Through E-Mail
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DGT-Aff011/2/2022-O/o DIR (TC)
Government of India
Ministry of Skill Development and Entrepreneurship
Directorate General of Training
***

Kaushal Bhawan, New Moti Bagh
Chanakyapuri, New Delhi- 110023
Dated:10.09.2024

Office Memorandum

Subject: Draft Affiliation Norms for ITIs, 2024- Inviting comments and suggestions of Stakeholders

The Directorate General of Training (DGT), under the Ministry of Skill Development and Entrepreneurship (MSDE), is the apex organization for the affiliation and accreditation of Industrial Training Institutes (ITIs). In 2018, the Directorate General of Training (DGT) introduced affiliation norms, aimed at standardizing the establishment of Industrial Training Institutes (ITIs) across the country.

2. To further streamline the affiliation process, DGT has conducted a comprehensive review and, after thorough deliberations, has formulated the proposed Affiliation Norms for ITIs, 2024, to further improve the quality and effectiveness of ITIs.

3. In this context, a copy of the new proposed Affiliation Norms for ITIs, 2024, is now placed in the public domain to solicit feedback and suggestions from all stakeholders, which are essential for refining and developing a robust affiliation framework.

4. All stakeholders, including State Directorates, RDSDEs, Industry Organizations, Government and Private ITIs, and concerned citizens, may send their comments and suggestions, specific and relevant to the draft Affiliation Norms for ITIs, 2024.

5. These comments may be sent to email tc-affiliation@dgt.gov.in, Ujjwal.biswas@gov.in and pooja.verma23@dgt.gov.in as a Word/ PDF file in the attached prescribed format. Please mention the subject line as "Feedback on Draft Affiliation Norms 2024". All feedback may kindly be submitted within one month from the date of issuance of this OM. Comments received beyond this timeline will not be considered.

This issues with the approval of competent Authority.

उज्जवल बिस्वास/UJJWAL BISWAS
निदेशक / Director
प्रशिक्षण महानिदेशालय/Directorate General of Training
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(Ujjwal Biswas)
Director TC

To
All relevant Stakeholders pertaining to ITI eco-system
(including State Directorates, RDSDEs, Govt. and Private ITIs, ITI Associations, ITI Principals/ Trainers/ Trainees)

Feedback on Draft Affiliation Norms for ITIs,2024

Name:

Name of organization:

Contact details:

Email:

Comments

S. No.	Chapter Number	Page No	Original Context	Comments /Suggests	Rationale for the suggestion
Other comments (if any)					

Draft Affiliation Norms for ITIs. 2024

Directorate General of Training (DGT),

Ministry of Skill Development and Entrepreneurship (MSDE)

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Table of Abbreviation

Abbreviation	Full Form
ITI	Industrial Training Institute
MSDE	Ministry of Skill Development and Entrepreneurship
DGT	Directorate General of Training
UT	Union Territory
CTS	Craftsmen Training Scheme
DST	Dual System of Training
MSTI	Mini Skill Training Institute
NOC	No Objection Certificate
SCAA	Standing Committee on Accreditation and Affiliation
BCC	Building Completion certificate
SCC	Structural Safety Certificate
DA	Desktop Assessment
NSQF	National Skills Qualification Framework
NIMI	National Instructional Media Institute
RDSDE	Regional Directorate of Skill Development and Entrepreneurship
DPR	Detailed Project Report
NC	Non-Conformities
GRC	Grievance Redressal Cell
NCVET	National Council for Vocational Education and Training
NCrF	National Credit Framework
NSQF	National Skill Qualification Framework
SSDEC	State Skill Development & Entrepreneurship Committees
SOP	Standard Operating Process

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Executive Summary

The Directorate General of Training (DGT), under the Ministry of Skill Development and Entrepreneurship (MSDE), stands at the forefront of vocational training and skill development in India. DGT as the apex organization responsible for accrediting and affiliating Industrial Training Institutes (ITIs) ensures that ITIs are competent in delivering vocational training and evaluating the skills acquired by trainees, thereby promoting and recognizing excellence within the ITI ecosystem.

In 2018, the DGT introduced a comprehensive set of affiliation norms to standardize the establishment and operation of ITIs across the country. These norms were designed to enhance the quality and relevance of vocational education, aligning it with the evolving demands of the industry and the job market. Over the past six years, the affiliation process has witnessed significant transformations, driven by technological advancements, policy reforms, and the dynamic needs of the skill ecosystem of the country.

Recognizing the challenges of the current affiliation ecosystem and the necessity for ITI ecosystem to align with modern digital and industrial requirements, the DGT has undertaken a thorough review of the affiliation process leading to the introduction of the new affiliation norms for 2024.

The 2024 Affiliation Norms represent a significant milestone in the evolution of the process for establishing Industrial Training Institutes (ITIs). These revised norms build on the foundation laid in 2018, incorporating the lessons learned and addressing the challenges faced over the years. They underscore the DGT's commitment to enhancing the quality of vocational training and ensuring that ITIs remain responsive to the ever-changing landscape of the skill ecosystem.

The new norms introduce a streamlined approval process, reducing complexity, fostering greater transparency and faster decision-making. Key features of the revised affiliation process include fewer touchpoints, standardized procedures, improved communication channels, and enhanced transparency. These improvements aim to simplify the affiliation process for all stakeholders, making it more efficient and responsive.

Among the key elements of the new affiliation process are a pre-application stage to obtain a No Objection Certificate (NOC) from the state and a one-time desktop assessment. The process also includes streamlined joint inspections, and a grievance and appeal mechanism has been incorporated to address any concerns. The utilization of designated online portals will minimize human interference, ensuring the efficient and timely processing of applications. This new affiliation system is designed to be more responsive to evolving needs of stakeholders, fostering a culture of efficiency, transparency, and accountability.

The revised norms are aligned with the objectives of the National Education Policy (NEP) 2020, which emphasizes the significance of vocational education in creating a skilled and capable workforce. This alignment ensures that ITIs effectively contribute to the national agenda of skill development. Additionally, the 2024 norms place a stronger emphasis on collaboration between ITIs and industry stakeholders, recognizing the critical role of industry partnership

A chapter wise brief on the new norms is as follows:

1. The chapter 2 covers the Accreditation and Affiliation process for establishment of New ITIs. The Affiliation Norms of 2018 involved a three-stage application process, including basic information, civil infrastructure, and machinery tools, with a three-stage desktop assessment managed by the State Directorate.
   In contrast, the new Affiliation Norms of 2024 streamline the process into two stages: a pre-application and detailed application - covering all infrastructure details in one go. The desktop assessment is now a one-time process conducted within defined timelines. The new norms introduce a defined inspection report format with trade and unit-wise recommendations, an integrated compliance and grievance mechanism, a defined format for all mandatory documents to ease the accreditation process for all stakeholders.
2. The chapter 3 encompasses the detailed guidelines and process for existing Institute for categories i.e. Addition of Trade/units in existing ITI (Private), Change of site location/shifting of existing Institute, Change of Name of institute , Merger of ITIs, SCVT to NCVET trade conversion for Existing affiliated Government ITI, Renewal of affiliation for existing ITIs.
3. The chapter 4 of this document covers the provisions introduced for Dual System of Training (DST). The new Affiliation Norms introduces a year-round application process for DST affiliation, where applicant institutes can submit details online. The portal facilitates online verification of the DST MoU and industry details by the State/RDSDE, and the DST proposal is reviewed in SSDEC meetings, with recommendations forwarded to DGT.
4. Chapter 5 introduces the Scheme for Unserved Block ITIs, which includes the Mini Skill Training Institute (MSTI) and ITIs in School premises . Previously, MSTIs, named Multi Skill Training Institutes. The new norms clarify the definition for an unserved block . The chapter also introduces the detailed guidelines for the ITIs in School premises , where government secondary or senior secondary schools in unserved blocks can open ITIs and run CTS courses. These schools must obtain permission from the education department and follow the same unserved block definition as in the MSTI scheme. The final decision on proposals, after joint inspections and SSDEC recommendations, will be made by DGT.

5. Chapter 6 addresses the establishment of ITIs within the spare capacity of Polytechnic and Engineering Colleges, based on 2018 guidelines issued by AICTE and DGT. The primary objectives are to promote the optimal use of existing resources and to enhance training capacity with minimal investment.

6. Chapter 7 introduces the concept of New Age ITIs, designed as industry-led skilling institutions to strengthen the integration between industries and the vocational training sector. There are two main categories: the opening of a New ITI by an industry organization and the adoption & transformation of an existing ITI into a New Age ITI by an industry. Applications by such institution can be submitted throughout the year without the need for an NOC from the State Directorate. The affiliation process is to be completed within four months, and various flexibility in affiliation norms as defined in chapter in detailed.
7. Chapter 8 introduced the detailed process for de-affiliation, closure, or surrender of institutes. The procedure for de-affiliation is categorized into three types: discrepancies found during surprise inspections, receipt of complaints against an ITI, and closure or surrender of institutes, trades, or units. A detailed SOP is provided for all three categories, empowering the State/RDSDE to issue show-cause notices, examine cases, and escalate them to the SSDEC. The process is designed to be fair, offering institutes multiple opportunities to address deficiencies, while ensuring timely action and communication at each stage. The SSDEC is empowered to send recommendations for de-affiliation matters to DGT.
8. Chapter 9 outlines the roles and responsibilities of various stakeholders in the affiliation process. The affiliation process involves multiple stakeholders, including the ITI Applicant, State Directorate, RDSDE, SSDEC, and DGT. These roles and responsibilities are clearly defined to ensure that each stakeholder fulfills its duties within the specified timeframe, allowing the online affiliation process to proceed smoothly and efficiently.
9. Chapter 10 outlines the standard norms and requirements for land and buildings in the affiliation process. The land requirement has been revised in the new affiliation norms to account for location and vertical expansion. The new norms introduce format for all building related documents for existing as well as New institution seeking affiliation. These updated civil norms are designed to increase the reach of vocational education to all corners of the country.

The implementation of these revised affiliation processes and guidelines is set to establish a more robust accreditation and affiliation system. The reforms aim to enhance efficiency, transparency, and responsiveness, in line with the overarching vision of positioning India as the 'Skill Capital' of the world. This initiative reflects DGT's commitment to building a robust and resilient vocational education system that empowers individuals, drives economic growth, and contributes to the nation's prosperity.

Key Definitions:

1. **Craftsmen Training Scheme (CTS):** The Craftsmen Training Scheme (CTS) for training of skilled craftsmen is implemented through Govt. and Pvt. Industrial Training Institutes (ITIs)which are under the administrative and financial control of State Governments or Union Territory Administrations.
2. **National Skills Qualifications Framework (NSQF)** NSQF is a nationally integrated education and competency-based framework that enables persons to acquire desired competency levels. The National Skills Qualifications Framework (NSQF) organizes qualifications according to a series of levels of knowledge, skills and aptitude. These levels, graded from one to ten, are defined in terms of learning outcomes which the learner must possess regardless of whether they were acquired through formal, non-formal or informal learning
3. **Affiliation Guidelines:** A set of rules and criteria laid out by the affiliating authority that institutions must follow to obtain and maintain affiliation.
4. **Affiliation Process:** The process by which an institution applies for and receives recognition or approval from DGT to run long term CTS courses
5. **NOC (No Objection Certificate):** A document provided by a State Directorate indicating that there are no objections to the institution to run ITI and CTS courses
6. **Mini Skill Training Institute:** Long Term Skill training Institutes based out of those blocks with no presence of ITI in them. The affiliation guidelines for such institutes shall be relaxed to enhance accessibility thereby allowing for opening of institute with offering a minimum of two long-term Craftsmen Training Scheme (CTS) trades, with two units (1+1) per trade, totaling four units.
7. **Standing Committee on Accreditation & Affiliation (SCAA):** Standing Committee on Accreditation & Affiliation (SCAA) is a designated committee at the DGT level, constituted to take final decisions on affiliation/de-affiliation proposals.
8. **State Skill Development & Entrepreneurship Committees (SSDEC):** State Skill Development & Entrepreneurship Committees (SSDEC) is constituted by MSDE with members from all divisions of the Ministry and States/UTs. These committees empower the States and RDSDE with greater autonomy and coordination for scaling-up of skill development activities. The State/UT Secretary/Principal Secretary/ ACS (in-charge of Skills) serves as the Chairperson of the SSDEC.

Chapter 1 Introduction of ITI ecosystem

1.1 Background of ITI ecosystem

Industrial Training Institutes (ITIs) are the cornerstone of India's vocational education and training system, designed to equip young individuals with the technical skills necessary to meet the demands of the country's industrial and service sectors. The ITI ecosystem comprises a wide range of stakeholders, each playing a crucial role in shaping, delivering, and governing vocational training programs.

Stakeholders in the ITI Ecosystem

1. **Directorate General of Training (DGT):** Directorate General of Training (DGT) under the Ministry of Skill Development and Entrepreneurship (MSDE), is the apex body responsible for overseeing and implementing vocational training across India. DGT plays a pivotal role in shaping the nation's technical and vocational education and training (TVET) ecosystem. It is tasked with formulating policies, setting standards, and ensuring the quality of vocational training across the country.

   Key Functions:

   - **Policy Formulation:** DGT develops policies and frameworks for vocational training in India, including the establishment of training standards, curricula, and assessment methodologies.
   - **Quality Assurance:** The body ensures the quality of training provided by Industrial Training Institutes (ITIs) and other vocational training institutions through regular assessments and accreditations.
   - **Coordination:** DGT coordinates with state governments, industry partners, and other stakeholders to align vocational training with the demands of the industry.
   - **Program Implementation:** DGT is responsible for the implementation of various vocational training schemes and program.

2. **State Governments:** State governments play a vital role in administering ITIs within their jurisdictions. They manage the day-to-day operations of ITIs, and ensure compliance with the standards and guidelines set by the DGT.

3. **Regional Directorates of Skill Development and Entrepreneurship (RDSDEs):** RDSDEs are decentralized arms of the DGT, responsible for implementing and monitoring vocational training programs at the regional level. They ensure that the policies and programs developed by DGT are effectively executed across various states and regions. RDSDEs play a crucial role in liaising between the central government, state governments, and training institutions to ensure smooth functioning and alignment of vocational training initiatives.

1.2 Recent reforms in long term skill ecosystem

The Directorate General of Training (DGT) is responsible for establishing the affiliation and accreditation standards for Industrial Training Institutes (ITIs). The latest norms introduced in 2018, brought significant changes to the long-term vocational education system which has evolved considerably since then.

The National Education Policy (NEP) 2020, launched on July 29, 2020, aims to provide students with greater flexibility in selecting their subjects, skills, and capacities. In line with NEP 2020, DGT has restructured and rationalized 150 trades under the Craftsmen Training Scheme. The annual learning hours have been reduced from 1,600 to 1,200 to align them with the school and higher education systems. The revised CTS courses now include new topics relevant to the market while eliminating obsolete ones. Additionally, modern learning aids, tools, equipment, and software have been incorporated.

To further the vision of NEP 2020, the government approved the National Credit Framework (NCrF) on April 21, 2024. NCrF is a comprehensive framework that integrates elementary, school, higher, and vocational education and training. It aims to make education more holistic and effective, serving as a single meta-framework for recognizing and crediting learning across academics, skilling, and experiential learning, including relevant experience and proficiency levels, subject to assessment.

With the reduction in learning hours, trainees are required to undergo 150 hours of mandatory On-the-Job Training (OJT) at nearby industries. If OJT opportunities are unavailable, group projects are mandatorily required instead. This OJT requirement is in addition to the 1,200 annual learning hours. Trainees in one- or two-year programs can also choose to take 240 hours of language courses to obtain 10th or 12th class certificates alongside their ITI certification through NIOS or equivalent channels. They may also opt for additional short-term courses, which would also be in addition to the 1,200 annual learning hours.

1.3 Need for Affiliation Norms

Over the past six years, significant changes have been implemented in the affiliation process through various office memorandums and guidelines. Initially, the affiliation process was managed through the TCS portal but with the introduction of new affiliation norms, these activities were transferred to the NIMI affiliation portal, and a mobile application was introduced to facilitate physical inspections.

To address the needs of underserved areas, the DGT introduced schemes such as Multi Skill Training Institute (MSTI) and School ITIs, enabling the establishment of ITIs under relaxed norms. Additionally, a grading system for ITIs was introduced, initially based on physical verification and data collection to create a benchmark for comparing institutes. A new Data-

Driven Grading Methodology (DDGM) was subsequently developed and implemented, utilizing parameters and information available on the DGTMIS portal. This methodology assigns grading value to ITIs based on data related to performance and quality of training, with grades ranging from 0 to 10.

To strengthen the CTS training and promote decentralization, State Skill Development & Entrepreneurship Committees (SSDEC) were established in year 2022. This committee, comprising members from all divisions of the Ministry and States/UTs, empower the States and RDSDEs with greater autonomy and coordination for scaling up skill development activities rapidly.

In response to these changes, it is essential to consolidate and present all updates in a comprehensive booklet for all stakeholders. Thus, the Affiliation Norms 2024 is proposed to to provide a holistic framework regarding the affiliation and accreditation of ITIs

1.4 Brief Overview of Affiliation Norms 2018

The Affiliation Norms for ITIs, introduced by DGT in 2018, serve as a framework for regulating the establishment and opening of ITIs. The affiliation process as per 2018 norms consists of three-stages :

Stage I- Application Assessment: Under the 2018 norms, applicants were required to provide fundamental information about their organization and the institute in Stage I. This included the submission of registration fees. Subsequently, the State Government conducts a desktop assessment and scrutinizes the received applications to verify the applicant's credentials. The verification includes evaluating details about the institute, organization, authorized personnel, trade/unit information, location specifics, category of application, and land details.

The State Directorate reviews the applications, considering the need for an ITI at the proposed location and the requirements of trades/units proposed by the applicant. Once stage 1 verification is completed, the State Directorate issues a Letter of Intent (LoI) for stage-2 to the applicant, allowing them to progress to the next stage of the affiliation process.

Stage II-Civil Infrastructure Assessment: After completion of civil infrastructure, the applicant updates the relevant data w.r.t to civil infrastructure on the portal. Following this update, the State Directorate conducts desktop assessment as per the DGT norms. Upon successful completion of the desktop assessment, a system generated LoI used to issue to the applicant for Stage 3.

Stage III -Machinery Equipment Tool Power supply – In this Stage applicant provides the details of Machinery, Equipment, Tools and Power supply. Post this the State Directorate conducts Desktop Assessment of stage 3.

During desktop assessment of all three stages there is provision to raise NC's by State Directorate, in case of noncompliance with the norms.

After the Desktop Assessment of stage 3 is completed by the concerned State Directorate, a final Inspection by the inspection cum verification committee is conducted. This committee comprises of 4 members - One from DGT, one from respective State Govt (SCVT) one from Engineering college/ Polytechnic who should be technically qualified VIZ. Workshop Superintendent/ Lecturer and. One member from employer (Industry/ Chamber of commerce /Industries Department).

Currently, the Regional Directorate of Skill Development and Entrepreneurship (RDSDE) has the authority to create online inspection batches made up of four representatives from the State, RDSDE, Industry, and Institute members. Following a joint inspection, the resulting inspection reports are reviewed by the Directorate General of Training (DGT) headquarters. A committee is constituted within the DGT, including representatives from the State and RDSDE named as Standing Committee on Accreditation and Affiliation (SCAA), to make the final decisions on Accreditation and Affiliation proposal.

If the applicant ITI conforms to all affiliation norms, SCAA can recommend the case for affiliation. Conversely, in the case of incomplete conformity or non-compliance, SCAA may choose not to recommend the case. If any deficiencies are identified, SCAA has the authority to grant the applicant an opportunity to rectify the deficiencies. Once compliance is achieved, the SCAA reevaluate the affiliation case and take the final decision on grant of affiliation/accreditation.

Chapter 2 Accreditation and Affiliation Process for Establishing of ITIs

Affiliation is the process of establishing the competency of ITIs in delivering the essential elements of vocational training, which includes assessing the ability to evaluate the competencies acquired by trainees. Institution must also comply with the existing regulations set by DGT and relevant state laws, if applicable. The process below outlines how Institutes can apply for opening new ITIs:

2.1 Affiliation calendar for Processing of the Applications

The processing of affiliation application will be done on a first-come, first-serve basis. Each activity within the process will have a defined time period. The - affiliation calendar, is outlined in Annexure-1, providing clarity to all stakeholders and detailing the schedule and timelines to ensure transparency and proper communication regarding the affiliation process.

2.2 Eligibility for applying to establish an ITI

To be eligible to apply for opening an ITI, organizations must be one of the following:

1. Societies or Trusts
2. Private/Public Limited Companies
3. Sole Proprietary Company
4. Private Institution/ Individual(s)
5. Public Sector Undertaking
6. Central or State Government
7. UT Administered or Society / Trust registered by them

2.3 Accreditation Process

In alignment with the national vision for a more digitized, transparent, and robust system, the affiliation process aims to provide an easy and accessible platform for both government and private entities to establish new ITIs and offer new skill avenues. Accreditation process shall include the following steps:

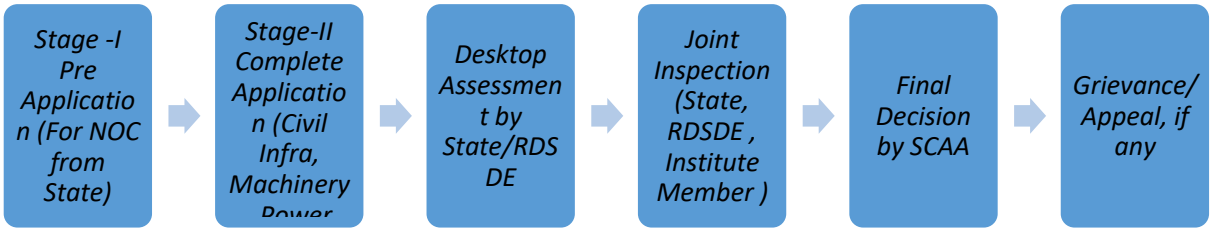


Fig 3: Process flow of new affiliation proposal

The designated affiliation portal will be opened in accordance to the DGT academic calendar, to invite applications for new Institutes seeking Affiliation for new trades units as well as for

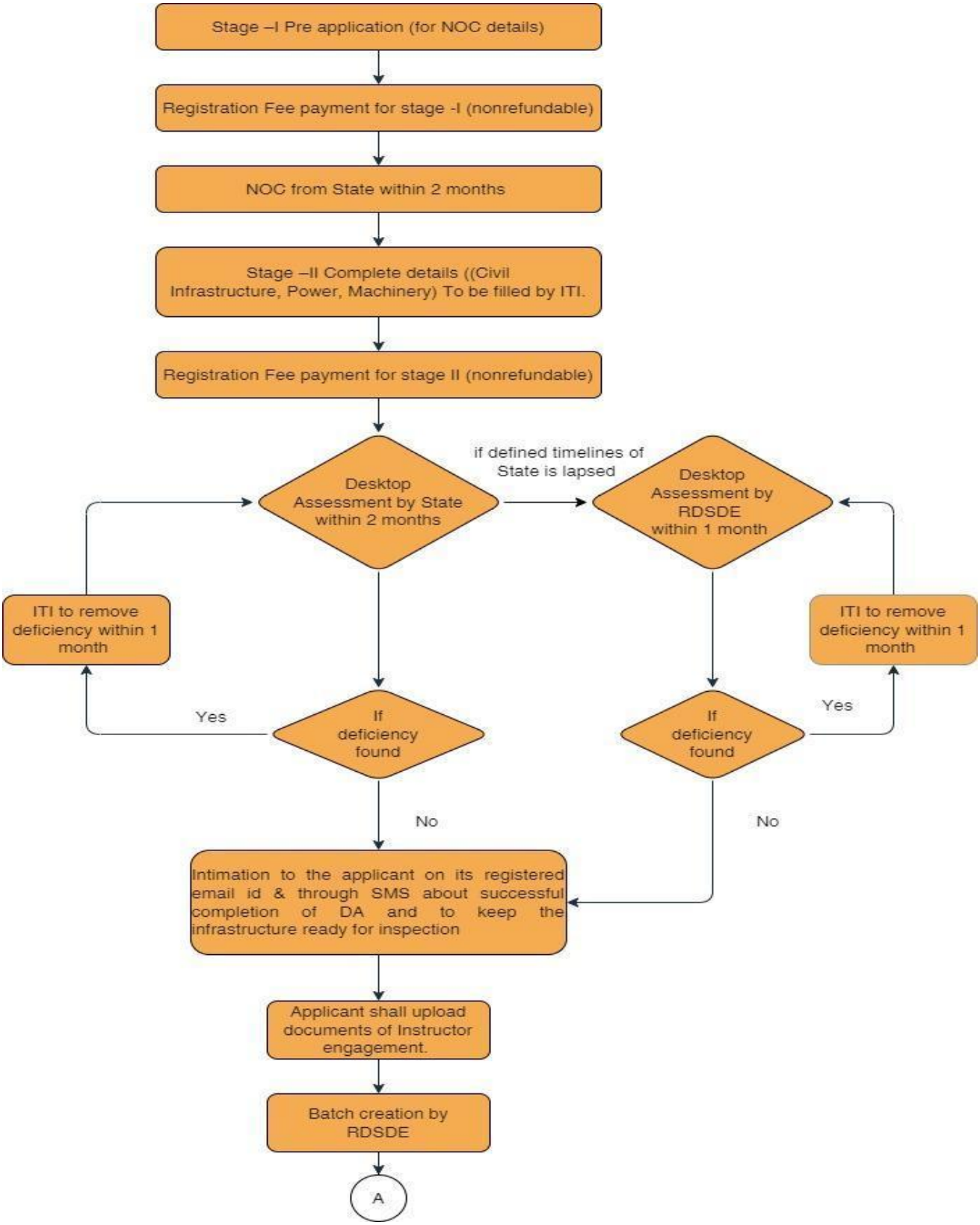
Existing Institutes seeking Affiliation for new trades units/ Change of Name/Change of Site location.

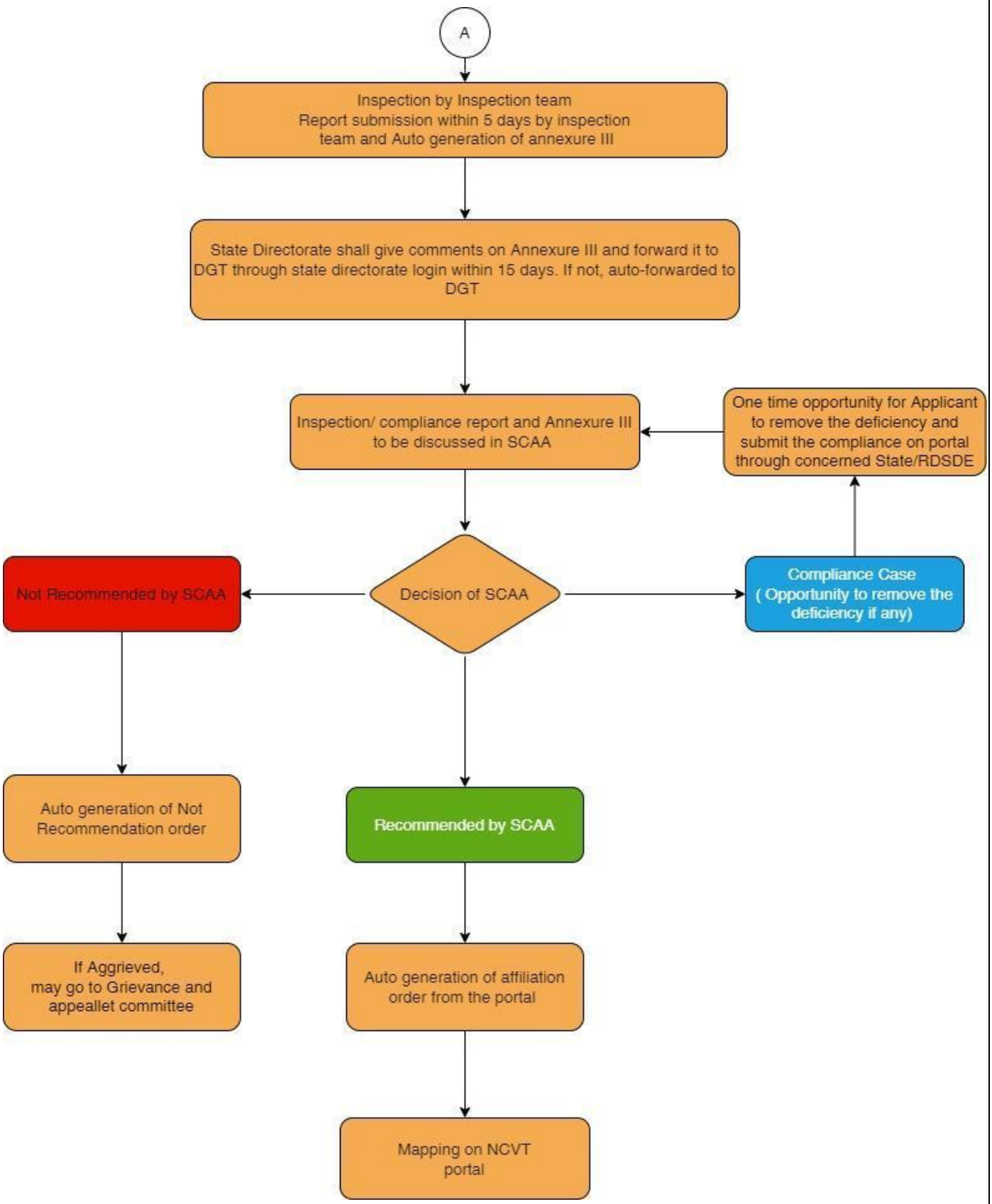
The application consists of two parts as given below:

- **Stage I: Pre-Application (NOC from State**)-During this initial stage, applicants must enter basic details such as the details of organization seeking affiliation for ITI, details of ITI, Trade(s) and Unit(s) for which affiliation is sought for and upload the supporting documents. After paying the pre-application registration fee, the submitted information shall go to the login of concerned State Directorate, which will evaluate the NOC application based on Standard Operating Procedures (SOP) issued by the DGT within 2 months on the portal itself. If no action is taken by the State within this period, the application will be automatically rejected and will not be processed further.
- **Stage II: Complete Details Submission (Land, Building, Power, Machinery)-** Upon obtaining the NOC from the state, the applicant must fill in the details of stage II, including information about land, building, power, and machinery. A one-year period is allocated for this submission. Applicants need to fill in the details and submit the stage II registration fee. Following this, the process of desktop assessment begins.
- **Desktop Assessment -** a Desktop Assessment of the application will be conducted by the concerned State Directorate within two months of receiving the Stage II details. The State may raise non-conformities (NCs), if any discrepancies/deficiencies are identified during the process, and the ITI applicants must resolve these deficiencies within 30 calendar days. If the deficiencies are not addressed within this time frame, the affiliation application will be deemed rejected from the portal itself. If the State fails to complete this assessment within the two-month period (excluding time given to ITI for removing NCs), the application will be forwarded to the concerned Regional Directorate of Skill Development and Entrepreneurship (RDSDE) login for completion of the DA within the next 01 month. Non-compliance with addressing raised non-conformities (NCs) within the defined opportunity period may lead to the rejection of the application.
- **Joint Inspection -** Upon the successful completion of the Desktop Assessment, the RDSDE will form an inspection team of 03 members, including representatives from the RDSDE, State, and the Institutes such as Polytechnic or Engineering College. The inspection will be conducted through an online application, verifying all details submitted during Stages I and II physically and capturing onsite data and submit an inspection report.
- State Directorate will provide comments on the consolidated inspection report and forward it to DGT. Once the report is received, the SCAA committee will review the affiliation matter and take final decision regarding the grant of affiliation.
- If applicant is dissatisfied by the decision of SCAA, a two-tier grievance redressal mechanism is in place. First, the applicant can raise the grievance. If the institute

remains unsatisfied with the decision of the grievance committee, then, a provision for appeal provision has been introduced.

Flow chart of new Affiliation process




A
Inspection by Inspection team
Report submission within 5 days by inspection team and Auto generation of annexure III
State Directorate shall give comments on Annexure III and forward it to DGT through state directorate login within 15 days. If not, auto-forwarded to DGT
Inspection/ compliance report and Annexure III to be discussed in SCAA
One time opportunity for Applicant to remove the deficiency and submit the compliance on portal through concerned State/RDSDE
Decision of SCAA
Not Recommended by SCAA
Compliance Case (Opportunity to remove the deficiency if any)
Auto generation of Not Recommendation order
Recommended by SCAA
If Aggrieved, may go to Grievance and appeallet committee
Auto generation of affiliation order from the portal
Mapping on NCVT portal

1. Stage I- Pre-Application

The following process and guidelines apply for Stage I:

- The designated affiliation portal will be opened by DGT annually.
- The Applicants must ensure that the name of ITI does not resembles any established institutions (IIM/IIT/IISc/NIT/IISER/IIIT/IIEST/NCVET/UGC/ MSDE/GoI) in the abbreviated form of name. The Applicant shall also ensure not use the term(s) "Government", "India", "Indian", "National", "All India", "All India Council", "Commission" in the name of the Technical Institution implying it is a Govt. Institute while being a fully Private Institute and other names as prohibited under the Emblems and Names (Prevention of Improper Use) Act, 1950. Provided that the restrictions mentioned above shall not be applicable, if the Technical Institution is established by the Government of India or its name is approved by the Government of India. Applicants shall NOT use the names of the existing ITI within the State.
- ITIs can be established with a minimum of 4 trades and at least 1 unit in both the 1st and 2nd shifts. The applicant institute have the flexibility to choose any combination of long-term NCVET-approved CTS trades.
- The affiliation of trade/unit in 3rd shift in new /existing ITIs will be allowed in Dual System of training (DST) mode only.
- Applicant shall fill the stage I, as per the application format of stage I as given below:

Application form for stage-1

1.1. Basic Details of Organization Seeking Affiliation for ITI			
Sr. No.	**Particulars**	**Details**	**Type**
1.	Name of Organization seeking affiliation for ITI	Fill the name	Mandatory
2.	Type of Organization	Select from provided categories i. Societies or Trusts ii. Private/Public Limited Companies iii. Companies like Sole Proprietary iv. Private Institutions/ Individual(s) v. Public sector undertaking	Mandatory

		vi. Central or State Government vii. UT Administered or by a Society or a Trust registered by them	
3.	Address of Organization as per organization registration document	Complete address of organization (Village / Sector/Block/Area, District, State, Pin Code)	Mandatory
4.	Organization Registration No	Fill the details	Mandatory
5.	Year of registration of Organization	Fill the details	Mandatory
6.	Validity of registration	Fill the last date registration	Mandatory
7.	PAN No. of Organization	Fill the PAN Details	Mandatory
8.	Contact Person Name	Fill the details	Mandatory
9.	Official Email ID	Fill the details	Mandatory
10.	Official Mobile No.	Fill the details	Mandatory
11.	Landline (With STD Code)	Fill the details	Optional
12.	Website	Website link	Optional
13.	If organization is running any other ITI	Yes/No (If yes then provide details such as Name, MIS Code and address)	Mandatory
1.2.	**Organization member details**		
14.	Details up to 4 key members or Office Bearers needs to be given (Detail of 2 key member out of which one should be i.e,	**Particulars**	**Remarks**
		Name	Mandatory (document need to be
		Designation	
		Email ID	

	president/Chairman/secretary and should be mandatory, and details of other Key member is optional)	Phone Number	uploaded on upload section)
		PAN	
		ID Type	
		ID No.	
		Authorized Signatory	
			Repeat this step for all members

1.3. Details of applicant ITI seeking Affiliation

Sr. No.	Particulars	Details	Type
15.	Name of ITI	Fill the name	Mandatory
16.	Type of ITI	Govt/ Private	Mandatory
17.	Complete ITI Address	Complete address of ITI (Village / Sector/Block/Area, District, State, Pin Code). The Block or Municipal area is mandatory to be filled	Mandatory
18.	Institute Location	Urban / Rural	Mandatory
19.	Whether the applicant institute falls in the category of Hill area/Hill District/Border district as notified by the Government. In case yes, upload the circular/order from Central/State certifying the area falls under above category.	Yes/No	Mandatory
20.	Whether Mini Skill Training Institute (MSTI)	(Yes /No)	Mandatory

21.	Coordinates of ITI	Latitude Longitude	Mandatory
1.4. Details of trade(s) and unit(s) sought for affiliation			
Sr. No	**Particulars**	**Shift wise unit(s) Details**	**Type**
22.	Trade Name -1	Total Units (No of unit in Shift1 + No of unit in Shift 2+ No of unit in Shift 3) for Example - 3(1+1+1)	Mandatory
23.	Trade Name- 2	Do-	Mandatory
Repeat this step for all trades			
1.5. Details of documents to be uploaded			
Sr. No	**Particulars**		**Type**
24.	Registration Certificate of Organization		Mandatory
25.	PAN Card of Organization		Mandatory
26.	Resolution from organization for starting ITI (Format as given at **Annexure-2**)		Mandatory
27.	Resolution from organization for authorized signatory (Format as given at **Annexure-3**)		Mandatory
28.	ID Proof of Organization's members		Mandatory
29.	Trust Deed/MoU of Organization		Mandatory
30.	Resolution regarding Earmarking of Land, Building and Other Resources for ITI (if any) (Format as given at **Annexure-4**)		Mandatory
31.	Land Document The following documents are required to be uploaded- ● Upload Land Registration Documents in case of own land ● Or Upload Lease Documents in case of leased/rented land ● In case the documents are in regional language than upload the translated copy of English or Hindi language of the documents		Mandatory

32.	Self-certified sworn on Rs. 100/- Non-Judicial stamp paper/ e-stamp paper the all information given by applicant is true. In case of any false information, DGT shall withdraw the affiliation and shall invoke the provisions, civil and/or criminal as per the Regulations in place, applicant will be debarred for 5 years for applying a fresh application.	Mandatory
33.	Business Plan / Detailed Project Report (DPR) Including details of Phase wise funds requirement, source of funds, Quality and resource development Admission methodology, Industry Connect, Placement etc. format of DPR is given at **Annexure-5**	Mandatory

- After completing the necessary details, the applicant must pay the registration fee of Rs. 2,000/- plus applicable taxes. This fee is collected to facilitate the online portal. It is important to note that the registration fee is non-refundable and must be paid for each application. The Government ITIs are exempted from the payment of fees for all the applications.
- The registration fee is non-refundable even if application is rejected at any stage. This fee mentioned above can be revised any time by DGT without stating the reasons subject to approval of competent authority.
- In instances where a state has established its own regulations w.r.t. fees associated with the issuance of a No Objection Certificate (NOC), such fees may be levied separately on applicant ITIs by State. The responsibility for determining and collecting this fee rests solely with the state, with no intervention or influence from the Directorate General of Training (DGT).
- After the payment of fee prescribed by DGT and state, the applicant shall submit the pre application.
- As vocational education is a concurrent list subject and ITIs are under the administrative and financial control of the State/UT Government, an NOC issued by the State/UT Government is necessary for every applicant willing to establish a new ITI or take additional units of an existing trade. Obtaining an NOC from the state government is also crucial as it ensures compliance with regulations, laws, and standards set by the State/UT directorate and DGT.
- The state directorate holds exclusive authority to grant the No Objection Certificate (NOC) to applicant institutes. The issuance of the NOC shall be in accordance with the Standard Operating Procedures (SOP) outlined in **Annexure-6**. Furthermore, applicants are obligated to adhere to the norms and guidelines established by the respective State Directorate. the state shall bear sole responsibility of any legal disputes arising from the interpretation or application of these state norms or documents.

- In case an application is made under Mini Skill Training Institute (MSTI) scheme, the concerned State Directorate must ensure that the guidelines of MSTI scheme is followed prior to issuing the NoC. Further, the state must also ensure that block area of the applicant ITI lies under the unserved category as per the defined guidelines of this scheme.
- It is imperative that only applicants meeting the norms, regulations, and guidelines mandated by the state directorate are permitted entry into the system. The decision on preapplication must be made by the concerned State Directorate within a timeframe of two months from the closing date of the online affiliation portal.
- If the state doesn't take any action on NOC applications within a defined timeframe, it will be assumed that the NOC has not been issued, and the application will be automatically rejected. However, if the state approves the NOC application, a system-generated NOC will be issued to the applicant. The specific format of NOC is outlined in **Annexure-7**.

  However, it is pertinent to note that the role and responsibility of the DGT shall be strictly limited to the maintenance and the operation of the online Portal and shall not be extended to any other function. Therefore, the DGT shall be not be held accountable and liable for the Rejection of the pre application for non-issuance of NOC to the applicant, as this is an exclusive responsibility of the State/UT directorate.
- The receipt of NOC through pre-application does not guarantee the accreditation/affiliation of the institute.

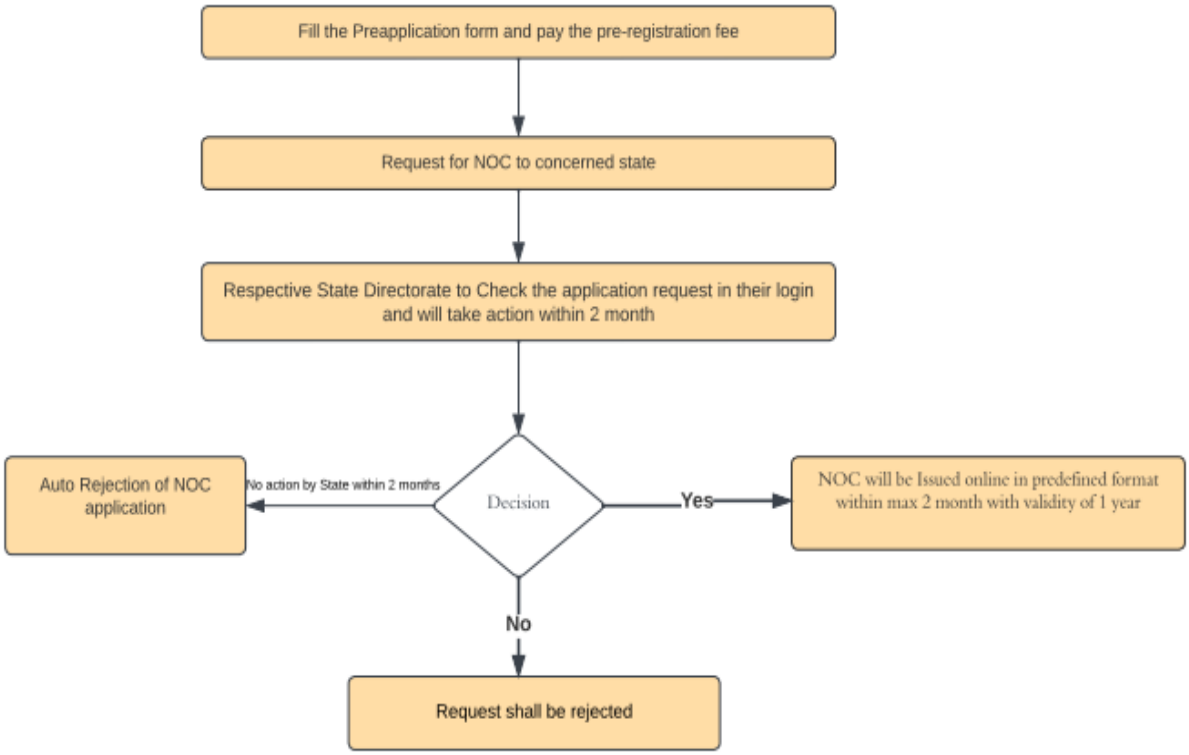


Fig4: Flow Chart of Stage I application process

2. Stage 2 -Complete Application (Civil Infrastructure, Power, Machinery)

After receiving the NOC, applicants have a one-year period to complete Stage II formalities starting from the date of NOC issuance. Failure to submit the Stage II application within the stipulated time period will result in the application being reverted to the NOC stage. In such cases, the applicant must initiate the process afresh, following the standard procedures for a new application.

The Applicant must fill in complete details regarding complete civil infrastructure as per the format given below and pay the registration fee for stage 2. This registration fee at stage 2, is non-refundable even if the application rejects at any stage. The rate mentioned above can be revised any time by DGT without stating the reasons subject to approval of competent authority:

Application form for stage-2 (Civil Infrastructure, Power, Machinery)

1. Land Details			
Sr. No.	**Particulars**	**Details**	**Type**
1.	ITI Address	(Details uploaded at stage -I)	Prefilled
2.	Plot Area (Sq. Meters)	Fill the area	Mandatory
3.	Possession of Land	Owned/Registered Live Lease	Prefilled
4.	If own land: Ownership details Documents showing ownership in the name of the applicant by the concerned authority of Government or any other documents issued by the concerned Competent Authority establishing the ownership and possession of the land in the name of the applicant. In case, the land documents are in vernacular language, notarized English	(Documents uploaded at stage -I)	

	translation of the documents shall be uploaded.		
4A.	Land Registration No.	Fill the details	Mandatory
4B.	Land Area (in sqm)	Fill the details	Mandatory
5.	If Leased land: fill below details		
5A.	Date of commencement of Lease	Fill the details	Mandatory
5B.	Date of start of Lease	Fill the details	mandatory
5C.	Date of Expiry of lease	Fill the details	Mandatory
5D.	Duration of registered Live Lease (Should be more than 10 years from date of application)	Auto Calculate	Auto fill
5E.	Lease Document	(Documents uploaded at stage -I)	Prefilled

2. Building Details

Sr. No.	**Particulars**	**Details**	**Type**
6. .	Building Plan	Upload Document	Mandatory
7.	No approved plan (if applicable)	Upload Document (As per format given at **Annexure-8**)	
8.	Building Completion/ Structural Safety Certificate	Upload Document (As per format given at **Annexure-9** for new ITI, **Annexure-10** for existing ITI)	Mandatory
9.	Name of the Authority issued BCC for new ITI (Or SCC for existing ITI)	Mention name of Authority issued BCC (Or SCC for existing ITI)	Mandatory

10.	Date of issuance of BCC (Or SCC for existing ITI)	Mention Date of issuance of BCC (Or SCC for existing ITI)	Mandatory
11.	Plot Entrance Gate	Upload Geo tagged Photo	Mandatory
12.	Building Entrance Gate	Upload Geo tagged Photo	Mandatory
13.	Front View of Building	Upload Geo tagged Photo	Mandatory
14.	Trade wise Workshop	Upload Geo tagged Photo (single pdf for 1 trade)	Mandatory
15.	Trade wise classroom	Upload Geo tagged Photo (single pdf for 1 trade)	Mandatory
16.	Drawing Hall	Upload Geo tagged Photo (single pdf)	Mandatory
17.	IT lab	Upload Geo tagged Photo (single pdf)	Mandatory
18.	Library	Upload Geo tagged Photo (single pdf)	Mandatory
19.	Placement and counselling room	Upload Geo tagged Photo (single pdf)	Mandatory
3. Power Connection Details			
Sr. No.	**Particulars**	**Details**	**Type**
19.	Electricity connection Consumer Name	Fill the details	Mandatory
20.	Electricity connection Consumer Number	Fill the details	Mandatory
21.	Electricity Authority Name and url (e.g. Jaipur Vidyut Vitran Nigam Limited, https://www.bijlimitra.com/)	Fill the details	Mandatory

22.	Electricity Connection /Meter Sealing report date	Fill the date	Mandatory
23.	Trade(s) sought for affiliation	Required load	Prefilled
24.	Total Load Required (in KW)	Sum of the load required for each trade	Prefilled
25.	Total Load Available/sanction load (in KW)	Fill the details	Mandatory
26.	Meter Sealing Report/Electricity Bill upload	Upload the latest bill or report	Mandatory
27.	Backup power supply is available	Yes/No	Mandatory
28.	Earthing is available	Yes /No	Mandatory
29.	Fire and safety equipment	Upload the safety certificate	Mandatory
30.	Declaration form: Self-attestation confirming the building's suitability for ITI purposes, with an assurance of adherence to all safety precautions in accordance with established norms.	Certificate in the online portal	Mandatory
4. Trade wise Machinery, Tools & Equipment Details			
Sr. No.	**Particulars**	**Details**	**Type**
31.	Trade 1	i. List of major machinery equipment (Quantity required auto populated, applicant required to mention the available quantity with the institute)	Mandatory

		ii. Upload photos of trade Machinery, Tools & Equipment in single pdf	
32.	Trade 2	i. List of major machinery equipment (Quantity required auto populated, applicant required to mention the available quantity with the institute) ii. Upload photos of trade 2 Machinery, Tools & Equipment in single pdf	Mandatory
33.	Trade 3	i. List of major machinery equipment (Quantity required auto populated, applicant required to mention the available quantity with the institute) ii. Upload photos of trade 3 Machinery, Tools & Equipment in single pdf	Mandatory
34.	Trade 4	i. List of major machinery equipment (Quantity required auto populated, applicant required to mention the available quantity with the institute) ii. Upload photos of trade 4 Machinery, Tools & Equipment in single pdf	Mandatory
5. Machinery and other purchase bill details			

35.	Trade 1	Upload the single pdf of the GST invoice of machinery purchase. Fill the details of GST Invoice no (bill amount > Rs 10K). The invoice shall not be older than 01 year from the date of application.	Mandatory
36.	Trade 2	Do-	Do-
37.	Trade 3	Do-	Do-
38.	Trade 4	Do-	Do-
39.	Purchase bill of IT lab equipment, biometric machine, drawing hall equipment and etc	Upload the single pdf of the GST invoice of purchase of IT lab equipment, biometric machine, drawing hall equipment and etc.	Mandatory
40.	Declaration form: Self-Declaration that applicant ITI have all working Machinery /Tool equipment as per norms.	Certificate in the online portal	Mandatory
41.	Payment link for fees	Pay the required fees	Mandatory

The applicant institute must ensure that the details submitted in respect of civil infrastructure and machinery installation should be as per the provision outlined in this booklet. For machinery installation the guidelines applicable are enclosed as **Annexure-11**

3. Desktop Assessment

After submitting Stage II details and payment of the registration fee, the application will be forwarded to the State Directorate login for Desktop Assessment. During this phase, the following procedures shall be followed:

I. The State may raise any deficiencies i.e, non-conformities (“NC”) against the non-compliance to the DGT norms/guidelines/circulars or regulations only, if any. In case any discrepancies/deficiencies are noticed in the application, the applicant ITI has an opportunity to rectify these NCs within 30 calendar days from date of issue of NC in

the portal. A system generated reminder email shall be forwarded to the applicant on its registered email id to rectify the NCs. The applicant must check the registered email on a regular interval. If the applicant ITI fails to resolve the deficiency within stipulated time, the affiliation application will be rejected from the portal outrightly.

II. The State Directorate shall complete the Desktop Assessment within 02 months of receiving the application for DA. These timelines shall be exclusive to DA and shall not include the timeframe given to the applicant to rectify the NCs. It is pertinent to mention here that the state may re-raise the NCs in case additional clarification or documents are required. The state shall mention the reason for raising the NC for the 2nd time on the same field. The applicant shall rectify these NCs within 15 days from the date of NCs. If the applicant fails to rectify the deficiencies or NCs, within stipulated time, no further opportunities shall be granted, and the application shall be rejected on the portal. The state directorate shall specifically mention the reason for rejecting the application if the application is re-submitted to state for DA and the NCs are not removed even after the second opportunity.

III. If the DA is not completed by state directorate within the stipulated timeframe, the application shall be moved to the login of Regional Directorate of Skill Development and Entrepreneurship (RDSDE) admin user. Thereafter, it is the mandate of RDSDE to complete the DA within the 01 month from the date of receipt of application for DA. To expedite the application, the Regional Director of RDSDE shall receive an automatic notification to promptly complete the Desktop Assessment (DA) for pending applications, if any. During the desktop assessment, RDSDEs may also raise the non-conformities (NCs) against any noncompliance with DGT norms/guidelines/circulars. The applicant shall be granted the opportunity to rectify the deficiencies as per norms within the defined time frame of 01 month from the date of NC.

IV. The applicant will receive an automated system-generated email notification on their registered email address, prompting them to address any Non-Compliances (NCs) identified during the desktop assessment. Upon rectification of the NCs by the applicant, RDSDE will proceed with the desktop assessment in accordance with prevailing norms.

V. The RDSDE may request further clarification or re-raise any NCs on the same subject, providing clear reasons and instructions for subsequent clarification. The applicant will be given an additional 15 days from the date of intimation on registered email to rectify these NCs. Failure to address the NCs within the specified timeframe will result in the application being rejected on the portal without further opportunity for rectification.

VI. Once the applicant successfully rectifies the NCs, the inspection batch will be organized by RDSDE. These applications will be processed on a first-come, first-served basis. The final decision on the application shall also be contingent to the timelines of the academic calendar issued by DGT from time to time.

VII. During the DA, the state/ RDSDE may raise the NC's as per DGT norms/guidelines on the points updated in stage II by applicant i.e.

a. Land/Lease / Ownership Document
b. Building or layout Plan
c. Building Completion Certificate(s)/Structural Safety certificate(s)
d. Fire Safety Certificate(s)
e. Building related details
f. Power connection details
g. Trade-wise Building Info – Length, Width, Height, Ceiling Type, Flooring, Plot Area of Workshop Classrooms, IT Lab and multipurpose hall
h. Administrative and amenities area details Amenities Principal Room, Staff Room, Admin Hall, Counseling Room, Courtyard, Library, Canteen First Aid
i. Trade wise machinery and equipment availability and details of its purchase bill
j. Or any other additional deficiencies arise as per DGT norms/guidelines

4. Joint Inspection

After the successful completion of the desktop assessment, the applicant shall receive an intimation to upload the details of the instructor engaged against the trade(s) and unit(s) sought for affiliation within 15 days on the online portal as per details given below

Particulars	**Instructor Name**	**Qualification**	**Year of Experience**
Trade Name 1	Do-	Mention the (10^{th}, 12^{th}, degree/CTS/CITS)	Fill the experience
Trade Name 2	Do-	Do-	Do-
So on…	Do-	Do-	Do-
Principal	Do-	Do-	Do-
Workshop Calculation	Do-	Do-	Do-
Any Other	Do-	Do-	Do-

The applicant needs to fill the trade wise instructor details with relevant qualification, experience, appointment documents and submit the application for inspection batch creation.

If the details are not received from the applicant, a final opportunity will be granted to upload the instructor details within seven days. Failure towards submission of instructor details in

this seven day extended period, the application will be automatically rejected, and the institute will have to apply afresh when the DGT affiliation portal reopens.
Once the instructor details are received from the applicant institute, joint inspection batch is to be created by the respective RDSDE as per the guidelines given below:

During the inspection batch creation, the following guidelines shall be followed:

I. The applicant shall have a window to select the 02 tentative dates of inspection within a span of 02 months in the following time frame.
    A. The first 15 days of the first month,
    B. Last 15 days of the first month,
    C. First 15 days of the second month, and
    D. Last 15 days of the second month.

II. Once consent is obtained from the applicant, RDSDE will initiate the batch formation process, prioritizing the availability of inspecting members and the applicant's preferred date, if provided. The inspection batch shall be formed on the portal at least 15 days before the final inspection date. An automated email will be sent to the applicant's registered email address, serving as a reminder to ensure that their infrastructure and all necessary documents are prepared according to the latest standards for the scheduled inspection date.

III. There shall be a 03-member committee to conduct the joint inspection with one member each representing DGT, State and Institute member from Engineering college/ Polytechnic who should be technically qualified VIZ. Workshop Superintendent/ Lecturer. In this quorum, the member from the State and DGT shall be mandatory, and the third member may be nominated as per the availability from the state directorate.

IV. Under exceptional circumstances, if necessary, the applicant may request an extension for the inspection date from the RDSDE within 07 days from the date of receipt of the inspection communication. RDSDE will then determine the next inspection date based on the member availability. It is important to note that applications with rescheduled inspection dates will only be considered after pending applications for the upcoming session have been inspected. In such cases, the affiliation shall also be contingent to the timelines of the academic calendar issued from DGT. The applicant ITI shall not claim any rights to decide its application in that session.

V. If the applicant ITI denies inspection on the scheduled date during the second time as mentioned above, or requests additional extensions, no further opportunities for inspection will be granted, and the application will be rejected on portal. In such cases, applicants must submit a fresh application and adhere to the procedures outlined in the rules. Further, these timelines may be altered in case of any court case, or any such decision is taken by DGT.

VI. During inspection the rule of videography given at **Annexure-12** shall be followed

VII. The inspection committee shall submit the report as per format given at **Annexure-13.**After the joint inspection, the inspecting members shall submit the report within 07 days after the completion of inspection. The inspecting team shall give the trade(s)/units(s) wise recommendation and provide the reason in case any trade(s) and unit(s) are not recommended.

VIII. The inspecting member shall prepare a video showcasing all the infrastructural facilities for not less than 15-30 minutes and shall share the accessible link in the report.

IX. Following the report submission, the consolidated report will be forwarded to the State Directorate login for any additional remarks, if any, and signature within 15 days from the submission of the report from the members and forwarded to DGT. If the State Directorate does not provide any comments within this timeframe, the reports will be automatically forwarded to DGT.

5. Decision on granting Accreditation /Affiliation

Once inspection reports are received in the DGT online portal, an auto-generated scrutiny form will be produced. This form will incorporate remarks from all inspecting members regarding each point highlighted in the reports. The Affiliation section at DGT will review these comments, shall examine the uploaded documents, and evaluate the case in accordance to all the norms and rules prescribed by DGT and shall update the comments of DGT in the scrutiny sheet.

The Standing Committee for Accreditation and Affiliation (SCAA) is established within the DGT to make final decisions on accreditation, affiliation, and de-affiliation proposals. DGT will convene SCAA meetings with the mandatory presence of the concerned state and RDSDE representatives. The Minutes of SCAA meetings shall be subject to approval by the Director General of Training.

It should be noted that the recommendations provided by the inspecting members and the State Directorate shall not be binding on DGT. The SCAA may supersede the decision of the inspection committee or state directorate report as deemed fit.

SCAA decisions can fall into three categories: Recommended, Not Recommended, or the compliance cases to rectify deficiencies observed during the SCAA meeting.

1. **Recommended:** If the application meets all prescribed norms, the SCAA can recommend the affiliation proposal. The affiliation order will be issued through an online mode in a newly designed format given at **Annexure-14**.
   The affiliation of the ITI shall be valid for six (6) years from date of grant of affiliation. Thereafter, ITI needs to get its affiliation renewed by applying on a designated portal one year prior to expiry of affiliation.

2. **Not recommended:** The application shall be directly rejected as mentioned in the below category:

i. The area of the land does not fulfills the norms
ii. Shortage of machinery and Equipment quantitatively by more than 30% against specified in the curriculum.
iii. Incomplete construction of the building.
iv. The case is not fulfilling the policy decision minimum four trade/unit(s)
v. Not fulfilling the criterion of minimum grading or any other circular issued by DGT.
vi. In case any forged/ fabricated documents are produced by the applicant at any stage of the process.
vii. Or any other case having reasonable grounds for rejection, as deemed fit to SCAA
If the institute is not recommended by SCAA then the reasoned order shall be issued by DGT for such types of cases.

3. **Compliance case:** In case of minor deficiencies of infrastructure, shortage of equipment and tools upto 30% or any other documentary evidence, one-time opportunity shall be granted by the SCAA to the applicant for rectifying the deficiencies. The deficiencies shall be uploaded on the affiliation portal as well as on the public portal in the form of minutes of meeting. The applicant may rectify the mentioned deficiencies as per the specified timelines and procedure. The case shall again be reconsidered by SCAA for final decision, thereafter.

Note The applicant shall be solely responsible for admission undertaken by the institute in the trade(s)/unit(s) prior to affiliation from DGT. DGT shall not be liable for any issues, claims, or consequences arising from these admissions.

6. Grievance and appeal procedure

If an institution or applicant is aggrieved by the decision of the SCAA, they have the right to register a grievance through the portal within 30 days from the date of issue of the SCAA decision.

Table1: Composition of Grievance Redressal Cell

Sr. No.	Description of members	Designation
1	Deputy Director General of Training, DGT (HQ)	Head
2	Two co-opted officers of Director Level of DGT (HQ)	Member(s)
3	Joint Director (TC Section)	Convener

- The composition of the Grievance Redressal Cell can be changed by the DGT if required at any point in time.
- If the applicant is still not satisfied, they can register an appeal within 30 days from the decision of the Grievance Redressal Cell. The composition of the Appellate Committee shall be as follows:

Table 2: Composition of Appellate Committee

Sr. No.	**Description of members**	**Designation**
1	Director General of Training, DG(T)	Head
2	Two co-opted officers of Director Level of DGT (HQ) (Other than the Grievance Redressal Cell)	Member(s)
3	Joint Director (TC Section)	Convener

Therefore, the institutes aggrieved with decision of SCAA or in any other affiliation /de-affiliation matter may raise the grievances on the designated affiliation portal. The decision of the Grievance Redressal Cell and Appellate Committee shall be updated within 90 days on the portal.

Terms of Reference (ToR) of Grievance Redressal Cell:

The Terms of Reference (ToR) of Grievance Redressal Cell shall be as follows:

i. The meeting of the Grievance Committee shall preferably be scheduled in the last week of every alternate month by the convener of the Grievance Redressal Cell.
ii. The convener of the Grievance Redressal Cell shall present all the grievances received through the online portal during the committee meetings. The convener of the committee will prepare the minutes of the grievance redressal committee. These minutes will be circulated to all committee members with the concurrence of the chairperson.
iii. The GRC has the authority to uphold or modify the SCAA's decision based on the evidence and documentation presented. If the grievance is denied, the applicant must be provided with reasonable grounds for the rejection of grievance.
iv. Director General (Training) shall be the competent authority for approval of the recommendations of the GRC committee.
v. The decision of the Grievance Redressal Cell shall be updated in portal by the concerned officer dealing with affiliation and de-affiliation matters.

Guidelines for registering grievances

2. Guidelines for registering grievances related to affiliation and de-affiliation matters

i. All grievances must be accompanied by correct and legible supporting documents. The details of the grievance should be clearly mentioned, and proper indexing with page numbers is required for easy reference.

ii. Any discrepancy found in the veracity and authenticity of the documents will result in the non-progression of the registered complaint.

iii. The applicant shall not register multiple grievances on the same subject matter.

iv. If the complainant is dissatisfied with the decision of the Grievance Redressal Cell, they have the option to directly register an appeal from their dashboard within 30 days of the GRC decision communicated to the applicant or as per the timelines updated on the portal. Failure to register an appeal within the specified period will automatically close the appeal window.

v. The registered appeal will be considered and processed only if sufficient reasons and grounds are provided by the applicant with sufficient documentary evidence.

It is important to note that the reasons for appeal should not be identical to those raised during the initial grievance. Additionally, multiple appeals with the same subject matter cannot be filed before the Appellate Body.

Chapter 3 Affiliation process for Existing ITI

The existing Institutes can apply for the following categories:

1. Addition of Trade/units in existing ITI (Private)
2. Change of site location/shifting of existing Institute
3. Change of Name of institute
4. Merger of ITIs
5. SCVT to NCVET trade conversion for Existing affiliated Government ITI
6. Renewal of affiliation

The detailed process above mentioned categories is outlined below.

4.1. Addition of Trade/units in existing ITIs

- The existing institutes already affiliated under NCVET can apply for the addition of trade(s) and unit(s) on the designated affiliation web portal.
- All DGT affiliated institutes have a unique MIS Code. By entering the MIS code, static information such as the name of the ITI, address, and previously affiliated trades and units shall be automatically retrieved from the portal.
- Applicants must complete the details outlined in state I (pre-application for NOC) and Stage-II (complete civil infrastructure details) and upload all documents required in the both stages of application. In addition to that the existing ITIs have to upload the following documents:

    i. Affidavit from trust chairperson/secretary on Rs.100 stamp paper stating that applicant institute has been operating ITI under the same trust/organization since its establishment
    ii. If the applicant institute is under litigant against the DGT then the following details shall be required to be provided on the portal: case type, case number, name of the High Court, respondent party and brief subject matter description
    iii. Details of instructors appointed for the already affiliated trades.

- ITIs seeking to add trade(s) and unit(s) must meet the minimum grading criteria and fulfill all other mandated conditions in terms of grading.
- The addition of trade(s) and unit(s) in existing ITIs is permissible only if the ITI complies with the latest DGT norms/circulars or any guidelines. However, for ITIs established before these Norms, mandatory land requirements and minimum trade criteria shall not be imposed.

4.2. Change of site location/shifting of existing Institute

The existing affiliated institute(s) can change their site/ location anywhere in the territorial jurisdiction of state/UT. The process for change of site is given in below table-

Change in Site/ Location of the Institution Application Process				
Sr. No.	**Processes**	**Responsibility**	**Timelines**	**Relevant Document**
1.	Request for change in site location. Application submission through DGT Affiliation portal	Applicant	When DGT affiliation portal is opened (To)	Required Documents of Stage-1 as per New ITI application.
2.	Issuance of No Objection Certificate This leads to deactivation of the institute at old location.	State / UT	T1=To+2 months	Format Annexure--7
3.	Stop the further admission for the institute in the seat matrix. No new admission is allowed.	State / UT	As and when the seat matrix is prepared by state	
4.	Deactivation of Institute at old location	DGT	T2= T1+15 Days	-
5.	Filling of Stage-2 application after relocating infrastructure, all equipment, machinery, tools etc.	Applicant	Till validity of NoC	Required Documents of Stage-2 as per New ITI application.
6.	Desktop Assessment of the application and joint inspection	State/UT/RDSDE	As defined timelines of new institute application	-
7.	After receiving inspection report from concerned State Directorates, the recommendations would be placed before SCAA.	DGT	As defined timelines of new institute application	-
8.	Applications conforming to latest DGT norms shall be considered for re-affiliation by DGT. The status of the applications affiliated ITI/ trade/ units with	DGT	As defined timelines of new institute application	-

Change in Site/ Location of the Institution Application Process				
Sr. No.	**Processes**	**Responsibility**	**Timelines**	**Relevant Document**
	new address will be duly communicated to the applicants.			
9.	Raise the Grievance/Appeal, if any	Applicant	As per requirement	-

Instructions for 3.2 Change in Site/ Location of the Institution

1. The applicant ITI can shift/relocate with the same trade(s) which are currently affiliated at old location.
2. Institutional requirements such as classrooms, workshops, IT labs, and drawing halls along with administrative areas, must comply with the latest norms. The infrastructure for trade should adhere to the latest syllabus norms of the trades, issued by DGT.
3. After obtaining the NOC, the applicant follows the application process for a new institution on the designated online portal and follow the entire process of affiliation which includes Desktop scrutiny, inspection by an inspection team, and a final decision on the application by SCAA (Standing Committee on Accreditation and Affiliation)
4. When an ITI applies for relocation, it must ensure that all enrolled trainees complete their training duration and all training-related activities (i.e., practical, CBT exams and any other exam related activities) at the old location, and no fresh admissions are allowed.
5. Machinery can only be shifted to the new location after all training and training-related activities for enrolled trainees have been completed at the old location and a NoC from the State/UT has been obtained.
6. If an existing ITI relocates/shifts to a new location without approval of DGT then ITI shall be de-affiliated at old location and not be allowed to re-affiliate for minimum period of 3 years from the date of de-affiliation.
7. During the shifting process, the ITI may utilize all movable equipment, machinery, tools, etc. However, all machinery should be in functioning and safe to facilitate practical training for the trainees.
8. In the case of shifting the applicant ITI will be exempted from following norms:
    a. "…. *All the tax invoices of machinery, equipment, and tools shall not be older than twelve months from the date of application*….".

9. ITI will only be permitted to admit students at the new location if its application for shifting is recommended by SCAA and the session will be determined per academic calendar issued by DGT.
10. If the SCAA does not recommend the shifting of the ITI to the new location is not, then the institute will not be allowed to continue operations at either of the locations.
11. An ITI is ineligible to apply for shifting within 5 years from the date of its establishment.
12. Any ITI that is completely de-affiliated by DGT, shall not be eligible to apply for relocation/shifting.
13. The addition of trades/units shall not be allowed along with shifting/relocation of an ITI.
14. The minimum grading criteria for addition of trade/units shall not be applicable in the case of shifting/ relocation of an ITI.
15. If in any case ITI must shift/relocate due to force majeure (Force majeure, means situations where natural disasters like cyclone, natural fire/wildfire, flood, war, earthquake, tsunami, drought, or any other nature-caused calamity, which affected the regular operation of the institute.) then it will be dealt as an exceptional case with the approval of competent authority.
16. The Mini Skill Training Institute (MSTI) are not allowed to shift as the benefit of MSTI scheme is limited to unserved area, with some relaxation in affiliation norms. Likewise, the ITI established in spare capacity of Polytechnic/ Engineering college are also not permitted to shift/ relocate.

4.3. Change of Name of institute

If an institute seeks a name change of the existing ITI, the following guidelines shall be applicable:

1. The new name of ITI cannot be abbreviated in such a way that it resembles any of the following: IIM/IIT/IISc/NIT/IISER/IIIT/IIEST/MSDE/UGC/GoI. The Applicant shall also not use the term(s) such as "Government/ India/ Indian/ National/All India/ All India Council/ Commission" in the name of the Technical Institution giving an interpretation that it is a Government Institute while being a fully Private Institute and other names as prohibited under the Emblems and Names (Prevention of Improper Use) Act, 1950. However, these restrictions shall not be applicable, if the Technical Institution is established by the Government of India or its name is approved by the Government of India.

2. Applicants shall not use the name(s) of the existing affiliated Institutions which are mapped on the portal.

Documents required for Application for Name change

Existing Institution seeking approval for a Change in their Name must apply on DGT Affiliation portal and upload the following documents:

a. Original Trust deed/Society

b. Resolution of Trust to change the Name of institute duly signed by Chairman/ Secretary of the Trust/ Society/ Company. This resolution should be passed by 2/3 majority of the member and signed by them.

c. Reasons for the name change duly signed by Trust chairperson /ITI Owner.

d. Affidavit from applicant

The time line and process of applying for Name change shall be as follows:

Sr. No.	Activities	Responsibility	Timelines
1.	Apply for name change and submit the requisite documents	Applicant Institute	When DGT affiliation portal is opened (To)
2.	Evaluate details submitted Take comments from Trade Testing cell for declaration of ITI results/ issue of mark sheets/ certificates etc. And Communicate the objections, if any, to applicant through portal.	Affiliation Section	T1=To+1 months
3.	Submission of clarifications, against objections communicated	Applicant	T2= T1+1 month
4.	Evaluate clarifications received from Applicant and place the Case in SCAA	Affiliation Section	T3= T2+2 months
5.	Final decision on name change	SCAA	T4= T3 +1 Month
6.	If name change approved then updating the new name of portal with effect from next academic session.	Affiliation Section	T5= as per availability of option in portal

4.4. Merger of Institutions

Mergers can be defined as integration of two institutes operating in different locations intending to operate as a single institution. This process involves the merging trades from one or more institutions, referred to as Child Institutions, into a primary institution known as the Parent Institution. After the merger, the Parent Institution becomes the central location for both administration and training, and the Child Institutions shall be closed.

There are 03 types of possibilities for mergers:

1. Existing Institutions of the same Trust/ Society/ Company operating in the same location/same block /same Municipal corporation limit - mergers can be permitted based on the guidelines outlined below.
2. Existing institute of the same Trust/ Society/ Company operating in different block / Municipal corporation limits- Mergers are not permitted.
3. Merger of Institutions under different Trusts/ Societies/ Companies are not permitted.

Guidelines applicable for case 1: Existing Institutions of the Same Trust/ Society/ Company operating in the Same location/Same block /Municipal corporation

1. The Parent institute meet the grading criteria for addition of trade/units in existing institute.
2. The Parent Institution must have sufficient infrastructure and other facilities to run all the trades(s) and Unit(s) for the entire duration for both Parent and Child Institution.
3. Both parent and child institutes must obtain NOC from State Government before effecting admission, in view of merger of the Institutions.
4. A resolution passed by the Trust/ Society/ Company stating that both institutes are operating under their organization and their agreement for merger of these institutes must be submitted; this resolution should be passed by 2/3 majority of the member and signed by them and both parent and child institute
5. The Merger will not be permitted in case of any ongoing legal dispute between the member(s) of the institute/trust or society. Both institutes (Child and parent) shall submit a declaration that there is no legal dispute between the member(s) of the institute/trust or society .
6. There must be a valid reason for this merger and it should be signed by Trust/ Society/ Company chairperson and 2/3 members of Trust/ Society/ Company and both parent and child institute.
7. If Merger of Institutions is approved, the Child Institutions that is merged with the Parent Institutions shall be deaffiliated and the liabilities, if any, arising out of this merger for the Child Institution(s), shall solely be that of Trust/ Society/ Company/ Parent Institution only.
8. After obtaining the NOC from State/UT Government, the Parent institute must apply on the online affiliation portal as and when DGT opens it. Following the application in

the portal the child institute will be deactivated on the NCVETMIS/SIDH portal for taking further admissions. Once deactivated, the parent institute can apply for addition of trade/units that were previously operated in premises of the Child institute.

9. All norms applicable for the addition of trade units in existing ITIs will apply to the Parent Institution.
10. DGT reserves the right to reject the application for merger of Institutions under the same Trust/ Society/ Company operating in the same Campus/same block/same municipal corporation limit, if it finds the reasons given are not justified or it appears to defeat the provisions of any Law.

Sr. No.	Activities	Responsibility	Timelines
1.	Apply for merger and submit the requisite documents	Applicant Institute	When DGT affiliation portal is opened (To)
2.	Issuance of NOC for Merger	State	As defined timelines of new institute application
3.	Evaluate details submitted Take comments from Trade Testing cell for declaration of ITI results/ issue of mark sheets/ certificates etc, if required. And Communicate the objections, if any, to applicant through portal	Affiliation Section	1 month
4.	Submission of clarifications, against objections communicated	Applicant	1 month
5.	Deactivate the child institute	Affiliation Section	1 Month
6.	Filling of Stage-2 application after relocating infrastructure, all equipment, machinery, tools etc.	Applicant	As defined timelines of new institute application

7.	Desktop Assessment of the application and joint inspection	State/UT/RDSDE	As defined timelines of new institute application
8.	Final decision on merger	SCAA	As defined timelines of new institute application
9.	If merger approved then its effects will start from ensuing academic session admissions of trainees.	Affiliation Section	As per academic calendar for admission
10.	If merger is not approved by DGT then Status of child institute shall be de-affiliated completely	Affiliation Section	As per requirement

Note for Change in ownership

The change in ownership of the ITI such as change in Trust/ Society/ Private/ Public Limited companies/ Companies like Sole Proprietary/ Private Institutions/ Individuals is not permitted. Such institutions must first send the proposal to RDSDE for self-closure. RDSDE will then present this proposal to SSDEC and forward the SSDEC recommendation to DGT.
DGT will take the final decision on the self-closure of institute and shall grant permission to apply as fresh. After this, the applicant may follow the procedure for affiliation of the new ITI.

4.5. Process for SCVT To NCVET conversion

Some State Governments run the trades recognized only by the State's State Council for Vocational Training (SCVT), which are bodies under the State Governments and operate at the state level. The following process must be followed for SCVT to NCVET trade conversion:

Process for SCVT to NCVET conversion

The institute shall apply on the online affiliation portal as per application form provided in Annexure 15 . The portal for such applications shall be opened throughout the year.

Sr. No.	Activity	Responsibility	Timelines
1.	Application by Govt ITI as per form given at Annexure -15	Applicant institute	Throughout the year (To)
2.	Creation of Inspection batch by RDSDE	RDSDE	T1= To+2 Months
3.	Scrutinize the inspection report and place in SSDEC meeting	RDSDE	T2= T1+3 Months
4.	Forward the SSDEC Recommendation to DGT	RDSDE	T3= T2+2 Months
5.	Final Decision by DGT	DGT	T4= T3 + 2 Months

Guidelines applicable for SCVT to NCVET Conversion

1. The conversion from SCVT to NCVET is permitted only for existing government ITIs affiliated with DGT
2. Private ITI operating under SCVT, must follow the process of new ITI affiliation.
3. For SCVT to NCVET trade conversion, the trades must have been running in SCVT for at least 2 years
4. The SCVT trades that the State Directorate seeks to convert into NCVET must have an approved NCVET CTS curriculum.
5. Any Government ITI fully running under state specific scheme such as SCVT (and not affiliated with DGT) and intending to convert the entire institute under NCVET must adhere to the latest norms and processes for New ITI application as stated in chapter 2.
6. Government ITIs already affiliated with DGT seeking to convert some SCVT trade(s) or Unit(s) to NCVET must comply with the latest guidelines for addition of trade units in existing ITI such as minimum grading criteria etc.
7. A Joint inspection by State and RDSDE representatives is mandatory for SCVT to NCVET conversion. After the inspection, the convener of SSDEC, i.e., the Regional Director of RDSDE, shall scrutinize these cases as per DGT norms and present them before the State Skill Development and Entrepreneurship Committee (SSDEC).

8. The SSDEC shall convene the meeting and propose the recommendation of SCVT to NCVET conversion to SCAA. These recommendations of SSDEC will be accepted by SCAA.
9. However, SCAA may refer the case for reconsideration in exceptional cases on reasonable grounds if any norms are not fulfilled.

4.6. Renewal of Affiliation of ITI

The renewal of affiliation for ITIs must follow the process outlined below:

1. The affiliation of the ITI shall be valid for six (6) years from date of grant of affiliation. After this period, it must be renewed by applying on a designated portal one year prior to expiry of the affiliation.
2. If an Institute fails to apply for renewal of trade/units during the said period, such trade units shall be deactivated and it will not be allowed for further admission in those trade/units. Furthermore, if the institute does not apply for renewal within one year after the expiration of the affiliation validity, those trade/units will be de-affiliated from the portal. Reactivating these trade/units will require a fresh application for trade/units addition.
3. For renewal applications, ITI must submit/ upload all relevant information (Photos and Videos) as per **Annexure-16.**
4. Renewal of affiliation will be based on the average grading of preceding four (4) consecutive years from the date of application. If the average grading of the ITI for preceding four (4) consecutive years is below three (3) on a scale of 10, then the affiliation for that ITI shall not be renewed.
5. Submission of false or incomplete information or withholding any material facts required as per existing affiliation norms, may result in of de-affiliation proceedings initiate against the ITI at any time during renewal of affiliation process. Merely applying through the portal doesn't guarantee the renewal of affiliation.
6. A system generated reminder email will be sent to all ITIs upon completing their 5th year from the date of initial affiliation reminding them to apply for renewal of affiliation.
7. Preferably, 10% of ITIs due for renewal of affiliation in any calendar year will undergo a Joint Physical Inspection, consisting of at least one member each from DGT/RDSDE and DET. RDSDE may make appropriate decisions to select such ITIs with the aim of ensuring the quality of training, preferably based on the analysis of data submitted by the ITIs, or may select ITIs that were established 15 years prior.
8. A caution notice shall be sent to the ITIs with an average grading for preceding two (2) consecutive years below three (3) on a scale of 10 intimating that the low grading score may prevent renewal of affiliation.

9. ITIs will be informed in a time bound manner about rejection of their renewal application with grounds for rejection.
10. In case renewal of reaffiliation is not granted, the ITI can appeal with documentary evidence to substantiate the claims made and the appeal shall be heard by Competent authority of DGT.
11. DGT/RDSDE may conduct random inspection of any affiliated ITI, irrespective of its grading, at any point of time to ensure quality of training and availability of all infrastructure as per DGT guidelines. Visits may be organized by the officers of RDSDE / DGT on regular intervals. ITI management must cooperate with nominated Officers for regular inspections.
12. ITIs must publish information on their portal / web site before commencement of the academic year giving details regarding the institution, trades/ courses being conducted and details of infrastructural facilities including faculty, grading, pass percentage, convocation day etc. in a mandatory disclosure.
13. Admissions will not be permitted in ITIs after the expiration of affiliation validity period. The State Directorates shall bear the responsibility if they permits admissions in state portal/ offline mode post expiry of affiliation period validity. DGT shall not be responsible for any legal complications and certification of such candidates.
14. These guidelines shall be applicable after generating the grading score of the ITI for four (4) consecutive years from the date of issue of these guidelines.

Transition to new norms

From time to time, DGT may update the norms and requirements for machinery, equipment, tools, power supply, and staff to align with current industry standards. In the event of a change in the syllabus of any trade, all existing ITIs must comply with the revised syllabus within one year of its introduction.

Chapter 4 Affiliation under Dual System of Training (DST)

Background of Dual System of Training (DST)

Dual System of Training (DST) scheme was introduced in 2016 to enable industries & establishments to partner with Industrial Training Institutes (ITIs) for conducting training programmes to meet their skilled manpower requirements.

DGT revised the scheme guidelines effective from the 2019 session, to better align with industry needs. Now all the NSQF compliant trades under Craftsmen Training scheme are included under the DST scheme, compared to 17 trades earlier. ITI Principals have been empowered to directly sign MoU with industry.

The detailed guidelines of DST are uploaded at https://dgt.gov.in/Dual_System.

Duration of Training

S.No.	Duration of course / trade	Duration of industrial exposure/ training (as per revised guidelines)
1.	6 months	1-3 months
2.	1 year	3-6 months
3.	2 years	6-12 months

Eligibility criteria for Industries

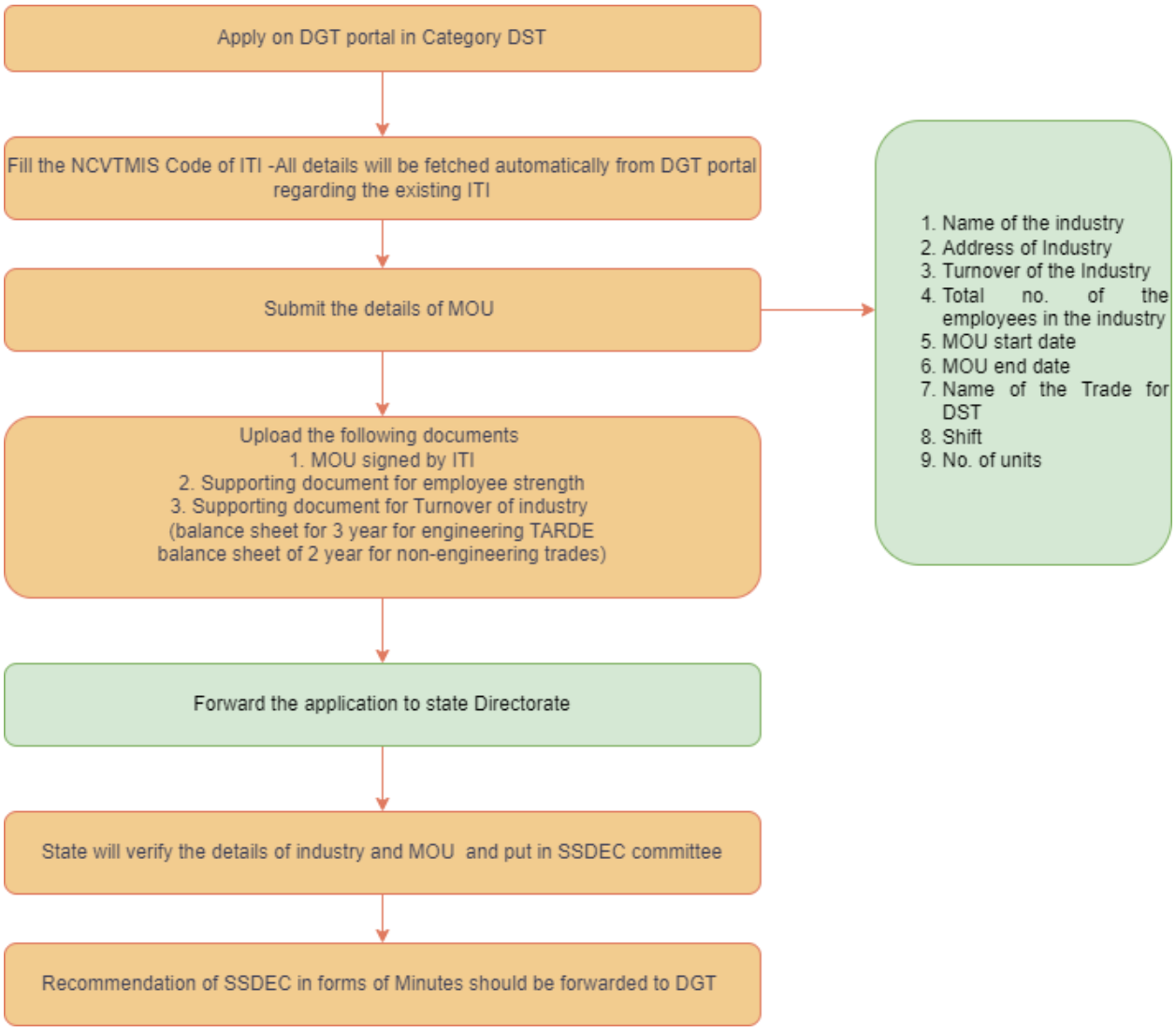
S.No.	Parameter	Eligibility criteria	
		Engineering Trades	Non- Engineering Trades
1.	Minimum no. of Employees in the Industry	40	6
2.	Minimum Turnover of the Industry (in INR)	1 crore/ year (For last 3 years)	10 lakhs / year (For last 2 years)

4.1. Affiliation process for Trades/Units under DST

1. The applicant institute can apply under the category of "Affiliation under the Dual System of Training" in DGT affiliation portal .

2. Applications for the DST affiliation can be submitted throughout the year; however, the session of DST affiliation will be determined according to CTS academic calendar

The process described below must be followed to seek affiliation under DST:



4.2. Documents required for DST affiliation

The following documents must be uploaded in the portal by the applicant ITI:

1. MoU signed between applicant ITI and the industry
2. Turnover details (balance sheet of the industry for 3 years for engineering trades or 2 years for non-engineering trades)

4.3. Timelines and Process for DST affiliation

The timelines and process provided in the table below shall be followed for DST affiliation

S.No.	Activity	Responsibility	Timelines

1.	Application by ITI	Applicant institute	Throughout the year (To)
2.	Verification of DST MoU and industry details	State Directorate	T1= To+2 Months
3.	If No action is taken by State within the define timeline then application shall be auto forwarded to RDSDE to carry out the verification	RDSDE	T2= T1+2 Months
4.	Place the DST proposal in SSDEC meeting and forward the SSDEC recommendation to DGT	RDSDE	T3= T2+3 Months
5.	Final Decision by SCAA	DGT	T4= T3 + 2 Months

The details given in below table are required to provide by the applicant institute in DGT portal:

S. No.	Particulars	Description	Details
1	ITI Details	Name of the ITI	Prefilled from DGT MIS portal
		Address of ITI	
		MIS Code	
		ITI Category (Govt/Pvt.)	
		Details already affiliated trade units	
2	Industry Details	Name of the industry	
		Address of Industry	
		Industry District	
		Industry State	
		Turnover of the Industry	
		Total no. of the employees in the industry	

		Contact details of chairperson of industry	
3	MoU details	MOU start date	
		MOU end date	
4	Trade details sought under DST	Name of the Trade for DST	
		Shift	
		No. of units	
		Already affiliated units/New Unit (choose from these two option)	

4.4. Guidelines applicable for DST affiliation

1. ITI Principals are authorized to directly sign MoUs with industries as per the industry eligibility.
2. The applicant institute can convert its existing affiliated trades/units into DST.
3. For new unit affiliation in existing affiliated trades, DST affiliation can be applied for only up to the number of affiliated base units. For example, if Electrician (2+2) is already affiliated, no more than 02 units in 3rd Shift can be sought for DST affiliation.
4. If the institute intends to increase the base units, it must first obtain affiliation as per the process defined in Chapter 2. Only then these units be converted to DST.
5. It is the responsibility of the Regional Director of RDSDEs, who are conveners of SSDEC, to ensure that DST proposals received in their respective states receive timely recommendations from SSDEC.
6. If it is found that the applicant institute has submitted forged details for seeking affiliation under DST or industry lacks proper facilities for conducting training, or any other submitted details for DST affiliation are found to be fraudulent, then the DST affiliation shall be revoked and de-affiliation proceedings shall be initiated. The ITI shall be barred from obtaining further affiliation for five years.
7. The validity of MoU may be fixed for a period of 3 to 4 years, extendable as per the mutual understanding of the parties i.e. ITI and the industry partner(s). Upon expiration of the MoU the trades/units operating under the DST as stipulated in the respective MoU, shall cease to operate under the DST mode. To continue operations under the DST Mode beyond this period, the institution must reapply for DST approval.
8. The primary objective of DST training is to provide hands on experience to students on latest/ updated industry technologies and enhance their employability. It should not be misused as a as parallel path to increase seat capacity in institutes. ITIs must ensure that training is genuinely conducted at both the ITI and the industry, in accordance with the

defined guidelines of DST/CTS. If it is found that training under DST scheme is not properly conducted then de-affiliation proceedings shall be initiated or DST affiliation shall be revoked and the ITI shall be barred from obtaining further affiliation for five years.

9. ITI should maintain the following information as a record
   i. On job training Plan for the DST batch duly signed by Signed with seal of ITI instructors & Company supervisor:
      a. Company Name and address
      b. DST Trade and all trainees' details
      c. Supervisor from ITI (Name and Contact number)
      d. Start date and end date
   ii. DST offer letter/Certificate for DST Batch from Employer/letter from industry on its letter head addressed to ITI, mentioning details of trainees who underwent training at industry (should include name of trainees, trade name, duration of OJT)
10. State/RDSDE/DGT authorities are empowered to visit ITIs and industries to verify training conducted under DST. If it is found that an ITI or industry is not adhering to the training criteria, de-affiliation proceedings may be initiated against the institute.

Chapter 5 Scheme for Unserved block ITIs

Despite a network of more than fifteen thousand ITIs, there are still around 3,000 blocks that remain unserved, indicating a lack of access to a long-term skill ecosystem in these areas. To extend the reach and accessibility of the skill ecosystem, the Directorate General of Training (DGT) has introduced various schemes, such as School ITIs and MSTIs

5.1. Mini Skill Training Institute (MSTI)

On March 8, 2019, DGT issued guidelines for the scheme of establishing Multi Skill Training Institutes (MSTIs) in unserved blocks to facilitate block-level training by relaxing the Affiliation Norms 2018. However, due to existing challenges, these guidelines are being revised, and the scheme will now be termed as Mini Skill Training Institute (MSTI).

Revised Guidelines for MSTI

1. These institutes will be designated as Mini Skill Training Institutes (MSTIs) to distinguish them from other recognized ITIs affiliated with DGT. These guidelines will apply exclusively to unserved blocks, defined as areas where no recognized Government, Private ITI, or any other institute is affiliated with DGT at the time of application. The concerned state directorate will issue a No Objection Certificate (NoC) to the applicant to open an institute in an unserved area under this scheme.
2. Applicant must select the MSTI category in the designated affiliation portal and complete the application form provided in Chapter 1
3. The State Directorate may issue NOC at pre-application stage for a maximum of two applicants under the MSTI category for that particular unserved block.
4. In an unserved block, a maximum of two MSTI applications will be allowed for affiliation, provided that each institute offers completely different trades from the other.
5. An institute under the MSTI scheme can be established in any unserved block, offering a minimum of two long-term Craftsmen Training Scheme (CTS) trades, with two units (1+1) per trade, totaling four units.
6. The definition of any unserved block is: -
    a. An area may be declared unserved if no recognized institute (Government or Private or any other institute) is affiliated with DGT at the time of application.
    b. An area will be considered unserved if there are pending applications at any stage of the process (whether at the desktop assessment at state directorate level, inspection stage at RDSDE level, or final stage of affiliation at the DGT end) and no final decision (either in the form of Minutes of SCAA or an official order) has been issued by the DGT at the time of application.

c. If de-affiliation proceedings are initiated against any institution by the State Directorate or DGT, the area shall be considered as unserved if the final de-affiliation order is issued by DGT and there is no affiliated institution in that particular block on the date of application.

7. An MSTI shall must meet the minimum area requirements for workshops, classrooms, drawing halls, IT labs and library as defined in the latest CTS curriculum and DGT norms.
8. Basic amenities are mandatory in an MSTI; however, there are no constraints on the minimum area required for multipurpose halls/courtyards, canteens (including kitchen and pantry), and first-aid rooms. For a minimum of two trades with four units, the total land requirement is 0.3 acres (Approx 1200 sqm).
9. If an applicant wishes to open an MSTI with more than two trades and four units, they must comply with the minimum area requirements for workshops, classrooms, drawing halls, IT labs, and libraries, in addition to the 0.3-acre (1200 sqm) requirement. There should also be a proportional increase in the area for other basic amenities.
10. Vertical expansion of the building is allowed within the prescribed limits set by the government authority regarding the number of floors.
11. The construction of the institute building, and all safety provisions must comply with the NBC code/local building byelaws of the respective State/UT as defined for these areas.
12. If additional units are sought for affiliation requiring further construction in the existing building, the applicant must provide a Structural Safety Certificate issued by a civil/structural engineer from a government department, or any civil/structural engineer approved and authorized by the government.
13. Trades involving heavy machinery should be located only on the ground floor, as specified in the latest trade curriculum.
14. Apart from the norms mentioned above, all other regulations for opening a new institute and subsequent circulars/guidelines issued by DGT will continue to be applicable.

These guidelines shall supersede all previous issued DGT order/OM /guidelines regarding the MSTI scheme. However no previously decided application shall be reopened.

5.2. School ITI

For School ITI DGT issued guidelines vide its order DGT-AffOmisc/5/2022-O/0 DIR (TC) dated April 22, 2022.

In current scenario these guidelines have been updated as follows for opening the school ITIs:

1. Government Secondary and Senior Secondary or Local body Schools in unserved blocks may open ITI and run CTS courses in their premises. These ITIs named as "School ITIs" are

allowed to open with maximum two trades, following Affiliation norms in Government Secondary and Senior Secondary or Local body Schools in unserved blocks.

2. The definition of unserved block is at the time of application, follow the guidelines defined for MSTI scheme.
3. These Government Secondary and Senior Secondary schools should obtain permission from the concerned education department to use the spare capacity for running CTS courses.
4. Government Schools can choose any of the listed Craftsman Training Scheme (CTS) Courses of DGT and schools should fulfill the following conditions: -
    i. Workshop with separate specified area for ITI workshop is to be used. In case of Engineering Trade where heavy machineries are required, workshop will be on ground floor only.
    ii. Availability of sufficient Electricity load for the concerned trade with proper earthing, no separate electrical connection required in the name of School ITI
    iii. Machinery and Equipment required for the concerned trade
    iv. Instructor for the proposed trade
    v. Theory room of the school can be used for theory classes
    vi. Common library, staff room, storeroom, Administrative staff/space of the school can be used
    vii. Fire Safety and other safety measures must be provided and ITI workshop should have restricted entry to the course trainees only.
    viii. School authorities can apply on the DGT affiliation portal as per application forms (Annexure 17) and forward the application to the Regional Director (RD), RDSDE of the concerned State. Details of RDSDEs may be accessed from DGT website. RDSDEs will act as mentors for the schools to open School ITIs.
    ix. The Regional Director will depute officer's along with officer from Government Nodal ITI or nearest Government ITI for physical verification of the application for infrastructure / equipment /Trainers' availability, as well as safety norms, within 1 month from date of receiving the application. After verification, all proposals will be submitted to the State Skill Development & Entrepreneurship Committee (SSDEC) by concerned State RD, RDSDE for their recommendations.
    x. The recommendations of the SSDEC may be forwarded by the respective Regional Director, RDSDE to DGT.
    xi. The proposals will be put up to the Standing Committee on Accreditation & Affiliation (SCAA) for ratification and affiliation order will be issued by DGT.

Chapter 6: ITIs in the spare capacity of Polytechnic and Engineering College

To enhance the training capacity with minimal investment and to promote optimal resource utilization, the Ministry of Skill Development and Entrepreneurship Govt. of India, New Delhi and All India Council for Technical Education (AICTE), has decided to provide vocational training by using existing infrastructure and facilities of polytechnics or by creating additional facilities where feasible.

In this context, guidelines have been issued vide AICTE notification dated December 05, 2018, which can be referenced on the DGT/ NCVETMIS portal.

Given the changes in the DGT affiliation process since 2018, the revised process for applying to utilize the spare capacity of Polytechnic and Engineering Colleges for ITIs is detailed below:

a. The aspirant Engineering College / Polytechnic, approved by AICTE willing to run NCVET courses may apply on online through DGT Affiliation portal. Polytechnics may use existing surplus facilities or create additional facilities as per DGT Norms and Standards to run these courses.
b. The applicant Engineering College / Polytechnic college must have permission/NOC from AICTE to run the CTS courses using their spare capacity.
c. These Institutes must follow the process for opening New ITIs as outlined in chapter 2. However, such applications are exempted from the minimum four trades mandatory condition for opening of new ITIs.
d. During the joint inspection of these institutes, the existing relevant infrastructure of Polytechnic/Engineering colleges such as Labs, workshop, Machinery and Equipment, classrooms, administrative blocks, electricity meters and basic amenities etc will be considered for ITI purposes.

Chapter 7: New Age ITI

This chapter addresses the scheme for establishing or adopting ITIs by industrial organizations to run courses in emerging technologies. The proposal below, outlines the scheme and affiliation process for such institutes.

Eligible Entities for *New Age ITIs*

The following entities can apply for New Age ITI:

1. Any industry (as defined under Section 2(p) of the IR Code, 2020) including Limited Company, Private Limited Company, State Undertaking, Public Sector Establishments, or Central Sector Establishments provided they meet the following criteria:
   i. A minimum strength of 500 employees (regular + contractual) and,
   ii. A minimum annual turnover of Rs. 250 crores and positive net worth during the last 3 fiscal years and,
   iii. Alignment with relevant sector related to the training course offered.
2. Entities classified as "Institutions of National Importance," as officially designated by the Department of Higher Education, Ministry of Education, Government of India

To facilitate this integration of industries with the vocational training sector, two distinct categories of institutions may be established:

1. New Age ITI

2. Adoption of existing ITI and transforming it to a 'New age ITI' by Industry

7.1. Establishment of New Age ITI

The following will be process of affiliation and norms and guidelines for establishment of new age ITI**:**

Process for affiliation

The affiliation applications for New age ITIs will not follow normal queue of affiliation applications. A separate section will be introduced on designated affiliation portal , with a defined timelines of 4 months for affiliation decisions.

The affiliation portal for New Age ITI shall remain open throughout the year to facilitate a continuous application process. The affiliation activities are as follows:

Table 1: Affiliation activities for New Age ITI

S. No.	Activities	Timelines	Action by
1	Application by applicant and fee payment	Can apply throughout the year	Applicant
2	Desktop Assessment	1 month	DGT

3	Inspection	1 month	RDSDE/State
4	Decision on affiliation proposal	1 month	SCAA/DGT
5	If any deficiencies and compliance is sought from applicant, then submission of compliance	15 days	Applicant
6	Final Decision on Affiliation after compliance	15 days	SCAA/DGT

Norms/Guidelines applicable for affiliation of New Age ITIs

1. These institutes can offer:
   a. Existing courses offered by DGT
   b. New age course offered by DGT, as listed in Annexure-19
   c. Industry-relevant long-term courses developed in collaboration with DGT, CSTARI, and NCVET
2. The current mandatory requirement of four trade for opening new ITI is waived for these institutions, allowing them to offer any number of industry relevant courses.
3. There is no constraint on land requirement, but land related documents i.e., land ownership or lease documents must be produced for verification during desktop assessment and inspection.
4. Existing building and workshops can be used for training purposes without requiring a separate building completion certificate and approved building plan. However, the construction and all safety provisions must adhere to the NBC code and local building bye-laws of the State/UT. The institution should have a structural safety certificate from the relevant government authority.
5. If additional construction is required for training purposes in the same premises, approved building plans and a Building Completion Certificate (BCC) from a structural engineer is required.
6. Proper infrastructure for classrooms, workshops, IT labs, drawing hall and other basis amenities must be in place. The criteria for major infrastructure are as follows:

Table 2: Criteria to be followed for infrastructure

S. No.	Particular	Description
1.	Workshop	The area of the workshop should be as defined in the curriculum of the trade
2.	Classroom	The area of the classroom should be as defined in the curriculum of the trade
3.	IT Lab	Desktop computer with latest configuration. The space norm to accommodate 10 computers for 100 trainees per shift is 25 sq m, with an additional 2.5 sq m available for each additional computer.

		For each additional 20 trainees of trades/ units accredited/ affiliated, two computers/ workstation must be added.
4.	Drawing hall	These institutions should have an area earmarked for engineering drawing training in relevant courses.
5.	Power requirement	No separate electricity connection is required. However, the sufficient power availability should be available as defined in the curriculum of the course.

7. Industry /institution should have proper machinery/tool equipment to impart training as defined in syllabus of the course.
8. Fire Safety Certificate duly approved by the Authority from the Fire and Safety department of the concerned State Government/UT.
9. A dedicated placement and counselling cell within these institutes is required to guide trainees on employment or entrepreneurial prospects post training completion, ensuring they are well- informed about potential opportunities in the skilling ecosystem.
10. The Principal, Instructors of relevant trade(s) and other staff are to be appointed for delivery and management of the training at the institute.
11. The institutes can decide their own criteria for identifying and selecting the candidates but need to ensure adherence and alignment to the minimum age and educational qualifications required for the courses as set by DGT. The admission process and timelines will remain same as that of other ITIs as per DGT academic calendar.
12. These institutes are allowed to determine their fee structures internally as per their organization policies.
13. Examination and certification of the trainees must be conducted as per DGT guidelines.

7.2. Adoption of Existing ITI and Transformation into New Age ITI

The aforementioned entities have the option to adopt existing ITIs, initiating a transformation process to upgrade them into New Age ITIs. The Industry Adoption of ITIs initiative aims to bridge the gap between industry requirements and vocational training by leveraging modern technologies and industry expertise. This collaboration creates a win-win situation for both the industry and ITI. The industry can utilize the existing land and infrastructure of the ITI, while the ITI benefits from advanced technology provided by the industry and will ultimately empower trainees to skilled in cutting-edge technologies. This partnership will significantly contribute to producing a skilled workforce aligned with the evolving demands of the industry. The guidelines for this framework are as follows:

i. Entities will select the option of ITI adoption through a designated affiliation portal, following the same affiliation process activities indicated in table 1.
ii. Entities have the following options for entering into this adoption framework:
    (a) Introduction of the New Age courses as offered by DGT, listed in Annexure-19.
    (b) Designing a new modern-day technology course and getting it approved by DGT and setting necessary up machinery infrastructure at ITI premises.

iii. Entities must either provide trained instructors for these courses or train the existing ITI trainers.

iv. A bilateral agreement is required to be signed by both parties for the adoption framework. If a Government ITI is adopted, an agreement needs to be signed between the State Directorate and the Industry. For private ITIs, an agreement is between the industry and the ITI owner. The agreement must outline mutually agreed-upon terms and conditions, clearly defining the responsibilities of all stakeholders. Sample template of agreement is attached at Annexure II.

v. The ITI will be solely responsible for admission, training and examination of currently running trades in ITI. For new age courses introduced in collaboration with Industry under this scheme, and the responsibilities will be shared as mentioned in the agreement.

vi. If the ITI intends to expand the existing courses by adding units or by adding conventional DGT courses, it must go through the normal affiliation process.

vii. Fees for the newly introduced trade under this framework can be decided mutually agreed by the ITI and the industry in their agreement.

viii. Examination and certification of the trainees should be conducted as per DGT schedule.

ix. In the event of a dispute between the parties in the execution of the scheme, disputes will be resolved through through amicable mutual negotiation or suitable forums designated for private parties. However, the institute must ensure the completion of the training activities for all current trainees and will not admit new students until the dispute is resolved.

x. If the ITI is de-affiliated by DGT due to any other reason, this agreement shall stand terminated with immediate effect. Upon termination, courses introduced by the industry will also be de-affiliated. However, the responsibilities and duties of both parties concerning the already enrolled trainees will remain valid until completion of training and examinations of currently registered trainees.

Chapter 8: De-affiliation / Closure of the institute / Self surrender

De-affiliation proceedings will be initiated against any affiliated institute that violates the norms, guidelines, or circulars issued by DGT and the State Directorate. The following discrepancies may lead to de-affiliation proceedings:

i. The institute has shifted/relocated to another location without prior approval or permission from DGT and the concerned State Directorate.
ii. The institute lacks sufficient infrastructure, machinery and equipment in the affiliated trade(s) or unit(s) as per the prescribed norms to carry out training activities.
iii. The institute is operating without a valid land lease
iv. Charging Excess Fee, from the trainees, than the normative fees prescribed by DGT
v. The institute obtained affiliation for trade(s)/unit(s) based on misinformation, false documents, or forged documents submitted to DGT or the concerned State Directorate.
vi. Activities other than educational/training activities are found to be running in the institute.
vii. The institute is found non-functional (closed) during working hours.
viii. DGT and the concerned State Directorate may carry out inspections at any time during working hours to ensure the quality of training. De-affiliation proceedings will be initiated against any institute that deliberately denies inspection/verification.
ix. Required number of instructors as per affiliation norms, are not available for the affiliated trade(s) and unit(s) to carry out training activities.
x. The institute lacks sufficient infrastructure, machinery, tools, and equipment in the affiliated trade(s) or unit(s) as per the prescribed norms to carry out exam-related activities such as CBT, practical exams, and engineering drawing exams for their own trainees.
xi. Any other malpractices or violations of norms that clearly indicate the training at the institute is hampered.

Procedure for De-affiliation of any Institute:

1. **Surprise inspection**:

If a surprise inspection is carried out by DGT/State representatives and discrepancies are found in the institute, the following procedure will be followed to initiate de-affiliation proceedings:

Sr. No.	Process	Responsibility	Timelines
1.	If deficiencies are found in institute during surprise inspection in violation of prevailing norms. Show Cause Notice (SCN) shall be served to the institute on the registered email id and preferably via speed post also.	DGT/RDSDE/State Directorate.	Within 2 weeks from the date of inspection
2.	Reply to Show Cause Notice	Institute/ITI	3 weeks from the date of issuance of Show Cause Notice.
3.	In case of non-receipt of response from the concerned institute/ITI within stipulated time, second SCN shall be issued to the institute on the registered email id, and preferably via speed post also.	DGT/ RDSDE/ State Directorate	1 week from the last day of time period given to the ITI to reply SCN.
4.	Reply to 2nd Show Cause Notice	Institute/ ITI	2 weeks from the date of issuance of second Show Cause Notice.
5.	• SSDEC shall examine the reply sent by the institute/ITI • If SSDEC is satisfied with the reply, de-affiliation proceedings may be concluded and SCN may be dismissed • If no reply of 2nd SCN is received from the concerned institute/ITI, the case may be recommended for de-affiliation to DGT along with detailed reasons.	SSDEC	Preferably Within 4 weeks from the last date of 2nd SCN.
6.	• In case the reply is found unsatisfactory, SSDEC shall provide appropriate recommendation to DGT. The recommendation shall incorporate reply received from institute and the clear indication of norms violated by the institute along with sufficient reason(s).	SSDEC	Preferably Within 6 weeks from the last date of 2nd SCN.

Sr. No.	Process	Responsibility	Timelines
	• SSDEC has the liberty to carry out the further verification or joint inspection from State/RDSDE official or through joint inspection in order to verify the reply and deficiencies. • As a principle of natural justice, the concerned institute shall be afforded an opportunity to represent itself , in case any further new discrepancies or deficiencies are found by the verification/ inspection team. • Thereafter, SSDEC shall provide appropriate recommendation to DGT. The recommendation shall incorporate reply received from institute and the clear indication of norms violated by the institute along with sufficient reason(s).		
7.	Final decision on the recommendation of de-affiliation by SCAA. If Committee decides for continuation of affiliation then Show cause notice may be dismissed. If SCAA decides to de affiliate the institute then De-affiliation order to be issued in form of self- speaking order clearly mentioning the deficiencies in the functioning in the said ITI and same may be communicated to the concerned ITI and State Directorate.	SCAA	Preferably Within 4 weeks from receipt of recommendation.
8.	De-affiliate the trades/units of the ITI from MIS portal, this will not allow ITI to take admission further.	DGT	2 weeks from the date of issue of De-affiliation order.
9.	Once exams of all admitted trainees are completed then Status of ITI be made as inactive	DGT	Before the Start of the next season.

2. **Receipt of complaint against an ITI**: If any complaint is received against any ITI by State/ RDSDE/ DGT than following procedure may be followed.

Sr. No.	Process/ Activity	Responsibility	Timelines
1.	• Any compliant is received against the institute clearly indicating deficiencies, irregularity or violation of norms along with supporting documents. • However, complaint will only be processed, if complainant has provided his identity proof (ID card, email id, contact number) along with the supporting proof in respect to the complaint such as photos, videos, portal data and any documentary proof of ITI. • The concern authority shall carry out the verification, joint inspection at the premises of the institute to verify the complaints.	DGT/RDSDE/State Directorate.	Within 2 weeks from the date of compliant
2.	Show Cause Notice (SCN) shall be served to the institute on the registered email id and preferably via speed post also clearly mentioning the deficiencies in the functioning of the ITI.	DGT/RDSDE/State Directorate.	Within 2 weeks from the date of compliant
3.	Reply to Show Cause Notice	Institute/ITI	3 weeks from the date of issuance of Show Cause Notice.
4.	In case of non-receipt of response from the concerned institute/ITI within stipulated time, second SCN shall be issued to the institute on the registered email id, and preferably via speed post also.	DGT/RDSDE/State Directorate	1 week from the last day of time period given to the ITI to reply SCN.
5.	Reply to 2nd Show Cause Notice	Institute/ITI	2 weeks from the date of

Sr. No.	Process/ Activity	Responsibility	Timelines
			issuance of second Show Cause Notice.
6.	• SSDEC shall examine the reply sent by the institute/ITI • If SSDEC is satisfied with the reply, de-affiliation proceedings may be concluded accordingly. • If no reply of 2nd SCN is received from the concerned institute/ITI, the case may be recommended for de-affiliation to DGT along with detailed reasons.	SSDEC	Preferably Within 4 weeks from the last date of 2nd SCN.
7.	• In case the reply is found unsatisfactory, SSDEC shall provide appropriate recommendation to DGT. The recommendation shall incorporate reply received from institute and the clear indication of norms violated by the institute along with sufficient reason(s). • SSDEC has the liberty to carry out the further verification or joint inspection from State/RDSDE official or through joint inspection in order to verify the reply and deficiencies. • As a principle of natural justice, the concerned institute shall be afforded an opportunity to represent itself , in case any further new discrepancies or deficiencies are found by the verification/ inspection team. • Thereafter, SSDEC shall provide appropriate recommendation to DGT. The recommendation shall incorporate reply received from institute and the clear indication of norms violated by the institute along with sufficient reason(s).	SSDEC	Preferably Within 6 weeks from the last date of 2nd SCN.

Sr. No.	Process/ Activity	Responsibility	Timelines
8.	• Final decision on the recommendation of de-affiliation by SCAA. • If Committee decides for continuation of affiliation then Show cause notice may be dismissed. • If SCAA decides to de affiliate the institute then De-affiliation order to be issued in form of self- speaking order clearly mentioning the deficiencies in the functioning in the said ITI and same may be communicated to the concerned ITI and State Directorate.	SCAA	Preferably Within 4 weeks from receipt of recommendation.
9.	De-affiliate the trades/units of the ITI from MIS portal, this will not allow ITI to take admission further.	DGT	2 weeks from the date of issue of De-affiliation order.
10.	Once exams of all admitted trainees are completed then Status of ITI be made as inactive	DGT	Before the Start of the next season.

3. **Closure of Institute/ Surrender of Unit(s)/ Trade(s):** If any ITI desires for self-surrender/ closure of trade(s)/ Units/ Institution, they may apply on the affiliation portal. Portal will be opened though-out the year for such type of applications

Sr. No.	Processes	Responsibility	Timelines
1.	Request for de-affiliation/ Self -surrender of institute/ trade(s)/units to be submitted on affiliation portal Submit the relevant documents	Applicant ITI	As per requirement
2.	Evaluate details submitted Verify the appropriateness of the documents Communicate the objections, if any, to applicant through web portal put the case in SSDEC	State / UT	Within 8 weeks

3.	SSDEC shall examine the proposal for self closure/self surrender of trade/units Thereafter, SSDEC shall provide appropriate recommendation to DGT.	SSDEC	Preferably Within 4 weeks
4.	Final decision on the recommendation of self closure/self-surrender by SCAA.	SCAA	Preferably Within 4 weeks from receipt of recommendation.
5.	Update the information in the system and communicate the same to the applicant and other related stakeholders	DGT	As per approval

Instruction for Procedure for De-affiliation of any Institute

During the process of de-affiliation, closure of the institute, or voluntary surrender of unit(s)/trade(s), the institute should not admit new trainees. However, institute and DGT must ensure that all currently enrolled trainees (on DGT portal) complete their training duration.

In any matter concerning the de-affiliation of ITI, the State Directorate, while issuing a show cause notice, must explicitly state that the ITI in question is prohibited from admitting new trainees into the affected trade(s)/unit(s) during the period of the de-affiliation proceedings. Additionally, the status of the concerned trade(s)/unit(s) shall be displayed on the State's admission portal as 'Proposed for De-affiliation.' This precautionary measure is essential to prevent any disruption to the training process while the de-affiliation process is underway.

Chapter 9 Roles and Responsibilities of Various Stakeholders

The affiliation process involves multiple stakeholders, including the ITI Applicant, State Directorate, RDSDE, SSDEC, and DGT. This chapter outlines the roles and responsibilities of these stakeholders.

9.1 Role of State Directorate

The State Directorate, a department within the respective State Government, manages the Craftsman Training Scheme (CTS) through ITIs. In the affiliation process, the responsibilities of the State Directorate include

i. Since vocational education is a concurrent list subject under Schedule 7 of constitution of India, and ITIs fall under the administrative and financial control of the State/UT Government, the State Directorate is solely responsible for issuing the No Objection Certificate (NOC) for any applicant wishing to open a new ITI, add additional units to an existing trade, relocate an existing institute, or for any other application where DGT requires a NOC from the state.

ii. Based on the Standard Operating Procedures (SOP) outlined in Annexure-3, the State Directorate is required to notify its SOP guidelines before applications are received on the designated affiliation portal.

iii. Applicants must comply to the norms and guidelines established by the respective State Directorate. In the event of any legal disputes arising from the interpretation or application of these state norms or documents, the state shall bear sole responsibility.

iv. For applications made under the Mini Skill Training Institute (MSTI) scheme, the concerned State Directorate must ensure that the MSTI scheme guidelines are followed before issuing the NoC. Additionally, the State must ensure that the block area of the applicant ITI falls under the unserved category as per the schemes' defined guidelines.

v. The State Directorate must decide on NOC applications within two months from the closing date of the online affiliation portal.

vi. During Desktop Assessment (DA), the State must verify the details submitted by the applicant institute and then can raise non-conformities against the non-compliance with DGT norms/guidelines/circulars or regulations only, if any in one go.

vii. The State Directorate must complete the Desktop Assessment within 02 months from receipt of the application for DA. These timelines are exclusive for DA and shall not include the timeframe given to the applicant to rectify the NCs.

viii. The State Directorate should ensure that after the joint inspection, the inspection report is submitted promptly by the state

ix. After the submission of a joint inspection report by the inspecting members the consolidated report will be sent to the State Directorate login for any additional

remarks and signature within 15 days from the submission of the report. The State Director is required to submit the remarks on the final consolidated report.

x. The verification of the DST MoU and industry details is the responsibility of State Directorate State Directorate within 2 months from date of receiving the application.

xi. State may conduct random inspection of any affiliated ITI, at any point of time to ensure quality of training and availability of all infrastructure as per DGT guidelines.

9.2 Role of RDSDE

The Ministry of Skill Development and Entrepreneurship established the Regional Directorates of Skill Development and Entrepreneurship (RDSDEs) for each State / UT vide gazette notification 14th December, 2018,. Details of these RDSDEs can be found on the DGT website. In the affiliation process, the roles and responsibilities of RDSDE include:

i. If the Desktop Assessment is not completed by the State Directorate within the stipulated time frame, the application will be moved to the login of the RDSDE's admin user. RDSDE must complete the DA within 01 month from the date of receipt of application for DA. The Regional Director of RDSDE shall receive an automatic notification to promptly complete the Desktop Assessment (DA) for pending applications, if any. During the Desktop Assessment, RDSDEs may also raise the non-conformities (NCs) against any non-compliance with DGT norms/guidelines/circulars. The applicant shall be given the opportunity to rectify the deficiencies as per norms within 01 month from the date of NC.

ii. RDSDE must create the inspection batch, prioritizing the availability of inspecting members and the applicant's preferred date.

iii. After receiving consent from the ITI applicant as illustrated in clause 4 joint inspection in chapter 2, RDSDE shall ensure the timely batch creation of the application.

iv. The RDSDE should ensure that after the joint inspection, the inspection report is submitted promptly by the RDSDE representative

v. If no action is taken by State within the defined timeline on DST proposal, the application will be auto forwarded to RDSDE for verification. RDSDE must complete the verification within 02 month from date of receiving of application

vi. RDSDE is solely responsible for convening the SSDEC meeting once every two months.

vii. RDSDE must prepare the Minutes of SSDEC meeting, get them approved by Chairperson SSDEC, and share with DGT on E-file and on the designated portal, where applicable.

viii. RDSDE must ensure that the periodic joint inspections of selected Government ITIs, are carried out according to the guidelines outlined in DGT OM DGT-Aff011/8/2023-O/o DIR (TC) dated 22.04.2024 or any subsequent guidelines issued in this regard.

ix. RDSDE may conduct random inspection of any affiliated ITI, at any point of time to ensure quality of training and availability of all infrastructure as per DGT guidelines.

9.3 Role of SCAA

1. The Standing Committee on Accreditation & Affiliation (SCAA) is a designated committee at the DGT level, constituted via office order dated 7th April 2021, to take final decisions on affiliation/de-affiliation proposals..
2. The current composition of Standing Committee on Accreditation & Affiliation (SCAA) is as follows:

Sr. No.	Composition	Designation
i.	Chairperson	Deputy Director General, Directorate General of Training
ii.	Member Secretary	Director (Trade Certification), DGT
iii.	Member	State/UT Directors (whose proposals are being considered)
iv.	Member	Regional Directors, RDSDEs (proposals from the State which are being considered)

3. Terms of reference (ToR):

a. Scrutinize proposals for affiliation /de-affiliations received from various State/UT Directorates.
b. Grant of Affiliation to ITIs that have fulfilled the affiliation norms.
c. Reject or Not Recommend the institute that have failed to meet the affiliation norms.
d. Provide final recommendation of de-affiliation/self-surrender proposal
e. Provide final recommendation on the various affiliation/ de-affiliation related proposal received from various State/UT/SSDEC
f. Review of affiliation/de -affiliation norms.

4. The procedure for conducting SCAA meetings:

a. The Trade Certification Division will provide secretarial support to the Committee.
b. The Committee shall convene its meeting at-least once in a month
c. One third of the total members of the Committee shall form a quorum.
d. Minutes of the meetings of the Committee shall be prepared and submitted by the Member Secretary to the chairperson within ten working days.
e. Committee recommendations will be submitted for approval of Director General, DGT.

f. In case of major changes proposed by the committee may be forwarded to MSDE for approval by the Director General, DGT.

9.4 Role of SSDEC

The Ministry of Skill Development and Entrepreneurship vide its order dated 28th March 2022 constituted the State Skill Development & Entrepreneurship Committees (SSDEC) with members from all divisions of the Ministry and States/UTs. These committees empower the States and RDSDE with greater autonomy and coordination for scaling-up of skill development activities.. The State/UT Secretary/Principal Secretary/ ACS (in-charge of Skills) serves as the Chairperson of the SSDEC. SSDEC has been given various powers concerning Affiliation & De-affiliation matter of ITIs vide the aforesaid order. In superseding the clause 5(c)said order, the following is the role and responsibility of SSDEC:

i. Affiliation of New ITIs and Addition of trade units in existing ITIs

Sr. No.	Type of ITI	Category of application	Application route	Desktop Assessment	Inspection through Mobile application	Role of SSDEC
1.	Govt ITI	Opening of New Govt ITI.	Through NIMI portal only	Mandatory	Mandatory	The new ITI will be handled by SCAA, as it is not within the purview of SSDEC.
		Addition of trades/Units in Already NCVET affiliated ITI	Through NIMI portal only	Exempted	Mandatory	RDSDE shall scrutinize the inspection report and present it at the SSDEC meeting. Based on the scrutiny, SSDEC can send the recommendation to DGT.
2.	Pvt ITI	Opening of New Private ITI	Through NIMI portal only	Mandatory	Mandatory	The new ITI will be handled by SCAA, as it is not within the purview of SSDEC.
		Addition of trades/Units in Already	Through NIMI portal only	Mandatory	Mandatory	The new ITI will be handled by SCAA, as it is not within

		affiliated NCVET ITI				the purview of SSDEC.

i. SSDEC is empowered to recommend matters related to the partial or full surrender of trades/ units for both Government and Private ITIs. ITI must submit the proposal for surrender of the trade unit to the concerned State Directorate through DGT affiliation portal.
ii. SSDEC is also empowered to recommend DST for both Government and Private ITIs. The detailed process for DST is provided in chapter 4.
iii. Regarding the conversion of trades from SCVT to NCVET in already existing NCVET affiliated Govt. ITIs, SSDEC is authorized to send recommendations based on a joint inspection by State and RDSDE/DGT representative members. SSDEC must ensure that these recommendations are based on the guidelines stipulated in section 3.6 of chapter 3
iv. SSDEC will coordinate with the State Education Department to set up ITIs with at least one trade within the premises of a government high school in districts/blocks that do not have an ITI.
v. SSDEC is empowered to conduct skill gap and need analysis for opening long-term vocational courses in districts/blocks with surplus seats and a large number of vacancies.

Chapter 10: Standard norms and Requirements

The civil Norms provided in this chapter apply to both New and Existing Institutes seeking trade/Unit addition.

1. Land Requirement

1.1 Minimum land requirement for opening of ITI at any location in country (except NE, Border district, Hill Area and X class cities)

For ITI located anywhere in country (except NE, Border district, Hill Area and X class cities)						
Number of Trade units	**For single storey building**		**For double storey building**		**For three storey building**	
	Minimum land required (in SQM)	Minimum land required (in Acre)	Minimum land required (in SQM)	Minimum land required (in Acre)	Minimum land required (in SQM)	Minimum land required (in Acre)
4 Trades (1+1 unit in each trade)	3000	0.74	2115	0.52	1821	0.45
4 or above trades upto 8 units (total units in 1st shift of all trades)	5000	1.24	3525	0.87	3035	0.75
4 or above trades upto 16 units (total units in 1st shift of all trades)	9000	2.22	6345	1.57	5464	1.35

1.2 Minimum land requirement for opening of ITI X class cities

For ITI located in X class cities						
Number of Trade units	**For single storey building**		**For double storey building**		**For three storey building**	
	Minimum land required (in SQM)	**Minimum land required (in Acre)**	**Minimum land required (in SQM)**	**Minimum land required (in Acre)**	**Minimum land required (in SQM)**	**Minimum land required (in Acre)**

4 Trades (1+1 unit in each trade)	2400	0.6	1692	0.42	1457	0.36
4 or above trades upto 8 units (total units in 1st shift of all trades)	4000	1.0	2820	0.70	2428	0.60
4 or above trades upto 16 units (total units in 1st shift of all trades)	7200	1.8	5076	1.25	4371	1.08

Note for 1.1 and 1.2 The areas mentioned above represent the minimum space required for establishing new ITIs of upto 16 units (total units in 1st shift of all trades). If institute intends to open more than 16 units (total units in 1st shift of all trades), it must also comply with the workshop and classroom requirements outlined in the syllabus for the respective trades, with a proportional increase in basic amenities for these new trade units.

1.3 Land requirement for Industrial Training Institutes (ITIs) in hilly areas, North Eastern States and Border districts.

The land and minimum trade requirement have recently been relaxed by the Competent authority. According to the latest approved guidelines vide DGT-Aff0misc/5/2023-O/o DIR (TC) dated 21st August 2023, the ITIs in the hilly areas, North Eastern States, and Border Districts are as follows:

For ITI located in hilly areas, North Eastern States, and Border districts		
Minimum Trade units	**Minimum land required (in SQM)**	**Minimum land required (in Acre)**
2 CTS trades, with (1+1) units in each trade	1200	0.3

i. *In hilly areas, North Eastern States, and Border districts, new ITIs can be opened with a minimum of 2 Long-term Craftsmen Training Scheme (CTS) trades, with (1+1) units in each trade i.e. 4 units.*

ii. *The minimum land requirement for opening an ITI in hilly areas, North Eastern States, and Border districts with 2 Long-term CTS trades and 4 units is now 0.3 acre i.e. 1200 sqm.*

Guideline for opening new ITIs in Hilly areas, North Eastern States and Border districts

1. These relaxations are applicable to North Eastern States, Hilly areas as notified by State/UT Governments and border districts as notified by the Ministry of Home Affairs.

2. In hilly areas, ITIs can be constructed in multiple split levels, but the stretch of land must be contiguous, with a minimum cumulative area for minimum of 2 trades, with 4 units should be 0.3 acre (1200 sqm).

3. ITIs must meet the minimum area requirements for workshops, classrooms, drawing halls, IT labs and library as defined in the latest CTS curriculum and NCVET norms.

4. Basic amenities are mandatory in ITIs; however, there will be no constraint on the minimum area required for multipurpose hall/courtyard, canteen (including kitchen & pantry), and first-aid room. The total land availability for minimum of 2 trades, with 4 units should be 0.3 acre (1200 sqm).

5. If an applicant intends to open ITI with more than 2 trades and 4 units, it must satisfy the minimum area requirements for workshops, classrooms, drawing halls, IT labs, and library in addition to the 0.3 acre (1200 sqm). Furthermore, there should be a proportional increase in the area for other basic amenities.

6. Vertical expansion of the building can be carried out within the limits set by the Government authority regarding the number of floors.

7. ITI building construction and all safety provisions should be in accordance with the NBC code/local building bye-laws of State /UT as defined for the aforementioned areas.

8. If additional trade units are to be added and additional construction is required in the existing building, a Structural Stability Certificate must be provided by a government civil/structural engineer.

9. Trades with heavy machinery should only be housed on the ground floor (as defined in latest trade curriculum).

10. Apart from the aforementioned norms, all other norms mentioned in the Affiliation Norms for ITIs Year-2018 and subsequent circular/guidelines issued by DGT, will continue to be applicable.

1.4 Land Ownership

1.4.1. Own land on the name of ITI

1.4.2. If the land is on the name of Trust then the land use certificate on the name of IT

1.4.3. In case the land is on lease, it should have a registered live lease registered between the Lessor and Lessee for minimum period of 06 years from date of application.

The area required shall be in one contiguous plot. The academic, instructional, administrative and amenities area shall be constructed on one plot. All blocks of the institute should be constructed within a single contiguous plot as per local building bye-laws, except in hilly state regions.

1.5 Guidelines applicable for land Requirement

1.5.1 The areas mentioned above represent the minimum space required for establishing new ITIs. However, the institute must also comply with the workshop and classroom requirements outlined in the syllabus for the respective trades. If the institute wishes to add new trade units, it should fulfil the additional workshop and classroom requirements, IT lab, Multipurpose hall, along with a proportional increase in basic amenities for these new trade units.

1.5.2 For addition of trade units, if additional construction is to be undertaken in the existing building, then a Structural Stability Certificate to be provided by a Structural Engineer.

1.5.3 There should a boundary wall around the building

1.5.4 For building with more than three floors, the provision of lift for the trainees and differently abled would be mandatory. Number of floors shall be restricted as per the guidelines of local govt authorities.

1.5.5 The institutes should create special facilities such as ramps, rails and special toilets, and make other necessary changes to suit the special needs of differently-abled persons.

1.5.6 Trades requiring heavy machinery must be accommodated on ground floor. Trades with heavy machinery include:

- Welder,
- Foundry man,
- Mechanic Tractor,
- Mechanic Diesel,
- Mechanic Motor Vehicle,
- Fitter,
- Turner,
- Machinist,
- Sheet Metal Worker,
- Carpenter,
- Machinist Grinder,
- Tool and Die Maker,
- Building Constructor (Mason) &
- Any other having single machinery weighing more than 200 kg

2. Building Details

2.1 Specification of Building Construction

The specification of Building Construction should be mandatory as given below

S. No.	Particulars	Specification
1.	**Institutional Area**	
1.1	Classroom	The minimum size of classroom must be 25 Sqm with minimum width of 3 m. i. Floor shall be at least tiled. ii. Roof of classroom should be Flat/pitched RCC iii. The walls and ceiling of classroom made of tin sheet are not allowed
1.2	Workshop	The workshop for all trades must be rectangular in shape and width must not be less than 5 m. The workshops should be constructed as per the specification given in latest syllabus of concerned CTS trade. The workshop Area requirement at present is given in **Annexure-1**7 shall be followed: a) Flat/pitched RCC roof as prescribed for construction of the workshop or b) Profiled Industrial roof sheets with structural supports as per design standards should be allowed. Note: i. Sheds with tin sheets/Asbestos sheets are not allowed. ii. The walls of workshop made of tin sheet are not allowed
1.3	IT lab	An exclusive computer lab with internet connection for every computer with multimedia, anti-virus software, latest operating software with UPS. The minimum size of the IT lab must be 25 Sqm for 10 computers, up to seating capacity of 100 per shift. For each additional 20 trainees of trade/units, 2 computers must be added, an additional 2.5 Sqm must be made available for each additional computer. The minimum width of the lab shall be 3 m.

		The requirement of IT lab is over and above the requirements of Trade. The institute does not need a separate IT lab, if the institute is running only COPA trade. If any other trade in addition to COPA is running in the institute, then a separate IT lab is mandatory. IT and COPA LAB (in case if institute is running COPA trades) should be different.
1.4	Drawing Hall/Multipurpose Hall	A multipurpose hall can fulfil the purpose of engineering drawing instead of constructing a separate drawing hall. The area of the multipurpose hall is 110 sqm This space can be utilized for drawing purposes when required, along with other training-related activities. The Drawing Hall /multifunction hall have to be equipped with necessary training infrastructure as specified in the syllabus issued from time to time by DGT This area is upto 160 trainees per shift. Thereafter there should be a proportional increase in the area of multipurpose hall
1.5	Raw Material Storage Room and oil & Gas Storage Room	It must be minimum 90 Sqm for all engineering trades and minimum 30 Sqm for all non-engineering trades. Wherever gas/oil storage is required depending on trades, separate room shall be provided.
2.	**Administrative Area**	
2.1	Principal Room	20 sqm
2.2	Reception cum waiting lobby	40 sqm This area is upto 160 trainees per shift. Thereafter there must be a proportional increase in the area of multipurpose hall
2.3	Staff Room	20 sqm

2.4	Administrative Hall/Section	50 sqm
2.5	Placement/Counselling room	20 sqm
	This Administrative Area requirement is upto 160 trainees per shift. Thereafter there must be a proportional increase in these areas	
3.	**Amenities Area**	
3.1	Library & reading room	40 sqm This area is upto 160 trainees per shift. Thereafter there must be a proportional increase in the area of multipurpose hall
3.2	First-Aid Room	15 sqm
3.3	Playground	Dedicated playground is mandatory, as per Local Building Bye- Laws/NBC of India
3.4	Drinking water facility	Institute shall provide treated drinking water facility at all floors and workshops as per the local building bye-laws/ Latest NBC of India
3.5	Availability of staircases	As per local building bye-laws/As per Latest National Building Code of India
3.6	Toilets/Water Closets	Institutes must provide separate toilets for staff, boys, girls and differently abled individuals as per local building bye-laws/NBC of India
3.7	General Parking Details	As per local building bye-laws/ As per National Building Code of Two-wheeler/Bicycle) The parking area mentioned for different trades in workshop norms is apart from general parking area.
4.	**Signage Boards**	
4.1	Signage Board on plot entrance	Details needed: ITI's name, MIS code and full address and ITI logo, Skill India Logo & DGT logo.

		Sign board to be made in English/Hindi/Regional language. The signage should be bilingual. The size of the font should be minimum 75 mm. The size of the board may vary from 2m x 1.5 mor 3m x 1.5 m or 4m x 2.0 m.
4.2	Signage Board on Institute building	Details needed: ITI's name, MIS code, ITI logo, Skill India Logo & DGT logo.
4.3	Signage Boards	Boards showing directions should be displayed showing the different sections of the building like workshop, admin building and hostel, scrap yard etc. Signage boards for 3 phase power supply, danger boards, prohibited areas etc. also needs to displayed.
4.4	Trade details board	Trade details board shall display the list of DGT affiliated trades, seating capacity and number of trainees enrolled and name/specifications of the machinery/equipment
4.5	Staff details board	Staff details board shall display with name, qualification/ designation and contact numbers at least for principal and Group Instructor/Training officer
4.6	Exit Board	For Emergency Exit
4.7	Board indicating Danger Signs	Near transformer, generator Set, heavy Electrical Installation/ Panels
4.8	Prohibited Area Indicators	Near running machinery etc.

2.2 Additional Instruction related to construction of building

i. **Plastering and Painting of Internal-** All the walls of built up area should be plastered and colored / External Walls and Ceiling distempered.

ii. **Flooring**-All built-up areas of institute must be at least cemented/ tiled. Tiled flooring will be preferred in Classrooms and administrative areas and IT labs.

iii. **Painting/Lamination** of Door, Window, All the doors, windows, ventilators, gates, grills, railings of the institute Ventilator, Gate, Grill, Railing of the should be painted/ polished/ laminated Institute .

iv. Desirable Requirements:

a. Rainwater harvesting

b. Institute can have Canteen (including kitchen & pantry) based on location and number of trainees in the institutes
c. Solar Energy/Power Systems
d. Announcement system in classrooms, strategic locations for general announcements and announcements in case of emergency.
e. Enterprise Resource Planning (ERP) Software for Student Institution-Parent interaction
f. CCTV Security System
g. LCD (or similar) projectors in class rooms
h. Disaster Management Plan: All the Institutes shall have disaster management plan as prescribed in the general guidelines S No. 08 & 09

2.3 Documents required related to Building

S. No.	Document	Issuance Authority	Description
1.	**Approved Layout Plan**	Approved Building plan of the Institute/ Building plan must be approved by Town Planning Department/District Magistrate (Collector)/ Development Authority/ Municipal Authority/ Any other Competent Authority as per State Government Act/ Government approved Architect	It should be certified that layout plan of the ITI is accordance with the relevant standards/requirements as envisaged in National Building Code of India.
2.	**Building completion certificate (BCC)**	I. **For New ITI and Existing ITI (if additional construction is taken by ITI for additional trade units sought for affiliation)** a. If ITI falls in an area, where presently statutory physical plans like Master plan/ Development plan, regional plan, peripheral plan, zonal plan etc. exist then ITI needs to submit a BCC with respect to name & address of the ITI, issued from the Municipal Authority/ Development Authority/ Competent Authority (as per format given at Annexure 6)	BCC should clearly state that that "the *building(s) is fully constructed and ready and safe in all respects for the intended use as Industrial Training Institute (ITI) as per the local building Byelaws related to ITIs/ Technical Institution Buildings or latest National Building Code (N.B.C) of India"*

		b. If the ITI falls in an area, where presently no statutory physical plans like Master plan/ Development plan, regional plan, peripheral plan, zonal plan etc. exists, then two documents are required: i. **No statuary plan**- from District Magistrate (Collector)/ Development Authority/ Municipal Authority/ Any other Competent revenue Authority clearly stating that this ITI falls in an area, where presently no statutory physical plans like Master plan/ Development plan, regional plan, peripheral plan, zonal plan etc., should be submitted. (As per format given at Annexure-8) ii. **BCC** with respect to name & address of the ITI clearly stating that the Building(s) is fully constructed and ready and is safe in all respects for the intended use as an Industrial Training Institute (ITI) as per the local building Byelaws related to ITIs/ Technical Institution Buildings or latest National Building Code (N.B.C) of India. This certificate should be issued from Government Engineer (Civil/ Structural). **II. For Existing ITI where no additional construction is**	

		undertaken for additional trade units sought for affiliation In this case, the Structural safety Certificate existing Building Construction document is to be certified by the Municipal Authority/Development Authority or a Government Engineer (Civil/ Structural). (as per format given at Annexure 7)	
3.	**Fire Safety Certificate**	Authority from Fire and Safety department of the concerned State Government/UT	

2.4 Guidelines regarding the construction of the Institute:

2.4.1. ITI must comply with all the latest DGT norms, prescribed from time to time. In case of any violation, appropriate action will be initiated.

2.4.2. In addition to the affiliation norms of DGT, ITIs must follow all existing statutes/ provisions (related to ITIs) in that particular State/UT. The ITIs must also adhere to the latest notifications/orders/policies of Central Government/State Government.

2.4.3. The classrooms, workshops, IT labs, administrative area, amenities areas are allowed in the basement or cellar. A basement or cellar is defined as one or more floors of a building that are either completely or partially below the ground floor.

2.4.4. Where local building bye-laws are not available, National Building Code (NBC) of India shall be applicable.

2.4.5. The norms prescribed in this manual are only illustrative in nature; it has to be ensured that all safety norms are adhered to. It has to be ensured that overall aesthetic sense of the building/ plot is maintained.

2.4.6. The civil structures shall be environment friendly and suitable for differently abled individuals. Ramp to be provided at main entrance and other places, wherever necessary as per local building bye-laws pertaining to differently abled individuals.

2.4.7. Regions with diverse terrains such as hilly area, coastal area and mountain region with snowfall, respective building code norms of the state to be followed.

2.4.8. The pre-fabricated structures will also be permitted to be used for constructing/establishing the ITIs.

Chapter 11 Safety Provisions of Institute

Institutes, including those seeking new affiliation, must adhere to the following essential and desirable safety requirements and general guidelines:

1. **Fire Safety**

Essential requirements related to Fire safety:

i. All buildings must be inspected by the Local Fire Service Authorities for fire and life safety measures after completion and before occupation, obtaining a certificate of compliance. In addition, the following requirement should also be met.

ii. Fire buckets filled with sand must be placed in protected stands near workshop, laboratory, DG room, transformer and sub-station.

iii. Fire point should be established in front of each building with 2 fire water buckets, 2 sand buckets and 4 fire extinguishers one of each type.

iv. At least 2 numbers of extinguisher of any type must be installed at every prominent location.

v. Every exit, exit access or exit discharge must be continuously maintained free of all obstructions or impediments for use in case of fire or other emergency.

vi. Retro reflective Signage must be provided for escape routes at suitable height.

vii. Evacuation drill must be conducted for each building quarterly.

viii. To avoid stampede and to manage any emergency properly, the Institution must have a Standing Fire Order - Document containing established procedures required to handle fire & emergency situations in which duties & responsibilities of various Authorities & Agencies are included

Desirable requirements related to Fire safety :

i. Install CCTV camera to cover all the important areas of the campus including firefighting system like extinguishers, hose reels, risers, automatic detection and alarm system, sprinkler system, manual call points etc.

ii. Assembly point in a safe place with no fencing around it.

2. **ELECTRICAL HAZARD**

Essential requirements:

i. Ensuring Proper earthing and bonding of electrical wiring..

ii. All major equipment to be earthed separately.

iii. Earth leakage circuit breaker (ELCB) must be provided as required.

iv. No overhead High-tension electric line shall pass across the premises.

v. Sub stations or transformers if any shall be segregated. Carbon di-oxide, dry chemical powder (DCP) and Mechanical foam fire extinguishers, sand buckets must be provided.

Desirable requirements:

i. All overhead electric lines should be at a height of not less than 5.4 m from the ground.

ii. Electrical resistant mats should be placed in front of every electric panel.

iii. Only trained and licensed electricians should be allowed to perform activities related to electric supply.
iv. Vertical clearance of any bare electric line passing near a building shall be minimum 2.43 m from the highest point in the building and the horizontal clearance shall be minimum 1.2 m from the closest part.
v. Provide at least 1 meter of clear space in front of switchboards.
vi. If there are any attachments or bare connections at the back of the switchboard, the space (if any) behind the switchboard shall be either less than 20 cm or more than 75 cm in width, measured from the farthest outstanding part of any attachment or conductor. (As per, Section 51 in The Indian Electricity Rules, 1956)
vii. Lightning arrester shall be provided for all the buildings.

3. **Drinking Water/ Food**

Essential requirements:

i. All reservoirs to be cleaned on a periodic basis.
ii. Quality of water must be tested every three months.

Desirable requirements:

i. Samples of food prepared on campus may be tested for quaity in an independent laboratory preferably once in six months.

4. **Workshop Accident**

Essential requirements:

i. Personal protective equipment must be provided for everyone entering the workshop.
ii. Instructions for workshop safety must be displayed inside and outside the workshop.
iii. First-aid kit must be maintained.
iv. Safety precaution for operation for each machine should be affixed with it.
v. Standard Operating Procedure (S.O.P.) for all the equipment and system must be prepared and properly displayed near the respective machine.
vi. All the electrically operated machinery must be properly earthed and bonded.
vii. Emergency contact numbers must be displayed for contacting in case of any emergency which should include Safety Officer, fire control room, medical assistance, Security assistance, Head of the concerned department, maintenance services.
viii. Instructions regarding the procedure to be followed in case of an emergency occurring in the building outside the workshop during the running of workshop must be displayed inside and outside the workshop in the form of Do's and Don'ts.

Desirable requirements:

i. While installing or keeping machines and tool, racks aisles and gangways should be provided.
ii. There should be Schedule for standard test for machines and tools.
iii. Usage of non-skid and non-static floor tiles for Workshop floor

iv. Proper ventilation facilities must be provided in workshop to prevent dust accumulation.

5. **Emergency Situation – Physically Challenged**

Essential requirements:

i. Ramp to be provided for Person with Disability (PwD) for easy access to and evacuation from the building.

ii. Availability of sufficient wheel chairs and stretchers for use in emergency

Desirable requirements:

i. Information regarding the number of PwD in the campus should be available with the Safety Officer.

ii. Record the time and the number of PwD among the visitors at security gate.

6. **Structural Failure of Building**

General Guidelines:

i. Emergency evacuation procedure with evacuation plan must be maintained.

ii. Provisions must be made to cut off water, electricity, and LPG connections safely from outside the building.

iii. Periodic structural audit of buildings.

7. **STAMPEDE**

General Guidelines:

i. Display of proper signage for traffic control route..

ii. Public Address system must be implemented to communicate and to direct.

iii. Power back up for extra illumination of exit routes to be ensured.

iv. It is necessary to do planning and practicing mannerly and orderly evacuation and maintaining records.

v. Student volunteers need to be trained for proper evacuation

vi. Ensure that no more than 4 persons / Sq m assemble in all assembly areas.

vii. Temporary barriers to be provided for usage in emergency to restrict and control traffic.

8. **Earthquake**

General Guidelines:

i. Construction of building shall be as per relevant Indian Standards and Codes of practice. Already constructed structures if not designed to satisfy earthquake resistance, must be strengthened as per relevant Indian Standards and Codes of practice.

ii. Proper evacuation plan based on the Standing Fire Order to be maintained covering all possible emergencies.

iii. Quarterly Evacuation drill/ Exit drill must be conducted and such records to be maintained (Different groups, members, date of conduct, observations).
iv. Training should be given to all members of the evacuation teams to perform their duties and records shall be maintained
v. The most suitable and safest place must be selected as safe assembly point for each building.
vi. Large or heavy items if any to be placed closest to the ground.
vii. Hang large items such as framed pictures, large mirrors etc. away from sitting place, bed and protected escape routes.
viii. Brace overhead light fittings properly.
ix. An inventory for the details of heavy-duty equipment and necessary tools with the details and contact numbers of owner and operator shall be maintained for ready reference.
x. Avoid glass paneling for building or protect it with metal screens.

9. **Cyclone**

General Guidelines:

i. Stays in contact with the concerned authorities before the cyclone season for warning and precautionary measures.
ii. List of emergency phone numbers to be displayed.
iii. Training should be given to all members of the response teams to perform their duties, and records shall be maintained.
iv. Provision shall be made to strongly secure all doors, windows and other openings, if any, in closed position.
v. Maintain emergency kits with portable battery radios, torch lights, spare batteries, water containers, dry fruits, matchboxes, fuel lamps, portable stoves, cooking utensils, etc.
vi. Low frequency communication devices shall be in place.
vii. Avoid glass paneling for buildingsor protect it with metal screens.
viii. Construction of buildings must be strong enough to resist collapse during wind.
ix. Long and continuous structures must be avoided so as to reduce the effect of wind.
x. Deep rooted plants which can resist wind can be planted around but outside the boundary wall to reduce the wind velocity.
xi. Avoid tall plants in the compound, especially near any building.

10. **Flood**

General Guidelines:

i. Provision for the storage of drinking water at the rate of 4.5 litres/ 1 Day / person for the total occupants for a minimum of 3 days during impending flood shall be made.
ii. Provision for storage of non-perishable easy to prepare food for 3 days' supply during impending flood shall be made.
iii. Flash light for signal (Red cross store) shall be arranged.

iv. Portable battery Radios (if possible NOAA - National Oceanic and Atmospheric Administration type) shall be arranged.
v. Flood rescue equipment like lifeboat, life jacket, and portable boats with oar and out board engine, rope shall be stored and ready for use.
vi. Occupational Health centre shall be maintained.
vii. Paramedical Team shall be available and trained.
viii. Provision should be made on top floors of the buildings for shelter in case of flood.
ix. Insect repellents and sunscreen shall be stored.

11. **Land Slide**

General Guidelines:

i. Construct Retaining walls wherever necessary to prevent erosion.
ii. Train permanent staff to identify the symptoms of landslide.
iii. Avoid buildings in steep slope or along natural erosion valleys.

12. **Standard Fire Safety Norms**

(To be displayed at all the floors at suitable visible places with all emergency contact numbers)

Responsible authorities

- The person who detects the Fire
- Safety Officer
- Maintenance Section

Detects the fire

- Immediately inform the Safety officer and Head of the section/ division

Responsibilities of safety officer on receipt of information:

- Immediately proceed to the scene of incident and assess the situation.
- If considered necessary, raise fire alarm for their zone, and notify the incident to Fire department and the listed emergency services, officer shall have confirmed this action later.
- If necessary, direct the Maintenance section to salvage the records and materials from the area.
- If considered necessary, evacuate their zone and/or neighboring zones.
- At the earliest opportunity inform the incident to the Departmental head.

Duties of maintenance section members:

On receipt of call for emergency in their own zone, all the members of Maintenance section:

- Shall immediately proceed to the place of incident and report to their Duty Officer.
- Shall strictly follow the instructions of Safety Officer and work under him/ her as per his/ her directions.

- Shall, as per the instructions from Duty Officer/Fire Officer, switch off electrical supply to the affected area.
- Shall see that electric supply is restored only on instructions from the Duty Officer/Fire Officer.
- Close the air condition system at the affected area.
- Shall ensure that booster pump located in the building is switched on.
- Shall ensure that all the Hydrants in and around the Building are charged with sufficient pressure

Duties of other staff from the affected zone/zones:

On hearing the Emergency Alarm, all the other members of staff:

- Are requested not to panic, but to remain calm and follow instructions of the Safety Officer in an orderly and disciplined manner.
- If directed to evacuate, shall ensure that all the electric lights at their workplace are switched off and that all the windows and doors of their area are properly closed before leaving the place.
- During evacuation, shall proceed in an orderly manner to the ground floor by the nearest available staircase/emergency exit.
- Shall not use the lifts.
- Shall see that, persons assigned with specific duties in an emergency are not disturbed or obstruct their work.

Annexure-1

Affiliation calendar

S. No.	Activities	Responsibility	Timelines	Duration
1.	Opening of affiliation portal by DGT	DGT	Every year in month of January [Year]	To
2.	Preapplication (stage-I) submission by Applicant for seeking NOC from state	Applicant	As per the closing cutoff date of portal	T1=To+01 month
3.	Grant of the NOC to the applicant	State/UT Directorate	From the month of February to March [Year]	Within 02 Months
4.	Submission of Stage 2 application for filling the 2nd Stage information	Applicant	From the month of April to June [Year]	Within 1 year from date of issue of NOC
5.	Completion of Desktop Assessment (DA) stage	State/UT or Concern RDSDE	From the month of July to September [Year]	03 months
6.	Inspection of the applicant institute	RDSDE/State/UT	From the month of October to March of [Next Year]	06 Months
7.	Affiliation approving committee Meeting (SCAA)	DGT	Till the month of June of [Next Year]	01 meeting per month
8.	Resolution of the Grievance and Appeal raised by the applicant	DGT	Till the month of July of [Next Year]	01 meeting per 02 months

Notes:

The timelines provided above are presented for illustrative purposes. The following points shall be taken into consideration while evaluating the applications for affiliation-

1. Applications must be processed on the principle of first-come, first-served. Those with completed Stage-2 information will be prioritized for Desktop Assessment, followed by the formation of inspection batches.

2. Applications inspected by March [Year] will be discussed at the SCAA meeting for the upcoming academic session, as outlined in the academic calendar [Year].

3. Any Compliance reports received by June [Year] will be considered for the upcoming academic session [Year].

4. Affiliation granted to applicants in the SCAA meeting until June [Year] will be considered for the upcoming academic session [Year].

5. Affiliation granted to applicants in the Grievance/Appeal committee until July [Year] will be considered for the upcoming academic session [Year].

It is important to note that the affiliation process is continuous, and applications submitted beyond the above specified timelines will be considered in the subsequent next academic session [Next Year].

Annexure 2

//Resolution for Establishment of New Industrial Training Institute (ITI) //

That the Trust/ Society/ Company/ Institute vide its meeting held on ……..at ……. vide item no. ……. have resolved that <Name of the Trust/ Society/ Company/ Institute>, shall apply to DGT for approval to start <Name of the ITI> to offer skill development and vocational training shall allocate required funds for procurement of building, equipment, furniture and other required entities for smooth functioning of the same.

(Signature and Name of Chairman/ Secretary/Director/ Proprietor of Trust/ Society/ Company/ Institute)

(Designation) (Name of the Organization)

Signature of / Member/ Trustee

(Designation) (Name of the Organization)

Annexure-3

Resolution regarding Authorized Person

I, We

i) <Name>Chairman / Secretary/ Member/ Trustee/ Director/ Proprietor<Name of the Trust

/Society/Company/ Institute> , son of ……....., aged…… years and resident of ……,

ii) <Name >Principal <Name of the institute>, son of…….....aged..... years and resident of ……

hereby declare that the Trust/ Society/ Company/ Institute vide its meeting held on ……..……at ……. vide item no. ……. has resolved that "Name of Authorized Person", will be the authorized person to sign and communicate all the matters on behalf of <Name of the institute> .

This is for your kind information and necessary action.

(Name of Chairman / Secretary/ Member/ Trustee/ Director/ Proprietor of Trust/ Society/ Company/ Institute)
Signature
(Designation)
(Name of the organization)

Accepted

Authorized Signatory
Signature
(Designation)
(Name of the ITI)

Annexure-4

Resolution regarding Earmarking of Land, Building and Other Resources for ITI

I/We,

I) <Name>Chairman/ Secretary/ Member/ Trustee/ Director/ Proprietor/Authorized representative of <Name of the Trust/Society/Company/Institute>……..,aged…… years ……..,

II) <Name > Principal <Name of the institute>, son of …….aged…….and resident of ……., of

hereby declare that the Trust/ Society/ Company/ Institute vide its meeting held on ……at ……. vide item no. ……. has resolved to

earmark the **land & building** located at <address of the ITI> exclusively for the proposed ITI namely <Name of ITI>. The Trust/Society/ Company/ Institute reaffirms that it shall not utilise the said premises for any other purpose except the proposed ITI namely <Name of ITI>.

The Trust/ Society/ Company/ Institute also resolved to provide the infrastructural facilities (detailed below) as per the DGT norms/guidelines in <Name & address of ITI for the smooth functioning of <Name of ITI>::

- Machines, equipment and tools in workshops
- Computers & peripherals in IT lab
- Furniture in classrooms, labs and workshops
- Power connection of capacity as per norms
- Staff as per norms
- Other required entities such as water, power backup ……..etc.

(Select one or more)

In the event of non-compliance with regard to guidelines, norms and conditions prescribed by DGT, as also in the event of violation of any of the undertaking mentioned herein, DGT shall be free to take appropriate action against <Name of the ITI> without consideration of any related issues and that all liabilities arising out of such action, shall solely be that of the (Society/ Trust/ Company/ Institute).

That the facts stated in this declaration are true to my/ our knowledge. No part of the same is false and nothing material has been concealed therefrom.

Name of the Chairman/ Secretary/ Member/ Trustee/ Director/ Proprietor
Signature
Designation
Name of the Organization

Name of the Principal
Signature
Designation
Name of the ITI

Annexure-5

//Format for DPR (Detailed Project Report) for establishment of New ITI//

1. **Name and Address of Institute**

2. **Vision of Institute for opening of the ITI**

3. **Trade unit sought for affiliation and its relevance with local Skill gap demand**

4. **Conceptual Master Plan for Main Campus Development**
   The details of the Master Plan for Campus Development starting from the selection of a site to the proposed Land use pattern and the Phase-wise construction of various facilities/ utilities to the Level of Landscaping such as
   a. The selection of the Site
   b. Proposed Land Use Pattern
   c. Design Concept with proof of sustainability
   d. Infrastructural Facilities in the Campus

5. **Requirement of Staff, Space, Equipment and their Cos**
   Make a consolidated estimate of Phase-wise requirements of the Staff, Building, Equipment and their cost, along with strategies for the mobilization of funds required, as follows:
   a. Faculty Requirements
   b. Non-Teaching Staff Requirements
   c. Building Requirements: Area and Costs
   d. Estimated Cost of Equipment
   e. Phase-wise Financial Requirements
   f. Strategies for Financial Mobilization

6. **Action plan of institute with Timelines**

Particulars	**Status of completion by /Timelines Month/Year**	**Projected Expenditure**	**Source of funds (from where you will arrange funds)**
Civil Infrastructure			
Electricity and water connection			

Procurement of Machinery, Tools and Equipment			

7. **Name of industries relevant to Trade applied by applicant institute in district, State**

8. **Industry Linkages (at the time of establishment, and next five years) for DST/placement**

DECLARATION

I/We, on behalf of"….."Hereby confirm that this Detailed Project Report has been prepared for its proposed Institution under the name and style of "…….". It is hereby confirmed that all the information furnished above is true to the best of my/ our knowledge and belief and if any information is found to be false, the proposal shall be rejected.

(Authorized Signatory of the Applicant)

Name Designation Seal

Annexure-6

Standard Operating Procedure (SOP) for issue of No Objection Certificate (NOC)

A "No Objection Certificate" (NOC) refers to a document issued by the State Directorate concerning an Industrial Training Institute (ITI) located in the State/Union Territory, affirming that the State/UT has no objection for the institute willing to apply for the accreditation and affiliation.

Background:

As vocational education is concurrent list subject and ITIs are administrative and financial control of State /UT Govt hence NoC issued by State /UT Govt. is required for every applicant who is willing to open a new ITI or take additional units of existing trade. Obtaining a NOC from the state government is also crucial when establishing an ITI because it ensures compliance with various regulations, laws, and standards set by the State /UT directorate and DGT.

Documents Required:

List of documents required for NOC stage-Pre-application stage:

I. Registration Certificate of Organization
II. Resolution for starting ITI
III. Resolution for authorized signatory
IV. ID Proof of key members of organization.
V. Pan card of organization.
VI. Trust Deed/MoU of organization
VII. Land documents of applicant institute.
VIII. Affidavit sworn before First Class Judicial Magistrate or Public Notary or an Oath Commissioner on Rs. 100/- Non-Judicial stamp paper/ e-stamp paper (Digitally Signed)
IX. Business Plan / Detailed Project Report (DPR)
X. Balance sheet of organization (For last 3 years)

Fee for NOC:

The application registration fee for NOC is Rs 2000/- plus GST. This fee is collected by NIMI to facilitate the online portal. It is important to note that the registration fee is non-refundable and must be paid for each new application.

In cases where a state has its own provision to charge a fee as part of their NOC process, this fee may be separately charged to the applicant ITIs.

Applications that do not submit the required fees within the specified timeframe are subject to rejection without any prior notice.

Process to obtain NOC

The NOC application shall be processed by the concerned State/UT Directorate through the designated affiliation portal within 02 months period as defined in this SoP.

Guidelines to be followed by concerned state for NOC:

The State/UT Directorate should adhere to the following guidelines during the NOC application processing:

1. **Application for New ITI:**

- In case any application is made under Mini Skill Training Institute (MSTI) scheme, the concerned state directorate must ensure that the guidelines of MSTI scheme is followed before issuing the NoC. Further, the state must ensure that block area of the applicant ITI lies under the unserved category as per the defined guidelines of this scheme.
- State Directorate may issue NOC at preapplication stage -I, for maximum two applicants under MSTI category for that particular unserved block.
- In an unserved block, a maximum of two MSTI applications will be allowed for affiliation, provided that each institute offers completely different trades from the other.
- Assess whether there is sufficient demand for the trade applied for by the applicant or whether the applied trade will fulfill the skill requirements of that particular district/block. SSDEC of respective state to prepare a comprehensive plan for the next five years district-wise/trade-wise for setting up of new private industrial training institutes addition of new trades/units in existing ITIs and to decide if there is more demand than the available for NOC under the district's comprehensive plan and based on this plan State /UT administration will take action for assess the demand and supply of skill training in that particular district.
- State may follow the trade rationalization i.e. if the trade sought for affiliation is having more than 50% vacant seats in the last two consecutive years in that particular district then state may reject the NOC for addition of that trade.
- Ensure that the institute meets the land requirement set by DGT for opening a new ITI.
- Confirm if the applicant fulfills the minimum criteria of 04 trades/units defined for opening a new ITI.
- 3rd Shift is only permitted in DST mode. If the applicant applied for 3rd shift also then please verify the submitted DST details if found correct then proceed head

2. **Application for Addition of Trade Units in Existing ITIs:**

- If the grading of the institute falls below the benchmark set by the Directorate General of Training (DGT), the State/UT may reject the NOC application for the addition of trade units.

- State may follow the trade rationalization based upon the 50% vacant seats criterion similar to the case of new ITI.
- The NoC application may not be granted in case any de-affiliation proceeding is initiated against the applicant based upon serious complaints, or any fabricated/forged documents are found.
- In the case of an existing ITI, in any trade, the maximum 10 units allowed in the first shift. However, if the ITI intends to open more than 10 units in a particular trade, it must ensure that there is an overall 90% admission across all existing units in that trade. In such cases, before issuing the NOC, the state and UT administration will scrutinize the attendance of enrolled trainees and interact with those trainees currently undergoing training. While issuing the NoC, the distribution of the units across all the shifts should be made equal in order to make uniform seat distribution each year.

3. Application for relocation/Shifting of an institute:

- If an institute applies for shifting outside its designated block, the NOC application will be rejected as per the guidelines issued by the Directorate General of Training (DGT), as shifting outside the block is not permitted.
- When an ITI applies for relocation to a new location, it must ensure that all enrolled trainees complete their training duration and all related activities, such as practical work, computer-based exams, and any other examination-related activities, at the old location. No fresh admissions should occur during this transition period.
- The State/UT is mandated to adhere to the shifting guidelines stipulated by the Directorate General of Training, as specified in the DGT Order dated 30.06.2023.

Annexure-7

//Format of No Objection Certificate//

To

The Applicant institute name and address

Subject: Issuance of No Objection Certificate for *Applicant ITI <name and address>* regarding NCVET affiliation

Dear Sir/Madam,

This is to inform that the **State /UT……..**has no objection for the <***Name of the applicant ITI> at < brief address of the institute> Vide its <application no>*** applied for the ***Category<New ITI/Existing ITI Addition of trade unit/Shifting or Relocation of existing ITI >*** for NCVET affiliation to DGT, New Delhi, subject to terms and conditions laid down in the affiliation norms of DGT for the below mentioned trade(s) and unit(s)-

Name of the institute:				
Complete Address of Institute:				
Application Number:				
Category of application:				
S. No	Trade Name	Shift I	Shift II	Shift III (only under DST)
1				
2				
3				
4				

In case the MSTI-It is certified that the said <Block Name> is unserved.

Liabilities, if any, on this count shall be the sole responsibility of the Applicant. This No Objection Certificate is valid for a period of **two years** from the date of issuance. If the applicant fails to complete the application process within two years, this NOC will automatically be deemed canceled after 02 years.

Signature
State Director, (State Name) Date:

Annexure -8

//Format for No Statutory Plan//

To whom it may concern

It is certified that <Name of ITI><Address of ITI> under <Rural/Urban> area of <Municipal Corporation/Revenue Village> where presently no statutory physical plan(s) i.e Master plan/development plan/Regional plan/peripheral plan etc. prepared under the relevant state act(s) are applicable or exist.

Signature of

District Magistrate (Collector)/Municipal Authority/Development Authority/ Competent Revenue as approved by State Government

Name of Issuance Officer
Designation
Office name and address
Seal of Office
Date

Annexure-9

//Draft Format of BCC//

Letter head of **<Municipal Authority/ Development Authority/ Competent Authority or Govt approved Civil/Structural Engineer >**

File Number of **Date of issuance of BCC**

It is hereby informed that upon thorough verification of the site of ITI, **<Name of ITI>**, located at **<Address of ITI>**, the following points are certified:

1.	Date of site visit	
2.	Name of Owner of Building	
3.	Location of Institute (plot no., street /Ward Number/Block, district, State, pin code)	
4.	Building plan approved by (name of authority issuance and address)	
5.	Year of construction	
6.	Total land Area (in sqm)	
7.	Details of construction Build up area on ground floor (in sqm): Build up area on 1st floor (in sqm): Build up area on 2nd floor (in sqm): Or so on	
	Total Build up Area (in sqm): Open area (in sqm):	

2. The *construction of the building is completed in all respect. The building stands structurally safe, sound, ready in all respects for the intended use as Industrial Training Institute (ITI) as per the local building Byelaws related to ITIs/ Technical Education/ Technical Institution Buildings or National Building Code (N.B.C) of India (2016 or so).*

Signature of

Municipal Authority/Development Authority/ Competent Authority or Govt approved Civil/Structural Engineer

Name of Issuance Officer
Designation
Office name and address
Seal of Office
Date

Note For Building Completion certificate (BCC)

In case of Govt approved Civil/Structural Engineer, authorization letter from Government clearly stating that he/she is authorized to issue to issue such Building Completion certificate.

If in any state, municipal authority, development authority, competent authority, or government-approved civil/structural engineer has a predefined format for issuing the Building Completion Certificate (BCC), it can be used. However, the certificate must confirm that the building's construction is fully complete, structurally sound, and ready for use as an Industrial Training Institute (ITI) per local building bylaws or the National Building Code of India (2016).

Annexure-10

//Draft Format of Structural Safety Certificate (SCC) //

(Applicable for existing ITI)

Letter head of **<Municipal Authority/ Development Authority/ Competent Authority or Govt approved Civil/Structural Engineer>**

File Number **Date of issuance of SCC**

It is hereby informed that upon thorough verification of the site of ITI, **<Name of ITI>**, located at **<Address of ITI>**, the following points are certified:

1.	Date of Site Visit	
2.	Name of Institute	
3.	Location of Institute (plot no., street /Ward Number/Block, district, State, pin code)	
4.	Building plan approved by (name of authority issuance and address)	
5.	Year of construction	
6.	Total land Area (in sqm)	
7.	Details of construction Build up area on ground floor (in sqm): Build up area on 1st floor (in sqm): Build up area on 2nd floor (in sqm): And so, on	
	Total Build up Area (in sqm): Open area (in sqm):	

2.The *construction of the building is completed in all respect. The building stands structurally safe, sound, ready in all respects for the intended use as Industrial Training Institute (ITI) as per the local building Byelaws related to ITIs/ Technical Education/ Technical Institution Buildings or National Building Code (N.B.C) of India (2016 or so).*

Signature of

Municipal Authority/ Development Authority/ Competent Authority or Govt

approved Civil/Structural Engineer

Name of Issuance Officer
Designation
Office name and address
Seal of Office
Date

Note For Structural Safety Certificate (SCC)

In case of Govt approved Civil/Structural Engineer, authorization letter from Government clearly stating that he/she is authorized to issue to issue such structural safety certificate.

If any state, municipal authority, development authority, competent authority, or government-approved civil/structural engineer has a predefined format for issuing the structural safety certificate. it can be used. However, the certificate must confirm that the building's construction is fully complete, structurally sound, and ready for use as an Industrial Training Institute (ITI) per local building bylaws or the National Building Code of India (2016).

Annexure 11

Guidelines for machinery installation

1. The main machinery shall be grouted in the ground/ machine foundation
2. All machines and equipment costing >Rs 10,000/- and above shall be hard punched/ engraved with the Institute name and Miscode. In case of new institution, application number and name of Institute should be hard punched/ engraved. All machineries, equipment and tools to be laid out as per following guidelines:

   a) Manufacturing packings, instruction booklets must be removed from machineries, equipment, tools, chairs and tables before site assessment.

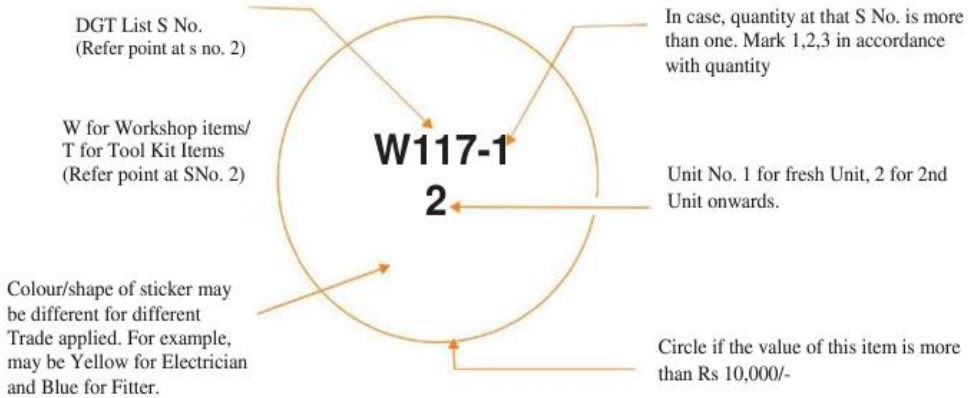
   b) Permanent identification marking/ sticker (may be yellow sticker or any one) on all the equipment, machines and tools/items) with identification number as per the scheme followed.

   c) Mark numbering starting from 1 to n (n being the nos. of items in a trade applied by ITI). For example, for electrician trade as per DGT website, there are 140 items then place mark starting from W1 to W140 (in sequence with DGT List) for workshop items and there are 20 items for Tool Kit so mark T1 to T20 in sequence with DGT list.

   d) In case of items having value more than Rs. 10,000/-, please encircle the item number for example:
   (W2/1)

   e) In case the quantity is more than one number of an item at a particular serial number (S No.). In such case, suffix 1, 2 or so on. For example, there are 3 nos. of Lathe machine for workshop items at S No.1 for Turner trade. Please mark W01-1, W01-2, W01-3.

   f) Incase ITI has applied 2 or 3 trades; different colored/shaped stickers are to be used to identify items trades wise



g) In case ITI has applied for more than one unit, mark items for 1st unit as W2/1 or T4/1 for 2nd unit W2/2 or T4/2 and so on as illustrated in following table:

Items as per DGT list			Workshop Items Value than 10,000/- Less Rs		Value than 10,000/- more Rs		Tool Kit Value than 10,000/- Less Rs		Value than 10,000/- more Rs	
S No.	Description	Qty	1st Unit	2nd Unit	1st Unit	2nd Unit	1st Unit	2nd Unit	1st Unit	2nd Unit
82	Limit Switch	2	-	-	-	-	-	-	-	-
		1st Pc	W82-11	W82-12	-	-	-	-	-	-
		2nd Pc	W82-21	W82-22	-	-	-	-	-	-
01	Lathe Machine	3	-	-	-	-	-	-	-	-
		1st Pc	-	-	W01-11	W01-21	-	-	-	-
		2nd Pc	-	-	W01-12	W01-22	-	-	-	-
		3rd Pc	-	-	W01-13	W01-23	-	-	-	-
4	Screw driver of Toolkit	1 each	-	-	-	-	T41	T42	-	-

Annexure 12

Guidelines for videography during joint inspection

During the joint inspection, ITIs shall submit a videography as per the guidelines given below. Inspecting members should ensure the following guidelines are followed in the videography:

1. The duration of the videography must be at least 30 minutes. It should be carried out in proper lighting conditions.

2. The video should be a single, continuous clip of the site visit and sent to the State Directorate. The video shall be geo-tagged and time-stamped.

3. The videography must be provided on a CD and should be of very good quality. RDSDE/DGT members shall ensure the video is uploaded to Google Drive, and the link should be accessible to DGT.

4. Besides this, it must cover walk through video of all infrastructural facilities

5. It must show sequence along with signage in following manner

    a. Approach road leading to ITI gate and access road from ITI gate to ITI building

    b. Plot's signboard

    c. Institute's signboard

    d. Front view, around the building, elevation and back view of institute

    e. Full view of classrooms, workshops and IT lab

    f. View of roof of the workshops and classroom

    g. View of the floor of the workshops, classrooms, drawing hall, IT lab

    h. View of Administrative areas

    i. View of Amenities areas

    j. All the machineries, equipment and tools in working conditions

    k. Meter connection

6. The video should focus on grouting of machineries, installation, wiring, safety measures, running condition and the engraving on all the tools costing more than Rs 10,000/-

7. In the case of existing ITIs, videography must cover the workshops of new trade/unit sought for affiliation as well as for the existing one for that particular affiliated trade/unit

Annexure 13

Format for inspection of New ITI

1. Basic Details

Particulars	**Details**
Name of ITI	Prefilled from application of institute
Temporary Code	Prefilled from application of institute
Complete Address of applicant institute	Prefilled from application of institute
Latitude of the Inspection site	Prefilled from application of institute
Longitude of the Inspection site	Prefilled from application of institute
Category of application	Prefilled from application of institute
Inspection start date	Prefilled from application of institute
Inspection end date	Prefilled from application of institute
Whether applied under the scheme Mini Skill Training Institute (MSTI)	Prefilled (Yes/No)
Whether the shifting is in the same block/Municipal corporation area	(Yes/No) If No, mention the old and new block/municipal area
Details of Trade(s)/Unit(s) sought for affiliation	Prefilled from application of institute
Coordinates of Institute Latitude Longitude	Prefilled from application of institute
Additional Remarks	Remarks by ICVC if any changes observed in basic details if any

2. Land details

Particulars		Details	Remarks of ICVC
In case the applicant is having Own Land	Land Owner Details	Prefilled from application of institute	Whether land details are available as per norms (yes/no) If any change in the details then Upload Relevant documents **Remarks:**
	Land Registration No.	Prefilled from application of institute	Whether land details are available as per norms (yes/no)
	Land Area (in sqm)	Prefilled from application of institute	If any change in the details, then Upload Relevant documents
In case the applicant is having Leased or Rented Land	Lessee and Lessor name	Prefilled from application of institute	-do-
	Lease Start Date	Prefilled from application of institute	-do-
	Lease Expiry Date	Prefilled from application of institute	-do-
	Land Area (in sqm)	Prefilled from application of institute	-do-
Remarks by the inspection team		All documents checked and verified and found that Land area is available as per norms (Yes/No)	(Yes/No) In case No, state the reason.

3. Institute Building details

Particulars		Details	Remarks of ICVC
Area lying where Master Plan /	Approved building plan	Prefilled from application of institute	i. Whether Approved building available as per norms (yes/no)

Development Plan/ Regional Plan / Peripheral Plan/ Zonal Plan Exists			ii. Upload Relevant documents, if any iii. **Remarks:**
	BCC (or SCC in case of existing ITI)	Prefilled from application of institute	i. Whether BCC available as per norms (yes/no) ii. Upload Relevant documents, if any iii. Remarks:
	Name of the Authority issued BCC (or SCC in case of existing ITI)	Prefilled from application of institute	
	Date of issuance of BCC (or SCC in case of existing ITI)	Prefilled from application of institute	
	Remarks by the inspection team	All documents checked and verified and found that All building Documents are as per norms	(Yes/No) In case No, state the reason.
Area lying where Master Plan / Development Plan/ Regional Plan / Peripheral Plan/ Zonal Plan doesn't Exist	Approved building plan	Prefilled from application of institute	i. Whether Approved building available as per norms (yes/no) ii. Upload Relevant documents, if any iii. Remarks:
	No statuary plan certificate	Prefilled from application of institute	i. Whether No statuary plan certificate available as per norms (yes/no) ii. Upload Relevant documents, if any iii. Remarks:
	BCC (or SCC in case of existing ITI)	Prefilled from application of institute	i. Whether Approved building available as per norms (yes/no)

	Name of the Authority issued BCC (or SCC in case of existing ITI)	Prefilled from application of institute	ii. Upload Relevant documents, if any iii. Remarks:
	Date of issuance of BCC (or SCC in case of existing ITI)	Prefilled from application of institute	
	Remarks by the inspection team	All documents checked and verified and found that All building Documents are as per norms (Yes/No)	(Yes/No) Remarks (In case No, state the reason)
Building Photos Geo tagged			Upload the onsite photos of Institute front and side view covering main gate of institute

4. Electricity Connection details

Particulars	**Details**	**Remarks of ICVC**
Consumer Name	Prefilled from application of institute	i. Electricity connection details as per norms(yes/No) ii. Upload Relevant documents, if any iii. Remarks:
Date of Connection	Prefilled from application of institute	
Type of connection	Prefilled from application of institute	i. Electricity connection details as per norms(yes/No) ii. Upload Relevant documents, if any Remarks:

Meter Sealing Report (In case of new ITI)	Prefilled from application of institute	i. Meter Sealing Report as per norms (yes/No) ii. Upload Relevant documents, if any Remarks:
Required load in KW	Auto calculated as per the trade unit sought for affiliation	Auto calculated as per the trade unit sought for affiliation
Sanction load in KW	Prefilled from application of institute	i. Sanction load as per norms(yes/No) ii. Upload Relevant documents, if any Remarks:
Electricity consumption for last 3 months from the date of inspection	Month wise unit consumption and upload relevant bills	i. Check from electricity bill and mention Month wise unit consumption ii. Upload Relevant documents, if any iii. Remarks:
Backup Power Supply as per norms	Prefilled from application of institute	i. Backup Power Supply as per norms(yes/No) ii. Upload Relevant documents, if any Remarks:
Earthing as per norms	Prefilled from application of institute	i. Earthing as per norms(yes/No) ii. Upload Relevant documents, if any Remarks:
Remarks by the inspection team	All documents checked, verified and found as per norms (Yes/No)	

5. Trade wise Tools and Equipment's details

Trade Name	**Availability of Machinery**	**Uploaded details by Applicant**	**Remarks of ICVC**

Trade Name 1	Prefilled from application of institute	Prefilled from application of institute	i. Machinery of trade 1 as per norms(yes/No) In case No, Mention the details thereof, and upload the relevant documents in single pdf ii. Upload Relevant documents, if any Remarks:
Trade Name 2	Do-	Do-	Do-
Trade Name 3	Do-	Do-	Do-
So on…	Do-	Do-	Do-
IT Lab	Do-	Do-	i. Availability of computer and other software in IT Lab as per norms(yes/No) In case No, Mention the details thereof ii. Upload Relevant documents, if any Remarks:
Drawing Hall	Do-	Do-	i. Availability of Drawing hall infrastructure as per norms(yes/No) In case No, Mention the details thereof ii. Upload Relevant documents, if any Remarks:

6. Machinery installation and working condition

Trade Name	**Machinery Installed and working**	**Upload the photo and short Video by the applicant**	**Remarks**

Trade Name 1	Prefilled from application of institute	Prefilled from application of institute	i. Working condition of Machinery of trade 1 as per norms(yes/No) ii. In case No, Mention the details of machinery thereof, and upload the relevant documents/photos /video Remarks:
Trade Name 2	Do-	Do-	Do-
Trade Name 3	Do-	Do-	Do-
So on…			

7. Buildings Detailed Information

Particulars	**Area Required**	**Area Available**	**Remarks**
Trade 1 Classroom	Prefilled from application of institute	Prefilled from application of institute	i. Trade 1 Classroom as per norms(yes/No) ii. In case No, mention the details thereof iii. Upload Relevant documents, if any Remarks:
Trade 1 Workshop	Do-	Do-	Do-
Trade 2 Classroom	Do-	Do-	Do-
Trade 2 Workshop	Do-	Do-	Do-
So on…	Do-	Do-	Do-
IT lab	Do-	Do-	i. IT Lab Area as per norms(yes/No)

			ii. In case No, mention the details thereof iii. Upload Relevant documents, if any Remarks:
Drawing Hall	Do-	Do-	i. Drawing hall Area as per norms(yes/No) ii. In case No, mention the details thereof iii. Upload Relevant documents, if any Remarks:
Administrative area	Do-	Do-	Do-
Store Room	Do-	Do-	Do-
Amenities area	Do-	Do-	Do-

8. Instructor details

Particulars	**Instructor Name**	**Qualification**	**Year of Experience**	**ICVC Remarks**
Trade Name 1	Prefilled from application of institute	Prefilled from application of institute	Prefilled from application of institute	i. Details of trade 1 instructor as per norms (yes/No) ii. Upload the documents if required Remarks
Trade Name 2	Do-	Do-	Do-	Do-
So on…	Do-	Do-	Do-	Do-
Principal	Do-	Do-	Do-	Do-
Workshop Calculation	Do-	Do-	Do-	Do-
Any Other	Do-	Do-	Do-	Do-

9. Safety Provision

Particulars	Details submit	Remarks
Firefighting equipment	Prefilled from application of institute	i. Availability of Firefighting equipment as per norms (yes/No) ii. Upload the documents if required Remarks
Fire safety certificate	Prefilled from application of institute	i. Fire safety certificate as per norms (Yes/No) ii. Upload the documents if required Remarks
Any threats		Fill additional remarks if any

10. Final Recommendation of inspection team trade/unit(s) wise

Particulars	Unit(s) sought for affiliation			Unit(s) Recommended for affiliation			Remarks
	Shift-1	Shift-2	Shift-3	Shift-1	Shift-2	Shift-3	
Trade name 1	Prefilled	Prefilled	Prefilled	Fill the unit	Fill the unit	Fill the unit	Detailed Reason for not recommendation of any trade(s) or Unit(s) if any
Trade Name 2	Do-	Do-	Do-	Do-	Do-	Do-	Do-
So on…	Do-	Do-	Do-	Do-	Do-	Do-	Do-

11. Additional Remarks by the inspection team

Give the additional remarks, if any

Annexure-14

// Format of Affiliation Order //

File No
Government of India
Ministry of Skill Development and Entrepreneurship
Directorate General of Training

Date …….

Affiliation Order

In reference to your application no. <Application Number of Applicant ITI> for starting new Industrial Training Institute (ITI) <Name of ITI with complete Address>, in State <Name of State>,I am directed to convey the details of affiliation granted by Standing Committee on Accreditation and Affiliation, in its <SCAA meeting and date……..> held on as per details given below :

Name of Industrial Training Institute	**…….**
Address	**…….**
Trade Units Recommended	**e.g.Fitter 4(2+2)** **Electrician 4(2+2)** **Mechanic Diesel 2(1+1)** **Welder 2(1+1)**
Session w.e.f	**2024**
Valid for	**6 Years**

The above affiliation is further subjected to the following:

1. This affiliation order shall be read and construed in conjunction with the Minutes of the aforesaid Meeting issued on….
2. The ITI must comply with DGT norms/guidelines issued from time to time, if any violation found, appropriate action shall be initiated.
3. The training imparted in the institute will be as per latest syllabus and DGT guidelines.
4. Institute shall check DGT web portal and follow the instructions from time to time. DGT will not be responsible for negligence once any information is updated on the web portal and the Institute fails to check the same.
5. Periodic verification of the institute can be done at any time by DGT/State Directorate to ensure quality of training.

Directorate General of Training

6. The institute will intimate DGT/State immediately of any changes in the status of the institute on MIS portal, if not declared may affect the consideration for accreditation of the institute.
7. ITI must display the logo of ITI on the Display Board at the main gate.

Director TC, DGT
DSC Signature

Annexure -15

Application for Govt Institute Seeking SCVT to NCVET Conversion

1. Basic Details Institute Seeking Conversion from SCVT to NCVET			
Sr. No.	**Particulars**	**Details**	**Type**
1.1	Name of ITI	Fill the name	Mandatory
1.2	MIS Code of Institute	Details from MIS portal shall be prefetched from portal	
1.3	Contact Person Name	Fill the details	Mandatory
1.4	Official Email ID	Fill the details	Mandatory
1.5	Official Mobile No.	Fill the details	Mandatory
1.6	Landline (With STD Code)	Fill the details	Optional
1.7	Website	Website link	Optional
1.8	Institute Location	Urban / Rural	Mandatory
1.9	Whether the applicant institute falls in the category of Hill area /Border district as notified by the Government. In case yes, upload the circular/order from Central/State certifying the area falls under above category.	Yes/No	Mandatory
1.10	Coordinates of ITI	Latitude Longitude	Mandatory
2. Details of trade(s) and unit(s) sought for affiliation under NCVET			
Sr. No	**Particulars**	**Shift wise unit(s) Details**	**Type**
2.1	Trade Name -1	Total Units (No of unit in Shift1 + No of unit in Shift 2+ No of unit in Shift 3) for Example - 3(1+1+1)	Mandatory
2.2	Trade Name- 2	Do-	Mandatory

			Repeat this step for all trades
3. Land Details and Building Details			
Sr. No	**Particulars**	**Details**	**Type**
3.1.	Possession of Land	Owned/Registered Live Lease	Mandatory
3.2.	Plot Area (Sq. Meters)	Fill the area	Mandatory
3.3.	Building Plan	Upload Document	Mandatory
3.4.	Building Completion/ Occupancy Certificate	Upload Document (As per format given at **Annexure 6** for new ITI, **Annexure 7** for existing ITI)	Mandatory
3.5.	Plot Entrance Gate	Upload Geo tagged Photo	Mandatory
3.6.	Building Entrance Gate	Upload Geo tagged Photo	Mandatory
3.7.	Front View of Building	Upload Geo tagged Photo	Mandatory
4. Power Connection, Machinery and Instructor Details			
Sr.No.	**Particulars**	**Details**	**Type**
4.1.	Electricity connection Consumer Name	Fill the details	Mandatory
4.2.	Electricity Bill	Upload	Mandatory
4.3.	Total Load Available/sanction load (in KW)	Fill the details	Mandatory
4.4.	Fire and safety equipment	Upload the safety certificate	Mandatory
4.5.	Availability of Machinery	Undertaking from State Director that Machinery as per NCVET approved syllabus has been procured and installed in workshop	Mandatory
4.6.	Availability of Instructor	Undertaking from State Director that Instructors are appointed for trade/units sought for affiliation	Mandatory
			Forward the application to RDSDE

Annexure -16

List of documents for Renewal of Affiliation

1. ITI shall submit Self Declaration stating that Institute is having all Civil, Mechanical and Electrical infrastructure, Equipment / Machinery and Tools as per NCVET Norms and following all DGT/ MSDE/ NCVET guidelines to run an ITI. Institute Management Shall also certify that ITI is running at affiliated location only.
2. Land Documents: Owned Plot or Building in the name of ITI or valid registered live lease for a period of six (6) years validity on the date of application, so as to have sync with the duration of Re-affiliation which is proposed to be 05 years.
3. Valid live Registration of the society/Trust /Applicant shall be submitted.
4. Institute shall submit Building Structure Stability/soundness certificate from Government structural Engineer/Agency as per DGT /NCVET approved format stating that the building is suitable for running Educational Institutions.
5. Institute shall upload proof of electricity consumption bill for the period of one year prior to the date of application for renewal of affiliation.
6. ITI shall upload previous one-year raw material purchase invoices and consumption record of affiliated trades/units.
7. ITI shall upload staff details including qualifications, experience, CITS training completion and one-year staff online salary payment details.
8. ITI shall upload one year all staff members biometric attendance / face reading attendance /online attendance for preceding year from date of application for renewal of affiliation.
9. ITI shall upload one-year student attendance for preceding year from date of application for renewal of affiliation.
10. ITI shall upload Geo-tagged photos and videos for installation of Equipment/Machinery/workshop outfit for all affiliated trades/units irrespective of admissions of trainees.
11. ITI shall upload Geo-tagged photos and videos for working condition of Equipment/Machinery for all affiliated trades/units irrespective of admissions of trainees.
12. ITI shall upload Geo-tagged photos and videos for basic amenities provided to all trainees.
13. ITI shall upload Geo-tagged photos and videos for IT and Computer lab installation and working condition of computers, Network, UPS etc. based on affiliated trades/units.
14. ITI shall upload Geo-tagged photos and videos of Drawing hall based on affiliated trades/units.
15. ITI shall upload a valid Fire Safety certificate from competent authority to run an Industrial Training Institute.
16. ITI shall upload land use certificate/ Land conversion certificate allowing the land to be used for Industrial Training Institute / educational purpose, from the competent Authority along with Topo-sketch/ Village Map indicating land survey Nos. and a copy of city road

map showing location of site of the institution (for ensuring ITI is running at affiliated location only, during the renewal-affiliation of ITI).

Annexure -17

Application form for affiliation of School ITIs for running one or two Skill Courses in Government Secondary and Senior Secondary or Local body Schools in unserved block

S. No	Particulars	Details
I	Name of Government Secondary and Senior Secondary or Local bod Schools	Mandatory
2	Address of School	Mandatory
3	Name of Principal of School	Mandatory
4	E-mail	Mandatory
5	Mobile no.	Mandatory
6	Name of Unserved Block	Mandatory
7	District	Mandatory
8	State	Mandatory
9	Year of Establishment of School	Mandatory
10	Longitude and latitude of School	Mandatory
11	Proposed Name of the Trade	Mandatory
12	No. of Units	Mandatory
13	Workshop area of proposed trade	Mandatory
14	Availability of tools & Equipment as pe trade curriculum Yes/ No	Mandatory
15	Electricity Bill with required load as per trade	Mandatory
16	Availability of Trade Instructor Yes/ No	Mandatory

☐ Declaration: That the facts stated in this declaration are true to my/our knowledge. No part of this declaration is false, and no material information has been concealed.

Forward the application to RDSDE

Annexure-18

Trade specific norms for Workshop/Classroom and Power Engineering Trades

S.No.	Name of the Trade	Unit Strength	Space Norms	Power Norms
1.	Mechanic Agricultural Machinery	25	225 Sq.	10 KW
2.	Mechanic Auto Body Painting	20	210 Sq. m	4.8 KW
3.	Mechanic Auto Body Repair	20	210 Sq. m	4 KW
4.	Mechanic Auto Electrical and Electronics	20	100 Sq. m (Including parking area)	3 KW
5.	Mechanic Diesel	24	210 Sq. m (Including parking area)	4.8 KW
6.	Mechanic Motor Vehicle (MMV)	24	210 Sq. m (Including Parking)	4.8 KW
7.	Mechanic Tractor	20	210 Sq. m	4.8 KW
8.	Mechanic Two and Three-Wheeler	20	100 sq. m	3 KW
9.	Pump Operator Cum Mechanic	20	84 Sq. m	11 KW
10.	Additive Manufacturing Technician (3D Printing)	20	120 Sq. m	3 KW
11.	Marine Engine Fitter	20	105 Sq. m	3 KW
12.	Marine Fitter	20	88 Sq. m	3.51 KW
13.	Mechanic Machine Tool Maintenance	24	192 Sq.m	17 KW
14.	Operator Advance Machine Tool	16	144 Sq. m	25 KW
15.	Architectural Draughtsman	24	80 sq. m	6 KW
16.	Central Air Condition Plant Mechanic	24	120 Sq. m	6 KW
17.	Draughtsman Mechanical	20	64 Sq. m	3.7 KW
18.	Fitter	20	88 Sq.m	3.51 KW
19.	Foundryman	24	128 Sq. m	11 KW

20.	Machinist	20	130 Sq. m	20 KW
21.	Machinist Grinder	20	102 Sq.m	23.4 KW
22.	Sheet Metal Worker	20	80 sq. m	11 KW
23.	Tool & Die Maker(Dies & Molds)	24	166 Sq. m	20 KW
24.	Tool & Die Maker (Press Tools, Jigs & Fixtures)	24	166Sq. m	20 KW
25.	TURNER	20	110 Sq.m.	18.5 KW
26.	Welder	20	100 Sq. m	16 KW
27.	Welder (Fabrication & Fitting)	20	100 Sq. m	16 KW
28.	Welder (GMAW & GTAW)	20	100 sq. m	16 KW
29.	Welder (Pipe)	20	100 sq. m	16 KW
30.	Welder (Structural)	20	100 sq. m	16 KW
31.	Welder (Welding & Inspection)	20	100 sq. m	16 KW
32.	Attendant Operator (Chemical Plant)	24	170 Sq. m	13 KW
33.	Instrument Mechanic (Chemical Plant)	20	104 Sq. M	8 KW
34.	Laboratory Assistant (Chemical Plant)	20	96 sq. m	6 KW
35.	Maintenance Mechanic (Chemical Plant)	20	96 Sq. m	13 KW
36.	Plastic Processing Operator	20	300 Sq. m	13.6 KW
37.	Wood Work Technician	24	120 Sq. m	8 KW
38.	Civil Engineering Assistant	24	120 Sq. m	6 KW
39.	Domestic Painter	24	80 Sq. m	2.5KW
40.	Draughtsman Civil	24	90 Sq. m	3 KW
41.	Industrial Painter	24	80 Sq. m	2.5 KW
42.	Interior Design & Decoration	24	80 sq. m	10 KW
43.	Mason (Building Constructor)	24	80 Sq. m	4 KW
44.	Painter (General)	20	104 Sq. m	5 KW
45.	Surveyor	20	64 Sq. M	3 KW
46.	Electrician Power Distribution	20	98 Sq. m	5.2 KW (for two units in one shift)
47.	Electronics Mechanic	24	56 Sq. m	3.04 KW

48.	Electroplater	20	60 Sq. m	16 KW
49.	Instrument Mechanic	24	80 Sq. mtrs.	8.07 KW
50.	Mechanic Consumer Electronic Appliances	24	56 Sq m	3.04 KW
51.	Refrigeration and Air Conditioner Technician	24	80 Sq. m	6.82 KW
52.	Technician Power Electronics Systems	24	56 Sq. m	3.04 KW
53.	Solar Technician (Electrical)	20	50 Sq. m	3 KW
54.	Technician Medical Electronics	24	120 Sq. mtr	2 KW
55.	Refractory Technician	24	130 Sq. m.	3 KW
56.	Information & Communication Technology System Maintenance	24	70 Sq. m	3.45 KW
57.	Information Technology	24	70 Sq. m	3.45 KW
58.	Mechanic Mining Machinery	24	292 Sq. m	20 KW
59.	Stone Mining Machine Operator	24	100 Sq. m Covered and 250 sq. m open space	10 KW
60.	Stone Processing Machine Operator	24	100	10 KW
61.	Mechanic Lens/Prism Grinding	16	100 Sq. m	7.5 KW
62.	Plumber	24	80 sq. m	3 KW
63.	Electrician	20	98 Sq. m	5.2 KW (for two units in one shift)
64.	Wireman	20	88 Sq. m	5 KW
65.	Rubber Technician	24	60 Sq. m	5 KW
66.	Vessel Navigator	20	88 Sq.m	3.51 KW
67.	Spinning Technician	20	525 sq. m	19 KW
68.	Textile Mechatronics	24	240 Sq. m	9 KW
69.	Textile Wet Processing Technician	20	104 Sq. m	8 KW
70.	Weaving Technician	24	525 Sq. m	9.4 KW

71.	Lift and Escalator Mechanic	24	98.6 Sq. m	6 KW
72.	Aeronautical Structure and Equipment Fitter	20	400 Sq. m	110 KW
73.	Technician Mechatronics	24	192 Sq.m.	8 KW
74.	In Plant Logistics Assistant	20	25 Sq. m	4 KW
75.	Warehouse Technician	20	25 Sq. m	4 KW
76.	Technician Electronics System Design and Repair	24	70 Sq. Mtr.	3.5 KW
77.	Artisan Using Advanced Tool	10	120 Sq. m	3 KW (extended battery backup mandatory)
78.	Basic Designer and Virtual Verifier (Mechanical)	24	192 Sq. m	17 KW
79.	Industrial Robotics & Digital Manufacturing Technician	20	120 Sq. m	3 KW
80.	Manufacturing Process Control and Automation	20	120 Sq. m	3 KW
81.	Advanced CNC Machining	24	192 Sq.	17 KW
82.	Mechanic Electric Vehicle	24	192 Sq. m	5 KW
83.	SMALL HYDRO POWER PLANT TECHNICIAN	20	100 Sq. m	5 KW, 3 Phase
84.	WIND PLANT TECHNICIAN	20	100 Sq. m	5 KW
85.	CAM Programmer	20	120 Sq. m	3 KW

Non -Engineering Trades

S. No.	Name of the Trade	Unit Strength	Space Norms	Power Norms
1.	Drone Pilot (Junior)	24	35 Sq. m	3 KW
2.	Floriculture & Landscaping	24	10000 Sq. m (1 Hectare plot of land)	2 KW
3.	Horticulture	24	1000 Sq. m	2 KW
4.	Soil Testing and Crop Technician	24	(i) 200 Sq. Metres (ii) 1 Acre Farming Land	2 KW
5.	Computer Aided Embroidery & Designing	24	96 Sq. m	5 KW

6.	Dress Making	20	64 Sq. m	5 KW
7.	Fashion Design and Technology	24	64 Sq. m	5 KW
8.	Sewing Technology	20	64 Sq. m	5 KW
9.	Driver cum Mechanic	20	56 sq. m	6.82 KW
10.	Cosmetology	24	70 Sq. m	6 KW
11.	Spa Therapy	24	80 Sq. m	6 KW
12.	Finance Executive	24	50 Sq. m	4 KW
13.	Early Childhood Educator	24	48 sq. m	3 KW
14.	IoT Technician (Smart Agriculture)	24	70 Sq. m	3.45 KW
15.	IoT Technician (Smart City)	24	70 Sq. m	3.45 KW
16.	IoT Technician (Smart Health Care)	24	70 Sq. m	3.45 KW
17.	Smartphone Technician Cum App Tester	24	35 Sq. m	3 KW
18.	Baker & Confectioner	24	96 Sq m.	16.6 KW
19.	Dairying	24	125 Sq. m	3 KW
20.	Agro Processing	24	96 Sq. m	6 KW
21.	Food and Beverage Service Assistant	20	48 Sq. m	8 KW
22.	Food Beverages	24	96 Sq. m	6 KW
23.	Fruits and Vegetables Processing	24	Lab:- 96 Sq. m	5KW
24.	Milk and Milk Product Technician	24	96 Sq. m	6 KW
25.	Marketing Executive	24	50 Sq. m	4KW
26.	Bamboo Works	24	100 Sq. m	10 KW
27.	Radiology Technician	20	75 Sq. m	4.0 KW
28.	Dental Laboratory Equipment Technician	24	120 Sq. m	12 KW
29.	Health Sanitary Inspector	24	40 Sq. m	4.0 KW
30.	Physiotherapy Technician	24	100 Sq. m	3.0 KW
31.	Geriatric (Old Age) Care	24	80 Sq. m	2 KW
32.	Geo-Informatics Assistant	24	35 Sq. m	3.45 KW

33.	Computer Hardware & Network Maintenance	24	70 Sq. m	3.45 KW
34.	Computer Operator and Programming Assistant (COPA)	24	60 sq. metre	5.5 KW
35.	Database System Assistant	24	70 Sq. m.	3.45 KW
36.	Desktop Publishing Operator	24	60 Sq. m	4.3 KW
37.	Multimedia, Animation & Special Effects	24	80 Sq. m Lab & 50 Sq. m. Studio	6 KW
38.	Software Testing Assistant	24	70 Sq. m	3.45 KW
39.	Footwear Maker	20	72 Sq. m	4 KW
40.	Leather Goods Maker	20	72 Sq. m	4 KW
41.	Secretarial Practice (English)	24	48 Sq. m	4 KW
42.	Digital Photographer	24	48 Sq. m	6.35 KW
43.	Photographer	24	48 Sq. m	6.35 KW
44.	Video Cameraman	24	96 sq. m	12 KW
45.	Human Resource Executive	24	50 Sq. m	4 KW
46.	Stenographer Secretarial Assistant (English)	24	48 Sq. m	4 KW
47.	Fire Technology and Industrial Safety Management	24	1000 Sq. m (for practical Training area)	2 KW
48.	Fireman	24	1000 Sq. m	2 KW
49.	Health, Safety and Environment	24	1000 Sq. m (for practical Training area)	2 KW
50.	Surface Ornamentation Techniques (Embroidary)	20	64 Sq. m	5 KW
51.	Weaving Technician for Silk & Woolen Fabrics	20	144 Sq. m	17 KW
52.	Front Office Assistant	24	56 Sq. m	4.5 KW
53.	Catering & Hospitality Assistant	20	96 Sq. m two labs are required one for	16.6 KW

			catering and one for hospitality	
54.	Food Production (General)	24	96 Sq. m	5.0 KW
55.	Hospital Housekeeping	24	40 Sq. m	5 KW
56.	Housekeeper	24	40 Sq. m	5 KW
57.	Tourist Guide	24	56 Sq. m	4 KW
58.	Travel & Tour Assistant	24	56 Sq. m	4.5 KW
59.	Data Entry Operator	24	65 sq. m	6 KW
60.	Fiber To Home Technician	24	35 Sq. m	3 KW
61.	Drone Technician	24	70 Sq. m	4 KW
62.	Honey Processing Technician	24	1000 Sq. m	2 KW
63.	Stenographer Secretarial Assistant (Hindi)	24	48	4 KW
64.	5G Network Technician	24	70 Sq. m	3.45 KW
65.	Data Annotation Assistant	24	60 sq. m	5.5 KW
66.	Cyber Security Assistant	24	70 Sq. m	3.45 KW
67.	Artificial Intelligence Programming Assistant	24	60 sq. metre	5.5 KW
68.	Semiconductor Technician	24	60 sq. metre	5.5 KW
69.	Basohli Painting Artist	20	48	2 KW
70.	Carpet Weaving Artisan - Handloom	20	110	5 KW
71.	Hand Embroidery Artisan	20	58	2KW
72.	Shawl Weaving Artisan	20	110	3kw
73.	Wood Carving Artisan	20	96	5KW
74.	Paper Mache Artisan	20	58	2KW
75.	Traditional Phulkari Artisan	20	96	5
76.	Agriculture			

Divyang Trades

Sr.No.	Name of the Trade	Unit Strength	Space Norms	Power Norms

1	Cutting & Sewing (VI & OD)	12	35 Sq. m	4 KW
2	Hair & Skin Care (VI & OD)	12	35 Sq. m	4 KW
3	Metal Cutting Attendant(VI)	12	100 Sq. m	18 KW
4	Computer Operator and Programming Assistant (VI & OD)	12	60 Sq M	5.5 KW
5	Desktop Publishing Operator (VI &OD)	12	60 Sq. m	4.3 KW

Annexure-19

List of New Age / Future Skills Courses Under CTS

Sr.No.	Name of Trade	Duration	NSQF Level
1.	5G Network Technician	One year	4.5
2.	Additive Manufacturing Technician (3D Printing)	Two Year	3
3.	Advanced CNC Machining Technician	Two Year	4
4.	Aeronautical Structure and Equipment Fitter	Two Year	4
5.	AI Programming Assistant	One year	3.5
6.	Artisan Using Advanced Tool	One year	3
7.	Basic Designer & Virtual Verifier	Two Year	4
8.	Computer Aided Manufacturing (Cam) Programmer	One year	3.5
9.	Cyber Security Assistant	One year	3.5
10.	Data Annotation Assistant	One year	3.5
11.	Drone Pilot (Junior)	Six Month	3
12.	Drone Technician	Six Months	3
13.	Fiber to Home Technician	Six months	3
14.	Geo Informatics Assistant	One year	3
15.	Industrial Robotics and Digital Manufacturing	One year	3

16.	Information Technology	Two Year	4
17.	Internet of Things Technician (Smart Agriculture)	One year	3
18.	Internet of Things Technician (Smart City)	One year	3
19.	Internet of Things Technician (Smart Healthcare)	One year	3
20.	Manufacturing Process Control & Automation	One year	3
21.	Mechanic Electric Vehicle	Two Year	4
22.	Multimedia, Animation & Special Effects	One year	3
23.	Semiconductor Technician	One year	4.5
24.	Small Hydro Power Plant Technician	Two Year	4
25.	Smartphone Technician Cum App Tester	6 Months	3
26.	Software Testing Assistant	One year	4
27.	Solar Technician (Electrical)	One year	3
28.	Technician Mechatronics	Two Year	4
29.	Wind Plant Technician	Two Year	4

Annexure-20

Sample Template for Agreement under the adoption framework of New Age ITI Scheme

This Agreement is made on the <date of signing of agreement >

BETWEEN

Name of Industry < ABC LTD, registered under Companies Act 2013> and having its registered office at <Office address of industry >, which expression shall unless excluded by or repugnant to the Context be deemed to include its successors, administrators, assigns and nominees of First Party

AND

For Govt ITI i. <Name Govt ITI & MIS code>through State Directorate of ---(Name of the concerned State)

Or (for Pvt ITI) ii. <Name of Pvt ITI & MIS code >

hereinafter referred to as the Government of ---------" which expression shall include successors, assigns and nominees of the Second Party

WHEREAS, the Directorate General of Training has initiated a New Age ITI scheme with the aim of transforming vocational training to provide customized skill training in modern-day technology.

WHEREAS the First Party has expressed its keen interest and desire to participate to provide technology, resource and finance support to establish a new age course<name of course.

WHEREAS the Second Party is adopted by first party to provide space and available infrastructure in terms of the objectives of the scheme and policy as highlighted particularly in view of the desire and interest of to implement this scheme to impart training in modern day technology

WHEREAS both parties have held discussions and agreed for collaboration for conducting training under New Age ITI scheme to the registered students.

THEREFORE, both the parties hereby agree that the Adoption framework of New Age ITI scheme as approved and recognized by DGT on the following terms and conditions

1. <u>OBLIGATION OF BOTH THE PARTIES</u>

a. First party will provide the technology, resource and any other support required to establish the new age course in ITI.

b. Both the party mutually shall decide the candidate selection criteria for new age courses.
c. Second Party shall register students under New age course and upload the same on the concerned State Portal
d. Profit sharing will be mutually decided by both the parties
e. Both the parties shall ensure that the training hour of course is completed as defined in the course curriculum
f. Both the parties shall fulfil current regulations in relation to occupational hazard prevention and inform trainee students thereof.
g. First party either need to provide trained instructors for running these courses or provide training to the existing trainers available in the ITI.
h. This trainer shall choose the tasks to be carried out by the trainee during their training and shall help them if his/her help is needed. The trainer shall coordinate jointly with the industry and ITI to ensure the performance of the activities chosen in the student's training plan and shall assess the trainee's learning.
i. Trainers shall help trainees to acquire practical experience that facilitates their entrance into the job market.
j. Trainer shall help students learn the work methodology suited to the professional environment they will work in, comparing and applying the knowledge they have acquired.
k. Both the parties will conduct the exam as per DGT schedule and exam related activities shall be completed by second party
l. There shall not be any unwillingness of any information disclosed to by both parties to each other, either in operationalizing this agreement or for the purposes of implementing this agreement.
m. Any other obligations mutually decided by both the parties

2. <u>REPRESENTATION AND WARRANTIES</u>

The First party represents and undertakes-:

It has full authority and right to enter this Agreement and perform its obligations according to the Agreement.

It has the required technical expertise/ know how to impart training to the students under this policy.

No exercise by the First Party in its obligations thereunder in accordance with the Agreement shall infringe the copyright or other rights or any other rights or interest of the third party that may result in liability

The Second Party represents and undertakes that-:

It has full authority and right to enter into agreement and perform its obligations according to the Agreement

It has been duly affiliated and has all the rights and licenses to impart vocational training in its accredited/affiliated trade and units.

It has not taken and will not take, or has omitted to do anything, or will permit or cause any action to be taken by which any of the rights or affiliation status granted has been or in any way may be impaired.

3. RELATIONSHIP BETWEEN THE PARTIES AND DGT

Nothing in this Agreement, shall constitute a relationship/ partnership or Agency of the DGT with the Parties. Neither Party has the right or power to commit or bind the DGT under any dispute.

4. SCOPE OF RELATIONSHIP BETWEEN BOTH THE PARTIES

The scope of relationship between the parties (" shall be decided by the private parties in their realm").

5. CONFIDENTIALITY

Each party agrees to keep any information confidential supplied or discussed with it by Party or whenever acquired or obtained under or in connection with this agreement and shall not use or disclose such information or any part of the information without the prior consent of the other party except to officers, employees, agents whose duties require them to access information.

6. INDEMNIFICATION

Both the parties shall indemnify and keep the other party indemnified and harmless against any and all claims, actions, proceedings by third party (including all costs, expenses, damages / losses) arising out of or in connection with this agreement due to breach of any provisions of this agreement by such party or as a result of any act of negligence / omission or commission on part of such party and / or its employees, agents etc.

7. TERMINATION

The present agreement can be terminated by both the parties if mutually agreed. However, the responsibilities and duties of both parties in respect of the already enrolled trainees shall not end with the termination of the agreement, and these will remain valid in totality until completion of training and exam of already registered trainees. The agreement can be terminated by giving a notice of 30 days by both the parties by courier/post to their designated address and vide e-mail. In case of breach or violation of the obligation, a notice for correction can be served by either of the party providing a span of fifteen days for resolution. The non-resolution by the party in breach after fifteen days give an immediate right to the other party to terminate the Agreement.

8. Dispute

In the event of a dispute arising between involved parties in execution of the scheme, which involves resolving contested factual matters, such disputes will be addressed resolved through amicable mutual negotiation or through suitable forums designated for private parties. However, the institute must ensure the completion of the training activities for all current trainees and will not admit new students until the dispute is resolved. The dispute can be solved through mediation /conciliation and in case if conciliation fails the subject matter of the dispute can be referred to arbitration.

9. TENURE OF AGREEMENT

This agreement shall be effective from the date signed by both parties and shall remain valid for a period of 4 years unless determined, suspended, or terminated earlier. The agreement may be renewed in accordance with the provisions of the scheme, subject to mutual agreement by both parties.

For and on behalf of First Party	For and on behalf of Second Party
Industry Name	Name of State Directorate/ITI
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Name and Designation of Signing Officer	Name and Designation of Signing Officer