and Craft Instructor Training Scheme (CITS). The question papers are supplied from Trade Testing Cell of DGE&T for the examinations conducted in the field Institute under the supervision of Directors, HODs or HOOs of these institutes. The evaluation of answer sheets and practical examinations are done locally whereas the results are being sent to DGET Headquarters, Delhi for approval of Secretary, NCVT i.e. Director of Training.

Because of engagement of Trade Testing Cell, the approval of result took months to declare and the trainees face a lot of difficulty in the intervening period.

The Directors of the field institutes and HODs are quite senior officers and enjoying the same status as Director of Training in the hierarchy of administrative system. The approval and declaration of the result at the field Institute itself would accelerate the process. Therefore, council may authorise HODs of field institutes to approve and declare the results.

Council approved the proposal for that HODs be authorized to approve and declare the results of NCVT examinations conducted in their field Institutes or in the institutes under their control.

ITEM NO. 4003.11: A draft model on "Article of Memorandum of Association" for registering the State Council of Vocational Training (SCVT) as a society

Member Secretary informed the council that NCVT in its 39th meeting approved registering of State Council for Vocational Training (SCVT) as a society and implementation order was issued vide DGET letter no.DGE&T-19(13)/2011-CD dated 28th March 2011.

The State Directors working on it have sought a standard format from DGE&T as a guideline for framing "Article of Memorandum of Association" for registering the State Council of Vocation & Training (SCVT) as Society under the Societies Registration Act, 1860.

A draft to serve as a guideline for framing "Article of Memorandum of Association" was proposed for approval.

Council approved the proposal for the draft model on "Article of Memorandum of Association" for registering the State Council of Vocational Training (SCVT) as Society under the Societies Registration Act, 1860. The approved draft model can be used by the State as a guideline to work upon registering the society.

ITEM NO. 4003.12: BLUE PRINT OF 'FORMAT FOR WEBSITE'

Member Secretary informed the council that "Development of Website" by Government and Private Industrial Training Institutes affiliated to NCVT and making it mandatory in future for affiliation, was approved by the council in the 39th Meeting of NCVT. In order to maintain uniformity in the structure of website, DGE&T was assigned the task to design and develop the sample of the website.

A draft website was designed by DGE&T and circulated to all the members in the meeting of Subcommittee held on 26th Sept. 2011, and there was no comment from the members for any change. The finalised format is placed as **Appendix II**.

Council approved the proposal for the blue print of format for website. All the State Directors would upload information regarding the ITI(s) under their jurisdiction, according to the designed website.

ITEM NO.4003.13: Introduction of revised format for 'Annexure III'

Member Secretary informed the council that 'Annexure III' is the performa for Standing Committee Inspection Report for the purpose of considering grant of affiliation of the Institutes implementing Craftsmen Training Scheme under the Aegis of the National Council of Vocational Training (NCVT).

The format of Annexure III has been revised. The revised draft was circulated to all the members during the meeting of Sub Committee of NCVT held on 26th Sept.2011, and there were no suggestions or comments. The finalized format is placed at Appendix III.

Council approved the revised 'Annexure III' format for Affiliation. This revised format shall be applicable in place of earlier format of Annexure III.

4004.1 to 4004.5 Items for information: Members noted the information on various activities of DGE&T given vide item No. 4004.1 to 5 of Agenda.

The meeting ended with a vote of thanks to the Chair.

Appendix-I

Attendance Record of Participants in the 40th NCVT Meeting dated 16 December, 2011

S.No	Name of Member NCVT / Representative and Designation	Contact no.	E-mail
1.	Shri. Mallikarjun Kharge, (Chairman) Union Minister of Labour & Employment DGE&T, Shram Shakti Bhawan, Rafi Marg, New Delhi		
2.	Shri. Mrityunjay Sarangi, Secretary, Labour & Employment, DGE&T Shram Shakti Bhawan, Rafi Marg, New Delhi		
3.	Shri Sharda Prasad Director General of Employment & Training /Joint Secretary, DGE&T Shram Shakti Bhawan, Rafi Marg, New Delhi		
4.	Shri. R.L Singh, Dy. Director General (Training) DGE&T, Shram Shakti Bhawan, Rafi Marg, New Delhi		
5.	Shri. Saravanabhava Dy. Director General (Apprentice Training) DGE&T, Shram Shakti Bhawan, Rafi Marg, New Delhi		
6.	Director of Training, DGE&T		
7.	Shri A.K Pipal, Additional Director Department of Information Technology Electronic Niketan, 6, CGO Complex, New Delhi-	9958512121	pipal@nic.in
8.	Shri R.K Rai, Director Office of Development Commissioner A-Wing, 7 th floor, Nirman Bhawan, New Delhi-110001	23062561	rk.ra@nic.in
9.	Shri M. R Arora, Addl. Secy. State Director (Delhi)	027322472	
10.	Shri. B.M Parekh Addl. Dir. & Shri. V.S Champavat Dy. Controller State Director (Gujarat)	9725035201 9427958980	bmparekh1@yahoo.co.in vschampavat@yahoo.co.in
11.	Shri. Devender Singh, Dy. Dir. State Director (Himachal Pradesh)	9418100134	
12.	Shri. S. Sangwan Addl. Dir. , State Director(Haryana)	9815146613	ssangwan59@yahoo.com
13.	Shri. Bizu.k. Director Training ,State Director (Kerala)	9447023856	
14.	Shri. N. Marjunatha Prasad Commissioner, State Director(Karnataka)	09448275719	nmpias@gmail.com
15.	Shri. H.R Shegar , Dy. Director , Shri N.D Gholap, I.T Expert State Director (Maharashtra)	9422675950, 9323509993	nileshdgholap@gmail.com

16.	Shri. Deepak Gangajali wale Dy. Director , State Director (Madhya Pradesh)	9425337906	dttrgjb@gmail.com
17.	Shri M. Sangtam, Director State Director (Nagaland)	09436001573	
18.	Shri. A.k Anand , Director Shri H.K Garg, Dy. Dir., Shri P/K Agarwal Addl. Dir. State Director(Rajasthan)	02912432290 ,9414571295, 9460639560	
19.	Shri R. Rajkumar , Joint Director State Director (Tamil Nadu)	9360610981	detplanchennai@gmail.com
20.	Shri Rahul Dev, Asstt. Dir. Trg. & Shri S.A Huzoor For State Director(Uttar Pradesh)	9415068678, 9917672786	adt@updte.org gitu031@updte.org
21.	Shri. H.P. De, Director State Director (West Bengal)	033233833	ditwestbengal@yahoo.com
22.	Shri B.P Pant, Director Labour, Employment & Skill Development FICCI, Federation House, Tansen Marg, New Delhi-110001	22316121	
23.	Ms. Neeta Pradhan, Dy. Dir. For CII,Confederation of Indian Industry	9899146229	Neeta.das@cii.in
24.	Shri G.P Srivastava, Senior Advisor ASSOCHAM 1,Community Centre, Zamrudpur, New Delhi-110048	9810442026	
25.	Shri M.N Jha (BMS) Representative of workers Organization J-25 prabhu Niwas, Sivalik Nagar, Ranipur, Haridwar(Uttrakhand)	9411371700	
26.	Shri P.K Samantray, Ex. MP Indian National Trade Congress ,Shramik, Bhawan, H/17 Nua Bazar, Paradip Port	9868833355	
27.	Shri. Ved Prakash Yajurvedi, Director V.V. Giri National Labour Institute	9818418555	vpjayurvedi@gmail.com
28.	Shri. Vipin Sahni , Director , & Shri A.K. Jain ,Principal Advisor NABET(QCI)	9873287481, 9910176001	nabet@qcin.org qci04@qcin.org
29.	Shri Rajiv Mehrotra, Reader	9971593501	rajivcbg@yahoo.com
30.	Shri K.C Rajesh,Expert	9448044884	
31.	Shri Jagadev Thippaiah Guttedar, Expert	09945227789	
32.	Dr. Gajraj P. Hatewar, Expert	9823837972	
33.	Shri Sudhakar Badiger Representative of SC/St/Women	9987278959, 9902929769	
34.	Smt. Sarvamangala Hiremath Representative of SC/St/Women	9980422382	
35.	Shri C.M Aswathappa Sr. Mgr. Training And Development	9448884456	
36.	Shri. Shida, Correspondent All India Radio	8882622444	hansingh@gmail.com
37.	Shri. Stiwash, DD,PIB	9868170960	
38.	Shri Mukesh, PIB Photo Division	9911102268	

S.No	Name of Member NCVT / Representative and Designation	Contact No.	E-mail
39.	Shri.D.Mallick, Director (ATI, Kanpur)		
40.	Shri.V.K Singh, Director (Admin.)		
41.	Shri M.M. Gera, Director (AT)		
42.	Ms. Sandhya Salwan , Dir.(WT)		
43.	Shri.R.P. Dhingra, JDT		
44.	Shri.R.N Bandyopdhyaya, JDT		
45.	Shri.R.R Mannewar , JDT		
46.	Shri.J.P Meena, JDT		
47.	Shri.Madhu P. Nair, JDT		
48.	Shri.S.P Srivastava , DDT		
49.	Smt. Anita Srivastava, DDT		
50.	Smt.Punita Bhatia , DDT		
51.	Shri. S.N.S. Rahi , DDT		
52.	Shri. S.C. Sharma , DDT		
53.	Shri. V.K. Shukla, DDT		
54.	Shri.Amrit Pal Singh, DDT		
55.	Shri. V.K Saksena , DDT		
56.	Shri. Avinash Kishore, ADT		
57.	Shri.Umesh Motish, ADT		
58.	Shri.Pankaj Kalia, ADT		
59.	Shri. D.K. Kaushik, T.O		
60.	Shri. S.K. Dhiman , T.O		
61.	Shri.A.K Gandhi, T.O		
62.	Shri. H.R Sachdeva , JTA		
63.	Smt. Rashu, P.A		
64.	Ms. Archana Gautam, Stenographer		

WEBSITE FOR ITI
FORMAT FOR WEB-SITE
GOVERNMENT AND PRIVATE ITIs AFFILIATED TO NCVT

1. About Institute

Sl. No.		
a	Name of the Institute	
b	Address of the Institute	
c	Date of Establishment	
d	DGET File Reference No.	
e	Code Allotted by DGET	
f	Contact Nos.	
g	Mobile No.	
h	Fax No.	
i	E mail ID	
j	Location-Rural/Urban	
k	Approach / How to Reach	

2. Introduction of the Institute with the Mission Statement and Objective

a. History of the Institute, its Logo.

b. Managing Society/Trust / Company etc.

Name of the Society/Trust /Company etc.	
Registration Number and its validity	
Scanned copy of related certificates hyperlinked	
Remarks	

c. Name(s) of Chairman and Members

Name & Designation	Father's Name	Address	Mobile No.	UID No.	Whether member of any other Society/Trust/ company	If answer of column 6 is yes, please furnish details
1	2	3	4	5	6	7

10 (minimum) scrolling photographs (Admn. Block, workshops and Library)

3. Schemes running in the Institute (CTS and MES etc. under NCVT)

Name of the Scheme	Total Capacity	Duration	Admitted in current Financial Year	Current Status
Craftsmen Training Scheme				
Modular Employable Scheme				
Other Schemes				

4. Admission Criteria:

(a. Merit b. Written Test c. Interview d. Any other)

Name of Trade under (NCVT)	Duration of Training	Eligibility Qualification

5. Trades Affiliated to NCVT and SCVT

Name of the Trade (linked to the respective Syllabus with DGET website)	No. of Units	Shifts Running (I/II/III)	Seating Capacity per Unit	Total Seating Capacity	Affiliation Date/ Copy of DGET order Link (SCANNED).

6. Summary of Trades affiliated to NCVT

Trade Name	Shift intake capacity			Total No. of Units	DGET order no.	Remarks
	1 st	2 nd	3 rd			

7. Summary of Trades affiliated to SCVT

Trade Name	Shift intake capacity			Total No. of Units	Remarks
	1 st	2 nd	3 rd		

8. Court Cases and Status

a. in which court, b. Institute/Management Committee/trainees/Trainers are Party

CWP No./Name of Court	Year	Issue	Status

9. Faculty (Technical Staff)

S. no	Name	Father's name	Designation	Qualification (class X onwards)	Trade	Date of Joining	Regular/ Adhoc/ Contract	CTI trained (Yes/ No)	Photo link

- i) Special achievement by instructors, if any
 ii) Awards received by Instructors, if any.

10. Achievements by Trainees

Name of the award	Under Scheme	Won By	Year	Remarks

11. Administrative Staff

Sl. No.	Name of Staff	Date of Joining	Designation	Remarks

12. Infrastructure, Building and Workshop

Sl. No.	Ownership Document/Lease agreement for rented building	In Square Metres	Link to scanned document/image
a	Total Area		
b	Covered Area		
c	Total Class Rooms Area		
d	Total Workshops Area		
e	Drawing Hall		
f	Audio Visual Hall		
g	Computer Lab		
h	Play Area		
i	Library		
j	Remarks		

Trade	Unit	Class Room Area per Unit	Total class room area for Trade	Workshop Area per unit	Total Workshop area for Trade	Remarks (Photograph etc. in link)

13. Electric Power Supply

Present Electric Load	(in KW)	Hyperlink to document proof
Date of Connection		
Connection in the name of		
Meter No.		
Seal No.		
Remarks		

14. Record of Trainees –

Year Wise and Trade wise details of the trainees

Name	Father's Name	UID/DOB	Male/Female	General /SC/ST/Rural/Urban	Trade	Shift

15. Quality Monitoring

a. ATTENDANCE

- Attendance of Instructor
- Attendance of Trainees

b. PROGRESS CARD

TRADE 1

Trainees Name/Roll No	Monthly Test I				Monthly Test II				Monthly Test III				Monthly Test IV				Monthly Test V			
	Th	Pr	Ws	ED	Th	Pr	Ws	ED	Th	Pr	Ws	ED	Th	Pr	Ws	ED	Th	Pr	Ws	ED
Studet 1																				
Studet 2																				

TRADE 2

Trainees Name/ Roll No.	Monthly Test I				Monthly Test II				Monthly Test III				Monthly Test IV				Monthly Test V			
	Th	Pr	Ws	ED	Th	Pr	Ws	ED	Th	Pr	Ws	ED	Th	Pr	Ws	ED	Th	Pr	Ws	ED
Studt 1																				
Studt 2																				

- c. Electricity Consumption per student per month
d. Raw material consumption per student per month
e. Maintenance expenditure per year on building and machines

16. Overall Results

Year wise (3 years record):

Trade	Number of Trainees admitted	Number of Trainees appeared for AITT	Number of Trainees passed	Number of Certificates issued

17. Issue of certificates to Trainees

18. Placement :

i) Details of Placement Cell.

ii) Placement record of the trainees during last five years. (Year-Wise)

S. no.	Roll No.	Name	Trade	Year of Passing	Organization Name	Salary on Joining

19. Visitors:

20. Library (A brief information on journals and books):

21. Computer Lab (Brief information on Hardware and Software)

22. Sports/ Recreation (Brief information on Facilities Available)

23. Industry Institute Linkages

- i) Name of the Industry Partner / MoU
ii) Major Activities /Contributions
i) Industry visit/ Industrial tour
iii) Guest Faculty
iv) Workshop & Seminars

24. Extra Curricular activities

25. Right to Information

Appellate Officer Name	Designation	Contact No.
CPIO		

26. Details of Inspection(s) conducted by State & Central Government

Date of Inspection	Purpose of Inspection	Inspecting Team			Report(Hyperlink)
		Name	Designation	Office Address	

27. Application Format for Course(s)

Name of Course	Duration	Tentative date of course	When to apply	to	Application Format (Download Link)

28. State Directorate

Name and Address of Directorate	
Contact Number	
Mobile Number	
Fax Number	
Email Address	(Hyperlink to State Directorate Website)

29. Certification such as ISO 9000, ISO 29990 etc., if any.

30. Funds Status

Sl. No.	Budget allotted	Assisted Scheme (DGET/World Bank etc.)	Annual/Five Year	Budget used (Hyperlink to Relevant Central/State Directorate Head)

31. DGET and State Government orders issued from time to time

Order reference Number & date	Subject of the order	Copy of the order scanned/ Hyperlink

32. Rating of Institute by QCI or any other agency.

33. Feedback and suggestions

Address for sending Feedback and suggestions	
e-mail ID	
Contact no.	

34. Grievance Redress Mechanism

35. FAQs

Annexure III (new)

Preliminary Inspection/Standing Committee Inspection Report proforma for the purpose of considering grant of affiliation of the Institutes implementing Craftsmen Training Scheme under the Aegis of the National Council of Vocational Training(NCVT).

Note:-

- All the pages of format should be verified & signed by all the members of Inspection Committee, duly stamped with date.
- No admission is allowed in any NCVT trade before affiliation is granted by Sub-Committee of NCVT
- Use of erasing fluid not allowed
- Normally there should be no cutting in text and numbers. However if it is inevitable, it should be authenticated by all the members of Standing Inspection Committee duly stamped with date, failing which the proposal will be rejected.

I	General		
1.	Name and full postal address of the Institute indicating Taluk, District and Pin Code Tel No. E-mail. Website address: Date on which Website was last updated	:	
2.	Name and address of the agency seeking affiliation Tel No. E-mail.	:	
3.	Date of establishment of the Institute Permission letter from the State Director for starting Institute/Trade/Unit (enclose letter)	:	
4.	Name of the any other NCVT affiliated ITIs which are running under the same management of the society / company / individual	:	
5.	If there is change of Premises of ITI or shifting of Trade within the same ITI, provide records and letter from State Director with reason for shifting	:	
6.	Any Court Case filed by any of the society/ member/ company or by ITI under the same management against DGE&T, NCVT, DGE&T Officials- Provide Case nos.	:	Case Nos.& Court-
7.	Date of present inspection (Preliminary/Standing	:	

	Committee/State/Central inspection)		
8.	Date of last inspection (Preliminary/standing Committee/ State/Central inspection) Produce last SCIR to present committee members for verifying Drawing, STL etc.	:	
9.	DGE&T File Reference No. (for ITI already affiliated to NCVT)		
10.	DGE&T File Reference No.(for any other ITI under the same Management)		

Note: If website is not available, do not recommend affiliation.
If website is not updated, do not recommend affiliation.

II Whether previously granted affiliation in any trade:-
If so, particulars to be given as under:

Sl. No.	Trade/Units for which affiliation already granted					Year of start of session	DGE&T reference under which affiliation granted (State Directorate's ref. No. not be quoted)	Remarks
	Trades	Units			Total Units			
		Ist Shift	IInd Shift	IIIrd Shift				
1	2	3	4	5	6	7	8	9

III. Year-wise trades and units for which affiliation is sought now:

S. No.	Trade/Units for which affiliation sought					Session for which affiliation sought
	Trades	Units			Total Units	
		Ist Shift	IInd Shift	IIIrd Shift		
1	2	3	4	5	6	7

IV Manpower (Technical & Non-Technical)
(If instructors are not trained under CITS, may be trained within 3 yrs of Start of institute. There-after all trained instructor must be available with the institute)

S.No.	Designation	Name	Date of joining Institute	Date of Birth	Secondary School /Matric Year of Passing Certificate No.	Technical Qualifications (Degree/Diploma, ITI, CTI) Branch Year of Passing Certificate No. of enclosed certificate	Experience Details (Name of establishment & Year of experience)	Salary	Salary A/c Details Bank Name, Branch & A/C No.	Photograph
1.	Principal/Head of Institute									
2.	Vice -Principal / Suptt.									
3.	Group Instructor-1									
4.	Group Instructor-2									

Technical staff

S.No.	Designation	Trade								

Administrative and supporting staff

S.No.	Designation	Name	Date of joining Institute	Date of Birth	Secondary School /Matric Year of Passing Certificate No.	Qualification Year of Passing Certificate No.	Experience Details (Name of establishment & Year of experience)	Salary		Photograph

*Enclosures: attested Copies of the certificates.
 If instructional staff is not qualified or less in number, do not recommend affiliation.
 Verify bank account and payment details.
 if emoluments are less than proscribed norms, do not recommend affiliation.*

V- INFRASTRUCTURE

a. Details of land & building at the Institute:

(Note: Dimensions on the Drawings prepared by registered architect and Workshop & Class-room Areas Should be in meters)

1.	Total accommodation (sq. meters) required as per NCVT norms for the whole Institute (Covered area)							
2	Actual accommodation (covered Area) available (Sq. Meters):							
3	Total land area provided for the Institute							
4	Whether own or rented building (enclose proof of ownership/ lease deed):							
5	Date of occupation							
6	Duration of Lease (Enclose lease / ownership document)							
7	Date of expiry of lease:							
8	Whether attested copy of site plan and lay-out of the entire institute attached:							
9	Name and registration no. of the Architect who prepared & signed on the layout							
10	Area available in the institute for Office & Other facilities:							
	Description	Area Required as per NCVT Norms	Area available in the Institute	Remarks(mention shortage if any)				
	Principal Office							
	Office							
	Staff Room							
	Library			List of the technical books to be verified separately.				
	Dispensary			List of the items available to be verified separately.				
	IT Lab			List of the items available to be verified and furnished separately				
	Engineering Drawing Hall			List of the items available to be furnished separately				
	Play Ground & Sports facilities (Indoor & Outdoor)			List of the Sports items available to be verified separately.				
	Area available in the institute for Workshops & Class rooms:							
	Name of the Trade	Maximum no. of units in one shift only	WORKSHOP			CLASS ROOMS		
			Required as per NCVT norms (Sq. M)	Actually available (Sq. M)	Shortage (If any)	Required as per NCVT norms (Sq. M)	Actually available (Sq. M)	Shortage (If any)

Enclosures: 1. Copy of the Rent Deed, Lease Deed attested / notarized.

2. Copy of the Building Layout duly attested by the Architect with registration No.

3. Site Map of the institute showing some landmark nearby.

4. If drawing is not to scale, not prepared by registered architect, not readable, dimensions not mentioned, do not recommend affiliation.

b- POWER SUPPLY

(Note: Electrical Connection should be in the name of the ITI / Management / Owner of premises)

1	Electrical Connection issued in the name of			
2	Electrical Connection issuing authority			
3	Date of connection			
4	Whether three phase connection			
5.	K.No. of the Connection			
6.	Meter Seal No.			
7.	Trade	Maximum no. of unit in one shift	Power supply required as per norms in KW	Power supply available in the Institute in KW
	Total electrical Load			

Enclosures:

(i) For existing institutes: Electricity bill indicating connected load is required to be produced (details of existing trades, units should also form part of the inspection report to assess the required electrical load).

(ii) For new institutes: Meter sealing report indicating sanctioned load or if meter sealing report does not have sanctioned load, copy of the sanctioned load, proof of payment of dues for the same along with meter sealing report should be produced/submitted.

(iii) Where the Institute is in the rented/leased building, the electric connection should be in the name of the owner of the institute/management and the mutual agreement between landlord and the Institute/Management/Society as the case may be, should be produced along with the current bill.

(iv) Declaration by the owner of the Institute that the sanctioned load is for ITI only / shared with any other Institute.

c. TOOLS, EQUIPMENTS & MACHINERIES

(Note: Only new Tools, Equipment and Machinery to be purchased for new trade / expansion and required to be given in the following format in the same serial order as in the standard tool list available in the syllabus of each trade and as available on the DGET web-site www.dget.nic.in.)

Name of the trade for which affiliation sought	
No. of units in 1 st shift :	
No. of units in 2 nd shift :	
No. of units in 3 rd shift :	
Total Units :	

Sl. No.	Name of the Tools, Equipment & Machinery as per syllabus	Number required for Instructor & Trainees for one unit as per NCVT norms / syllabus	Total Number of Tools and equipments required for the total units affiliated and sought affiliation	Total number actually available for all the units	Indicate shortage if any	Cost of the Tools, Equipment & Machinery	Name, Address, Tel. No. Email. Va/ TIN No. of the Supplier of General Machineries
1	2	3	4	5	6	7	8
			<i>To be enclosed</i>				

Enclosure: Separate list for separate trades as per above Performa.

VI. STANDARD OF TRAINING (Not required for new institutes)

a. ADMISSIONS (only for the trade (s) already affiliated to NCVT)

(No admission is allowed in any NCVT trade before affiliation is granted by Sub-Committee of NCVT)

1.	Date of starting the session	
2.	Date of issue of notice calling for the application (attach notice or paper advertisement, pamphlets.....etc)	
3.	Last date for receipt of application fixed as per the notice	
4.	No. of applications received	
5.	Date by which the admissions were completed and classes started	
6.	Trade-wise number of trainees on-roll on the day of inspection	
7.	Criteria for admission of trainees	merit / other criteria
8.	Whether the trainees admitted, fulfill the prescribed Qualification and age	
9.	copy of the prospectus should be enclosed	
10.	CCE(continuous and comprehensive evaluation) Available on internet and evidence retained	To be verified

VII. No. of Trainees on roll in each trade already affiliated to NCVT (*Not applicable for new ITI*)

S.No.	Trade	Number of Units			No. of Trainees on roll	No. of Trainees available on the date of inspection	Average % attendance as on Date of inspection
		I shift	II shift	III shift			

Note: Verify progress card of all the enrolled trainees for each trade and certify. Verify other Performa's/ records of each trainee as per training manual. If above records are not available, do not recommend affiliation

VIII. Instructor's Training

a.	Total No. of Instructors	
b.	No. of instructors CTI untrained	
c.	No. of instructors sponsored for CTI training(at least 20% of untrained instructors)	
d.	No. of instructors sponsored for CTI re-training (at least 30% of trained instructors)	

Note: If "c" & "d" are not followed strictly, do not recommend affiliation

b. Coverage of syllabus for each trade, on the date of inspection: (*Not applicable for new ITI*)

Sl. No	Name of the subject	No. of weeks to be completed on day of inspection		No. of weeks actually completed		% coverage
		I Year	II Year	I Year	II Year	
	1. Trade Theory 2. Trade Practical 3. Workshop Calculation & Science 4. Engg. Drawing 5. Employable Skill Training / Social Studies					

Note: If above records are not available and not as per syllabus, do not recommend affiliation. Not applicable for new ITI.

c. No. of Tests conducted for each trade up to the date of inspection (*Not applicable for new ITI*)

First Year		Second Year	
Weekly	Monthly	Weekly	Monthly

Note: If above records are not available and not as per syllabus, do not recommend affiliation.

d. Total amount spent on raw-materials trade-wise so far (*Not applicable for new ITI*)

Trade:						
S. No.	Raw Material Description	Qty Purchased	Supplier Address Tel. No. Va/ ST No.	Bill No. & Date of supply	Cheque/ Draft No. & Date	Amount in Rs.
1	2	3				
Total in Rs.						

Note: If above records are not available and the expenditure less than prescribed, do not recommend affiliation.

e. Average amount spent on raw-material trade-wise per month per trainee (*Not applicable for new ITI*)

S. No	Trade	Amount Spent since beginning of the session	No. of trainees on roll	Average amount spent per month per trainee (upto the date of Inspection)
1	2	3		

Note: If above records are not available and the expenditure less than prescribed, do not recommend affiliation.

- f. No. of units of Electricity consumed per month/trainee from the date of starting of training classes (*Not applicable for new ITI*):

Month	1 st	2 nd	3 rd	4 th	5 th	6 th etc.---	Total	Consumption per month per trainee
No. of units consumed								
Bill amount (Rs.)								

Note: In case of long electricity cut, verify if Generator is available with the institute and used regularly. Verify Diesel Consumption records. If above records are not available and the expenditure less than prescribed, do not recommend affiliation.

- g. Result of All India Trade Test conducted in last 3 years trade-wise (*Not applicable for new ITI*):

Sl. No.	Name of the trade	Year of AITT	No. of trainees appeared	No. of trainees passed out	Number of certificates issued in last three years (attach sheets if necessary)	No. of Trainees secured job
1	2	3	4	5	6	

Note: Verify records and registers. If above records are not available or Certificates are due for more than 2 years or both,

do not recommend affiliation.

- h. Details of the Inspections/ Joint evaluations/ Preliminary Inspection for Affiliation/ Standing Committee Inspection for affiliation conducted by State & Central Govt.

Date of Inspection	Name, designation & address of Inspecting Officers	Shortcomings if any observed during inspection	Action taken to rectify the shortcomings

Any other relevant information, which the institute would like to bring to the notice of the Standing Committee.....

Industry Partnership

S.No.	Name of the Industry	Type of Partnership

The documentary proof for all tools and equipments and machinery, power supply and space are produced before the Standing Committee and certified that to the best of my knowledge and belief, the information furnished above is correct.

I, shall be held responsible, and punishable, for any information furnished above is found incorrect.

Place:

Date:

Signature

Name and designation of the Secretary/
Principal/Correspondent of the Institute

Proforma for Recommendations by the Members of Standing Committee

Standing Committee Members Inspected (Name & Address of the Institute) on (date month and year)

Various information furnished in the report on the prescribed proforma has been checked and verified as per the prescribed norms and standards. Based on the Standing Committee Inspection, the following comments and recommendations are made:-

1. Defects and deficiencies noticed during the inspection, which should be communicated to the Principal of the Institute for rectification.

Sl. No.	Trade with units for which affiliation has been sought	Defects and deficiencies noticed	Reference page number of the report
1	2	3	4