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NPIU
OPERATIONAL GUIDELINES
FOR SETTING UP OF INSTITUTES FOR TRAINING OF TRAINERS (IToTs)
UNDER WORLD BANK ASSISTED VOCATIONAL TRAINING IMPROVEMENT PROJECT
(VTIP)
TRAINERS TRAINING PROGRAMME UNDER
CRAFT INSTRUCTOR TRAINING SCHEME (CITS)

BACKGROUND:

Presently instructors are trained under the Craft Instructor Training Scheme (CITS) in 1CTI, 5 ATIs, 1 NVTI & 10 RVTIs under DGE&T. Gross annual capacity for Instructor training in these institutes, is around 1600, including 500 capacity of women trainee instructors. The details are at Annex I.

2. It is estimated that there are about 70,000 instructors in the two major schemes of DGE&T (CTS & ATS). There is an additional demand of 10,000 instructors per annum. Besides, there are many new projects viz. establishment of 1500 new ITIs, 50,000 Skill Development Centers (SDCs) and Modular Employable Skills (MES) that will push further the demand of trained and qualified instructors. Hence, the present instructor training capacity of 1600 per annum is too meager.

INSTRUCTOR TRAINING UNDER WORLD BANK ASSISTED VOCATIONAL TRAINING IMPROVEMENT PROJECT (VTIP):

3. One of the reforms under the World Bank assisted VTIP has been to decentralize instructor training from the Central institutes to the State run institutes by setting up facilities for instructor training. Initially, 10 Project ITIs were identified in 10 States to set up Instructor Training Wings (ITWs) that would be using the existing workshops /infrastructure of the ITI in line with ATIs offering instructor training. In the meantime NCVT approved and issued guidelines for setting up of full-fledged institutes for Training of Trainers by States/UTs Government and private/ public limited registered companies. During 5th JRM held in Feb. / March 2012, it was decided to set up, full-fledged Institutes exclusively for Training of Trainers (IToTs) under the project in place of ITW. Hence, setting up of upto 10 IToTs in the project States have been included in the amendment to Financing Agreement and Supplementary letter (Performance Monitoring Indicators) signed between Government of India and The World Bank. The IToT will have an attachment with an ITI, preferably having the relevant trade, for practical classes during instructor training. As the extended closing date of the Project is November 2014, it is very challenging for NPIU and SPIUs to setup 10 full-fledged institutes and to ensure that first course in these institutes commence by August 2014.

OPERATIONAL GUIDELINES :

4. These operational guidelines are prepared to help SPIUs for preparation of **Institutional Development Plan (IDP)** and **Action Plan** for setting up of an IToT in the State. This will provide a time frame to the State Project Implementation Units (SPIUs) for timely completion of infrastructure for IToT.

STEP 1 :

GUIDELINES :

Reference : Letter No. DGE&T 19(10)2011-CD dated 30.11.2011

1.1 Guidelines for setting up of ITOT have been issued on 30.11.2011. Copy of the guidelines is available at DGET website - www.dget.nic.in. The same has been attached as **Annex II**. These guidelines should be strictly followed.

STEP 2:

POSTING OF NODAL OFFICER :

2.1 As per guidelines, Principal, ITOT should not be below the rank of a Joint Director. Creation and filling up of post of Principal, ITOT may take some time. Till such time, an officer not below the rank of a Joint Director be posted as Nodal /Special officer for setting up of ITOT. He should be well acquainted with the World Bank procurement guidelines and Project documents viz. Project Implementation Plan, Procurement Manual and Financial Management Manual. He should also be aware of Safeguard Policy Issues on social development and environment management.

2.2 The State Directorate should empower Nodal officer/ Principal, ITOT in line with enhanced administrative and financial powers as delegated to Principal ITI under the Project. However, till the time necessary approvals are obtained, Principal of the designated ITI and its IMC will support Nodal officer/ Principal ITOT in setting up of infrastructure for the ITOT.

STEP 3:

CONSTITUTION OF IMC :

3.1 SPIU were constitute IMC for ITOT in line with the composition of IMCs for ITIs. They may also consider include a mentor as a co-opted member. Till the time IMC is constituted for ITOT the IMC of attached ITI will support the ITOT.

STEP 4:

CONSULTATION WITH THE MENTOR :

Reference.: Letter no. DGE&T-13011/3/2011-TU(pt.) dated 9th Feb. 2012

4.1 Vide letter dated 9.02.2012, each identified institute has been assigned a mentor for setting up of ITOTs. The list is at **Annex III**. This mentor should be consulted by the nodal officer on regular basis. These mentors are advised to support the SPIUs/nodal officer in preparing IDP (Institute Development Plan) for the ITOT. Thereafter mentors would *guide the* institute to be developed as per IDP. He would also ensure that these institutes are developed as per the guidelines issued on 30.11.2011 for ITOT.

STEP 5:

LOCATION

REF: APPENDIX XI OF GUIDELINES

5.1 Location has already been identified by the State Governments. However, for setting up an ITOT, the minimum land required will be 3 acres. ITOT should have free/open area to the extent of at least 100% of the built up area at ground floor. There should also be provision for future expansion. As per project, Hostel facility of 200 beds, on twin sharing basis, is to be created. Additional land for this purpose should also be made available for the ITOT. In case the identified location doesn't fulfill this requirement, the State may accordingly identify another location of ITOT. The ITOT will have an attachment with an ITI, preferably having the relevant trades, for practical classes during instructor training. The ITOT should be housed within the campus of the ITI or it should be near an ITI. While identifying the location, care should be taken regarding availability of construction material, drinking water, electricity etc. It should be well connected by railways/ road/airport. Also, it may be ensured that the other safeguard policy issues on social development and environment management are complied with.

STEP 6:

UNDERSTANDING COURSE STRUCTURE:

Reference : PARA 3 of guidelines

6.1 Craft Instructor Training for Engineering Trades in modular pattern will be imparted as per the syllabi approved by the NCVT for each module. The complete course of Instructor Training for Engineering Trades will be delivered in four modules each of three months duration namely:-

- I. Training Methodology (TM) common for all trades;
- II. Engineering Technology (ET) being common for some trades, it is grouped. The Group list is at Annex I of the guideline (**Annex IV** of this manual). However, the list is not exhaustive. Introduction of Instructor Training for a particular Engineering Trade not included in the existing group, a new group may be created, in consultation with DGE&T or it may be accommodated in any of the existing groups;
- III. Trade Technology-I (TT-I) is trade specific; and
- IV. Trade Technology-II (TT-II) is also trade specific.

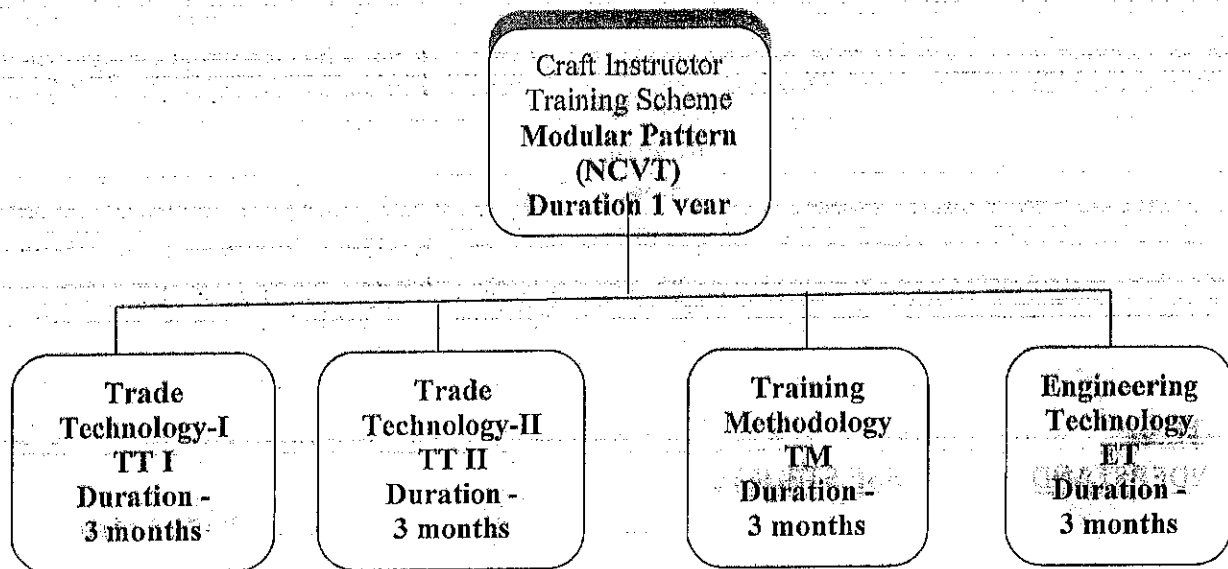
6.2 The batch size of the modules will be as under:-

- a) Training Methodology maximum intake 30;
- b) Engineering Technology maximum intake 30;
- c) Trade Technology-I maximum intake 20; and
- d) Trade Technology-II maximum intake 20.

6.3 Training in any module is to be started from a quarter of academic session i.e. August, November, February & May.

6.4 Trade testing for modules would be held at the end of each module i.e. October, January, April, July of the year.

6.5 All the four modules of the three selected trades are to be operated in the individual institute.



STEP 7:

SELECTION OF TRADES

7.1 It has been decided that each ITOT set up under VTIP would impart instructor training under CITS in **3 trades only**.

7.2 Selection of 3 trades for ITOT may be done after reviewing the trades that are in demand at State level / national level and for such trades for which sufficient instructor training capacity is not available in the nearby central institutes.

7.3 The list of trades indicating number of units available at the national level in Govt. and Pvt. ITIs is at Annex V. It may be noted that against 67 Engineering trades, training facility under CITS is available in about 21 trades only. Against 60 non-engineering trades, training facility under CITS is available in about 8 trades only. There are some trades that have more than 200 units viz. Plumber, Surveyor, Painter(General), Mechanic (Tractor) etc but facilities for instructor training is hardly available. The States may look into the possibility of introducing training in such trades under CITS. It is suggested to review the selection of trades to include at least one trade from those trades which are in demand and training under CITS is not available. **The list of trades identified for ITOT by States is at Annex VI.**

STEP 8:

CALCULATE SEATING CAPACITY:

8.1 Calculate seating capacity in 3 trades. Seating capacity will vary depending on selection of trades.

CASE 1:

8.2 If 3 selected trades fall in different groups of Engineering Technology (ET) Module (Annex IV) then seating capacity will be 600 instructor trainees. The seating capacity is tabulated below:

		TT I (2 units) Admissions in each quarter	TT II* (2 units) Admissions in each quarter	ET (2 units) Admissions in each quarter	TM (2 units) Admissions in each quarter	Total
Trade 1	Q I/QII/Q III/ QIV	20 + 20	20 + 20	30 + 30	30 + 30	200
Trade 2	Q I/QII/Q III/ QIV	20 + 20	20 + 20	30 + 30	30 + 30	200
Trade 3	Q I/QII/Q III/ QIV	20 + 20	20 + 20	30 + 30	30 + 30	200
Admissions of Instructor trainees per quarter		120	120	180	180	600

NOTE : * Initially there may not be sufficient no. of trainees for TTII module since TTI pass-outs can seek admissions in TTII module of the trade. TTII may commence after declaration of result of 1st batch of TTI module.

CASE 2:

8.3 If 3 trades fall in same group of ET module (Annex IV), then seating capacity will be 480 instructor trainees. The seating capacity and training schedule are tabulated below :

		TT I (2 units) Admissions in each quarter	TT II (2 units) Admissions in each quarter	ET (2 units) Admissions in each quarter	TM (2 units) Admissions in each quarter	Total
Trade 1	Q I to Q IV	20 + 20	20 + 20	30 + 30 ----- 30 + 30	30 + 30	480
Trade 2	Q I to Q IV	20 + 20	20 + 20		30 + 30	
Trade 2	Q I to Q IV	20 + 20	20 + 20		30 + 30	
Admissions of Instructor trainees per quarter		120	120	120	120	

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8.4 In both the above cases , 480 instructor trainees will complete all the four modules under CITS.

STEP 9:

REQUIRED CIVIL WORKS

Reference : PARA 6 and Annex XI of guidelines

9.1 NCVT affiliation will be granted on module basis subject to the conditions of fulfilling required infrastructure and human resources.

9.2 For conducting training under CITS in 3 trades, following civil works would be covered under VTIP :

- Construction of workshops for (TT1 & TT2) with class rooms for three trades.
(NCVT space and power norms for few selected trades are given as Annex VII)
- Construction of infrastructure for ET and TM.
(NCVT norms are given as Annex VIII).
- Construction of Information Center
IToT should have one Information Centre (with at least 100 sq. mt.) which will also house Library. The illumination should be at least 12000 lumen.
- Construction of Administrative Block/ Main Building.
(Guidelines are given as Annex IX)
- Hostel for accommodation of 200 trainees on twin sharing basis with attached toilet (20 sqm per trainee which will include circulation area).

9.3 Space requirement for the trades are indicated in the curricula. Power norms for Class rooms, Labs and Workshops have also been mentioned in the syllabus of respective modules. For ready reference these details are given for some of the trades at Annex VII.

9.4.Existing infrastructure may be used for setting up the ITOT, in case it fulfills NCVT space norms and has a separate identity.

9.5 Institute should have alternate power supply arrangement to take load of class-room, drawing halls, Administrative areas excluding ACs.

9.6 ITOT should have Basic amenities for male, female and persons with disabilities.

9.7 The institute should have facilities for outdoor sports and games including co-curricular activities.

9.8 The Institute building, workshops, classrooms, Labs etc, should preferably conform to 3 star energy rating as per Bureau of Energy Efficiency (B.E.E).

9.9 Calculate the space required as per NCVT norms for setting up an IToT with 3 trades. To assist SPIU a sample for calculation of space required Workshop/ Labs / Classrooms is given at Annex X.

(14)

STEP 10:

IDENTIFICATION OF CONSTRUCTION AGENCY:

10.1 Keeping in view the available time for setting up IToTs, it is critical that an agency is identified by the respective SPIUs for speedy execution of civil works. The quality of work should also be kept to highest standards. In general, it is observed that civil works are normally awarded to the State PWD. But they take long time and quality of construction is also not up to required standards. It is, therefore, crucial to identify an efficient competent agency other than State PWD which can finish the work in stipulated time frame with best quality. A strong penalty position should be inbuilt in the contract for delay.

10.2 The identified agency should be given the details prepared for civil works in Step 9 above. Based on these requirements, the agency will prepare layout drawings and preliminary estimates for civil works for Administrative building / Workshops / Class rooms / Hostel building. The same should be included in the IDP.

STEP 11:

ESTIMATES AS PER STANDARD LISTS OF HAND TOOLS AND EQUIPMENT :

11.1 The syllabi for different trades under CITS are available on DGE&T Website www.dget.gov.in. Costing of tools and equipment / machinery/furniture may be done to calculate the fund requirement. These estimates should also be included in the IDP.

STEP 12:

Staff required and its qualification :

12.1 Technical Posts

(a).Principal

The Principal of the IToT should be not below the rank of a Joint Director of Training and should have at least a Bachelor Degree in Engineering.

(b).Training Officer / Master Trainer

1. [Reference Case 1 and Case 2 of Step 8 where seating capacity has been calculated]
Depending on the seating capacity, the number of Master Trainers, at least at the level of Training Officers, required as per NCVT norms has been tabulated below for ready reference.

Modules	Seating cap.480	Seating cap 600
Training Officers		
TT1 / TT2	12	12
TM	4	6
ET	4	6

2. Educational Qualification and Experience of Master Trainers are given as Annex XI.

(C). Administrative Staff :

1. The number of administrative staff to be recruited for an ITOT is given at **Annex XII**.
2. The major operational cost would include salaries to be paid both to technical and administrative staff. The fund requirement on salary may be calculated as per State Government norms for a year.

STEP 13

FUND REQUIREMENT UNDER VTIP:

13.1 Based upon above, fund requirement may be calculated on following components to set up ITOT

Non-Recurring Cost

- Civil Works (Workshop, Main building)
- Equipment for all the three trades
- Furniture for the institute including Hostel furniture

Recurring Cost (for 1 year)

- Salary (including the Technical and Administrative Staff)
- Raw Material
- Miscellaneous Expenditure

13.2 While calculating fund requirement following may also be kept in view :

- Ensure that the need analysis for the required space is done. Costing of civil works should be realistic, keeping in view the SoRs of State PWD / any other authorized agency.
- Realistic costing of may be done for the tools , equipments, furniture etc. (Market analysis for costing).
- Costing for consumables, maintenance, raw material, travel expenses and training materials are included.
- Compliance with EMF may also be ensured.
- Recurring cost towards salary of the staff may be calculated for one year.

STEP 14

SUBMISSION OF IDP:

14.1 A blank format is attached. Fill in the IDP and forward the same to NPIU for scrutiny and suggestions , if any. After incorporating changes as per NPIU's observation, approval of SSC may be obtained and submitted to NPIU for approval of NSC.

STEP 15

PREPARATION OF ACTION PLAN :

15.1 A sample format for Action Plan is attached. The related activities for preparation of IDP, approvals (SSC and NSC), execution of civil works, purchase and installation of equipment, seeking NCVT affiliation and commencement of courses by August 2014 have been listed out. SPIUs may make changes in the activities, if required. The Action Plan after indicating the timeline may be submitted alongwith the IDP positively by2013.

DGE&T-19(10) / 2011-CD
Government of India
M/o Labour & Employment
Directorate General of Employment & Training

New Delhi, dated 30th November, 2011

1. Secretaries/Principal Secretaries of all the State Govts / UT Administrations dealing with Vocational Training
2. Directors/Commissioners dealing with Vocational Training of all States/ UT Administrations
3. Directors, ATI Hyderabad, ATI Mumbai, ATI Kolkata , ATI Kanpur , ATI Ludhiana, ATI(EPI) Hyderabad & Dehradun , FTI Bangalore , Jamshedpur, CSTA RI, Kolkata & NIMI Chennai

Subject: Revised guidelines for setting up of Institute for Training of Trainers/Instructor Training Wings under Craft Instructor Training Scheme (CITS)

Sir,

This is in supersession of earlier "Guidelines for setting up of Institute for Training of Trainers and conducting the Training Programme in such institutes" issued vide letter of even no. dated 26th April, 2011.

Comments and observations were received from various stakeholders on the earlier guidelines. Subsequently, earlier guidelines were discussed at various fora to address the issues raised. Based on discussions, following modifications have been made in the earlier guidelines:-

1. The earlier "Guidelines for setting up of Trainers Training Institute" be renamed as "Guidelines for setting up of **Institutes for Training of Trainers(IToTs)/Instructor Training Wings (ITWs) under Craft Instructor Training Scheme (CITS)**"
2. Para-6 modified
3. Appendix X modified
4. Appendix XI modified

The revised guidelines after incorporating above modifications are enclosed. The revised guidelines are also available at DGE&T website www.dget@nic.in.

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Henceforth, any agency whether Govt. or private desirous to set up Institutes for Training of Trainers(ITToTs)/Instructor Training Wings (ITWs) under CITS will be required to follow the revised guidelines and any other instructions issued in this regard.

Mentors will be provided to render assistance for setting up of such institutes.

Encl: as above.

Yours faithfully,

(R L Singh)
Dy. Director General (T)

Copy to:-

- 1 Directors, RDAT Kanpur, Mumbai , Kolkata ,Chennai, Faridabad & Hyderabad
- 2 Principal, MITI, Haldwani, Calicut, Jodhpur, Choudwar, NVTI, Noida and all RVTIs.
- 3 Director-in Charge ,Project, NPIU, DGE&T
- 4 All officers up to JDT level of DGE&T (HQ)

(P K Sharma)
ADT

DGE&T-19(10) / 2011-CD
Government of India
Ministry of Labour & Employment
Directorate General of Employment & Training

Dated 26th April, 2011

To

1. Secretaries/Principal Secretaries of all the State Govts / UT Administrations dealing with Vocational Training
2. Directors/Commissioners dealing with Vocational Training of all States/ UT Administrations
3. Director, ATI Hyderabad, ATI Bombay, ATI Kolkata , ATI Kanpur, ATI Ludhiana, Principal CTI, Chennai

Subject: Guidelines for setting up of "Institute for Training of Trainers" and conducting the Training Programme in such institutes.

Sir,

I am directed to inform you that the 39th meeting of the National Council for Vocational Training (NCVT) under the Chairmanship of Hon'ble Minister of Labour & Employment was held on 12th January, 2011. Guidelines for setting up of Institute for Training of Trainers and conducting the Training Programmes under Craft Instructor Training Scheme (CITS) were discussed in the meeting agenda **Item No.3903.9**.

2. NCVT during its 38th meeting had approved setting up of the Instructor Training Institutes by State/UT Governments, companies like sole propriety, private/public limited registered under Companies Act, Societies and Trusts registered as per Act, and promoters of SEZs. In order to maintain quality and standards of instructor training in all such institutes, it was decided that such institutes should be affiliated to NCVT so that the trainees after completion of training are trade tested and successful trainees could be awarded Craft Instructor Certificates under the aegis of NCVT.

3. Accordingly, complete Guidelines for setting up of Institute for Training of Trainers (ITOT) under "Craft Instructor Training Scheme" including norms/standards for infrastructure, building (workshop, class-room) electricity, machinery, equipment, tool & implements, human resource (including levels of Principal, Trainers), composition of Standing Committee for carrying out inspection were approved by the NCVT during its 39th meeting. Also admission guidelines including eligibility, reservation, suitability of trades for persons with special abilities, trade testing procedure, distribution of marks, and format for mark-sheet were also approved by the NCVT for implementation. **It has also been decided that such institutes be named as Institute for Training of Trainers (ITOT).**

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4. Government of India has accepted the name "**Institute for Training of Trainers (ITOT)**" and guidelines for setting up of such institutes. These are to be implemented with immediate effect. Henceforth, any agency whether Government or Private, desirous of setting up **Institute for Training of Trainers (ITOT)** is required to follow these guidelines (copy enclosed) while setting up such Institute and conducting courses under Craft Instructor Training Scheme (CITS) in these institutes. These guidelines are also available at DGE&T website www.dget.nic.in.

5. DGE&T would extend help and guidance to the organisations including State Govts. desirous of setting up of "**Institute for Training of Trainers (ITOT)**". In case necessity arises, *mentors* will be provided to render assistance for setting up of such institutes.

Encl: as above

Yours faithfully

(R.L. Singh)
Director of Training
Member secretary NCVT

Copy to:-

1. Director CSTARI, Kolkata / ATI(EPI)Hyderabad, & Dehradun , FTI Bangalore & Jamshedpur & NIMI Chennai
2. RDAT Kanpur, Mumbai , Kolkata ,Chennai, Faridabad & Hyderabad
3. Principal MITI, Haldwani, Calicut, Jodhpur, Choudwar, NVTI, New Delhi and all RVTIs.
4. All officers up to JDT level of DGE& (HQ)
5. Print & Electronic Media for wider circulation

(Anita Srivastava)
Dy. Director of Training

Copy for information : PS to Minister of L&E, PS to Secretary (L&E), PS to DG/JS

GUIDELINES
FOR SETTING UP OF
'INSTITUTES FOR TRAINING of TRAINERS(IToTs)' & INSTRUCTOR TRAINING
WINGS (ITWs) FOR CONDUCTING TRAINERS TRAINING PROGRAMME UNDER
CRAFT INSTRUCTOR TRAINING SCHEME (CITS)

**The success and sustainability of any Training Schemes depends, along with others,
on availability of qualified instructors.**

Presently instructors are trained under the Craft Instructor Training Scheme (CITS) in the field institutes of DGE&T. As on date field institutes of DGE&T (1 CTI, 5 ATIs, 1 NVTI & 12 RVTIs) have facility for imparting the instructor training in 27 trades (59 modules) out of 121 trades. The gross capacity of these institutes is around 1600 instructors per annum including Instructor training imparted in NVTI and RVTIs to women trainee instructors where the gross annual capacity is around 500 (out of 1600).

1. The demand for qualified instructors is huge as compared with the gross capacity of instructor training of DGE&T field institutes. Presently, as on 31/3/2011 the gross seating capacity in the country for skill training under the Craftsmen Training Scheme (CTS) which is implemented through 8800 Govt. and Pvt. ITIs (2217 Govt. ITIs & 6583 Private ITIs) is around 12.2 lakhs. These Govt. and Pvt. ITIs require about 60,000 instructors (with an average trainee-instructor ratio of 20:1). As per the present trend, on an average one lakh training seats are being added in the ITIs/ITCs every year. This creates an additional demand of about 5,000 instructors in Govt. and Pvt. ITIs every year. Another flagship programme of DGE&T is Apprenticeship Training Scheme (ATS). Under ATS, training is imparted in 25,472 establishments in 235 designated trades with seating capacity of 3.1 lakhs. Instructor requirement for this scheme is around 15,000. This scheme is also registering a positive growth rate, which is creating an additional demand of about 2000 qualified instructors every year. Further, there is an estimated demand of around 3000 instructors considering superannuation, change in job of existing instructors, etc. Thus, the present instructor requirement for the two major schemes of DGE&T (CTS & ATS) is more than 70,000 and additional demand for these two schemes is 10,000 instructors per annum.

Besides, following new projects will push further the demand of trained instructors, viz.

- establishment of 1500 new ITIs & 50,000 Skill Development Centres (SDCs) under Koushal Vikas Yojna;
- Modular Employable Skills (MES) under SDI scheme wherein target is to train one million persons in the first 5 years and thereafter one million persons each year; and

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- Establishment of 2500 Govt. Vocational Education schools in Govt. sector and 2500 in PPP mode, and strengthening of about 2000 existing vocational schools by Ministry of HRD.
 - Establishment of 34 new ITIs and 68 SDCs under "Enhancing Skill Development Infrastructure in 34 Districts affected by Left Wing Extremism".
 - Up gradation of 20 ITIs by introducing 3 new trades and supplementing deficient infrastructure in 28 ITIs under "Enhancing skill development infrastructure in NE States and Sikkim"

II. With this background, the present instructor training capacity of 1600 per annum is considered too inadequate. As of now there is huge gap between instructor training capacity and requirement of trained instructors and it is foreseeable that in near future (the gap would further increase exponentially) this may become a serious bottleneck in implementation of projects designed to deliver quality training. DGE&T is therefore, focusing its attention to train instructors in large numbers.

2. Instructors Training Programme in DGE&T:

To address the issue both quantitatively, qualitatively, NCVT has make following resolutions in its 37th and 38th meetings:-

- (i) Introduction of Modular pattern of Craft Instructor Training in place of conventional one year training; (Resolution 3.12 of 37th meeting) (DGE&T No. 19(14)/2008 dated 31st December, 2008)
- (ii) Introduction of Modular pattern of instructor training for non engineering trades in place of conventional one year training; (Resolution 3804.2 of 38th meeting). (DGE&T 19(9)/2010-CD dated 13th August, 2010)
- (iii) Abolition of provision for 3 months POT modules for instructors having 5 years or more experience as on July, 2004 to designate them as trained instructors for trades where instructor training facilities are available; (Resolution 3804.3 of 38th meeting). DGE&T 19(10)/2010-CD dated 29th September, 2010
 - (a) Withdrawal of orders issued vide letter No. DGE&T 19(2)/2004-CD dated 19th/22nd July, 2004 regarding special provision of 3 month POT training for instructors having 5 years or more experience as on July, 2004 and giving them status of trained instructors.
 - (b) State Govts. would give their requirement on number of untrained trainers to DGE&T and DGE&T in turn, shall prepare proper scheme for Training of Trainers.
 - (c) All the existing instructors must be trained in all the modules with in a period of three years. Trades where DGE&T have insufficient/no capacity, they will conduct TOT modules with the help of appropriate institutes in the public / private sector.
 - (d) Any institute desirous of getting affiliation for new/additional trades/units in that institute has to ensure that there is no untrained instructor for already affiliated

trades/units in that institutes.

- (e) All the instructors must attend two week refresher training programme every alternate year arranged by DGE&T / State Directorates/ IMCs. TA/DA for these programmes will not necessarily be paid by DGE&T.
- (f) Vocational Instructors of ITIs/ITCs should be promoted to higher posts only after they possess Craft Instructor Certificate.

(iv) Enhancing the number of attempts for instructor trainees to pass All India Trade Test for Craft Instructors; (Resolution 3804.4 of 38th meeting). DGE&T 19(11)/2010-CD dated 4th September, 2010

(v) Appointment of two Instructors for two units of each trade with different qualifications; (Resolution 3804.5 of 38th meeting). DGE&T 19(12)/2010-CD dated 28th September, 2010
Institutes (ITIs/ITCs) desirous of taking affiliation from NCVT should apply for a minimum of two units (or multiple of two units) of a trade at a time which would require appointment of two instructors, one for each unit. Out of these two instructors, atleast one instructor must be with Diploma/Degree in relevant branch of engineering from recognized board/university with requisite experience.

(vi) Opening of new industrial training institutes/centers; (Additional Resolution 3 of 38th meeting).

The council approved the proposal of opening of new ITIs/ITCs by companies like sole propriety, private / public limited, registered under companies act, societies & trusts registered as per act, and promoters of SEZs, etc. Council also approved that these organizations could also set up Institute for Training of Trainers as per rules and Act. (DGE&T 19(29)2010-CD Dated 22nd September, 2010.

3. Course Structure

3.1 Craft Instructor Training for Engineering Trades in modular pattern will be imparted as per the syllabi approved by the NCVT for each module. The complete course of Instructor Training for Engineering Trades will be delivered in four modules each of three months duration namely:-

- I. Training Methodology (TM) common for all trades;
- II. Engineering Technology (ET) being common for some trades, it is grouped. The Group list is at **Appendix-I**. However, the list is not exhaustive, on introduction of Instructor Training for a particular Engineering Trade, new group may be created, or it may be accommodated in any of the existing groups;
- III. Trade Technology-I (TT-I) is trade specific; and
- IV. Trade Technology-II (TT-II) is also trade specific.

3.2 The batch size of the modules will be as under:-

- a) Training Methodology maximum intake 30;
- b) Engineering Technology maximum intake 30;
- c) Trade Technology--I maximum intake 20; and
- d) Trade Technology-II maximum intake 20.

3.3 Training in any module is to be started from a quarter of academic session i.e. August, November, February & May.

3.4 Trade testing for modules would be held at the end of each module i.e. October, January, April, & July.

3.5 All the four modules of at least one particular trade are to be operated in an institute.

4. ADMISSION:

4.1 In any module, trainees are to be admitted only after NCVT affiliation is granted for that module. The admission of trainees will be as per the guidelines issued by NCVT from time to time. The current guidelines are in **Appendix-II**.

4.2 For benefit of sponsoring authorities and candidates who are in the need of such training the Institute will prepare a schedule of modular plan (quarter wise) well in advance and give wide publicity and invite applications from eligible candidates. Copies of such schedule to be sent to Secretary, NCVT for record.

4.3 The Instructors from ITIs/ITCs/BTCs/Pvt. candidates should also be admitted in the modules depending upon the request/applications made by the concerned sponsoring authority/private candidates and their eligibility.

4.4 Seats are to be reserved for different category of trainees as per the reservation norms prevalent in the respective State/UT.

4.5 All the records in respect of trainees should be maintained by the institute for a minimum of 20 years.

5. TRADE TESTING & CERTIFICATION:

5.1 On completion of the training period of a particular module Trade Testing would be done under the aegis of NCVT as per the norms of CITS. The marking scheme of Modules will be as detailed in **Appendix-III**.

5.2 Mark sheets in appropriate proforma, **Appendix- IV(A), IV (B) & IV (C)** are to be issued to all the trainees who appear in the prescribed Trade Test of the Module by the institute conducting the Trade Test.

5.3 Consolidated mark-sheets in appropriate proforma, **Appendix-V(A)** are to be issued to all the trainees who pass all the prescribed Trade Tests of all the modules. Such mark-sheets are to be issued by the institute from where the trainees pass the last module of the four modules.

5.4 The institute from where the trainees pass the last module of the four modules will send the details of the trainees in hard as well as soft copy to the DGE&T Hqrs.

5.5 "National Craft Instructor's Certificate", **Appendix-V(B)** will be issued by NCVT to all the trainees who pass all the prescribed Trade Tests of all the modules within a period of three years from the date of first registration. The

certificates will be sent to the corresponding institutes for subsequent handing over to the concerned trainees.

- 5.6 Additional increments to be given to the Instructors of ITI/ITC's WHO SUCCESSFULLY PASS THE Craft Instructors Training course.

6. AFFILIATION:

- 6.1 As per the recommendation of NCVT in its 30th meeting and subsequent acceptance by Govt., training institutes to impart training to Craft Instructors can be set up by State/UT Govts., sole propriety company, Pvt. Limited Company, Public Limited Company, SEZ, Society, Trust, & NGO. These institutes will have to be affiliated to NCVT.

- 6.2 NCVT affiliation to operate courses under Crafts Instructor Training Scheme (CITS) to any institute will be granted on module basis subject to the conditions of fulfilling required infrastructure and human resources.

6.2.1 General Requirement for ITOT / ITW's for Grant of Affiliation

Affiliation to be granted to any ITOT/ITW initially for four modules i.e. TM, ET, TT-I & TT-II.

- a) Any ITW / ITOT will be eligible for grant of affiliation for TM and ET modules of same groups only when at least two units each of TT-I and TT-II of relevant trade / trade group are affiliated.
- b) Any ITW/ITOT may apply for grant of affiliation of all the four modules (TM, ET, TT-I & TT-II) simultaneously. Affiliation of TM & ET will be granted subject to getting affiliation of TT-I & TT-II.
- c) Affiliation of only TM and/or ET modules will not be granted.

- 6.2.2 Each ITOT/ITW should have one Information Centre (with at least 100 sq. mt.) having the following facilities and having 12000 lumen of illumination:-

- a) Computer Room with at least 10 computers (upto 5 units and thereafter @2 computers/unit) and Internet connectivity (Broad Band)
- b) Library equipped with Trade related Books, Magazines, trade Journals, etc.

- 6.2.3 Each ITOT/ITW should have Basic amenities for male, Female and differently able persons.

- 6.2.4 Each ITOT/ITW should have facilities for outdoor sports and games including co-curricular activities.

- 6.2.5 Power norms for Class rooms, Labs and workshops should be as mentioned in the syllabus of respective modules. Institute should have alternate power supply arrangement to take load of class-room, drawing halls, admn. areas excluding ACs.

- a) The Institute building, workshops, Classrooms, Labs etc, should preferably conform to 3 star energy rating as per Bureau of Energy Efficiency (B.E.E).

- 6.2.6. Space requirement – the details are mentioned in Appendix-XI.

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6.2.7 Human resources which includes Principals, Trainers, other supporting staff members, etc. The salary and remuneration to the Trainers and Principals are to be paid through any Nationalized Bank or Post Office. Qualification & experience requirement for Trainers and Principals are given in **Appendix IX**.

6.3 Organisations /Institutes desirous of starting Instructor Training Programme in Engineering Trades under CITS will apply for grant of affiliation to DGE&T Hqrs in the prescribed form (**Appendix-VII A**). Institutes already affiliated to operate one or more module(s) can apply to DGE&T in a similar manner. Such applications from such an institute, for grant of affiliation will be considered subject to the following conditions:-

- a) All the affiliated modules should be in operation in the Institute on the date of application;
- b) If the institute does not have affiliation for all the four modules of any trade(s), it should obtain affiliation for all the four modules of such trade(s) before applying for grant of affiliation of modules of other trade(s)/ trade group(s).

6.4 DGE&T will appoint a *MENTOR* for counseling and guidance of the institutes. *MENTOR* will submit a report regarding completion of facilities and availability of infrastructure to start Instructor Training programmes in that institute after undergoing due diligence. On the basis of *MENTOR'S* report, DGE&T will appoint Standing Committee for inspection.

6.5 Module wise affiliation would be granted by NCVT only after the infrastructure facilities for each module as prescribed by NCVT are created and facilities inspected by the Standing Committee constituted for grant of affiliation. Although affiliation is modular but all the modules for particular trades will be required to be affiliated at a time. Such affiliation would be granted for limited period (3 years) and not on permanent basis. It will be the responsibility of the institute to get the facilities inspected and re-affiliated before expiry of the affiliation period.

6.6 The composition of the Standing Committee is at **Appendix-VIII**. The Standing Committee will have no member from the affiliation department. The Standing Committee Inspection Report (SCIR) duly recommended by the competent authority will be considered by the Sub-Committee of NCVT dealing with affiliation. On the recommendations of the Sub-Committee affiliation will be granted by the NCVT.

Appendix-I**Grouping of trades for Engineering Technology Module (ET)**

Group No.	Trades included in the Group
I	<ol style="list-style-type: none"> 1. Carpenter 2. Foundry Man 3. Pattern Maker 4. Sheet Metal worker 5. Welder (Gas & Electric)
II	<ol style="list-style-type: none"> 1. Mechanic Motor Vehicle 2. Mech. Ref. & Air conditioning 3. Farm Mechanic and Mechanic Ag. Machineries
III	<ol style="list-style-type: none"> 1. Draughtsman (Mechanical) 2. Draughtsman (Civil) 3. Reading of Drawing & Arithmetic (ROD & A)
IV	<ol style="list-style-type: none"> 1. Fitter 2. Turner 3. Machinist 4. Machinist (Grinder) 5. Tool and Die Maker 6. MTMM
V	<ol style="list-style-type: none"> 1. Electrician 2. Wireman
VI	<ol style="list-style-type: none"> 1. Maintenance Mechanic (CP) 2. Attendant Operator (CP) 3. Instrument Mechanic (CP) 4. Laboratory Assistant (CP) 5. Instrument Mechanic
VII	<ol style="list-style-type: none"> 1. Electronics Mechanic 2. Mechanic Radio and TV 3. IT&ESM

NOTE: Grouping for other trades is under preparation.

Appendix- II

Procedure to be followed for admission to different modules of Craft Instructor Training Course.

1. Eligibility for admissions for the modules of Training Methodology (TM), Engineering Technology (ET) and Trade Technology-I will be :-
 - a) Possessing National Trade Certificate for the relevant trade or
 - b) Possessing National Apprenticeship Certificate in the relevant trade or
 - c) Diploma in relevant branch of engineering
2. Eligibility for admissions for the module of Trade Technology-II will be :-
 - a) Same as 1 above and
 - b) Completed training in Trade Technology-I (TT-I) Module of the relevant trade of Modular Pattern of Craft Instructor Training Course.
3. Candidates sponsored by the Directorate of States/Union Territories In charge of Craftsmen Training will be given first preference.
4. The next preference will be given to the Candidates sponsored by the affiliated ITCs, (for the candidates of the affiliated trades only), Government of India Departments, any other Department of State Government/UT, Public Sector Enterprises (Central/State), Industrial Organizations.
5. Remaining vacant seats, if any, to be filled-up from Private candidates based on merit only. The criteria for preparing the Merit List of the private candidates (applicants) will be as under:-

S.No.	Criteria	Percentage weightage
1.	Educational qualifications	40
1.1	Matriculation or equivalent	30 (based on marks obtained in Board Examinations)
1.2	Intermediate or (10+2)	05 (based on marks obtained in Board Examinations)
1.3	Graduate	05 (based on marks obtained in University examinations)
	Sub-total – Educational qualifications	40
		Contd. ...
2.	Technical qualifications	60
2.1	National Trade Certificate	50 (based on marks obtained in the Trade Test of NCVT)
2.2	National Apprenticeship Certificate	60 (based on marks obtained in the Trade Test of NCVT)
2.3	Diploma in Engineering of relevant	60

	branch	(based on the marks obtained in Board/University Examinations)
	Sub-total – Educational qualifications	60
	Grand Total – Technical and Educational qualifications	100

6. The reservation for different category will be as under :-

S.No.	Category	Percentage of reservation
1.	Scheduled Caste	15 (vertical)
2.	Scheduled Tribe	7.5 (vertical)
3.	Other Backward Classes	27.5 (the number of seats to be increased equivalent to number of seats offered to OBC Candidates)
4.	Physically handicapped	03 (vertical) Suitability in the trade to be certified. A list showing suitability of PWDs for different trades are given in Appendix-XII
5.	Ex-serviceman	01
6.	Women candidates	30 (for each category i.e horizontal)

7. **Modular advantage**

Over and above, modular advantage to a candidate to be given in the following order: -

8. Preference will be given to the candidates who have completed three/two/one modules in that order. In case, it becomes necessary to prepare merit list for such candidates who have completed same number of modules then the admission is to be offered on the basis of separate merit only for each group.

(3)

Appendix-III (A)

Marking Scheme for each module of Modular Pattern for Craft Instructor Training for all trades except DMM, DMC and ROD & A

S.No.	Subject	Full Marks	Pass Marks	Duration of Examination
A. Training Methodology Duration : 3 months				
1.	Theory	125	75	3
	Sessional	25	15	-
2.	Teaching Practice & Demonstration	125	75	6
	Sessional	25	15	-
A	Sub-Total	300	180	-
B. Engineering Technology Duration : 3 months				
1.	W/S Calculations & Science	125	75	3
	Sessional	25	15	-
2.	Engineering Drawing	125	75	4
	Sessional	25	15	-
B.	Sub-Total	300	180	-
C. Trade Technology – I Duration : 3 months				
1.	Theory	75	45	3
	Sessional	15	9	-
2.	Practical	175	105	8
	Sessional	35	21	-
C.	Sub-Total	300	180	-
D. Trade Technology – II Duration – 3 months				
1.	Theory	75	45	3
	Sessional	15	9	-
2.	Practical	175	105	8
	Sessional	35	21	-
D	Sub-Total	300	180	-
A+B+C+D	Grand Total of all four modules	1200	720	-

Note : 1. Evaluation of the answer books and practical exercises shall be carried out as per the existing system under NCVT.

2. Total marks of 1200 kept unaltered.

3. Pass marks of 60% kept unaltered.

Appendix-III (B)

Marking Scheme for each module of Modular Pattern for Craft Instructor Training for DMM,
DMC and ROD & A trades

S.No.	Subject	Full Marks	Pass Marks	Duration of Examination
A. Training Methodology Duration : 3 months				
1.	Theory	125	75	3
	Sessional	25	15	-
2.	Teaching Practice & Demonstration	125	75	6
	Sessional	25	15	-
A	Sub-Total	300	180	-
B. Engineering Technology Duration : 3 months				
1.	W/S Calculations	125	75	3
	Sessional	25	15	-
2.	Science	125	75	3
	Sessional	25	15	-
B.	Sub-Total	300	180	-
C. Trade Technology – I Duration : 3 months				
1.	Theory	75	45	3
	Sessional	15	9	-
2.	Practical	175	105	8
	Sessional	35	21	-
C.	Sub-Total	300	180	-
D. Trade Technology –II Duration – 3 months				
3.	Theory	75	45	3
	Sessional	15	9	-
4.	Practical	175	105	8
	Sessional	35	21	-
D	Sub-Total	300	180	-
A+B+C+D	Grand Total of all four modules	1200	720	-

Note : 1. Evaluation of the answer books and practical exercises shall be carried out as per the existing system under NCVT.

2. Total marks of 1200 kept unaltered.

3. Pass marks of 60% kept unaltered.

Appendix-IV (A)

Proforma for Mark Sheet

No. XXX/YYY/ET/NNNN@

(Particulars of the State Directorate/DGE&T field institute)

Shri/Shrimati/Kumari..... Son/Daughter/Wife of Shri.....

appeared in the prescribed trade test for Craft Instructors held in the month of.....

after completion of the course of training at from to

Registration Number at 1st entry

Date of Registration at 1st entry at

Sponsoring organization...../*Private.

STATEMENT OF MARKS

Module: Engineering Technology. Trade..... Roll No.

S.No.	SUBJECT	FULL MARKS	PASS MARKS	MARKS OBTAINED
1	W/s Calculations & Science/ # *W/s Calculations	125	75	
	Sessional	25	15	
2	Engineering Drawing/ *#Science	125	75	
	Sessional	25	15	
	Sub Total	300	180	

*Strike out which is not applicable

RESULT: *Passed / Failed

For Group-III trades only

Prepared by:
Signature of i/c, CITS/Principal (ITI)
Place

Checked by.....
Principal/Director (CTI/ ATI/ State)

Date

@Not to be printed:

XXX:ATI/CTI/ITI; YYY: Station e.g. KOL, CHN, HYD, KAN, MUM, LUD; ET: Engineering Technology; NNNN: Running Serial e.g. 0223

Appendix-IV (B)

Proforma for Mark Sheet

No. XXX/YYY/TT/NNNN@

(Particulars of the State Directorate/DGE&T field institute)

(Particulars of the State Directorate/DGE&T field institute)

Shri/Shrimati/Kumari..... Son/Daughter/Wife of Shri.....

appeared in the prescribed trade test for Craft Instructors held in the month of.....

after completion of the course of training at from to

.....

Registration Number at 1st entry

Date of Registration at 1st entry at

Sponsoring organization...../*Private.

STATEMENT OF MARKS

Module: Trade Technology-*I/II Trade Roll No.....

S.NO.	SUBJECT	FULL MARKS	PASS MARKS	MARKS OBTAINED
1	Trade Theory	75	45	
	Sessional	15	09	
2	Trade Practical	175	105	
	Sessional	35	21	
	Sub Total	300	180	

*Strike out which is not applicable

RESULT: *Passed / Failed

Prepared by:

Checked by.....

Signature of i/c, CITs/Principal (ITI)

Principal/Director (CTI/ ATI/ State)

Place

Date

@Not to be printed:

XXX:ATI/CTI/ITI; YYY: Station e.g. KOL, CHN, HYD, KAN, MUM, LUD; TT- Trade Technology; NNNN: Running Serial e.g. 0223

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Appendix-IV (C)

Proforma for Mark Sheet

No. XXX/YYY/TM/NNNN@

(Particulars of the State Directorate/DGE&T field institute)

Shri/Shrimati/Kumari..... Son/Daughter/Wife of Shri.....

appeared in the prescribed trade test for Craft Instructors held in the month of.....

after completion of the course of training at from to

.....

Registration Number at 1st entry

Date of Registration at 1st entry at

Sponsoring organization...../*Private.

STATEMENT OF MARKS

Module: Training Methodology Trade Roll No.....

S.NO.	SUBJECT	MAX. MARKS	PASS MARKS	MARKS OBTAINED
1	Theory	125	75	
	Sessional	25	15	
2	Teaching Practice & Demonstration	125	75	
	Sessional	25	15	
	Sub Total	300	180	

*Strike out which is not applicable

RESULT: *Passed / Failed

Prepared by:

Checked by.....

Signature of i/c, CITS/Principal (ITI)

Principal/Director (CTI/ ATI/ State)

Place

Date

Not to be printed:

@XXX:ATI/CTI/ITI; YYY: Station e.g. KOL, CHN, HYD, KAN, MUM, LUD; TM: Training Methodology; NNNN: Running Serial e.g. 0223

PROFORMA FOR CONSOLIDATED MARKSHEET

NO.
GOVT. OF INDIA
MINISTRY OF LABUR AND EMPLOYMENT
NATIONAL COUNCIL FOR VOCATIONAL TRAINING

1. Name (Shri/Shrimati/Kumari).....
2. Son/Daughter/Wife of Shri.....
3. Trade 4. Registration Number at 1st entry
5. Date of Registration at 1st entry at
6. Sponsoring organization...../*Private.
7. Consolidated marks obtained

S.NO.	SUBJECT	FULL MARKS	PASS MARKS	MARKS OBTAINED
1	Training Methodology	300	180	
2	Engineering Technology	300	180	
3	Trade Technology-I	300	180	
4	Trade Technology- II	300	180	
	TOTAL	1200	720	

*Strike out which is not applicable

Prepared by:

Checked by.....

SECRETARY

DIRECTOR/PRINCIPAL

National Council for Vocational Training

ATI/State/CTI

Dated:

Place:

No. XXX/YYY/CM/NNNN@

(Particulars of the State Directorate/DGE&T field institute)

Appendix-V(B)

PROFORMA FOR CERTIFICATE

(By lingual)

Sl. No.....

EMBLEM

**GOVERNMENT OF INDIA
DIRECTORATE GENERAL OF EMPLOYMENT & TRAINING
MINISTRY OF LABOUR & EMPLOYMENT**

Photo

UID

No.....
National Council for Vocational Training

NATIONAL CRAFT INSTRUCTOR CERTIFICATE

Shri/Shrimati/Kumari.....Son/Wife/Daught

er of Shri.....having passed* all the Three/Four prescribed
modules of Craft Instructor Training Course in the trade of..... is awarded this

NATIONAL CRAFT INSTRUCTOR CERTIFICATE.

Secretary

Director /Principal of

National Council for Vocational Training

Institute (last attended)

*

**For Statement of marks Consolidated mark sheet, issued by the institute last attended to be
referred.**

Appendix - VI

APPLICATION

No.

DATE

To

The Secretary
NCVT

Sir,

Please grant us affiliation for operating Instructor Training Programme as detailed below:

Sl. No.	Trade	Module/Units for which affiliation is sought				Total Units	Year/quarter of first admission	Remarks
		Units						
		Module	1 st Shift	2 nd Shift	3 rd Shift			
1	2	3		4	5	6	7	8

Details of the Institute is enclosed.

Yours faithfully,

NAME,
Designation,
Place

Encl: Details of the institute

Appendix-VII (A)

Application form for grant of affiliation

(Items not applicable may be deleted)

GENERAL

1. Name and full postal address of the Institute /Centre indicating Taluk, District and Pin Code.....
2. Name and address of the agency seeking affiliation.....
3. Date of establishment of the institute/center.....
4. Date of last inspection by Standing Committee.....
5. Date of present inspection.....
6. Whether previously granted affiliation under any scheme of NCVT

If so, particulars to be given as under:

6 (a) For CTS

	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	IIInd Shift	IIIrd Shift				
1	2	3	4	5	6	7	8	9

6 (b) For CITTS

Sl. No.	Trade	Module/Units for which affiliation already granted				Total Units	Year/quarter of first admission	Remarks
		Units						
		Module	1 st Shift	2 nd Shift	3 rd Shift			
1	2	3		4	5	6	7	8

Note- All the pages of Annx. should be signed by all the members of Standing Committee duly stamped with date of signature.

Appendix-VII (B)

STAFF DETAILS

1. Principal/Head of Institute/Centre

- (a) Name of the Principal.....
- (b) Age of the Principal.....
- (c) Qualifications
Academic.....
Technical.....
Working Experience.....
- (d) Date of joining Institute.....
- (e) Scale of pay and Actual pay drawn.....

2. Administrative and Ministerial staff

Sl.No.	Name of the staff member	Age	Designation	Qualification	Scale of Pay	Nature of job handled
1	2	3	4	5	6	7

3. Details of Instructional and Supervisory Staff for affiliated courses of NCVT.
Name of the scheme: CTS/CITS*

Sl. No.	Name of the staff member	Designation	Technical qualification**	Whether Trained under CITS	Trade/Module/ Subject handled
1	2	3	4	5	6

* Strike out which is not applicable.

** Details of qualification norms are at Appendix VIII

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Appendix-VII (C)

Details of Instructional and Supervisory Staff for the modules/trades/units for which affiliation is sought now. (For qualification of Instructor please refer Appendix-VIII)

Sl. No.	Name of the staff member	Age	Designation	Trade/Module/Subject handled	Scale of pay	Date of joining	Technical qualification	Whether trained under CITS	Working experience
1	2	3	4	5	6	7	8	9	10

Details of trades which have already been affiliated

Sl. No.	Name of the Trade/Subject	Duration of trade	No. of units in			No. of Instructors & Instructional Staff		Shortage if any
			Ist Shift	IInd Shift	IIIrd Shift	Required as per NCVT norms	Actually in position	
1	2	3	4	5	6	7	8	9
	Theory							
	Practical							
	Engg. Drg.							
	W/s Cal. & Science							
	Allied Trades							
	Language/							
	Social Studies/							
	Driving Instructor							

Appendix-VII (D)

ADMISSION (for the trade/modules for which affiliation is sought)

1. Date of starting the session/module.....
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.

Sl. No.	Trade/Module	Number of units			Total	Number of Trainees on-roll
		Ist Shift	IInd Shift	IIIrd Shift		
1.	2.	3.	4.	5.	6.	7.

7. Criteria for admission of trainees :
whether on merit alone or other criteria
8. A copy of the prospectus should be enclosed :
9. Whether the trainees admitted, fulfill the prescribed :
qualification and age

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3. Accommodation

(a) Are three separate workshops and theory lecture rooms for each trade:
Yes/No

(b) Details of accommodation for workshop / class rooms

(to be given in the following proforma)

(i) Accommodation for Workshop/Class room

Sl. No.	Name of the Trade/Module	Maximum no. of units in one shift only	WORKSHOP			CLASS-ROOM Actually available (Sq. Mt.)
			Required as per DGET norms (Sq. Mt.)(Appendix-X)	Actually available (Sq. Mt.)	Shortage (If any)	

(ii) Total accommodation (sq. meters) required as per DGE&T :
norms for the whole institute (Covered area)

(iii) Actual accommodation (covered Area) available (Sq.Meters):

(iv) Shortages, if any (Sq. Meters)

(v) Total land area provided for the Institute:

(vi) Whether own or rented building (enclose proof of ownership/ lease deed):

(vii) Date of occupation

(viii) Duration of Lease and date of expiry of lease:

(ix) Whether attested copy of site plan and lay-out of the entire institute attached: Yes/No

(Actual dimensions of each room should be indicated)

4. Other facilities

Whether Technical Library, Dispensary, recreational, audio visual aids and sports facilities are available, if so, give details. (list to be furnished separately).

The documentary Proof for all Tools & Equipments & 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.

Place:

Date:

Signature

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

us

Appendix-VIII

**COMPOSITION OF STANDING COMMITTEE FOR CARRYING OUT
INSPECTION OF INSTITUTES FOR GRANT OF AFFILIATION OF NCVT TO
OPERATE COURSES UNDER CRAFT INSTRUCTOR TRAINING SCHEME**

1. One member to be nominated by NCVT - Chairman.
(Not below the rank of Joint Director)
2. One member- not below the rank of Deputy Director to be nominated by State Director in-charge of Craftsmen Training - Member.
3. Two members- not below the rank of Deputy Director- to be nominated by DGE&T (one technical expert from Industry and other the technical expert representing a trade union)
- Members.
4. Mentor - Inspection facilitator

Note:-

- (i) Representatives from trade union should be responsible office bearer and from Industry, should be of the rank of Manager/ Deputy Manager depending on whether it is medium scale/ large scale industry.
- (ii) Presence of Chairman is mandatory
- (iii) Minimum of 3 members (including Chairman) will form the quorum

Qualification Norms for Trainer and Principal

1. Trainer Qualification

- 1.1 **For Training Methodology Module.**
- 1.2 **Academic qualification-** 10th class pass or equivalent.
- 1.3. **Technical qualification** – Degree in engineering (Degree should be from recognized University) or Three year diploma in appropriate branch of engineering (trade concerned). (Diploma should be from recognized Board/Institution). In case of two units, one instructor must be Degree in Engineering.
- 1.4. Passed National Craft Instructor Training course in any trade.
- 1.5. **Experience:** Two years for Degree; Five years for Diploma as an Instructor.

2. For Engineering Technology Module

- 2.1. **Academic qualification-** 10th class pass or equivalent.
- 1.2 **Technical qualification** – Degree in Mechanical / Electrical engineering (Degree should be from recognized University) or Three year diploma in Mechanical / Electrical engineering. (Diploma should be from recognized Board / Institution). In case of two units, one instructor must be Degree in Engineering.
- 2.3. Passed National Craft Instructor Training course in RoD&A.
- 2.4. **Experience:** Two years for Degree; Five years for Diploma as an Instructor.

3. For Trade Technology Modules

- 3.1. **Academic qualification-** 10th class pass or equivalent.
- 3.2 **Technical qualification** – Degree in appropriate branch of engineering (Degree should be from recognized University) or Three year diploma in appropriate branch of engineering (trade concerned). (Diploma should be from recognized Board / Institution). In case of two units, one instructor must be Degree in Engineering.
- 3.3. Passed National Craft Instructor Training course in same or relevant trade.
- 3.4. **Experience:** Two years for Degree; Five years for Diploma as an Instructor.

Qualification for Principal

Principal of the institute, operating modules of Instructor Training courses should be not below the rank of Joint Director of Trg. and should have a Bachelor Degree in Engineering.

Note:- The salary and remuneration to the Trainers and Principals' are to be paid through any Nationalized Bank or Post Office.

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Appendix X

**POWER NORMS FOR EACH MODULE/TRADE
WILL BE INDICATED IN THE RESPECTIVE SYLLABUS**

Space Norms For Crafts Instructors Training Scheme (CITS) Engineering Trades

- 1) The minimum land required for setting up one ITOT/ITW will be 3 acres. Any ITOT/ITW should have free/open area to the extent of at least 100% of the built up area at ground floor.

S.No.	Class-room/Labs	Per trainee space requirement in Sq.m.	Space requirement in Sq.m.	Illumination in lumen
1.	TT-I	1.5	30	6000
2.	TT-2	1.5	30	6000
3.	Theory Class-room for TM	1.5	45	12000
4.	AVA Lab	2.0	60	12000
5.	Theory Class-room for ET	1.5	45	6000
6.	Engineering Drawing Hall for ET	2.0	60	15000
7.	Theory class-room for ET for D/man Trade group instead of Drawing Hall	1.5	45	9000
8.	Information Center	-	100 (min.)	12000 (min.)

Note: Schematic sample diagram showing layout of the class-rooms, drawing rooms, audio-visual labs, Information Center are available.

- 2) Each ITOT/ITW should have one Information Centre (with at least 100 sq. mt.) having the following facilities and having 12000 lumen of illumination:-

2.1 Computer Room with at least 10 computers (upto 5 units and thereafter @2 computers/unit) and Internet connectivity (Broad Band)

2.2 Library equipped with Trade related Books, Magazines, trade Journals, etc.

- 3) For Draughtsman Trade Group (DMC, DMM, ROD&A & Surveyor) instead of drawing hall, one classroom of @1.5sq.m/trainee i.e. 45 sq.m for 30 trainees will be required.

4) All the classrooms to be provided with modern audio-visual aids including interactive boards, LCD Projector, computer etc.

5) All the classroom to be provided with fans/AC to maintain minimum comfort condition.

6) The ratio of length and width for any classroom/drawing hall/audio visual labs/Information Centre preferably be maintained as length: width :: 3:2 (approx.)

7) Tools, Equipment, Machineries and Furniture for Class rooms, Labs and workshops should be as mentioned in the syllabus of respective modules.

8) Each ITOT/ITW should have separate workshop for TT-I & TT-II. In general, the space norms for workshop for TT-I & TT-II may be ascertained by adopting the following procedures:

9) Per trainee space requirement for workshop of TT-I & TT-II each will be 20% more than the per trainee space requirement for workshop under Craftsmen Training Scheme

10) The total space requirement calculated as above to be rounded off to the nearest ten. For example: If the area for workshop under CTS is "A" sq.m per trainee then, area required for workshop for TT-I will be:-

$$\text{"A"} \times 1.2 \times 20 \text{ (rounded off to nearest ten)}$$

Similarly area required for workshop for TT-II will be:-

$$\text{"A"} \times 1.2 \times 20 \text{ (rounded off to nearest ten)}$$

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Appendix-XII

List of Engineering trades under Craftsmen Training Scheme, indicating suitability to

PWDs as on 01.1.2010.

Sl.No.	Name of the Trade	Duration	Entry Qualification	Trade Suitable for PWDs
1	2	3	4	5
1.	Architectural Assistant	1 year	Passed 10th class examination with 40% marks in mathematics or Secondary Standard under 10+2 system of education or its equivalent.	OH(LL), HH(P)
2.	Attendant Operator (Chemical Plant)	(a) 2 years (b) 6 months	Passed 10th class examination under 10+2 system of education with Physics, Chemistry & Mathematics as one of the subjects or its equivalent. Passed B.Sc. with Physics & Chemistry.	Not Suitable
3.	Building Maintenance	06 months	Passed 10th class examination under 10+2 system of education or its equivalent.	HH
4	Carpenter	1 year	Passed 8 th class examination under 10+2 system of education with science as one of the subjects or its equivalent.	HH, OH (LL)
5.	Draughtsman (Civil)	2 years	Passed 10th class examination under 10+2 system of education with Science and Mathematics or its equivalent.	OH(LL), HH(P)
6.	Draughtsman (Mechanical)	2 years	Passed 10th class examination under 10+2 system of education with Science and Mathematics or its equivalent.	OH(LL), HH(P)
7.	Electrician	2 years	Passed 10th class examination under 10+2 system of education with Science as one of the subject or its equivalent.	OH, LV, HH
8.	Electronic Mechanic	2 years	Passed Matriculation examination under 10+2 system of education Science and Mathematics or its equivalent.	OH, HH

9.	Electroplater	2 years	Passed 10th class examination under 10+2 system of education or its equivalent.	OH, LV
10.	Fitter	2 years	Passed 10th class examination under 10+2 system of education or its equivalent.	OH, LV/blind, HH
11.	Foundry man	1 year	Passed class 8 th examination under 10+2 system of education or its equivalent.	HH(P)
12.	Information Technology & Electronics System Maintenance	2 years	Passed in 10 th class Examination under 10+2 system of education with science Desirable- 12 th class with Maths and Physics.	OH, LV
13.	Instrument Mechanic	2 years	Passed 10th class examination under 10+2 system of education with Science as one of the subjects or its equivalent.	OH, HH
14.	Instrument Mechanic (Chemical Plant)	(a) 2 years (b) 6 months	Passed 10th class examination under 10+2 system of education with Physics, Chemistry & Mathematics as one of the subjects or its equivalent. Passed B.Sc. with Physics & Chemistry.	OH
15.	Interior Decoration and Designing	01 year	Passed 10 th Class Examination under 10+2 System of Education	OH, HH
16.	Laboratory Assistant (Chemical Plant)	(a) 2 years (b) 6 months	Passed 10 th class examination under 10+2 system of education with Physics, Chemistry and Mathematics as one of the subjects or its equivalent. Passed B.Sc. with Physics and Chemistry.	OH, HH
17.	Lift Mechanic	2 years	Passed 10 th class examination under 10+2 system of education with science or its equivalent.	HH(P)
18.	Machinist	2 years	Passed 10th class examination under 10+2 system of education or its equivalent.	OH, LV, HH
19.	Machinist (Grinder)	2 years	Passed 10th class examination under 10+2 system of education or its equivalent.	OH, LV, HH
20.	Maintenance Mechanic (Chemical Plant)	2 years	Passed 10th class examination with Physics, Chemistry and Mathematics under 10+2 system of education or its equivalent.	OH
21.	Marine Fitter	2 years	Passed 10 th class examination under 10+2 system of education with 50%	Not suitable

			marks in Mathematics & Science or its equivalent	
22.	Mason (Building Constructor)	1 year	Passed 8 th class examination under 10+2 system of education or its equivalent.	HH
23.	Mech. Communication Equipment Maintenance	1 year	Passed Class 10 th Exam under 10+2 system of Education or its equivalent	OH(LL)
24.	Mech. Repair & Maintenance of Heavy Vehicles	1 year	Passed Class 10 th Exam under 10+2 system of Education or its equivalent	HH(P), OH(OA)
25.	Mech. Repair & Maintenance of Light Vehicles	1 year	Passed Class 10 th Exam under 10+2 system of Education or its equivalent	HH, OH, LP
26.	Mech. Repair & Maintenance of Two Wheelers	6 months	Passed Class 10 th Exam under 10+2 system of Education or its equivalent	OH, HH(P)
27.	Mechanic (Diesel)	1 year	Passed 10 th class examination under 10+2 system or its equivalent.	OH, LV, HH
28.	Mechanic (Motor Vehicle)	2 years	Passed 10 th class examination under 10+2 system of education with Science as one of the subject or its equivalent.	OH, HH
29.	Mechanic (Radio & TV)	2 years	Passed 10 th class examination under 10+2 system of education with Science as one of the subject or its equivalent.	OH
30.	Mechanic (Refrigeration and Air-Conditioner)	2 years	Passed 10 th class examination under 10+2 system of education with Science & Mathematics or its equivalent.	OH, LV
31.	Mechanic (Tractor)	1 year	1) Essential – should have passed 8 th class examination under 10+2 system of education or its equivalent. 2) Desirable – Passed 10 th class examination under 10+2 system of education with science (Physics and Chemistry) as one of the subjects or its equivalent.	OH, LV, HH
32.	Mechanic Agricultural Machinery	2 years	I. Essential: - Should have passed 8 th class examination under 10+2 System of education or its equivalent. II. Desirable: - Passed 10 th class	OH, LV

			Examination under 10+2 system of education with Science (Physics and Chemistry) as one of the subjects.	
33.	Mechanic Auto Electrical and Electronics	06 months	Passed 10th class examination under 10+2 system of education with Science and Mathematics or its equivalent.	OH(LL), HH(P)
34.	<i>Mechanic Computer Hardware</i>	2 years	Passed 10+2 or Intermediate or Pre-university with Physics as one of the subject.	OH, HH
35.	<i>Mechanic Consumer Electronics</i>	2 years	Passed 10 th class examination under 10+2 system of education with Mathematics & Science or its equivalent.	OH, HH
36.	Mechanic Industrial Electronics	2 years	Passed 12 th Class Examination with Physics, Chemistry & Mathematics.	OH, HH
37.	<i>Mechanic Lens/Prism Grinding</i>	1 year	Passed Class 10 th Exam under 10+2 system of Education or its equivalent	OH, HH
38.	Mechanic Machine Tools Maintenance	3 years	Matriculation with Science and Mathematics or its equivalent.	OH
39.	Mechanic Mechatronics	2 years	Passed 10+2 Class Examination with Physics, Chemistry & Mathematics.	OH(LL)
40.	Mechanic Medical Electronics	2 years	Passed 10 th class examination under 10+2 system of education with Mathematics & Science or its equivalent.	OH(LL), HH(P)
41.	Mechanic-cum-Operator Electronics Communication System	2 years	Passed 10th class examination under 10+2 system of education with Science as one of the subject or its equivalent.	OH(LL)
42.	Operator Advanced Machine Tools	2 years	Passed 12 th Class Examination with Physics, Chemistry & Mathematics.	OH(LL), HH(P)
43.	Painter General	2 years	Passed 8 th class examination or its equivalent.	OH, HH
44.	<i>Physiotherapy Technician</i>	1 year	Passed 12 th class Exam. Under 10+2 system of education with Physics, Chemistry & Biology.	OH, HH, LV
45.	Plastic Processing Operator	1 year	Passed 10 th class examination under 10+2 system of education or its equivalent.	OH, HH, LV
46.	Plumber	1 year	Passed 8 th class examination under 10+2 system of education or its equivalent.	OH, HH, LV
47.	Pump Operator-cum-Mechanic	1 year	Passed 10 th class examination under 10+2 system of education with science or its equivalent.	OH, HH, LV

(3)

48.	Radiology Technician (Radio Diagnosis & Radiotherapy)	2 years	Passed 12 th class Exam. Under 10+2 system of education with Physics, Chemistry & Biology.	Not suitable
49.	Sanitary Hardware fitter	06 months	Passed 8 th class examination under 10+2 system of education or its equivalent.	OH, HH, LV
50.	Sheet Metal Worker	1 year	Passed 8 th class examination under 10+2 system of education or its equivalent.	OH, HH, LV
51.	Spinning Technician	2 years	Passed 10 th Class Examination	OH, HH
52.	Surveyor	2 years	Passed 10 th class examination under 10+2 system of education with Science and Mathematics or its equivalent.	OH(OA), HH
53.	Textile Mechatronics	2 years	Passed 10 th Class Examination	OH(LL), HH(P)
54.	Tool & Die Maker (Dies & Moulds)	3 years	Passed 10 th class examination under 10+2 system of education with Science or its equivalent.	OH
55.	Tool & Die Maker (Press Tools, Jigs & Fixtures)	3 years	Passed 10 th class examination under 10+2 system of education with Science or its equivalent.	OH
56.	Turner	2 years	Passed 10 th class examination under 10+2 system of education or its equivalent.	OH, HH, LV
57.	Vessel Navigator	2 years	Passed 10 th class examination under 10+2 system of education with 50% marks in Mathematics & Science or its equivalent	Not suitable
58.	Welder (Gas and Electric)	1 year	Passed 8 th class examination under 10+2 system of education or its equivalent.	OH, HH
59.	Weaving Technician	2 years	Passed 10 th class examination under 10+2 system of education with Mathematics & Science or its equivalent	OH, HH
60.	Wireman	2 years	Passed 8 th class examination or its equivalent.	OH, HH, LV
61.	Marine Engine Fitter	1 year	10 th class pass with Math and Science or its equivalent	

List of Non-Engineering trades under Craftsmen Training Scheme, indicating suitability to PWDs

as on 01.1.2010.

Sl. No.	Name of the Trade	Duration	Entry Qualification	Trade Suitable for PWDs
1	2	3	4	5
1.	Baker & Confectioner	1 year	Passed 10 th class examination under 10 + 2 system of education or its equivalent.	OH, HH, LV
2.	Textile Wet Processing Technician	2 year	Passed 10 th class examination under 10+2 system of education with Science and Mathematics or its equivalent.	OH(LL), HH, LV
3.	Cabin/Room Attendant	06 months	i) Passed 10 th Class Examination under 10+2 System of Education. ii) Working knowledge of English & Hindi.	Not suitable
4.	Cane Willow and Bamboo Work	1 Year	Passed 8 th class or its equivalent.	OH, HH, LV
5.	Computer Aided Embroidery & Needle Work	6 months	Passed Class 10 th Exam under 10+2 system of Education or its equivalent	OH, HH
6.	Computer Operator and Programming Assistant	1 year	12 th class pass under 10+2 system or duly recognized Diploma in Engineering from any Polytechnic of 3 years duration after 10 th class.	OH, HH, LV
7.	Corporate House Keeping	06 months	Passed 10 th Class Examination under 10+2 System of Education.	OH, HH, LV
8.	Craftsman Food Production (General)	1 year	Passed 10 th Class exam under 10+2 system of education or its equivalent.	OH, HH
9.	Craftsman Food Production (Vegetarian)	1 year	Passed 10 th Class exam under 10+2 system of education or its equivalent.	OH, HH
10.	Crèche Management	06 months	Passed 10 th Class Examination under 10+2 System of Education	OH
11.	Cutting & Sewing	1 Year	Passed 8 th class or its equivalent.	OH, HH, LV
12.	Dairying	01 year	Passed 10 th Class Examination under 10+2 System of Education	OH, HH
13.	Data Entry Operator	06 months	Essential: (i) 10 th Class Passed (ii) Typing speed of 30 w.p.m. in English Desirable: Typing speed of 30 w.p.m. in Hindi/ Any Local language.	OH, HH, LV
14.	Dental Laboratory	02 years	Passed 10 th Class Examination under	Not suitable

	Technician		10+2 System of Education.	
15.	Desk Top Publishing Operator	1 year	a) Passed 12 th under 10+2 system or its equivalent. b) Typing speed of 30 wpm in English. Desirable: typing speed of 30 wpm in Regional Language.	OH, HH
16.	Digital Photographer	01 year	Passed 12 th Class under 10+2 system of education or equivalent.	OH, HH
17.	Domestic House Keeping	06 months	Passed 10 th Class Examination under 10+2 System of Education	OH, HH, VH
18.	Dress Making	1 year	Passed Matriculation examination or its equivalent or 10 th class under 10 + 2 system.	OH, HH
19.	Driver Cum Mechanic (Light Motor Vehicle)	06 months	Passed 10 th Class Examination under 10+2 System of Education.	Not suitable
20.	Embroidery and Needle Work	1 Year	Passed 8 th class or its equivalent.	OH, HH, LV
21.	Event Management Assistant	06 months	Passed 10 th Class Examination under 10+2 System of Education or its equivalent. (with English as subject)	Not suitable
22.	Fashion Technology	01 year	Passed 12 th Class under 10+2 system of education or equivalent.	OH, HH
23.	Floriculture & Landscaping	06 months	Passed 12 th Class Examination with Biology as major subject or Vocational Training in Agro-Horticulture.	OH, HH
24.	Front Office Assistant	06 months	Passed 10+2 Class Examination under 10+2 System of Education or its equivalent. (with English as subject)	OH, LV
25.	Hair and Skin care	1 year	Passed Matriculation examination or equivalent.	OH(LL), HH(P)
26.	Health Sanitary Inspector	01 year	Passed 12 th Class Examination under 10+2 System of Education with science in X class. Preference given to trainees with Physics, Chemistry & Biology in 12 th Class.	OH(OA)
27.	Horticulture	01 year	Passed 12 th Class Examination with Biology as major subject or Vocational Training in Agro-Horticulture.	OH(OA), HH
28.	Hospital House	01 year	Passed 12 th Class Examination under 10+2 System of Education with	OH, HH, LV

	Keeping		Physics, Chemistry & Biology.	
29.	Hospital Waste Management	6 months	Passed 12 th class Exam. Under 10+2 system of education with Physics, Chemistry & Biology.	HH
30.	Institution House Keeping	06 months	Passed 10 th Class Examination under 10+2 System of Education.	OH(OA)
31.	Insurance Agent	06 months	Passed 12 th Class under 10+2 system of education or equivalent.	OH(OA)
32.	Leather Goods Maker	1 Year	Passed 8 th class examination under 10+2 system of education or two classes below matriculation examination or its equivalent.	OH, HH
33.	Library & Information Science	06 months	Passed 12 th Class under 10+2 system of education or equivalent.	OH, HH(P), LV
34.	Litho – Offset Machine Minder	1 year	Passed 10 th class exam under 10+2 system of education with science as one of the subjects or its equivalent.	OH, LV
35.	Manufacture of Footwear	1 year	Passed 8 th class examination under 10+2 system of education or its equivalent.	OH, HH
36.	Medical Transcription	06 months	Passed 12 th Class Examination under 10+2 system of education with Biology/Physiology as major subject. Knowledge of English Language is essential.	OH(LL)
37.	Network Technician	06 months	Passed 12 th Class under 10+2 system of education or equivalent.	OH(LL), HH(P)
38.	Old Age Care	06 months	Passed 8 th Class under 10+2 system of Education.	Not suitable
39.	Photographer	1 year	Passed 10 th class examination with Physics and Chemistry under 10+2 system or its equivalent.	HH
40.	Plate Maker-cum-Impositer	1 year	Passed 10 th class exam under 10+2 system of education with science as one of the subjects or its equivalent.	OH
41.	Pre/Preparatory School Management (Assistant)	06 months	Passed 10 th Class Examination under 10+2 System of Education	OH(OA)
42.	Preservation of fruits and vegetables	1 year	Passed 10 th class examination under 10 + 2 system of education with Science or its equivalent.	LV, HH
43.	Process Cameraman	1 year	Passed 10 th class exam under 10+2 system of Education with science as one of the subjects or its equivalent.	OH
44.	Secretarial Practice	1 year	12 th class Pass	OH,

				LV/Blind
45.	Stenography (English)	1 year	12 th class Pass	OH, LV/Blind
46.	Stenography (Hindi)	1 year	12 th class Pass	OH, LV/Blind
47.	Steward	1 year	Passed 10 th Class exam under 10+2 system of education or its equivalent.	LV
48.	Tourist Guide	06 months	Passed 12 th Class under 10+2 system of education or equivalent.	OH(OA)
49.	Weaving of Silk and Woolen Fabrics	1 year	Passed 8 th class or its equivalent.	LV/Blind, HH
50.	Weaving of Woolen Fabrics	1 year	Passed 8 th class or its equivalent.	OH, LV/Blind, HH
51	Travel & Tour Assistant	1 year	12th pass or its equivalent.	OH(OA), LV
52	Catering & Hospitality Assistant	1 year	10th class Pass or its equivalent.	HH(P)
53	Multimedia, Animation & Special Effect	1 year	10 th class pass or its equivalent.	OH(LL)
54	Office Assistant and Computer Operator	1 year	12 th class pass or its equivalent.	OH, HH, LV

The following officers are assigned to work as MENTOR to the ITOT/ITWs mentioned against their names:-

S. No	Name and Designation with Place of posting*	State, Proposed ITOT/ITW with Name of Principal & his Contact No.
1.	Sh. Hemant Ganjare, DDT, Apex Hi-Tech Institute, Bangalore Ph. No. 09632416015 E-mail: hemant_ganjare@rediffmail.com	Karnataka Government ITI, Devangere Sh. P. Ramesya Ph. No. 09448005039
2.	Sh. Sukhdev Singh, JDT, ATI Kanpur Ph. No. 09872519465 E-mail: kirpalhouse@yahoo.co.in	Uttar Pradesh Government ITI, Sultanpur Sh. D. K. Singh Ph. No. 09451096100
3.	Sh. Naresh Chandra, DDT, ATI Kanpur Ph. No. 09695986437 E-mail: ncj2009@yahoo.com	Madhya Pradesh Government ITI, Bhopal (Gas Rahat) Sh. P. D. Gour Ph. No. 09425030225
4.	Sh. Manjeet Singh, DDT, ATI Ludhiana Ph. No. 09464931550 E-mail: manjitvirk@yahoo.com	Punjab Govt. ITI, Lalru Sh. Jaswant Singh Ph. No. 09855440696
5.	Sh. M. Thamizharasan, DDT, ATI Chennai Ph. No. 09380822308 E-mail: thamizharasan.f5@g.ail.com	Kerala Govt ITI, Malampuzha Sh. K. R. Sivasankaran Ph. No. 09447719912
6.	Sh. A. Nandi, DDT, ATI Mumbai Ph. No. 07303730343 E-mail: abhinoy_nandi@yahoo.co.in	Maharashtra Govt. ITI, Panvel Sh. D. S. Jagtap Ph. No. 09969845404
7.	Sh. H. C. Goyal, DDT, ATI-EPI Dehradun Ph. No. 09454509190 E-mail: hemgoyal2001@yahoo.com	Uttarakhand Govt. ITI, Haridwar Sh. M. S. Sajwan Ph. No. 09410963639
8.	Sh. T. V. L. N. Rao, DDT, ATI Hyderabad Ph. No. 09440875775 E-mail: tvlnr@yahoo.co.in	Andhra Pradesh Govt. ITI, Vishakhapatnam (Old) Sh. R. V. Ramanna Ph. No. 08886882160
9.	Sh. G. Giri, DDT, CSTARI Kolkata Ph. No. 09433283140 E-mail: ggiriddtkol@yahoo.co.in	Orissa Govt. ITI Talcher Sh. K. C. Rout Ph. No. 09437752440
10.	Sh. Ketan Kumar P. Patel, DDT, RDAT Mumbai Ph. No. 09879281567 E-mail: patelktan@yahoo.co.in	Gujarat Govt. ITI, Dashrath Sh. K. P. Shah Ph. No. 09662530941

* Subject to change in case of transfer in consultation with the concerned Director/ Principal of the institute.

Annex IV**Grouping of trades for Engineering Technology Module (ET)**

Group No.	Trades included in the Group
I	<ol style="list-style-type: none"> 1. Forger & Heat Treater, 2. Carpenter, 3. Foundry Man 4. Pattern Maker 5. Sheet Metal worker 6. Welder (Gas & Electric)
II	<ol style="list-style-type: none"> 1. Mechanic Motor Vehicle 2. Mech. Ref. & Air conditioning 3. Farm Mechanic and Mechanic Ag. Machineries
III	<ol style="list-style-type: none"> 1. Draughtsman (Mechanical) 2. Draughtsman (Civil) 3. Reading of Drawing & Arithmetic (ROD & A)
IV	<ol style="list-style-type: none"> 1. Fitter 2. Turner 3. Machinist 4. Machinist (Grinder) 5. Tool and Die Maker 6. MTMM
V	<ol style="list-style-type: none"> 1. Electrician 2. Wireman
VI	<ol style="list-style-type: none"> 1. Maintenance Mechanic (CP) 2. Attendant Operator (CP) 3. Instrument Mechanic (CP) 4. Laboratory Assistant (CP) 5. Instrument Mechanic
VII	<ol style="list-style-type: none"> 1. Electronics Mechanic 2. Mechanic Radio and TV 3. IT&ESM

NOTE: Grouping for other trades is under preparation.

Trade-wise number of units (All India)

(as in Oct. 2012)

S. No.	Trade	No. of Units	No. of I.T.I.'s	
			Government	Private
1.	Electrician	22493	1623	8508
2.	Fitter	19204	1675	7631
3.	Electronics Mechanic	3441	926	1359
4.	Computer Operator and Programming Assistant	3240	841	1339
5.	Mechanic (Motor Vehicle)	3179	872	934
6.	Mechanic (Diesel)	3168	571	1370
7.	Wireman	2424	1013	567
8.	Draughtsman (Civil)	2341	490	841
9.	Welder	2004	629	791
10.	Turner	1909	577	234
11.	Welder (Gas & Electric)	1644	646	379
12.	Cutting and Tailoring renamed as Cutting and Sewing	1627	728	538
13.	Mechanic (Refrigeration and Air Conditioning)	1283	407	350
14.	Machinist	1246	434	82
15.	Mechanic Radio and Television	1030	477	191
16.	Draughtsman (Mechanical)	953	282	326
17.	Plumber	849	274	345
18.	Dress Making	647	465	116
19.	Stenography (English)	645	338	124
20.	Carpenter	557	375	91
21.	Information Technology & Electronics System Maint.	551	275	120
22.	Stenography (Hindi)	490	311	80
23.	Surveyor	455	160	134
24.	Embroidery & Needle Work	394	226	105
25.	Health Sanitary Inspector	373	2	204
26.	Instrument Mechanic	370	176	56
27.	Sheet Metal Worker	352	234	47
28.	Mechanic (Tractor)	339	232	14
29.	Hair & Skin Carer	318	208	75
30.	Painter (General)	263	163	66
31.	Machinist (Grinder)	248	108	18
32.	Driver Cum Mechanic (Light Motor Vehicle)	227	106	75
33.	Data Entry Operator	209	26	102
34.	Fashion Technology	200	81	81

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S. No.	Trade	No. of Units	No. of I.T.I.'s	
			Government	Private
35.	Mason (Building Constructor)	183	83	53
36.	Foundryman	180	117	6
37.	Secretarial Practice	179	109	52
38.	Plastic Processing Operator	159	117	10
39.	Architectural Assistant	151	18	79
40.	Data Preparation and Computer Software	140	20	88
41.	Desk Top Publishing Operator	134	55	37
42.	MCP	132	32	59
43.	Mechanic Machine Tool Maintenance	110	67	6
44.	Preservation of Fruit & Vegetables	109	104	2
45.	Pump Operator-Cum-Mechanic	108	90	10
46.	Interior Decoration & Designing	96	31	35
47.	Dental Laboratory Technician	90	0	67
48.	Moulder	87	54	2
49.	Insurance	79	0	45
50.	Attendant Operator (Chemical Plant)	72	42	10
51.	Pattern Maker	71	55	1
52.	Tool & Die Maker	71	34	10
53.	Forger & Heat Treater	68	47	3
54.	Tool & Die Maker (Press Tools, Jig & Fixture)	66	35	7
55.	Mechanic Auto Electrical & Electronics	57	17	28
56.	Bleaching Dyeing & Calico Printing	50	48	0
57.	Craftsmen Food Production (General)	47	12	22
58.	Mechanic Consumer Electronics	46	15	15
59.	Pre/ Preparatory School Management (Assistant)	45	0	30
60.	Hospital House Keeping	43	6	18
61.	Baker & Confectioner	42	38	3
62.	Front Office Assistant	42	11	19
63.	Instrument Mechanic (Chemical Plant)	41	16	6
64.	Physiotherapy Technician	41	0	25

S. No.	Trade	No. of Units	No. of I.T.I.'s	
			Government	Private
65.	Library & Information Science	37	0	19
66.	Network Technician	37	12	13
67.	Mechanic Maintenance (Chemical Plant)	35	19	6
68.	Laboratory Assistant (Chemical Plant)	34	17	4
69.	Tool & Die Maker (Dies & Moulds)	32	18	6
70.	Sanitary Hardware Fitter	31	8	14
71.	Book Binder	30	21	7
72.	Electroplater	30	22	1
73.	Hand Compositor	29	15	8
74.	Mechanic Agricultural Machinery	25	21	1
75.	Mechanic-cum-Operator Electronic Communication System	22	5	7
76.	Leather Goods Maker	21	10	5
77.	Mechanic Repair & Maintenance of Light Vehicle	21	8	7
78.	Letter Press Machine Minder	20	11	3
79.	Wireless Mechanic cum Ope	20	14	1
80.	Knitting With Machine	19	15	2
81.	Photographer	19	10	7
82.	Radiology Technician	19	0	11
83.	Horticulture	16	2	10
84.	Medical Transcription	16	1	5
85.	Steward	16	7	7
86.	Instrument Mechanic (Chemical Plant)	15	10	2
87.	Mechanic Medical Electronics	15	5	6
88.	Mechanic (General Electronics)	15	4	3
89.	Mechanic (Instrument Aircraft)	14	8	1
90.	Lift Mechanic	13	0	6
91.	Old Age Care	13	0	9
92.	Craftsmen Food Production (Veg)	12	4	5
93.	Mechanic (Marine Diesel)	11	2	2
94.	Mechanic Watch and Clock	10	8	0
95.	Mechanic Computer Hardware	9	0	5
96.	Digital Photographer	9	4	2
97.	Mechanic Mechatronics	9	4	0
98.	Mechanic Repair & Maintenance of Two Wheelers	9	2	5
99.	Watch and Clock Maker	9	6	0

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S. No.	Trade	No. of Units	No. of I.T.I.'s	
			Government	Private
100.	Domestic House Keeping	8	0	4
101.	Building Constructor	7	5	1
102.	Cabin/ Room Attendant	7	0	4
103.	Manufacture of Footwear	7	4	3
104.	Auto Electrician	6	1	0
105.	Event Management Assistant	6	2	2
106.	Institution House Keeping	6	2	1
107.	Litho Offset Machine Minder	6	2	2
108.	Floriculture & Landscaping	5	0	3
109.	Farm Mech. Agri. Mechanic	5	4	0
110.	Mechanic Repair & Maintenance of Heavy Vehicle	5	1	4
111.	Operator Advanced Machine Tool	5	4	1
112.	Upholster	5	3	2
113.	Weaving of Skill & Wollen Fabrics. <i>Silk</i>	5	3	0
114.	Attendant Operator (Chemical Plant)	4	2	0
115.	Mechanic Communication Equipment Maintenance	4	1	2
116.	Corporate House Keeping	4	2	1
117.	Tourist Guide	4	0	3
118.	Vessel Navigator	4	0	3
119.	Computer Aided Embroidery and Needle worker	3	1	1
120.	Weaving of Woollen Fabrics.	3	3	0
121.	Creche Management	2	0	2
122.	Dairying	2	0	1
123.	MAR	2	0	2
124.	Phototype Setter and Desktop Operator	2	1	0
125.	SPA	2	0	1
126.	Building Maintenance	1	1	0
127.	Cane, Willow and Bamboo Work	1	0	1
128.	Hand Weaving of Niwar Tape, Durries and Carpets	1	1	0
129.	Laboratory Assistant (Chemical Plant)	1	1	0
130.	Upholsterer	1	1	0
Total		82228	17562	28275

***As per IDP furnished in Feb.2012**

Annex VII

SPACE AND POWER NORMS FOR TT1 and TT2 MODULES [CLASS ROOMS / WORKSHOPS / LABS]

S. No	Class-room/Labs	Space Requirement in Sq.m.	Illumination in lumen
1.	TT-1	30	6000
2.	TT-2	30	6000

S.No	Trade	Space requirement for classroom (in sqm)	Space requirement for workshop (in sqm)	Power Norms	
				Classroom (in kw)	Workshop (In kw)
1	Fitter (TT1&TT2)	30	120	1	10
2	Turner (TT1)	30	240	1	24
	TT2	30	240	1	30
3	Machinist TT1	30	240	1	20
	TT2	30	240	1	25
4	Tool & Die maker (TT1&TT2)	30	160	1	25
5	Machinist Grinder (TT1)	30	220	1	18
	TT2	30	220	1	20
6	Mechanic Machine Tool Maintenance (TT1)	30	130 130	1	9
	TT2	30	130 130	1	13
7	Electrician TT1	30	140	1	9
	TT2	30	140	1	6
8	Electronic Mechanic TT1	30	80	1	3.5
	TT2	30	80	1	6
9	Wiremen (TT1&TT2)	30	110	1	2
10	Mechanic Motor Vehicle (TT1&TT2)	30	120 (parking area 240 sqm)	1	5
11	Mechanic Diesel (TT1&TT2)	30	120 (parking area 80 sqm)	1	4.5
12	Refrigeration & Air-conditioning TT1	30	120	1	13
	TT2	30	100	1	13
13	D'Man Civil (TT1 & TT2)	30	100	1	3.5
14	D'Man Mechanical (TT1 & TT2)	30	100	1	5.5

15	ITESM TT1	30	80	1	3.5
	TT2	30	120	1	7
16	Instrument Mechanic TT1 & TT2	30	120	1	10
17	Plumber (TT1 & TT2)	30	120	1	2
18	Welder TT1	30	160	1	12
	TT2	30	160	1	15
19	Sheet Metal Worker (TT1 & TT2)	30	102	1	10
20	Reading of Drawing & Arithmetic (TT1 & TT2)	30	100	1	3.5
21	Surveyor TT1	30	100	1	3
	TT2	30	100	1	3.5

NCVT Space norms for Class rooms and drawing hall for ET and TM Modules

S.No	Class-room/Labs		Carpet area In Sq.m.	Illumination in lumen
1.	Training Methodology (TM)	Theory Class-room	45	12000
2.		AVA Lab	60	12000
3.	Engineering Technology (ET)	Theory Class-room	45	6000
4.		Engineering Drawing Hall	60	15000
5.		Theory class-room for ET for D/man Trade group	45	9000
6.	Information Center		100 min.	12000 min.

Space Requirement for Institute / Administrative Building

Sl.No	Particulars	No. of Rooms	Total carpet area in sq.mtrs
1	Principal's Room	1	35(attached toilet)
2	PA's Room	1	10
3	Officer's Room (1 for each trade)	3	30
4	Registrar's Room	1	15
5	Visitor's Room / Reception	1	10
6	Office (OS & staff)	1	35 / (4 sq. m per staff with 10.% space for keeping records/ computers)
7	Record Room	1	20
8	Staff Room	1	30
9	Canteen-Kitchen and Tiffin Room	1	80
10	Store and Stationery	1	25

NCVT Space norms under Crafts Instructor Training Scheme (CITS) (viz. 3 trades Fitter, Electrician and Mechanic Motor Vehicle (MMV))

Workshop building :

Trade	Class rooms Carpet area	Workshop Carpet area	Trade	Class rooms Carpet area	Workshop Carpet area	Trade	Class rooms Carpet area	Workshop Carpet area
Fitter (TT1)	30 sq.m.	120 sq.m.	Electrician (TT1)	30 sq.m.	140 sq.m.	Mechanic Motor Vehicle (MMV) (TT1)	30 sq.m.	120 sq.m.+240 Sq.m (parking area)
Fitter (TT2)	30 sq.m.	120 sq.m.	Electrician (TT2)	30 sq.m.	140 sq.m.	MMV (TT2)	30 sq.m.	120 sq.m.+240 Sq.m (parking area)

INFRASTRUCTURE FOR TM AND ET MODULE :

Class-room / Lab	Space requirement Carpet Area	Class-room / Lab.	Space requirement Carpet Area	Class-room / Lab.	Space requirement Carpet Area
AVA Lab (Training Methodology)	60 sq.m.	AVA Lab (Training Methodology)	60 sq.m.	AVA Lab (Training Methodology)	60 sq.m.
Theory class room (Training Methodology)	45 sq.m.	Theory class room for Training Methodology	45 sq.m.	Theory class room for Training Methodology	45 sq.m.
Theory class room for Engineering Technology (ET)	45 sq.m.	Theory class room for Engineering Technology (ET)	45 sq.m.	Theory class room for Engineering Technology (ET)	45 sq.m.
Engineering Drawing hall for Engineering Technology (ET)	60 sq.m.	Engineering Drawing hall for Engineering Technology (ET)	60 sq.m.	Engineering Drawing hall for Engineering Technology (ET)	60 sq.m.

Class-room / Lab.	Space requirement
Information Center	100 Sq.m.

Qualification Norms for Trainer and Principal

Module	Academic / Technical qualification	Experience
Training Methodology Module. (TM)	Degree in engineering (Degree should be from recognized University) or Three year diploma in appropriate branch of engineering (trade concerned). (Diploma should be from recognized Board/Institution). Passed National Craft Instructor Training course in any trade. In case of two units, one instructor must be Degree in Engineering.	Two years for Degree; Five years for Diploma as an Instructor.
Engineering Technology Module (ET)	Degree in Mechanical / Electrical engineering (Degree should be from recognized University) or Three year diploma in Mechanical / Electrical engineering. (Diploma should be from recognized Board / Institution). Passed National Craft Instructor Training course in RoD&A. In case of two units, one instructor must be Degree in Engineering.	Two years for Degree; Five years for Diploma as an Instructor.
Trade Technology Modules (TT1 and TT2)	Degree in appropriate branch of engineering (Degree should be from recognized University) or Three year diploma in appropriate branch of engineering (trade concerned). (Diploma should be from recognized Board / Institution). Passed National Craft Instructor Training course in same or relevant trade In case of two units, one instructor must be Degree in Engineering.	Two years for Degree; Five years for Diploma as an Instructor

Qualification for Principal

Principal of the institute, operating modules of Instructor Training courses should be not below the rank of Joint Director of Trg. and should have a Bachelor Degree in Engineering.

Note:- The salary and remuneration to the Trainers and Principals' are to be paid through any Nationalized Bank or Post Office.

STAFF STRENGTH (TECHNICAL AND ADMINISTRATIVE STAFF)

	Seating cap.480	Seating cap.600
Designation	No. of posts	No. of posts
Technical Staff		
Principal	1	1
Training Officers		
TT1 / TT2	12	12
TM	4	6
ET	4	6
Administrative Staff		
Office Superintendent	1	1
UDC/ DEO/ Typist/Steno	3	4
LDC	4	5
Workshop Attendant	6	6
Peons & Malis	6	8
Safaiwala	4	6
Chowkidar	6	6
Storekeeper	1	1
Assistant Store keeper	1	1
Store attendant	2	2
Librarian	1	1
Sub Station Attendant	1/shift	1/shift
Accountant	1	1

Medical staff (Common for Institute and Hostel)		
Medical Officer (part time)	1	1
Compounder	1	1
Dresser	1/shift	1/shift
Subtotal (B)	3	3

Hostel Staff		
Hostel Superintendent	1	1
Hostel clerk	1	1
Safaiwala	3	4
Chowkidar	4	5

Source : Training Manual for ITIs and ITCs

Note : It is suggested that posts of Joint Director / Principal with required technical and administrative staff may be created immediately. Training Officers/ Trainers may be appointed in such a way that they undergo training before commencement of courses in the ITOT. Workshop staff may be appointed after the completion of civil works, so that their services are available at the time of installation. Support staff viz. Chowkidar, Safaiwala and Mali could be outsourced. For medical staff, the facility attached with ITI should be extended to ITOT.