



**MSDE(DGT)-19/01/2019-CD**  
**Government of India**  
**Ministry of Skill Development & Entrepreneurship**  
**Directorate General of Training (DGT)**

Employment Exchange Building,  
IARI, Pusa New Delhi -12  
Dated: 9<sup>th</sup> April,2020

To

The Directors dealing with Vocational/Craftsmen Training of all States/ UT Administrations  
All members of Recommendation Committee dealing with Norms & Courses

**Subject: Minutes of meeting of 6<sup>th</sup> Recommendation Committee on 'Norms and Courses' held on 19<sup>th</sup> March, 2020**

Sir/Madam,

Please find enclosed minutes of meeting of 6<sup>th</sup> **Recommendation Committee on 'Norms and Courses' held on 19<sup>th</sup> March, 2020** under the Chairmanship of DG(T)/AS, DGT MSDE, through Video Conference in **Conference Room, B2-Kaushal Bhawan, Karol Bagh, New Delhi.**

You are requested to provide your views on the enclosed minutes as well as guidelines for Career Progression Plan for the instructors of ITIs (Annexure-II) and DST guidelines for enabling issue of implementation order within a week.

This issues with the approval of DG(T)/AS,DGT MSDE.

Yours faithfully

-sd/-

(G.Giri)

Joint Director-CD &Strive

**Encls: As above**

Copy to:

1. Sr. PPS to DG/AS, DGT - for information please.
2. PPS to DDG-I, DDG-II and DDG-III, DGT (HQ), New Delhi
3. All Directors at DGT (HQ),New Delhi
4. Director, CSTARI, Salt Lake City,Kolkata-700064
5. All RDSDEs and Directors/HoD of NSTI/NSTI(W)

-sd/-

(G.Giri)

Joint Director- CD&Strive

**Minutes of meeting of 6<sup>th</sup> Recommendation Committee on Norms & Courses held on 19<sup>th</sup> March, 2020 through Video Conference**

The meeting of 6<sup>th</sup> Recommendation Committee on Norms & Courses was held on 19<sup>th</sup> March, 2020 at Kaushal Bhawan, New Delhi, under the Chairpersonship of Smt Nelam Shami Rao, DG, DGT in which officers / representatives from DGT(HQ, New Delhi, State Directorate dealing with Craftsmen Training Scheme ( Kerala, West Bengal, Tamilnadu & Karnataka), all RDSDEs and Industries representatives (ONGC, NMDC & Maruti Suzuki) actively participated through Video Conference due to out break of Corona virus COVID-19. The list of participants is at **Annexure I**.

At the outset, DG, DGT welcomed all the participants of the meeting and tuned the objective of the meeting with her first address on skill ecosystem of its kind to all participants across the country through Video Conference. Thereafter, Shri G.Giri Joint Director, CD section, DGT (HQ) taken up the agenda points one after the other with brief introduction of each agenda for effective deliberation and discussion. The detailed deliberation and decision are as follows.

The **Action Taken Report (ATR)** on the two carry forward agenda points (11 & 14) of **4<sup>th</sup> Recommendation Committee meeting on Norms & Courses held on 26<sup>th</sup> June, 2019** were approved with following further action/ instructions for agenda no. 14 i.e for opening of ITIs in spare capacity of AICTE approved 500 Polytechnics.

**A.** As 32 out of 84 Polytechnics approved are affiliated for August, 2019. Reminder to remaining applicant Polytechnics may be issued by Director (TC) with a copy to AICTE for taking necessary action for the forthcoming session including issue of NOC.

AICTE Regional Officers as well as respective RDSDEs should take necessary action for awareness /application for affiliation for remaining interested Polytechnics out of 500.

As instructed Vide office order no. MSDE(DGT)-07/11/2015-CD dated 17<sup>th</sup> February, 2020. Respective State Directors, RDSDEs and AICTE to monitor the effective conduction of Training/implementation of affiliated Polytechnics and extend all support as the scheme being launched on pilot basis.

**B. The Action taken Report (ATR), on 5<sup>th</sup> Recommendation Committee meeting on Norms & Courses held on 3.12.2019** were approved with following further action/ instructions.

**Agenda No :- 3 :Restructuring of QPs/Syllabus**

As in 24<sup>th</sup> NSQC meeting held on 27.02.2020 either not approved or disapproved following long term courses under CTS in Health sector due to objection of Ministry of Health and Family Welfare (MoH&FW), it was decided, CSTARI to relook into the curricula & issues and have dialogue with MoH &FW to resolve.

<b>Name of Trade under CTS</b>	<b>24<sup>th</sup> NQSC decision</b>
Dental Laboratory Equipment Technician	Not Approved
Health Sanitary Inspector	Conditionally Approved*
Health, Safety and Environment	Conditionally Approved*
Old Age Care	Conditionally Approved*
Physiotherapy Technician	Not Approved
Radiology Technician	Not Approved

Finally NSDA/NCVET has to be requested to conduct a special meeting including representatives from MoH& FW, Health Sector Skill Council, NSDC in which CSTARI may present the syllabus for details deliberation and decision.

**Agenda No 04:-Change the entry qualification of some trades from 10<sup>th</sup> passed to 8<sup>th</sup> passed.**

. After further detailed deliberation, DG, DGT instructed to CSTARI to relook / review syllabus of following trades scientifically whether 8<sup>th</sup> pass boys /girls will able to study and understand the course content or not, and submit the report after taking feed back from students/ teachers/ States/Pedagogy experts.

- i) Plumber
- ii) Welder
- iii) Dress Making
- iv) Sewing Technology
- v) Carpenter
- vi) Surface Ornamentation Techniques (SOT)

However, the order no. MSDE(DGT)-19/01/2020-CD dated 09.01.2020 will effective until further order.

## **Agenda No 07 Equivalency to CoE trades with CTS:**

After detailed discussion/deliberation on

- Introduction of the CoE scheme through VTIP project in 2007 to 2016,
- various subsequent order issued , specially order no. DGE&T-19/15/2014-CD dated 17.06.2014
- proposed draft equivalency list
- analysis of CSTAR,
- continuation of scheme by some states (Assam, Odisha, Tamilnadu and Kerala )
- huge pass out students,

it was decided to form a technical committee to look into the equivalency issue and submit the proposal within one month. The composition of Technical Team is as follows:

1. Shri R.P.Dhindra, Director TTCCell, DGT
2. Shri M.K.Parial, Director, SDI,DGT
3. Shri G.Giri, JDT, CD, DGT
4. Shri C.H.Murthy, Joint Director, CSTARI

If required States who are/were implemented the scheme effectively like Gujarat, Maharashtra, Assam, Odisha, kerala may be consulted

### **C. AGENDA OF 6<sup>th</sup> RC MEETING DT 19.3.20**

#### **➤ Agenda 1 : Discussion of Career Progression Plan for the instructors of ITIs.**

Director (Project), Shri Sanjay Kumar, alongwith KPMG, consultant Shri Mahaveer Agarwal explained the need and details of the proposed career progression plan for instructors of ITIs. It was highlighted that series of consultations, meetings with State Govts dealing with CTS and other stakeholders including public opinion have been undertaken while framing the proposed guidelines. The feedback received through these consultations was also shared with the committee for its consideration. The committee was also apprised that the team has reviewed recruitment rules of various states and have also considered the best practices followed by AICTE, UGC for their trainers in this area.

Key points as discussed and approved by the committee on the agenda item are as:

- a. Recruitment norms: A National/state level written teacher eligibility test to be conducted. The test should be designed such as to test candidates' skills, competencies and aptitude aspects of the relevant trade. The scores of such test would be valid for a period of two years. The state, if required, may put their specific criterion after this for selection of candidates.

- b. Induction program: Director (SDI), Shri M.K.Parial expressed to add topics on training methods and techniques including current new methods for students - centred teaching /learning and its applications in proposed induction training. The committee mentioned CFIs to prepare modules for induction program in consultation with states and co-ordination with CD section along with CSTARI, Kolkata.
- c. Continuous Professional Development: Every instructor will be required to undergo refresher training program of 5 weeks in a block of 5 years to be considered eligible for promotion. The committee mentioned CFIs to prepare modules for refresher programs in consultation with states and co-ordination with CD section along with CSTARI, Kolkata.
- d. Career Progression Policy: The committee deliberated on proposed organizational hierarchy and approved with modifying mode of recruitment for Vice Principal/Training Officer to 75% Promotions and 25% Direct Recruitment.

DG, Madam also appreciated the efforts made by STRIVE project team. The committee concluded the agenda item with in-principle approval of the proposed guidelines along with few suggested amendments. The committee opined that the amended guidelines to be circulated with all states for their opinion within a week and further the updated document can be approved by DG(T)/AS. The amended guidelines have been enclosed at **Annexure II** of this document. The approved document may be submitted to CD section for issuing it through a formal order.

➤ **Agenda 2. : Regarding updating of Policy Guidelines for Dual System of Training (DST) issued in January 2019 through issue of Consolidated Notification on amendments done to Dual System of Training (DST) Guidelines**

Smt Punita Bhatia, Dy. Director (CD) explained to members that time to time changes took place since implementation to DST scheme for all CTS trades on approval of competent authority. All those changes had been incorporated and revised guidelines were also circulated to all States/UTs/other stake holders. DG, madam, advised to incorporating the changes, once again it may be circulated for feed back and compiled. It was also decided to have single NTC ( instead of two certificates as proposed) with different code/number certificate to identify DST certificate. However, another work experience certificate may be issued for OJT under dual sign of Principal and Industry. Compiled report after approval, necessary implementation order may be issued.

In addition it was also decided to have formative evaluation of the scheme for ascertaining the effectiveness of the scheme.

➤ **Agenda 3 : Introduction of trades under Scheme- CTS, Flexi MoU & Advanced Diploma**

CSTARI, Kolkata has presented following draft syllabi for discussion in comparison on with our similar conventional trades.

	Name of Scheme	Sector	Trade/Course	Duration	NSQF Level
1.	CTS	IT&ITES	1. DEO	6 month (800 hrs)	L-4
2.	Flexi MoU- CTS - NMDC	Power Sector	1. Electrician (Integrated Steel Plant)	1 year (1765 hrs)	L-4
		Capital Goods & Manufacturing	2. Fitter (Integrated Steel Plant)	1 year (1600 hrs)	L-4
		Capital Goods & Manufacturing	3. Welder (Integrated Steel Plant)	6 month (880 hrs)	L-4
		Office Administration & Facility Management	4. Office Management (Integrated Steel Plant)	6 month (800 hrs)	L-4
		Capital Goods & Manufacturing	5. Crane Operator Steel Plant (Integrated Steel Plant)	6 month (880 hrs)	L-4
		Automobile Sector	6. Light Vehicle Operator (Integrated Steel Plant)	6 month (800 hrs)	L-3
3.	Flexi MoU- CTS - Maruti Suzuki, Gujarat	Automotive Sector	1. Vehicle Technician	2 years (4400 hrs)	L-5
4.	Advanced Diploma (Vocational)	Capital Goods & Manufacturing	1. Advanced Diploma (Vocational) in manufacturing technology	2 years (3200 hrs)	L-6
5.	CTS	-	Employability Skills for 2 <sup>nd</sup> year (Web based)	(80 hrs)	

The industry representative of NMDC, Dr. Singh expressed the importance of the course for making skill for the local youth for giving employment for land losers. He expressed the flexi MoU courses are designed considering the educational levels of that local tribe community. Maruti and ONGC representatives also support the concept. It was suggested by Shri N.Nath, Dy. Director, NIMI, Chennai to compare flexi MoU courses with both CTS and ATS in future. After detailed deliberation following decision was taken.

1. All flexi MoU courses of NMDC may be submitted to NSDA/NCVET for NSQC approval.
2. DEO course may be once again compared with COPA and SSC courses by CSTARI and resubmitted .
3. As there is a similar flexi MoU course Maruti for Vehicle Technician. The same may be followed by Suzuki Gujarat. However, CSTARI along with Maruti team may compare the both syllabi and bring changes if required for Maruti flexi MoU course.
4. .80 hrs Employability syllabus for 2<sup>nd</sup> yr was approved with class room teaching and final 50 marks test. Accordingly 2<sup>nd</sup> yr marking scheme may be revised

➤ **Agenda 4: Introduction of Short Term Training program in ITIs/NSTIs.**

To allow ITIs having grading  $\geq 2.5$  and NSTIs , Shri M.K. Parial, Director (SDI), had details discussion with all RDSDEs and State/UTs dealing with vocational Training through Video Conference to run Short Term Training program and ascertain the local/ Traditional and National /International skill Training requirement to generate skilled workforce for gainful employment generation for local as well as National/International labour market .

All RDSDEs/NSTIs & States have actively participated and narrated their skill requirement of the region. Still they have to have continuous detail study in collaboration with state DSC and SSCs and local industries to prioritize the skill requirement and skill training there of.

Accordingly, it was decided, Shri M.K.Parial, Director (SDI), to ascertain the areas of skill training and courses (preferably NSQF compliant) in each region /state in consulting with respective RDSDEs/NSTIs, State/UT and local industries /SSCs and prepare the list of courses state/NSTI wise to implement in two phases.

Phase-I: The courses having high demand and NSTIs/ITIs having facilities to be implemented 1<sup>st</sup> phase.

Phase-II: The courses having demand but infrastructures to be created subsequently for which funding issues to be listed out.

In addition it was also decided to form sectoral team comprising of one of the Director as convener, Representative of CSTARI for NSQF compliance, Representative of NIMI for content

Director (SDI), has to submit the list for due approval of competent authority and issue for implementation order.

➤ **Agenda 5: Revival of trade 'Forger and Heat Treater' CTS.**

As the trade was deleted in 2012 keeping view of obsolete and unpopularity. Hence, after deliberation it was decided to have a feasibility study by CSTARI among related industries /SSCs including the association represented for revival and submit the report for further action.

➤ **Agenda no.6. Feasibility study for introduction of new trades in following areas.**

DG madam, informed to review the courses, contents and tools & equipment. However, it is decided to conduct feasibility study for following:

- i) Plywood Manufacturing Technology
- ii) Integrated/ herbal/Organic farming
- iii) Traditional skills
- iv). Industrial Automation
- v). Introduction of Artificial Intelligence (AI)
- Vi) E-Vehicle

➤ **Agenda no.7. Reconstitution of 'Recommendation Committee on 'Norms and Courses' and constitution of Curriculum Committee**

As per the office order no. MSDE (DGT)-19/02/2018-CD dated 24th January, 2019, the constitution of Recommendation Committee on Norms & Courses was issued for one year which is expired. In addition, some state like Bihar is never attending any meeting. Hence, it was proposed to reconstitute the Recommendation Committee along with formation of a sub committee i.e. Standing Committee on Curricula in the line of CBSE, as desired by DG, madam. While reconstituting RC, DDG-I (C & Admn) desired to refer to constitution of earlier NCVT sub committee and DG madam desired participation from all states/ UTs, Central Ministries, Employer organization, Experts, Women organizations, representative from SC/ST may be adopted roster basis so that all got opportunity to contribute for this noble cause. Accordingly, it is decided the reconstitution of Recommendation Committee on Norms & Courses as follows:

Dy. Director General ( C, P & Admn) -DDG-I  
Dy. Director General ( T & E) -DDG-II

Chairman  
Member



Dy. Director General (AT) -DDG-III	Member
Director (CFI)	Member
Director (TC)	Member
Director (TT)	Member
1. Regional Director, RDSDE: (04)	
West Bengal	Member
Jammu and Kashmir	Member
Punjab	Member
Gujarat	Member
2. State Director dealing Skill Development: (04)	
Assam	Member
Odisha	Member
Maharashtra	Member
Haryana	Member
3. Industry representatives: (04)	
CII/FICCI/ASCHOM	Member
J&K Cement	Member
ONGC	Member
Maruti Suzuki	Member

Similarly, a new sub committee of Recommendation Committee on Norms & Courses as Standing Committee on Curriculum is constituted with following members and function & duty.

1. Sr most DDG, DGT	Chairman
2. Convener/Member Secretary:- Director (CD)	Member
3. DDG-II	Member
4. DDG-III	Member
5. Director, CSTARI	Member
6. Director, NIMI	Member
7. Director, TC	Member
8. Director , TT Cell	Member

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|---|--------|
| 9. Representative from NCERT                                      | Member |
| 10. Representative from CBSE                                      | Member |
| 11. Representative from State<br>( SSDM/SCVET: 2/3 by turn)       | Member |
| 12. Representative from relevant Line Ministry (by turn)          | Member |
| 13. Representative from 2/3 industry house/ Association (by turn) | Member |
| 14. Vocational Training experts (retired State/Central employees) | Member |
| 15. Representative from relevant SSCs/NSDC                        | Member |

### **Function of Curriculum Committee**

Curriculum Committee shall lay down syllabus of each trade – long term or short term courses aligned with NSQF etc on over-viewing the followings:

- a. To assess and analyse demand of manpower in various sectors periodically and identify trained manpower gap on a continuous basis.
- b. To undertake evaluation, skill gap analysis, receive feedback, invite suggestions etc.
- c. To identify NCO and NOS gaps.
- d. To identify Long term and short term courses for which syllabus is required to be prepared.
- e. To prepare Syllabus (using a standard protocol for complying to all the mandatory processes, free to develop other process in addition).
- f. The Curriculum Committee shall meet in the month of September, at least 10 months in advance and prescribe courses that can be taken in the next academic cycle, such that books and instructor training is also developed in time.
- g. The draft syllabus shall be prepared and sent to Curriculum Committee in December and their comments received by mid-January.
- h. The Committee will then classify each comment and put up the syllabus for trade body and in public domain for public scrutiny.
- i. Review the existing Long term courses under various schemes of vocational training: CTS, ATS, Flexi-MoU, DST and also courses on Short Term Training
- j. Review of curriculum/feasibility study submitted by CSTARI.
- k. Consider/propose the introduction of new trades.
- l. Propose for deletion of existing trade.

- m. Review the nomenclature, sector, duration, tools and equipment, power, space etc. of trade and contents developed by NIMI.
- n. Review the qualification norms for Workshop attendant, Vocational Instructors, Group Instructors in ITIs.
- o. Suggest for effective delivery and implementation. etc
- p. consider all other matters arising out of curricula and to make recommendations, where necessary Instruction to the DGT.
- q. The courses finally submitted by Curriculum Committee will be recommended by Recommendation Committee for its approval of NCVET (after due approval of DGT), as the case may be

In addition, DG madam directed to constitute two more committees i.e. 1. Standing Committee on Affiliation and 2. Standing Committee on Examination to suggest/ re look the matters related to affiliation, de-affiliation and examination.

Accordingly It was decided respective section should issue the office orders

➤ **Agenda 8: Celebration of annual innovation competition and certification (Convocation) day for the session 2020-21 in ITIs /NSTIs.**

Ministry of Skill Development & Entrepreneurship, Government of India is working hard to meet important milestone towards achieving the objectives of skilling with speed, scale and standards across the country. One of the major

DG, madam, addressed all RDSDEs and States/UTs through video conference and instructed to discuss the matter with states and send their ideas etc. to prepare guidelines/ methodology of celebration of such event. So to celebrate the day, can MSDE distribute the certificate (NTC/NAC) to 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> position achiever in ITI/NSTI and felicitate by District Magistrate or MP/MLA or renowned personalities of that locality

- Competition through Industry based innovation project and awarding certificate.
- Institution level selected candidates may participate state level, regional level/ Finally National level skill competition keeping finally participation in world skill competition.
- Above ideas needs to be shared with states/UTs dealing with CTS to get their views, comments, new ideas to consolidate and to prepare national level guideline.

**Agenda 9: Up gradation and changing of equipment**

The normal practice is upgradation and changing of equipment periodically through revision of syllabus. But in practice ITIs are not upgrading and maintaining the practice to

catalyse the above through systematic support system due to various reasons resulting in not making the workforce industry ready. Hence, DG, madam, desired to collect the data from different states towards the best practice adopted by states for

- Upgradation of M/E
- Industry support
- Supply of M/E & consumables
- Training and hand holding by Industry either DST or Flexi MoU or ATS

#### **Additional Points /discussion and decision**

- 1 Create Trade wise repository of Instructors existing in all affiliated ITIs. for all trade through NCVTMIS
- 2 Just like National/State Level teacher eligibility test in academic whether same type national level eligibility test can be conducted for CITS pass outs so that NSTIs/ITIs. can recruit from this panel without much difficulties. Methodology of conducting such test may be chalked out in discussion with states.
- 3 IT tool may be devised for comparison of existing syllabus and proposed/revised syllabus. Even comparison with courses of SSCs and drawing scientific decision of NSQF Level

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**Annexure-I**

List of participants who attended meeting of 6<sup>th</sup> Recommendation Committee on Norms & Courses on 19.03.2020 in Conference Room through Video Conference , B2-Kaushal Bhawan, Karol Bagh, New Delhi.

S.No	Name of Participants Shri/Ms.	Designation	Organization
1.	Neelam Shami Rao	Director General/AS	DGT, MSDE
2.	Deepankar Mallick	Dy. Director General-I	DGT(HQ), Pusa, New Delhi
3.	R.K. Pathak	Dy. Director General-I	DGT(HQ), Pusa, New Delhi
4.	Anil Kumar	Director-CD	DGT(HQ), Pusa, New Delhi
5.	Sunil Kumar Gupta	Director (TC)	DGT(HQ), Pusa, New Delhi
6.	R.P.Dhingra	Director (NIMI & TT Cell)	DGT(HQ), Pusa, New Delhi
7.	M.K. Parial	Director (SDI)	DGT(HQ), Pusa, New Delhi
8.	Ishwar Singh	Director (ATS)	DGT(HQ), Pusa, New Delhi
9.	B.V.S.Sesha Chari	Director (CSTARI)	CSTARI
10.	Sanjay Kumar	Director (Project)	DGT(HQ), Pusa, New Delhi
11.	J.P.Meena	Regional Director	RDSDE, Gujarat
12.	V.K.Shukla	Regional Director	RDSDE, Bihar
13.	G.Giri	Joint Director-CD	DGT(HQ), Pusa, New Delhi
14.	C.S.Murthy	Joint Director	CSTARI
15.	C.H. Ravi	Joint Director (TC)	DGT(HQ), Pusa, New Delhi
16.	Punita Bhatia	Dy. Director	DGT(HQ), Pusa, New Delhi
17.	Somesh Ranjan	Executive Director	ONGC, Delhi
18.	Richa Jain	Sr. HRE	ONGC, Delhi
19.	T.K. Dan	Manager	Maruti Suzuki India Limited
20.	Atish Raj	Dy. Managar	Maruti Suzuki India Limited
21.	Raj Deep Tripathy	AGM-HRD	NMDC, Iron Steel Plant
22.	Dr.S.N Singh	HR System	NMDC
23.	K.K. Jha	TL-STRIVE	DGT
24.	Mahaveer Agarwal	TL-STRIVE	DGT
25.	S. Bandyopadhyay	Training Officer	CSTARI, Kolkata
26.	R.N.Manna	Training Officer	CSTARI, Kolkata
27.	Shiv Kumar	JTA	DGT(HQ), Pusa, New Delhi

**Note:** RDSDEs and NSTIs have participated in the above meeting through Video Conference.