

DGE&T-19(10)/2011-CD  
Government of India  
M/o Labour & Employment  
Directorate General of Employment & Training



New Delhi, dated 30<sup>th</sup> November, 2011

1. Secretaries/Principal Secretaries of all the State Govts / UT Administrations dealing with Vocational Training
2. Directors/Commissioners dealing with Vocational Training of all States/ UT Administrations
3. Directors, ATI Hyderabad, ATI Mumbai, ATI Kolkata , ATI Kanpur , ATI Ludhiana, ATI(EPI) Hyderabad & Dehradun , FTI Bangalore , Jamshedpur, CSTA RI, Kolkata & NIMI Chennai

**Subject: Revised guidelines for setting up of Institute for Training of Trainers/Instructor Training Wings under Craft Instructor Training Scheme (CITS)**

Sir,

This is in supersession of earlier "Guidelines for setting up of Institute for Training of Trainers and conducting the Training Programme in such institutes" issued vide letter of even no. dated 26<sup>th</sup> April, 2011.

Comments and observations were received from various stakeholders on the earlier guidelines. Subsequently, earlier guidelines were discussed at various fora to address the issues raised. Based on discussions, following modifications have been made in the earlier guidelines:-

1. The earlier "Guidelines for setting up of Trainers Training Institute" be renamed as "Guidelines for setting up of Institutes for Training of Trainers(IToTs)/Instructor Training Wings (ITWs) under Craft Instructor Training Scheme (CITS)"
2. Para-6 modified
3. Appendix X modified
4. Appendix XI modified

The revised guidelines after incorporating above modifications are enclosed. The revised guidelines are also available at DGE&T website [www.dget@nic.in](http://www.dget@nic.in).

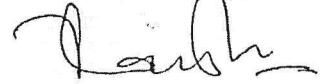
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Henceforth, any agency whether Govt. or private desirous to set up Institutes for Training of Trainers( IToTs)/Instructor Training Wings (ITWs) under CITS will be required to follow the revised guidelines and any other instructions issued in this regard.

Mentors will be provided to render assistance for setting up of such institutes.

Encl: as above.

Yours faithfully,

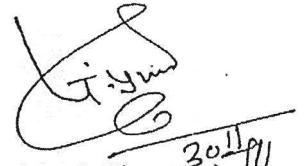


(R L Singh)

Dy. Director General (T)

Copy to:-

- 1 Directors, RDAT Kanpur, Mumbai , Kolkata ,Chennai, Faridabad & Hyderabad
- 2 Principal, MITI, Haldwani, Calicut, Jodhpur, Choudwar, NVTI, Noida and all RVTIs.
- 3 Director-in Charge ,Project, NPIU, DGE&T / Director (Adm.) DGE&T.
- 4 All officers up to JDT level of DGE&T (HQ)



( P K Sharma )

ADT

**GUIDELINES**  
**FOR SETTING UP OF**  
**‘INSTITUTES FOR TRAINING of TRAINERS(IToTs)’ & INSTRUCTOR TRAINING**  
**WINGS (ITWs) FOR CONDUCTING TRAINERS TRAINING PROGRAMME UNDER**  
**CRAFT INSTRUCTOR TRAINING SCHEME (CITS)**

The success and sustainability of any Training Schemes depends, along with others,  
on availability of qualified instructors.

Presently instructors are trained under the Craft Instructor Training Scheme (CITS) in the field institutes of DGE&T. As on date field institutes of DGE&T (1CTI, 5 ATIs, 1 NVTI & 12 RVTIs) have facility for imparting the instructor training in 27 trades (59 modules) out of 121 trades. The gross capacity of these institutes is around 1600 instructors per annum including Instructor training imparted in NVTI and RVTIs to women trainee instructors where the gross annual capacity is around 500 (out of 1600).

- I. The demand for qualified instructors is huge as compared with the gross capacity of instructor training of DGE&T field institutes. Presently, as on 31/3/2011 the gross seating capacity in the country for skill training under the Craftsmen Training Scheme (CTS) which is implemented through 8800 Govt. and Pvt. ITIs (2217 Govt. ITIs & 6583 Private ITIs) is around 12.2 lakhs. These Govt. and Pvt. ITIs require about 60,000 instructors (with an average trainee-instructor ratio of 20:1). As per the present trend, on an average one lakh training seats are being added in the ITIs/ITCs every year. This creates an additional demand of about 5,000 instructors in Govt. and Pvt. ITIs every year. Another flagship programme of DGE&T is Apprenticeship Training Scheme (ATS). Under ATS, training is imparted in 25,472 establishments in 235 designated trades with seating capacity of 3.1 lakhs. Instructor requirement for this scheme is around 15,000. This scheme is also registering a positive growth rate, which is creating an additional demand of about 2000 qualified instructors every year. Further, there is an estimated demand of around 3000 instructors considering superannuation, change in job of existing instructors, etc. Thus, the present instructor requirement for the two major schemes of DGE&T (CTS & ATS) is more than 70,000 and additional demand for these two schemes is 10,000 instructors per annum.

Besides, following new projects will push further the demand of trained instructors, viz.

- establishment of 1500 new ITIs & 50,000 Skill Development Centres (SDCs) under Koushal Vikas Yojna;
- Modular Employable Skills (MES) under SDI scheme wherein target is to train one million persons in the first 5 years and thereafter one million persons each year; and
- Establishment of 2500 Govt. Vocational Education schools in Govt. sector and 2500 in PPP mode, and strengthening of about 2000 existing vocational schools by Ministry of HRD.

- Establishment of 34 new ITIs and 68 SDCs under “Enhancing Skill Development Infrastructure in 34 Districts affected by Left Wing Extremism”.
- Up gradation of 20 ITIs by introducing 3 new trades and supplementing deficient infrastructure in 28 ITIs under “Enhancing skill development infrastructure in NE States and Sikkim”

II. With this background, the present instructor training capacity of 1600 per annum is considered too inadequate. As of now there is huge gap between instructor training capacity and requirement of trained instructors and it is foreseeable that in near future (the gap would further increase exponentially) this may become a serious bottleneck in implementation of projects designed to deliver quality training. DGE&T is therefore, focusing its attention to train instructors in large numbers.

## 2. Instructors Training Programme in DGE&T:

To address the issue both quantitatively, qualitatively, NCVT has made following resolutions in its 37<sup>th</sup> and 38<sup>th</sup> meetings:-

- (i) Introduction of Modular pattern of Craft Instructor Training in place of conventional one year training; (Resolution 3.12 of 37<sup>th</sup> meeting) (DGE&T No. 19(14)/2008 dated 31<sup>st</sup> December, 2008)
- (ii) Introduction of Modular pattern of instructor training for non engineering trades in place of conventional one year training; (Resolution 3804.2 of 38<sup>th</sup> meeting). (DGE&T 19(9)/2010-CD dated 13<sup>th</sup> August, 2010)
- (iii) Abolition of provision for 3 months POT modules for instructors having 5 years or more experience as on July, 2004 to designate them as trained instructors for trades where instructor training facilities are available; (Resolution 3804.3 of 38<sup>th</sup> meeting). DGE&T 19(10)/2010-CD dated 29<sup>th</sup> September, 2010
  - (a) Withdrawal of orders issued vide letter No. DGE&T 19(2)/2004-CD dated 19th/22nd July, 2004 regarding special provision of 3 month POT training for instructors having 5 years or more experience as on July, 2004 and giving them status of trained instructors.
  - (b) State Govts. would give their requirement on number of untrained trainers to DGE&T and DGE&T in turn, shall prepare proper scheme for Training of Trainers.
  - (c) All the existing instructors must be trained in all the modules within a period of three years. Trades where DGE&T have insufficient/no capacity, they will conduct TOT modules with the help of appropriate institutes in the public / private sector.
  - (d) Any institute desirous of getting affiliation for new/additional trades/units in that institute has to ensure that there is no untrained instructor for already affiliated trades/units in that institutes.
  - (e) All the instructors must attend two week refresher training programme every alternate year arranged by DGE&T / State Directorates/ IMCs. TA/DA for these programmes will not necessarily be paid by DGE&T.

(f) Vocational Instructors of ITIs/ITCs should be promoted to higher posts only after they possess Craft Instructor Certificate.

(iv) Enhancing the number of attempts for instructor trainees to pass All India Trade Test for Craft Instructors; (Resolution 3804.4 of 38<sup>th</sup> meeting). DGE&T 19(11)/2010-CD dated 4<sup>th</sup> September, 2010

(v) Appointment of two Instructors for two units of each trade with different qualifications; (Resolution 3804.5 of 38<sup>th</sup> meeting). DGE&T 19(12)/2010-CD dated 28<sup>th</sup> September, 2010  
Institutes (ITIs/ITCs) desirous of taking affiliation from NCVT should apply for a minimum of two units (or multiple of two units) of a trade at a time which would require appointment of two instructors, one for each unit. Out of these two instructors, at least one instructor must be with Diploma/Degree in relevant branch of engineering from recognized board/university with requisite experience.

(vi) Opening of new industrial training institutes/centers; (Additional Resolution 3 of 38<sup>th</sup> meeting).

The council approved the proposal of opening of new ITIs/ITCs by companies like sole propriety, private / public limited, registered under companies act, societies & trusts registered as per act, and promoters of SEZs, etc. Council also approved that these organizations could also set up Institute for Training of Trainers as per rules and Act. (DGE&T 19(29)/2010-CD Dated 22<sup>nd</sup> September, 2010.

### 3. Course Structure

3.1 Craft Instructor Training for Engineering Trades in modular pattern will be imparted as per the syllabi approved by the NCVT for each module. The complete course of Instructor Training for Engineering Trades will be delivered in four modules each of three months duration namely:-

- I. Training Methodology (TM) common for all trades;
- II. Engineering Technology (ET) being common for some trades, it is grouped. The Group list is at **Appendix-I**. However, the list is not exhaustive, on introduction of Instructor Training for a particular Engineering Trade, new group may be created, or it may be accommodated in any of the existing groups;
- III. Trade Technology-I (TT-I) is trade specific; and
- IV. Trade Technology-II (TT-II) is also trade specific.

3.2 The batch size of the modules will be as under:-

- a) Training Methodology maximum intake 30;
- b) Engineering Technology maximum intake 30;
- c) Trade Technology-I maximum intake 20; and
- d) Trade Technology-II maximum intake 20.

3.3 Training in any module is to be started from a quarter of academic session i.e. August, November, February & May.

3.4 Trade testing for modules would be held at the end of each module i.e. October, January, April, & July.

3.5 All the four modules of at least one particular trade are to be operated in an institute.

#### 4. ADMISSION:

- 4.1 In any module, trainees are to be admitted only after NCVT affiliation is granted for that module. The admission of trainees will be as per the guidelines issued by NCVT from time to time. The current guidelines are in **Appendix-II**.
- 4.2 For benefit of sponsoring authorities and candidates who are in the need of such training the Institute will prepare a schedule of modular plan (quarter wise) well in advance and give wide publicity and invite applications from eligible candidates. Copies of such schedule to be sent to Secretary, NCVT for record.
- 4.3 The Instructors from ITIs/ITCs/BTCs/Pvt. candidates should also be admitted in the modules depending upon the request/applications made by the concerned sponsoring authority/private candidates and their eligibility.
- 4.4 Seats are to be reserved for different category of trainees as per the reservation norms prevalent in the respective State/UT.
- 4.5 All the records in respect of trainees should be maintained by the institute for a minimum of 20 years.

#### 5. TRADE TESTING & CERTIFICATION:

- 5.1 On completion of the training period of a particular module Trade Testing would be done under the aegis of NCVT as per the norms of CITS. The marking scheme of Modules will be as detailed in **Appendix-III**.
- 5.2 Mark sheets in appropriate proforma, **Appendix- IV(A), IV (B) & IV (C)** are to be issued to all the trainees who appear in the prescribed Trade Test of the Module by the institute conducting the Trade Test.
- 5.3 Consolidated mark-sheets in appropriate proforma, **Appendix-V(A)** are to be issued to all the trainees who pass all the prescribed Trade Tests of all the modules. Such mark-sheets are to be issued by the institute from where the trainees pass the last module of the four modules.
- 5.4 The institute from where the trainees pass the last module of the four modules will send the details of the trainees in hard as well as soft copy to the DGE&T Hqrs.
- 5.5 "National Craft Instructor's Certificate", **Appendix-V(B)** will be issued by NCVT to all the trainees who pass all the prescribed Trade Tests of all the modules within a period of three years from the date of first registration. The certificates will be sent to the corresponding institutes for subsequent handing over to the concerned trainees.
- 5.6 Additional increments to be given to the Instructors of ITI/ITC's WHO SUCESSFULLY PASS THE Craft Instructors Training course.



## 6. AFFILIATION:

6.1 As per the recommendation of NCVT in its 30<sup>th</sup> meeting and subsequent acceptance by Govt., training institutes to impart training to Craft Instructors can be set up by State/UT Govts., sole propriety company, Pvt. Limited Company, Public Limited Company, SEZ, Society, Trust, & NGO. These institutes will have to be affiliated to NCVT.

6.2 NCVT affiliation to operate courses under Crafts Instructor Training Scheme (CITS) to any institute will be granted on module basis subject to the conditions of fulfilling required infrastructure and human resources.

6.2.1 General Requirement for ITOT / ITW's for Grant of Affiliation

Affiliation to be granted to any ITOT/ITW initially for four modules i.e. TM, ET, TT-I & TT-II.

- a) Any ITW / ITOT will be eligible for grant of affiliation for TM and ET modules of same groups only when at least two units each of TT-I and TT-II of relevant trade / trade group are affiliated.
- b) Any ITW/ITOT may apply for grant of affiliation of all the four modules (TM, ET, TT-I & TT-II) simultaneously. Affiliation of TM & ET will be granted subject to getting affiliation of TT-I & TT-II.
- c) Affiliation of only TM and/or ET modules will not be granted.

6.2.2 Each ITOT/ITW should have one Information Centre (with at least 100 sq. mt.) having the following facilities and having 12000 lumen of illumination:-

- a) Computer Room with at least 10 computers (upto 5 units and thereafter @2 computers/unit) and Internet connectivity (Broad Band)
- b) Library equipped with Trade related Books, Magazines, trade Journals, etc.

6.2.3 Each ITOT/ITW should have Basic amenities for male, Female and differently able persons.

6.2.4 Each ITOT/ITW should have facilities for outdoor sports and games including co-curricular activities.

6.2.5 Power norms for Class rooms, Labs and workshops should be as mentioned in the syllabus of respective modules. Institute should have alternate power supply arrangement to take load of class-room, drawing halls, admn. areas excluding ACs.

- a) The Institute building, workshops, Classrooms, Labs etc, should preferably conform to 3 star energy rating as per Bureau of Energy Efficiency (B.E.E).

6.2.6. Space requirement – the details are mentioned in Appendix-XI.

6.2.7 Human resources which includes Principals, Trainers, other supporting staff members, etc. The salary and remuneration to the Trainers and Principals are to be paid through any Nationalized Bank or Post Office. Qualification & experience requirement for Trainers and Principals are given in Appendix IX.

6.3 Organisations /Institutes desirous of starting Instructor Training Programme in Engineering Trades under CITS will apply for grant of affiliation to DGE&T Hqs in the prescribed form (Appendix-VII A). Institutes already affiliated to operate one or more module(s) can apply to DGE&T in a similar manner. Such applications from such an institute, for grant of affiliation will be considered subject to the following conditions:-

- a) All the affiliated modules should be in operation in the Institute on the date of application;
- b) If the institute does not have affiliation for all the four modules of any trade(s), it should obtain affiliation for all the four modules of such trade(s) before applying for grant of affiliation of modules of other trade(s)/ trade group(s).

6.4 DGE&T will appoint a *MENTOR* for counseling and guidance of the institutes. *MENTOR* will submit a report regarding completion of facilities and availability of infrastructure to start Instructor Training programmes in that institute after undergoing due diligence. On the basis of *MENTOR'S* report, DGE&T will appoint Standing Committee for inspection.

6.5 Module wise affiliation would be granted by NCVT only after the infrastructure facilities for each module as prescribed by NCVT are created and facilities inspected by the Standing Committee constituted for grant of affiliation. Although affiliation is modular but all the modules for particular trades will be required to be affiliated at a time. Such affiliation would be granted for limited period (3 years) and not on permanent basis. It will be the responsibility of the institute to get the facilities inspected and re-affiliated before expiry of the affiliation period.

6.6 The composition of the Standing Committee is at Appendix-VIII. The Standing Committee will have no member from the affiliation department. The Standing Committee Inspection Report (SCIR) duly recommended by the competent authority will be considered by the Sub-Committee of NCVT dealing with affiliation. On the recommendations of the Sub-Committee affiliation will be granted by the NCVT.



Appendix-VIII

COMPOSITION OF STANDING COMMITTEE FOR CARRYING OUT  
INSPECTION OF INSTITUTES FOR GRANT OF AFFILIATION OF NCVT TO  
OPERATE COURSES UNDER CRAFT INSTRUCTOR TRAINING SCHEME

1. One member to be nominated by NCVT - Chairman.  
(Not below the rank of Joint Director)
2. One member- not below the rank of Deputy Director to be nominated by State Director in-charge of Craftsmen Training - Member.
3. Two members- not below the rank of Deputy Director- to be nominated by DGE&T (one technical expert from Industry and other the technical expert representing a trade union)  
- Members.
4. Mentor - Inspection facilitator

Note:-

- (i) Representatives from trade union should be responsible office bearer and from Industry, should be of the rank of Manager/ Deputy Manager depending on whether it is medium scale/ large scale industry.
- (ii) Presence of Chairman is mandatory
- (iii) Minimum of 3 members (including Chairman) will form the quorum