

**INDUSTRIAL TRAINING DEPARTMENT  
(KERALA STATE)**

No. F3/24298/2018

Directorate of Training,  
Labour Complex,  
4th & 5th floor, Vikas Bhavan P.O Thiruvananthapuram-

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3-12-2018

**CIRCULAR**

Sub:- Industrial Training Department- Directorate of Training- Uploading of sessional marks, fee status and attendance details of trainees in MIS Portal, Interim instructions issued-reg

- Ref :- 1) Letter No MSDE-19/03(13)/2015-CD , dated: 7.1.2016 of DGT  
2) Letter No MSDE-18011/04/CTS/Ker/2017-TTC , dated : 21.06.2017 of DGT  
3) Letter No MSDE-19/01/2017-CD, dated: 05-07.2017 of DGT  
4) Letter No MSDE-19/01/2017-CD , dated: 9-09-2017 of DGT  
5) Letter No MSDE-18011/04/CTS/Ker/2017-TTC dated 11-07-2018  
6) This office letter No F3/30485/2017 dated 30.10.2018

As per the letter reference cited as 1st paper, DGT had informed the following norms for minimum attendance under semester system of Craftsman Training Scheme.

- i. With less than 80% but upto 70% attendance in 1st Semester, the candidate can go to next semester but at the end of 2<sup>nd</sup> Semester he has to secure 80% cumulative attendance.
- ii. At the end of the course he has to have 80% attendance to appear the final examination.
- iii. For Emergency cases, concerned ITI Principal may be empowered to relax maximum 5%.
- iv. If attendance is below the prescribed limit in a particular semester even after exercising all the options at (iii) above, then the candidate would be allowed to continue in the next semester but will appear in the examination of the previous semester subject to completion of 80% attendance in the earlier semesters(s) taken together.

But, According to the letter cited as 2nd paper by DGT, it was informed that there is no provision for readmission of the trainees. DGT also informed vide 3rd paper that the trainees will be promoted in next semester only and only if the

attendance in previous semester is minimum 80% and hall tickets shall be generated by the portal, only when the trainee has secured minimum 80% attendance.

In continuation of this, As per the letter referred as 3rd paper, it was also clarified by DGT that this order (MSDE-19/1/2017 dated 5-7-2017) is applicable to trainees admitted from session August 2017 onwards and the trainees of earlier batches shall be allowed to follow the attendance norms of order No. (MSDE-19-3-2015-CD dated 7.1.2016) cited as 2<sup>nd</sup> paper.

Even though, the above intimations have been given by DGT as per references cited 1st to 4th papers. Presently, there is no link / provision in the existing MIS Portal to add the details of re-admitted trainees and the function of readmission is not incorporated in the MIS Web portal of DGT. Since the hall tickets of all trainees are generated from the MIS Portal by DGT, Hall tickets of those trainees whose names are not featuring in the Portal are not available and cannot attend exam. Hence its not possible to allow re-entry of any student with less than 80% attendance into the MIS portal at the moment.

In view of above circumstances, A request was forwarded, to DGT for making entries of sessional marks, fee status and attendance in MIS Portal. With reference to the above request seen as 5<sup>th</sup> paper, the DGT have directed to this department to provide the ITI wise details of trainees for providing re entry of trainees in MIS Portal. On this basis, a detailed proposal along with list of trainees sought for re entry has been forwarded to DGT vide letter cited as 6th.

In Short, the DGT is the only competent authority to make provisions for uploading the sessional marks, fee status and attendance details of trainees who need re-entry. The Head of the Department don't have any option to enter the details trainees in the MIS Portal. Only after DGT has given the provision to enter the details of trainees for re admission in the portal, the department can re-admit the trainees. Until the provision to enter the details is given from DGT, no action regarding readmission can <sup>be</sup> taken from our department.



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