

## MINUTES OF THE MEETING

**Minutes of the Meeting of Sub-Committee of National Council for Vocational Training (NCVT) Dealing with Affiliations, held under the Chairmanship of Shri Vijay Kumar Dev, DG/AS, Ministry of Skill Development & Entrepreneurship on 27<sup>th</sup> March, 2018 at 03.00 P.M. in the Main Conference Room, 3<sup>rd</sup> Floor, Kaushal Bhawan, B-2, Pusa Road, New Delhi.**

At the outset **DDG (T&E)** welcomed all the members of NCVT Sub-Committee and requested DG/AS to chair the meeting.

**DG/AS** had a brief round of introduction with all the Sub-Committee members present and while welcoming DG NSDA, he also gave an idea to the members about the constitution and role of NSDA.

**DG/AS** also apprised the members regarding the launch of a new web-portal for ITI affiliation, likely to be operationalized by the third week of April, 2018.

DG/AS appreciated the efforts of the DGT team as well as of States in bringing this task to a logical conclusion. He requested DT to take up the agenda and issues for discussion. DT also welcomed DG/AS, DG NSDA and other members. He also informed that the mammoth task of all the pending cases left out by QCI at different stages of accreditation, after expiry of MoA with QCI had been taken up and reviewed. He expressed his gratitude for the support of DG/AS in winding up all this pendency.

***The detailed deliberations on the Agenda, the suggestions/views of the members & decisions taken by the Sub-Committee, are placed as below:***

**Item no. 1: Confirmation of the minutes of the last meeting of the Sub-Committee of National Council for Vocational Training (NCVT) dealing with affiliation held on 15<sup>th</sup> February 2018.**

**DT/Member Secretary NCVT** informed the Sub-Committee that minutes of the meeting held on 15.02.2018 had been approved and also circulated to all the members.

***Since there were no comments from the members, the minutes were accepted as approved.*** (Copy enclosed as **Appendix-I**)

Action taken report on the recommendations of the meeting held on 15/02/2018, was placed before the sub-committee (**Appendix-II**).

**Item no. 2: Consideration of remaining applications among 640 cases (forwarded to State Govt.) for recommendations.**

DT/Member Secretary NCVT informed the members that total 640 applications were rejected by QCI at different stages of accreditation process for want of compliance on number of Non-Conformities (NCs) raised by QCI. DGT had requested the State Directorates to verify the infrastructure of these ITIs and inspect all these 640 ITIs for compliance of NCs so that these institutes could be ensured for compliance of NCVT norms to process them further for affiliation.

Out of total **640 cases** of 20 States, 276 cases had already been scrutinized and were placed before the Sub Committee in its previous meeting, out of which 188 cases were recommended and 88 cases were not recommended (Affiliation orders i.r.o. these ITIs were issued and were already uploaded on the NCVT MIS portal).

DT/Member Secretary NCVT further informed the members that balance 364 cases had been scrutinized as per the NCVT norms while taking into consideration the respective State Directorate recommendations (based on the SD reports). The state-wise summary report i.r.o these 364 cases was placed before the Sub-Committee with 230 cases recommended and 134 cases not recommended due to some deficiencies as pointed out and indicated in respective column of the summary sheet (**copy attached as Annexure-I**)

***The Sub Committee deliberated upon these cases and finally approved as proposed by the Member Secretary NCVT.***

DT/Member Secretary NCVT also informed the sub committee that out of 230 cases approved, 19 cases were those which were recommended by State Directorate. But had failed to submit proper BCC documents till date. All these 19 cases were recommended on the basis of State recommendations but their affiliation would be conditional that these ITIs would be allowed to admit trainees only after the submission of proper BCC related documents. Similarly 10 cases out of 134 cases not recommended are those of UP (7) & Bihar (3) for which report/revised report was not received from State Directorate.

Upon deliberation, the sub Committee decided that the 19 cases with conditional recommendation would not be uploaded at portal till the condition of furnishing the documents, was fulfilled.

***The members unanimously agreed.***

**Additional Agenda Items: The following additional agenda items were taken up:**

**(a) Up gradation of trades affiliated under SCVT to NCVT.**

DT/Member Secretary NCVT informed the members that there were approx. 1700 institutes in different states all over India with trades affiliated to SCVT. DGT had received Requests from these States including a DO letter from Haryana State for up gradation of their SCVT Trades into NCVT.

DT explained that such SCVT affiliated trades could be upgraded to the NCVT if they existed under NCVT and complied with the NCVT Norms.

DG AS stated that as these ITIs were functional and conducting training in similar trades, it would be beneficial to the trainees pursuing training under the SCVT to have NCVT brand.

DT proposed the following mechanism / modality for the purpose:

- Latest Preliminary Inspection Report (PIR) as per NCVT norms for these trades would be kept ready by respective State.
- Based on fit case recommended in PIR, Standing Committee Inspection will be done. The constitution of the Standing Committee for evaluation will be as under:
  - I. State Director/UT Administrator, in-charge of Chairman

- Craftsmen Training Scheme or his representative.
- II. Representative of Secretary, NCVT.  
Member
- III. Two representatives- one from Department of Industries and the other from Department of Labour. Member
- IV. Expert in the relevant field (to be nominated by the State Director/UT Administrator) Member

At least three members (one representative of the Secretary, NCVT, one representative of the State Directorate and any other) will form the quorum.

- The Standing committee may conduct inspection to cover all such cases for all States on early date and submit report to DGT.

DG/AS advised the States present to forward their pending proposals along with schedule of inspections, to DGT at the earliest in order to complete inspections in April and May, so that an exclusive NCVT Sub Committee meeting on this issue could be conducted in the 2<sup>nd</sup>/3<sup>rd</sup> week of June, 2018. He advised DDG (T&E) to issue a D.O. letter to each of the State Directorate to expedite this exercise, en block for all these cases.

***The Sub Committee agreed to the proposal.***

**(b) Deposit of Rs. 50,000/- per unit as security by the State of Rajasthan.**

Rajasthan State Directorate had forwarded a proposal regarding rolling back of DGT letter addressed to State Directors "not to compel the ITIs to deposit any security money". DT/Member Secretary NCVT informed the chair that other State Directorates had also forwarded their representations to roll-back that circular as deposit of security fees to the State from by ITI was essential for the State administration.

The Sub Committee was of the view that since the day to day administration of ITI rests with the respective State Directorate, a necessary circular to all concerned may be issued with the decision of sub committee regarding in principle agreement to the proposal.

***The members agreed.***

**(c) De-affiliation cases.**

Rajasthan State Directorate informed the chair that de-affiliation proposals were pending for sub committee decision. DT informed the chair that show cause notices and reminders had been issued to all the cases received from all the states including Rajasthan State and the reply to show cause notices were being scrutinised (including court cases stay orders). DG/AS advised the State Directorates, to come up with a framework using their combined wisdom with Rajasthan State taking the lead, to deal with the variety of non-conformities and appropriate action in the form of graded punishment. DG NSDA was of the view that minor deficiency in norms should be dealt graded to guide the ITI and de-affiliation should be last resort according to the gravity of case. DG AS also informed that an exercise for grading of ITIs taken up by DGT was the way forward. DDG (T&E) also added that new norms and affiliation portal, will also aid in bringing up the standard of left out ITIs to improve their marking.

***It was decided by the chair to form a working group comprising member States of NCVT sub-committee (Maharashtra taking the lead) & to come up with a graded punishment for different category of non-conformity (NC)/deviation from NCVT norms, with proposing for De- affiliation for severe NC, as a last resort. The working group would include suggestions/ inputs from all the States/UTs to come up with an SoP for de affiliation.***

***The members agreed.***

**(d) ITI running 2<sup>nd</sup> /3<sup>rd</sup> Shift**

Maharashtra State representative informed the Chair that many Govt. ITI running in single shift were waiting approval for running 2nd /3rd Shift. DT informed that for Govt ITI, respective State could forward their recommendations in their Departmental Inspection Report (complying with NCVT norms-STL & instructor) to DGT for NCVT approval. DG AS agreed and requested the states to forward the proposals at the earliest so that all these cases could be cleared in the NCVT Sub committee by June end; enabling them to admit trainees in **the August 2018 session.**

***The sub committee agreed.***

**(e) Surrender of DEO Trade and affiliation of COPA Trade:**

Chandigarh UT representatives requested for decision on their proposal for surrendering of DEO Trade and replacing with COPA trade. DG AS asked the UT to forward a schedule of Standing Committee inspection (SCI) to DT so that DGT could nominate a representative for carrying out SCI. The committee would forward its recommendation for consideration in the next sub committee for necessary approval.

***The members agreed.***

**Other issues:**

**Re-affiliation cases**

NCVT had issued circulars regarding re-affiliation of ITIs within 5 years during 2012-13 and many ITI were granted affiliation only for a period of 5 years. For seeking relief in the matter, some ITIs had approached the various Hon'ble High Courts. DT informed the sub committee that DGT had filed a transfer petition in the matter in the Hon'ble supreme court to transfer all such petitions from different high court to Delhi High Court.

Earlier DGT had been issuing directions for all such ITI permitting them to admit trainees in each session without insisting for re affiliation till further orders.

***DG asked to provide the latest status in the court case matter.***

**NCVT norms regarding change in the name of Society.**

DT informed the Sub-Committee that some ITIs fraudulently run their trades/courses and get benefits of loopholes of the NCVT Norms such as to take over affiliated ITIs and subsequently apply to State Directorate/ DGT for change in the name of Society or change the forum of the society. He informed that such illegal activity would not be acceptable by DGT/State Directorate.

## **The sub committee agreed. Uploading of ITI sheet at NCVT MIS Portal**

Maharashtra state representative informed that while uploading trainee data from excel sheet at NCVT Portal, the ITI MIS code column was not available due to which for each ITI the process had to be replicated. Their suggestion for incorporating additional column (ITI MIS Code) in the excel sheet for trainee data upload was agreed by DG AS. DG AS also desired the Maharashtra state representative to take a lead in supporting Rajasthan and other states for developing their portal at the earliest so as to streamline ITI admission process. DT also informed that repeated reminders had been sent to Rajasthan and such other states to develop portal for online admission of ITI trainees .

***DG/AS requested DT to issue necessary instructions to Wipro for incorporating the column.***

State Directorate also requested the sub committee to allow around 15 days gap for admission process in Govt. ITI and Pvt. ITIs. with subsequent 15 days for Pvt. ITI admissions.

- **DG/AS informed the members regarding a proposal under active consideration for introducing the Annual System in place of the Semester System from the next academic session.**
- **DG/AS also permitted to upload the list of recommendations of the committee on the NCVT-MIS Portal today itself.**

**DT/Member Secretary NCVT concluded the meeting with a vote of thanks to the Chair.**

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**SOP for De-affiliation-To be filled by All States/UTs**

Sl. No.	Non conformity / deviation from NCVT Norms in following aspects	Suggested action by State Directorate before proposing for De-affiliation	Action proposed by DGT before proposing for De-affiliation	Proposed for De-affiliation (Yes / No)
1.	Approach road / Display road, Entry Gate / Door			
2.	Refusal for inspection			
3.	Shortage of Staff			
4.	Zero admitted trainee in a trade/unit			
5.	Tool / equipment / machinery not as per latest syllabus.			
6.	Latest bill electricity / Water / Internet.			
7.	Wiring / electrical safety / Fire Safety / emergency exit.			
8.	Public facilities, Water / toilet / physical disabled.			
9.	Machinery and Equipment			
10.	Tools			
11.	Workshop area, infra ventilation.			
12.	Classroom area, infra ventilation trade wise.			
13.	Other amenities			
14.	Principal qualification, experience.			
15.	Instructor qualification, experience.			
16.	Salary to staff online by bank			
17.	Power supply trade wise.			
18.	Power supply total			

19.	Raw material availability			
20.	IMC last meeting			
21.	Fire extinguisher expiry			
22.	Welder trade cylinder			
23.	Store room, Raw material storage.			
24.	Pass Percentage			
25.	Certificate pending / issued			
26.	Stipend to trainees			
27.	Boundary wall, integrated building			
28.	Document – attendance of trainees, staff internal assessment, time table.			
29.	Biometric attendance			
30.	Housekeeping cleanliness			
31.	Institutes follows Reservations			
32.	Complaint against Institute			
33.	Own Request to closure			
34.	Surrendering Trade / Unit			
35.	Shifting of Premises without information to S/D			
36.	Any others			





In order to bring to a logical conclusion, all those cases which were rejected by QCI at different stages of accreditation, a number of NCVT Sub- Committee meetings, (dealing with affiliation matters) were held under the esteemed leadership of DG/AS Sh. Vijay Kumar Dev. All the QCI pending cases have been covered & reviewed in these meetings.

- In the first meeting held on dated **8<sup>th</sup> November, 2017** chaired by **DG/AS 225** cases were placed before the NCVT Sub-Committee, out of which **194**(90+104 UC) cases were approved and accorded affiliation while **31** cases were not recommended by the Sub-Committee.
- In the next meeting chaired by DG/AS on **15<sup>th</sup> February 2018**; **276** cases were placed before NCVT Sub-Committee out of which **188** were approved for affiliation while **88** cases were not recommended by the Sub-Committee.
- In the concluding NCVT Sub-Committee meeting held on **27<sup>th</sup> March, 2018**; balance **364** cases were placed before NCVT Sub-Committee. Out of these **230** cases were recommended by Sub-Committee while **134**(124 NR +7UP + 3 Bihar) cases were not recommended.
- Accordingly out of total **865** cases; **612** cases (194+188+230) were accorded approval for affiliation by NCVT while **253** (31+88+134) cases were not recommended for affiliation.

The decision for all these cases was based on the physical inspections carried out either by the State Directorate or jointly by the DGT and State Directorate team.