

MSDE-19/03(15)/2015-CD
Government of India
Directorate General of Training
Ministry of skill Development & Entrepreneurship (MSDE)

Shram Shakti Bhawan, Rafi Marg,
New Delhi, dated 7th January, 2016

To,

1. Secretaries/Principal Secretaries of all the State Govts / UT Administrations dealing with Craftsmen/Vocational Training
2. Directors dealing with Craftsmen/Vocational Training of all States/ UT Administrations

Subject: Change in Norms for requirement of Instructor for the subject 'Employability Skills' under Craftsmen Training Scheme (CTS)

Sir/Madam,

This is to inform that the meeting of the "Sub-committee of NCVT on Norms and Courses" was held on 17th December, 2015 in New Delhi under the Chairmanship of Shri Rajesh Agrawal, Joint Secretary, MSDE.

2. Change in Norms for requirement of Instructor for the subject 'Employability Skills' under Craftsmen Training Scheme (CTS) was discussed as agenda item no. 6 in the meeting.
3. After detailed discussion, the Sub-committee recommended and approved that one full time Instructor be engaged for teaching the subject 'Employability Skills' in the institute where total number of trainees are more than 240 and for lesser nos. (lesser than 240) of trainees, part time Instructors could be engaged.
4. Directors of all the States and Union Territories dealing with Craftsmen Training Scheme are requested to issue further necessary instructions to all Government and Private ITIs, affiliated to NCVT, of their respective State/UTs to appoint instructors for teaching 'Employability Skills' as per norms mentioned in the para '3' above.

Henceforth, above modified criteria would be followed by all Government & Private ITIs, accredited under NCVT.

Yours faithfully

(D. Mallick)

Dy. Director General of Training

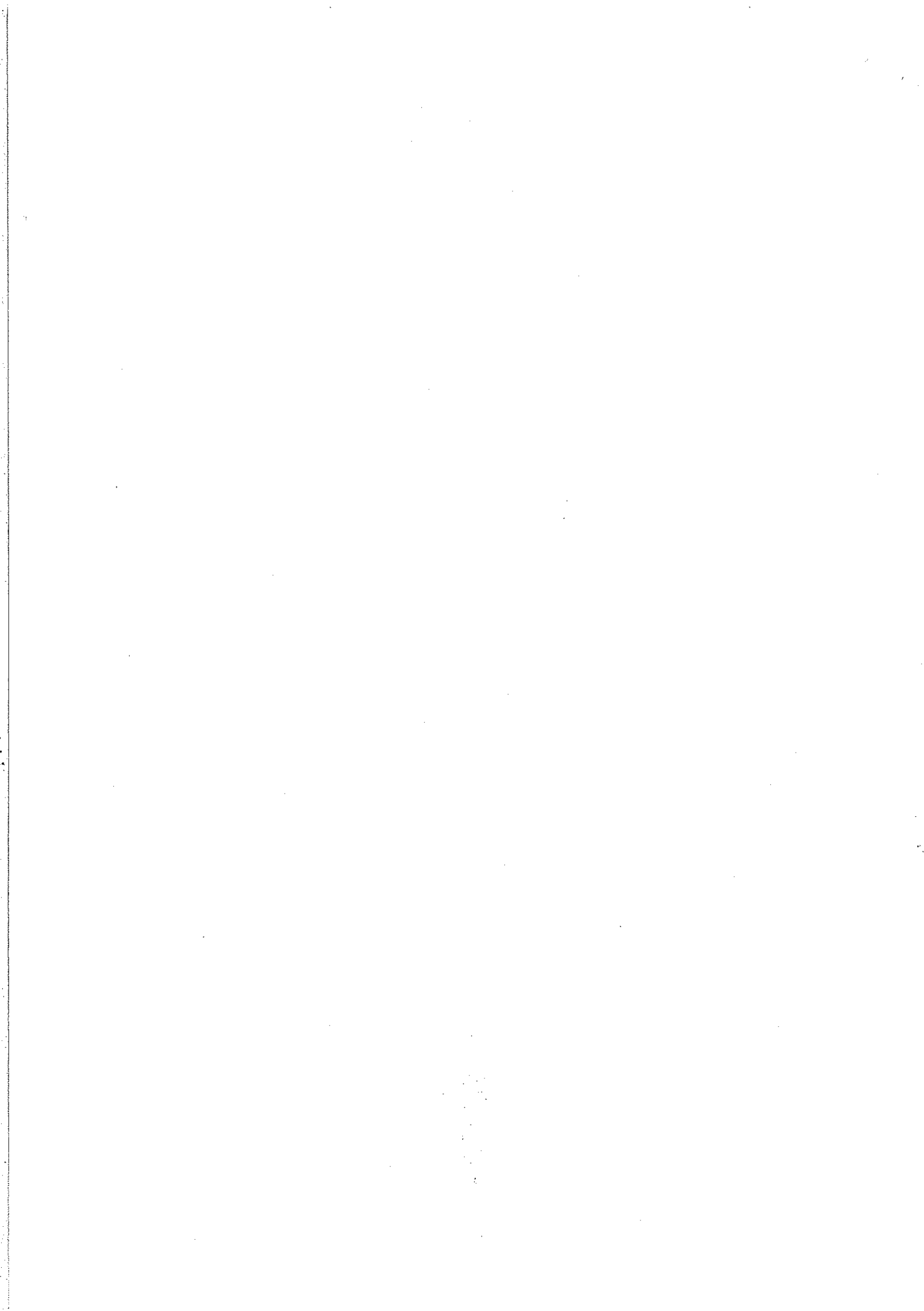
Copy to:

1. Director, ATI - Chennai / Hyderabad/ Mumbai/ Kolkata/ Kanpur/ Ludhiana, ATI(EPI) Hyderabad & Dehradun, FTI Bangalore & Jamshedpur, NIMI Chennai,
2. Director RDAT Kanpur/ Mumbai / Kolkata / Chennai / Faridabad & Hyderabad, Director-CSTARI, Kolkata.
3. Principal CTI Chennai, Principal MITI, Haldwani / Calicut / Jodhpur / Choudwar, Principal- NVTI, Noida and Principals of all RVTIs.
4. Prof. M. Ranga Rao, National Co-ordinator, Federation of All India Pvt. Association, ITI Chanakya No. 6 Camp Road, Selaiyur, East Tambaram, Chennai - 600073
5. Chief Executive Officer, NABET, Quality Council of India, 2nd Floor, Institution of Engineers Building, Bhadurshah Zaffar Marg, New Delhi. 110002.
6. All Directors and TC Section at DGT, HQ

Copy for information :

1. PS to MoS(IC), MSDE
2. PS to Secretary, MSDE
3. PS to JS(RA)

(Anita Srivastava)
Dy. Director of Training



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Government of India
Directorate General of Training
Ministry of skill Development & Entrepreneurship(MSDE)
Shram Shakti Bhawan, Rafi Marg,
New Delhi, dated 7th January, 2016

To,

1. Secretaries/Principal Secretaries of all the State Govts / UT Administrations dealing with Craftsmen/Vocational Training
2. Directors dealing with Craftsmen/Vocational Training of all States/ UT Administrations

Subject: Modification in accreditation criteria for granting accreditation to ITIs.

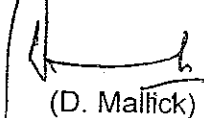
Sir/Madam

This is to inform that meeting of the "Sub-committee of NCVT on Norms and Courses" was held on 17th December, 2015 in New Delhi. Modification in accreditation criteria for granting accreditation to ITIs was discussed vide agenda item No.4 in the meeting.

2. A meeting was coordinated by NABET-QCI to review the accreditation criteria /standard practices for the ITI s applying for affiliation in order to identify areas for improvements. As per the discussions held & based upon past experiences, various modification in accreditation criteria for granting accreditation to ITIs were proposed. Members discussed in length the suggested changes/ areas of improvement in accreditation criteria and gave their views. The recommendations of members have been suitably assimilated in the proposal. **The final modified accreditation criteria for granting accreditation to ITIs is given in Annex-I.**

3. Henceforth, above modified accreditation criteria shall be followed for granting accreditation to ITIs by Quality Council of India.

Yours faithfully



(D. Mallick)

Dy. Director General of Training

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1. Director, ATI - Chennai / Hyderabad/ Mumbai/ Kolkata/ Kanpur/ Ludhiana, ATI(EPI) Hyderabad &
2. Dehradun, FTI Bangalore & Jamshedpur, NIMI Chennai,
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(Anita Srivastava)
Dy. Director of Training

Modified norms for accreditation of ITIs.

S.No.	Subject Issue	Existing Practice / Criteria	Modified norms
1.	Fee Structure	<p>For New Applications : After registration & deposit of fee, Application no. is generated.</p> <p>DA remains pending due to non-clearance of Non Conformities (NCs) as there is no prescribed penalty for not adhering to the prescribed time line for closing of NCs.</p> <p>ITIs are not taking Surveillance seriously.</p>	<p>1. On registration and deposit of Application Fee.</p> <p>a.Registration no. will be generated. Application number will be generated on successful completion of Desktop Assessment (DA).</p> <p>b.States to have dashboard to monitor number of applicants.</p> <p>2. Applications failing to comply with the Non-conformities by the prescribed last date of D.A. closure shall be processed for next session only.</p> <p>a. However, ITIs unable to remove the non-conformities and unable to get affiliation even in the next two consequent sessions will result in cancellation of application and forfeiture of fees.</p> <p>b.Information of NCs generated should be given to the applicants through e-mail and phone also. So that, the applicant gets the information personally</p> <p>3. Applicant ITIs shall get the formal affiliation order only after depositing the surveillance fee within 10 days of approval from Sub-Committee of NCVT. The ITIs shall be informed of provisional affiliation through registered e-mail by QCI. Further to this, the formal affiliation orders shall be issued within five working days.</p>
2.	Re-Visit criteria	No particular guidelines exist for re-visit.	<p>The re-visit would be under taken on account of the following:</p> <ul style="list-style-type: none"> ➤ If the machineries are not in line with NCVT specification, e.g. belt driven Lathe machine for fitter trade, single phase DG set for electrician trade, etc. ➤ If actual Building Layout Plan is not available during site visit or dimensions / layout do not meet with prescribed NCVT norms. actuals ➤ Non-availability/ Non-operation of critical Machine(s) as per NCVT norms (critical machinery to be identified by DGT). ➤ Electricity meter not installed or not in order. ➤ Refusal 48 hours prior to scheduled 1st Site Visit allocated by QCI

S.No.	Subject Issue	Existing Practice / Criteria	Modified norms
			<p>Otherwise fee for revisit will be applicable</p>
3.	De-barring Criteria	Nil	<p>An application for affiliation would be debarred for a period of three years:</p> <ul style="list-style-type: none"> ➤ If any of the documents submitted for seeking affiliation like, lease deed / land ownership, trust, electricity bills, etc. are found forged / manipulated. ➤ If any equipment is found moved from another ITI. ➤ Any other such instances
4.	Self-Declaration by ITI	Nil	<ul style="list-style-type: none"> ➤ Self-declaration to be signed by owner / trust / society on e-stamp paper as well as conventional Stamp paper as per the format provided for ensuring responsibility of the applicant.
5.	Trade -Mechanic Motor Vehicle (MMV)	MMV trade allowed only on the ground floor	<ul style="list-style-type: none"> ➤ The parking area for the workshop may be established on second floor/third floor, subject to NoC obtained from registered structural engineer and availability of power lifts for automobiles.
6.	Trade - Fashion Technology	Clarification of doubt	<ul style="list-style-type: none"> ➤ The tools/ equipment mentioned as per NCVT guidelines do not accommodate in workshop specified for Fashion Technology trade. Common tools and equipment may be shared with similar trades i.e. cutting and sewing, Dress making existing in the institute by adjusting the time schedule. (Type of incentive to ITIs for women trades) ➤ Need to ensure there shall be no gender-specific trades in ITIs.
7.	Workshops	Clarification of doubt	<ul style="list-style-type: none"> ➤ Slight L-shape/U-Shape in the workshop is not acceptable due to stair case/ Ramps in basement if it hinders the visibility of instructor from any location within the classroom / workshop. ➤ In hilly area some relaxation may be given on the discretion of the assessor with reasonable justification. ➤ Entry to the classroom/library, etc. may be permissible through workshop if it

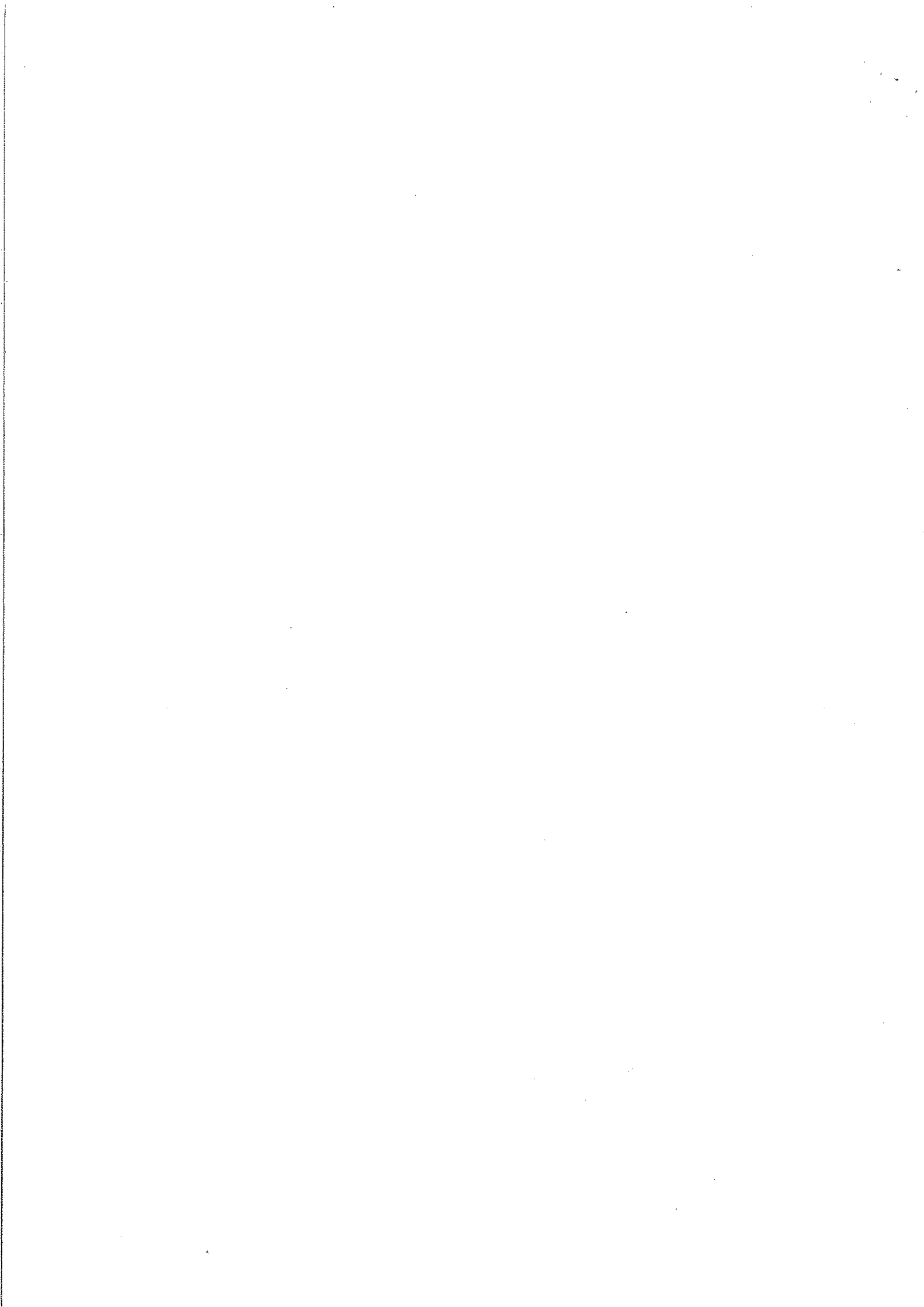
S.No.	Subject Issue	Existing Practice / Criteria	Modified norms
			<p>does not create obstruction in imparting training.</p> <p>➤ Deviation(s) submitted by assessors would be considered by the Accreditation Committee & finally would be approved & accepted by the Sub-Committee.</p>
8.	DG-Set location	Clarification of doubt	<p>DG-Set would be out of workshop in a stable permanent structure to accommodate trainees in the batch with proper exhaust pipe & ventilation etc.</p> <p>DGT can try promoting Solar and other renewable energy resources.</p>
9.	Partition between classrooms / workshops	Clarification of doubt	<p>Partition in workshop among trades may be by thick yellow coloured line (4.5 inch). Other partitions are required to be of rigid, stable material with thickness 10 mm. In case of Laminates extra, assessor has to ensure sound proof ness & privacy etc. subject to approval as in point 7 regarding Workshop.</p>
10.	CITS Certificate	Clarification of doubt	<p>➤ CITS certificate to be mandatory for ITI instructors barring persons being superannuated in 5 years</p> <p>➤ In case of non-availability, the instructors to get CITS certification within three years of joining.</p> <p>➤ At the time of recruitment preference to be given to CITS certificate holders.</p>
	CRT Monitor; Common UPS and N-Computing in IT lab	Clarification of doubt	<p>➤ For new ITIs only LCD or LED monitor to be allowed.</p> <p>➤ N-computing may be allowed as 1:10 with standby server and UPS.</p>
11.			
12.	New Norms	Not specified	<p>➤ New DGT norms should not be applicable for pending application received for 2015 session and could not be affiliated.</p> <p>➤ Any new Infrastructural requirements/changes to be introduced with 2 years prior notice.</p>

S.No.	Subject Issue	Existing Practice / Criteria	Modified norms
13.	1. Drawing Hall	Norms not followed	<ul style="list-style-type: none"> ➤ Drawing Instructor to be mandatory for ITI having total strength more than 144 trainees/per shift in trades having engineering drawing subject. ➤ Institutions with less 144 trainees (Engg. Trades) per shift may engage guest faculty. ➤ W/s calculation and Engg. Drawing should have different faculty.
14.	Faculty salary	Not active	<ul style="list-style-type: none"> ➤ Salary and bank details verification clause to be put up in surveillance visit-mandatorily Similar to. AICTE type central data base as planned in MP.
15.	Classrooms	Ratio not defined	Considering enhancement in number of seats in popular trades & additional seats for ISO 29990 institutes, class room size was decided as 25 Sq. mtr. With minimum width of 3 meter . This is applicable for new ITIs & existing ones will have to make accordingly. This will be ensured at the time of Grading of ITIs/ Surveillance.
16.	Trade -Health Sanitary Inspector (HSI) Lab	Only Thermocol models	<ul style="list-style-type: none"> ➤ Working model of treatment plant for water/waste etc. for HSI lab to be mandatory.
17.	Asbestos Sheet	Clarification of doubt	Asbestos sheets to be allowed as per existing norms.
18.	IT-Lab (Specifications & Equipment)	Not specified	<ul style="list-style-type: none"> ➤ All Government and Private ITIs are required to set up an exclusive computer lab with internet connectivity on every computer with multimedia. ➤ If Dongles used separate dongles for each PC or sharing allowed? ➤ The setup of IT lab must have minimum 10 computers/ workstation and peripheral with internet facility irrespective of trade for an ITI. ➤ Details of rationalized infrastructure requirement for computer lab is at annex- I.

S.No.	Subject Issue	Existing Practice / Criteria	Modified norms
19.	IT-Lab (Furniture specifications)	Not specified	<ul style="list-style-type: none"> ➤ Providing, constructing and fixing of running table (Work stations) of approx. size of 900 x 600 x 750mm (Height) with 19mm thick commercial board finished with approved laminate on top. ➤ Each table must have keyboard slider. ➤ Chairs must be cushioned and have proper back support ➤ Details of rationalized infrastructure requirement for computer lab is annexed.
20.	Instructor Staff	All details need to be uploaded.	<ul style="list-style-type: none"> ➤ Instructor staff details needs to be filled up by ITI on the portal, five days before allocation of Site visit. Without uploading instructor details, site visit would not be conducted.
21	Tools & equipment bill to be uploaded	All bills to be uploaded	<ul style="list-style-type: none"> ➤ Critical and essential tools& equipment bill will be uploaded only. Declaration to be given by applicant for other tools and equipment ➤ The map may be uploaded floor wise instead of a single map. ➤ Auto CAD may be allowed duly approved by registered Architect
22	ITI ambience	Nil	<ul style="list-style-type: none"> ➤ All weather approach road, display of Sign Board, 20% open area in the ITI premises should be available for new ITIs session 2018-19 ➤ Display board of trades , achievement photographs ➤ Display of weekly schedule in the workshop ➤ Uniform Colour codes for ITIs
23.	Status of ITI on QCI portal	Not available	<p>Option of printing the complete profile of the institute as applied by the applicant and status update by QCI to be available on QCI portal.</p> <p>Dashboard for States</p>
	Interoperability of data from QCI-DGT	Nil	Auto transfer of data from QCI-DGT for the cases approved by the AC meeting

S.No.	Subject Issue	Existing Practice / Criteria	Modified norms
25.	Complaint and grievances redressal mechanism at QCI	In active	Complaint /grievance redressal mechanism with appellate authority at QCI with clear timelines of 15 days for the month from April to June considering high volume of applications & 30 days for other months. e-facilities to be declared by QCI & DGT website. There should be cleared mentioned that in case of problem unsolved, individual may approach DGT. Weekly reports to be furnished to DT DGT.
26.	Awareness program ITIs	Nil	Awareness programs / workshops to be conducted in all the states/UTs on setting up of ITI and procedure for grant of affiliation. QCI and DGT will organise this.
27.	Orientation of Assessors of QCI	Information required	Orientation programmes to be framed in phased manner in participation with DGT
28.	Capping of Units	Nil	<ul style="list-style-type: none"> ➤ Proposed to Cap on Units as 2/shift for grant of affiliation. ➤ ITIs to open minimum two trades. ➤ ITIs with 3 & above Star rating (grading) on NCVT portal would be appreciated to add more units after two years/ one year depending upon duration of trade.
29.	Policy (s) framed by the states	NIL	Policy framed by the states infringing NCVT norms must be approved by the NCVT before implementation.
30.	Institute management Committee / Advisory	Nil	<p>Institutes will have to tie up for IMC / Advisory committee (preferably from nearby local industry) within one year of grant of affiliation with overall objective of</p> <ul style="list-style-type: none"> ➤ Training of Trainers as well for trainees ➤ Placement of trainees. ➤ Industry visits ➤ Valuable inputs for designing need based Curricula ➤ Option for sponsoring Machines etc. ➤ Guidance for up gradation of infrastructural facilities
31.	Bio Attendance	Nil	Bio metric (with GPS) attendance mandatory from the session 2016-17.
32.	ISO certification	Nil	<ul style="list-style-type: none"> ➤ Proposal for certification of ISO 29990 for all ITIs. ➤ Upgradation of Infrastructure ➤ Training of Trainers ➤ Awareness programme is proposed to be conducted by QCI to the Principals & some staff ➤ It is also proposed to award ISO

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			<p>certified institutes as following incentive :</p> <ul style="list-style-type: none"> ▪ Permission to add 2 additional trainees in each unit apart from supernumerary. ▪ Relaxation in capped fee ▪ Higher weightage in Grading of Institutes ▪ Provisions of reimbursement of 80% of fee paid towards ISO certification with max Cap of Rs. 1 Lakh .
33.	Grading of ITIs	NII	Grading of ITIs to ensure infrastructural facilities in the institute & Placement status and standard of Training
34.	Inspection of ITIs to ensure infrastructure as per norms	revised	State Directorates to make yearly schedule for inspection of ITIs to ensure inspection of each ITI once in a year.
	List of Assessors	inactive	QCI to provide list of Assessors quarterly , state wise with qualification and Experience



Computer Lab					
Computer Lab Infrastructure					
N.	Name of Item	Category	Quantity	Unit	Remarks
1	Desktop Computer with latest configuration	Machine	10	Number	Refer Instructions
2	LAN Cabling	Equipment	As required	-	
3	LAN Switch	Equipment	As required	-	
4	Printer (Inkjet or Laser)	Machine	As required	-	
5	Scanner	Machine	As required	-	
6	External Hard Disk - 1 TB	Equipment	1	Number	
7	Instructor/ Office Chair	Furniture	1	Number	
8	Instructor/ Office Table	Furniture	1	Number	
9	Computer Chair (Armless Low Back Non Revolving)	Furniture	20	Number	Refer Instructions
10	Computer Table	Furniture	10	Number	Refer Instructions
11	Black/ White Board - 4 X 6 Feet	Furniture	1	Number	
Space and Power Requirement					
1	Space Required (in Sq. Meter):	25			
2	Power Required (in KW):	3.45			
Instructions					
This Computer Lab shall be used for conducting practical for:					
i. Employability Skills &					
ii. Trade practical except trades which involves Trade practical in computer lab such as Draughtsman(Mech./Civil), Architectural Assistant., etc.					
One computer lab need to be provided in each I.T.I. irrespective of No. of Units for Employability Skills & Trade practical for trades having less than 08 computers and not having computer Lab separately.					

