

Policy

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**Opening of New Industrial Training Centre in Private Sector
Affiliation of Trades under NCVT/SCVT trades**

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Preface

This information brochure is an attempt to bring transparency in the process of affiliation of various trades under National Council for Vocational Training/State Council for Vocational Training and opening of the new industrial training centers in the private sector. The brochure contains information regarding the Craftsmen training Scheme, Agencies/Authorities involved in the administration of the Scheme, procedure regarding processing of applications and prescribed proformas and norms.

The area of vocational training and entire gamut of information is however is quite vast and has not been included here for the sake of brevity and users are advised to refer to the Training Manual and Trade Specific syllabi and other requirements as published by Director General of Employment and Training, Govt. of India, Ministry of Labor for NCVT trades and similar publications by Director, Technical Education and Industrial Training, Punjab for SCVT Trades.

Disclaimer

It is clarified that the information brochure is not a legal document and the users are advised to consult and refer to the original office orders and circulars for any clarification. Anything contained in this document cannot form the basis for and legal claim, right or other wise on the part of any one using the Information Brochure. The information contained here in is liable to change without notice and may have unintended omissions or errors due to human or systemic failure.

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Chapter-1

Introduction

1 Craftsmen Training Scheme (CTS)

1.1. The Craftsmen Training Scheme was introduced by the Government of India in 1950 with following objectives

- (i) To ensure a steady flow of skilled workers in different trades for the industry;
- (ii) To raise the quality and quantity of industrial production by systematic training of workers; and'
- (iii) To reduce unemployment among the educated youth by equipping them for the suitable industrial employment.

1.2 The Scheme is being implemented through a vast network of industrial Training Institutes in Various States/Union Territories in the country.

1.3 In order to expand the reach of vocational training, the Government of India, Ministry of Labour embarked upon an ambitious plan to open Industrial Training Centers in the private sector and fixed a target of 1,000 new ITC's in the country during the tenth five year plan.

2. **The Directorate General of Employment & Training (DGE&T)**, Ministry of Labour, Government of India is responsible for laying down standards, syllabi and general policy for the training in the Industrial training Institutes/Centres under the Craftsmen Training Scheme.

3. **The National Council for Vocational Training (NCVT)**, constituted by the Government of India is a central agency to advise the Government of India in framing training policy and co-ordinating vocational training throughout India.

3.1 The functions of the Council shall be to

- (i) Establish and award National Trade Certificates in engineering, building, textile and leather trades and such other trades as may be brought within its scope by the Government of India
- (ii) Prescribe standards in respect of syllabi, equipment, and scale of accommodation, duration of courses and methods of training;

- (iii) Arrange trade tests in various trade courses and lay down standards of proficiency required for a pass in the examination leading to the award of National Trade Certificate;
- (iv) Arrange for ad-hoc or periodical inspections of training institutions in the country to, ensure that the standards prescribed by the council are being followed;
- (v) Recognize training institutions run by government or by private agencies for purposes of the grant of National Trade Certificates and lay down conditions for such recognition;
- (vi) Co-opt, if necessary, any person or persons to advise the council in connection with its work;
- (vii) Prescribe qualification for the technical staff of training institutions;
- (viii) Generally control the conditions for the award of National Trade Certificates;
- (ix) Recommend the provision of additional training facilities wherever necessary and render such assistance in the setting up of additional training institutions or in the organisation of additional training programmes as may be possible;
- (x) Advise the Central government regarding distribution to State governments of the contribution of the Government of India towards expenditure on the Craftsmen Training Scheme;
- (xi) Perform such other functions as may be prescribed to it by the Government of India;
- (xii) Perform such functions as are assigned by or under the Apprentices Act, 1961.

3.2 There are two sub-committees of the Council

For Evaluation of Training Programmers of ITI's/ITC's (for each State)

- (01) Director General of Employment and Training or his nominee
- (02) State Director in Charge of CTS
- (03) One members nominated by All India Council for Technical Education
- (04) One member nominated by Employers Organization

- (05) One member nominated by the Workers Organization
- (ii) For Affiliation of ITI's/ITC's

(01)	Secretary, NCVT	Chairman
(02)	Central Government Department/Ministry	2 Members
(03)	State Directors dealing with CTS (One each from North, South, West and East regions)	4
(04)	Employers Organizations	1
(05)	Workers Organizations	2

4 **Director Technical Education and Industrial Training (DTE&IT), Punjab** is In-charge of the Craftsmen Training Scheme at the State level and is responsible for the implementation of the scheme in the State of Punjab. DTE&IT is also the member secretary of the State council for vocational Training.

5. **The State Council for Vocational Training (SCVT)** has been set up corresponding to the National Council to deal all matters relating to vocational training at the level of the State.

5.1 The State Council which is affiliated to the National Council for Vocational Training functions as a State agency to advise the State Government in carrying out the training policy laid down by the National Council and to co-ordinate the vocational Training Programme through out the State.

5.2 The functions of the Council are;

- (i) To carry out the policy of the National Council with regard to the award of National Trade Certificates in engineering and non-engineering trades as may be brought within its scope by the Central or State Government;
- (ii) To implement the decision and carry out the policy laid down by the National Council in respect of syllabi, equipment, scale of accommodation, duration of courses and method of training;
- (iii) To establish State Board of Examination in Vocational trades;
- (iv) To arrange for ad-hoc or periodical inspection of the training institutes/centres in the State and ensure that the standards prescribed by the National Council are being followed;
- (v) To co-opt, if necessary, any person or persons to advise the State Council in connection with its work;

- (vi) To ensure that the staff is employed according to the qualification-prescribed by the National Council and relax qualifications in special circumstances¹; be recorded, for : trades where such staff is not easily available;
- (vii) To ensure that the examinations are conducted by the State Board of Examinations according to standards and the manner prescribed by the National Council;
- (viii) To counter-sign and issue the National Trade Certificates to successful candidates;
- (ix) To recommend the provision of additional training facilities, wherever necessary, and render such assistance in the setting up of additional training programmes as may be necessary.
- (x) To advise the State Government regarding expenditure on different training schemes; and
- (xi) To perform such other functions as may be entrusted to it by the State Government.

6. **Local Advisory Committees** Should be attached to training Institutes/Centres to study the needs of industry in the region served by the centre and suggest measures to adopt the training programmes to meet the local needs. The committee shall consist of following members

- (01) Principal of the training institute/centre.
- (02) Two representatives of the local industry.
- (03) One representative of Labour.
- (04) Local employment officers

6 Detailed information on the organization, administration of industrial training institutes/centres, prescribed standards, rules and regulations is brought out by DGE&T in its **Training Manual**, which is a comprehensive guide for all relevant information pertaining to the Craftsmen Training Scheme of the Government of India. Any one desirous of opening a new institute/centre or running such institute/centre under the Craftsmen Training Scheme must refer to the Training Manual

Chapter II General Guidelines

1 **When to apply?** The Directorate of Technical Education and Industrial Training Would advertise in the leading newspapers inviting applications for opening of new institutes/grant of affiliation to existing institutes/starting of new trades or addition of new units in the existing trades.

2 **Who can apply?** Any agency/Society/Institute/Trust/Association/body registered with any authority of Govt. of India or State Govt. within India can apply for affiliation to start NCVT/SCVT Courses from the August session of the year. This includes that already affiliated Institution. Who may apply for additional/second unit, subject to condition that the first unit (base unit) has been affiliated?

3 **What is the prescribed Proforma & Other Requisite Documents?** Applicant is required to apply only on the prescribed proforma (**Annexure-I**). Separate applications are to be submitted fro NCVT and SCVT Trades (**List of NCVT/SCVT trades are at Annexure-II**). Following documents must be submitted along with the application

- (i) Registration Certificate, Memorandum of Association, By Laws of the Society
- (ii) Resolution authorizing the applicant to apply
- (iii) Processing Fees

4 **What is the Last date of Application?** Application form complete in all respect would be received in the office of Director Technical Education and Industrial Training on any working day during office hours (9.00 to 5.00 P.M) on or before the last date for submission of application form notified in the advertisement.

5 **Schedule of Fees**

- | | |
|--------------------------|--|
| (i) Processing Fees | Rs. 5000/- each for NCVT/SCVT application form |
| (ii) Pre-Inspection Fees | Rs. 2500/- Per unit for 1st Inspection
Rs. 3000/- Per unit for 2nd Inspection
Rs. 5000/- Per unit for 3rd Inspection |
| (iii) SAC Fee | Rs.10000/- |

Chapter III

Procedure regarding processing of application

1 Scrutiny of Application by DTE&IT

- (i) DTE&IT will scrutinize the applications and after judging their authenticity and financial position, shall convey provisional permission to the deserving applicant only for starting the Institute and ask them to make all necessary arrangements.
- (ii) It is expected that necessary action shall be completed within two months of last date of receiving the application.

2. Provision of necessary infrastructure by the Applicant

- (i) After provisional permission is conveyed to the applicant, the Management of the Centre shall make all necessary arrangements and provide infrastructural facilities for the proposed trades and units as per the prescribed norms.
- (ii) After making necessary arrangements, the applicant shall submit following information for pre-inspection
 - (01) To submit information in the prescribed proforma (Annexure-III) for pre inspection
 - (02) To submit pre-inspection fee
 - (03) The applicant will be responsible to comply with all rules, regulations and directions of various departments of the State Government.
- (iii) It is expected that the applicant shall take necessary action within four months of the date of conveying the provisional permission.

3 Pre-Inspection by DTE&IT

- (i) DTE&IT will depute an officer for the purpose of pre-inspection of the Centre to verify the infrastructure for the proposed trades/units.
- (ii) The pre-inspecting officer will submit his report on the Proforma enclosed as Annexure-'VI'. Officer's recommendation fro SAC inspection would be primarily based upon following observations.

Building

- (01) The Centre must be located either in institutional or commercial area as per the plan of the concerned local authority
- (02) The Centre should be environment friendly and must be away from any potentially hazardous source, which may adversely affect the training.
- (03) The Centre should have a good approach road and other amenities like drinking water etc.
- (04) Construction of building including boundary wall must be complete in all respects. The building, earmarked for the institute should be independent and any part of it should not be used for other purposes.

Faculty and Staff

- (05) Recruitment of Faculty and staff as per norms must be complete.

Machinery and Equipments

- (06) More than 80% of the machinery and equipments required should be installed in the workshop and it should be in the working condition.
 - (07) Institute must have proper electricity connection with appropriate sanctioned load as per the norms.
- (iii) Pre-Inspecting officer shall guide the applicant Institute in respect of infrastructure and other related matters by giving suggestions in writing to the institute, which are to be complied with by the institute before SAC Inspection
 - (iv) In case the Centre is not recommended for SAC Inspection by the Pre-inspecting Officer for any reason whatsoever, a maximum of two more chances for pre-inspection would be allowed. Additional Fee for subsequent pre-inspection shall be charged. The application shall be rejected if the same is not recommended for SAC inspection even after 3rd pre-inspection.

4 Inspection by Standing Affiliation Committee (SAC)

- (i) If the pre-Inspecting Officer recommends inspection by SAC, the date for SAC inspection would be fixed after the applicant deposits requisite fee.
- (ii) The date for SAC inspection shall ordinarily be not rescheduled except on detailed written justification supported by an affidavit of the applicant submitted

in advance to the DTE&IT. The final decision on request for change shall rest with the DTE&IT.

- (iii) At the time of SAC inspection, the applicant Institute shall be required to provide the committee with Performa i.e. Annexure-'III' in triplicate, duly filled with all the documents. In the event of SAC not being able to conduct the inspection on stipulated date for want of Annexure-'III' complete in all respects, no further SAC inspection would be conducted and application would be rejected.
- (iv) SAC would conduct the inspection and submit Report on Performa Annexure 'VIII' within two days positively.
- (v) The responsibility of submission of SAC inspection report within stipulated time would be of Chairman of SAC in case of SCVT trades and of Departmental representative incase NCVT trades
- (vi) If the SAC does not recommend the affiliation of the concerned trades, the application would be rejected.

5 Approval of NCVT/SCVT

5.1 NCVT Trades

- (i) For NCVT Trades, the recommendation of SAC, after scrutiny by DTE&IT Punjab would be forwarded to DGE&T, New Delhi for grant of permanent affiliation from NCVT and provisional permission for admission for the current session will be given by DTE&IT. Punjab subject to the affiliation from DGE&T, New Delhi, failing which the students admitted on the strength of provisional permission would be trade tested by SCVT
- (ii) In case the DGE&T New Delhi keeps a particular case under consideration (UC) due to some short comings/discrepancies found in the SAC report or due to some other reasons, the intimation regarding the same would also be given by DGE&T to the concerned Institute. Institute shall be liable to remove shortcomings/discrepancies and after verifying rectification of shortcomings, the department would submit the report to DGE&T within a period of 3 months failing which the case for affiliation would be liable to be rejected by NCVT/DGE&T. The provisional permission for the admission would not be given in subsequent year if the case remains under consideration (UC) of DGE&T due to any reason.

- (III) After getting the approval from NCVT, an order for permanent affiliation of the particular trade will be issued to the applicant's Institute subject to the terms and conditions mentioned at Annexure-'IX'.

5.2 SCVT Trades

- (i) For SCVT Trades, the recommendation of SAC after scrutiny by the DTE&IT Punjab will be put up before SCVT for final approval.
- (ii) After the approval of SCVT, an order of permanent affiliation will be issued by DTE&IT, Punjab subject to the terms and conditions mentioned in the Annexure-'X'

5.3 Provisional permission for NCVT trades shall not be given if the admission process for the current session is already over.

5.4 In addition to the above, the affiliated institute has to deposit affiliation renewal fee as prescribed in the schedule of fees before the admission of the students from second session onward.

Annexure- 'I'

Particulars to be furnished by the Management of the Private Institute/Centre seeking permission to conduct Training Course on the pattern of Craftsmen Training Scheme leading to affiliation to N.C.V.T./S.C.V.T.

1. Particulars of the proposed Institute/Centre

- 1 Name of the Institute/Centre
- 2 Full Address of the Institute
- 3 Proposed date of establishment
- 4 Particulars of the trades/units proposed to be started on the pattern of Craftsmen Training Scheme.

S.N.	Trades	No. of units	Proposed date of start
1			
2			
...			

5. Staff proposed to be appointed

SNo	Designation	No. Proposed to be appointed	Proposed date of appointment
1			
2			
...			

6. Accommodation proposed to be provided

Sr. No.	Nature of Room/ Workshop/ Laboratory	Area proposed to be provided in Sq m.	Owned or Hired
1.			
2			
...			

7 Any other particulars of the proposed Institute/Centre

II Particulars of the Management of the proposed Institute/Centre.

1. Name and address of the individual society :
controlling/managing the institute.

2. Date of the establishment of the Managing Society :
3. Provision of specific by-laws/article authorizing to run the institute/centre. :
4. Certified copy of resolution of the Board of Directors/Managing Committee of Society through which the Institute has been established :
5. Financial status of the Managing Society - Quantum of funds available under the control of the Managing Society. :
6. Likely budget provision for running of the institute during an academic year. :
7. Sources of income of the society to run the institute. :
8. Quantum of monthly tuition fees etc. proposed to be collected from institutes :
9. Name of the person authorized to collect the fees :
10. Any other information about the management of the proposed institute/centre :

Signature of the Applicant

Annexure- 'II'

List of NCVT Trades

**Engineering Trades
MANUFACTURING SECTOR**

Sl. No.	Name of the Trade	Duration	Entry Qualification
1.	Foundry man	1 year	Passed class 8 th examination under 10+2 system of education or its equivalent.
2.	Sheet Metal Worker	1 year	Passed 8 th class examination under 10+2 system of education or its equivalent.
3.	Plastic Processing Operator	1 year	Passed 10 th class examination under 10+2 system of education or its equivalent.
4.	Painter General	2 years	Passed 8 th class examination or its equivalent.
5.	Fitter	2 years	Passed 10 th class examination under 10+2 system of education or its equivalent.
6.	Turner	2 years	Passed 10 th class examination under 10+2 system of education or its equivalent.
7.	Machinist	2 years	Passed 10 th class examination under 10+2 system of education or its equivalent.
8.	Tool & Die Maker (Press Tools, Jigs & Fixtures)	3 years	Passed 10 th class examination under 10+2 system of education with Science or its equivalent.
9.	Tool & Die Maker (Dies & Moulds)	3 years	Passed 10 th class examination under 10+2 system of education with Science or its equivalent.
10.	Machinist (Grinder)	2 years	Passed 10 th class examination under 10+2 system of education or its equivalent.
11.	Electroplater	2 years	Passed 10 th class examination under 10+2 system of education or its equivalent.
12.	Mechanic Agricultural Machinery	2 years	I. Essential: - Should have passed 8 th class examination under 10+2 System of education or its equivalent. II. Desirable: - Passed 10 th class Examination under 10+2 system of education with Science (Physics and Chemistry) as one of the subjects.

13.	Instrument Mechanic	2 years	Passed 10th class examination under 10+2 system of education with Science as one of the subjects or its equivalent.
14.	Draughtsman (Mechanical)	2 years	Passed 10th class examination under 10+2 system of education with Science and Mathematics or its equivalent.
15.	Maintenance Mechanic (Chemical Plant)	2 years	Passed 10th class examination with Physics, Chemistry and Mathematics under 10+2 system of education or its equivalent.
16.	Instrument Mechanic (Chemical Plant)	(a) 2 years (b) 6 months	Passed 10th class examination under 10+2 system of education with Physics, Chemistry & Mathematics as one of the subjects or its equivalent. Passed B.Sc. with Physics & Chemistry.
17.	Attendant Operator (Chemical Plant)	(a) 2 years (b) 6 months	Passed 10th class examination under 10+2 system of education with Physics, Chemistry & Mathematics as one of the subjects or its equivalent. Passed B.Sc. with Physics & Chemistry.
18.	Laboratory Assistant (Chemical Plant)	(a) 2 years (b) 6 months	Passed 10 th class examination under 10+2 system of education with Physics, Chemistry and Mathematics as one of the subjects or its equivalent. Passed B.Sc. with Physics and Chemistry.
19.	Information Technology & Electronics System Maintenance	2 years	Passed in 10 th class Examination under 10+2 system of education with minimum 60% marks in Maths & Science put together. Desirable- 12 th class with Maths and Physics.
20.	Mechanic Industrial Electronics	2 years	Passed 12 th Class Examination with Physics, Chemistry & Mathematics.
21.	Mechanic Mechatronics	2 years	Passed 10+2 Class Examination with Physics, Chemistry & Mathematics.
22.	Operator Advanced Machine Tools	2 years	Passed 12 th Class Examination with Physics, Chemistry & Mathematics.

SERVICE SECTOR

23.	Welder (Gas and	1 year	Passed 8th class examination under 10+2 system of
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	Electric)		education or its equivalent.
24.	Upholster	1 year	Passed 8 th class examination under 10+2 system of education or two classes below matriculation examination or equivalent.
25.	Carpenter	1 year	Passed 8 th class examination under 10+2 system of education with science as one of the subjects or its equivalent.
26.	Mechanic (Diesel)	1 year	Passed 10 th class examination under 10+2 system or its equivalent.
27.	Plumber	1 year	Passed 8 th class examination under 10+2 system of education or its equivalent.
28.	Mason (Building Constructor)	1 year	Passed 8 th class examination under 10+2 system of education or its equivalent.
29.	Mechanic (Tractor)	1 year	1) Essential - should have passed 8 th class examination under 10+2 system of education or its equivalent. 2) Desirable - Passed 10 th class examination under 10+2 system of education with science (Physics and Chemistry) as one of the subjects or its equivalent.
30.	Pump Operator-cum-Mechanic	1 year	Passed 10 th class examination under 10+2 system of education with science or its equivalent.
31.	Wireman	2 years	Passed 8 th class examination or its equivalent.
32.	Mechanic (Motor Vehicle)	2 years	Passed 10 th class examination under 10+2 system of education or its equivalent.
33.	Mechanic (Watch & Clock)	2 years	Passed 10 th class examination under 10+2 system of education or its equivalent.
34.	Electrician	2 years	Passed 10 th class examination under 10+2 system of education or its equivalent.
35.	Mechanic (Radio & TV)	2 years	Passed 10 th class examination under 10+2 system of education or its equivalent.
36.	Mechanic-cum-Operator Electronics Communication	2 years	Passed 10 th class examination under 10+2 system of education or its equivalent.

	System		
37.	Mechanic (Refrigeration and Air-Conditioner)	2 years	Passed 10th class examination under 10+2 system of education with Science & Mathematics or its equivalent.
38.	Millwright / Maintenance Mechanic	2 years	Matriculation with Science and Mathematics or its equivalent.
38*	Mechanic Machine Tools Maintenance	3 years	Matriculation with Science and Mathematics or its equivalent.
39.	Draughtsman (Civil)	2 years	Passed 10th class examination under 10+2 system of education with Science and Mathematics or its equivalent.
40.	Surveyor	2 years	Passed 10th class examination under 10+2 system of education with Science and Mathematics or its equivalent.
41.	Electronic Mechanic	2 years	Passed Matriculation examination under 10+2 system of education Science and Mathematics or its equivalent.
42.	Building Maintenance	06 months	Passed 10th class examination under 10+2 system of education or its equivalent.
43.	Mechanic Auto Electrical and Electronics	06 months	Passed 10th class examination under 10+2 system of education with Science and Mathematics or its equivalent.
44.	Sanitary Hardware fitter	06 months	Passed 8 th class examination under 10+2 system of education or its equivalent.
45.	Lift Mechanic	2 years	Passed 10 th class examination under 10+2 system of education with science or its equivalent.
46.	Architectural Assistant	1 year	Passed 10th class examination with 40% marks in mathematics or Secondary Standard under 10+2 system of education or its equivalent.
47.	Mechanic Computer Hardware	2 years	Passed 10+2 or Intermediate or Pre-university with Physics as one of the subject.
48.	Mechanic Medical Electronics	2 years	Passed 10 th class examination under 10+2 system of education with Mathematics & Science or its equivalent.
49.	Mechanic Consumer Electronics	2 years	Passed 10 th class examination under 10+2 system of education with Mathematics & Science or its equivalent.

Non-Engineering Trades

MANUFACTURING SECTOR

1.	Embroidery and Needle Work	1 year	Passed 8th class or its equivalent.
2.	Cane Willow and Bamboo Work	1 year	Passed 8th class or its equivalent.
3.	Weaving of Silk and Woollen Fabrics	1 year	Passed 8th class or its equivalent.
4.	Weaving of Woollen Fabrics	1 year	Passed 8th class or its equivalent.
5.	Manufacture of Footwear	1 year	Passed 8th class examination under 10+2 system of education or its equivalent.
6.	Leather Goods Maker	1 year	Passed 8 th class examination under 10+2 system of education or two classes below matriculation examination or its equivalent.
7.	Dress Making	1 year	Passed Matriculation examination or its equivalent or 10th class under 10 + 2 system.
8.	Baker and Confectioner	1 year	Passed 10th class examination under 10 + 2 system of education or its equivalent.

SERVICE SECTOR

9.	Desk Top Publishing Operator	1 year	a) Passed 12 th under 10+2 system or its equivalent. b) Typing speed of 30 wpm in English. Desirable: typing speed of 30 wpm in Regional Language.
10.	Computer Operator and Programming Assistant	1 year	12 th class pass under 10+2 system or duly recognized Diploma in Engineering from any Polytechnic of 3 years duration after 10 th class.
11.	Cutting & Sewing	1 year	Passed 8th class or its equivalent.
12.	Preservation of fruits and vegetables	1 year	Passed 10th class examination under 10 + 2 system of education with Science or its equivalent.

13.	Photographer	1 year	Passed 10 th class examination with Physics and Chemistry under 10+2 system or its equivalent.
14.	Bleaching Dyeing and Calico Printing	1 year	Passed 10 th class examination under 10+2 system of education with Science and Mathematics or its equivalent.
15.	Stenography (English)	1 year	12 th class Pass
16.	Secretarial Practice	1 year	12 th class Pass
17.	Stenography (Hindi)	1 year	12 th class Pass
18.	Hair and Skin care	1 year	Passed Matriculation examination with Hygiene and Physiology or Biology as Elective Subject or 10 th Class under 10+2 system with Hygiene and Physiology or Biology as Elective Subject or equivalent.
19.	Steward	1 year	Passed 10 th Class exam under 10+2 system of education or its equivalent.
20.	Craftsman Food Production (General)	1 year	Passed 10 th Class exam under 10+2 system of education or its equivalent.
21.	Craftsman Food Production (Vegetarian)	1 year	Passed 10 th Class exam under 10+2 system of education or its equivalent.
22.	Process Cameraman	1 year	Passed 10 th class exam under 10+2 system of Education with science as one of the subjects or its equivalent.
23.	Plate Maker-cum-Impositor	1 year	Passed 10 th class exam under 10+2 system of education with science as one of the subjects or its equivalent.
24.	Litho - Offset Machine Minder	1 year	Passed 10 th class exam under 10+2 system of education with science as one of the subjects or its equivalent.
25.	Driver Cum Mechanic (Light Motor Vehicle)	06 months	Passed 10 th Class Examination under 10+2 System of Education.
26.	Data Entry Operator	06 months	Essential: (i) 10 th Class Passed (ii) Typing speed of 30 w.p.m. in English Desirable: Typing speed of 30 w.p.m. in Hindi/ Any Local language.
27.	Tourist Guide	06 months	Passed 12 th Class under 10+2 system of education or equivalent.

28.	Floriculture & Landscaping	06 months	Passed 12 th Class Examination with Biology as major subject or Vocational Training in Agro-Horticulture.
29.	Health Sanitary Inspector	01 year	Passed 12 th Class Examination under 10+2 System of Education with science in X class. Preference given to trainees with Physics, Chemistry & Biology in 12 th Class.
30.	Hospital House Keeping	01 year	Passed 12 th Class Examination under 10+2 System of Education with Physics, Chemistry & Biology.
31.	Dental Laboratory Technician	02 years	Passed 10 th Class Examination under 10+2 System of Education.
32.	Medical Transcription	06 months	Passed 12 th Class Examination under 10+2 system of education with Biology/Physiology as major subject. Knowledge of English Language is essential.
33.	Horticulture	01 year	Passed 12 th Class Examination with Biology as major subject or Vocational Training in Agro-Horticulture.
34.	Library & Information Science	06 months	Passed 12 th Class under 10+2 system of education or equivalent.
35.	Insurance	03 months	Passed 12 th Class under 10+2 system of education or equivalent.
36.	Institution House Keeping	06 months	Passed 10 th Class Examination under 10+2 System of Education.
37.	Corporate House Keeping	06 months	Passed 10 th Class Examination under 10+2 System of Education.
38.	Domestic House Keeping	06 months	Passed 10 th Class Examination under 10+2 System of Education
39.	Old Age Care	06 months	Passed 8 th Class under 10+2 system of Education.
40.	Network Technician	06 months	Passed 12 th Class under 10+2 system of education or equivalent.
41.	Pre/Preparatory School Management (Assistant)	06 months	Passed 10 th Class Examination under 10+2 System of Education
42.	Creche Management	06 months	Passed 10 th Class Examination under 10+2 System of Education
43.	Cabin/Room Attendant	06 months	i) Passed 10 th Class Examination under 10+2 System of Education. ii) Working knowledge of English & Hindi.
44.	Dairying	01 year	Passed 10 th Class Examination under 10+2 System of Education

45.	Digital Photographer	01 year	Passed 12 th Class under 10+2 system of education or equivalent.
46.	Event Management Assistant	06 months	Passed 10 th Class Examination under 10+2 System of Education or its equivalent. (With English as subject)
47.	Fashion Technology	01 year	Passed 12 th Class under 10+2 system of education or equivalent.
48.	Front Office Assistant	06 months	Passed 10+2 Class Examination under 10+2 System of Education or its equivalent. (With English as subject)
49.	Interior Decoration and Designing	01 year	Passed 10 th Class Examination under 10+2 System of Education

List of SCVT Trades

1	Art & Craft Teacher Training	02 Year
2	Cutting & Sewing Teacher Training	01 Year
3	Punjabi Stenography	01 Year

Annexure- 'III'

Particulars to be furnished to the Secretary NCVT/SCVT for the Purpose of Considering Grant of Affiliation of Institutes/Centres implementing Craftmen Training Scheme under the Aegis of the National Council of Vocational Training/State Council of Vocational Training-

Revised Proforma for Inspection Report by Standing Affiliation Committee (SAC)

(Items not applicable may be deleted)

I. General

1	Name and full postal address of the Institute/Centre indicating taluk, district and pin code					
2	Name and address of the agency seeking affiliation					
3	Date of establishment of the Institute/Centre					
4	Date of last inspection by Standing Committee					
5	Date of present inspection					
6	Whether permission has been obtained from the State Director for starting the Institute/ Trades/ Units.					Yes/No
	If so, indicate the reference of the State Directorate					
7	Year-wise Trades and Units for which affiliation is sought:					
<i>Sr. No</i>	<i>Trade/Units for which affiliation sought</i>				<i>Year of their first admission</i>	<i>Remarks</i>
	Trades	Units			Total Units	
		Ist Shift	IInd Shift	IIIrd Shift		
1	2	3	4	5	6	7

II. Staff

1. Principal/Head of Institute/Centre

(a)	Name of the Principal	
(b)	Age of the Principal	
(c)	Qualification:	
	Academic	
	Technical	
	Working Experience	
(d)	Date of joining the Institute	
(e)	Scale of pay and actual pay drawn	

2. Administrative and Ministerial staff: -

<i>Sr No</i>	<i>Name of the staff member</i>	<i>Age</i>	<i>Designation</i>	<i>Qualification</i>	<i>Scale of Pay</i>	<i>Nature of job handled</i>
1	2	3	4	5	6	7

3. Details of Instructional and Supervisory Staff for the Trades/Units, which have already been granted affiliation by DGE&T:

<i>Sr. No .</i>	<i>Name of the Staff member</i>	<i>Designation</i>	<i>Technical Qualification (Craftsmen Training Scheme (CTS)/ Apprenticeship Training Scheme (ATS) Trade/Branch of Engineering)</i>	<i>Whether trained under Crafts Instructor's Training Scheme (CITS)</i>	<i>Trade/Subject handled</i>
1	2	3	4	5	6

4. Details of Instructional and Supervisory Staff for the Trades/Units, which affiliation is sought now:

<i>Sr. No .</i>	<i>Name of the staff member</i>	<i>Age</i>	<i>Designation</i>	<i>Trade/Subject handled</i>	<i>Scale of Pay</i>	<i>Date of joining</i>	<i>Technical Qualification (CTS/ATS Trade/Branch of Engineering)</i>	<i>Whether trained under CITS</i>
1	2	3	4	5	6	7	8	9

<i>Sr. No</i>	<i>Name of the tools, equipment and machinery as per syllabus</i>	<i>Number required for Instructor and Trainees for one unit as per DGE&T norms</i>	<i>Total (Units affiliated and sought affiliation)</i>	<i>Total number actually available for all the units</i>	<i>Indicate shortage if any</i>	<i>Percentage of availability (Item wise)</i>
1	2	3	4	5	6	7

2. Give details of raw materials purchased for each trade separately in the following proforma:

Name of the trade :
 Total number of units :
 Total amount spent during the previous year :

<i>Sr. No.</i>	<i>Name of the Item</i>	<i>Quantity Purchased</i>	<i>Number and date of purchase order</i>	<i>Address of supplier</i>	<i>Date of Supply</i>	<i>Cost</i>	<i>Number and date of DD/ Cheque or cash receipt</i>
1	2	3	4	5	6	7	8

3. POWER SUPPLY (details of Power Supply requirement for various trade is given at Annexure X)

- (a) Date of connection
 (b) Whether three phase current supplied
 (c) I Required kW: II Available kW:

<i>Sr. No</i>	<i>Name of Trade</i>	<i>Maximum number of unit in one shift</i>	<i>Power supply required as per norms</i>	<i>Power supply available in the Institute</i>

4 DETAILS OF ACCOMMODATION AT THE INSTITUTE

- (a) Are there separate workshops and theory lecture rooms for each trade: Yes /No
 (b) Details of accommodation for workshop/classrooms

(to be given in the following proforma)

(i) Accommodation for workshop/classroom

Sr. No.	Name of the Trade	Maximum number of units in one shift only	WORKSHOP			CLASSROOM Actually available (sq. mt.)
			Required as per DGE&T norms (sq. mt.)	Actually available (sq. mt.)	Shortage (if any)	

II. Total accommodation (sq. meters) required as per DGE&T: norms for the whole Institute (covered area)

III. Actual accommodation (covered area) available (sq. metres):

IV. Shortage, if any (sq. meters)

V. Total land area provided for the Institute:

VI. Whether own or rented building (enclose proof of ownership/lease deed):

VII. Date of occupation:

VIII. Duration of lease and date of expiry of lease:

IX. Whether attested copy of site plan and layout of the entire institute attached: Yes/No (**actual dimensions of each room should be indicated**)

5. Other facilities such as technical library, dispensary, recreational, audiovisual aids and sports facilities are available (list to be furnished separately)

V. Standard of Training

(i) Coverage of syllabus on the date of inspection

S N	Name of the Subject		Number of weeks to be completed on day of inspection		Number of weeks actually completed		Percentage of coverage
			I Year	II Year	I Year	II Year	
	1.	Theory					
	2.	Practical					
	3.	Workshop Calculation & Science					
	4.	Engineering Drawing					
	5.	Social Studies					

(ii) Number of tests conducted up to the date of inspection:

<i>First Year</i>		<i>Second Year</i>	
Weekly	Monthly	Weekly	Monthly

(iii) * Assessment of records maintained by Instructor: Very Good/Good/Satisfactory

(iv) * Assessment of records maintained by Trainees: Very Good/Good/Satisfactory

(v) Total amount spent on raw materials trade-wise so far:

<i>Sr. No.</i>	II. Trade	<i>Amount</i>
1	2	3

(vi) Average amount spent on raw material trade-wise per month per trainee:

<i>Sr. No.</i>	Trade	Average amount spent per month per trainee
1	2	3

(vii) Number of units of electricity consumed from the date of :
starting of training classes

(viii) Number of units of electricity consumed per month per trainee :

(ix) Result of All India Trade Test conducted in last two years trade- :
wise

<i>Sr. No.</i>	<i>Name of the trade</i>	<i>Year of AITT</i>	<i>No. of trainees appeared</i>	<i>No. of trainees passed out</i>
1	2	3	4	5

(x) Names of External Examiners if appointed :

(xi) (a) Number of National Trade Certificates issued to passed out trainees, so far :

(b) Number of National Trade Certificates yet to be issued :

(xii) (a) Total number of trainees passed out :

(b) Number of passed out trainees known to have secured jobs :

VI. Previous inspection and rectification of deficiencies

1. Date of last inspection by Standing Committee :
2. Defects pointed out by the previous Committee :
3. Action taken to rectify defects :
4. Any other relevant information, which the Institute would like to bring to the notice of the Standing Committee :

The documentary proof for all tools and equipments and machinery, power supply and space are/will be produced before the Standing Committee and certified that the best of my knowledge and belief, the information furnished above is correct.

Place:

Date:

Signature

Name and designation of the Secretary/
Principal/Correspondent of the
Institute

Note: All the pages of Annexure III should be signed by all the members of the Standing Committee, duly, stamped with date of signature.

Annexure- 'IV'

Subject: Policy for opening up of new Centres for affiliation of State Council for Vocational Training (SCVT) Courses i.e A&C TTC, C&S Emb. TTC and Punjabi Steno Courses in the State of Punjab

1. LOCATION:

- (i) The building must be located in either Institutional or Commercial Area as per the plan of the Local concerned Authority.
- (ii) It must not be situated in the Residential Area.
- (iii) It should be easily approachable and reasonably away from any potentially hazardous source, which could adversely affect the physical & psychological health of the trainees.

2 Ownership

- (i) Institute/Centre can function in a rented/leased building. The rent/lease deed should not be less than 5 years.

3 Norma fot Land and Funds Requirement

	Up to 200 trainees	Up to 300 trainees	More than 300 trainees
A. LAND:	One Acre (In rural areas) 0.25 Acre (in urban area)	Two Acre (In rural areas) 0.50 Acre (In urban areas)	3 Acres (Rural) 1 Acre (Urban)
B. Bank Guarantee/F.D.R. Pledged to the State Director To prevent Fly-by-night Operators and to Secure interest of trainees	Rs. 1 Lac	Rs. 2.5 Lac	A. Rs. 5 Lac
C. Working Capital	Rs. 1.5 Lac	Rs. 3.00 Lac	Rs. 5 Lac
Note: i) Additional space for Hostels and Staff Quarters shall be as per requirement. ii) 1 Marla= 25 Sq. Yard, 1 Kanal = 20 Marla, 1 Acre= 8 Kanal			

4. Income Tax Clearance is the responsibility of the Institute/Centre.
5. Preferred dates of Counseling shall be as under:
First Counseling: Not later than 31st July.
Second Counseling: Not later than 31st August.

Annexure- 'V'

Subject: Minimum Norms for Permitting an Institute to Start in Respect of Land, Building and Staff

A. MINIMUM NORMS REGARDING STAFF

1. There should be a suitably qualified Principal/Head of the Institute for ITI
2. The training staff should be as under

(a)	Group Instructor	One for every eight units
(b)	Trade Instructor	One for each unit
(c)	Drawing Instructor	* One for 144 (Engineering/Trade) seats
(d)	Maths Instructor	* One for 144 (Engineering/Trade) seats
(e)	Allied Trade Instructor	* One for 250 (Engineering/Trade) seats
(f)	Millwright Instructor	One for Six units in ITI In the following trades: (i) Machinist (Grinder) (ii) Machinist, Tunner, tool and Die Maker, Mechanic Instrument
(g)	Social Studies Instructor	** One for 1000 seats
(h)	Millwright Mechanic/ Maintenance Mechanic	One for each ITI working in three shifts
(i)	Millwright Foreman	One for ITI with 600 or more seats
(j)	Carpenter	One for ITI with 600 or more seats and where carpentry trade exists
(k)	Language Instructor (for Stenography)	One for every two units
(l)	Audiovisual Instructor	One for 256 seats
(m)	Motor Driving Instructor	One for Motor Mechanic Trade
(n)	Store-keeper	
	Institute below 250 seats	One
	Institute below 250-599 seats	One Store-keeper and One Assistant Store-keeper
	Institute with 600-899 seats	One Store-keeper and two Assistant Store-keeper
	Institute with 900 seats and above	One Store-Superintendent and three Assistant Store-keepers

3. Ministerial Staff-As per requirements

B. Minimum Norms Regarding Building

1. Buildings for ITI should be as under:

Sr. No.	Sub-head	Carpet Area for a strength of (Sq.ft.)				
		160	250	500	700	1000
1.	Principal room	200	200	300	300	300
2.	Classrooms	900	1200	3600	4500	5400
3.	Drawing Hall	300	400	600	1200	1800
		3 Nos.	4 Nos.	12 Nos.	15. Nos.	18 Nos.
4.	Clerks room	For the Clerks room, the area may be provided at the rate of 40 sq. ft. per Clerk and 10 per cent additional area should be provided for the store of records				

*For lesser number of seats, a part-time instructor could be engaged.

** DGE&T Letter No. DGET-19 (9)/93-CD, Dated 27 October 1997.

Note

1. The workshop building should satisfy the trade-wise carpet area norms as per in the Training Manual.
2. Allied trade facilities should be provided in the institute itself as per requirements.
3. Store should be provided with an area of 15 per cent of total area of the workshop.

C. Power Supply

Power supply should be available as per requirements. Such requirements are stated in DGE&T. Letter No. DGET-19/27/96-CD, Dated 11th July 1997 (Annexure-X)

(D).Industrial Staff Qualifications and Experience

All the instructional staff should be qualified and experienced as per norms in the Training Manual.

(E) Land

- (i) Sufficient land should be available as per requirements based on the strength of an institute
- (ii) For establishing full fledged institute with a minimum of 24 units, in which hostel facilities are not proposed to be provided for the trainees-5 acres.
- (iii) For establishing a full-fledged institute with a minimum of 24 units, in which hostel facilities and playground etc. are proposed for the trainees-10 acres.

1. Land for Institute

Land for Industrial Training Institutes which are situated in metropolitan cities like Mumbai, Kolkata, Delhi and Chennai may be of the order of five acres and above apart from the provision of hostel and staff quarters, considering the heavy investment in land. In other places, ten acres of land should be sufficient without staff quarters and hostel accommodation.

2. Land for Hostel

Hostel accommodation for 50 per cent of trainees may be provided. Adequate additional 4-5 Acres of land for this purpose may be required where a hostel for the institute is considered to be essential.

3. Land for Staff Quarters

The provision of staff quarters may be made for 80 per cent of the staff and additional 5-6 acres of land be provided for this purpose. The plinth areas for staff quarters for various pay-ranges will be as per the existing norms prescribed by the CPWD/PWD.

4. Space Norms for Workshops for ITIs/ITCs

(i) While prescribing the space norms for workshops for ITIs/ITCs, it has been decided that apart from pitched roof as prescribed for construction of the workshop and laboratories may also be considered so that the space can be utilized economically.

(ii) The above norms have been considered keeping in view the escalating cost of land and non-availability of required land in metropolitan cities. Therefore, RCC roof for workshop and laboratories may also be considered due to following reasons

- (a) Space can be utilized economically
- (b) Heights can be reduced
- (c) Can be expanded vertically
- (d) Number of electricity points can be reduced
- (e) Comfortable to the trainees in tropical region
- (f) Construction cost can be reduced by adopting ground floor, with two floor designs for workshop for optimum use of land

(iii) It is also recommended that trades requiring heavy machinery can be accommodated on the ground floor. The trades that can be accommodated on different floors are suggested as follows: -

1. Ground Floor: Welder, Moulder (new name Foundryman), Mechanic Tractor, Mechanic Diesel, Mechanic Motor Vehicle, Pattern Maker, Fitter, Turner, Machinist, Sheet Metal Worker, Carpenter, Machinist Grinder, Tool and Die Maker, Instrument Mechanic, Building Constructor (Mason).
2. First Floor: (a) Electrician, (b) Wireman, (c) Book Binder, (d) Plumber, (e) Electroplater, (f) Leather Goods Maker, (g) Manufacturer of Footwear.
3. Second Floor: (a) Draughtsman Mechanical, (b) Draughtsman Civil, (c) Surveyor, (d) Electronics Mechanic, (e) Mechanic Radio and TV, (f) Dress Making, (g) Stenography (Hindi), (h) Stenography (English), (i) Painter General, (j) DPCS/COPA, (k) Watch and Clock Repairer, (l) Theory Classes, (m) Drawing Hall, (n) Library, etc.

5. Space Requirement for Main Building in ITIs

Sr. No.	Description	Area in sq. mtr Recommended by Sub-Committee of DET Gujarat and approved by NCVT
1	2	3
1.	Principal's Room	20-25
2.	Vice Principal's Room	15
3.	Staff Room	10 per 250 seats
4.	Clerks Room	4 per clerk
5.	Stationery Store Room	14
6.	Record Room	14
7.	Library and Reading Room	45 up to 250 seats room, then 15 per 250 seats
8.	Classrooms	1 per trainee; 6 classrooms for 250 seats
9.	Demonstration Hall	Not required
10.	Drawing Hall	Including in S.No.8 (Classrooms)
11.	Canteen	30
12.	Tool Room (Precision Measuring Lab)	30
13.	Allied trade	Where related trades run, it is necessary to provide tools and area

6. Space Requirement in ITIs (Workshop Building)

Sr No.	Name of the Trade	Shop-floor Area (in sq. mtr per trainee)
Engineering Trades		
1.	Forger and Heat Treater	10.00
2.	Welder (Gas and Electric)	6.40
3.	Sheet Metal Worker	5.00
4.	Foundryman	8.75
5.	Carpenter	7.50
6.	Mechanic (Tractor)	#15.50 *3.75
7.	Mechanic (Diesel)	#8.50 *5.25
8.	Upholsterer	5.00
9.	Plumber	4.40
10.	Painter (General)	5.00
11.	Mechanic-cum-Operator (Electronic Communication System)	5.00
12.	Computer Operator and Programming Assistant	3.50
13.	Wireman	4.50

14.	Mechanic Agricultural Machinery	#15.50 6.00
15.	Building Constructor/ Mason	6.00
16.	Pattern Maker	5.25
17.	Mechanic (Motor Vehicle)	#15.00 5.25
18.	Fitter	7.13
19.	Turner	9.92
20.	Machinist (Grinder)	10.00
21.	Machinist	10.50
22.	M/W Maintenance Mechanic (New Name: Mechanic Machine Tool Maintenance)	15.00
23.	Electrician	6.10
24.	Instrument Mechanic	5.00
25.	Refrigeration and AC Mechanic	5.00
26.	Tool and Die Maker	7.00
27.	Electroplater	3.18
28.	Draughtsman (Mechanical)	4.00
29.	Draughtsman (Civil)	4.00
30.	Watch and Clock Mechanic/ Repairer	4.25
31.	Surveyor	4.00
32.	Mechanic Radio and TV	3.50
33.	Electronic Mechanic	3.50
34.	Instrument Mechanic (C/Plant)	#6.00
35.	Lab. Assistant (C/P)	#6.00
36.	Mechanic Maintenance (C/P)	#6.50 **37.00
37.	Attendant Operator (C/P)	#6.50
38.	Information Technology and Electronic System Maintenance	5.00
Non-Engineering Trades		
1.	Bleaching, Dyeing and Calico Printing	7.50
2.	Book Binder	4.50
3.	Cane, Willow and B.Work	5.00
4.	Cutting and Tailoring	4.50
5.	Embroidery and Needle Work	4.50
6.	Weaving of Silk and Woolen Fabrics	10.00
7.	Hand Weaving N.T.D. and C.	10.00
8.	Weaving of Woolen Fabrics	10.00
9.	Leather Goods Maker	4.50
10.	Preservation of Food and Vegetables	4.00

11.	Stenography (English)	3.06
12.	Secretarial Practice	+4.50
13.	Stenography (Hindi)	3.06
14.	Dress-making	4.37
15.	Hair and Skin Care	3.00
16.	Photographer	3.00

* With common parking room

+ Including typing room

** For Chemical Group of Trades, six workshop labs are required having a total area requirement of 400 sq. metre as per DGE&T norms. But the committee has recommended to have four labs, i.e. Physical, Chemical, Unit operation laboratories and a common workshop for Attendant Operator and Maintenance Mechanic with a total area of 370 sq. mts.

Norms prescribed are for individual trade and is to be followed in case all the trades covered in the group are not being run in an ITI/ITC.

(DGE&T-19 (12)/99-CD-Vol-I Dated 27th Dec., 1999
and Dated 17th Sep., 2001)

Annexure-'VI'

Performa for Submitting Pre Inspection Report for Affiliation by Inspecting Officer

1.	Name and designation of the Inspecting Officer	:	
2.	No. and date vide which inspection was entrusted.	:	
3.	Name of the Institute Inspected and date of Inspection	:	
4.	Trades and Units for which Affiliation has been sought by the institute	:	
5.	Is Institute proposed to be run by Individual/Trust/Society/Society? Give full particulars thereof.	:	
6.	Complete address of the location where the institution is proposed to be/ has been established along with Phone Nos. (Land line & Mobile) and e-mail.	:	
7.	Give Trade wise details of the Machinery Equipment required and available with the Institute in the form of Annexure. Separate Annexure be enclosed for each trade/units year (Where ever applicable)	:	
8.	Is the Machinery, Equipment, Tools and Furniture available sufficient as per norms to run the trades (s) for which affiliation is being sought? (The lists submitted by the Institute must be signed by Inspecting Officer if it is according to the actual availability in the Institute)	:	
9.	Has the Institute appointed/selected the requisite Staff (trade wise) according to the norms prescribed as per the NCVT/SCVT Norms. Have Inspecting Officer checked the record pertaining to the selection/appointments of the Staff? Give full particulars.	:	
10.	Is the space with the Institute is in accordance with the Norms prescribed by NCVT (DGE&T)/SCVT. Enclose Site Plan indicating clearly the space for Lab/Workshop and theory Rooms and other requirements required as per Norms and available with the Centre (NCVT/SCVT). Enclose Location plan also. A copy of the ownership/lease deed/ rent deed (preferably of 5 years) must be enclosed.	:	
11.	Is power load available with the Institute sufficient to run the trades for which the affiliation is being sought	:	

	and is it in accordance with the norms prescribed by DGE&T (in case of NCVT trades)? (Attach the proof)	:	
12.	Are other General amenities like Approach Road, Water supply etc available with the institute?	:	
13.	Financial status of the Trust/Society/ Association.	:	
14.	Is the site of the institute environmental friendly and away from any potentially Hazardous source, which can adversely affect the training and health (Physical or Moral) of the trainees?	:	
15.	Whether the deficiencies have been pointed out to the Centre in writing and the Signature of the representative of the Trust/Society/association has been obtained. (In case any deficiencies were found)		
16.	Do you recommend inspection of the trades/units by the S.A.C.? The SAC inspection should only be recommended if the Inspecting Officer is satisfied that the Centre/Institute adequately have A) Space, B) Machinery, Equipment, Tools and Furniture, C) selected/appointed or is in the process of selecting/appointing the Staff with the requisite qualifications, D) Power Load as per Norms (NCVT/SCVT). (Inspecting Officer will personally ensure that there is no variation between his report and documents submitted by the Centre/ Institute. All the documents enclosed with the report must be signed by the Inspecting Officer.)	:	
17.	Remarks (In details if any)	:	

Date.

Signature of the Inspecting
Officer with Designation and

Note: - Pre-inspection Report must be submitted along with the Annexure-III-P to be given by the concerned Centre/ Society/Trust/Association seeking Affiliation to Inspecting Officer at the time of Pre- inspection.

Check List regarding Pre-Inspection for Affiliation

1.	Whether the Report is being submitted on <i>Prescribed Performa</i> and Annexure-III-P	:	
2.	Whether Preliminary Inspection Fee of Rs. 2500/Rs. 3000/- had been deposited or Demand Draft Submitted by the Centre.	:	
3.	Whether all pages of the Report, Performa, Annexure, documents attached with the report have been signed by the Inspecting Officer	:	
4.	Whether the copy of Registration/ Constitution/M.O.A., By Laws, Resolution of the Society/ Trust/ Association have been seen by I.O.	:	
5.	Whether trade wise details of the Tools, Machinery Equipment and Furniture required and available with the Institute in the form of Annexure have attached.	:	
6.	Whether the details of the Staff selected/appointed have been attached.	:	
7.	Whether the copies of Site Plan, Building Map and Location Plan has been attached	:	
8.	Whether copies of Ownership/Lease Deed/Rent Deed have been attached	:	
9.	Whether the Space earmarked for the Existing trades and proposed trades has been shown separately. Existing in Green colour and Proposed in Yellow colour.	:	
10.	Whether the Proof of Power Load has been attached.	:	
11.	Whether the other General amenities are available.	:	
12.	Whether the deficiencies have been pointed out to the Centre in writing. (In case any deficiencies were found)	:	
13.	Whether the copy of Financial status of the Trust/ Society / Association has been attached. If available.	:	
14.	Whether the Inspecting Officer is satisfied that the Institute surroundings are free from any Liquor Vend and other hazardous or evil sources which can adversely effect the training and health (Physical or Moral) of the trainees etc.	:	
15.	Remarks (if any)	:	

Signature of the Inspecting Officer with Designation and Date.

Annexure-VII'

Norms for supply power requirements for different trades, a study was got conducted covering 9 almost popular trades, viz., Fitter, Turner, Machinist, Machinist Grinder, Electrician, Wireman, Mechanic Electronics, Mech. TC and Welder. Accordingly, the assessed power requirement for these trades by the above study / committee was approved by NCVT as given below:

Electric Power Requirements Single Unit of Each Trade Under CT Scheme

Serial No.	Trade	Total Connecte Layout in Workshop in BHP/Kw	Demand Factor	Electric Supply Requirement for Machinery in kW	Workshop Area Sq. (164 of 54 manual)	Theory / Drawing / Sc. Room Sq. Mt (p166)	Office for 2/3 units Sq. mt (p166)	Total Area (6+7+8)	Power Requirement for Lights (5w/sq. m in kw)	Demand for	Electric Supply Requirements in kw	Power Requirement for fans (15W) / sq. mt. in kw
1	2	3	4	5	6	7	8	9	10	11	12	13
1	Fitter	3.5/2.61	0.7	1.82kW	97.5	28.5	13	139.0	0.695	1.0	.0695	0.209
2	TURNER	3.7/2.6	0.7	19.3kW	143	28.5	13	184.5	0.993	1.0	0.993	0.276
3	MACHINIST	45/33.6	0.7	23.5KW	190	28.5	13	237.5	1.158	1.0	1.158	0.350
4	MACHINIST GRINDER	57.6/43	0.7	30.0KW	143	28.5	13	184.5	0.993	1.0	0.993	0.276
5	ELECTRICIAN	52KW	0.3	15.6kW	186	28.5	13	227.5	1.138	1.0	1.138	0.390
6	WIREMAN	19KW	0.3	5.7kW	97.5	28.5	13	139.0	0.625	1.0	0.625	0.209
7	Mechanic Electronic	5 kw	0.5	2.5kW	91	28.5	13	132.5	0.663	1.0	0.663	0.198
8	Mechanic TV	5 kw	0.5	2.5kW	91	28.5	13	132.5	0.663	1.0	0.663	0.198
9	WELDER	42kVA(294 kW) AT.0.7PF	0.8	2.4kW	112	28.5	13	153.5	0.768	1.0	0.763	0.230

(No. DGET-19/27/96-cd. Dated 11th July 1997)

Annexure 'VIII'

Proforma for Recommendations by the Members of Standing Committee

Standing Committee Members Inspected (Name and address of the Institute) on
(date month and year)

Various information furnished in the report on the prescribed proforma have been checked and verified as per the prescribed norms and standards. Based on the inspection, the following comments and recommendations are made as under:

- 1 Defects and deficiencies noticed during the inspection, which should be communicated to the Principal of the Institute for rectification.

Sr. No.	Trade with units for which affiliation has been sought	Defects and deficiencies noticed
1	2	3

- 2 Availability of tools, equipment and machinery shown in the lists has been verified. The lists have been signed by all the members.

- 3 Infrastructure facilities available at the Institute have been verified additionally and separately for the trades/units for which affiliation is sought now. These facilities are not mixed up with those, which are required as per the norms for the trades/ units, which had already been affiliated. The comprehensive list of infrastructure is given in para IV (Infrastructure) of Annexure III.

- 4 Trade/Units, which had already been affiliated to NCVT:

Sr. No.	Name of the trade	Year/Session of start	Number of units in			Total number of units
			I-Shift	II-Shift	III -Shift	
1	2	3	4	5	6	7

- 5 Details of trades/units existing in the Institute:

Sr. No.	Name of the Trade	Number of units started with year-wise break-up	
		Years	Number of trainees presently on-roll in each unit/ shift
1	2	3	4

6 Trades/Units, which are now recommended for affiliation:

Sr.No	Name of the trade	Year/Session of start	Number of units in			Total number of units
			I-Shift	II-Shift	III -Shift	
1	2	3	4	5	6	7

7 Other observations/comments, if any:

The above comments/ recommendations from S. No. 1 to 7 are made by us. A copy of the complete Inspection Report has been collected by the representative of the Directorate General of Employment and Training for sending the same to the Headquarters, New Delhi. The other copies would be forwarded to the DGE&T, Ministry of Labour, by the State Director.

Date:

Signature of the Members:

NCVT

SCVT

Industry/Trade Union

Representative

Representative

Representative/Trade Expert

Name and designation of the members and Office Seal.

Note:

1. The member should signed each page of this proforma in ink with date.
2. The Standing Committee should consist of minimum three members for Inspection.

Signature of State Director

Date

Name of the State Directorate and official seal

Annexure- 'IX'

Terms and Conditions for Affiliation to National Council for Vocational Training

1. The Institute should adopt the standards laid down by the National Council for Vocational Training in the matter of syllabi, scale of tools and equipment, shop layouts, methods of training and trade testing in force from time to time.
2. The requisite number of instructional staff and supervisory staff should be provided. They should be qualified and should possess experience for their posts.
3. Training sessions will have to conform to the All India dates as laid down for starting sessions.
4. Trainees of the affiliated institutes will appear in the All India Trade test to be conducted by the NCVT.
5. Trade Test will be conducted in the Institute premises or any other center approved by State Director in accordance with the procedure prescribed by the NCVT.
6. The Institute will provide facilities for regular inspections by the officers of the state and Central Govt. and implement any recommendations made by them for improvement of training standards.
7. The Institute is not allowed to start any new trade or unit without the prior approval of State Director-in-charge of Training. While permitting any Institute to discontinue the trade for which affiliation is already given, intimation should be given by the State Director to DGE&T at least 6 months in advance giving reason for closure.
8. In case, it is found that the Institute fails to maintain the prescribed standards or any way fails to adopt the standards prescribed by NCVT, the affiliation shall be withdrawn on the basis of recommendation of the Standing Committee and its acceptance by NCVT.
9. The Institute will be affiliated to the National Council for Vocational Training through the State Director, to whom it should look for guidance and instruction in all matter relating to training.
10. In case of non-availability of trained instructors, the untrained instructors must be trained within a period of 3 years from their appointment failing which the affiliation granted is liable to be withdrawn.
11. Cost of raw materials for the trade test to be conducted for the trainees of private Institutes/Centres would be borne by the private Institutes/Centres concerned.
12. Examination fee as prescribed under the craftsmen Training Scheme would be collected by the State Director from the trainees of private Institutes/Centres.

Annexure- 'X'

Terms and Conditions for Affiliation to State Council for Vocational Training

- 1) That the Centre will follow all the instructions, rules, regulations issued by the Department regarding conduct of training, from time to time.
- 2) That the Centre will strictly implement the norms and other directives regarding the curriculum/syllabus revised from time to time by the Department or any other matter.
- 3) That this affiliation is purely provisional and will be renewed every year keeping in view the standard and quality of training imparted by the Centre. The policy of Renewal of Affiliation of the department will be applicable on the Centre.
- 4) That the Centre fulfill the deficiency of staff strictly keeping in view the prescribed norms of SCVT, also available on the website-www.dtepunjab.gov.in of the Department. The Centre will intimate the Department, about this fulfillment, within the 21 days of closing date of admission. The department will carry out the inspection in this regard there after. If after this inspection, the centre is found to be deficient of staff (qualifications & numbers action will be initiated against the centre.
- 5) That apart from the staff, any other deficiency of equipment/furniture, space, addition/alteration of building reported by the SAC or otherwise as per the norms (available on website) will be fulfilled by the Centre within 21 days of the closing date of admission. The department will carry out the inspection in this regard there after. If after this inspection, the centre is found to be deficient of any thing from the stipulated norms, action will be initiated against the centre.

That the centre will deposit/submit a security guarantee in the form of FDR pledged to the Director Technical Education & Industrial Training (IT Wing) Punjab, as per the

	Up to 200 trainees	Up to 300 trainees	More than 300 trainees
F.D.R. Pledged to the State Director To prevent Fly-by-night Operators and to Secure interest of trainees	Rs. 1 Lac	Rs. 2.5 Lac	Rs. 5 Lac

following detail before the start of the admission.

If any centre is found to be unable to impart training as per the policy of the department/SCVT then it will be **De-Affiliated** by following the due procedure. The training of the trainees will be got completed by migrating them to the other centres and the security amount of the centre will be forfeited, as penalty and the expenditure of the trainees will be met out of this security amount.

- 6) That the Centre will make admission in only those trades/units (seats) about which the affiliation order/letter has been issued by the Department. The total seating capacity (1st year and second year) of the centre, at any point of time will never exceed than the seating capacity for which the affiliation order/letter have been issued by the department this year or earlier.

- 7 That the centre will charge only that fee which has been prescribed by the State Govt. for the private centres. No other fee or fund will be charged by the centre. No Grant-in Aid will be given to the centre by the department.
- 8 That the centre will maintain standard and quality of training as per the guidelines issued by the Department and DGE&T (GOI). The standard of training can be inspected by the Inspecting Officers deputed by the Department at regular intervals. The centre will extend full co-operation to the inspecting officer for inspection. If any deficiency is found during inspection, any decision taking by the department as per rules will be acceptable to the Centre. The centres will also provide sports and first-aid facilities to the trainees in the centre.
- 9 That as all the centres are to make available the Internet facility for imparting training the future correspondence will be generally made through e-mail by the department. The centre will intimate to the Department its e-mail account within 15 days of the closing of the admission date.
- 10 That as most of the Staff appointed by the Centre is without experience, so the centre will depute its staff for attending training of two modules (each module of 15 days) of " Principles of Teaching", which will be conducted by the Department at Patiala and Hoshiarpur. The department will charge Rs. 750/- per week as user charges of this training.
- 11 That the Centre will generally not replace/change the faculty members during the duration of the course who are satisfactorily imparting training. Whenever the centre changes its faculty member, it is mandatory for the centre to intimate to the Department about the new incumbent along with his/her attested certificate copies.
- 12 That the Centre will depute its faculty members of Art & Crafts subjects for attending the training programme of two modules (each module of 15 days) of Computer Awareness and Graphics. This training programme will be conducted by the Department at Patiala & Mohali. The department will charge Ra. 750/- per week as user charges for this training.
- 13 That the Centre will never increases the number of admitted students at any part of time than the number for which the affiliation is granted now or was granted earlier. The number of students includes those who are studying in first year as well as second year.
- 14 That the centre will make admissions as per the Rules/Guidelines/Policy of admission framed and/or intimated by the department.