

- To,
- All the Directors/Commissioners of the States/UTs (Dealing with Craftsmen Training Scheme)
  - All the Regional Directors, RDSDE & Principals, NSTIs

**Subject: Implementation of New e-Certificate Formats and Result Status Modifications for CTS Trainees from Admission year 2025 onwards– reg.**

Sir/Madam,

It is informed that in response to the representations received from few State Directorates, from admission year 2025 onwards, the result status for trainees failed in the first-year of 2-year duration trades will be modified as "Promoted with Back" instead of "Fail" and will be displayed on the first-year e-Marksheets and also in the screen views on SIDH portal. The modifications are applicable only to Mains examination results for the first-year trainees of 2-year duration trades. For other cases and supplementary examinations, the existing practice of displaying result status as Pass/ Fail will continue without alteration.

2. Further, attention is drawn to guidelines issued by this directorate vide letter numbers DGT-MISO1 1/1/2025-O/o DIR (TC) [71015]<sup>i</sup> dated 09.01.2026 and MSDE(DGT)-07/03/2024-CD (E67136)<sup>ii</sup> dated 16.02.2026 (copies attached). In view of these guidelines, the following changes are introduced in the e-National Trade Certificate (e-NTC) and e-Marksheet from admission year 2025 onwards:

- Revised e-National Trade Certificate (e-NTC) Format:** The CTS e-NTCs will be issued to trainees in a revised format from admission year 2025 onwards. The revised CTS e-certificate format will include, inter alia, the trainee's Automated Permanent Academic Account Registry (APAAR) Id and the total credits earned. The credits earned will also be transferred to the trainee's Academic Bank of Credits (ABC), linked with the APAAR Id.
- Revised E-Marksheet Format:** The CTS e-marksheet will be issued to trainees in a revised format from admission year 2025 onwards for one-year and two-year trades. The revised e-marksheets will display, inter alia, grades for On-the-Job Training (OJT) or project works also, as applicable. The recording of the grades by the Industrial Training Institutes (ITIs) will be enabled on the SIDH for 2025 admission year during CTS Mains Examination, tentatively to be held in July 2026.

States and UTs are requested to take note of these changes and disseminate the information to all stakeholders and Industrial Training Institutes (ITIs) under their jurisdiction.

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(स्वाति सेठी) / Swati Sethi

निदेशक(परीक्षा), डीजीटी Director (Exam), DGT

**Copy to:**

1. Sr.PPS to Secretary, MSDE
2. PSO to DG/SS, DGT
3. DDG (HQ), DDG(East), DDG(South), DGT
4. Director, CD Section

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Singh** Digitally signed  
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(विदित सिंह) / (Vidit Singh)

उप निदेशक/Dy. Director

व्यवसाय परीक्षण विभाग, डीजीटी, कौशल भवन / TT Cell, DGT, Kaushal Bhawan

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<sup>i</sup> Guidelines for implementation of APAAR ID for trainees admitted in Craftsmen Training Scheme (CTS) courses in Industrial Training Institutes (ITIs), from the Session-2025 issued vide letter numbers DGT-MISO1 1/1/2025-O/o DIR (TC) [71015] dated 09.01.2026.

<sup>ii</sup> Guidelines for On-the-Job Training (OJT) / group projects for ITI trainees under the Craftsmen Training Scheme (CTS) issued vide letter number MSDE(DGT)-07/03/2024-CD (E67136)<sup>ii</sup> dated 16.02.2026.

To  
The Principal Secretaries of all the States/UTs  
(Dealing with Craftsmen Training Scheme).

**Subject: Guidelines for implementation of APAR ID for Trainees admitted in Craftsmen Training Scheme (CTS) courses in Industrial Training Institutes (ITIs), from the Session - 2025 - regarding.**

Sir/Madam,

The National Education Policy (NEP) 2020 aims to establish a unified and lifelong academic identity for learners across school education, higher education, and skill ecosystems. To achieve this goal, the Ministry of Education (MoE), Government of India, has introduced the Automated Permanent Academic Account Registry (APAAR) as a unique digital academic identity for students and trainees.

**What is APAAR ID?**

APAAR ID is a 12-digit identifier that consolidates trainees' academic and extracurricular records in a secure digital platform. Integrated with the Digi Locker ecosystem, it allows trainees to store and access their academic achievements, credits, and certificates from long-term and short-term training as well as higher education. This system also supports the "One Nation, One Student ID" initiative, ensuring continuity and accessibility throughout a student's educational journey.

The APAAR ID system ensures data confidentiality by masking sensitive information when shared with authorized entities, adhering to the highest standards of security and privacy. In conclusion, implementing APAAR ID for ITI trainees will enhance the digital storage of academic records, facilitate credit transfer, certification, and learner mobility in alignment with the National Credit Framework.

**Benefits of APAAR ID:**

1. Unified Tracking: Enables thorough monitoring of trainees' educational progress, leading to lower dropout rates and enhanced learning results.
2. Digital Integration: Seamlessly connects with Digi Locker to store academic records.
3. Smooth Transitions: Streamlines the transfer of academic records between ITIs, districts, or states.
4. Simplified Certificate Verification for Employers: Eases certificate verification for employers by retrieving certificates directly from Digi Locker.

**APAAR ID Implementation Process for it is/NSTIs:**

**Step-1:** Principals shall conduct awareness programs with trainees and their parents to introduce APAAR ID and explain its significance.

**Step-2:** Principals shall distribute physical consent forms (Annexure-I) to trainees/parents for authorization of Aadhaar details for generating APAAR IDs and uploading credits/certificates to Digi Locker.



**Step-3:** Generate APAAR IDs through Aadhaar authentication during trainee verification from ITI approver login on the DGT portal. An FAQ document is attached as Annexure-II for reference.

**Step-4:** DGT may upload credits/certificates to Digi Locker after successful course completion.


**The responsibility for APAAR ID implementation:**

- ITI Principals ensure APAAR ID generation for all enrolled trainees based on consent.
- State/UT directorates issue necessary instructions and ensure APAAR ID generation for all trainees in government and private ITIs under their jurisdiction.
- Trainees who are not willing to verify through Aadhaar authentication can use a non-Aadhaar option during trainee verification from the respective ITI approver login in the DGT portal. However, for such trainees, no APAR ID will be generated.

State Directorates and ITI Principals are advised to facilitate APAAR ID generation and uploading of academic credits/certificates in Digi Locker through the DGT portal while ensuring compliance with guidelines. The integration of APAAR ID with the Academic Bank of Credits (ABC) will streamline the process of pushing academic credits and certificates into Digi Locker upon course completion.

All concerned authorities shall widely publicize the above provisions among trainees and stakeholders and ensure strict adherence to data privacy and protection norms as per applicable rules.

This issues with the approval of the competent authority.

  
(Ujjwal Biswas)  
Director, TC

Copy for kind information to: -

1. Sr PPS to Secretary, MSDE, New Delhi
2. Sr PPS to DG/AS, DGT, New Delhi
3. Sr PPS to DDG, DGT, New Delhi
4. DDG South (AK) and DDG East (SSN)

Copy for necessary action to: -

1. Directors, All State/UT directorates.
2. All RDSDEs.
3. Principals, NSTIs.
4. The Director, CFI, TT Cell, IT Cell and CD, DGT, New Delhi
5. NSDC - for technical support on SIDH portal.
6. Executive Director, NIMI, Chennai.

  
(Raju Kannam)  
Deputy Director, TC

Enclosure:

As mentioned above.

**Consent Form for Creation and Use of APAR ID for ITI Trainees**

I, the undersigned, hereby give my consent for Aadhaar authentication and the creation and use of an APAR ID for uploading credits and certificates upon successful completion of my training at the Industrial Training Institute (ITI), as per the guidelines of the Directorate General of Training (DGT), Ministry of Skill Development and Entrepreneurship, Government of India.

**1. Details of the Trainee**

Name of Trainee:	
State Registration Number:	
Name of ITI:	
MIS code of ITI:	
Trade:	
Shift:	
Unit:	
Admitted Session:	
Mobile Number:	

**2. Declaration by the Trainee**

I hereby declare that:

- i. I have been informed about the APAR ID system for ITI trainees and its objectives.
- ii. I understand that the APAR ID is a unique digital identifier created solely for training and academic records purposes.
- iii. I am aware that the APAR ID:
  - Is not a service record;
  - Has no linkage with employment, placement, or service benefits; and
  - Does not replace or affect Trade Tests, NCVT examinations, or certification.
- iv. I understand that my data will be handled as per prevailing Government norms on data protection and confidentiality.

**3. Consent from Trainee**

I hereby give my free, informed, and unconditional consent for:

- Utilization of Aadhaar authentication for PRN generation during trainee verification on DGT portal.
- Generation of my APAR ID via the designated DGT digital platform.
- Strict recording, storage, and utilization of my APAR-related data solely for training and academic purposes.

**4. Trainee Signature**

Signature / Thumb Impression of Trainee \_\_\_\_\_

Name of Trainee \_\_\_\_\_

Date \_\_\_\_\_

Place \_\_\_\_\_



**5. For Trainees Below 18 Years of Age (If Applicable)**

I, the undersigned parent/guardian, hereby give my consent for the creation and use of APAR ID for the above-mentioned trainee.

Name of Parent / Guardian \_\_\_\_\_  
Relationship with Trainee \_\_\_\_\_  
Signature / Thumb Impression \_\_\_\_\_  
Mobile Number \_\_\_\_\_  
Date \_\_\_\_\_

**6. Certification by ITI**

Certified that the above trainee is enrolled in this ITI and that this consent has been obtained as per the instructions issued by DGT.

Name & Signature of ITI Principal \_\_\_\_\_  
Designation \_\_\_\_\_  
ITI Seal \_\_\_\_\_  
Date \_\_\_\_\_

### FAQ on APAAR ID Generation for ITI Trainees

This Frequently Asked Questions (FAQ) document is specifically prepared for Industrial Training Institutes (ITIs), State Directorates, and stakeholders working under the Directorate General of Training (DGT), Ministry of Skill Development & Entrepreneurship (MSDE), Government of India. It explains the generation, usage, and governance of APAAR ID for ITI trainees.

**1. What is APAAR ID in the context of ITIs?**

APAAR (Automated Permanent Academic Account Registry) ID is a unique, lifelong academic identity for ITI trainees, enabling digital storage of trade-wise training records, certifications, credits, and future academic or skill progression under NEP 2020.

**2. Which authority governs APAAR ID for ITI trainees?**

APAAR ID for ITI trainees is implemented under the policy framework of the Ministry of Education (MoE) and operationally aligned with DGT and MSDE systems for skill education.

**3. Is APAAR ID mandatory for ITI admission?**

APAAR ID is recommended for ITI trainees, especially for credit-based and NSQF-aligned programs. However, no trainee shall be denied admission, training, or examination solely for non-generation of APAAR ID, as per Government advisories.

**4. Is Aadhaar mandatory for APAAR ID generation in ITIs?**

Aadhaar is required for identity authentication during APAAR ID generation. Aadhaar data is used only for verification purposes and is not displayed publicly.

**5. Is trainee consent required?**

Yes. Explicit consent of the trainee is mandatory. For trainees below 18 years of age, parent or guardian consent is compulsory.

**6. Who is responsible for generating APAAR ID in ITIs?**

The generation of APAAR IDs is facilitated by the ITI through the approver login on the DGT portal. The respective ITI must complete the trainee verification process by authenticating Aadhaar details on the DGT portal.

**7. What trainee details are required for APAAR ID generation?**

Trainee name (as per Aadhaar), date of birth, gender, Aadhaar number, mobile number, ITI code, trade, session year, and NSQF level details are required.

**8. Can an ITI trainee have more than one APAAR ID?**



No. Each trainee is entitled to only one APAAR ID throughout their lifetime. Duplicate IDs are not permitted.

**9. How is APAAR ID useful for ITI trainees?**

APAAR ID supports credit accumulation and transfer, mobility between ITIs or higher education institutions, and integration with Skill India Digital initiatives.

**10. Is APAAR ID linked with Academic Bank of Credits (ABC)?**

Yes. APAAR ID is integrated with the Academic Bank of Credits to enable digital storage and transfer of credits earned during ITI training or other recognized programs.

**11. What happens if trainee details are incorrect?**

ITI authorities must facilitate correction through the designated grievance portal during the correction window notified by DGT.

**12. How is trainee data protected?**

APAAR ID data is governed by the IT Act, 2000, Aadhaar Act, 2016, and Digital Personal Data Protection Act, 2023. Data sharing is strictly consent-based.

**13. Can APAAR ID be used after completion of ITI training?**

Yes. APAAR ID is a lifelong academic identity and remains valid for higher education, advanced skill training, apprenticeships, and future credit-based programs.

**14. Whom should ITI trainees contact for APAAR-related issues?**

Trainees should first contact their ITI administration. Issues may be escalated to the State/UT Directorate of Training.

*Note: This FAQ is based on NEP 2020, APAAR framework advisories of the Ministry of Education, and implementation guidance relevant to DGT and ITI ecosystems. Institutions should also refer to the latest circulars issued by MoE, MSDE, and DGT for updates.*



MSDE(DGT)-07/03/2024-CD (E67136)  
भारत सरकार (Government of India)  
कौशल विकास एवं उद्यमशीलता मंत्रालय (Ministry of Skill Development & Entrepreneurship)  
प्रशिक्षण महानिदेशालय (Directorate General of Training)

04<sup>th</sup> Floor, Kaushal Bhawan,  
New Moti Bagh New Delhi-23  
Dated: 16.02.2026.

To

- i. The Commissioners/ Director, Vocational Training / Skill Development, All States/ UTs
- ii. The Directors, NSTIs & RDSDEs

**Subject:** Guidelines for On-the-Job Training (OJT) / group projects for ITI trainees under the Craftsmen Training Scheme (CTS)-reg

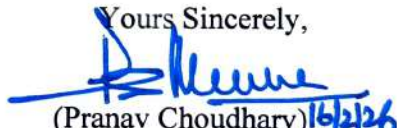
**Madam/Sir,**

Your kind attention is invited to D.O. Letter No. MSDE(DGT)-19/03(01)/2022-CD dated 05 April 2022 (copy enclosed) issued to all State/UT Directorates dealing with vocational training regarding the restructuring and rationalization of all qualifications under the Craftsmen Training Scheme (CTS), in line with NEP-2020.

In order to implement the mandatory 150 hours of On-the-Job Training (OJT) / group projects for ITI trainees—aimed at enabling trainees to gain hands-on experience in their respective trades, familiarize themselves with the work environment, practices and technologies used in industry and develop work ethics, communication skills, and teamwork abilities, a framework for conducting the On-the-Job Training (OJT)/Group Projects for ITI trainees under the Craftsmen Training Scheme (CTS) has been developed (copy enclosed).

We look forward to your continued support for the effective implementation of On-the-Job Training (OJT)/Group Projects in ITIs under CTS scheme.

This issues with the approval of the competent authority.

Yours Sincerely,  
  
(Pranav Choudhary) 16/2/26  
Director, CD Section

Encls: As above.

Copy to:

- i. PPS to DG, DGT
- ii. DDG, DGT (HQ), New Delhi , DDG (East Zone), DDG (South Zone)
- iii. All Directors at DGT (HQ), New Delhi
- iv. Director, TT Cell & IT, DGT (HQ), New Delhi — with a request to make necessary modification in the existing CTS examination system and its concerned portals, to incorporate the provisions made for the implementation of OJT/ Group projects.
- v. Director CSTARI & Executive Director – NIMI.



सत्यमेव जयते

GOVERNMENT OF INDIA

MINISTRY OF SKILL DEVELOPMENT &  
ENTREPRENEURSHIP



Directorate General of Training

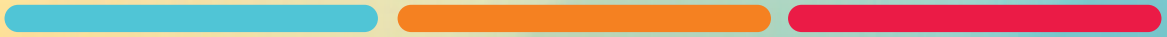


Skill India  
कौशल भारत - कुशल भारत



Industrial Training Institute

# Guidelines for On-the-Job Training /Project Work of ITI Trainees under the Craftsmen Training Scheme.



# Guidelines for On-the-Job Training / Project Work of ITI Trainees under the Craftsmen Training Scheme





# Contents

1.	Introduction	4
2.	Objectives	4
3.	Key Characteristics of the Workplace for OJT	5
4.	Structure of OJT	5
5.	Implementation of OJT	6
5.1	Selection of industry:	6
5.2	Training and Supervision:	6
5.3	Evaluation and Feedback:	6
5.4	Certification:	7
6.	Project work	7
6.1	Pre-project preparation:	7
6.2	Project Implementation and Supervision:	7
6.3	Evaluation of Project work:	7
7.	Roles and Responsibilities of Key Stakeholders	8
7.1	Responsibilities of ITI	8
7.2	Responsibilities of industry	8
7.3	Responsibilities of Trainee	8
7.4	Responsibilities of External Examiner	8
8.	Miscellaneous Guidelines:	9
	Annexure – 1	10
	Annexure - 2	11
	Annexure - 3	12



## 1. Introduction

The Directorate General of Training (DGT), under the Ministry of Skill Development and Entrepreneurship (MSDE), implements the Craftsmen Training Scheme (CTS) through a network of Industrial Training Institutes (ITIs) across the country. ITIs offer craftsmen training in numerous NSQF-aligned trades, each with a dedicated curriculum and training durations of six months, one year, or two years, designed to impart basic skills and knowledge for employment as semi-skilled/skilled workers.

ITIs offer a well-structured combination of theoretical knowledge and practical skills. However, with rapid advancements in technology and evolving industry practices, hands-on experience in actual workplace settings has become increasingly valuable.

To address this need and enhance the relevance of training, the DGT has introduced On-the-Job Training (OJT) as an integral part of the CTS curriculum from the session 2022–23, vide order dated

01.09.2022. As per this order, it is mandatory for each trainee undergoing training in ITIs under 1 or 2-year CTS trades to undertake either On-the-Job Training (OJT) or, where OJT is not feasible, a trade-relevant project.

During OJT, trainees engage in real-world tasks and activities within industry settings for a fixed duration, directly applying their trade or occupational skills. This provides trainees with invaluable hands-on experience, significantly enhancing their employability by making them job-ready and familiar with industry standards. OJT facilitates a seamless transition of a candidate from training to meaningful employment and long-term career progression, while providing industries with a pipeline of skilled talent.

In cases where OJT cannot be arranged, trainees are required to complete a trade-relevant project within the ITI. These projects aim to simulate real-life challenges and encourage the application of technical knowledge, innovation, and problem-solving skills in a structured manner.

## 2. Objectives

The primary objective of On-the-Job Training (OJT) is to provide ITI trainees with practical, real-world exposure in industry settings, bridging the gap between classroom learning and professional skills, ultimately preparing them for successful careers in their chosen trades. Apart from these, OJT serves the following additional objectives:

i. **Enhance Employability:** On-the-Job Training (OJT) provides trainees with industry-specific experience that boosts their confidence, improves their employability, and prepares them to secure better job opportunities

ii. **Strengthen industry-Institute Collaboration:** OJT creates stronger partnerships between ITIs and industries, ensuring that training programs are up-to-date and aligned with industry needs.

iii. **Facilitate Smooth workforce Integration:** OJT helps trainees' transition seamlessly into the workforce, reducing the time needed for adaptation and ensuring they are ready for full-time roles.

iv. **Evaluate and Monitor Skill Progress:** OJT allows continuous assessment of trainees' performance in real-world settings, ensuring their skills align with industry standards and expectations.

### 3. Key Characteristics of the Workplace for OJT:

The workplace for On-the-Job Training (OJT) refers to any physical setting where trainees engage in real-world tasks and activities related to their trade or occupation. This setting is typically provided by an industry, employer, or organization that collaborates with the Industrial Training Institute (ITI) to offer OJT. For the purpose of OJT, the terms ‘workplace’ and ‘industry’ are used interchangeably. To ensure effective OJT, the workplace must meet the following essential requirements:

#### CONDITIONS, TOOLS, TECHNOLOGIES, AND PROCEDURES.

##### Supervised Training

The workplace must have designated supervisors or mentors who guide trainees, provide feedback, evaluate and assess their performance throughout the OJT period.

##### Real-World Tasks

Trainees should be involved in meaningful work that contributes to the organization’s operations, allowing them to apply theoretical knowledge and develop practical skills.

##### Safety and Compliance

The workplace must adhere to safety regulations and provide a safe environment for trainees, including providing necessary safety equipment and training.

### 4. Structure of OJT



**Duration:** As per the restructured curriculum, 150 hours of On-the-Job Training (OJT) shall be conducted for each year of the course duration. In few cases, more than 150 hours depending on the trade and the specific



**Collaboration with Industries/ Workplace:** ITIs shall collaborate with industries or workplaces, ranging from small entities to large enterprises, to provide OJT opportunities.



**Training Agreement:** A simple formal agreement, letter of intent, or email correspondence should be established between the ITI and the industry, outlining the training objectives, duration, logistics and other details.



**Supervision:** Trainees shall be supervised by both industry mentors and ITI coordinators to ensure that the training is aligned with the curriculum.

## 5. Implementation of OJT

### 5.1 Selection of industry:

The ITI will identify and collaborate with industries that offer relevant training opportunities, ensuring that the collaboration is based on the industry's capability and the training requirements of each batch/unit under the OJT program. This will be aligned with the course components to be undertaken at the industry to provide quality training consistent with the ITI curriculum.

### 5.2 Training and Supervision:

i. Trainees shall be eligible for OJT / Project work only after admission in the ITI and completing a minimum of three months of training in ITI.

ii. Trainees will be trained under the guidance of industry mentors who will provide practical training and assess their performance.

iii. On-the- Job Training (OJT) may be conducted either continuously for approximately 8 hours per day or in staggered hours based on mutually agreed terms between the industry and the ITI, while ensuring adherence to safety and security protocols.

iv. The ITI will designate instructors as the coordinators. These coordinators will conduct regular visits to monitor progress and ensure that the training aligns with the curriculum standards. On-the-job training (OJT) will be conducted under the supervision of industry mentors/supervisors and in coordination with ITI trainers.

v. While allocating female trainees to workplaces for OJT, ITIs must ensure the availability of clean washroom facilities, presence of existing women staff, and overall safety and security of all employees, with special attention to the well-being of female trainees.

### 5.3 Evaluation and Feedback:

i. Trainees are required to maintain a logbook to record their activities, tasks

performed, and skills acquired on a weekly basis, in the format provided at Annexure - 1. These logbooks must be submitted to the ITI coordinator upon completion of the OJT.

ii. Industry mentors shall conduct regular evaluations of the trainees and give them feedback.

iii. On the completion of OJT, industry mentor shall assess and award marks on the basis of following parameters:

a. Punctuality of the trainee during OJT period

b. Maintenance of Log Book

c. Ability to analyse problem and troubleshoot effectively

d. Ability to use proper tools and perform practical demonstrations

e. Adherence to the standard safety procedures

Trainee Performance Evaluation and Marking Scheme is given at Annexure - 2.

iv. The final evaluation of OJT shall be conducted in two components: individually by the industry Mentor and the External Examiner, each carrying 50 percent weightage.

v. The External Examiner, appointed during the practical examination at the ITI, shall conduct a viva voce and award marks accordingly.

vi. The ITI shall collect and consolidate the marks awarded to the trainee by both the industry mentor and the external examiner and based on the combined score, final grades for OJT shall be awarded using the following grading matrix, and these will be reflected in the trainee's final marksheet:

Grade A1 ( $\geq 90$ ): Exemplary

Grade A ( $\geq 75$  and  $< 90$ ): Very Good

Grade B ( $\geq 60$  and  $< 75$ ): Good

Grade C ( $< 60$ ): Satisfactory

vii. The details of the industry such as

its name, address, registration number, and marks and grades obtained by the trainees for OJT shall be uploaded on the portal at the time filling eligibility details / uploading the practical examination marks of the trainees.

#### 5.4 Certification:

- i. An OJT completion certificate shall be issued by the ITI, endorsed by the industry, upon successful completion of the training. Format of this certificate is given at Annexure -3.
- ii. Additionally, the industry may also issue its own certificate to the trainee upon successful completion of the OJT.

### 6. Project work

In cases where an ITI is unable to conduct OJT for any number of trainees in a specific trade, the institute (trainees) may opt for a project or group project relevant to that trade as an alternative.

#### Guidelines for Implementation of Project Work:

##### 6.1 Pre-project preparation:

- i. The instructor shall conduct an orientation session before the initiation of the project work to brief trainees on the project objectives, methodology, responsibilities, and expected outcomes.
- ii. The project must be relevant to the trade and designed to build practical skills.
- iii. Projects may be done individually or in groups, under the supervision of an instructor.
- iv. A brief project proposal must be submitted to the instructor for approval, and the project may commence only after approval is granted.

##### 6.2 Project Implementation and Supervision:

- i. The duration of the project work shall be 150 hrs for each year.

- ii. Trainees must maintain a report or logbook to document progress and outcomes.

- iii. The log book should cover, brief of project, bill of material, procedure of assembly, list of challenges faced and lessons learned.

- iv. ITI coordinators shall monitor progress of project work at regular intervals.

##### 6.3 Evaluation of Project work:

- i. Trainees shall prepare a final report and give a presentation or demonstration.

- ii. The final evaluation of project work shall be conducted in two components: individually by the ITI faculty and the External Examiner, each carrying 50 percent weightage.

- iii. The External Examiner, appointed during the practical examination at the ITI, shall conduct a viva voce and award marks accordingly.

- iv. The ITI shall collect and consolidate the marks awarded to the trainee by both the ITI faculty and the external examiner and based on the combined score, final grades for project work shall be awarded using the following grading matrix, and these will be reflected in the trainee's final marksheet:

Grade A1 ( $\geq 90$ ): Exemplary

Grade A ( $\geq 75$  and  $< 90$ ): Very Good

Grade B ( $\geq 60$  and  $< 75$ ): Good

Grade C ( $< 60$ ): Satisfactory

- v. The details of Project Work shall be uploaded on the portal at the time filling eligibility details / uploading the practical examination marks of the trainees

### 7. Roles and Responsibilities of Key Stakeholders

Successful implementation of On-the-Job Training (OJT) requires effective collaboration among various stakeholders, with each having clear responsibilities,

which are outlined below.

### 7.1 Responsibilities of ITI

- i. Identify and collaborate with suitable industries or establishments for conducting OJT aligned with the relevant trade curriculum.
- ii. Facilitate communication and coordination between the trainee and the industry.
- iii. Appoint dedicated OJT coordinators/instructors for monitoring and support.
- iv. Ensure execution of a simple formal agreement or correspondence (e.g., Letter of Intent or Email) with the industry outlining the objectives, schedule, and responsibilities.
- v. Conduct regular visits to the workplace to oversee trainee progress and resolve issues if any.
- vi. Provide guidance to trainees regarding workplace expectations, safety protocols, and documentation.
- vii. Collect and consolidate evaluation scores from the industry mentor and external examiner.
- viii. Maintain proper records of OJT participation, evaluation, and certification.

In case OJT is not feasible and project work is undertaken, the ITI shall additionally:

- ix. Conduct an orientation session for trainees to explain the project objectives, methodology, and expected outcomes.
- x. Approve relevant and skill-oriented project topics in line with the trade curriculum.
- xi. Guide and supervise trainees throughout the duration of the project.
- xii. Ensure proper documentation, including logbook, progress reports, and final project submissions.
- xiii. Coordinate project evaluations in

collaboration with external examiners and ensure the awarded grades are recorded appropriately.

- xiv. ITI shall, at the time of filling in the eligibility details of the trainees for examination/ / uploading the practical examination marks, enter the details of project work

### 7.2 Responsibilities of industry

- i. Offer a safe and structured work environment aligned with the training objectives.
- ii. Assign experienced supervisors or mentors to train and guide the trainees throughout the OJT period.
- iii. Assign relevant tasks to the trainees in accordance with their trade.
- iv. Monitor the performance of trainees, provide ongoing feedback, and maintain attendance and activity records.
- v. Evaluate the trainees based on the prescribed marking scheme and submit the scores to the ITI.
- vi. Endorse the OJT completion certificate issued by the ITI.

### 7.3 Responsibilities of Trainee

- i. Attend the OJT or project work regularly and adhere to the assigned schedule and institutional discipline.
- ii. Maintain a logbook detailing activity performed, tools used, skills learned, or project progress.
- iii. Follow all safety procedures and organizational protocols.
- iv. Demonstrate enthusiasm, professionalism, and a willingness to learn.
- v. Cooperate with mentors, supervisors, instructors, and fellow trainees during the training or project period.

### 7.4 Responsibilities of External Examiner

- i. Participate in the final assessment of

OJT or project work during the practical examination phase.

ii. Conduct a viva-voice with the trainee to assess understanding, problem-solving ability, and overall learning.

iii. Review the trainee's logbook or project report, as applicable.

iv. Assign marks in coordination with the evaluation guidelines and submit them to the ITI for final grade compilation.

#### **8. Miscellaneous Guidelines:**

i. As per the CTS curriculum, it is mandatory for every trainee to undertake either On-the-Job Training (OJT) or, where OJT is not feasible, a trade-relevant project.

ii. To encourage ITIs to prioritize OJT over project work, OJT will be incorporated as a relevant parameter in the Data-Driven Grading Methodology (DDGM) for ITIs in due course.

iii. In units functioning under the Dual System of Training (DST) mode within ITIs, trainees shall mandatorily undertake project work in place of OJT, since they have already undergone industry training as part of the DST framework.

iv. To ensure the safety and well-being of ITI trainees throughout their training period, including On-the-Job Training (OJT), State Directorate / Institutes may consider provisions such as Accidental Group Insurance for ITI trainees to provide coverage against any unforeseen incidents.



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## Weekly Log Book Format

Annexure – 1  
Week No.

Name of the Trainee	
Permanent Registration Number (PRN) of Trainee	
Name of ITI along with MIS Code	
Trainee's Trade	
Name of Mentor	
Name of the industry	
Safety tools / Work Permit	

Description and steps of activities performed:

Tool & Equipment's used:

Challenges faced (If any):

Skills Acquired:

Attendance of trainee during seven days

Date	In Time	Out Time

Signature of the Mentor:

## On-the-Job Training (OJT): Trainee Performance Evaluation and Marking Scheme

Annexure – 2

Sr. No.	Evaluation Criteria	Maximum marks	Marks Awarded	Remarks (if any)
1.	Punctuality of the trainee during OJT period	10		
2.	Maintenance of Daily Log Book	10		
3.	Ability to analyse problem and troubleshoot effectively	10		
4.	Ability to use proper tools and perform practical demonstrations	10		
5.	Adherence to the standard safety procedures	10		
Total		50		

Date :

Mentor's Name & Signature

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**Proforma iro Certificate of Completion for OJT/  
Project Work**

Annexure – 3

This is to certify that Mr./Ms. \_\_\_\_\_, son/daughter of Mr./Mrs. \_\_\_\_\_, a trainee of \_\_\_\_\_ (Name & address of ITI), has successfully completed 150 hours of On-the-Job Training (OJT)/Project Work at/on \_\_\_\_\_ (Name of the industry, located at industry Address) / (Project Title), from \_\_\_\_\_ to \_\_\_\_\_.

Date of Issue:

Manager/ Representative of industry

(In case of OJT)

Principal/ Representative of ITI

Signature with Stamp /Seal

(In case of OJT)

Signature with Stamp/ Seal

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