

**DGET -12/1/2015-TC**  
Government of India  
Ministry of Skill Development and Entrepreneurship

Shram Shakti Bhawan, Rafi Marg,  
New Delhi, Dated the 31<sup>st</sup> August, 2015

To

All the members of Sub Committee of NCVT dealing with affiliation  
(as per list enclosed)

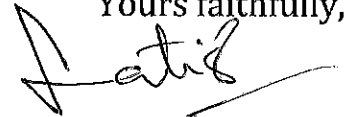
Subject: **Minutes of the meeting of the Sub Committee of NCVT dealing with  
affiliations held on 25<sup>th</sup> August, 2015 at New Delhi.**

Sir,

Please find enclosed Minutes of the meeting of the Sub Committee of NCVT  
dealing with affiliations held on 25<sup>th</sup> August, 2015 at Shram Shakti Bhawan, Rafi Marg,  
New Delhi for reference and record please.

Kindly acknowledge the receipt.

Yours faithfully,



**(S.C. Sharma)**  
**Joint Director of Training**

Copy for information and necessary action please:-

1. All States Directors/UT Administrators dealing with Craftsmen Training Scheme.
2. All the Field Offices under the Training Directorate.



**(Punita Bhatia)**  
**Deputy Director of Training**

## MINUTES

### **4<sup>th</sup> MEETING OF SUB-COMMITTEE OF NATIONAL COUNCIL FOR VOCATIONAL TRAINING (NCVT) DEALING WITH AFFILIATION HELD ON 25.08.2015 at 11.00 A.M. IN THE COMMITTEE ROOM, SHRAM SHAKTI BHAWAN, NEW DELHI.**

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The meeting of the Sub-Committee of NCVT dealing with affiliation was held under the chairmanship of Shri Rajesh Agrawal, Joint Secretary, Ministry of Skill Development and Entrepreneurship, on 25.08.2015 at 11 A.M. in the Main Committee Room, Shram Shakti Bhawan, New Delhi. List of members present in the meeting is at **Annex 'A'**.

This was the 4<sup>th</sup> meeting for session starting August, 2015. The first, second & third meeting were held on 02.01.2015, 23.06.2015 and 30.07.2015 respectively.

#### **Item No.1:- Confirmation of minutes of the meeting held on 30.07.2015.**

Joint Secretary reviewed the minutes & progress of the last meeting held on 30.7.2015. Since there were no observations on the minutes, it was taken as confirmed.

#### **Item no. 2: Extending the last date of admissions for Newly introduced Trades**

College of Security Studies Private ITI, Bhiwani Haryana had forwarded a request to extend the Date of Admission for the newly introduced Trade **Fire Technology and Industrial Safety Management**, affiliated in their institute on 30.07.2015. The ITI informed that in such short time span (last date of admission 31.08.2015), they would need to do some ground work to get the admissions as the trade was new in that area. The institute also stated that as a new institute, they had not received any **username, password** to access the NCVT MIS portal for taking admission on-line & were not fully aware of the admission process.

In this context, it was informed to Sub-Committee that there were other institutes imparting training in the same trade but they have not sought extension of admission date.

Upon deliberation, it emerged that there was a genuine problem of interface with QCI and Wipro. Director Projects(RPD) informed regarding the mismatch in data structure of QCI and Wipro, and assured that it would be sorted out in a couple of days. JS (RA) asked for making the structure compatible by Thursday evening i.e. by 27.08.2015 so that institutes especially new ones could get time to upload data on portal by 31.08.2015.

JS (RA) also sought opinion from the NCVT members and representatives from States/UT. Representative of State of UP, Bihar and UT Chandigarh informed that 60-65%, 80% and 70% data has been uploaded on portal for their respective State/UT.

JS agreed that as MIS Portal was launched this year (February 2015) and since populating the data on portal was being done for the first time for the new session, there were problems in timely data entry. Accordingly, it was agreed to extend the last date of



populating the data on the portal for the new session till 10<sup>th</sup> September, 2015. Further, it was agreed to extend date of admission for the newly affiliated ITI(s)/Trades/Units (i.e. granted affiliation vide orders dated 25<sup>th</sup> August and 31<sup>st</sup> August 2015) upto 17<sup>th</sup> September, 2015 i.e by providing 15 working days from date of affiliation.

**Item no. 3: Cases Taken up for affiliation with NCVT in the meeting dated 25<sup>th</sup> August 2015.**

In the previous meeting dated 30<sup>th</sup> July 2015, it was decided that all the cases pending at the end of QCI or DGT would be taken up in the NCVT meeting scheduled for 25<sup>th</sup> August 2015. JS(RA) had also advised that QCI along with DGT officials would clear all the pendency arising due to clarifications, so that all eligible institutes could be cleared for grant of affiliation for August, 2015 session in 25<sup>th</sup> August meeting.

The matter was placed before the Sub-Committee to allow the newly affiliated ITIs/Trades/Units for admitting trainees upto 17<sup>th</sup> September 2015.

The NCVT members unanimously agreed to the proposal and it was decided that the last date of admission would be extended for all the cases that would be cleared in the meeting of 25<sup>th</sup> August 2015.

***All these newly affiliated institutes granted affiliation in affiliation orders dated 25.08.2015- Part I and those granted affiliation in the affiliation orders dated 31.08.2015- Part II, would be thus allowed to admit trainees upto 17<sup>th</sup> September, 2015. Similarly, the clarification cases cleared with these affiliation orders would also be allowed to admit trainees upto 17<sup>th</sup> September, 2015.***

**Item no. 4: One time Permission to admit trainees in February 2016 session in West Bengal State**

A communication dated 21.7.2015 from Principal Secretary, Technical education & Training Department, West Bengal was addressed to JS(RA), MSDE regarding "Starting of training in the trades under Craftsman Training Scheme (CTS) at 80 new Government ITIs in the session of February, 2016".

State Directorate, West Bengal, had informed in their proposal that 111 new Govt. ITIs in different blocks in various Districts were coming up in the State & an MoU had been signed between NSDC & Govt. of West Bengal on 8<sup>th</sup> January, 2015 during Bengal Global Business Summit, 2015. By October, 2015, 80 Govt. ITIs out of these 111 new Govt. ITIs, would be ready to take up CTS courses. Private Training Providers (PTP) would be engaged through a tripartite agreement between NSDC, Govt. of West Bengal and the PTP.

State Directorate had requested in their proposal to grant one time relaxation to permit admission for February 2016 session in one unit out of two units of each trade (proposed two units for each trade) in 80 ITIs planned to be ready by October 2015.

They had also informed that:

- Although affiliation of all such trades would be sought in two units of each trade, second unit of each trade would be commencing from August, 2016 session.
- Next admission in the trade units that commence from February, 2016 session would be made in the August, 2017 (one year trade) instead of February, 2017 and August, 2018 instead of February, 2018 (for two years trade).
- February, 2016 admission was only for once and all the semester exams for the trainees (admitted in February, 2016 session) would be completed by August, 2017 (for one year trade) and August, 2018 (for two year trades).



The Principal Secretary, West Bengal had also discussed above issue with the Secretary, MSDE, Govt. of India.

The matter was placed before the Sub-Committee members. The members were informed that as per the proposal submitted by West Bengal State Directorate, the trainees admitted in February for one year trade would be undergoing training for one and a half year and similarly trainees admitted in two year trade would be undergoing training in two and a half years. DDT(PB) informed the Sub-committee regarding the proposal of West Bengal State Directorate in this regard. It was also placed before the Sub-Committee that there may be problems in online registration of trainees, training period different from normal duration, hall tickets generation problems, and also E Certificate would be indicating odd training duration(1year & six months/2 years & six months) for these trainees.

The Sub-Committee was also made aware of the fact that as per NCVT guidelines admission in the ITIs under NCVT now commence only in August each year and February session had been discontinued vide CD section letter no. DGE&T-19(11)/2014-CD dated 22.05.2014.

In view of above, the following options were proposed before the Sub- Committee:

- I. As a special case QCI could be informed to keep application window open till end of October, 2015 for these cases and could fast track all these 80 cases or so out of total 111 for granting accreditation and affiliation in August, 2015 session itself. However, State Directorate, West Bengal, QCI and DGT would need to create a green corridor for affiliation of these 80 ITIs. State Directorate would also ensure to complete training in time for first semester even though training period would get reduced for first semester.
- II. As proposed by West Bengal State Directorate, accreditation and NCVT affiliation would be granted for February, 2016 session as one time relaxation. However, views of Trade Testing Cell should be taken regarding Certificates of these trainees (admitted In February, 2016) undergoing training for two and half years (in place of two year duration) or one and half year duration (in place of one year duration) and the Training period that would be printed in the E Certificates(National Trade Certificates).
- III. The institutes would be accredited and accorded affiliation w.e.f. August, 2016 session.

JS/RA asked QCI to make provision for opening the portal exclusively for West Bengal Govt. ITI pertaining to above mentioned cases. He also informed the members of Sub-Committee that the decision regarding granting the February, 2016 session for these cases would be subject to grant of affiliation. JS/RA also sought views from Director, Trade Testing Cell on the above for any complications in conducting examinations or in issuing National Trade Certificate to this batch (February, 2016 Admission). Director, Trade Testing Cell informed JS/RA that there would not be any problem.

***The Sub-Committee acceded to the above proposal.***



**Item no. 5: Status of miscellaneous Court Cases- Proposed action from DGT Hqrs.**

The following three court cases were placed before the Sub-Committee NCVT. The summary sheet for these cases alongwith the present status and the action proposed placed at **Annexure-E**.

1	Contempt of Court Case 587/2015 (arising out WP (C) No. 9363/2009 disposed of on 26.03.2010) filed by Arati Industrial Training Institute, at Ganesh Nagar, P.O./PS Dunguripali, Dist. Subarnapur (Orissa) against Sri Alok Kumar, the then DG/JS, DGE&T, New Delhi.
2	CWP-14878/2015 filed by Yuvraj Private ITI, Village Batta, District Kaithal (Haryana) v/s State of Haryana and others
3	CWP-15128/2015 filed by BSRA Educational Welfare Society, Haryana (Baba SRA Private ITI, Medical College, Old Sunderpur Road, Distt. Rohtak, Haryana) v/s State of Haryana and others.

DDT (SA) explained the above three cases to the members of Sub-Committee. Accordingly, following decision was taken for these three cases:

- 1. Contempt of Court Case 587/2015-** Pass out trainees would be awarded National Trade Certificates.
- 2. CWP-14878/2015-** A Committee would be constituted comprising of representative from MSDE and one representative from State Directorate to inspect the institute and to submit their report. Further decision in the matter would be based on the report.
- 3. CWP-15128/2015-** A Committee would be constituted comprising of representative from MSDE and one representative from State Directorate to inspect the institute and to submit their report. Further decision in the matter would be based on the report.

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

**Item no. 6: Site-visits & re-visits conducted by QCI on & after 12.07.2015.**

A letter dated 10.06.2015 was issued informing that all the site assessments would be finished by 30.06.2015 for the session 2015-16. Later on the date of site assessment was extended upto 12.07.2015 and it was informed to all concerned vide DGT letter dated 24.06.2015 along with a copy marked to QCI. However, QCI continued inspections of ITIs even after 12.07.2015.

The site visits by QCI were broadly carried out in the following two categories:

1. On & before 12.7.2015 for the ITIs that complied with DGT instructions mentioned in the DGT letter dated 24.6.2015 i.e. site assessments to be done upto 12<sup>th</sup> July 2015.
2. On & after 12.7.2015 for the ITIs that could not clear the Non-Conformities (NC) by 30.6.2015 by 4 P.M. These institutes were verbally informed by QCI that as these cases were site inspected by QCI after 12.07.2015, session would be granted in August, 2016.



It was therefore, proposed before the Sub-Committee to consider all such cases cleared by QCI, for the session 2015-16 itself.

In the matter, JS/RA observed that since QCI continued site inspections without any break and without any clear written intimation that affiliation would be applicable for August, 2016 session only, it created misunderstanding in the institutes that were inspected by QCI. QCI should have strictly closed the inspections for the current session. The institutes were not aware of grant of affiliation from next session and took the plea that their investment and infrastructure would go waste for one year. JS/RA sought views of QCI.

QCI informed that there were nearly 150 cases inspected after 12.07.2015 that were meant for August, 2016 session. Exact number of cases which were clear in all respect out of 150 cases might be tentatively 50 nos. Inspections from 07.08.2015 (evening) had been strictly stopped.

JS/RA gave instructions to QCI not to undertake any site visits upto 30<sup>th</sup> September, 2015. They may open site visit after that with clear written intimation that the visits pertain to the session 2016-17.

***It was decided by the Sub-Committee to accord affiliation to all such cases cleared by QCI as proposed above, for the session 2015-16.***

**Item no. 7: Complaints and VIP Reference Cases.**

Site Inspection of Shri Krishna Private ITI, Manduwala, Saharanpur (App00806), UP had been carried out by QCI on 13.10.2014. The assessor had made a revisit to the institute on 27.12.2014 & found that tool, equipment & machinery had been shifted from the institute. The Institute gave an explanation that they had reported the matter to Police on 01.01.2015. The case was also referred by Hon'ble Member of Parliament Shri Raj Kumar Saini.

Accordingly, it was decided by the competent authority to send a two member committee from DGT Field Institute(s) to inspect and investigate the matter. The report submitted by the committee was to be placed before the subcommittee in the meeting dated 25th Aug. 2015 for final decision.

The officers from ATI EPI Dehradun visited the Institute on 21<sup>st</sup> August and submitted their report to DGT. Their report categorically pointed out that the Tool, Equipment and Machinery were shifted from the institute and hence did not recommend the institute for affiliation.

The matter was deliberated at length and it was decided not to grant affiliation to the institute. JS/RA further advised that there should be a provision to black list such defaulter (Institutes). Or else there should be a minimum time gap of 2-3 years for such institutes before they are allowed to apply again for accreditation.

***The members of Sub-Committee agreed with the above decision to black list them.***



**Item no. 8: Consideration of recommendations in respect of affiliation/Re-affiliation/De-affiliation cases received by QCI.**

Out of the total 1131 cases of affiliation forwarded by QCI, **1018** cases were approved including 3 cases of Center of Excellence. There were **974** new private ITIs among the total 1018 cases. 29 cases of clarification were pending for want of reply from QCI although most of the clarification cases were closed by carrying out daily meetings between DGT & QCI to clear pendency.

All these 1018 cases were cleared for grant of affiliation from the current session i.e. August, 2015. It was decided that affiliation orders for these will be issued the same day and also uploaded on the DGT web site as **Part I**.

Although, all out effort was made to include all the cases received from QCI accreditation committee, yet due to huge workload and short time span, few cases were left out. JDT (SCS) informed JS/RA that there would be around 140 cases cleared by the accreditation committee which are yet to be examined in the affiliation section of the training wing.

**Keeping above into consideration, the members of Sub-Committee authorized JS/RA for the final decision on all such cases also before 31<sup>st</sup> August as Part II of the approval in the meeting.**

**Item no. 9: Pending cases due for site re-visits by QCI which may lose the session due to communication gap.**

Some institutes had informed that their Non-Conformities (NCs) were cleared at the time of first visit by QCI itself and even then QCI had wrongly shown re-visits. Some institutes stated that they did not receive any communication by QCI at the time of first visit regarding second visit or re visit by QCI. Major Non Conformities (NCs) pointed out by QCI were:

1. **Govt. ITI Umarpadda, Gujarat** – Assessor had shown deficiency in IT lab. Wherein institute claimed that there was no shortcoming and sent the photograph. As per QCI norms re-visit was required, but for this reason institute would lose one year since re-visit had not materialized.
2. **Govt. ITI (w) Rewari, Haryana**-The Institute had applied for **Re affiliation** and also had shifted to new building in the same premises. QCI had done a site visit but later on suggested a revisit after a delay of around one and a half month that was not informed to the Institute at the time of first site visit by QCI. Institute had constructed New Building wherein Tool, Equipment and Machinery was to be shifted. Although the Institute could continue admission it being a Re affiliation case, the matter was pending with QCI for Revisit. Since it was difficult for Govt. ITI (women) Rewari, Haryana to justify payment for Revisit of QCI and arrange funds within such short duration, the re-visit had not materialized.

There could be few other Private ITIs wherein the institutes might not agree with the policy of QCI as to for what deficiencies there should be revisits. In case of change in the syllabus which the institute might not be aware about due to lack of awareness / delay in uploading the syllabus on portal(s) by QCI or DGT, the institute should not be penalized by rejecting the affiliation case. Institute should be given an opportunity to upgrade T&Es as per new syllabus by giving a time limit. The institute could be revisited within that time limit failing which affiliation would be withdrawn from next session.



It was proposed that for the next session QCI should frame clear cut guidelines for carrying out re-visits. For all the above cases which had applied in the current session, QCI could speed up revisits and clear pendency.

***Upon deliberation, it was decided by the Sub-committee that both these Government ITI(s) should be included in the cases (mentioned in item no 8 above) and should be considered for clearance by 31<sup>st</sup> Aug, 2015 as part of Part II.***

**Item no. 10: Consideration of recommendations in respect of inspection report received for Institute for Training of Trainers (ITOT):**

1. **Govt. Institute for Training of Trainers (ITOT), ITI Campus, Bhopal, Madhya Pradesh** -The case was cleared for Grant of Affiliation in Electrician trade from current session i.e. from August 2015 session.
2. **IToT, Talcher, Odisha**- The standing committee had pointed out some observations.

Standing Committee inspection had inspected IToT, for the NCVT affiliation in the trades Fitter, Electrician and Electronics Mechanic on dated 21.08.2015. The Standing Committee members pointed out some observations which were placed before the members of subcommittee.

In this regard, a letter from Shri B.P. Sahoo, Director Technical Education and Training, Odisha was addressed to DDG(T) wherein it was committed to provide proper infrastructure and other resources to the IToT apart from compliances to the minor deficiencies noticed by the Standing Committee.

The matter was placed before the Sub-Committee for final decision. It was pointed out that the infrastructure takes a lot of time to be ready & in case of Government buildings, it also gets easily vandalised if not brought to use for the purpose it is meant. Views of the officers who had gone for the inspection of these ITOTs were also placed before the members of subcommittee.

**The subcommittee decided to give a month's time for the ITOT to attend to all the deficiencies pointed out and a re-inspection could be conducted after a month' time i.e. on 22<sup>nd</sup> or 23<sup>rd</sup> September 2015.**

In addition to above, following points were also discussed during the meeting:

- 1. A booklet on ***Affiliation Procedures*** may be compiled with clear guidelines involving-
  - a) Steps for procedure of accreditation and affiliation.
  - b) Role of QCI, DGT as well as State Directorates.
  - c) Time line for each step from application upto grant of final affiliation.
  - d) Duties of assessors of QCI.
  - e) Documentation of all formats involved in the affiliation procedures.
  - f) Application stage-wise fee.
  - g) QCI help line with e-mail and contact number.
  - h) Response time frame.
  - i) Any other point based on experience of critical cases.
- 2. It was proposed that for the session 2016-17, the officers from State Directorate should also be involved in the process of desk top assessment as well as for site





assessment of QCI. For this, a proposal from Principal Secretary level should be initiated requesting the State/UT to nominate a nodal officer(s) along with complete address for correspondence, contact number e-mail ID from each State/UT. At the application stage, intimation to the nodal officer of State Directorate would be made by QCI for ITI of the respective State/UTs. Similarly while conducting site visit, QCI along with the officer(s) deputed from the State Directorate, would conduct inspections of the Institutes. For this atleast seven days' notice period would be given by QCI to the nodal officer of the State/UTs along with details of QCI assessor.

- 3. It was observed that assessors in the panel of QCI were not thorough with the task of physical inspection while they were conducting site visit. A feedback had also come that the assessors were not well trained for their job and also did not have trade specific expertise. It was therefore, proposed that QCI should chalk out a plan for training/orientation of their assessors in the lean period i.e. before the start of inspections for the session 2016-17. DGT team of TC Section would also be engaged for training/orientation and some model ITIs for each trade should be picked up for the visit of QCI assessors team.

The meeting ended with vote of thanks to the chair.

