

**INDUSTRIAL TRAINING DEPARTMENT  
(KERALA STATE)**

No. C3/2557/2018

Dated: 31.01.2018

Director of Training

The Principals of all Govt./Pvt.ITIs  
(Through website)

Sir,

Sub:- ITD-Directorate of Training-Affiliation Norms 2017-Forwarding of-Reg:-

Ref:- Notification No.DGT-TCD021/3/2017-O/o DIR-(TC) dated:09.01.2018 of Sri .S .D  
.Lahiri .Deputy Director General (T&E) ,D.G.T.

Copy of the 'Revised Affiliation Norms-2017' received vide reference cited is enclosed  
herewith for information & necessary action.

Yours faithfully

*Sd/-*  
Dr Sriram Venkitaraman IAS  
Director of Training

Encl:-

As above

**No.DGT-TC021/3/2017-O/o DIR-(TC)**  
**Government of India**  
**Ministry of Skill Development and Entrepreneurship**  
**Directorate General of Training**

**Room.no. 105, First Floor**  
**Employment Exchange Building,**  
**IARI Campus, Pusa, ,**  
**New Delhi-110012, Dated 09.01.2018**

**NOTIFICATION**  
**"Affiliation Norms for ITIs - 2017"**

Industrial Training Institutes played a vital role in economic development of the country especially in terms of supplying skilled manpower to industries. Properly trained skilled manpower is the demand of the industry, which is being regularly supplied by hands-on skill training through ITIs.

2. Accordingly, to meet the demand of industry in present scenario of technological developments, the affiliation and procedural norms for Industrial Training Institutes (ITIs) to be setup now onwards, have been revised by NCVT in consultation with the expert committees, trade experts, industry, academia and also the State Govts.

The main salient features of "Affiliation Norms for ITIs - 2017" are given below:-

- An ITI is to be set up for minimum 4 trades (12 units) which is an economical model. Presently NCVT norms allowed setting up new ITI with minimum 2 trades.
  - The plot size for the ITI with minimum 4 trades and maximum up to 12 units will be 4291.4 sq. meter i.e. approx. 1.07 acres.
  - A lease period is to be minimum of 10 years against 30 years proposed earlier in the new norms.
  - Stage I & Stage II i.e. Application Assessment and Civil infrastructure assessment is to be done by State authorities with a minimal human intervention i.e. LOI shall be generated automatically by computer based IT system.
  - In the Stage III inspection; which is related to physical inspection of civil infrastructure, Machinery equipment etc is to be done by a committee in which there will be a representative of DGT as member.
3. A copy of "Affiliation Norms for ITIs - 2017" is attached herewith.
4. "Affiliation Norms for ITIs 2017" supersedes all the previous civil and procedural norms for affiliation ITIs under the aegis of NCVT.

5. These norms will be applicable for new proposals from academic session 2018-19.
6. Accordingly, arrangements are being made to invite new proposals for ITIs on a IT based platform, which would be notified separately.

Encls: As stated above



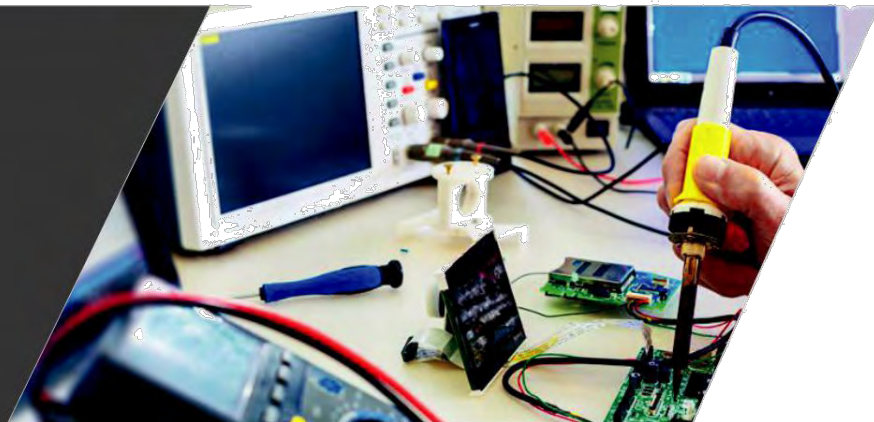
(S.D Lahari)

Dy. Director General (T&E)



सत्यमेव जयते

Directorate General of Training (DGT)  
Ministry of Skill Development & Entrepreneurship  
Government of India



# Affiliation Norms for ITIs Year-2017

**Directorate General of Training**  
**Ministry of Skill Development & Entrepreneurship**  
**Government of India**

# **Affiliation Norms for ITIs**

## **Year-2017**

**Directorate General of Training (DGT)** Ministry of Skill Development and  
Entrepreneurship Shram Shakti Bhawan  
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# FORMATS AND CERTIFICATES



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Format- 4	Resolution regarding Earmarking of Land & Building and Other Resources for ITI
Format- 5	Resolution regarding Electrical Connection
Format- 6	Letter of Intent (LoI) for Stage II
Format- 7	Letter of Intent (LoI) for Stage III
Format- 8	Resolution for Dropping of Trades/Units
Format- 9	Resolution for Closure of the Institute
Certificate- 1	Certificate from Advocate for Registration Documents, Land Documents, Land Use Certificate, Land Conversion Certificate

# ABBREVIATIONS/ NOMENCLATURE



Abbreviated Form	Full Form
BCC	Building Completion Certificate
BIS	Bureau of Indian Standards
CBI	Central Bureau of Investigation
CD	Curriculum Development
CITS	Craftsman Instructor Training Scheme
CTS	Craftsman Training Scheme
CVC	Central Vigilance Commission
DA	Desktop Assessment
DGT	Directorate General of Training
FAR	Floor Area Ratio
FIR	First Information Report
FSI	Floor Space Index
ITI	Industrial Training Institute
LoI	Letter of Intent
MKS	Meter Kilogram Second
MOA	Memorandum of Association
MSDE	Ministry of Skill Development and Entrepreneurship
NBC	National Building Code
NC	Non-Conformity
CNC	Computer Numeric Control
COPA	Computer Operator and Programming Assistant
NCVT	National Council for Vocational Training
OFI	Opportunity For Improvement
PPP	Public Private Partnership
RDAT	Regional Directorate of Apprenticeship Training
SCN	Show Cause Notice
SCVT	State Council for Vocational Training
SD	State Directorate
SV	Site Visit
UT	Union Territory



# Preface

The "Training Manual for Industrial Training Institutes" published by erstwhile Directorate General of Employment and Training, is a comprehensive guide for all relevant information pertaining to Craftsmen Training Scheme being implemented in Industrial Training Institutes (ITIs) all over the country. This Training Manual has been divided in two parts. Part-I was published in year 2014, contains information on the Organisational Structure, Administration in ITI, manpower requirement and Trade Test Procedure. Part-II containing affiliation norms and procedure of this Manual could not be published during that point of time as affiliation norms for ITIs were under revision.

Meanwhile, Government has formed Ministry of Skill Development and Entrepreneurship (MSDE), to give attention to skill development in a bigger way. The Ministry 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. The two verticals of erstwhile "Directorate General of Employment & Training" (DGE&T) working under Deputy Director General (Training) & Deputy Director General (Apprenticeship Training) were transferred to MSDE as Directorate General of Training. At national level, major roles of this Directorate General of Training (DGT) remains Policy formulation on Vocational Training, Laying down affiliation norms and procedure, Curriculum and Trade testing & Certification for ITIs.

To ensure that "ITI eco system" remains updated and relevant to industrial requirement, DGT has taken initiative to review the existing Civil and other infrastructural norms, essential facilities and affiliation/accreditation procedure for setting of ITIs. Various committees were constituted to draft new set of civil and procedural

norms for establishing ITIs, having different seating capacities both for rural and urban areas. The report of committees were discussed in meeting of stakeholders and based on their suggestions, these were further modified. However, before implementation of these norms, it was felt that, these norms shall also be vetted by Technical Advisory Committee consisting members of academic expertise from IIT/Technical University, H.R & Technical expert from Industry, and representative from state directorate. Accordingly, a committee was constituted. Committee held three meeting and deliberated on these new sets of norms. These norms, thus finalized, bears approval of competent authority.

The Ministry of Skill Development and Entrepreneurship, Government of India is pleased to announce the launch of new Procedural and Civil norms for establishment of ITIs across the country. While designing these norms, efforts have been made to standardize the Civil infrastructure of ITIs, so that ITIs across the country have similar buildings and facilities. Procedure for seeking affiliation has also been redefined to make it further simpler and transparent. Total Affiliation will be completed in 3 stage process-1st stage: Desktop Assessment, 2nd stage: Civil Infrastructure Assessment, 3rd stage: Equipment, power, IT lab and other Infrastructure Assessment.

An online mechanism has been established to enable the applicant Institutions. This detail out the various requirements for affiliation and accreditation as applicant proceeds for filling up the application form. It will also help in doing self-assessment by an Institute. The various requirements like infrastructure, tools and equipment, staff strength, power requirement etc. are detailed in application form. The applicant does need not to seek any information related to the NCVT requirement from any office. A guidance document for filling the application and sample manual is also enclosed to help the applicant's Institutes. The objective is to enable our Institution to reach an internationally acceptable level so that trainees are not accepted locally but also globally. It may however be clarified that this manual is not a legal document but is made only to serve the users for smooth implementation of norms prescribed by NCVT. For any clarification the original office order relating to the recommendations may be referred to..

We would welcome feedback and any suggestions for improvement.

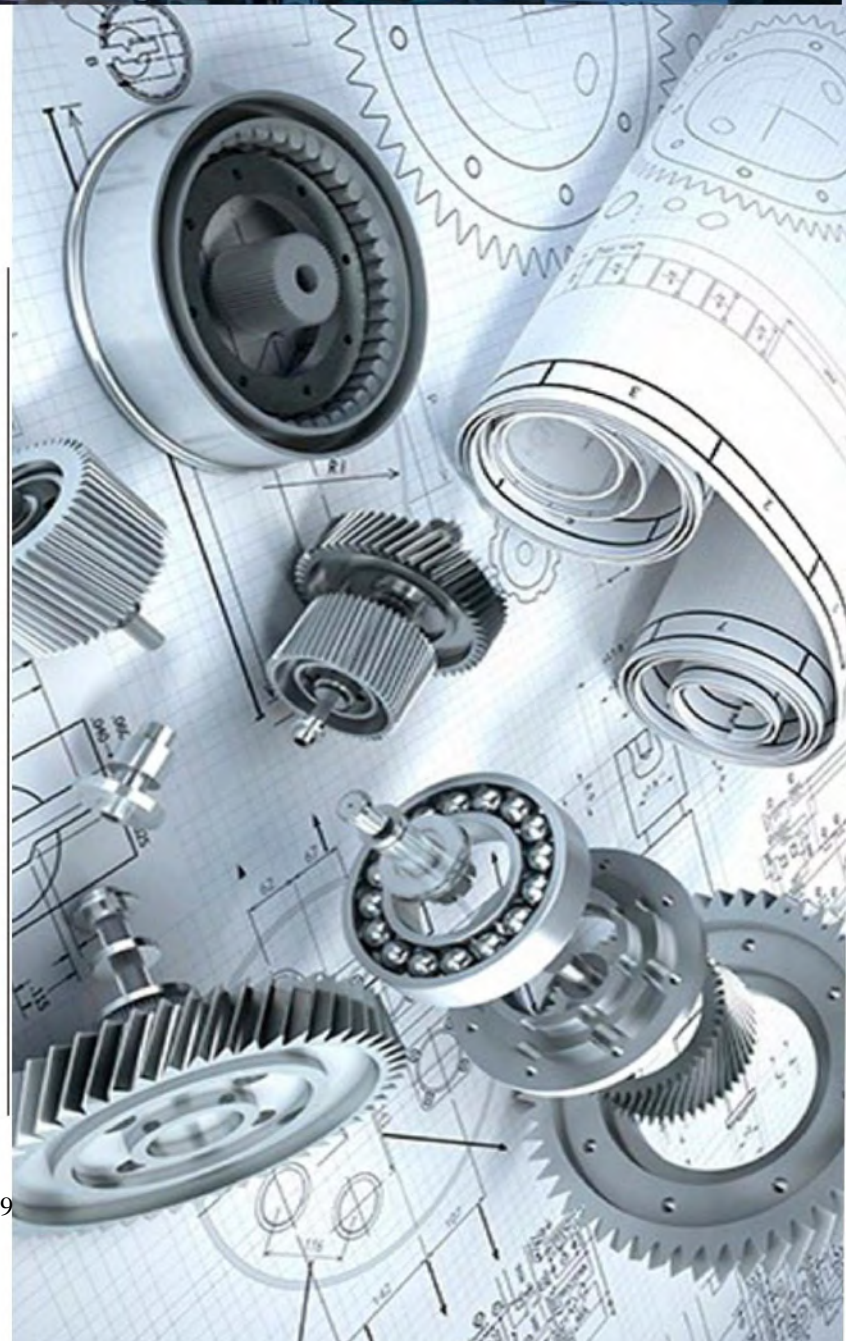


# Background

**S**kill development of youth, has occupied Centre stage in development perspective of government of the day, for supporting its new development schemes like Smart Cities, Make in India, Digital India and Clean India. Apart from meeting its own demand, India has the potential to provide skilled workforce to fill the expected shortfall in the ageing developed world.

Industrial Training Institutes have played a vital role in development and growth of Indian industries for the past 6 decades. A major workforce for industry have been trained by these institution across various sectors of economy. Industry will be able to grow and prosper only if the skilled youth coming out from various Industrial Training Institutes are able to meet the expectation of industry in terms of their skill acquisition. It is, therefore, very important for Industrial Training Institutes to impart the training in-sync with the demands of the industry.

To ensure that the competency of trained students of ITIs is at par with the international requirements, NCVT, DGT and QCI had joined hands to establish an accreditation mechanism in line with international benchmarks. This system was implemented during year 2012-2016, however, number of gaps were reported in structure of ITIs across the country. On analyzing these reports it was felt that these gaps are basically due to non-availability of standard infrastructure norms for ITIs having less than 200 seats, much variation was observed in building, approach road and other infrastructural facilities, amongst these ITIs. It was also observed that there was a need to review the affiliation/ accreditation procedure for setting of ITIs as per the present scenario to bring more clarity and transparency in affiliation system of ITIs.



# Introduction

## 1.1 Craftsmen Training Scheme:

The Craftsmen Training Scheme was introduced by the Government of India in 1950 to ensure a steady flow of skilled workers in different trades for the domestic industry, to raise quantitatively and qualitatively the industrial production by systematic training, to reduce unemployment among the educated youth by providing them employable training, to cultivate and nurture a technical and industrial attitude in the minds of the younger generation.

Craftsmen Training Scheme implemented through ITIs is the oldest system of skill training in country. This scheme is the one of the major schemes in the field of vocational training, and has been shaping craftsmen to meet the existing as well as future manpower need of skill manpower in the industrial as well as service sector. The scheme is being implemented through the vast network of ITIs in the various states/union territories in the country. It is also viewed as backbone of technical and vocational training system of country. ITIs remain the major source of supply of skilled manpower for manufacturing industries for past six decades and have established credibility in market/ industries. Indian industries have never imported skilled manpower. On the contrary, graduates of ITIs are working proficiently in various other countries.

## 1.2. Industrial Training Institutes (ITIs):

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 workforce to the industry as well as self-employment of youth. They provide post-school technical as well as vocational training courses leading to lifelong career in one or two year skill courses.

These institutes are set up under Directorate General of Training (DGT), Ministry of Skill Development and Entrepreneurship (MSDE), Government of India. Government Industrial Training Institutes are government-run training organizations. and Private Industrial Training Centers are privately run equivalents. These institutes are affiliated to National Council for Vocational Training (NCVT) and run training programme under Craftsmen Training Scheme.

At present there are total 13,105 ITIs (Govt.2293 + Private 10,812) with seating capacity- 18.65 lakh (Govt. 5.05 lakh + Private 13.60 lakh) Trades Covered -126 (popular trades are Electrician, Fitter, Machinist, Welder, Mechanic Motor Vehicle). Each trade has a dedicated course curriculum. These are also being aligned to NSQF

levels. (List of trades at table-i ). Admissions in Government and Private ITIs are done in the month of August every year. The period of training: six months, one and two years. 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. Training programme is based on semester pattern.

For overall personality development of trainees, a course on "Employability Skill" is being taught.

National Trade Certificate (NTC) is awarded to successful trainees of NCVT affiliated trades of ITIs. NTC enjoys National/international recognition for purpose of employment/ self-employment.

## 1.3. Advantage of getting trained in ITI:

Industrial Training Institutes played a vital role in economic development of the country especially in terms of supplying skilled manpower to industries. Properly trained skilled manpower is the demand of the industry, which is being regularly supplied by hands-on skill training through ITIs.

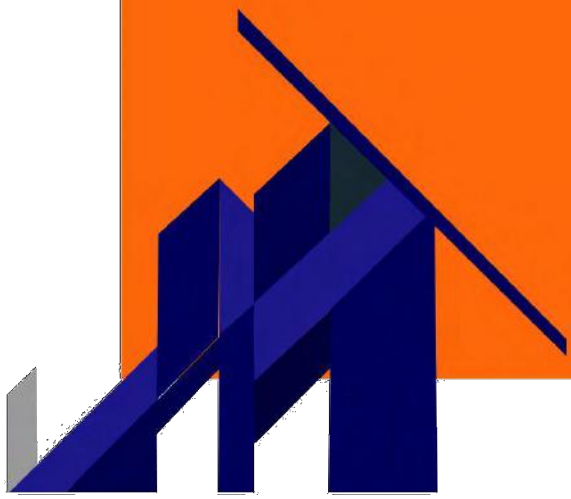
Demand for skilled manpower in country would be forthcoming from newly launched schemes of Government namely Make in India, Digital India, Smart Cities and Clean India. ITIs are ready to take up the new task and would be playing important role for meeting the skilled manpower demand generated through these new schemes.

## ITI graduates have following career options:

Jobs as skilled workers/technicians in private and public sector industries, SME and MSME Jobs in Government organizations like Indian Railway, Army, Navy, Air Force and also paramilitary forces like BSF, CRPF etc.

Self-employed: ITI qualified persons can set up their own garage, motor/ generator/transformer winding shops or fabrication shops depending upon trade opted. Trainers/master trainer role in ITIs/ATIs, after doing Crafts Instructor Training Programme of DGT. ITI trainees can go for higher studies like diploma in engineering, NTC holders are employed successfully for past six decades, in India and abroad, in Public sector companies, Railways, PWD and Electricity Department of Central and State Govt. NTC holders are also successful entrepreneurs.

*Introduction of  
Accreditation  
and Affiliation  
Processes for  
Establishing ITIs*



This handbook is provided to the various stakeholders for establishing Industrial Training Institutes (ITIs). The handbook contains the guidelines, related policy documents and processes for establishing ITIs.

### 1.1 General Information

ITIs have been designed to impart basic skills and knowledge in the designated trades so as to prepare trainees as semi-skilled/skilled workers for gainful employment as well as for self-employment.

Affiliation is a process of establishing competence of ITIs in delivering the requisite elements of vocational training with ability to carry out evaluation of competence acquired by the trainees.

The purpose of introducing accreditation program for ITIs is to uphold high standards of quality and expectation of the various stakeholders of the ITI system. Some of the salient objectives are:

- To ensure that institutions meet defined quality standards.
- To foster excellence in ITI, building effectiveness in delivering competency based education and training.
- To establish framework for continuous improvement and provide opportunity to benchmark with other institutions.
- To facilitate development of professional competency of the trainees
- To provide basis for determining eligibility for assistance and investment of public funds by regulatory/ affiliating agencies.

Affiliation is applicable to ITIs under following scenarios:

CAT 1	New Institutes seeking Affiliation for new trades/new units
CAT 2	Existing Institutes seeking Affiliation for new trades/new units
CAT 3	Change of Name/ Address
CAT 4	Change of Site location
CAT 5	Existing Institutes seeking De-Affiliation/ Surrender trades/ units
CAT 6	Renewal of Affiliation

The above conditions are applicable to both Government as well as Private ITIs.

### 1.2 Eligibility

1. In order to be eligible to apply for opening an ITI, Organizations should be either of the following:
  - i) Societies or Trusts
  - ii) Private/Public Limited Companies
  - iii) Companies like Sole Proprietary
  - iv) Private Institutions/ Individual(s)
  - v) Central or State Government/ UT Administered or by a Society or a Trust registered by them

### 1.3 Concurrent Monitoring

DGT/ NCVT shall have the right to perform concurrent monitoring checks to evaluate the performance of the ITIs.

### 1.4 Forensic Audit

5% of accreditation reports submitted by the State Directorate shall be inspected by DGT. DGT may involve IIT/ NIT located within the state or nearby as Academic Technical Evaluation Advisor (ATEA) of DGT for this purpose. NCVT will have a right to take appropriate decision to override recommendations of the State Directorate for Affiliation/De-Affiliation of ITIs after considering the merits and demerits on a case basis.

### 1.5 Accreditation Process

DGT will develop a separate portal for receiving applications online. State Directorates having their portals will be interlinked with the DGT portal for further processing of applications. States which do not have their own portal can use the DGT portal, for which they will be assigned login ids.

State Directorate will intimate their requirement of new ITIs to DGT every year. Based on requirements, DGT will give advertisement for inviting online applications at least one year in advance for the session being sought; applicant shall submit the application in DGT portal. It should be noted that applications to be submitted at least one year prior to the year for which the session is being sought.

The applications will be processed on a first come first serve basis. Audit trail shall be available for verifying date and time of application submitted by applicants.

Applicant shall pay the online fee for processing of application and site visits through payment gateway available on DGT and State Directorate web portal. Accreditation process shall include the following stages:

**Stage I-** Desktop Assessment: Directorate General of Training will scrutinize the applications submitted online to ensure credentials of applicants like Institute details, Organization details, Authorized persons' details, Trade/ Unit details, Location details, Category of application, NOC from State Directorate etc. State Directorate would review the applications from the point of view of requirement of an ITI at the proposed location as well as requirement of Trades/Units as proposed by the applicant. They will submit their NOC accordingly. At the completion of stage I, DGT will issue a Letter of Intent (LoI) to the applicant for proceeding to the next stage.

**Stage II-** Civil Infrastructure Assessment: After completion of civil infrastructure, the applicant will upload the relevant details on the web portal. The first site visit date will be selected by the applicant at the time of payment of site visit fee. Accordingly, State Directorate will undertake the physical verification of land and civil infrastructure as per the latest NCVT norms (refer civil manual) and according to the uploaded details. After the successful completion of stage II, State Directorate will issue a LoI to the applicant for proceeding to III<sup>rd</sup> stage.

**Stage III-** Equipment Assessment: The applicants will upload details of equipment, machinery, tools, IT lab, furniture and

sanctioned power etc. on the web portal and select second site visit date at the time of payment of site visit fee. Accordingly, State Directorate will ensure physical verification of equipment, machinery, tools, IT lab, furniture and sanctioned power etc. as per the latest NCVT norms and as per uploaded details.

State Directorate shall submit the accreditation report to DGT Headquarters (HQ) for grant of affiliation by NCVT to consider the case. The accreditation report shall comprise of geotagged, time-stamped photos, ideography of the site visits, all approved documents and affidavits as per formats mentioned in detailed procedural norms, duly endorsed by Principal Secretary of State Government department who is looking after the Craftsman Training Scheme (CTS).

Applicants shall upload staff details after completing the accreditation process and before grant of affiliation.

Different stages involved in the process have been presented in a flowchart in this document for better understanding. The procedure for different stages has also been described in detail in this document.

**Annexure - 1** contains fee details involved in the process in different stages. **Annexure -2** is the application format. **Annexure -2A to 2G** contains the details of the information/ norms/ guidelines to be referred to fill the application. **Annexure - 3 to Annexure - 8** are the formats for assessment and verification at different stages.

**Disclaimer:**

- i. ITI shall comply with all the latest NCVT norms. In case of any violation, appropriate action shall be initiated.
- ii. Apart from affiliation norms of NCVT, ITIs shall follow all existing statutes/ provisions (related to ITIs) in that particular State/ UT. The ITIs shall also adhere to the latest notifications/ orders/ policies of Central Government/ State Government.
- iii. Where local building bye-laws are not available, National Building Code(NBC) of India shall be applicable.
- iv. The norms prescribed in this manual are only illustrative in nature; it has to be ensured that all safety norms shall be adhered to. It has to be ensured that overall aesthetic sense of the building/ plot is maintained.
- v. The civil structures shall be environment friendly and suitable for differently abled individuals. Ramp to be provided at main entrance and other places, wherever necessary.



Advertisement for Applications

Submit online application to SD through

*Accreditation and  
Affiliation  
Process for  
Establishing ITIs*

## Stage I-

### Expression of Interest

#### 2.1 Advertisement for Inviting Applications

SNo.	Processes	Actor/ Responsibility	Timelines	Relevant Documents
2.1.1	<ul style="list-style-type: none"> <li>Publish the advertisement with cut-off dates</li> <li>State Directorate will intimate their requirement of new ITIs to DGT every year.</li> </ul>	State/UT	As per requirement	Format- 1

#### 2.2 Submission of Application

SNo.	Processes	Actor/ Responsibility	Timelines	Relevant Documents
2.2.1	<ul style="list-style-type: none"> <li>Submit the application through web portal</li> <li>Pay application processing fee to State/UT</li> <li>All the State Directorates shall use the DGT portal for further processing of applications, for which they will be assigned with separate login ids.</li> <li>Share the login id and password to the applicant on the registered email id.</li> </ul>	Applicant	As per requirement	Annexure- 2 and 2A Annexure- 1

#### Instructions for 2.2.1

- The institution shall follow the prescribed norms as per **Annexure- 2A to 2G**.
- ITIs can be opened with minimum 2 trades and maximum of 2 units per shift per trade. ITIs with 3 and above star ratings on NCVT portal would be appreciated to add more units after two years/ one year depending upon duration of trade.
- Once the application details are submitted, the applicant will not be allowed to change the details.
- Applicant shall mention the location details i.e. name of district and revenue village.
- Name of ITI:** The name of an ITI shall follow the following pattern:
  - “XXXX (Name of Institute)- Government/ Private Industrial Training Institute- XXXX (Name of District)”
  - Name of the institute will be checked for its uniqueness. An applicant applying for a new ITI through online application portal will have a system to check and filter the “Name of proposed ITI” with the ITIs already existing with the same name in that state. System shall reject ITI with same name in a state and prompt applicant to change name. If any already existing organization which is running ITIs applies for a new

ITI, they can retain the name for a new ITI. The applicant shall submit supporting document for the same.

- Acronyms and abbreviations are not allowed. It should be noted that applicants shall not use their ITI name (in any form or common language parlance) in an abbreviated form resembling IIM/ IIT/ IISc/ NIT/ IISER/ IIIT/ IEST/ AICTE/ UGC/ MHRD/ GOL. The applicant shall also not use the word(s) Government, India, Indian, National, All India, All India Council, Commission and other names as prohibited under the Emblems and Names (Prevention of Improper Use Act, 1950) anywhere in the name of the ITI. These restrictions shall not be applicable, in the case of Government ITIs.
- Name of Institute shall not be changed without prior approval of NCVT. NCVT may permit the change of name as per laid down procedures as given in this handbook.
- The date of submission of application form will be the date and time when the payment is made after the submission of application on portal.

**Note:** Similar accreditation procedure is applicable in case of addition of new trades/units in existing institutes.

2.3 Initial Scrutiny

SNo.	Processes	Actor/ Responsibility	Timelines	Relevant Documents
2.3.1	<ul style="list-style-type: none"> <li>• Scrutiny of the application(s)                             <ul style="list-style-type: none"> <li>o Reject the applicants who have been de-barred/black-listed by DGT/ NCVT/ State/ Litigation</li> <li>o Assess adequacy and completeness of the documents, Revenue Location of ITI etc.</li> <li>o Assess compliance with the NCVT affiliation norms</li> <li>o NOC from State Directorate</li> <li>o Give appropriate reasons in case of rejection of the application</li> </ul> </li> <li>• Raise NCs, if any, to the applicant through web portal</li> </ul>	State/UT	15 calendar days after receipt of application processing fee	Annexure- 3  Annexure-2A
2.3.2	<ul style="list-style-type: none"> <li>• Clear all NCs, in case NCs were raised</li> </ul>	Applicant	15 calendar days	
2.3.3	<ul style="list-style-type: none"> <li>• In case of applications where NCs were raised, verify the updated information as per process 2.3.1</li> </ul>	State/UT	10 calendar days after receipt	
2.3.4	<ul style="list-style-type: none"> <li>• Applications which conform to all the requirements to be processed further</li> <li>• Applications which do not conform to the requirements to be rejected. The grounds for rejection shall be duly communicated to the concerned applicant and status to be updated on portal</li> </ul>	State/UT	of application processing fee/ clearing NCs, if any	

Note: Maximum days of timeline 50 calendar days (Ideal timeline 35 calendar days)

**Instructions for 2.3.2:**

- I. In case of non-submission of clarification by applicant about NCs raised within the timelines, the application shall be deemed rejected.

**2.4 Issue of Letter of Intent (LoI) for Stage II**

SNo.	Processes	Actor/ Responsibility	Timelines	Relevant Documents
2.4.1	<ul style="list-style-type: none"> <li>• Based on the recommendations, issue a Letter of Intent (LoI) to the applicant through web portal</li> </ul>	State/UT	10 calendar days after receipt of application processing fee/ clearing Ncs, if any	Format-6

Note: Maximum days of timeline 10 calendar days

**Instructions for 2.4.1:**

- I. The applicant(s) have to apply for Stage II within 1 year of issue of LoI for Stage II. In case of non-submission within one year, this timeline may be extended by another year, provided the approved building plan is submitted within one year from issuance of LoI. Provided it is in compliance to the prevailing bye-laws and NCVT norms in the extended year.
- ii. The receipt of Letter of Intent for Stage II does not guarantee the accreditation of the institute.



## Stage II-

### Civil Phase

#### 2.5 Updating Application (Civil Infrastructure)

SNo.	Processes	Actor/ Responsibility	Timelines	Relevant Documents
2.5.1	Applicant shall upload documents on web portal like Approved Building Plan, Documents showing ownership of Plot and Building or Registered lease Deed, Resolution by the applicant as mentioned in Annexure -2 as per latest NCVT norms	Applicant	Within 60 calendar days after receipt LoI	
2.5.2	Scrutinize the uploaded documents as per NCVT norms. Raise NCs, if any, to the applicant through web portal.	State Directorate	20 calendar days	
2.5.3	<ul style="list-style-type: none"> <li>Update the application with civil infrastructure details and submit the relevant documents as per NCVT norms</li> </ul>	Applicant	Within 1 year of issue of LoI	Annexure- 2 Annexure- 2A and 2B

#### Instructions for 2.5.1 & 2.5.3:

- I. The applicant has to apply for Stage II within 1 year of issue of LoI for Stage II. In case of non-submission within 1 year, this timeline may be extended by another year, provided the approved building plan is submitted within 1 year from issuance of LoI. Provided it is in compliance to the prevailing bye-laws and NCVT norms in the extended year.
- ii. In case of non- updation of civil infrastructure details by applicant within the timelines, the application shall be deemed rejected.
- iii. All the institutes registered shall be “geo-tagged” in order to ensure the uniqueness of the ITIs.

#### 2.6 Desktop Assessment for Stage II

Sno.	Processes	Actor/ Responsibility	Timelines	Relevant Documents
2.6.1	<ul style="list-style-type: none"> <li>Scrutinize the application               <ul style="list-style-type: none"> <li>Assess adequacy and completeness of the documents submitted by the applicant</li> <li>Check the dimensions of the classrooms, workshops, IT labs, administrative area, amenities areas etc. with respect to approved building plan</li> <li>Assess compliance with the NCVT affiliation norms</li> </ul> </li> <li>Raise NCs, if any, to the applicant through web portal</li> </ul>	State Directorate	Within 20 calendar days from application submission	Annexure- 4 Annexure-2A  Annexure- 2B
2.6.2	<ul style="list-style-type: none"> <li>Clear NCs, in case NCs were raised</li> </ul>	Applicant	Within 15 calendar days of NCs raised	-

2.6.3	<ul style="list-style-type: none"> <li>• In case of applications where NCs are raised, verify updated information as per process 2.6.1</li> <li>• Applications which conform to all the requirements to be processed further.</li> <li>• Applications which do not conform to the requirements may be rejected. The grounds for rejection shall be duly communicated to the concerned applicant.</li> <li>• The status of all the applications rejected shall be updated in the portal</li> </ul>	State Directorate	Within 10 calendar days from application submission/ clearing NCs by applicant, if any	-
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**Note:** Maximum days of timeline 45 calendar days (Ideal timelines 20 days).

**Instructions for 2.6.2:**

- i. In case of non-submission of clarification about NCs raised within the timelines, the application shall be deemed rejected.

**Instructions for 2.6.1 and 2.6.3:**

- I. State Directorate shall be responsible, in case of litigations raised due to extending of timelines by State Directorate.





**Stage III-****2.9 Update Application Details (Machinery, Equipment, Tools and Power Supply etc.)**

S No.	Processes	Actor/ Responsibility	Timelines	Relevant Documents
2.9.1	<ul style="list-style-type: none"> <li>Update the application and submit the relevant documents as per NCVT norms</li> </ul>	Applicant	Within 6 calendar months	Annexure-2 Annexure-2A, 2B and 2C

**Note:**

- I. The applicant has to apply for Stage III within 6 calendar months of issuance of LoI for Stage III. In case where new norms have been issued, new norms will be applicable for applications wherein details have not been submitted by the applicant within 6 months from issue of LoI. In this case, the applicant has to submit the final details within one year of the issue of LoI for Stage III. Otherwise, the application will be rejected.

**2.10 Desktop Assessment for Stage III**

Sno.	Processes	Actor/ Responsibility	Timelines	Relevant Documents
2.10.1	<ul style="list-style-type: none"> <li>Scrutiny of the application               <ul style="list-style-type: none"> <li>Assess adequacy and completeness of the documents submitted by the applicant</li> <li>Assess compliance with the NCVT affiliation norms</li> </ul> </li> <li>Raise NCs, if any, to the applicant through web portal</li> </ul>	State Directorate	Within 20 calendar days of application submission	Annexure-6 Annexure- 2A Annexure-2B and 2C
2.10.2	<ul style="list-style-type: none"> <li>Clear NCs, in case NCs were raised</li> </ul>	Applicant	Within 15 calendar days of raising NCs	-
2.10.3	<ul style="list-style-type: none"> <li>In case of applications where NCs were raised, verify updated information as per process and timelines of 2.9.1</li> <li>Applications which conform to all the requirements to be processed further</li> <li>Applications which do not conform to the requirements to be rejected. The grounds for rejection shall be duly communicated to the concerned applicant and update the status on the portal.</li> </ul>	State Directorate	Within 10 calendar days of application submission or clearing NCs by applicant, if any	-

**Note:** Maximum days of timeline 45 calendar days (Ideal timelines 30 days).

**Instructions for 2.10.1:**

- i. In case of non-submission of clarification about NCs raised within the timelines, the application shall be deemed rejected.



## 2.11 Site Visit-2 for Stage III

S No.	Processes	Actor/ Responsibility	Timelines	Relevant Documents
2.11.1	<ul style="list-style-type: none"> <li>Refer guidelines for preparation of site visit</li> <li>Online selection of site visit date</li> <li>Pay processing fee for site visit 2 of Stage III to State Directorate</li> </ul>	Applicant	Within 20 calendar days after desktop assessment clearance	Annexure-2D Annexure-1
2.11.2	<ul style="list-style-type: none"> <li>Change of site visit date (refer instructions)</li> </ul>	State Directorate/ Applicant	As per requirement	Annexure- 1
2.11.3	<ul style="list-style-type: none"> <li>Visit the proposed premises of the institute .</li> <li>Verify readiness with respect to latest NCVT affiliation norms</li> </ul> <p>Adequacy of Machinery, Equipment and Tools as per list mentioned in latest trade syllabus</p> <ul style="list-style-type: none"> <li>Working condition of Machinery, Equipment and Tools</li> <li>Safe installation procedures of Equipment/Machinery</li> <li>Bureau of Indian Standards (BIS) Certificate of Equipment/Machinery</li> <li>Wiring practices to Machinery/ Equipment</li> <li>Main power supply (3 phase) as prescribed for respective trades and electric meter installation.</li> <li>Backup power supply</li> <li>Availability of signage</li> <li>Exhaust fans at all sides of the walls</li> <li>Ventilation fans for roof top</li> <li>Take signature of representative(s) of applicant and State Directorate during the site visit</li> </ul>	State Directorate shall form site visit inspection committee. Committee shall comprise of <ol style="list-style-type: none"> <li>a member of DGT not below the rank of Group "A" Gazetted Officer,</li> <li>a Gazetted officer from State dealing with CTS,</li> <li>a member from Polytech/Engg College</li> <li>a member from Industry.</li> </ol>	As per date selected by applicant	Annexure-7 Annexure-2B, 2C, 2D and  2F
2.11.4	<ul style="list-style-type: none"> <li>Arrange geo-tagged, time stamped photos for review of State Directorate and upload the same on the portal</li> <li>Arrange videography of the site visit through professional videographer (footage from mobile phone/tablet is not permitted)</li> <li>Send video to State Directorate after</li> </ul>	Applicant	At the Time of site visit 5 calendar days	Annexure- 2E
2.11.5	<ul style="list-style-type: none"> <li>Raise NCs, if any, to the applicant through web portal</li> </ul>			

- Intimate the requirement of revisit, if any

State Directorate

10 calendar  
days of site visit

S No.	Processes	Actor/ Responsibility	Timelines	Relevant Documents
2.11.7	<ul style="list-style-type: none"> <li>In case of applications where NCs are raised, verify all the additional information submitted by the applicant</li> <li>Revisit the premises as per process and timelines of 2.7.3</li> </ul>	State Directorate	15 calendar days after clearing Ncs	-
2.11.8	<ul style="list-style-type: none"> <li>Applications which conform to all the requirements as per NCVT norms will be accredited</li> <li>Applications which do not conform to the requirements to be rejected. The grounds for rejection shall be duly communicated to the concerned applicant and update the status on the portal</li> </ul>	State Directorate	15 calendar days of site visit or clearing NCs by applicant, if any	-
2.11.9	<ul style="list-style-type: none"> <li>Submit the report to DGT, duly signed by Principal Secretary of concerned department comprising the following:                             <ul style="list-style-type: none"> <li>The verification reports including desktop and site visit report</li> <li>Geo-tagged and time stamped photographs (site visit 1 and 2)</li> <li>Video recording for site visit 1 and 2</li> </ul> </li> </ul>	State Directorate	20 calendar days of site visit or clearing NCs by applicant, if any	Annexure-3,4,5,6,7

#### Instructions for 2.11.2:

- I. If State Directorate denies site visit on a selected date, the applicant can choose another date for the site visit.
- ii. If applicant denies site visit on a selected date, the site visit fee to be repaid and applicant can select a new date. In case of natural calamities like flood & storm, accident on selected date etc. revisit fee may not be charged.

#### Instructions for 2.11.3: Revisit criteria:

- I. The criteria for revisit are as follows:
  1. Machine(s)/ equipment/ tool snot as per NCVT norms
  2. Machine(s)/ equipment not installed/ not in working condition
  3. Electricity meter not installed/ not in order
  4. 3 phase power supply is not available
  5. Sanctioned power supply load with respect to trades sought for affiliation not as per NCVT norms
  6. No IT connectivity/ IT lab

#### Instructions for 2.11.7:

- I. In case of non-submission of clarification against NCs raised within the timelines, the application shall be deemed rejected.

### 2.12 Appointment of Staff

S No.	Processes	Actor/ Responsibility	Timelines	Relevant Documents
2.12.1	<ul style="list-style-type: none"> <li>Appoint Instructors/ Principal/ Superintendent and other technical and administrative staff strictly in accordance with the prescribed norms</li> <li>Upload the information about these appointments of staff on the web-portal after accreditation and before affiliation</li> <li>The staff appointed at the ITI shall not be attached with any other ITI. The duplication check will be done through <b>Aadhar No.</b></li> </ul>	Applicant	Within 15 calendar days of accreditation	Annexure-2G

**Note:** Maximum days of timeline 15 calendar days

**2.13 Issuance of Letter of Affiliation with NCVT**

S No.	Processes	Actor/ Responsibility	Timelines	Relevant Documents
2.13.1	<ul style="list-style-type: none"> <li>After receiving accreditation report from concerned State Directorates, the recommendations would be placed on DGT Portal for a week for inviting public comments/grievances, if any</li> <li>Review the public comments/grievances</li> </ul>	DGT	21calendar days	
2.13.2	<ul style="list-style-type: none"> <li>Review the accreditation reports submitted by State Directorate</li> <li>Submission of accreditation reports which conform to all the requirements as per latest NCVT norms to NCVT Subcommittee for grant of affiliation</li> <li>Communicate the objections raised by sub-committee of NCVT, if any, to the State Directorate through web portal</li> </ul>	DGT	1 calendar month	-
2.13.3	<ul style="list-style-type: none"> <li>Submission of clarifications, for objections communicated to State Directorate</li> </ul>	State Directorate	15 calendar days	-
2.13.4	<ul style="list-style-type: none"> <li>Review the additional information submitted by the State Directorate, against objections communicated</li> <li>Communication regarding rejected application and reasons to applicants and State Directorate through web portal</li> </ul>	DGT	15 calendar days	
2.13.5	<ul style="list-style-type: none"> <li>State Directorate recommendations which conform to NCVT norms shall be affiliated by NCVT sub-committee</li> <li>The status of the applications affiliated will be duly communicated to the applicants</li> </ul>	NCVT Subcommittee	15 calendar days	-

**2.14 ITI Website Development**

S No.	Processes	Actor/ Responsibility	Timelines	Relevant Documents
2.14.1	<ul style="list-style-type: none"> <li>Develop website for ITI</li> <li>Each NCVT affiliated ITI shall upload annual report containing affiliation status, trade/ unit/ shift, details of infrastructure, details of instructors, trainees enrolled (Male/ Female/ Others and Minority/ SC/ST/OBC), training plan, postal address, email id, telephone no. etc. on its website</li> </ul>	ITI	Within 6 months of affiliation By 30 <sup>th</sup> October every year	-

# *Change Management*



### 3.1 Addition of Trades/ Units in Existing Institute

S No.	Processes	Actor/ Responsibility	Timelines	Relevant Documents
3.1.1	<ul style="list-style-type: none"> <li>Request for addition of trades/ units in existing institute through web portal using login id and password</li> </ul>	Applicant	As per requirement	Annexure- 2 Annexure-2A to 2G
3.1.2	<ul style="list-style-type: none"> <li>Follow procedure of approval for new institution as per latest NCVT norms, if addition of Trades/ Units are required for additional infrastructure</li> </ul>	-	As per accreditation process	-

#### Instructions for 3.1.2:

- I. No increase in intake shall be given to ITIs where FIR/ CBI/ CVC/ any other investigation agency/ punitive action is initiated by DGT for any violation in the norms and standards and where enquiries are pending. Applications of such institutions shall be placed before the NCVT Subcommittee for taking appropriate action.
- ii. The ITIs shall mandatorily opt for “grading” before addition of trades/ units in existing institutes.
- iii. Addition of trades/units in existing ITIs shall be permitted only if the ITI is complying with latest NCVT norms at least for additional trades/ units.

### 3.2 Change in Email ID/ Registered mobile no.

S No.	Processes	Actor/ Responsibility	Timelines	Relevant Documents
3.2.1	<ul style="list-style-type: none"> <li>Apply for change in email id through web portal*</li> <li>Submit organization's registration document, alternative email id and resolution by Chairman/ Secretary/ Authorized representative/ Individual for change of email id/ registered mobile no.</li> </ul>	Applicant	As per requirement	-
3.2.2	<ul style="list-style-type: none"> <li>Evaluate details submitted</li> <li>Communicate the objections, if any, to applicant through web portal OR</li> <li>Approve the request for email id/ registered mobile no.</li> </ul>	State Directorate	Within 21 working days	-
3.2.3	<ul style="list-style-type: none"> <li>Submission of clarifications, against objections communicated</li> </ul>	Applicant	Within 05 working days of raising objections	-
3.2.4	<ul style="list-style-type: none"> <li>Update email id in the system and communicate the same to the applicant and other related stakeholders</li> </ul>	Online	As per approval	-

\* The web portal will also have the facility to change email id and registered mobile no. using login id and password by the applicant as per his/ her requirements.

**3.3 Change in Name of Institution**

S No.	Processes	Actor/ Responsibility	Timelines	Relevant Documents
3.3.1	<ul style="list-style-type: none"> <li>Request for change in the name of the ITI through web portal using login id and password</li> <li>Submit reasons for the change</li> </ul>	Applicant	As per requirement	-
3.3.2	<ul style="list-style-type: none"> <li>Evaluate details submitted</li> <li>Communicate the objections, if any, to applicant through web portal OR</li> <li>Approve change in name of the ITI submitted by applicant</li> </ul>	DGT	Within 21 working days	-
3.3.3	<ul style="list-style-type: none"> <li>Submission of clarifications, against objections communicated</li> </ul>	Applicant	Within 05 working days of raising objections	-
3.3.4	<ul style="list-style-type: none"> <li>Evaluate clarifications received and update name of the ITI in the system with effect from next session admissions of trainees.</li> <li>Before changing the ITI name, take confirmation from Trade Testing cell for declaration of ITI results/ issue of mark sheets/ certificates etc.</li> </ul>	DGT	-	-

**3.4 Change in Address (without change in geo-tagging of location) of the Institution**

S No.	Processes	Actor/ Responsibility	Timelines	Relevant Documents
3.4.1	<ul style="list-style-type: none"> <li>Request for change in the address without any change in geo-tagging of the location through web portal using login id and password</li> <li>Submit government order as a proof indicating change in the address</li> </ul>	Applicant	As per requirement	-
3.4.2	<ul style="list-style-type: none"> <li>Evaluate details submitted</li> <li>Communicate the objections, if any, to applicant through web portal OR</li> <li>Approve change in address submitted by applicant online</li> </ul>	DGT	Within 21 working days	-
3.4.3	<ul style="list-style-type: none"> <li>Submission of clarifications against objections communicated</li> </ul>	Applicant	Within 05 working days of communication of objections	-
3.4.4	<ul style="list-style-type: none"> <li>Evaluate clarifications received and update address in the system</li> </ul>	Online	-	-

**Note:** If DGT itself comes across any such changes in the address, it shall update in the system accordingly without any request from the applicant.

### 3.5 Change in Site/ Location of the Institution(change in geo-tagging location of the Institution)

S No.	Processes	Actor/ Responsibility	Timelines	Relevant Documents
3.5.1	<ul style="list-style-type: none"> <li>Request for change in site location. This leads to de-affiliation of the institute. Submission through web portal using login id and password.</li> </ul>	Applicant	As per requirement	-
3.5.2	<ul style="list-style-type: none"> <li>De-affiliation of institute/ trade(s) through web portal using login id and password</li> <li>Status of de-affiliated ITI/ trade/ units link at NCVT/ MIS portal</li> </ul>	DGT	As per requirement	-
3.5.3	<ul style="list-style-type: none"> <li>Request for re-affiliation of institute/ trade(s) through web portal using login id and password after relocating infrastructure, all equipment, machinery, tools etc.</li> </ul>	Applicant	-	-
3.5.4	<ul style="list-style-type: none"> <li>Follow affiliation procedure of new institution as per latest NCVT norms for re affiliation of institute</li> </ul>	State Directorate	-	-
3.5.5	<ul style="list-style-type: none"> <li>After receiving accreditation report from concerned State Directorates, the recommendations would be placed on DGT portal for a week for inviting public comments/grievance, if any</li> </ul>	DGT	As per requirement	-
3.5.6	<ul style="list-style-type: none"> <li>Applications conforming to latest NCVT norms shall be considered for re-affiliation by NCVT Subcommittee</li> <li>The status of the applications affiliated ITI/ trade/ units with new address will be duly communicated to the applicants</li> </ul>	NCVT Subcommittee	1 calendar month	-

#### Instructions for 3.5

- i) If any existing institute relocates to a new location without following latest NCVT norms or without written prior approval of DGT/ State Directorate, then institute shall be de-affiliated and not be allowed to re-affiliate for minimum period of 3 years from date of de-affiliation.
- ii) While relocating the institute to a new location, institute shall ensure all trainees enrolled complete the training duration and no fresh admissions are admitted.
- iii) If any institute relocates without following NCVT norms or prior written approval of the DGT/ State Directorate, criminal proceedings may be initiated against the management of the Institute.
- iv) While re-affiliation of the institute, they may utilize all movable existing equipment, machinery, tools etc. The exemption will be given for the following conditions:
  - a. All the tax invoices of machinery, equipment and tools shall not be older than 6 months from the date of application.



**3.6 De-Affiliation/ Closure of Institute/ Surrender of Unit(s)/ Trade(s)**

S No.	Processes	Actor/ Responsibility	Timelines	Relevant Documents
3.6.1	<ul style="list-style-type: none"> <li>Request for de-affiliation of institute/ trade(s) through web portal using login id and password</li> <li>Submit the relevant documents</li> </ul>	Applicant	As per requirement	Format- 8 or Format- 9
3.6.2	<ul style="list-style-type: none"> <li>Evaluate details submitted</li> <li>Verify the appropriateness of the documents</li> <li>Communicate the objections, if any, to applicant through web portal OR</li> <li>Recommend for de-affiliation of institute/ trade(s)</li> </ul>	State Directorate	Within 20 working days	
3.6.3	<ul style="list-style-type: none"> <li>Evaluate the recommendation of State Directorate</li> <li>Communicate the objections, if any, to the applicant through web portal OR</li> <li>No new program/ trade or increase in intake shall be allowed in lieu of closed program/ trade</li> <li>Issue order for De-affiliation/ Closure of Institute/ Surrender of Trades/ Units. The status to be updated on web-portal.</li> </ul>	DGT	Within 20 working days	-
3.6.4	<ul style="list-style-type: none"> <li>Submission of clarifications, in case objections have been communicated</li> </ul>	Applicant	Within 5 working days of communication of objections	-
3.6.4	<ul style="list-style-type: none"> <li>Update the information in the system and communicate the same to the applicant and other related stakeholders</li> </ul>	Online	As per approval	-
3.6.5	<ul style="list-style-type: none"> <li>Any institute de-affiliated by DGT shall not be eligible to apply for re-affiliation for minimum period of 3 years from date of de-affiliation. Exception shall be given for institutions in case of relocating to a new place with prior written approval of DGT.</li> </ul>	DGT		

**Instruction for 3.6.1 and 3.6.3:**

i. While De-Affiliation/ Closure of Institute/ Surrender of Unit(s)/ Trade(s), institute and DGT shall ensure that all trainees enrolled complete the training duration and no fresh admissions are admitted

### 3.7 Renewal of Affiliation

S No.	Processes	Actor/ Responsibility	Timelines	Relevant Documents
3.7.1	<ul style="list-style-type: none"> <li>Request for renewal of institute/ trade(s)/ units through web portal using login id and password</li> <li>Submit the relevant documents</li> </ul>	Applicant	As per requirement	-
3.7.2	<ul style="list-style-type: none"> <li>Send the application to State Directorate through portal</li> <li>Inspect the institute as per latest NCVT norms in a single site visit</li> <li>Applications conforming to NCVT norms will be accredited.</li> <li>Applications which do not conform shall be rejected. The grounds for rejection shall be duly communicated to the concerned applicant with update on the portal</li> <li>Submit the report to DGT, duly signed by Principal Secretary of concerned department comprising the following: <ul style="list-style-type: none"> <li>The verification report</li> <li>Geo-tagged and time stamped photographs</li> <li>Video recording for site visit</li> </ul> </li> </ul>	State Directorate	-	-
3.7.3	<ul style="list-style-type: none"> <li>After receiving accreditation report from concerned State Directorates, the recommendations would be placed on DGT Portal for a week for inviting public comments/grievance, if any</li> </ul>	DGT	As per requirement	
3.7.4	<ul style="list-style-type: none"> <li>Thereafter, these cases recommended by State Directorate and with no adverse public comments/ grievances shall be approved by NCVT sub- committee for re-affiliation of ITI/ trade/ units</li> <li>The status of the applications affiliated will be duly communicated to the applicants and updated on portal</li> </ul>	NCVT Subcommittee	15 calendar days	

#### Instructions for 3.7.1:

- I. All the institutes shall be re-affiliated for every 5 years from date of affiliation. The institutes shall submit online application at least one year prior to expiry of affiliation/ completion of five years of affiliation.

### 3.8 Change in Ownership of the ITI

The change in ownership of the ITI such as change in Trust/ Society/ Private/ Public Limited companies/ Companies like Sole Proprietary/ Private Institutions/ Individuals shall not be allowed.

Such institutions shall be de-affiliated as per NCVT norms. Follow the procedure for affiliation of the new ITIs.

# *Exception Management*



## 4.1 De-barring/ Termination Procedure

S No.	Processes	Actor/ Responsibility	Timelines	Relevant Documents
4.1.1	<ul style="list-style-type: none"> <li>Issue Show Cause Notice (SCN) to applicant through email followed by speed post with copy to State Directorate</li> </ul>	DGT	As per requirement	-
4.1.2	<ul style="list-style-type: none"> <li>Reply to Show Cause Notice</li> </ul>	Applicant	Within 21 calendar days of issue of SCN	-
4.1.3	No reply: <ul style="list-style-type: none"> <li>Issue reminder of Show Cause Notice to applicant</li> </ul>	DGT	As per requirement	-
4.1.4	<ul style="list-style-type: none"> <li>Reply to reminder of Show Cause Notice, if any</li> </ul>	Applicant	Within 15 calendar days of issue of reminder of SCN	-
4.1.5	Review the matter <ul style="list-style-type: none"> <li>NCVT Subcommittee to review the matter</li> </ul>	DGT	As per requirement	-
4.1.6	<ul style="list-style-type: none"> <li>Decision of NCVT Subcommittee</li> <li>Communication of decision at DGT portal and linked with MIS portal</li> </ul>	Authorized Officer	As per subsequent NCVT Subcommittee meeting	-

**Instructions for 4.1.5**

- i. De-barring Criteria: An application for affiliation would be debarred for a minimum period of three (3) years:
  - a. Violation of affiliation norms or any other violation or malpractices.
  - b. If any of the documents submitted for seeking affiliation such as, lease deed/ land ownership, trust, electricity bills, etc. are found forged/ manipulated.
  - c. If any machinery or equipment is found demobilized/moved to another ITI without following latest NCVT norms or prior written approval from DGT.
  - d. If any institute is relocated (change in geo-tagged location) to a new place without following latest NCVT norms or prior written approval from DGT.
  - e. Any other such instances

**4.2 Transition to New Norms**

- 4.2.1 From time to time, NCVT/ DGT may decide to change the norms/ requirements for machinery/equipment/tools, power supply, staff etc. Such changes shall be implemented by all existing ITIs within one year of introduction.
- 4.2.2 All existing ITIs shall comply with the new norms, particularly those relating to compliance with the statutory requirements concerning safety etc., within a time frame of two years.
- 4.2.3 Addition of trades/units in existing ITIs shall be permitted, only if the ITI is capable to comply with new NCVT norms at least for additional Trades/ Units.
- 4.2.4 The ITI shall comply with the revised norms, submit declaration and update the relevant information on web portal within stipulated time.
- 4.2.5 On submission of the revised information, the details shall be verified in the subsequent regular inspections by State Directorate.

On non-receipt of updated information and undertakings pertaining to transition to new norms, the status of such ITIs shall be updated on the web portal. These ITIs shall be debarred / de-affiliated/ dealt with penal proceedings as deemed fit by DGT/ NCVT.

### Fee Structure for Accreditation

1. Fee structure has been segregated as per following:

Fee Structure		For minimum 4 trades and minimum of 12 Units
Application Fee		As decided by respective State Directorate
Fee for Stage II		As decided by respective State Directorate
Site Assessment Fee for Stage III		As decided by respective State Directorate
Revisit		As decided by respective State Directorate
Renewal		As decided by respective State Directorate
Re- affiliation		As decided by respective State Directorate

\* Service Tax, as applicable on date of submission of application will be charged in addition to the above fee.

- A. All the payments shall be made only through online payment gateway system provided by DGT/ State Directorate using your institute's login & password details. Only a government institute can submit Account payee draft in favour of "**State Directorate**", payable at "**mention place**".
- B. The Application processing fee and site visit fees are non-refundable even application is rejected at any stage.
- C. The fee mentioned above can be revised any time by DGT/State without stating the reasons subject to approval of competent authority.

# Annexure - 2

**Application Format**

**Stage I**

**1. Institute Details**

Name of Institute		
Nature of Institute	New/ Existing	
Category	1 to 6	
Type of Institute	Government/ Private	
Institute Location	Rural/ Urban	
Name of the Institute (Display MIS Code for existing institutes)	_____	XXXX (Name of Institute)- Government/ Private Industrial Training Institute- XXXX (Name of District) Name of the Institute will be checked for its uniqueness
State	_____	District _____
Revenue Village	_____	

**2 Trust/ Society/ Company/ Sole proprietary/ Individual/ Organization Details**

Name of the Organization \_\_\_\_\_

Postal address \_\_\_\_\_

PIN Code \_\_\_\_\_

Tel No. (With STD Code) \_\_\_\_\_

Fax No. (With STD Code) \_\_\_\_\_

Email Address \_\_\_\_\_

Registered Mobile No. \_\_\_\_\_

Website Address \_\_\_\_\_

**3. Registration Details**

a. Institute owned by registered body

- Trust
- Society
- Company
- Sole proprietary
- Other (if Other, please specify)

- b. Year of Registration` \_\_\_\_\_
- c. Validity of registration of organization upto \_\_\_\_\_
- d. Registration document of the Organization/ Trust/ Society/ Company/ Sole proprietary/ Individual (indicating its members, objectives and Memorandum of Associations and Rules) Upload
- e. PAN Card Upload
- f. Resolution to start ITI (Format- 2) Upload
- g. Trustee/Members/Directors/ Owner/ Partners/Principal Details

S No.	Name	Designation	Email id	Mobile Number	PAN No.	ID Type	ID No.	ID Upload

**4. Authorized Person Details**

Name of Authorized Person \_\_\_\_\_ Designation \_\_\_\_\_

Email Id \_\_\_\_\_ Mobile Number \_\_\_\_\_

ID Proof Upload

Resolution pertaining to nominating authorised person Upload

**5. Trades and Units for which Affiliation is Sought**

S No.	Trade	Total Units	Units in 1 <sup>st</sup> Shift	Units in 2 <sup>nd</sup> Shift	Units in 3 <sup>rd</sup> Shift

Note: Minimum of 4 trades and minimum of 1 units per shift per trade are allowed

**Display/ Mention the Details of Trades/ Units already affiliated in case of Existing ITIs**

S No.	Trade	Total Units	Units in 1 <sup>st</sup> Shift	Units in 2 <sup>nd</sup> Shift	Units in 3 <sup>rd</sup> Shift

**6. The details of other NCVT affiliated ITIs which are running under the same organization:**

DGT File Reference No.	MIS Code	DGT Affiliation No.

## 7. Staff Details

Declaration to recruit minimum technical staff as per norms:

S No.	Designation	As per Norms (no.)
1.	Principal/ Head of Institute	<pre-populate>
2.	Vice-Principal/Superintendent	<pre-populate>
3.	Training Officer/ Group Instructor	<pre-populate>
4.	IT Skills Instructor	<pre-populate>
5.	Employability Skill Instructor (If the seating capacity is more than 1000 trainees in the institute)	<pre-populate>
6.	Engineering Drawing Instructor	<pre-populate>

Declaration to recruit minimum Instructional staff as per norms

S No.	Trade Name	Total Post(s)	Theory Instructor	As Per Norms	Practical Instructor	As Per Norms	Trade Name	Total Post(s)
1.	<pre-populate>		<pre-populate>	<pre-populate>		<pre-populate>	<pre-populate>	
2.	<pre-populate>		<pre-populate>	<pre-populate>		<pre-populate>	<pre-populate>	

**Note:** The declaration for staff shall be ticked mandatorily

### 1. Declaration

I/we hereby certify and agree:

- I/We have carefully read and understood all criteria for accreditation of Industrial Training Institutes seeking NCVT affiliation. The conformity with requirements of the accreditation criteria has been verified by us at our end. We confirm that the information provided in support of this application is correct to the best of our knowledge and belief.
- That I/ We will comply with all the latest NCVT norms and if any violation found, appropriate action shall be initiated
- That I/ We are aware that the norms prescribed in this manual are only illustrative in nature, it has to be ensured that all safety norms shall be adhered to. It has to be ensured that overall aesthetic sense of the building/ plot is impressive.
- That I/ We will regularly check DGT/ NCVT web portal and follow the instructions from time to time after submitting the application. I undertake that DGT/ NCVT will not be responsible for negligence on my/our part once any information is updated on the web portal and I fail to check the same.
- That the training imparted in the ITI will be as per latest syllabus and NCVT guidelines.
- Apart from affiliation norms of NCVT, ITIs shall follow all existing statutes/ provisions (related to ITIs) in that particular state. The ITIs shall also adhere to the latest notifications/ orders/ policies of Central Government/ State Government.
- That I/we have all tools and equipment required for the trades applied for, as per the norms.
- That we will recruit qualified staff/faculty required for the applied trade.
- That the building will be constructed as per local building bye-laws and wherever local building bye-laws are not available, then N.B.C. of India will be followed.
- Especially that civil structure will be suitable for differently abled individuals.
- That no other institution is being run in the same premises where the ITI is proposed to be established.
- If any information or document submitted by the applicant is false; DGT has a right to cancel my application without notice besides taking appropriate legal action against the applicant including blacklisting the applicant.
- If accredited, we commit to intimate DGT immediately of any changes in the status where information regarding such changes, if not declared may affect the consideration for accreditation of the institute.
- I am aware that 'Application Fee/ the Site Visit Fee/ Revisit fee once paid is 'non-refundable'. In case of surrender of 'Application/ Trades/ Units' by applicant after the payment of respective fee, the fee amount shall not be refunded to the applicant.
- I am aware that, mere submission of an application does not ensure 'Accreditation' of the ITI. The accreditation of ITI for a particular number of trade/ units will depend upon the infrastructural facilities available with the ITI as per NCVT/ DGT norms. Similarly, the accreditation of a particular number of trades/units would not imply 'Affiliation' of ITI for that many numbers of trades/ units by NCVT.

**Note:** The declarations shall be ticked mandatorily.

Signature	
Name (Authorized Signatory)	
Designation	
Institute Name	
Date	



Stage II

LAND & BUILDING INFRASTRUCTURE DETAILS

1. Land Details

a. Address

Name of the Institute \_\_\_\_\_

Postal Address \_\_\_\_\_

Pin Code \_\_\_\_\_

Latitude\* (North/South) \_\_\_\_\_ Longitude\*(North/South) \_\_\_\_\_

Tel No. (With STD Code) \_\_\_\_\_ Fax No. (With STD Code) \_\_\_\_\_

Email Id \_\_\_\_\_ Upload

Registered mobile no. \_\_\_\_\_

\*Enter Latitude and Longitude details in Degree, Minute and Seconds. Values should be from 0-59 only

Note: The details filled at stage I shall be pre-populated by the system

b. Other Details

S No.	Particulars	Norms	Availability
1.	Total plot area (Sq.m)	As mentioned in civil norms	
2.	Possession of the Land	As mentioned in civil norms	Owned/ Registered Live Lease
2.a	Date of commencement of lease.		
2.b	Date of expiry of lease		
2.c	Duration of registered Live Lease (in years)	As mentioned in civil norms	(Auto-calculate)
3.	Documents showing ownership in the name of the applicant by the concerned authority of Government or any other documents issued by the concerned Competent Authority establishing the ownership and possession of the land in the name of the applicant. In case, the land documents are in vernacular language, notarized English translation of the documents shall be produced.	Mandatory	(Upload)

## 2. Building Details

### a. General Details:

S No.	Particulars	Norms	Availability
1.	Building plan shall be approved by Town Planning Department/ District Magistrate (Collector)/ Development Authority/ Municipal Authority/ Any other Competent Authority as per State Government/ UT	Mandatory	(Upload)
2.	Building Completion/ Occupancy Certificate as per Local Building bye-laws/ NBC of India duly approved by Municipal Authority/ District Magistrate (Collector) (Shall include certification for Land Use Conversion, Safety of lift wherever applicable)	Mandatory ,As mentioned in civil norms	(Upload)
3.	Fire Safety Certificate, duly approved by Authority from Fire and Safety department of the concerned State Government/ UT	Mandatory	Yes/ No(Upload)
4.	Is the building integrated?	As mentioned in civil norms	Yes/ No
5.	Plot Entrance Gate	As mentioned in civil norms	
6.	Building Entrance Gate	As mentioned in civil norms	
7.	Open Spaces around the Building	As mentioned in civil norms	Yes/ No
8.	Open Spaces Separate for each Building	As mentioned in civil norms	Yes/ No
9.	Ceiling Height of Building	As mentioned in civil norms	Yes/ No
10.	Photographs	Mandatory	(Upload)

### b. Instructional Area Details:

#### Classroom Details:

S No.	Name of Trade	Space Norms (in sqm)	Actual Area available (in sqm)	Width (in m)	Floor Type	Upload Photographs
1.		<pre-populate>			<ul style="list-style-type: none"> <li>Tiled</li> <li>Any other type finished floor</li> </ul>	

Note:

- 1.The minimum size of the classroom shall be 25 Sqm.
- 2.The minimum width of the classroom shall be 3 m.
- 3.Floor shall be tiled/ higher specification.

**Workshop Area Details:**

S No.	Name of Trade	Space Norms (in Sqm)	Actual Area Available (in Sqm)	Width (in m)	Workshop Height from Lower End (in ft)	Workshop Roof	Floor Type	Upload Photographs
1.		<pre-populate>				<Flat RCC/ Pitched roof RCC/ Industrial roof sheet with structural support.	<ul style="list-style-type: none"> <li>• Cemented</li> <li>• Tiled</li> <li>• Any other type finished floor</li> </ul>	

Note:

1. The minimum size norms for each trade for the workshop can be seen at Annexure- 2F
2. The minimum width of the workshop shall be 5 m
3. Tin roof sheets/Asbestos roof sheets for workshops are not allowed
4. Floor shall be tiled/ higher specification/cemented

**IT Lab Details (other than COPA):**

S No.	Space Norms (in Sqm)	Actual Area Available (in Sqm)	Width (in m)	Floor Type	Upload Photographs
1.	As mentioned in civil norms			<ul style="list-style-type: none"> <li>• Tiled</li> <li>• Any other type finished floor</li> </ul>	

Note:

1. The minimum size of the IT lab shall be 25 Sqm for 10 computers. An additional 2.5 Sqm shall be made available for each additional computer.
2. The minimum width of the lab shall be 3 m.
3. Floor shall be tiled/ higher specification.

**Drawing Hall Details**

(For Engineering Trade(s)(except Draughtsman (Civil)/ Draughtsman (Mechanical) trades):

S No.	Space Norms (in sqm)	Actual Area Available (in Sqm)	Upload Photographs
1.	As mentioned in civil norms		

**c. Administrative Area Details:**

S No.	Details	Space Norms (in Sqm)	Actual Area Available (in Sqm)	Width (in m)
1.	Reception cum Waiting Lobby	As mentioned in civil norms		
2.	Principal Room	As mentioned in civil norms		
3.	Staff Room	As mentioned in civil norms		
4.	Administrative Hall/ Section	As mentioned in civil norms		
5.	Placement/ Counselling room	As mentioned in civil norms		

Note:

1. The minimum width of the rooms shall be 3 m.

**d. Amenities Area Details:**

S No.	Details	Space Norms (in Sqm)	Width (in m)	Actual area available (in Sqm)
1.	Multipurpose Hall/ Courtyard	As mentioned in civil norms		
2.	Library & Reading Room	As mentioned in civil norms		
3.	Canteen (including kitchen & pantry)	As mentioned in civil norms		
4.	First-Aid Room	As mentioned in civil norms		
5.	Playground	As mentioned in civil norms		
6.	Drinking Water Facility	As mentioned in civil norms		
7.	Storage Room for raw material and for Gases/ Oil drums etc.	As mentioned in civil norms		

Note:

1.The minimum width of the multipurpose hall/ courtyard shall be 5 m.

2.The minimum width of other rooms shall be 3 m.

S No.	Details	Norms	Availability
8.	Availability of staircase as per standards/ Local Building bye-laws or NBC of India	As mentioned in civil norms	Yes/ No
9.	Availability of treated drinking water fountains as per standards	As mentioned in civil norms	Yes/ No
10.	Toilets/ Water Closet details (As per Local Building bye-laws or NBC of India)	As mentioned in civil norms	
a	For Staff	As mentioned in civil norms	Yes/ No
	For Trainees	As mentioned in civil norms	Yes/ No
b	Parking Details(As per Local Building bye-laws or NBC of India)	As mentioned in civil norms	
11	Car Parking	As mentioned in civil norms	Yes/ No
	Scooter/ Two-wheeler	As mentioned in civil norms	Yes/ No
	Bicycle	As mentioned in civil norms	Yes/ No
	Ramps and Infrastructure necessary for disabled persons as per local bye-laws		Yes/ No

**e. Finishing Details:**

S No.	Details	Norms	Availability
1.	Plastering and painting of internal and external walls and ceiling	As mentioned in civil norms	Yes/ No
2.	Painting/ lamination of door, window, ventilator, gate, grill, railing of the institute	As mentioned in civil norms	Yes/ No

1. Declarations

- a. Resolution to allocate resources (**Format- 4**) Upload
- b. Resolution regarding Electrical Connection (**Format- 5**) Upload
- c. **Certificate- 1** issued by an advocate in a Format prescribed regarding authenticity and appropriateness of Trust/Society Registration Documents, Land Documents, Land Use Certificate and Land Conversion Certificate Upload



Stage III

MACHINERIES, EQUIPMENT, TOOLS AND POWER DETAILS

**1. Machineries, Equipment and Tools**

(Submit the information trade wise)

Name of trade: \_\_\_\_\_

a. Machineries

S No.	Trade Name	Description of Machinery	Qty. Required/ unit as per Norms (no.)	Qty. Required for Total No. of New Units	Qty. Required for Units already Affiliated (no.) (if applicable)	Qty. Required for Total Units (no.) (inclusive of units already affiliated)	Qty. Actually Available for Units Sought Affiliation (no.)	Deficiency (if any)
1.		<Auto-populate>	<Auto-populate>	<Auto-populate>	<Auto-populate>	<Auto-populate>		<Auto-calculate>
2.		<Auto-populate>	<Auto-populate>	<Auto-populate>	<Auto-populate>	<Auto-populate>		<Auto-calculate>

b. Equipment

S No.	Trade Name	Description of Equipment	Qty. Required/ unit as per Norms (no.)	Qty. Required for Total No. of New Units	Qty. Required for Units already Affiliated (no.) (if applicable)	Qty. Required for Total Units (no.) (inclusive of units already affiliated)	Qty. Actually Available for Units Sought Affiliation (no.)	Deficiency (if any)
1.		<Auto-populate>	<Auto-populate>	<Auto-populate>	<Auto-populate>	<Auto-populate>		<Auto-calculate>
2.		<Auto-populate>	<Auto-populate>	<Auto-populate>	<Auto-populate>	<Auto-populate>		<Auto-calculate>

c. Tools

S No.	Trade Name	Description of Tools	Qty. Required/ Unit as per Norms (no.)	Qty. Required for Total no. of New Units.	Qty. Required for Units Already Affiliated (no.) (if applicable)	Qty. Required for Total Units (no.) (inclusive of units already affiliated)	Qty. Actually Available for Units Sought Affiliation (no.)	Deficiency (if any)
1.		<Auto-populate>	<Auto-populate>	<Auto-populate>	<Auto-populate>	<Auto-populate>		<Auto-calculate>
2.		<Auto-populate>	<Auto-populate>	<Auto-populate>	<Auto-populate>	<Auto-populate>		<Auto-calculate>

**d. Machineries, Equipment and Tools costing above Rs. 10,000**

S. No.	Trade Name	Name of the Machinery, Equipment & Tools	Make	Year of Manufacturing	Purchased From i.e. Supplier Address Along with Tel. No.	Tax Invoice no.	Invoice Date	Tin No	Tax Invoice (upload)	Tender Finalization Document (upload)	Goods received note (upload)	Copy of Store's Inward Register (upload)	BIS Certification (upload)	Photograph (upload)
1.		<Auto-populate>												
2.		<Auto-populate>												

**e. Machineries, Equipment and Tools costing below Rs 10,000**

S No.	Trade Name	Name of the Machinery, Equipment & Tools	Make	Purchased from i.e. Supplier Address Along with Tel. No.	Tax Invoice No.	Invoice Date	Tin No.	Tax Invoice (Upload)	Photograph (Upload)
		<Auto-populate>							
		<Auto-populate>							

**f. Installation of Machineries, Equipment**

- Machinery and equipment are installed as per supplier manual and ISO safety standards
- Machinery and equipment are connected as per electrical safety standards
- Machinery and equipment are connected as per Indian standard code of practicing for electrical wiring

Note:

1. The standard machinery, equipment and tools list available in the syllabus of each trade and as available on the website .
2. Only new machinery/equipment/ vehicle in running condition is acceptable for granting accreditation. No old machinery, equipment and tools are acceptable for any new trade/unit. All the tax invoices of machinery, equipment and tools shall not be older than six months from the date of application.
3. Vehicle registration certificate should be uploaded.
4. Vehicle registration should be in the name of the institute.
5. The items which are not included in the standard list but are essential for training due to technological development may be procured by the institute.

## 2. Classroom Furniture Details

S No.	Trade Name	Room No.	Chair for Instructor	Table for Instructor	Chairs/ Desk for Trainees	Black/ White Board 4X6 Feet
1.		<pre-populate>	<yes/ no>	<yes/no>	<yes/ no>	<yes/ no>
2.		<pre-populate>	<yes/ no>	<yes/no>	<yes/ no>	<yes/ no>

**Note:**

1. Submit the information for each classroom
2. One chair and table for instructor shall be available
3. One chair/ desk for each of the trainees sought affiliation in a shift, shall be available

## 3. IT Lab Details

S No.	Details	Norms	Actual Qty.	Deficiency, if any
1.	Desktop computer with latest configuration (only LCD or LED monitor to be allowed)	Minimum 10 nos. up to seating capacity of 100 trainees per shift For each additional 20 trainees: 2 computers Note: Minimum 24 computers required for 12 units.		
2.	Internet connection	Minimum 2 mbps connection	Yes/ No	
3.	Computer with multimedia, anti-virus software, latest operating software (Licenced software) with UPS	Yes	Yes/ No	
4.	LAN Cabling, LAN Switch	As Required	Yes/ No	
5.	Printer (Inkjet, Laser)	As Required	Yes/ No	
6.	Scanner	As Required	Yes/ No	
7.	Server	As Required	Yes/ No	
8.	External Hard Disk – 1TB	1 no.		
9.	Instructor/ Office Chair	1 no.		
10.	Instructor/ Office Table	1 no.		
11.	Trainees/Computer Chairs	20 nos.		
12.	Trainees/Computer Tables	10 no.		
13.	Black/ White Board 4X6 Feet	1 no.		

**Note:**

- The requirement of IT lab is over and above the requirements of Trade. The institute does not need a separate IT lab, if the institute is running only COPA trade. If any other trade in addition to COPA is running in the institute, then a separate IT lab is mandatory.
- N-computing system is allowed with standby server and UPS. For every 10 computers, 1 Common CPU is required. Similarly, if N-computing system is used, 1 no. of 5 KVA UPS is required for 10 computers and in case ITI is not having N-computing then each computer should have a separate CPU and common/ separate UPS.
- N-computing Server configuration prevalent at the time of procurement or with the following minimum features: CPU: 32/64 Bit Core 2 Duo/Quad Core/i3/i5, Speed: 3 GHz or Higher. Cache Memory: Minimum 3 MB or better. RAM:8 GB DDR-III or Higher. Hard Disk Drive: 500GB or Higher, 7200 rpm (minimum) or Higher, Wi-Fi Enabled. Network Card: Integrated Gigabit Ethernet (10/100/1000) - Wi-Fi, USB Mouse, USB Keyboard and Monitor (Min. 22 Inch), Standard ports and connectors. DVD Writer, Speakers and Mic. Licensed Windows Operating System/ OEM Pack (Preloaded), Antivirus/ Total Security.
- Every computer should have multimedia, anti-virus software, latest licenced operating software with UPS
- If dongles used, separate dongles for each PC shall be available



**4. Drawing Hall Details (Common to all Engineering Trades(s)except Draughtsman (Civil)/ Draughtsman (Mechanical) Trades)**

S No.	Name of Tools/ Equipment	Norms	Actual Qty.	Deficiency, if any
1	Drawing Board (Standard Size , Adjustable Type)	20 no. for one unit arrangement		
2	Models: Solid & cut section	as required		
3	Table for Trainees	20 no.		
4	Stool for Trainees (Adjustable Type)	20 no.		
5.	Cupboard (big)	01 no.		
6	White Board (size: 8ft. x 4ft.)	01 no.		
7	Trainer's Table	01 no.		
8	Trainer's Chair	01 no.		

**5. Other Requirements**

- Biometric machine with GPS connection
- Projector for e-learning classes
- Disaster Management Plan

**Note:**

1. Availability of biometric machine with GPS connection is mandatory.
2. Availability of projector is mandatory.
3. All the institutes shall have disaster management plan as prescribed in the general guidelines for Disaster Management at Annexure-2B, S. No. 8 & 9

**6. Power Supply:**

Date of connection: \_\_\_\_\_

- The connection is in the name of ITI/ Applicant organization at the ITI address
- Supply has three phase commercial connection
- Backup electric supply is available as per norms

S No.	Trade Name	No of Units applied in one shift	Power Supply Required for Each Unit as per Norms (in KW)	Total Power Supply Required (in KW)
-------	------------	----------------------------------	--	-------------------------------------

**For Sought Trades (New)**

1.	<Auto-populate>	<Auto-populate>	<Auto-populate>	<Auto-calculate>
2.	<Auto-populate>	<Auto-populate>	<Auto-populate>	<Auto-calculate>
3.	<Auto-populate>	<Auto-populate>	<Auto-populate>	<Auto-calculate>
4.	<Auto-populate>	<Auto-populate>	<Auto-populate>	<Auto-calculate>

S No.	Trade Name	No of Units applied in one shift	Power Supply Required for Each Unit as per Norms (in KW)	Total Power Supply Required (in KW)
-------	------------	----------------------------------	--	-------------------------------------

**For Existing Trades**

1	<Auto-populate>	<Auto-populate>	<Auto-populate>	<Auto-calculate>
2	<Auto-populate>	<Auto-populate>	<Auto-populate>	<Auto-calculate>
3	<Auto-populate>	<Auto-populate>	<Auto-populate>	<Auto-calculate>
4	<Auto-populate>	<Auto-populate>	<Auto-populate>	<Auto-calculate>

- a. Total power supply required in the institute in KW: (Including New & Existing Trades/Units): \_\_\_\_\_
- b. Total power supply available in the institute in KW: Including New & Existing Trades/Units: \_\_\_\_\_
- c. Deficiency/ Surplus power available in the institute in KW: \_\_\_\_\_
- d. For existing institute electricity bill indicating connected load(Upload)
- e. For new institutes: Installation report/ Meter sealing report indicating sanctioned load or if meter sealing report does not have sanctioned load, copy of the sanctioned load, proof of payment of dues for the same along with meter sealing report (Upload)

**Note:**

- i. The connection shall be in the name of Applicant Trust/ Society/ Company/ Institute
- ii. Supply shall have three phase commercial connection only
- iii. Backup electric supply shall be available as per norms. Training equipment/ machinery will not be considered against infrastructure, equipment as per norms.
- iv. Total power supply available/sanctioned in the institute shall not be less than total power supply required in the institute
- v. The power supply norms for each trade can be seen at **Annexure- 2F**

**7. Boards and Signages**

Please indicate the availability of the boards:

- Signage board on plot entrance (include ITI's name, logo and complete address along with Skill India logo)
- Signage board on institute building (include ITI's name and logo along with Skill India logo)
- Emergency Exit Boards
- Board indicating danger signs (Transformer, Generator Set, Heavy Electrical Installation/ Panels)
- Prohibited area indicators (running machinery etc.)
- Signage boards showing directions (include directions showing the different sections of the building like classrooms, workshops, IT lab, admin building etc.)
- Boards indicating firefighting equipment
- Trade details board (include list of trades, seating capacity, trainee enrolled and name of machinery and equipment installed)
- Staff details board (include staff details with name, qualification/designation and contact numbers at least for Principal and Group Instructor/ Training officer if any)

Note: All the boards are mandatory. Institute Sign Board to be made in English/ Hindi/ Regional language. The signage should be bilingual. The size of the font should be minimum 75 mm. The size of the Board may be 2m x 1.5 m or 3m x 1.5 m or 4m x 2.0 m.

**8. Upload Photographs**

**9. Other Details (optional)**

- Rainwater harvesting and augmentation
- Solar energy/Renewal energy source
- Sewage treatment plant
- Announcement system in classrooms, strategic locations for general and emergency announcements
- Enterprise Resource Planning (ERP) software for student-institution-parent interaction
- ATM
- CCTV Security System
- LCD (or similar) projectors in classrooms

Note: i). Rainwater harvesting and augmentation, Solar energy/ Renewable energy source availability and Sewage treatment plant is mandatory for all the ITIs with strength more than 500 trainees in each shift.

**List of Documents**

**Application Submission- Stage I**

1. **Registration document of the organization indicating its members, objectives and Memorandum of Associations and Rules**
2. PAN Card
3. Resolution by the applicant organization/Trust/ Society/Others, pertaining to starting an Industrial Training Institution in the **Format-2** prescribed.
4. Resolution by the applicant organization, pertaining to Nominating Authorised person in the **Format-3** prescribed.
5. Valid ID Proof i.e. Voter Id Card/ PAN Card/Driving License/Passport/ Aadhar Card of Trustees/ Members/ Directors/ Owners/ Partners
6. Valid ID proof i.e. voter Id Card/ PAN Card/Driving License/Passport of authorized person

**Application Submission- Stage II**

1. Documents showing ownership in the name of the applicant in the form of Registered Sale Deed/ Irrevocable Gift Deed (Registered)/ Irrevocable Registered Lease (for a period of minimum 10 years of live lease at the time of submission of application) by the concerned authority of Government or any other documents issued by the concerned competent authority establishing the ownership and possession of the land in the name of the applicant. In case, the land documents are in vernacular language, notarized English translation of the documents shall be uploaded.
2. Building plan shall be approved by Town Planning Department/ District Magistrate (Collector)/ Development Authority/ Municipal Authority/ Any other Competent Authority as per State Government/ UT.  
oBuilding plan of institute should clearly indicate the workshop for all trade/units/modules, classrooms, IT Lab, administrative area, amenities area etc. with its dimensions in MKS System (Units based on measuring lengths in meter, mass in kilogram and time in second)
3. Building Completion/ Occupancy Certificate as per Local Building bye-laws/ NBC of India duly approved by Municipal Authority/ District Magistrate (Collector)(Shall include certification for Land Use, Land Conversion, Safety of lift wherever applicable).
4. Fire Safety Certificate, duly approved by Authority from Fire and Safety department of the concerned state government/ UT.
5. Resolution by the applicant organization, pertaining to adding new program and allocation of land and building specification, machineries/ equipment/ tools, power supply/ backup power supply/ funds for proposed activities etc. in Format-4 as prescribed.
6. Resolution regarding Electrical Connection in Format-5 as prescribed.
7. Certificate-1 issued by an advocate in a format prescribed regarding authenticity and appropriateness of Trust/Society Registration Documents, Land Documents, Land Use Certificate and Land Conversion Certificate.

**Application Submission- Stage III**

1. Tax invoices for machineries, equipment and tools. Tax invoices shall not be older than 6 months from the date of application.
2. Vehicle registration certificate should be uploaded.
3. For New Institutes: Installation report/ Meter sealing report indicating sanctioned load or if meter sealing report does not have sanctioned load, copy of the sanctioned load, proof of payment of dues for the same along with meter sealing report.
4. For existing institutes, electricity bill indicating connected load and latest bill of payment made.
5. Details of provision of backup power supply.

**Staff Details**

1. Valid ID proof i.e. Voter Id Card/ PAN Card/Driving License/Passport of all Staff
2. Aadhar card
3. Photograph
4. High School (10th Standard) certificate needs to be uploaded on website
5. ITI/ Diploma/ Degree certificate as applicable
6. Experience certificates of the staff
7. Account details for salary transfer
8. Driving Licence of Instructor for Auto mobile sector trades

**Additional Documents to be submitted for Closure of Trades/ Units in Existing Institutions**

1. Resolution by the applicant institution, pertaining to application for Closure of Trades/ Units in the **Format- 8** as prescribed.

**Additional Documents to be submitted for Progressive Closure/ Closure of Institution**

1. Resolution by the applicant institution, pertaining to application for Closure of Institution in the **Format- 9** as prescribed.
2. **Only for Closure of the Institute:** Pending court cases and serious charges, violation of norms, against the institute.



## Guidelines for Training and Support Infrastructure

### A. Setting up of a Drawing Hall for Engineering Trade(s)

The following items are required for Engineering Drawing subject in Engineering Trade(s)(except Draughtsman (Civil)/ Draughtsman (Mechanical) trades).

S No.	Name of Tools/ Equipment	Norms
1	Drawing Board Standard Size, Adjustable Type	20 no. per one unit arrangement
2	Models: Solid & Cut Section	As required
3	Table for Trainees (Adjustable Type)	20 no.
4	Stool for Trainees	20 no.
5.	Cupboard (big)	01 no.
6	White Board (size: 8ft. x 4ft.)	01 no.
7	Trainer's Table	01 no.
8	Trainer's Chair	01 no.

### B. Setting Up of IT Lab

The following items are required for IT lab:

S No.	Details	Norms
1.	Desktop computer with latest configuration (only LCD or LED monitor to be allowed)	Minimum 10 nos. up to seating capacity of 100 trainees per shift For each additional 20 trainees: 2 computers
2.	Internet connection	Minimum 2 mbps connection
3.	Licensed multimedia, anti-virus software, operating software with UPS	Mandatory
4.	LAN Cabling, LAN Switch	As required
5.	Printer (Ink jet, Laser)	As required
6.	Scanner	As required
7.	Server	As required
8.	External Hard Disk – 1TB	1 no.
9.	Instructor/ Office Chair	1 no.
10.	Instructor/ Office Table	1 no.
11.	Trainees/Computer Chairs	20 nos.
12.	Trainees/Computer Tables	10 no.
13.	Black/ White Board 4X6 Feet	1 no.

Note:

1. The requirement of IT lab is over and above the Trade requirement. The institute does not need a separate IT lab, if the institute is running only COPA trade. If any other trade in addition to COPA is running in the institute, then a separate IT lab is mandatory.
2. N-computing system is allowed with standby server and UPS. For every 10 computers, 1 Common CPU is required. Similarly, if N-computing system is used, 1 no. of 5 KVA UPS is required for 10 computers, in case ITI does not have N-computing, then each computer should have a separate CPU and common/ separate UPS.
3. N-computing Server configuration prevalent at the time of procurement or with the following minimum features: CPU: 32/64 Bit Core 2 Duo/Quad Core/i3/i5, Speed: 3 GHz or Higher. Cache Memory: Minimum 3 MB or better. RAM:8 GB DDR-III or higher. Hard Disk Drive: 500GB or higher, 7200 rpm (minimum) or higher, Wi-Fi enabled. Network Card: Integrated Gigabit Ethernet (10/100/1000) - Wi-Fi, USB Mouse, USB Keyboard and Monitor (Min. 22 Inch), Standard ports and connectors. DVD Writer, Speakers and Mic. Licensed Windows Operating System/ OEM Pack (Preloaded) Antivirus/ Total Security.
4. Every computer should have multimedia, anti-virus software, latest operating software with UPS.
5. If dongles used, separate dongles for each PC shall be available

### **C. Desirable Requirements**

Following are the desirable requirements that can be adopted by an ITI:

1. Rainwater harvesting and augmentation
2. Solar energy/ Renewable energy source
3. Sewage treatment plant
4. Announcement system in classrooms, strategic locations for general and emergency announcements
5. Enterprise Resource Planning (ERP) software for student-institution-parent interaction
6. ATM
7. CCTV Security System
8. LCD (or similar) projectors in classrooms

Note:

- i) The above desirable requirements are optional, and not binding on the ITI, for implementation
- ii) Rainwater harvesting and augmentation, Solar energy/ Renewable energy source availability and Sewage treatment plant is mandatory for all the ITIs with strength more than 500 trainees in each shift

### **D. General Guidelines for Disaster Management**

**Essential and Desirable Requirements/ General Guidelines in Case of Various Events:**

#### **1. FIRE**

##### **Essential Requirements:**

All the buildings, after completion and before occupation, shall be inspected for fire and life safety measures by the Local Fire Service Authorities and a certificate to that effect shall be obtained. In the absence of such a certificate, following requirements shall be met:

- Fire buckets filled with sand shall be hung in the protected stands near workshop, laboratory, DG room, transformer and sub-station.
- Fire point should be established in front of each building with 2 fire water buckets, 2 sand buckets and 4 fire extinguishers, one of each type.
- Minimum 2 (nos.) extinguishers of any type should be installed at every prominent location.
- Every exit, exit access or exit discharge shall be continuously maintained free of all obstructions or impediments to full use in case of fire or other emergency.
- Retro reflective signage shall be provided for escape routes at a suitable height
- Evacuation drill shall be conducted quarterly for each building
- To avoid stampede and to manage any emergency properly, the institution should have a Standing Fire Order (SFO) – document containing established procedures required to handle fire & emergency situations in which duties & responsibilities of various authorities & agencies are included (Sample copy enclosed).

##### **Desirable Requirements:**

- The CCTV camera shall be provided to cover all the important areas of the campus including firefighting system like extinguishers, hose reels, risers, automatic detection and alarm system, sprinkler system, manual call points etc.
- Assembly point shall be provided in a safe place with no fencing around it

## 2. ELECTRICAL HAZARD

### Essential Requirements:

- Proper earthing and bonding of electrical wiring shall be ensured
- All major equipment shall be earthed separately
- Earth leakage circuit breaker (ELCB) shall be provided as required
- No overhead high tension electric line shall pass across the premises
- Sub-stations or transformers, if any, shall be segregated. Carbon dioxide, dry chemical powder (DCP) and mechanical foam fire extinguishers, sand buckets shall be provided.

### Desirable Requirements:

- All overhead electric lines shall be at a height not less than 5.4 m from the ground.
- Electrical resistant mats should be placed in front of every electric panel.
- Only trained and licensed electricians should be allowed to do work related to electric supply.
- Vertical clearance of any bare electric line passing near a building shall be minimum 2.43 m from the highest point in the building and the horizontal clearance shall be minimum 1.2 m from the closest part.
- A clear space of not less than 1 m in width shall be provided in front of the switchboard.
- If there are any attachments or bare connections at the back of the switchboard, the space (if any) behind the switchboard shall be either less than 20 cm or more than 75 cm in width, measured from the farthest outstanding part of any attachment or conductor.
- Lightning arrester shall be provided for all the buildings.

## 3. UNSAFE DRINKING WATER/ FOOD:

### Essential Requirements:

- Clean all reservoirs on periodic basis
- Test quality of water every three months

### Desirable Requirements:

- Test quality of samples of food prepared on campus in an independent laboratory preferably once in six months

## 4. WORKSHOP ACCIDENT

### Essential Requirements:

- Personal protective equipment shall be available for each one entering the workshop.
- Instructions for workshop safety must be displayed inside and outside the workshop.
- First aid kit shall be maintained.
- Safety precaution for operation for each machine should be affixed on it.
- Standard Operating Procedure (S.O.P.) for all the equipment and system must be prepared and properly displayed near the respective machines.
- All the electrically operated machinery should be properly earthed and bonded.
- Emergency contact numbers shall be displayed for contacting, in case of any emergency which should include safety officer, fire control room, medical assistance, security assistance, head of the concerned department, maintenance services.
- Instructions regarding the procedure to be followed in case of an emergency in the building or outside the workshop or during the ongoing workshop.
- Instructions shall be displayed inside and outside the workshop in the form of Do's and Don'ts.

### Desirable Requirements:

- While installing or keeping machines and tool, racks aisles and gangways should be provided.
- There should be a schedule for standard test for machines and tools.
- Workshop floor should be made by non-skid and non-static floor tiles.
- Place for disposal of materials should be properly marked.
- Housekeeping shall be done as per proper schedule.
- Various fuels used in workshop shall be stored in minimum quantity according to requirement.
- Proper ventilation facilities shall be provided to prevent dust accumulation.

## **5. EMERGENCY SITUATION- PHYSICALLY**

### **DISABLED Essential Requirements:**

- Ramp shall be provided for the disabled for easy access and evacuation from the building
- Sufficient wheel chairs and stretchers to be available for use in emergency

### **Desirable Requirements:**

- Information regarding the number of physically challenged individuals in the campus should be available with the Safety Officer
- The time and the number of physically challenged individuals among the visitors shall be recorded at the security gate

## **6. STRUCTURAL FAILURE OF BUILDING**

### **General Guidelines:**

- Emergency evacuation procedure with evacuation plan shall be kept ready
- Provisions shall be made to cut off water, electricity and LPG connections safely from outside the building
- Structural audit of buildings shall be done periodically

## **7. STAMPEDE**

### **Guidelines to be followed:**

- Proper signage for traffic control route shall be displayed
- Public address system shall be implemented to communicate and direct
- Power backup for extra illumination of exit routes shall be available
- It is necessary to do planning and practicing mannerly and orderly evacuation and maintaining records
- Student volunteers need to be trained for proper evacuation
- Ensure that no more than 4 individuals/ Sqm shall assemble in all assembly areas
- Temporary barriers shall be provided to use in emergency to restrict and to control traffic

## **8. EARTHQUAKE**

### **General Guidelines:**

- Construction of building shall be as per relevant Indian Standards and Codes of practice. If already constructed structures are not designed to satisfy earthquake resistance, shall be strengthened as per relevant Indian Standards and Codes of practice.
- Proper evacuation plan based on the Standing Fire Order shall be maintained and it should cover all the possible emergencies.
- Evacuation drill/ exit drill shall be conducted quarterly and such records shall be maintained (Different groups, members, date of conducting drill, observations)
- Training should be given to all members of the evacuation teams to perform their duties and records shall be maintained.
- The most suitable and safest place shall be selected as safe assembly point for each building.
- Large or heavy items, if any, shall be placed closest to the ground.
- Hang large items such as framed pictures, large mirrors etc. away from sitting place, bed and protected escape routes.
- Brace overhead light fittings properly.
- An inventory for the details of heavy duty equipment and necessary tools with the details and contact numbers of owner and operator shall be maintained for ready reference.
- Avoid glass panelling for buildings. However, if provided, shall be protected with metal screens.

## **9. CYCLONE**

### **General Guidelines:**

- Keep in contact with the concerned authorities before the cyclone season each time for warning and precautionary measures.
- List of emergency phone numbers shall be displayed
- Training should be given to all members of the response teams to perform their duties, and records shall be maintained.
- Provision shall be made to secure strongly all doors, windows and other openings, if any, in closed position.
- Emergency kits containing portable battery radios, torch lights, spare batteries, water container, dry fruits, matchboxes, fuel lamps, portable stove, cooking utensil, etc. shall be maintained in cyclone prone areas.
- Low frequency communication devices shall be in place.



- Avoid glass panelling for buildings. However, if provided, shall be protected with metal screens.
- Construction of buildings shall be strong enough to resist collapse during wind.
- Long and continuous structures shall be avoided so as to reduce the effect of wind.
- Deep rooted plants which can resist wind can be planted around but not outside the boundary wall to reduce the wind velocity.
- No tall plants shall be planted/ kept in the compound, especially near any building.

## 10. FLOOD

### General Guidelines:

- Provision for the storage of drinking water at the rate of 4.5 litres/ 1 day/ person for the total occupants for a minimum of 3 days during impending flood, shall be made.
- Provision for storage of non-perishable, easy to prepare food for 3 days' supply during impending flood shall be made.
- Flash light for signal (Red Cross store) shall be arranged.
- Portable battery radios (if possible NOAA - National Oceanic and Atmospheric Administration type) shall be arranged.
- Flood rescue equipment like lifebuoy, life jacket and portable boats with oar and out board engine, rope shall be stored and ready for use.
- Occupational health centre shall be maintained.
- Paramedical team shall be available and trained.
- Provision should be made on top floors of the buildings for shelter in case of flood.
- Insect repellents and sunscreen shall be stored.

## 11. LANDSLIDE

### General Guidelines:

- Construct retaining walls wherever necessary to prevent erosion
- Train permanent staff to identify the symptoms of landslide
- Avoid buildings in steep slope or along natural erosion valleys

## 12. STANDING FIRE ORDER

(To be displayed at all the floors at suitable visible places with all emergency contact numbers)

### 12.1 Responsible Authorities

- The person who detects the fire
- Safety Officer
- Maintenance Section

### 12.2 Person who detects the Fire

- Immediately inform the Safety Officer and Head of the Section/ Division

### 13.3 Responsibilities of Safety Officer:

#### On Receipt of Information:

- He/ She shall immediately proceed to the scene of incident and assess the situation.
- If considered necessary, he / she shall raise fire alarm for his/ her zone, and notify the incident to fire department and the listed emergency services.
- If necessary, he/she shall direct the Maintenance section to salvage the records and materials from the area.
- If considered necessary, he/ she shall evacuate his/ her zone and/or neighbouring zones.
- At the earliest opportunity, he/ she shall inform the incident to the Departmental head.

#### Duties of Maintenance Section Members:

On receipt of call for emergency in their own zone, all the members of Maintenance Section:

- Shall immediately proceed to the place of incident and report to their Duty Officer
- Shall strictly follow the instructions of Safety Officer and work under him/ her as per his/ her directions.
- Shall, as per the instructions of Duty Officer/Fire Officer, switch off the electrical supply to the affected area.
- Shall see that electric supply is restored only on instructions from the Duty Officer/Fire Officer.
- Close the air condition system at the affected area.

3. Shall ensure that booster pump located in the building is switched on.
4. Shall ensure that all the hydrants in and around the building are charged with sufficient pressure.

**Duties of Other Staff from the Affected Zone/ Zones:**

On hearing the emergency alarm, all the other members of staff:

4. Are requested not to panic, but to remain calm and follow instructions of the Safety Officer in an orderly and disciplined manner.
5. If directed to evacuate, shall ensure that all the electric lights at their workplace are switched off and that all the windows and doors of their area are properly closed before leaving the place.
6. During evacuation, shall proceed in an orderly manner to the ground floor by the nearest available staircase/emergency exit.
7. Shall not use the lift.
8. Shall see that, individuals assigned with specific duties in an emergency are not disturbed or obstruct their work.

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**Annexure - 2C**

**Trade Specific Norms for Machinery/Equipment/ Tools**

The list of required Machinery/Equipment/ Tools is available on DGT website .



**Norms for Site Visit III preparation**

5. All machineries, equipment and tools to be laid out as per following guidelines:

Manufacturing packings, instruction booklets must be removed from machineries, equipment, tools, chairs and tables before site assessment.

Permanent identification marking/ sticker(may be yellow sticker or any one) on all the equipment, machines and tools/items) with identification number as per the scheme followed.

Mark numbering starting from 1 to n (n being the nos. of items in a trade applied by ITI). For example, for electrician trade as per DGT website, there are 140 items then place mark starting from W1 to W140 (in sequence with DGT List) for workshop items and there are 20 items for Tool Kit so mark T1 to T20 in sequence with DGT list.

In case of items having value more than Rs. 10,000/-, please encircle the item number for example: (W2/1)

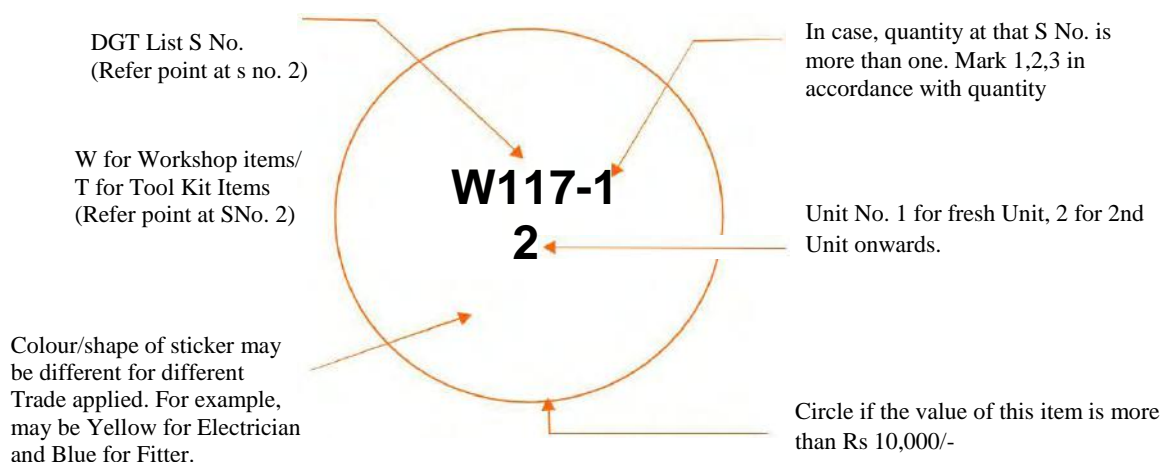
In case the quantity is more than one number of an item at a particular serial number (S No.). In such case, suffix 1, 2 or so on. For example, there are 3 nos. of Lathe machine for workshop items at S No.1 for Turner trade. Please mark W01-1, W01-2, W01-3.

In case ITI has applied for more than one unit, mark items for 1st unit as W2/1 or T4/1 for 2nd unit W2/2 or T4/2 and so on as illustrated in following table:



		Workshop Items				Tool Kit							
Items as per DGT list		Value than 10,000/-		Less Rs	Value than 10,000/-		more Rs	Value than 10,000/-		Less Rs	Value than 10,000/-		more Rs
S No	Description	Qty	1st Unit	2nd Unit	1st Unit	2nd Unit	1st Unit	2nd Unit	1st Unit	2nd Unit	1st Unit	2nd Unit	
82	Limit Switch	2	-	-	-	-	-	-	-	-	-	-	
		1st Pc	1	W82-1	W82-1	-	-	-	-	-	-	-	-
		2nd Pc	2	W82-2	W82-2	-	-	-	-	-	-	-	-
01	Lathe Machine	3	-	-	-	-	-	-	-	-	-	-	
		1st Pc	-	-	-	W01-1 1	W01-2 1	-	-	-	-	-	
		2nd Pc	-	-	-	W01-1 2	W01-2 2	-	-	-	-	-	
4	Screw driver of Toolkit	1 each	-	-	-	-	T4 1	T4 2	-	-	-	-	
		3rd Pc	-	-	-	W01-1 3	W01-2 3	-	-	-	-	-	

- Different coloured/shaped stickers are to be used to identify items trades wise.



- The main machinery shall be grouted in the ground/ machine foundation
- All machines and equipment costing >Rs 10,000/- and above shall be hard punched/ engraved with the **Institute Initials/State Code/Application Number** at two places near the foundation.

For E.g.: ABC Private ITI in Himachal Pradesh with Application Number **APP00999** the Hard punching/ engraving is to be done as: **ABCPITI/HP/APP00999**

## Annexure - 2E

### Guidelines of Videography for Site Visit

The guidelines of videography by the ITI applicant are as under:

- vi. Duration of videography must be at least 30 minutes. Videography shall be carried out in proper lighting condition.
  - vii. The video should not be in parts. One single video clip of site visit should be sent to State Directorate.
  - viii. The video shall be geo-tagged and time stamped.
  - ix. Videography must be in CD or DVD and should be of very good quality. It must cover the assessors carrying out assessment of infrastructure of institute
- Besides this, it must cover walk through video of all infrastructural facilities
  - It must show sequence along with signage in following manner:
    - Approach road leading to ITI gate and access road from ITI gate to ITI building
    - Plot's signboard
    - Institute's signboard
    - Front view, around the building, elevation and back view of institute
    - Full view of classrooms, workshops and IT lab
    - View of roof of the workshops
    - View of the floor of the workshops, classrooms, drawing hall
    - View of Administrative areas
    - View of Amenities areas
    - Views of circulation area details highlighting entrance lobby, passages, escalators, staircases and other common areas
  - All the machineries, equipment and tools in working conditions
  - Meter connection
  - The video should focus on grouting of machineries, installation, wiring, safety measures, running condition and the engraving on all the tools costing more than Rs 10,000/-
  - In the case of existing ITIs, videography must cover the workshops of new trade/unit sought for affiliation as well as for the existing one for that particular affiliated trade/unit

### Trade Specific Norms for Machinery/ Equipment/ Tools

The list of latest required power norms & space norms is available on [website](#) .

#### Engineering Trades

S No.	Name of the Trade	Unit Size	Space Norms for Workshop per unit (Sq M)	Space Norms for Classroom (Sq M)	Power Supply Load (KW) 3-Phase, Commercial
1	Architectural Assistant	20	80+35 for Computer room	25	5
2	Attendant Operator (Chemical Plant)	16	104	25	13
3	Civil Engineer Assistant	20	120	25	6
4	Computer Hardware & Network Maintenance	20	70	25	3.45
5	Domestic Painter	20	80	25	2.5
6	Draughtsman(civil)	20	64	25	5
7	Draughtsman (Mechanical)	20	64	25	3.7
8	Electrician	16	98	25	5.2 (for 2 units in one shift)
9	Electronic Mechanic	20	56	25	3.04
10	Electroplater	16	60	25	16
11	Fitter	16	88	25	3.51
12	Foundryman Technician	16	128	25	11
13	General Carpenter	20	120	25	8
14	Gold Smith	16	48	25	5
15	Industrial Painter	20	80	25	2.5
16	Information Technology	20	70	25	3.45
17	Information Technology Communication	20	70	25	3.45
18	Instrument Mechanic	20	80	25	8.07
19	Instrument Mechanic (Chemical Plant)	16	104	25	8
20	Interior Decoration and Designing	20	40+80+36 (6x6 for	25	10
21	Laboratory Assistant	16	96	25	6

S No.	Name of the Trade	Unit Size	Space Norms for Workshop per unit (Sq m)	Space Norms for Classroom (Sq m)	Power Supply Load (KW) 3-Phase, Commercial
23	Machinist	12	130	25	20
24	Machinist (Grinder)	12	102	25	23.4
25	Maintenance Mechanic (Chemical Plant)	16	96	25	13
26	Marine Engine Fitter	16	84	25	3
27	Marine Fitter	16	256	25	30
28	Mason (Building Constructor)	20	80	25	3
29	Mech. Motor Cycle	16	100 (Including Parking Area)	25	3
30	Mechanic Mechatronics (Fitting and Measurement)	16	192	25	8
31	Mechanic (Motor Vehicle)	16	210 (Including Parking Area)	25	4.8
32	Mechanic (Refrigeration and Air-Conditioner)	20	80	25	6.82
33	Mechanic (Tractor)	16	210	25	4.8
34	Mechanic Agricultural Machinery	16	56	25	5
35	Mechanic Air-Conditioning Plant			25	
36	Mechanic Auto Body Painting	16	210 (Including Parking Area)	25	4.8
37	Mechanic Auto Body Repair	16	210 (Including Parking Area)	25	4.8
38	Mechanic Auto Electrical and Electronics	16	100 (Including Parking Area)	25	3
39	Mechanic Consumer Electronics Appliances	20	56	25	3.04
40	Mechanic Diesel Engine	16	150 (Including Parking Area, Workshop 130, Parking 20)	25	4.8
41	Mechanic Lens/Prism Grinding	12	100	25	7.5
42	Mechanic Machine Tools Maintenance	16	192	25	17
43	Mechanic Medical Electronics	20	120 sq m (inclusive of 10 sq m Dark room area)	25	5
44	Mechanic Mining Machinery	20	292	25	20
45	Operator Advanced Machine Tools	12	144	25	25
46	Painter General	16	56	25	5
47	Physiotherapy Technician	16	100	25	3
48	Plastic Processing Operator	16	Adequate Space	25	13.6
49	Plumber	20	80	25	2



S No.	Name of the Trade	Unit Size	Space Norms for Workshop per unit (Sq m)	Space Norms for Classroom (Sq m)	Power Supply Load (KW) 3-Phase, Commercial
50	Pump Operator-cum-Mechanic	16	84	25	11
51	Radiology Technician (Radio Diagnosis & Radiotherapy)	16	75.04	25	4
52	Refractory Technician	16	130 (L:B::2:1)	25	13.6
53	Rubber Technician	20	60	25	5
54	Sheet Metal Worker	16	80	25	11
55	Spinning Technician	16	525	25	19
56	Stone Mining Machine Operator	20	100 sq m covered area + 250 sq m open area	25	10
57	Stone Processing Machines Operator	20	100	25	10
58	Surveyor	20	64	25	3
59	Technician Power Electronic System	20	70	25	5
60	Textile Mechatronics	20	240	25	9
61	Textile Wet Processing Technician	16	104	25	8
62	Tool & Die Maker (Dies & Moulds)	16	130	25	29.6
63	Tool & Die Maker (Press Tools, Jigs & Fixtures)	16	130	25	29.6
64	Turner	12	110	25	18.5
65	Vessel Navigator	16	240	25	20
66	Weaving Technician	20	525	25	9.4
67	Welder	16	80	25	16
68	Welder (Fabrication & Fitting)	16	80	25	16
69	Welder (GMAW & GTAW)	16	80	25	16
70	Welder (Pipe)	16	80	25	16
71	Welder (Structural)	16	80	25	16
72	Welder (Welding & Inspection)	16	80	25	16
73	Wireman	16	88 (11x8)	25	5

### Non Engineering Trades

74	Agro Processing	20	96	25	6
75	Architectural Draughtsmanship	20	100 + 80 (for Computer Lab)	25	4

S No.	Name of the Trade	Unit Size	Space Norms for Workshop per unit (Sq m)	Space Norms for Classroom (Sq m)	Power Supply Load (KW) 3-Phase, Commercial
76	Assistant Tourist Guide	20	56	25	4
77	Baker and Confectioner	20	96	25	16.6
78	Bamboo Works	20	100	25	10
79	Basic Cosmetology	20	70	25	6
80	Catering & Hospitality Assistant	16	64	25	19
81	Computer Aided Embroidery & Designing	16	64	25	5
82	Computer Operator and Programming Assistant	20	70	25	3.45
83	Dairying	25	125	25	3
84	Database System	20	70	25	3.45
85	Dental Laboratory Equipment Technician	20	120	25	12
86	Desktop Publishing Operator	20	70	25	4.3
87	Digital Photographer	16	48	25	6.35
88	Dress Making	16	64	25	5
89	Fashion Design & Technology	16	64	25	5
90	Finance Executive	20	80 (50 + 30 Language Lab)	25	4
91	Fire Technology and Industrial Safety Management	20	*1,000 sq m for practical training ground can be away from the institute at a distance of maximum 20 kms in safe zone	25	2
92	Floriculture & Landscaping	20	1 hectare plot of land/10000 Sq m	25	2
93	Food Beverages	20	96	25	6
94	Food Beverages Guest Services Assistant	16	48	25	8
95	Food Production (General)	20	96	25	4
96	Footwear Maker	16	72	25	4
97	Front Office Assistant	20	56	25	4.5
98	Fruit & Vegetable Processing	20	96	25	5
99	Health Safety and Environment	20	*1,000 Sq m for practical training ground can be away from the Institute at a distance of maximum 20 kms in safe zone	25	2
100	Health Sanitary Inspector	20	40	25	4
101	Horticulture	20	1 hectare plot of land/ 10000 sq m	25	2

S No.	Name of the Trade	Unit Size	Space Norms for Workshop per unit (Sq m)	Space Norms for Classroom (Sq m)	Power Supply Load (KW) 3-Phase, Commercial
102	Hospital Housekeeping	20	40	25	5
103	Housekeeper	20	40	25	4.5
104	Human Resources Executive	20	80 (50 + 30 Language Lab)	25	4
105	Leather Goods Maker	16	72	25	4
106	Marketing Executive	20	80 (50 + 30 Language Lab)	25	4
107	Milk & Milk Products	20	96	25	6
108	Multimedia Animation & Special Effect	20	130 (Studio -50 sq m, Lab- 80 sq m)	25	6
109	Old Age Care	20	100	25	2
110	Photographer	16	48	25	7
111	Pre/ Preparatory School Management (Assistant)	20	48	25	3
112	Process Cameraman	16	96	25	4
113	Secretarial Practice(English)	20	48	25	8
114	Sewing Technology	16	64	25	5
115	Software Testing	20	70	25	3.45
116	Spa Therapy	20	80	25	6
117	Stenographer and Secretarial Assistant (English)	20	48	25	8
118	Stenographer and Secretarial Assistant (Hindi) (As hulipiavam Sachivalay Sahayak (Hindi)	20	48	25	8
119	Surface Ornamentation Techniques (Embroidery)	16	64	25	5
120	Travel &Tour Assistant	20	56	25	4.5
121	Weaving of Silk and Woollen Fabrics	16	144	25	17

### Trade for Visually Impaired

121	Computer Operator & Programming Assistant	2	10	35	25	3.45
122	Cutting & Sewing	2	10	35	25	4
123	Desktop Publishing Operator	2	10	35	25	4.3
124	Hair & Skin Care	2	10	35	25	4
125	Metal Cutting Attendant (for Visually Impaired)	4	20	100	25	18

**Norms for Deployment of Staff**

The details of the technical staff, qualification and experience and other relevant data to be followed from latest norms mentioned in training manual of NCVT.

## Initial Scrutiny Format

S No.	Details	Meets Norms (Yes/No)	Remarks (fill only if norms are not met)	Decision
1.	Whether applicant has been de-barred/black-listed by DGT/ NCVT	Yes/No	Fill details	Reject Application (Application need not be evaluated further)
2.	Registration document of the organization (indicating its members, objectives and MoA and Rules)	Yes/No	a. Document not legible b. Wrong document c. Incomplete document d. Organization name does not match with the registration document e. Date of registration does not match with the registration document f. Any other reason, please specify Raise NC	
3.	PAN Card	Yes/No	a. Document not legible b. Wrong document c. Organization name (Name of Individual for Sole proprietary) does not match with the PAN card d. Any other reason, please specify	Raise NC
4.	Resolution by the applicant organization, pertaining to starting ITI in the <b>Format- 2</b>	Yes/No	a. Document not legible b. Wrong document c. Incomplete document d. Resolution document content not matching. e. Any other reason, please specify	Raise NC
5.	Valid ID Proof i.e. Voter Id Card/ PAN Card/Driving License/ Passport/ Aadhar Card of Trustees/ Members/ Directors/ Owners/ Partners/ Principal Repeat for each individual	Yes/No	a. Document not legible b. Wrong document c. Name does not match with the ID Proof d. Any other reason, please specify	Raise NC
6.	Resolution by the applicant organization, pertaining to nominating Authorised person in the <b>Format-3</b>	Yes/No	a. Document not legible b. Wrong document c. Incomplete document d. Any other reason, please specify	Raise NC
7.	Valid ID Proof i.e. Voter Id Card/ PAN Card/Driving License/ Passport/Aadhar card of authorized person	Yes/No	a. Document not legible b. Wrong document c. Name does not match with the ID Proof d. Any other reason, please specify	Raise NC
8.	Is website of the organization functional?	Yes/No	Fill remarks	Raise NC

## Annexure - 4

## Desktop Assessment Format for Stage II

S No.	Details of Documents	Meets Norms (Yes/No)	Remarks (fill only if norms are not met)	Decision
1.	Whether documents showing ownership is in the name of the applicant in the form of Registered Sale Deed/ Irrevocable Gift Deed (Registered)/ Irrevocable Registered Lease (for a period of minimum 10 years of live lease at the time of submission of application) by the concerned authority of Government or any other documents issued by the concerned competent authority establishing the ownership and possession of the land in the name of the applicant	Yes/No	<ul style="list-style-type: none"> <li>a. Document not legible</li> <li>b. Wrong document</li> <li>c. Incomplete document</li> <li>d. Document is not in name of applicant institution or organization</li> <li>e. Documents are in vernacular language, notarized English translation of the documents is not available</li> <li>f. Any other reason, please specify</li> </ul> <p>Only for leased building</p> <ul style="list-style-type: none"> <li>g. Date of commencement of lease does not match with document</li> <li>h. Date of expiry of lease does not match with document</li> <li>i. Date of commencement of lease or expiry of lease does not match with the document and the norm for minimum duration of live lease not met</li> </ul>	Raise NC
2.	Whether Building plan is approved by Town Planning Department/ District Magistrate (Collector)/ Development Authority/ Municipal Authority/ Any other Competent Authority as per State Government/ UT	Yes/No	<ul style="list-style-type: none"> <li>a. Document not legible</li> <li>b. Wrong document</li> <li>c. Incomplete document</li> <li>d. Document is not approved by the competent authority in the State/ UT</li> <li>e. Address on the document does not match with the proposed land/ building address</li> <li>f. Document does not indicate the workshop for all trade/units/modules, classrooms, IT Lab, Administrative area, Amenities area etc. with its dimensions in MKS System</li> <li>g. Any other reason, please specify</li> </ul>	Raise NC
3.	Whether Building Completion/ Occupancy Certificate is as per Local Building bye-laws/ NBC of India duly approved by Municipal Authority / District Magistrate (Collector) (Shall include certification for Land Use, Land Conversion, Safety of lift wherever applicable)	Yes/No	<ul style="list-style-type: none"> <li>a. Document not legible</li> <li>b. Wrong document</li> <li>c. Incomplete document</li> <li>d. Address on the document does not match with the proposed land/ building address</li> <li>e. Document is not approved by the competent authority in the state/ UT</li> <li>f. The purpose of the building is not specified</li> <li>g. Any other reason, please specify</li> </ul>	Raise NC
4.	Is Fire Safety Certificate, duly approved by Authority from Fire and Safety department of the concerned State Government/ UT	Yes/No	<ul style="list-style-type: none"> <li>a. Document not legible</li> <li>b. Wrong document</li> <li>c. Incomplete document</li> <li>d. Address on the document does not match with the proposed land/ building address</li> <li>e. Document is not approved by the competent authority in the state/ UT</li> <li>f. Any other reason, please specify</li> </ul>	Raise NC

S No.	Details of Documents	Meets Norms (Yes/No)	Remarks (fill only if norms are not met)	Decision
5.	Whether Resolution by the applicant organization, pertaining to starting the new Industrial Training Institution or adding new Trade/Units and allocation of land and building specification, machineries/ equipment/ tools, power supply/ backup power supply/ funds to proposed activities etc. are in <b>Format-4</b>	Yes/No	<ul style="list-style-type: none"> <li>a. Document not legible</li> <li>b. Wrong document</li> <li>c. Incomplete document</li> <li>d. Name and address on the document does not match with the proposed name and address of ITI</li> <li>e. Document is not approved by the competent authority</li> <li>f. Trades/Units sought not matching minimum/maximum criteria, existing trade /units/address/any information not matching.</li> <li>g. Any other reason, please specify</li> </ul>	Raise NC
6.	Whether Resolution regarding Electrical Connection is in <b>Format-5</b> as prescribed	Yes/No	<ul style="list-style-type: none"> <li>a. Document not legible</li> <li>b. Wrong document</li> <li>c. Incomplete document</li> <li>d. Name and address of ITI on the document does not match with the proposed name and address of ITI</li> <li>e. Document is not approved by the competent authority</li> <li>f. Existing ITIs sanctioned power or electricity bill name /any other information is not matching</li> <li>g. Any other reason, please specify</li> </ul>	Raise NC
7.	<b>Certificate- 1</b> issued by an advocate in a Format prescribed regarding authenticity and appropriateness of Trust/Society Registration Documents, Land Documents, Land Use Certificate and Land Conversion Certificate	Yes/No	<ul style="list-style-type: none"> <li>a. Document not legible</li> <li>b. Wrong document</li> <li>c. Incomplete document</li> <li>d. Registration document is not authenticated</li> <li>e. Land possession document is not authenticated</li> <li>f. Land Use Certificate is not authenticated</li> <li>g. Land Conversion Certificate is not authenticated</li> <li>h. Name and address of ITI on the document does not match with the proposed name and address of ITI</li> <li>h. Document is not approved by the competent authority</li> <li>i. Any other reason, please specify</li> </ul>	Raise NC

**8. Instructional Area Details**

**8.1 Classroom Details:**

S No.	Existing/ new	Name of Trade	Space Norms (in sq m)	Actual Area Available (in sq m)		Width (in m)		Decision
				Claimed	Verified	Claimed	Verified	
1.		<pre-populate>	<pre-populate>					Raise NC/ Do not raise NC
2.								

Note: The details shall be verified from building plan and if any inconsistency is found, NC shall be raised.

**8.2 Workshop Details:**

S No.	Existing/ new	Name of Trade	Space Norms (in sq m)	Actual Area Available (in sq m)		Width (in m)		Decision
				Claimed	Verified	Claimed	Verified	
1.		<pre-populate>	<pre-populate>	<pre-populate>		<pre-populate>		Raise NC/ Do not raise NC
2.								
3.								

Note: The details shall be verified from building plan and if any inconsistency is found, NC shall be raised.

**8.3 IT Lab Details (other than COPA):**

S No.	Existing/ new	Name of Trade	Space Norms (in sq m)	Actual Area Available (in sq m)		Width (in m)		Decision
				Claimed	Verified	Claimed	Verified	
1.		<pre-populate>	<pre-populate>	<pre-populate>		pre-populate>		Raise NC/ Do not raise NC
2.								

Note: The details shall be verified from building plan and if any inconsistency is found, NC shall be raised.

**10.4 Drawing Hall Details (for Engineering Trade(s)(except Draughtsman (Civil)/ Draughtsman (Mechanical) trades):**

S No	Name of Trade	Space Norms (in sqm)	Actual Area Available (in sqm)		Decision
			Claimed	Verified	
1.	<pre-populate>	<pre-populate>			Raise NC/ Do not raise NC
2.					

Note: The details shall be verified from building plan and if any inconsistency is found, NC shall be raised.



**9. Administrative Area Details:**

S No.	Name of Trade	Space Norms (in Sqm)	Actual area available (in sqm)		Width (in m)		Decision
			Claimed	Verified	Claimed	Verified	
1.	Reception cum waiting lobby		<pre-populate>		<pre-populate>		Raise NC/ Do not raise NC
2.	Principal Room		<pre-populate>		<pre-populate>		Raise NC/ Do not raise NC
3.	Staff Room		<pre-populate>		<pre-populate>		Raise NC/ Do not raise NC
4.	Administrative Hall/Section		<pre-populate>		<pre-populate>		Raise NC/ Do not raise NC
5.	Placement/Counselling Room		<pre-populate>		<pre-populate>		Raise NC/ Do not raise NC

**10.Amenities Area Details:**

S No.	Name of Trade	Space Norms (in Sqm)	Actual area available (in sqm)		Width (in m)		Decision
			Claimed	Verified	Claimed	Verified	
1.	Multipurpose Hall/ Courtyard		<pre-populate>		<pre-populate>		Raise NC/ Do not raise NC
2.	Library & Reading Room		<pre-populate>		<pre-populate>		Raise NC/ Do not raise NC
3.	Canteen (including kitchen & pantry)		<pre-populate>		<pre-populate>		Raise NC/ Do not raise NC
4.	Storage room for raw material and for Gases/ Oil drums etc.		<pre-populate>		<pre-populate>		Raise NC/ Do not raise NC

## Annexure - 5

## Site Visit- 1 Format for Stage II

S No.	Details	Option (Yes/No)	Remarks (fill only if decision is No)	Decision
vi.	<b>Land and Building Details</b>			
1.1	Longitude and latitude details filled are correct	Yes/No	Fill the correct details	Raise NC
1.2	Is the building integrated (Area required shall be in one contiguous plot. The academic, instructional, administrative and amenities area shall be constructed on one plot except hilly state regions. Hilly State regions land may be made available in 02 pieces, which are not away from each other by more than 500 m)	Yes/No	Fill details for deviation. The video shall clearly indicate the deviations.	Raise NC
1.3	Is ITI constructed on a distinct plot and an entrance gate clearly depicting the name and logo of the ITI	Yes/No	Fill details for deviation. The video shall clearly indicate the deviations.	Raise NC
1.4	Plot entrance gate (Minimum 06 m width, as per local building bye-laws/ NBC of India)	Yes/No	Fill details for deviation. The video shall clearly indicate the deviations.	Raise NC
1.5	Building entrance gate (Minimum 2.4 m width is required, as per local building bye-laws/ NBC of India)	Yes/No	Fill details for deviation. The video shall clearly indicate the deviations.	Raise NC
1.6	Open spaces around the building (Minimum 6 m width)	Yes/No	Fill details for deviation. The video shall clearly indicate the deviations.	Raise NC
1.7	Open spaces separate for each building (Between different blocks) (Minimum 1.5 m, if the building is more than 7 m height)	Yes/No	Fill details for deviation. The video shall clearly indicate the deviations.	Raise NC
1.8	Ceiling Height of Building (Minimum 3.6 m for all regions As per National Building Code of India part 3- Development control rules and general building, Part 12- Requirements of part of building: 12.2: 12.2.1.1: (a))	Yes/ No	Fill details for deviation. The video shall clearly indicate the deviations.	Raise NC

## 2. Instructional Area Details

### 2.1 Classroom Details:

S No.	Name of Trade	Required area. Space Norms (in Sq m)		Actual Area Available (in sq m)		Width (in m)		Floor		Decision
				Claimed	Verified	Claimed	Verified	Claimed	Verified	
1.	Existing/new	<pre-populate>	<pre-populate>	<pre-populate>		<pre-populate>		<pre-populate>		Raise NC/ Do not raise NC
2.										

Note: If any inconsistency found, NC shall be raised.

### 2.2. Workshop Details:

S No.	Name of Trade	Required area. Space Norms (in Sq m)		Actual Area Available (in sq m)		Width (in m)		Floor		Decision
				Claimed	Claimed	Claimed	Verified	Claimed	Verified	
1.	<pre-populate>	<pre-populate>	<pre-populate>	<pre-populate>	<pre-populate>	<pre-populate>		<pre-populate>		Raise NC/ Do not raise NC
2.										

Note: If any inconsistency found, NC shall be raised.

### 2.3. IT Lab Details (other than COPA):

S No.	Name of Trade	Required area. Space Norms (in Sq m)		Actual Area Available (in sq m)		Width (in m)		Floor		Decision
				Claimed	Claimed	Claimed	Verified	Claimed	Verified	
1.		<pre-populate>	<pre-populate>	<pre-populate>	<pre-populate>	<pre-populate>		<pre-populate>		Raise NC/ Do not raise NC
2.										

Note: If any inconsistency found, NC shall be raised.

**2.4 Drawing Hall Details (for engineering trade(s)  
(except Draughtsman (Civil)/ Draughtsman (Mechanical) trades):**

S No.	Existing / new	Name of Trade	Required area as per Space Norms (in sq m)	Actual Area Available (in sq m)		Decision
				Claimed	Verified	
1.		<pre-populate>	<pre-populate>	<pre-populate>		Raise NC/ Do not raise NC
2.						

Note: If any inconsistency found, NC shall be raised.

**3. Administrative Area Details:**

S No.	Existing / new	Description	Required area as per Space Norms (in sq m)	Actual Area Available (in sq m)		Width (in m)		Decision
				Claimed	Verified	Claimed	Verified	
1.		Reception cum Waiting Lobby	Minimum 40 sq m up to 160 trainees	<pre-populate>		<pre-populate>		Raise NC/ Do not raise NC
2.		Principal's Room	Minimum 20 sq m	<pre-populate>		<pre-populate>		Raise NC/ Do not raise NC
3.		Staff Room	Minimum 20 sq m up to 160 trainees	<pre-populate>		<pre-populate>		Raise NC/ Do not raise NC
4.		Administrative Hall/ Section	Minimum 50 sq m up to 160 trainees	<pre-populate>		<pre-populate>		Raise NC/ Do not
4.		Placement / Counselling Room	Minimum 20 sq m up to 160 trainees	<pre-populate>		<pre-populate>		Raise NC/ Do not

**4. Amenities Area Details:**

S No.	Description	Space Norms (in sqm)	Actual Area Available (in sqm)		Width (in m)		Decision
			Claimed	Verified	Claimed	Verified	
1.	Multipurpose Hall/ Courtyard(Desirable)	Minimum 110 Sqm	<pre-populate>		<pre-populate>		Raise NC/ Do not raise NC
2.	Library & Reading Room	40 Sqm up to 160 trainees and then 10 Sqm for every additional 40 seats	<pre-populate>		<pre-populate>		Raise NC/ Do not raise NC

S No.	Description	Space Norms (in sqm)	Actual Area Available (in sqm)		Width (in m)		Decision
			Claimed	Verified	Claimed	Verified	
3.	Canteen (including kitchen & pantry (Desirable))	110 Sqm	<pre-populate>		<pre-populate>		Raise NC/ Do not raise NC
4.	Storage Room for Raw Material and for Gases/Oil drums etc.	90 Sqm (A separate storage room is required wherever gas/ oil storage is required)	<pre-populate>		<pre-populate>		Raise NC/ Do not raise NC

S No.	Description	Option (Yes/ No)	Remarks (fill only if decision is No)	Decision
5.	Availability of staircase as per standards/ local building bye-laws	Yes/ No/ NA	a. Minimum width of stair is less than 2.0 m b. Minimum width of tread is less than 0.3 m c. Minimum height of riser is less than 0.15 m d. Riser is not limited to 12 per flight e. Minimum height of head room is less than 2.2 m f. Any other reason, please specify	Raise NC
6.	Availability of treated drinking water fountains as per standards (Floor wise)	Yes/ No	Fill the correct details	Raise NC
7.	Availability of toilets/ water closets for staff, as per standards (Floor wise)	Yes/ No	a. Water closets are not as per standards b. Urinals are not as per standards c. Wash basins are not as per standards d. Any other reason, please specify	Raise NC
8.	Availability of toilets/ water closets available for trainees, as per standards (Floor wise)	Yes/ No	a. Water closets are not as per standards b. Urinals are not as per standards c. Wash basins are not as per standards d. Any other reason, please specify	Raise NC
9.	Car Parking Individual: Minimum 3mX 6m Common: Minimum 3.75mX 5m (Area for each equivalent car space inclusive of circulation area is 23 Sq m for open parking, 28 Sq m for ground floor covered parking and 32 Sq m for basement)	Yes/ No	Fill the correct details	Raise NC
10.	Scooter/ Two-Wheeler (Minimum 1.25 Sq m for each)	Yes/ No	Fill the correct details	Raise NC
11.	Bicycle (Minimum 1.00 Sq m for each)	Yes/ No	Fill the correct details	Raise NC

5. Finishing Details:

S No.	Details	Option (Yes/ No)	Remarks (fill only if decision is No)	Decision
5.1	Are internal and external walls and ceilings plastered and coloured / distempered	Yes/ No	Fill remarks	Raise NC
5.2	Are door, window, ventilator, gate, grill, railing of the institute painted/ polished/ laminated	Yes/ No	Fill remarks	Raise NC



## Desktop Assessment Format for Stage III

S No.	Details	Meets Norms (Yes/No)	Remarks (fill only if norms are not met)	Decision
1.	Tax Invoices for Machineries, Equipment and Tools (Verify all Machineries, Equipment and Tools)	Yes/No	a. Document not legible b. Wrong document c. Incomplete document d. Date on the tax invoice does not match with the document e. Document is not in name of applicant institution or organization f. Any other reason, please specify	Raise NC
2.	Tender Finalization Document (Verify all Machineries, Equipment costing above Rs 10,000)	Yes/No	a. Document not legible b. Wrong document c. Incomplete document d. Any other reason, please specify	Raise NC
3.	Goods received note (Verify all Machineries, Equipment costing above Rs 10,000)	Yes/No	a. Document not legible b. Wrong document c. Incomplete document d. Any other reason, please specify	Raise NC
4.	Copy of Store's own register/ stock entry register (Verify all Machineries, Equipment costing above Rs 10,000)	Yes/No	a. Document not legible b. Wrong document c. Incomplete document d. Any other reason, please specify	Raise NC
5.	BSI Certification (Verify all Machineries, Equipment costing above Rs 10,000)	Yes/No	a. Document not legible b. Wrong document c. Incomplete document d. Any other reason, please specify	Raise NC
6.	Vehicle Registration Certificate (if any)	Yes/No	a. Document not legible b. Wrong document c. Incomplete document d. Document is not in name of applicant institution or organization e. Any other reason, please specify	Raise NC
7.	Power Supply (Existing & additional)	Yes/No	a. Document not legible b. Wrong document c. Incomplete document d. Document is not in name of applicant Institution or organization e. Supply does not have 3 phase commercial connection f. Supply available on the document does not match with the details filled g. Any other reason, please specify	Raise NC
8.	Backup Power Supply	Yes/No	a. Document not legible b. Wrong document c. Incomplete document d. Document is not in name of applicant institution or organization e. Supply available on the document does not match with the details filled f. Any other reason, please specify	Raise NC

## Annexure - 7

## Site Visit- 2 Format for Stage III

S No.	Details	Meets Norms (Yes/No)	Remarks (fill only if norms are not met)	Decision
ii	<b>Machinery Details</b> (fill for each machinery)			
1.1	Availability of required quantity	Yes/ No	Fill the quantity actually available	Raise NC
1.2	Whether machinery is installed as per supplier manual and ISO safety standards	Yes/ No	Fill remarks	Raise NC
1.3	Whether machinery is connected as per electrical safety standards	Yes/ No	Fill remarks	Raise NC
1.4	Whether machinery is connected as per Indian standard code of practicing for electrical wiring	Yes/ No	Fill remarks	Raise NC
1.5	Whether machinery is in working condition	Yes/ No	Fill remarks	Raise NC
vii.	<b>Equipment Details</b> (fill for each equipment)			
2.1	Availability of required quantity	Yes/ No	Fill the quantity actually available	Raise NC
2.2	Whether equipment is installed as per supplier manual and ISO safety standards	Yes/ No	Fill remarks	Raise NC
2.3	Whether equipment is connected as per electrical safety standards	Yes/ No	Fill remarks	Raise NC
2.4	Whether equipment is connected as per Indian standard code of practicing for electrical wiring	Yes/ No	Fill remarks	Raise NC
2.5	Whether equipment is in working condition	Yes/ No	Fill remarks	Raise NC
•	<b>Tools Details</b> (fill for each tools)			
3.1	Availability of required quantity & condition of the tools	Yes/ No	Fill the quantity actually available	Yes/ No
J.	<b>Classroom Furniture Details</b> (for each classroom)			
4.1	Availability of chair for instructor	Yes/ No	NA	Raise NC
4.2	Is table for instructor available	Yes/ No	NA	Raise NC



S No.	Details	Meets Norms (Yes/No)	Remarks (fill only if norms are not met)	Decision
4.3	Are no. of chairs/ desk for trainees filled correct	Yes/ No	Fill the quantity actually available	Raise NC
4.4	Availability of black/ white board (4X6 Feet)	Yes/ No	NA	Raise NC
J.	<b>IT Lab Details</b>			
5.1	Are the details of desktop computer with latest configuration (only LCD or LED monitor to be allowed) filled correctly	Yes/ No	Fill the quantity actually available	Raise NC
5.2	Internet connectivity	Yes/ No	Fill the details actually available	Raise NC
5.3	Computer with multimedia, anti-virus software, latest operating software with UPS	Yes/ No	Fill the details actually available	Raise NC
5.4	LAN Cabling, LAN Switch	Yes/ No	NA	Raise NC
5.5	Printer (Inkjet, Laser)	Yes/ No	NA	Raise NC
5.6	Scanner	Yes/ No	NA	Raise NC
5.7	Server	Yes/ No	NA	Raise NC
5.8	External Hard Disk – 1TB	Yes/ No	NA	Raise NC
5.9	Availability of instructor/ office chair	Yes/ No	NA	Raise NC
5.10	Availability of instructor/ office table	Yes/ No	NA	Raise NC
5.11	Are the details of Trainees/ Computer Chairs filled correctly	Yes/ No	Fill the quantity actually available	Raise NC
5.12	Are the details of trainees/ computer tables filled correctly	Yes/ No	Fill the quantity actually available	Raise NC
5.13	Availability of black/ white board (4X6 Feet)	Yes/ No	NA	Raise Nc6
J.	<b>Other Equipment</b>			
6.1	Availability of biometric machine with GPS connection	Yes/ No	NA	Raise NC
6.2	Availability of project for e-learning classes	Yes/ No	NA	Raise NC
iv.	<b>Power Supply</b>			
7.1	If supply has three phase commercial connection	Yes/ No	Fill the connection actually available	Raise NC
7.2	Power supply availability as per the required total power supply for all the trades	Yes/ No	Fill the deficiency in power supply	Raise NC

S No.	Details	Meets Norms (Yes/No)	Remarks (fill only if norms are not met)	Decision
7.3	Availability of backup electric supply as per norms	Yes/ No	Fill the deficiency in backup electric supply	Raise NC
ii.	<b>Boards and Signages</b>			
8.1	Signage Board on plot entrance (include ITI's name, logo and full address along with Skill India logo)	Yes/No	Fill remarks	Raise NC
8.2	Signage Board on Institute building (include ITI's name and logo along with Skill India logo)	Yes/No	Fill remarks	Raise NC
8.3	Exit board for emergencies	Yes/No	Fill remarks	Raise NC
8.4	Board indicating danger signs near transformer, generator set, heavy electrical installation/ panels	Yes/No	Fill remarks	Raise NC
8.5	Prohibited area indicators near running machinery etc.	Yes/No	Fill remarks	Raise NC
8.6	Signage Boards showing directions indicating the different sections of the building like workshop, administrative building etc.	Yes/No	Fill remarks	Raise NC
8.7	Boards indicating firefighting equipment	Yes/No	Fill remarks	Raise NC
8.8	Prohibited area indicators near running machinery etc.	Yes/No	Fill remarks	Raise NC
8.9	Trade details board (include list of trades, seating capacity, and trainee enrolled and name of machinery and equipment installed)	Yes/No	Fill remarks	Raise NC
8.10	Staff details board (include staff details with name, qualification and contact numbers at least for Principal and Public Relations Officer, if any)	Yes/No	Fill remarks	Raise NC
9	<b>Disaster Management Plan</b> (The institute shall have disaster management plan as prescribed in the general guidelines for Disaster Management at Annexure-2B, Sl. No. D)	Yes/No	Fill details for deviation	Raise NC
J.	<b>Other details (optional, but Rainwater Harvesting and Augmentation, Solar Energy/ Renewable Energy Source availability and Sewage Treatment Plant is mandatory for all the ITIs with strength more than 500 trainees in each shift)</b>			
10.1	Rainwater harvesting and augmentation	Yes/No	Fill remarks	Not Applicable/ Raise NC
10.2	Solar energy/renewable energy source	Yes/No	Fill remarks	Not Applicable/ Raise NC

S No.	Details	Meets Norms (Yes/No)	Remarks (fill only if norms are not met)	Decision
10.3	Sewage treatment plant	Yes/No	Fill remarks	Not Applicable/ Raise NC
10.4	Announcement system in classrooms, strategic locations for general and emergency announcements	Yes/No	Fill remarks	Not Applicable
10.5	Enterprise Resource Planning (ERP) Software for student-institution-parent interaction	Yes/No	Fill remarks	Not Applicable
10.6	ATM Yes/No Fill remarks Not Applicable 10.7 CCTV Security System	Yes/No	Fill remarks	Not Applicable
10.8	LCD (or similar) projectors in class rooms	Yes/No	Fill remarks	Not Applicable



## Annexure - 8

## Staff Details Verification Format

S No.	Details	Meets Norms (Yes/No)	Remarks (fill only if norms are not met)	Decision
1.	Adequacy of the staff members as	Yes/No	Fill details	
<b>Repeat for each staff member</b>				
2.	ID proof (i.e. Voter Id Card/ PAN Card/Driving License/Passport)	Yes/No	a. Document not legible b. Wrong document c. Incomplete document d. Name mentioned on the document does not match with the details filled e. Any other reason, please specify	Raise NC
3.	Aadhar Card	Yes/No	a. Document not legible b. Wrong document c. Name mentioned on the document does not match with the details filled d. Aadhar no. mentioned on the document does not match with the details filled e. Any other reason, please specify	Raise NC
4.	Educational Background	Yes/No	a. Document(s) not legible b. Wrong document(s) c. Name mentioned on the document(s) does not match with the details filled d. Educational background does not meet with NCVT norms e. Any other reason, please specify	Raise NC
5.	Experience	Yes/No	a. Document(s) not legible b. Wrong document(s) c. Name mentioned on the document(s) does not match with the details filled d. Experience does not meet with NCVT norms e. Any other reason, please specify	Raise NC

**Advertisement for Establishing Industrial Training Institution (ITI)**

**Timelines for Processing Applications:**

S No.	Details	Last date
•	Last date for submitting application	
•	Last date for accreditation for the particular session	
•	Last date for affiliation for the particular session	

**Note: DGT is not responsible for grant of NCVT affiliation for any particular session.**



**Format- 2**

**Resolution for Establishment of New Industrial Training Institution (ITI)**

That the Trust/ Society/ Company/ Institute vide its meeting held on .....at ..... vide item no. ....have resolved that, <Name of the Trust/ Society/ Company/ Institute> shall apply to DGT for approval to start <Name of the ITI> to offer skill development and vocational training shall allocate required funds for procurement of building, equipment, furniture and other required entities for smooth functioning of the same.

(Signature and Name of Chairman/ Secretary/ Member/ Trustee/ Director/ Proprietor of Trust/ Society/ Company/ Institute)

(Designation)

(Name of the Organization)

**Resolution regarding Authorized Person**

I/We,

• <Name>Chairman / Secretary/ Member/ Trustee/ Director/ Proprietor<Name of the Trust /Society/Company/ Institute>, son of .....aged..... years and resident of .....

I. <Name> Principal <Name of the institute>, son of.....aged..... years and resident of .....

hereby declare that the Trust/ Society/ Company/ Institute vide its meeting held on .....at ..... vide item no. .... has resolved that “**Name of Authorized Person**”, will be the authorized person to sign and communicate all the matters on behalf of <Name of the institute>

This is for your kind information and necessary action.

(Name of Chairman / Secretary/ Member/ Trustee/ Director/ Proprietor of Trust/ Society/ Company/ Institute)

Signature

(Designation)

(Name of the organization)

Accepted

Authorized Signatory

Signature

(Designation)

(Name of the ITI)

Format- 4

Resolution regarding Earmarking of Land, Building and Other Resources for ITI

I/We,

ii. <Name> <sup>1</sup>Chairman/ Secretary/ Member/ Trustee/ Director/ Proprietor/Authorized representative of <Name of the Trust/Society/Company/ Institute>, son of .....aged..... years and resident of .....

J. <Name > <sup>2</sup>Principal <Name of the institute>, son of .....aged..... years and resident of .....

hereby declare that the Trust/ Society/ Company/ Institute vide its meeting held on .....at ..... vide item no. .... has resolved to earmark the **land & building** located at <address of the ITI> exclusively for the proposed ITI namely <Name of ITI>. The Trust/Society/ Company/ Institute reaffirms that it shall not utilise the said premises for any other purpose except the proposed ITI namely <Name of ITI>.

The Trust/ Society/ Company/ Institute also resolved to provide the infrastructural facilities (detailed below) as per the DGT norms/guidelines in <Name & address of ITI for the smooth functioning of <Name of ITI>:

- Machines, equipments and tools in workshops
- Computers & peripherals in IT lab
- Furniture in classrooms, labs and workshops
- Power connection of capacity as per norms
- Staff as per norms
- Other required entities such as water, power backup etc.

In the event of non-compliance with regard to guidelines, norms and conditions prescribed by DGT, as also in the event of violation of any of the undertaking mentioned herein, DGT shall be free to take appropriate action against <Name of the ITI> without consideration of any related issues and that all liabilities arising out of such action shall solely be that of the (Society/ Trust/ Company/ Institute).

That the facts stated in this declaration are true to my/ our knowledge. No part of the same is false and nothing material has been concealed therefrom.

Name of the Chairman/ Secretary/ Member/ Trustee/ Director/ Proprietor

Signature

Designation

Name of the Organization

Name of the Principal

Signature

Designation

Name of the ITI

<sup>1</sup>For private ITIs, Chairman / Secretary/ Member/ Trustee/ Director/ Proprietor/ Authorized Representative's signature will be required

<sup>2</sup>For government ITIs, principal's signature will be required



**Resolution regarding Electrical Connection**

I/We,

- <Name> <sup>3</sup> Chairman/ Secretary/ Member/ Trustee/ Director/ Proprietor/ Authorized representative of <Name of the Trust/Society/Company>, son of ..... aged..... years and resident of .....,
- <Name> <sup>4</sup>Principal <Name of the institute>, son of..... aged..... years and resident of .....,

hereby declare that the Trust/ Society/ Company vide its executive meeting held on .....at ..... vide item no. .... has resolved to establish the proposed ITI Namely <Name of the ITI> at <location of the ITI> in a building (please ✓ the appropriate):

having ownership in the Name of Trust/ Society/ITI and exclusively earmarked for <Name & address of ITI> with separate electrical connection as per norms,

having ownership in the Name of Trust/ Society/ITI but the building is shared with (Name of the Institute with which shared) .....Sqm of area is exclusively earmarked for <Name & address of ITI> providing separate entrance and separate electrical connection as per norms,

leased for ..... years vide lease deed no. .... and exclusively earmarked for <Name & address of ITI> with separate electrical connection as per norms.

Leased for ..... years vide lease deed no. .... but the building is shared with (Name of the Institute) and ----- Sqm of area is exclusively earmarked for <Name & address of ITI> providing separate entrance and separate electrical connection as per norms.

In the event of non-compliance with regard to guidelines, norms and conditions prescribed by DGT, as also in the event of violation of any of the undertaking mentioned herein, DGT shall be free to take appropriate action against the ..... <Name of ITI> without consideration of any related issues and that all liabilities arising out of such action shall solely be that of the (Society/ Trust /ITI).

That the facts stated in this declaration are true to my/ our knowledge. No part of the same is false and nothing material has been concealed therefrom.

Name of the Chairman/ Secretary/ Member/ Trustee/ Director/ Proprietor/Authorized representative

Signature

Designation

Name of the Organization

Name of the Principal

Signature

Designation

Name of the ITI

<sup>3</sup>For private ITIs, Chairman/ Secretary/ Member/ Trustee/ Director/ Proprietor/Authorized Representative's signature will be required

<sup>4</sup>For government ITIs,principal's signature will be required

Format- 6

Letter of Intent (LoI) for Stage II

To

<Name of Authorised Person>

<Name of ITI>

<Address of ITI>

**Subject:** Letter of Intent (LoI) for setting up Industrial Training Institute (ITI) under the handbook for Accreditation and Affiliation Norms and Procedures for establishing ITIs.

**Reference:** Application No. ....

- ii. In terms of Section \_ of the handbook for Accreditation and Affiliation Norms and Procedures for establishing ITIs, your Institute had submitted an application on ..... for grant of approval for establishing an ITI.
- iii. On the basis of the documents submitted by the institution and the details verified by State Directorate, it has been observed that the institution has adequate resources and has committed to earmark land, building, machinery/ equipment/ tools, power supply and staff etc. as per the standards prescribed by NCVT/ DGT.
- iv. You are requested to submit the application for Stage II and follow the terms and conditions.
- v. The applicant has to apply for Stage II within 1 year. This timeline may be extended for another year, provided the approved building plan is submitted within one year from issuance of LoI, failing which appropriate action will be taken as deemed fit and appropriate. No further extension of time would be granted thereafter.
- vi. The issue of Letter of Intent (LoI) for Stage I does not guarantee affiliation of the institute.

Yours faithfully

(Authorised Person)

Copy to:

- DGT
- IT team to upload letter and update information on website

**Letter of Intent (LoI) for Stage III**

To

<Name of Authorised Person>

<Name of ITI>

<Address of ITI>

**Subject:** Letter of Intent (LoI) for setting up Industrial Training Institute (ITI) under the handbook for Accreditation and Affiliation Norms and Procedures for establishing ITIs.

**Reference:** Application No. ....

- In terms of Section \_ of the handbook for Accreditation and Affiliation Norms and Procedures for establishing ITIs, your institute had submitted an application on ..... for grant of approval for establishing an ITI.
- On the basis of the documents submitted by the institution and the details verified by State Directorate for Stage II, it has been observed that the institution has adequate infrastructure as per the standards prescribed by NCVT/ DGT.
- You are requested to submit the application for Stage III and follow the terms and conditions.
- The applicant has to apply for Stage III within 6 calendar months of issuance of LoI for Stage III. In case where new norms have been issued, new norms will be applicable for applications wherein details have not been submitted by the applicant within 6 months from issue of LoI. In this case, the applicant has to submit the final details within one year of the issue of LoI for Stage III. Otherwise, the application will be rejected.
- The issue of Letter of Intent (LoI) for Stage III does not guarantee affiliation of the institute.

Yours faithfully

(Authorised Person)

Copy to:

- DGT
- IT team to upload letter and update information on website

**Format- 8**

**Resolution for Dropping/ Surrender of Trades/Units**

I/We,

J. <Name> <sup>5</sup>Chairman/ Secretary/ Member/ Trustee/ Director/ Proprietor/ Authorized representative of <Name of the Trust /Society/Company/ Institute>, son of ....., aged..... years and resident of .....

iii. <Name> <sup>6</sup>Principal <Name of the institute>, son of.....,aged..... years and resident of .....

hereby declare that the Trust/ Society/ Company/ Institute vide its meeting held on .....at ..... vide item no. .... has resolved to drop/ surrender the Trades & Units (detailed below) presently being conducted/ proposed to be conducted at <Name & address of ITI> from the academic year .....

Trades & Units being Dropped/ Surrendered						
S. No.	Name of the Trade	New/ Existing	Shift--1	Shift--2	Shift--3	Total

It is further certified that no claim in respect of the above mentioned trade(s) & units dropped/surrendered shall be made by the Trust/Society/ITI in future.

Further, the Trust/ Society/ Company/ Institute is fully aware that in case it desires to start the above mentioned trade(s)/units in future, it shall have to apply afresh as per the DGT guidelines.

Name of the Chairman/ Secretary/ Member/ Trustee/ Director/ Proprietor/ Authorized Representative

Signature

Designation

Name of the Organization

Name of the Principal

Signature

Designation

Name of the ITI

<sup>5</sup> For private ITIs, Chairman/ Secretary/ Member/ Trustee/ Director/ Proprietor/Authorized Representative's signature will be required  
<sup>6</sup> For government ITIs,principal's signature will be required

**Resolution for Closure of the Institute**

I/ We,

J. <Name><sup>7</sup> Chairman/ Secretary/ Member/ Trustee/ Director/ Proprietor/ Authorized Representative of <Name of the Trust/Society/Company/Institute>, son of ....., aged..... years and resident of .....,

K. <Name><sup>8</sup>Principal <Name of the institute>, son of ....., aged ..... years and resident of .....,

hereby solemnly affirm, state and undertake to comply with the following in connection with my/ our application <application number> to DGT for the closure of our institution <Name and address of institution>,

That the institution has applied for closure on DGT's web portal. Further, it is submitted that there exists **NO LIABILITY** as on date with respect to “Trainees” who have taken admission to the institution. The institute also undertakes to submit that no admission will be made during the academic year \_\_\_\_ in lieu of the institute application for closure. In case the trainees fail, the institute undertakes to provide all facilities towards tuition and other facilities till they pass out from the institute.

Name of the Chairman/ Secretary/ Member/ Trustee/ Director/ Proprietor/ Authorized Representative

Signature

Designation

Name of the Organization

Name of the Principal

Signature

Designation

Name of the ITI

<sup>7</sup>  
For private ITIs, Chairman/ Secretary/ Member/ Trustee/ Director/ Proprietor/Authorized Representative's signature will be required  
For government ITIs,principal's signature will be required

## Certificate- 1

**Certificate from Advocate for Registration Documents, Land documents,  
Land Use Certificate, Land Conversion Certificate**

To be produced on advocate's letter head

The copies of <Trust/Society> Registration documents, Land documents, Land Use Certificate, Land Conversion Certificate with respect to application submitted by <Name and address of the applicant> who is an applicant for establishment of new technical institution offering technical education programs were provided to me by <Name and address of the applicant> for verification regarding their authenticity and appropriateness.

**A. Trust/Society Registration Documents:**

Registration Certificate No.	
Date of Registration	
Registered at	
Registered under Act	

- I have verified the above-mentioned Trust/Society registration documents from the office of <Competent Authority>
- The abovementioned Trust/Society registration documents are/are not registered at the office of <Competent Authority>
- The abovementioned Trust/Society registration documents are/are not authentic

**A. Land Documents:**

S No.	Document No.	Survey No.	Registration No. and Date	Land Area (in acres)
			Total Area (in acres)	

I hereby certify that:

- I have verified the abovementioned land documents from the Sub Registrar's Office <place>
- The abovementioned land documents are/are not registered at Sub Registrar's Office <place>
- The abovementioned land documents are/are not authentic
- The abovementioned land documents are/ are not in the name of the applicant
- The title of the land pertaining to the abovementioned land documents is/ is not clear
- The applicant is/ is not in lawful possession of the land pertaining to the abovementioned land documents

**C. Land Use Certificate:**

Letter No.	
Letter dated	
Issued by	
Extent of Land	

I hereby certify that:

- The Competent Authority to issue the Land Use Certificate with respect to land under reference and for the proposed institution mentioned above is \_\_\_\_\_
- It has/ has not been approved by the Competent Authority
- I verified the abovementioned Land Use Certificate from the Office of <Competent Authority>
- The abovementioned land use Certificate is/ is not authentic
- It has been/ not been issued for the full extent of land

**D. Land Conversion Certificate:**

Letter No.	
Letter dated	
Issued by	
Extent of land	

I hereby certify that:

- The Competent Authority to issue the Land Conversion Certificate with respect to land under reference and for the proposed institution mentioned above is \_\_\_\_\_
- It has/ has not been approved by the Competent Authority
- I verified the abovementioned Land Conversion Certificate from the Office of <Competent Authority>
- The above-mentioned Land Conversion Certificate is/ is not authentic
- It has been/ not been issued for the full extent of land

Signature of the Advocate \_\_\_\_\_

Seal/ Stamp of the Advocate \_\_\_\_\_

Name of the Advocate \_\_\_\_\_

Practicing at \_\_\_\_\_

Registration No. \_\_\_\_\_

Date \_\_\_\_\_

Place \_\_\_\_\_

*Civil Norms for  
ITIs Affiliation  
2017*



## CHAPTER 2

### CIVIL NORMS FOR ITIs AFFILIATION - 2017

The Industrial Training Institutes also known as ITIs in India are institutes imparting technical training in engineering and non-engineering trades. The first ITI was established in 1950 and since then has been instrumental in the economic development of the country. ITIs are adept in producing skilled manpower for the country and contributing to the youth self-development. They were constituted and managed by the erstwhile Directorate General of Employment & Training (DGE&T), Ministry of Labour and Employment which is now renamed as Directorate General of Training (DGT) under the aegis of newly formed Ministry of Skill Development and Entrepreneurship (MSDE), Government of India.

The Ministry of Skill Development and Entrepreneurship (MSDE) was formed in 2014 and the Skill India Mission was launched on 15 July 2015. The ITI ecosystem thereon was also brought under the purview of Skill India for garnering better results in the vocational education and training (VET) space. The ITI curriculum is befitting for the students who have completed their class 8-10 formal school training and wish to pursue technical training instead of regular courses/ colleges available in the market.

Vocational training/skill development training is the need of the hour which is practical in nature and its curriculum helps in meeting the emerging workforce needs and the industrial growth. The ITIs impart vocational training which is a part of the concurrent list of the Constitution of India and is administered by both State and Central Government. Currently, there are 13,353 ITIs in the country including 2,152 Government and 11,201 Private ITIs. The students are awarded National Trade Certificates (NTC) by National Council for Vocational Training (NCVT). This body also prescribes the curriculum for ITIs and administers the standards of training.

There has been a steady rise in the number of ITIs starting from 1950s and it is important that the quality aspect is given due weightage as it ensures that the right mix of qualification, skills and practical knowledge is imbibed in the candidate to suitably serve the industry requirements.

A better quality of vocational education enriches learning; leading to better job prospects and self-employment for the candidates, further contributing to the country's economic development. The high unemployment rate in the country can only be improved by improving the quality of training imparted in ITIs. The quality aspect needs to be completely overhauled for a massive turnaround in the employable skills of candidates and employment opportunities available. It is imperative to prepare our students/candidates for competing in the global market.

The fourth industrial and technological revolution is at its cusp with the introduction of new technologies merging the physical, digital and biological worlds. This revolution majorly comprises emerging technology breakthroughs in fields like artificial intelligence, robotics, Internet of Things, nanotechnology et al. According to a popular estimate, 65% of children entering primary school today will ultimately end up working in completely new job types that don't exist yet. So, the newer generation youth and the ever changing advancements in technology call for a complete overhaul in the skill ecosystem and the curricula by anticipating and preparing for future skill requirements.

Against this backdrop, DGT has proposed for a revamp in accreditation and affiliation norms by largely improving the infrastructure to deliver qualitative education and training. The existing situation has a lot of flaws which need to be rectified on an urgent basis in order to lay a stronger foundation. Accreditation focuses on learning, self-development and encourages ITIs to pursue continual excellence.

Its salient objectives are:

- J. To assess institutions and their programs that meet defined quality standards
- K. To foster excellence in ITI building effectiveness in delivering competency based education and training
- L. To establish framework for continuous improvement and provide opportunity to benchmark with other institutions
- M. To facilitate developing professional competency of the trainees

With a border objective to improve the quality of the training in ITIs, Ministry of Skill Development and Entrepreneurship had constituted a committee to review the existing NCVT affiliation norms relating to setting of ITIs, and suggest new Civil and Procedural norms, confirming to Local Building Bye-Laws or National Building Code of India. The Civil norms suggested by above committee were deliberated in various meeting of stakeholders. These norms were further vetted by Technical Advisory Committee headed by Shri. Prof. Bhim Singh, Dean Academic & Professor Electrical Engineering, Indian Institute of Technology (IIT), New Delhi. Claims and suggestions were also invited from all stakeholders including State Governments/State Directorates.

ITIs AFFILIATION NORMS 2017

CIVIL NORMS FOR ESTABLISHMENT OF ITIs

- iv. Sizes of the workshop and class room shall remain the same as mentioned in existing norms placed at Annexure 2 M & Annexure 2N
- v. In addition to B.C.C and existing guidelines as per annexure 2M and 2N, there are other essential requirements that have to be met and are as follows

S No.	Particulars	Description of Norms
<b>1.0 BUILDING DETAILS</b>		
1.0	Building Completion Certificate of the Institute	<ul style="list-style-type: none"> <li>• Desirous Institutes are required to submit a Building Completion Certificate (BCC) with respect to name &amp; address of the ITI from Municipal Authority/ Development Authority/ Competent Authority clearly stating that the Building(s) is fully constructed and ready in all respects for the intended use as Industrial Training Institute (ITI) as per the local building Bye-Laws related to ITIs/ Technical Education/ Technical Institution Buildings. If local buildings Bye-Laws are not available, then the building should conform to the Bye-Laws prescribed for ITIs/ Technical Education/ Technical Institution Buildings in National Building Code (N.B.C) of India (Refer to Part 3, Part 4, Part 8 and Part 9).</li> <li>• If the ITI falls in an area, where presently no statutory physical plans like Master plan/ Development plan, regional plan, peripheral plan, zonal plan etc. exist under relevant State Act, then relevant certificate shall be submitted from District Magistrate (Collector)/ Development Authority/ Municipal Authority/ Any other Competent revenue Authority as approved by the State Government. In such case, Building Completion Certificate of the ITI shall be approved by Government Civil/Structural Engineer clearly stating that the Building(s) is fully constructed, safe and ready in all respects for the intended use as Industrial Training Institute (ITI) as per NBC of India.</li> </ul>
1.1	Approved Building plan of the Institute	<ul style="list-style-type: none"> <li>• Building plan shall be approved by Town Planning Department / District Magistrate (Collector)/ Development Authority/ Municipal Authority/ Any other Competent Authority as per State Government Act.</li> <li>• If the ITI falls in an area, where presently no statutory physical plans like Master plan/Development plan, regional plan, peripheral plan, zonal plan etc. exist under relevant State Act(s), then relevant certificate shall be submitted from District Magistrate (Collector) / Development Authority/ Municipal Authority/ Any other Competent revenue Authority as approved by the State Government. In such case, building plan of the Institute shall be approved by Government approved Architect certifying that layout plan of the ITI is accordance with the relevant standards/requirements as envisaged in National Building Code of India.</li> </ul>
1.2	Dedicated Land and Plot Size based on Capacity of the Institute	<p>Minimum area of the dedicated plot and land shall be</p> <p>Minimum area of the dedicated plot and land shall be</p> <p>A .ITI With 04 trades and maximum up to 12 units will be 4291.4 sqm approx. 1.07 acres.</p> <p>B. ITI With 06 trades and maximum up to 18 units will be 6802.4 sqm approx. 1.7 acres.</p> <p>C The .ITI should preferably be constructed as an integrated building or in 2 parts separated by not more than 01 km.</p> <p>D.Plot and building which has registered lease should have minimum period of 10 years.</p> <p>In urban area where FAR/FSI limit is permitted., requirement t of plot area may vary proportionately</p>



		<ul style="list-style-type: none"> <li>In urban areas where higher Floor Area Ratio (FAR)/ Floor Space Index (FSI) limits are permitted, the requirement of plot area may vary proportionately</li> </ul>
1.3	Ownership of the dedicated Plot and building of the Institute	<ul style="list-style-type: none"> <li>Owned Plot and Building or</li> <li>Plot and Building which has registered live lease for minimum period of 10 years shall be allowed.</li> </ul>
1.4	Integrated building	<p>Area required shall be in one contiguous plot. The academic, instructional, administrative and amenities area shall be constructed on one plot</p> <ul style="list-style-type: none"> <li>All the blocks of the institute should be constructed within a single contiguous plot as per local building bye-laws, except hilly state regions.</li> <li>Considering hilly nature of land in Hilly State regions land/plot may be made available in 02 pieces, which are not away from each other by more than 500 m.</li> </ul>
1.5	Plot Entrance Gate	Width of plot entrance gate shall be minimum 06 meters as per the local building bye-laws/NBC of India.
1.6	Building Entrance Gate	Minimum 2.4 m width is required, as per the local building bye-laws/NBC of India.
1.7	Open Spaces around the Building	As per local building bye-laws/ As per National Building Code of India part 3- Development control rules and general building, Part 8- Open spaces (within plot), Part 8.3(b)- Other occupancies (page: 25)
1.8	Open spaces separate for each building/block	As per local building bye-laws/ As per National Building Code of India part 3- Development control rules and general building, Part 8- Open spaces (within plot), Part 8.1.2 (page: 23)
1.9	Ceiling Height of Building	As per local building bye-laws/As per National Building Code of India part 3- Development control rules and general building, Part 12- Requirements of part of building: 12.2: 12.2.1.1: (a)
1.10	Approach road to the Institute	Institute shall have proper approach road as per local building bye-laws/NBC of India.
<b>2.0 FINISHING NORMS</b>		
2.1	Roof of workshop	<ul style="list-style-type: none"> <li>Flat/pitched RCC roof as prescribed for construction of the workshop or</li> <li>Profiled Industrial roof sheets with structural supports as per design standards should be allowed.</li> </ul> <p><b>Note : i) Sheds with tin sheets/Asbestos sheets should not be allowed</b>  <b>ii)The pre-fabricated structures will also be permitted to use for establishing/constructing the ITIs.</b></p>
2.2	Plastering and Painting of Internal and External Walls and Ceiling	<p>All the walls of built up area should be plastered and coloured / distempered.</p> <p><b>The walls of workshop made of tin sheet are not allowed</b></p>
2.3	Flooring	All built-up areas of institute should be at least cemented/ tiled. Tiled flooring will be preferred in Classrooms and administrative areas and IT labs.

2.4	Painting/ Lamination of Door, Window, Ventilator, Gate, Grill, Railing of the Institute	All the doors, windows, ventilators, gates, grills, railings of the institute should be painted/ polished/ laminated	
<b>3.0 Institutional Area</b>			
3.1	Classroom	The minimum size of classroom shall be 25 Sqm with minimum width of 3 m (As per existing norms). Floor shall be at least tiled.	
3.2	Work shop area	The workshop for all trades must be rectangular in shape and width must not be less than 5 m. The existing norms prescribed at Annexure- 2M shall be followed.	
3.3	IT Labs	An exclusive computer lab with internet connection for every computer with multimedia, anti-virus software, latest operating software with UPS. The setup of the computer lab must have minimum ten computers / workstations and peripherals with internet facility irrespective of trade(s) or trade related computer requirement for an ITI up to seating capacity of 100 per shift. For each additional 20 trainees of trades/ units accredited/ affiliated, two computers/ workstation must be added. The space norm to accommodate 10 computers for 100 trainees per shift is to be 25 Sq m. An additional 2.5 Sq m shall be made available for each additional computer. Minimum width of the lab shall be 3 m Floor shall be at least Tiled	
3.4	Drawing Hall	Drawing Hall is required for all engineering trades with minimum area of 50 Sqm except Draughtsman (civil)/ Draughtsman (mechanical) trades. This area is upto 160 trainees per shift and thereafter additional proportionate area for each additional trainee. For Draughtsman (civil)/ Draughtsman (mechanical) trades shall follow NCVT norms prescribed for respective trades.	
3.5	Backup Power Supply	Institute should have backup power supply with a capacity 50% of power supply required for all the affiliated trades/units and the trades/units sought affiliation. Backup power supply generator should have proper installation with separate arrangement of dedicated control panel for safe switch over. Suitable Civil infrastructure shall provide for installation of backup power supply. Backup power supply is the power required to run the trades in addition to the main 3 phase power supply in case of power failure.	
3.6	Raw material storage Room and oil & Gas storage room	It shall be minimum area 90 Sqm for all engineering trades and minimum 30 Sqm for all non-engineering trades. Wherever gas/oil storage is required depending on trades, separate room shall be provided.	
<b>4.0 Administrative Area</b>			
4.1	Principal Room	Minimum area 20 Sqm	
4.2	Reception cum waiting lobby	Minimum area 40 Sqm	NOTE: The area proposed upto 160 trainees per shift and thereafter additional proportionate area required for each additional trainee. Minimum width of administrative area shall be 03 m.
4.3	Staff Room	Minimum area 20 Sq m	
4.4	Administrative Hall/Section	Minimum area 50 Sq m	
4.5	Placement/Counselling room	Minimum area 20 Sq m	
<b>5.0 Amenities Area</b>			

5.1	Multipurpose Hall/Court Yard(Desirable)	Minimum area 110 Sq m The minimum width of the multipurpose hall/ courtyard shall be 5 m
5.2	Library & reading room	Minimum area required for library and reading room should be 40 Sqm for up to 160 trainees per shift and then 10 Sqm area for every additional 40 trainees
5.3	Canteen (including kitchen & pantry) (Desirable)	Minimum area 110 Sq m
5.4	First-Aid Room	Minimum area 15 Sqm
5.5	Playground	Dedicated play ground is mandatory, as per Local Building Bye-Laws/ NBC of India
5.6	Drinking water facility	Institute shall provide treated drinking water facility at all floors and workshops as per the local building bye-laws / NBC of India
5.7	Availability of staircases	As per local building bye-laws/As per National Building Code of India part 3- Development control rules and general building, Part 12- Requirement of part of building: 12.18: 12.18.1 to 12.18.2 (page: 34)
5.8	Toilets/ Water Closets	Institutes shall provide separate toilets for staff, boys, girls and differently abled individuals as per local building bye-laws/ NBC of India
5.9	Parking Details (Car Parking, Scooter/ Two-wheeler/ Bicycle)	As per local building bye-laws/ As per National Building Code of India part 3- Development control rules and general building, Part 10-Off street parking: 10.1 to 10.9 (page: 28-29) The parking area mentioned for different trades in workshop norms in Annexure- 2M is apart from general parking area.
<b>6.0 Boards and Signages</b>		
6.1	Signage Board on plot entrance	<b>Details needed:</b> ITI's name and full address and ITI logo & Skill India Logo. Sign board to be made in English/ Hindi/ Regional language. The signage should be bilingual. The size of the font should be minimum 75 mm. The size of the board may vary from 2m x 1.5 m or 3m x 1.5 m or 4m x 2.0 m.
6.2	Signage Board on Institute building	Details needed: ITI's name, ITI logo & Skill India logo
6.3	Signage Boards	showing directions Directions should be displayed showing the different sections of the building like workshop, admin building and hostel, scrap yard etc. <b>Signage boards for 3 phase power supply, danger boards, prohibited areas etc. also needs to displayed.</b>
6.4	Trade details board	Trade details board shall display the list of NCVT affiliated trades, seating capacity and number of trainees enrolled and name/ specifications of the machinery/equipment
6.5	Staff details board	Staff details board shall display with name, qualification/ designation and contact numbers at least for principal and Group Instructor/ Training officer
6.6	Exit Board	For Emergency Exit
6.7	Board indicating Danger Signs	Near transformer, generator Set, heavy Electrical Installation/ Panels
6.8	Prohibited Area Indicators	Near running machinery etc.

6.9	Boards indicating Fire Fighting Equipment	Directions showing the Fire Fighting Equipment
<b>7.0 Desirable Requirements:</b>		
		<ul style="list-style-type: none"> <li>i. Rainwater harvesting (For all the Institutes irrespective of the trainee strength)</li> <li>ii. Solar Energy/Power Systems</li> <li>iii. Announcement system in classrooms, strategic locations for general announcements and announcements in case of emergency.</li> <li>iv. Enterprise Resource Planning (ERP) Software for Student-Institution-Parent interaction</li> <li>v. ATM</li> <li>vi. CCTV Security System</li> <li>vii. LCD (or similar) projectors in class rooms</li> </ul> <p>Note: Solar Energy/ Renewable energy source availability, sewage treatment plant and Rainwater conservation and augmentation is mandatory for all the Government ITIs &amp; Pvt. ITIs having the strength more than 500 trainees in each shift.</p>
7.1	Disaster Management Plan	All the Institutes shall have disaster management plan as prescribed in the general guide lines S No. 08 & 09
7.2	Fire Safety Certificate	Fire Safety Certificate, duly approved by Authority from Fire and Safety department of the concerned State Government/ UT



## 8.0 General Guidelines:

- ITI shall comply with all the latest NCVT norms. In case of any violation, appropriate action shall be initiated.
- Apart from affiliation norms of NCVT, ITIs shall follow all existing statutes/ provisions (related to ITIs) in that particular State/ UT. The ITIs shall also adhere to the latest notifications/ orders/ policies of Central Government/ State Government.
- Where local building bye-laws are not available, National Building Code (NBC) of India shall be applicable.
- The norms prescribed in this manual are only illustrative in nature; it has to be ensured that all safety norms shall be adhered to. It has to be ensured that overall aesthetic sense of the building/ plot is maintained.
- The civil structures shall be environment friendly and suitable for differently abled individuals. Ramp to be provided at main entrance and other places, wherever necessary as per local building bye-laws pertaining to differently abled individuals.
- Regions with diverse terrains such as hilly area, coastal area and mountain region with snowfall, respective building code norms of the state to be followed.
- The classrooms, workshops, IT labs, administrative area, amenities areas shall not be allowed in the basement or cellar. A basement or cellar is defined as one or more floors of a building that are either completely or partially below the ground floor.
- The pre-fabricated structures will also be permitted to be used for constructing/establishing the ITIs.
- The minimum width of the multipurpose hall/ courtyard and work shop shall be 5 m.
- The minimum width of other rooms shall be 3 m.

## Essential and Desirable Requirements/ General Guidelines in case of Various Events:

### 8.1. FIRE

#### Essential requirements:

- v) All the buildings, after completion and before occupation, shall be inspected for fire and life safety measures by the Local Fire Service Authorities and a certificate to that effect shall be obtained. In the absence of such a certificate, following requirements shall be met.
- Fire buckets filled with sand shall be hanged in the protected stands near workshop, laboratory, DG room, transformer and sub-station.
- Fire point should be established in front of each building with 2 fire water buckets, 2 sand buckets and 4 fire extinguishers one of each type.
- Minimum 2 numbers of extinguisher of any type should be installed at every prominent location.
- Every exit, exit access or exit discharge shall be continuously maintained free of all obstructions or impediments to full use in case of fire or other emergency.
- Retro reflective Signage shall be provided for escape routes at suitable height.
- Evacuation drill shall be conducted for each building quarterly.
- To avoid stampede and to manage any emergency properly, the Institution should have a Standing Fire Order – Document containing established procedures required to handle fire & emergency situations in which duties & responsibilities of various Authorities & Agencies are included (Sample copy enclosed).

#### Desirable requirements:

- b. The CCTV camera shall be provided to cover all the important areas of the campus including fire fighting system like extinguishers, hose reels, risers, automatic detection and alarm system, sprinkler system, manual call points etc.
- c. Assembly point shall be provided in a safe place with no fencing around it.

### 8.2. ELECTRICAL HAZARD

#### Essential requirements:

- Proper earthing and bonding of electrical wiring shall be ensured.
- All major equipment shall be earthed separately.
- Earth leakage circuit breaker (ELCB) shall be provided as required.



- No overhead High tension electric line shall pass across the premises.
- Sub stations or transformers if any shall be segregated. Carbon di-oxide, dry chemical powder (DCP) and Mechanical foam fire extinguishers, san buckets shall be provided.

**Desirable requirements:**

- All overhead electric lines shall be at a height not less than 5.4 m from the ground.
- Electrical resistant mats should be placed in front of every electric panel.
- Only trained and licensed electricians should be allowed to do work related to electric supply.
- Vertical clearance of any bare electric line passing near a building shall be minimum 2.43 m from the highest point in the building and the horizontal clearance shall be minimum 1.2 m from the closest part.
- A clear space of not less than 1 m in width shall be provided in front of the switchboard.
- If there are any attachments or bare connections at the back of the switchboard, the space (if any) behind the switchboard shall be either less than 20 cm or more than 75 cm in width, measured from the farthest outstanding part of any attachment or conductor.
- Lightning arrester shall be provided for all the buildings.

**8.3 DRINKING WATER/ FOOD:**

**Essential requirements:**

- Clean all reservoirs on periodic basis.
- Test quality of water every three months.

**Desirable requirements:**

- J. Test quality of samples of food prepared on campus in an independent laboratory preferably once in six months.

**8.4 WORKSHOP ACCIDENT**

**Essential requirements:**

- j. Personal protective equipment shall be available for each one entering the workshop.
- k. Instructions for workshop safety must be displayed inside and outside the workshop.
- l. First-aid kit shall be maintained.
- m. Safety precaution for operation for each machine should be affixed with it.
- n. Standard Operating Procedure (S.O.P.) for all the equipment and system must be prepared and properly displayed near the respective machine.
- o. All the electrically operated machinery should be properly earthed and bonded.
- p. Emergency contact numbers shall be displayed for contacting in case of any emergency which should include Safety Officer, fire control room, medical assistance, Security assistance, Head of the concerned department, maintenance services.
- q. Instructions regarding the procedure to be followed in case of an emergency occurring in the building outside the workshop during the running of workshop shall be displayed inside and outside the workshop in the form of Do's and Don'ts.

**Desirable requirements:**

- 2. While installing or keeping machines and tool, racks aisles and gangways should be provided.
- 3. There should be Schedule for standard test for machines and tools.
- 4. Workshop floor should be made by non-skid and non-static floor tiles.

- D. Place for disposal of materials should be properly marked.
- E. Housekeeping shall be done as per proper Schedule.
- F. Various fuels used in workshop shall be stored in minimum quantity according to requirement.
- G. Proper ventilation facilities shall be provided to prevent dust accumulation.

### 8.5 EMERGENCY SITUATION - PHYSICALLY CHALLENGED

#### Essential requirements:

YYYY Ramp shall be provided for the disabled for easy access to and evacuation from the building.

ZZZZ Sufficient wheel chairs and stretchers shall be available for use in emergency

#### Desirable requirements:

- d. Information regarding the number of physically challenged people in the campus should be available with the Safety Officer.
- e. The time and the number of physically challenged persons among the visitors shall be recorded at security gate.

### 8.6 STRUCTURAL FAILURE OF BUILDING

#### General Guidelines:

- 6. Emergency evacuation procedure with evacuation plan shall be kept ready.
- 7. Provisions shall be made to cut off water, electricity, and LPG connections safely from outside the building.
- 8. Structural audit of buildings shall be done periodically.

### STAMPEDE

#### Guidelines to be followed:

- 7. Proper signage for traffic control route shall be displayed.
- 8. Public Address system shall be implemented to communicate and to direct.
- 9. Power back up for extra illumination of exit routes shall be available.
- 10. It is necessary to do planning and practicing mannerly and orderly evacuation and maintaining records.
- 11. Student volunteers need to be trained for proper evacuation
- 12. Ensure that no more than 4 persons / Sq m shall assemble in all assembly areas.
- 13. Temporary barriers shall be provided to use in emergency to restrict and to control traffic.

### 8.7 EARTHQUAKE

#### General Guidelines:

- 2. Construction of building shall be as per relevant Indian Standards and Codes of practice. Already constructed structures if already not designed to satisfy earthquake resistance, shall be strengthened as per relevant Indian Standards and Codes of practice.
- 3. Proper evacuation plan based on the Standing Fire Order shall be maintained and it should cover all the possible emergencies.
- 4. Evacuation drill/ Exit drill shall be conducted quarterly and such records shall be maintained (Different groups, members, date of conduct, observations).
- 5. Training should be given to all members of the evacuation teams to perform their duties and records shall be maintained.

- The most suitable and safest place shall be selected as safe assembly point for each building.
- Large or heavy items if any shall be placed closest to the ground.
- Hang large items such as framed pictures, large mirrors etc. away from sitting place, bed and protected escape routes.
- Brace overhead light fittings properly.
- An inventory for the details of heavy duty equipment and necessary tools with the details and contact numbers of owner and operator shall be maintained for ready reference.
- Avoid glass panelling for buildings. However if provided, shall be protected with metal screens.

## **8.8 CYCLONE**

### **General Guidelines:**

- b Keep in contact with the concerned authorities before the cyclone season each time for warning and precautionary measures.
- c List of emergency phone numbers shall be displayed.
- d Training should be given to all members of the response teams to perform their duties, and records shall be maintained.
- e Provision shall be made to strongly secure all doors, windows and other openings, if any, in closed position.
- f Emergency kits containing portable battery radios, torch lights, spare batteries, water container, dry fruits, match boxes, fuel lamps, portable stove, cooking utensil, etc. shall be maintained in cyclone prone areas.
- g Low frequency communication devices shall be in place.
- h Avoid glass panelling for buildings. However, if provided, shall be protected with metal screens.
- i Construction of buildings shall be strong enough to resist collapse during wind.
- j Long and continuous structures shall be avoided so as to reduce the effect of wind.
- k Deep rooted plants which can resist wind can be planted around but outside the boundary wall to reduce the wind velocity.
- l No tall plants shall be there in the compound, especially near any building.

## **8.9 FLOOD:**

### **General Guidelines:**

11. Provision for the storage of drinking water at the rate of 4.5 litres/ 1 Day / person for the total occupants for a minimum of 3 days during impending flood shall be made.
12. Provision for storage of non-perishable easy to prepare food for 3 days' supply during impending flood shall be made.
13. Flash light for signal (Red cross store) shall be arranged.
14. Portable battery Radios (if possible NOAA - National Oceanic and Atmospheric Administration type) shall be arranged.
15. Flood rescue equipment like lifeboat, life jacket, and portable boats with oar and out board engine, rope shall be stored and ready for use.
16. Occupational Health centre shall be maintained.
17. Paramedical Team shall be available and trained.
18. Provision should be made on top floors of the buildings for shelter in case of flood.
19. Insect repellents and sunscreen shall be stored.

## LAND SLIDE

### General Guidelines:

5. Construct Retaining walls wherever necessary to prevent erosion.
6. Train permanent staff to identify the symptoms of landslide.
7. Avoid buildings in steep slope or along natural erosion valleys.

## 9.0 STANDARD FIRE SAFETY NORMS

(To be displayed at all the floors at suitable visible places with all emergency contact numbers)

### 9.1 Responsible authorities

4. The person who detects the Fire
5. Safety Officer
6. Maintenance Section

### 9.2 Detects the fire

- b Immediately inform the Safety officer and Head of the section/ division

### 9.3 Responsibilities of safety officer:

#### On receipt of information:

- d. He / She shall immediately proceed to the scene of incident and assess the situation.
- e. If considered necessary, He/ She shall raise fire alarm for His/ Her zone, and notify the incident to Fire department and the listed emergency services, officer shall have confirmed this action later.
- f. If necessary, he/she shall direct the Maintenance section to salvage the records and materials from the area.
- g. If considered necessary, He/ She shall evacuate His/ Her zone and/or neighbouring zones.
- h. At the earliest opportunity He/ She shall inform the incident to the Departmental head.

#### Duties of maintenance section members:

On receipt of call for emergency in their own zone, all the members of Maintenance section:

2. Shall immediately proceed to the place of incident and report to their Duty Officer.
3. Shall strictly follow the instructions of Safety Officer and work under him/ her as per his/ her directions.
4. Shall, as per the instructions from Duty Officer/Fire Officer, switch off electrical supply to the affected area.
5. Shall see that electric supply is restored only on instructions from the Duty Officer/Fire Officer.
6. Close the air condition system at the affected area.
7. Shall ensure that booster pump located in the building is switched on.
8. Shall ensure that all the Hydrants in and around the Building are charged with sufficient pressure.

**Duties of other staff from the affected zone/zones:**

**On hearing the Emergency Alarm, all the other members of staff:**

- b Are requested not to panic, but to remain calm and follow instructions of the Safety Officer in an orderly and disciplined manner.
- c If directed to evacuate, shall ensure that all the electric lights at their workplace are switched off and that all the windows and doors of their area are properly closed before leaving the place.
- d During evacuation, shall proceed in an orderly manner to the ground floor by the nearest available staircase/emergency exit.
- e Shall not use the lifts.
- f Shall see that, persons assigned with specific duties in an emergency are not disturbed or obstruct their work.



### WORKSHOP NORMS

The list of latest required power norms & space norms is available on [website](#) .

### Norms for Engineering and Non-Engineering Trades

#### Engineering Trades

S No.	Name of the Trade	Unit Size	Space Norms for Workshop per unit (Sq M)	Space Norms for Classroom (Sq M)	Power Supply Load (KW) 3-Phase, Commercial
1	Architectural Assistant	20	80+35 for Computer room	25	5
2	Attendant Operator (Chemical Plant)	16	104	25	13
3	Civil Engineer Assistant	20	120	25	6
4	Computer Hardware & Network Maintenance	20	70	25	3.45
5	Domestic Painter	20	80	25	2.5
6	Draughtsman(civil)	20	64	25	5
7	Draughtsman (Mechanical)	20	64	25	3.7
8	Electrician	16	98	25	5.2 (for 2 units in one shift)
9	Electronic Mechanic	20	56	25	3.04
10	Electroplater	16	60	25	16
11	Fitter	16	88	25	3.51
12	Foundryman Technician	16	128	25	11
13	General Carpenter	20	120	25	8
14	Gold Smith	16	48	25	5
15	Industrial Painter	20	80	25	2.5
16	Information Technology	20	70	25	3.45
17	Information Technology Communication	20	70	25	3.45
18	Instrument Mechanic	20	80	25	3.07

S No.	Name of the Trade	Unit Size	Space Norms for Workshop per unit (Sq M)	Space Norms for Classroom (Sq M)	Power Supply Load (KW) 3-Phase, Commercial
19	Instrument Mechanic (Chemical Plant)	16	104	25	8
20	Interior Decoration and Designing	20	40+80+36 (6x6 for Computer lab)	25	10
21	Laboratory Assistant (Chemical Plant)	16	96	25	6
22	Lift & Escalator Mechanic	16	98.6	25	6
23	Machinist	12	130	25	20
24	Machinist (Grinder)	12	102	25	23.4
25	Maintenance Mechanic (Chemical Plant)	16	96	25	13
26	Marine Engine Fitter	16	84	25	3
27	Marine Fitter	16	256	25	30
28	Mason (Building Constructor)	20	80	25	3
29	Mech. Motor Cycle	16	100 (Including Parking Area)	25	3
30	Mechanic Mechatronics (Fitting and Measurement)	16	192	25	8
31	Mechanic (Motor Vehicle)	16	210 (Including Parking Area)	25	4.8
32	Mechanic (Refrigeration and Air-Conditioner)	20	80	25	6.82
33	Mechanic (Tractor)	16	210	25	4.8
34	Mechanic Agricultural Machinery	16	56	25	5
35	Mechanic Air-conditioning Plant		Refer latest syllabus	25	
36	Mechanic Auto Body Painting	16	210 (Including Parking Area)	25	4.8
37	Mechanic Auto Body Repair	16	210 (Including Parking Area)	25	4.8
38	Mechanic Auto Electrical and Electronics	16	100 (Including Parking Area)	25	3
39	Mechanic Consumer Electronics Appliances	20	56	25	3.04
40	Mechanic Diesel Engine	16	150 (Including Parking Area, Workshop 130, Parking 20)	25	4.8
41	Mechanic Lens/Prism Grinding	12	100	25	7.5

S No.	Name of the Trade	Unit Size	Space Norms for Workshop per unit (Sq M)	Space Norms for Classroom (Sq M)	Power Supply Load (KW) 3-Phase, Commercial
42	Mechanic Machine Tools Maintenance	16	192	25	17
43	Mechanic Medical Electronics (Sq m Dark room area)	20	120 Sq m (inclusive of 10	25	5
44	Mechanic Mining Machinery	20	292	25	20
45	Operator Advanced Machine Tools	12	144	25	25
46	Painter General	16	56	25	5
47	Physiotherapy Technician	16	100	25	3
48	Plastic Processing Operator	16	Adequate space	25	13.6
49	Plumber	20	80	25	2
50	Pump Operator-cum-Mechanic	16	84	25	11
51	Radiology Technician (Radio Diagnosis & Radiotherapy)	16	75.04	25	4
52	Refractory Technician	16	130 (L:B::2:1)	25	13.6
53	Rubber Technician	20	60	25	5
54	Sheet Metal Worker	16	80	25	11
55	Spinning Technician	16	525	25	19
56	Stone Mining Machine Operator	20	100Sq m covered area + 250Sq m open area	25	10
57	Stone Processing Machines Operator	20	100	25	10
58	Surveyor	20	64	25	3
59	Technician Power Electronic System	20	70	25	5
60	Textile Mechatronics	20	240	25	9
61	Textile Wet Processing Technician	16	104	25	8
62	Tool & Die Maker (Dies & Moulds)	16	130	25	29.6
63	Tool & Die Maker (Press Tools, Jigs & Fixtures)	16	130	25	29.6
64	Turner	12	110	25	18.5



S No.	Name of the Trade	Unit Size	Space Norms for Workshop per unit (Sq M)	Space Norms for Classroom (Sq M)	Power Supply Load (KW) 3-Phase, Commercial
65	Vessel Navigator	16	240	25	20
66	Weaving Technician	20	525	25	9.4
67	Welder	16	80	25	16
68	Welder (Fabrication & Fitting)	16	80	25	16
69	Welder (GMAW & GTAW)	16	80	25	16
70	Welder (Pipe)	16	80	25	16
71	Welder (Structural)	16	80	25	16
72	Welder (Welding & Inspection)	16	80	25	16
73	Wireman	16	88 (11x8)	25	5
74	Agro Processing	20	96	25	6
75	Architectural Draughts manship	20	100 + 80(for Computer Lab)	25	4
76	Assistant Tourist Guide	20	56	25	4
77	Baker and Confectioner	20	96	25	16.6
78	Bamboo Works	20	100	25	10
79	Basic Cosmetology	20	70	25	6
80	Catering & Hospitality Assistant	16	64	25	19
81	Computer Aided Embroidery & Designing	16	64	25	5
82	Computer Operator and Programming Assistant	20	70	25	3.45
83	Dairying	25	125	25	3
84	Database System	20	70	25	3.45
85	Dental Laboratory Equipment Technician	20	120	25	12
86	Desktop Publishing Operator	20	70	25	4.3
87	Digital Photographer	16	48	25	6.35
88	Dress Making	16	64	25	5
89	Fashion Design & Technology	16	64	25	5

S No.	Name of the Trade	Unit Size	Space Norms for Workshop per unit (Sq M)	Space Norms for Classroom (Sq M)	Power Supply Load (KW) 3-Phase, Commercial
90	Finance Executive	20	80 (50 + 30 Language Lab)	25	4
91	Fire Technology and Industrial Safety Management	20	*1,000 Sq m for practical Training ground can be away from the Institute at the distance of maximum 20 kms in safe zone	25	2
92	Floriculture & Landscaping	20	1 Hectare plot of land/10000 Sq m	25	2
93	Food Beverages	20	96	25	6
94	Food Beverages Guest Services Assistant	16	48	25	8
95	Food Production (General)	20	96	25	4
96	Footwear Maker	16	72	25	4
97	Front Office Assistant	20	56	25	4.5
98	Fruit & Vegetable Processing	20	96	25	5
99	Health Safety and Environment	20	*1,000 Sq m for practical Training ground can be away from the Institute at the distance of maximum 20 kms in safe zone	25	2
100	Health Sanitary Inspector	20	40	25	4
101	Horticulture	20	1 Hectare plot of land/10000 Sq m	25	2
102	Hospital House Keeping	20	40	25	5
103	House Keeper	20	40	25	4.5
104	Human Resources Executive	20	80 (50 + 30 Language Lab)	25	4
105	Leather Goods Maker	16	72	25	4
106	Marketing Executive	20	80 (50 + 30 Language Lab)	25	4
107	Milk & Milk Products	20	96	25	6
108	Multimedia Animation & Special Effect	20	130 (Studio -50 Sq m, Lab- 80 Sq m)	25	6
109	Old Age Care	20	100	25	2
110	Photographer	16	48	25	7
111	Pre/Preparatory School Management (Assistant)	20	48	25	3

S No.	Name of the Trade	Unit Size	Space Norms for Workshop per unit (Sq M)	Space Norms for Classroom (Sq M)	Power Supply Load (KW) 3-Phase, Commercial
112	Process Cameraman	16	96	25	4
113	Secretarial Practice(English)	20	48	25	8
114	Sewing Technology	16	64	25	5
115	Software Testing	20	70	25	3.45
116	Spa Therapy	20	80	25	6
117	Stenographer and Secretarial Assistant (English)	20	48	25	8
118	Stenographer and Secretarial Assistant (Hindi) (Ashulipiavam Sachivalay Sahayak (Hindi)	20	48	25	8
119	Surface Ornamentation Techniques (Embroidery)	16	64	25	5
122	Travel &Tour Assistant	20	56	25	4.5
121	Weaving of Silk and	16	144	25	17



**Existing Space Requirement of ITIs for Workshop & Classroom under  
Craftsmen Training Scheme**

1.1 Space Requirement in ITIs (Workshop Building): The details of space requirement and electrical connected load for the trades is given in Annexure 2.M

**1.2 Space Norms for Workshop for ITIs:**

- f. It has been approved by the NCVT Sub-Committee that the workshop for all trades must be rectangular in shape and width must not be less than 05 meter.
- g. The walls of workshop made of tin sheet are not allowed.
- h. The minimum height of workshop must be 10 feet (3.048 meter) for RCC roof and 12 feet (3.65 meter) for Industrial roof shed from lower end.
- i. All built- up areas of Institute should be at least cemented/ tiled as prescribed.
- j. Keeping in view the escalating cost of land and non-availability of required land in urban areas, metropolitan and other cities, the National Council for Vocational Training (NCVT) deliberated and approved vertical expansion, with multi-storied design for workshop with a condition that trades with heavy machineries to be housed only in the ground floor and remaining trades may be housed at any floor.
- k. Further, before housing any trade involving machineries at any floor other than ground floor, a certificate regarding safety/suitability of structure to house that trade from Government Civil/Structural Engineer would be necessary.
- l. It was also approved that as per building bye-laws, for building having more than three floors, the provision of lift would be mandatory. It is also recommended by NCVT that following trades requiring heavy machinery must be accommodated on ground floor. However, on the basis of the certificate by competent government authority/ Government structural engineer these trades can be allowed on the higher floors.
  - 1 Welder,
  - 2 Foundry man,
  - 3 Mechanic Tractor,
  - 4 Mechanic Diesel,
  - 5 Mechanic Motor Vehicle,
  - 6 Fitter,
  - 7 Turner,
  - 8 Machinist,
  - 9 Sheet Metal Worker,
  - 10 Carpenter,
  - 11 Machinist Grinder,
  - 12 Tool and Die Maker,
  - 13 Building Constructor (Mason) &
  - 14 Any other having single machinery weighing more than 200 kg
- m. Building plan shall be approved by Town Planning Department/ District Magistrate (Collector)/ Development Authority / Municipal Authority/ Any other Competent Authority as per State government / UT.



# *General Guidelines*

## Chapter -3

### EQUIPMENT GENERAL STANDARDS/ NORMS FOR ITIs

#### General Guidelines

- g. All equipment/machinery shall have certification of BIS/ISO/DIN or equivalent quality standards.
- h. The standard machinery, equipment and tools list available in the syllabus of each trade and as listed on the DGT website under the icon 'Craftsmen Training Scheme' (link: <http://dget.nic.in/content/innerpage/new-and-revised-trade.php>)
- i. Equipment/Machinery shall be installed as per standard instructions given by the manufacturers.
- j. Machinery and equipment are connected as per electrical safety standards.
- k. Ensure Working condition of Machinery, Equipment.
- l. Machinery and equipment are connected as per Indian standard code of practicing for electrical wiring.
- m. Only new machinery/equipment/ vehicle in running condition is acceptable for granting accreditation& affiliation. No old machinery, equipment and tools are acceptable for any new trade/ unit. All the tax invoices of machinery, equipment and tools shall not be older than 6 months from the date of application.
- n. The items which are not included in the standard list but are essential for training due to technological development may be procured by the institute.
- o. Details of equipment standards are clearly mentioned in Stage -3 of affiliation procedure in page no 24.

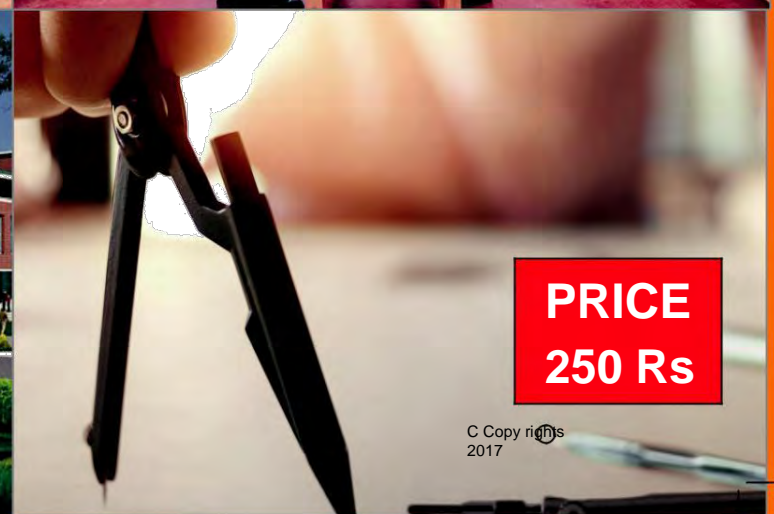








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