

MSDE (DGT) – 02/01(01)/2019-CD
Government of India
Ministry of Skill Development & Entrepreneurship
Directorate General of Training (DGT)

Employment Exchange Building,
Library Avenue, Pusa Complex,
New Delhi- 110012 dated: 11.11.2019

To,

- RDSDEs/Director(s)/Principal/HoDs of National Skill Training Institutes (NSTIs)
-Principal, Govt. & Private ITOTs

Subject: Re-distribution of yearly Instructional hours of all trades under CITS -regarding

Sir/Madam,

On analyzing the instructional hours (including weekends and public holidays) and calculating at 40 hours per week, it is decided to redistribute the yearly instructional hours within 1600 hrs for all trades under CITS. The yearly distribution of hour is annexed and the same is incorporated in the respective syllabus also.

The details of yearly distribution of duration of activities including revision, examination, holidays, session break etc is as follows:

Sl. No	Particulars of Activities	Duration (in weeks) for all CITS trades	Remarks
1.	Instructional activities	40	Start of session 1 st Aug
2.	Public and local Holidays	3.5	
3.	Revision /Project work/Industrial Attachment	02	June 1 st & 2 nd wk
4.	AITT Examination	02	June 3 rd & 4 th wk
5.	Session Break	4.5	Entire month of July
	Total	52	

The Session Break of July should be utilized for the maintenance/repair of Workshops, Hostel, Machinery & Equipment, Completion of admission formality, Purchase of raw materials etc and any refresher training for faculties including Principal and Workshop attendants etc .

This supersedes all the earlier orders issued in this regard, and will apply to all trainees admitted in academic session August, 2019 and onwards.

Yours faithfully

(Deepankar Mallick)
DDG(C,P& Admn)

Copy to: (for information):

- PPS to DDG (C,P &Admn), DGT, MSDE
- -All Director(s)/Commissioner of the State Government/UTs dealing with Skill Development /Craftsman Training Scheme
- All Directors at DGT (HQ), New Delhi
- Director, CFI, DGT(HQ), New Delhi, Director, T.T. Cell, DGT(HQ), New Delhi
- Director, CSTARI: is requested to change the instructional hours in all trade syllabi accordingly.
- Executive Director, NIMI: is requested to prepare the instructional materials for all trades accordingly.


(G.Giri)

Joint Director, (CD & STRIVE)

1. Yearly Hours Distribution for Engineering trades under CITS (Except Draughtsman group trades)

Table below depicts the distribution of training hours across various course elements during a period of one year:

S No.	Course Element	Notional Training Hours
1.	Trade Technology	
	Professional Skill (Trade Practical)	640
	Professional Knowledge (Trade Theory)	240
2.	Engineering Technology	
	Workshop Calculation & Science	80
	Engineering Drawing	120
3.	Training Methodology	
	TM Practical	320
	TM Theory	200
	Total	1600

Distribution of training on Hourly basis: (Indicative only)						
	Trade Technology		Engineering Technology		Training Methodology	
Total Hrs /week	Trade Practical	Trade Theory	Workshop Cal. & Sc.	Engg. Drawing	TM Practical	TM Theory
40 Hours	16 Hours	6Hours	2 Hours	3 Hours	8 Hours	5 Hours

2. Yearly Hours Distribution for Non-Engineering trades under CITS

COURSE STRUCTURE

Table below depicts the distribution of training hours across various course elements during a period of one year:

S No.	Course Element	Notional Training Hours
1.	Trade Technology	
	Professional Skill (Trade Practical)	640
	Professional Knowledge (Trade Theory)	240
2.	Soft Skills	
	Practical	120
	Theory	80
3.	Training Methodology	
	TM Practical	320
	TM Theory	200
	Total	1600

Distribution of training on Hourly basis: (Indicative only)						
	Trade Technology		Soft Skills		Training Methodology	
Total Hrs. /week	Trade Practical	Trade Theory	Practical	Theory	TM Practical	TM Theory
40 Hours	16 Hours	6 Hours	3 Hours	2 Hours	8 Hours	5 Hours

3. Yearly Hours Distribution for Draughtsman Civil (Draughtsman Group) under CITS

COURSE STRUCTURE

Table below depicts the distribution of training hours across various course elements during a period of one year:

S No.	Course Element	Notional Training Hours
1.	Trade Technology	
	Professional Skill (Trade Practical)	640
	Professional Knowledge (Trade Theory)	240
2.	Engineering Technology	
	Workshop Calculation	120
	Workshop Science	80
3.	Training Methodology	
	TM Practical	320
	TM Theory	200
	Total	1600

Distribution of training on Hourly basis: (Indicative only)						
	Trade Technology		Engineering Technology		Training Methodology	
Total Hrs /week	Trade Practical	Trade Theory	Workshop Calculation	Workshop Science	TM Practical	TM Theory
40 Hours	16 Hours	6 Hours	3 Hours	2 Hours	8 Hours	5 Hours
