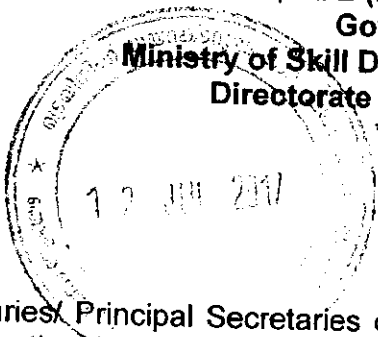


Shram Shakti Bhawan, New Delhi
Dated: 10th July, 2017



To

1. Secretaries/ Principal Secretaries of all the State Govts. / UT Administrations dealing with Vocational Training
2. Directors dealing with Vocational Training of all States/ UT Administrations

Subject: Revised Policy Guidelines and MoU format under Dual System of Training - regarding

Sir/ Madam,

This is in continuation to letter no. MSDE (DGT) – 02/04/2016 – CD dated 19th August, 2016 regarding Policy Guidelines under Dual System of Training (DST).

2. In this context, it is informed that in order to ensure quality training under Dual System of Training, the policy guidelines have been revised. A copy of the revised policy guidelines and MoU format is enclosed.

3. Directors of all the States and Union Territories dealing with Craftsmen Training Scheme are requested to issue further necessary instructions to ITIs under their jurisdiction for implementing the revised policy guidelines and MoU format under Dual System of Training (DST).

Yours faithfully,

(R. K. Palhak)

Director of Training/ Member-Secretary, NCVT

Encl.: As above

Copy to:-

1. Director, ATI Chennai, Hyderabad, Mumbai, Kolkata, Kanpur, Ludhiana, Haldwani, Calicut, Jodhpur, Choudwar; CSTARI Kolkata, ATI (EPI) Hyderabad & Dehradun, FTI Bangalore & Jamshedpur and NIMI Chennai
2. RDAT Kanpur, Mumbai, Kolkata, Chennai, Faridabad & Hyderabad
3. Principal CTI Chennai, NVTI, Noida and all RVTIs.
4. Director (TT Cell), DGT(HQ)
5. All Officers of Director level and above at DGT (HQ)
6. Shri Vaibhav Jain, M/s Wipro

Copy for information to:

PS to JS (AS)

अमृतपालसिंह
10/07/17
(Amrit Pal Singh)
Dy. Director (Training)

Endt. No.C3/27242/16 Dated 19.07.2017

Copy communicated through website to Principals of all Govt./Pvt. ITIs for information and necessary action.

For Director of Training

Policy Guidelines for the Scheme “Dual System of Training”

(Revised in July 2017)

Ministry of Skill Development & Entrepreneurship has implemented the scheme named as “Dual System of Training” (DST) w.e.f. **session started in August, 2016**. DST has been approved during the 40th meeting of National Council for Vocational Training (NCVT). This scheme enables industries to partner with (Government & private) Industrial Training Institutes (ITIs) for conducting training programmes under high employability courses to fulfil the needs of industries. The scheme is optional for existing NCVT affiliated ITIs and will be run entirely/ **partially** in vacant units / third shift or in the replacement units of the related affiliated trade. Affiliation of additional trades in existing ITIs under the scheme shall be taken in phased manner. However, the ITIs may run the Craftsmen Training Scheme (CTS) and Dual System of Training (DST) concurrently.

The theory portion and basics about safety and tools, equipment along with foundation practical will be conducted in the ITI. For providing the industrial training relevant to practical/ lab training portion of the curriculum, the trainee will be trained in the industry.

The dual system training is available for 16 popular trades as below:

- | | | | |
|-------|--------------------------|-------|---|
| i. | Electrician | x. | Tool & Die Maker (Dies & Mould) |
| ii. | Fitter | xi. | Draughtsman (Mechanical) |
| iii. | Machinist | xii. | Attendant Operator (Chemical Plant) |
| iv. | Turner | xiii. | Mechanic Refrigeration and Air-conditioning |
| v. | Electronics Mechanic | xiv. | Plumber |
| vi. | Welder | xv. | Automotive Body Repair |
| vii. | Mechanic Diesel | xvi. | Automotive Paint Repair |
| viii. | Mechanic (Motor Vehicle) | | |
| ix. | Cosmetology | | |

The curricula under the scheme consists of Trade Theory & some portion of practical which will be completed at the ITI, while remaining portion of the training shall be conducted in the concerned industry/ organization. The ITI and industry will have freedom to choose the training pattern either in a block mode (i.e. few months in ITI then few months in industry) mixed mode (i.e. few days in a week shared between ITI and industry).

For a two year course it is expected that nine months (i.e. ~ 1560 hrs.) training would be in the industry and remaining period would be in the ITI. The last three months of the training duration would necessarily be in the ITI to complete the training course. This period would be also used for conducting assessment and final examination of the students. Similarly, for one year courses, it is expected that five

months training would be in the industry and remaining period would be in the ITI. The last two months would be necessarily in the ITI to complete the training course.

The training process/responsibilities shall be as following:

➤ **ITI (BLOCK-I)**

- ITI shall sign MoU with the relevant industry to conduct the training under Dual System of Training.
- Admit the trainees (signing of MoU is compulsory before admitting any trainee) and enter the details of the admitted trainee on web-portal with AADHAR number
- Teaching trade theory and imparting foundation practical knowledge
- Conduct internal assessment
- During the industrial training, ITI shall be responsible for monitoring the progress of the trainee

➤ **Industry / Organisation (BLOCK-II)**

- a) Assign trainer/s responsible for the industrial training
- b) Curriculum of respective trade to be followed by industry
- c) Prepare a weekly training schedule in line with the specified curricula for the trade
- d) Ensure 'Training Progress Diary' is maintained by the trainee
- e) Provide training in domain skills relevant to the trade
- f) Supervise the trainee on project/s related to relevant trade assigned by the industrial trainer
- g) Conduct practical examination of the trainee
- h) Upload marks in the portal
- i) To provide health and safety facilities to the trainees same as available for the workers of the industry
- j) Attendance to be marked during the training at the industry
- k) (i) **Register the trainees under optional trades (under Rule 7A of Apprenticeship Rules, 1992)**
(ii) **Pay a stipend equal to 70% of minimum wages for semi-skilled worker notified by the respective State Government/ Union Territory as payable to apprentices (as per section 13 under Rule 7A and Rule 11 of Apprenticeship Rules, 1992) to avail benefits under National Apprenticeship Promotion Scheme (NAPS).**

OR

- l) **The State Government may fix a rate of stipend to be paid to the trainees undergoing training under Dual System of Training in ITIs in the respective State. Benefit of NAPS will not be available in this case.**

➤ **ITI (BLOCK-III)**

- Completion of remaining portion of Trade theory and Practical training

- Presentation on Project assigned to the trainee
- Final Trade Test
- Upload internal and final examination marks in the portal

➤ **Joint activities of ITI and the industry:**

- The ITIs and the industry shall conduct bi-monthly progress test during industrial training

Additional guidelines:

1. The courses will be conducted to meet the skill workforce requirement of industry so that after completion of training in dual system, the trainee having NTC with dual mode will get better employment opportunities in industry.
2. NCVT approved courses under 'Dual System' by revamping existing CTS courses of one year and two years duration will be offered in ITIs opting to run these courses. The approved curricula for the courses under dual system have been uploaded on DGT's website (<http://dgt.gov.in/content/innerpage/dual-system-of-training.php>).
3. MoU to be signed between the industry and the ITI on the prescribed format mentioning the number of trainees to be trained in the particular industry batchwise.
4. The MoU signed shall be valid for a period of 4 years.
5. ***In order to ensure quality training under Dual System of Training, industry partner signing the MoU:***
 - a. *should be at least registered MSME, at least for the last 3 years*
 - b. *should have minimum 200 employees*
 - c. *should have minimum turnover of 10 crores per year for the last 3 years*
 - d. *should have all the infrastructure (tools, equipment and machinery) required for the practical training for the particular trade(s) for which it is signing MoU with an ITI*
 - e. *must submit its detailed profile including turnover for the last 3 years, total no. of employees (technical and non-technical), infrastructure (tools, equipment and machinery) details list to the ITI with which it is signing the MoU and the same needs to be verified by the State Director/ State Apprenticeship Advisor.*
6. ***The State Director/ State Apprenticeship Advisor after verifying the above details will permit the signing of MoU between the ITI and the industry partner. The MoU has to be countersigned by the State Director/ State Apprenticeship Advisor. Thereafter, the ITI shall submit the duly signed MoU to Director (Training), DGT (HQ).***

- 7. However, the State and DGT officials shall have the rights to verify the infrastructure at the ITI/industry and observe the progress of the training. All the other guidelines applicable to trade/ units affiliated to NCVT shall also be applicable for trade/ units being run under Dual System of Training (DST).**
- 8. Any industry who has signed an MoU with an ITI to provide training under dual mode as mentioned above, will be eligible for incentive as admissible to industry/establishments under the National Apprentice Promotion Scheme (NAPS). For availing the benefit under the NAPS, the trainee will have to get registered in the apprenticeship portal <http://www.apprenticeship.gov.in>. This incentive will be only available if the stipend is being paid to the trainee as per NAPS guidelines.**
- 9. The admission in ITIs will be carried out by the respective ITI / State Government only in trades under dual system in:
 - a) vacant units OR in third shift or replace existing unit(s) of existing NCVT affiliated trade**
 - b) any existing affiliated unit may be utilised for admitting trainees as combination of CTS and Dual System in the respective trade**
 - c) an ITI having affiliation for running only two shifts can run the third shift exclusively for running the corresponding trade under Dual System of Training. Such unit shall be treated as "deemed affiliated" provided that the ITI has additional instructors and tool kits to run the third shift and has sought permission to run the additional third shift under Dual System from Member Secretary, NCVT (through e-mail only, to make a provision in the portal.)****
- 10. In case where the required training needs for any particular trades are not satisfied by a single industry partner, the ITI shall be allowed to sign MoU with upto three industries for providing industrial training. Provided that the responsibility for co-ordinating the training shall lie with the ITI concerned. 60% of the practical training shall be covered by the main industry partner. Examination of the industrial training shall be conducted by the main industry partner.**
- 11. Assessment and Certification of all the trainees will be carried out as per Directorate General of Training / NCVT norms for the trade theory including practical portion conducted in ITI workshop. Industrial training of the trainee shall be assessed by the industry partner.**

12. The ITIs as well as the industry will work in tandem during the training to ensure that the training proceeds as per guidelines and the curricula.
13. After successfully completion of training, National Trade Certificate (NTC) in respective trade shall be awarded to the trainee.
14. **The admission for the scheme shall be same as it is for the Craftsmen Training Scheme (CTS) and the examination pattern for trades under Dual Training has been notified separately vide implementation order no. MSDE(DGT)-19/23/2016-CD dated 18th May, 2017.**
15. The ITI and industry shall follow any further guidelines / instructions issued by DGT from time to time.

Advantages of this scheme to the:

STUDENTS

- Introduction to industry and awareness about the industry
- Financial assistance in the form of stipend during training at the industry
- Gain of experience of working in industry
- Confidence enhancement for future interaction with industry
- Enhanced employability

INSTITUTE (ITI)

- Help them developing an interface/ connect with industry
- Enhanced employability of the trainees leading to advertisement of the institute
- Interaction with industry leads to awareness about future trends in manpower requirements which may be helpful in deciding business strategy under

INDUSTRY

- Availability of trained manpower for the industry
- Availability of ready to employ manpower
- Reduced chances of recruiting wrong manpower as the trainee already has exposure of working in industry
- No need to hire manpower consultants
- **Sharing of 25% of prescribed stipend subject to a maximum of Rs. 1500/- per month per apprentice to the employers (as per NAPS). This incentive will be available to industry partner only if the stipend is being paid to the trainee as per NAPS guidelines.**

2015

MoU Format

Memorandum of Understanding

Between

..... Industrial Training Institute

And

..... as Industry Partner

under

" Dual System of Training " in _____ trade

A. Objective

This MOU dated _____ is for collaboration between parties to support implementation of " Dual system of Training "

B. Description of Parties

<<Name of the ITI>> Industrial Training Institute, located at <<full address of the institute with affiliation no. and MIS code>> (Hereinafter referred to as ITI) acting through its authorized representative (which expression shall mean and include successors in office).

And

<<Name of the industry partner>> (Hereinafter referred to as industry partner) located at <<full address of industry with brief about its field of operation and organizational setup>> acting through its authorized representative. (which expression shall mean and include successors in office). Registration No. of Industry partner _____

C. Background and Purpose

Directorate General of Training (DGT), Ministry of Skill Development & Entrepreneurship (MSDE) is responsible for co-ordination of all Skill Development efforts across the country, removal of disconnect between demand and supply of skilled manpower, building the vocational and technical training framework, skill up gradation, building of new skills, and innovative thinking not only for existing jobs but also jobs that are to be created.

Industrial Training Institutes (ITI) are training institutes which offer range of vocational /skill training courses covering a large number of economic sectors with an objective to provide skilled work force to the industry as well as self-employment of youth. The training courses have been designed to impart basic skills and knowledge in the trades so as to prepare trainee for employment as a semi-skilled worker or for self-employment.

The "Dual System of Training" (DST) is an optional scheme for existing NCVT affiliated ITIs to be run in the entire/partially vacant units / third shift or in the replacement units of the related NCVT affiliated trade.

Under the Dual System of Training, theory portion and basics about safety and tools, equipment along with foundation practical is conducted in the ITI. Whereas, the relevant industrial training pertaining to practical/ lab training portion of the curriculum, is provided by the industry.

D. Admission details:

The admission in ITIs will be carried out by the respective ITI / State Government for courses under dual system in

- a) vacant units OR in third shift or replace existing unit(s) of existing NCVT affiliated trade
- b) any existing affiliated unit may be utilised for admitting trainees as combination of CTS and Dual System in the respective trade
- c) an ITI having affiliation for running only two shifts can run the third shift exclusively for running the corresponding trade under Dual System of Training. Such unit shall be treated as "deemed affiliated" provided that the ITI has additional instructors and tool kits to run the third shift and has sought permission to run the additional third shift under Dual System from Member Secretary, NCVT (through e-mail only, to make a provision in the portal.)

E. Role of ITI:

- i. ITI shall sign an MoU with the relevant industry to conduct the training under Dual System of Training
- ii. Admit the trainees after signing of MoU in the specified trade
- iii. Upload the details with AADHAR number of admitted trainees on the web-portal
- iv. Teaching trade theory and imparting foundation practical
- v. Conduct internal assessment
- vi. During the industrial training, ITI shall be responsible for monitoring the progress of the trainee on regular basis
- vii. Completion of remaining portion of Trade theory and Practical training
- viii. Presentation on Project assigned to the trainee
- ix. Final Trade Test
- x. Upload internal and final examination marks in the portal

F. Role of Industry / Organisation:

- i. Assign trainer/s responsible for the industrial training

- ii. Prepare a weekly training schedule in line with specified curriculum
- iii. Ensure training progress diary is maintained by the trainee
- iv. Provide training in domain skills relevant to the trade
- v. Supervise the trainee on project/s related to relevant trade assigned by the industrial trainer
- vi. Conduct practical examination of the trainee
- vii. Upload marks in the portal **(if the industry is the main industry partner)**
- viii. To provide health and safety facilities to the trainees same as available for the workers of the industry
- ix. Submit a certificate at the end of the training batch, mentioning details of students trained / trade / duration of the training, etc.
- x. (a) Pay a stipend equal to 70% of minimum wages for semi-skilled worker notified by the respective State Government/ Union Territory as payable to apprentices (as per section 13 under Rule 7A and Rule 11 of Apprenticeship Rules, 1992) to avail benefits under National Apprenticeship Promotion Scheme (NAPS).

(b) Register the trainees under optional trades (under Rule 7A of Apprenticeship Rules, 1992)

OR

- xi. The State Government may fix stipend to be paid to the trainees undergoing training under Dual System of Training in ITIs in the respective State. Benefit of NAPS will not be available in this case.

G. Use of Logo

Both the parties agree that either party may use the logo of the other party for promotional documents and related to training only subject to the prior approval of the owner, but not for any commercial purposes.

H. Tenure & Termination

This Memorandum of Understanding shall be valid for 4 years from day of its execution and may be extended further on mutual consent of both the parties unless terminated by either party by giving 30 days notice in writing. In case of premature termination of MoU on a notice, both parties will be under binding to complete the ongoing task/activities/training in its totally in the best interest of the trainees.

I. Modification

This Memorandum of Understanding may be modified, through a written document signed by duly authorized representatives of both Parties after due approval by competent authority on either side under intimation to the respective

State Government department responsible for imparting Vocational Training and Member Secretary, NCVT.

J. Miscellaneous

- i. The courses to be conducted to meet the skill workforce requirement of industry so that after completion of training in dual system, the trainee having NTC will get better employability opportunities in industry.
- ii. NCVT approved courses under 'Dual System' formulated by revamping existing CTS courses and fresh courses of one year and two years duration are offered in ITIs opting to run these courses. The approved curricula for the courses under dual system will be uploaded on DGT's website.
- iii. **The admission in ITIs will be carried out by the respective ITI / State Government for courses under dual system in**
 - (a) vacant units OR in third shift or replace existing unit(s) of existing NCVT affiliated trade
 - (b) any existing affiliated unit may be utilised for admitting trainees as combination of CTS and Dual System in the respective trade
 - (c) an ITI having affiliation for running only two shifts can run the third shift exclusively for running the corresponding trade under Dual System of Training. Such unit shall be treated as "deemed affiliated" provided that the ITI has additional instructors and tool kits to run the third shift and has sought permission to run the additional third shift under Dual System from Member Secretary, NCVT (through e-mail only, to make a provision in the portal.)
- iv. In order to ensure quality training under Dual System of Training, industry partner signing the MoU:
 - a. should be at least registered MSME, at least for the last 3 years
 - b. should have minimum 200 employees
 - c. should have minimum turnover of 10 crores per year for the last 3 years
 - d. should have all the infrastructure (tools, equipment and machinery) required for the practical training for the particular trade(s) for which it is signing MoU with an ITI
 - e. must submit its detailed profile including turnover for the last 3 years, total no. of employees (technical and non-technical), infrastructure (tools, equipment and machinery) details list to the ITI with which it is signing the MoU and the same needs to be verified by the State Director/ State Apprenticeship Advisor.

- v. The State Director/ State Apprenticeship Advisor after verifying the above details will permit the signing of MoU between the ITI and the industry partner. The MoU has to be countersigned by the State Director/ State Apprenticeship Advisor. Thereafter, the ITI shall submit the duly signed MoU to Director (Training), DGT (HQ).
- vi. However, the State and DGT officials shall have the rights to verify the infrastructure at the ITI/industry and observe the progress of the training. All the other guidelines applicable to trade/ units affiliated to NCVT shall also be applicable for trade/ units being run under Dual System of Training (DST).
- vii. In case where the required training needs for any particular trades are not satisfied by a single industry, the ITI shall sign MoU with up to 3 industries for providing industrial training. Provided that the responsibility for co-ordinating the training shall lie with the ITI concerned. **The 60% of the practical training shall be covered by the main industry partner.** Examination of the industrial training shall be conducted by the main industry partner.
- viii. Assessment and Certification of all the trainees will be carried out as per Directorate General of Training / NCVT norms for the trade theory including practical portion conducted in ITI workshop. Industrial training of the trainee shall be assessed by the industry partner.
- ix. After successfully completion of training, National Trade Certificate (NTC) shall be awarded to the trainee.
- x. The admission and examination pattern for the scheme shall be same as it is for the Craftsmen Training Scheme (CTS)
- xi. Attendance will be marked during the entire training period (both at the ITI and the industry).
- xii. The ITI and industry shall follow any further guidelines / instructions issued by DGT from time to time.

K. Dispute Redressal

Any difference or dispute between the Parties concerning the interpretation and/or implementation and/or application of any of the provisions of this MOU shall be settled amicably through mutual consultation or negotiations between the Parties, without reference to any third Party. In the event of such issues/differences were to persist, the Director General / Joint Secretary, Ministry of Skill Development & Entrepreneurship will decide the matter which will be final and accepted to by the parties.

L. Notice

All notices required or permitted by, or made pursuant to, this Memorandum of Understanding shall be in writing and shall be sent by facsimile, official email of signatories or by registered, first class airmail, return receipt requested and postage prepaid, to the following address:

Signed on _____, at _____

For ITI:

Name:
Address:

Phone:
Email:

For Industry :

Name:
Address:

Phone:
Email: