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DGT-NSTI/1/2019-O/o DIR(CFIs)
Government of India
Ministry of Skill Development & Entrepreneurship
Directorate General of Training
Old CIRTES Building, PUSA Complex, New Delhi-110012

Dated: 07.06.2019

Office Memorandum

Subject : Calendar of activities under Crafts Instructor Training Scheme (CITS) – Academic Session 2019-20- Reg.

In supersession to letter No. MSDE-D-11028/5/2018(CFI) dated 12.09.2018 and other related communications on the subject, the guidelines for training activities for CITS course during academic session 2019-20 is attached. This calendar is to be followed by all the NSTIs/ ITOTs(Govt. & Private) for running CITS courses during the academic year 2019-20.

This issues with the approval of competent authority.

(N.R. Aravindan)
Director(CFI)

To

The H.O.D.s / Principals
NSTIs / NSTI(W)s / Government ITOTs / Private ITOTs
(As per list attached)

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o/c

Calendar of activities under CITS courses - Academic session 2019-20

- a. The academic session shall begin on the first working day of July 2019 and end by last working day of June 2020.
- b. Following timings for offering CITS courses shall be followed:
 - General timings are from 9.00 to 17.30
 - In case 2 shifts system is followed, following timings are applicable:
 - First Shift - 8.00 am to 04.30 pm and Second Shift - 10.00 am to 06:30 pm
 - There will be 30 minutes lunch break
- c. Number of hours of training as per CITS curriculum should be strictly ensured.
- d. Marking of attendance through AEBAS would be mandatory for both trainees and Trainers.
- e. 80% attendance of CITS trainees recorded through AEBAS would be compulsory and would be one of the conditions for generation of hall ticket through NCVT-MIS portal. In case of attendance of any trainee falling short of 80% but is 70% or more, generation of hall ticket of such trainees could be allowed subject to verification of genuineness of the reason/s for absence by Director/Principal of the Institute. Those trainees whose attendance is less than 70% will not be permitted to attend the final examination in that academic session. Such trainees will need to repeat the academic session fresh and secure attendance as mentioned above to become eligible for appearing in the final examinations.
- f. As per CITS curriculum, there is no provision of preparatory holidays for examination and no such leave would be allowed. However, 5 days before the commencement of the examination, preparatory sessions will be offered by the Institutes for the trainees. During the preparatory session, both the trainer as well as trainees attendance is mandatory. These preparatory sessions may be utilised for revision/clarifications of syllabus topics.
- g. All NSTIs will follow the Central Government holiday list with the option of 3 holidays based on local festivals as decided by the Central Welfare Coordination Committee of the respective State Government.
- h. All ITOTs under State Government will follow the holiday list as declared by their respective State Government.
- i. In case of private ITOTs, only notified Central Government holidays as declared by the respective NSTI located in that State would be allowed. The state-wise list of ITOTs and NSTIs is annexed.