Category	Sl. No.	Parameter	Marks						Supporting documents to be presented
			0	1	2	3	4	5	
									Rubric: State Grading of ITIs 2020-2021
	1	Number of Active MoUs existing with industry	No Active MoU	Up to 1 Active MoU	2 Active MoUs	3 Active MoUs	4 Active MoUs	5 or more than 5 Active MoUs	Active MoU. MoU should be on stamp paper/company letter head. MoUs on ITI letter head/email is not valid. MoU signed with the same company, with the same department, for different benefits will be considered as individual MoUs . MoU with the same company, same department for different trades will be considered as individual MoUs. MoU signed with the same company, with the same department on different timelines for the same benefit will not be considered as individual MoUs. Multiple MoUs signed with the same company, during different time periods OR with different departments for different trades of the ITI will be considered as individual MoUs.
	2	CSR Support for ITI in developing training infrastructure	No CSR Support	1 Industry supporting ITI with CSR	2 Industries supporting ITI with CSR	3 industries supporting ITI with CSR	4 industries supporting ITI with CSR	More than 4 industries supporting ITI with CSR	Copy MoU Singed between ITI & Industry for CSR during the assessment period. It should clearly mention CSR in the document. OR Notification/letter from the industry detailing the CSR support provided by industry AND Pictures & Video of ITI to support proof of infrastructure created through such CSR activity. CSR MoU should be on stamp paper/ company letter head/company email. CSR MoUs on ITI letter head is not valid. Check expiry date of the MoU.

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A. Trades and Industry Engagement	3	Trainees who have been sent for "dual training" (%)	Less Than 10% of the total seats offered at ITI are offered in dual training mode	>=10% to less than 20%	>=20% to less than 30%	>=30% to less than 40%	>=40% to less than 50%	>=50% and above	Copy of Active MoUs signed in the assessment period clearly mentioning the nature of MoU for dual training and number of students . Proof of benefits derived from the MoU in terms of dual training (Email/letter/training completion certificate from the industry detailing the dual training provided and specifying the no. of trainees) . Certificate from Principal which presents total seats for which benefit was derived for dual training and Total seats offered in ITI. MoU should be in the DGT prescribed format for dual system of training. Check expiry date of the MoU. In case of 1 year courses, it will 3 months classroom + 9 months training, In case of 2 years, it will be 6 months classroom + 18 months training. Training completion certificate is desirable.
	4	Functioning of BTP	No	YES with one trade	2 trades	3 trades	4 trades	More than 4 trades	Details from apprenticeship portal
	5	Placement Cell and its functioning (Conduct of placements and the number of job fairs conducted)	ITI doesn't have a placement cell	ITI does have a placement cell with infrastructure placement officer and separate email id for placement activities.	ITI does have a placement cell with infrastructure placement officer and separate email id for placement activities, and done field visit/ communication with industries.	ITI does have a placement cell and Placement cell has organised at least one regular campus placement drives OR job fairs during the assessment period	ITI does have a placement cell and Placement cell has organised at least two regular campus placement drives OR job fairs during the assessment period BUT Placement cell has not undertaken initiatives beyond regular campus placement drives and job fairs to improve placement (e.g. counselling sessions for trainees, training in employability skills etc.)	ITI does have a placement cell and Placement cell has organised at least three regular campus placement drives OR job fairs during the assessment period AND Placement cell has undertaken initiatives beyond regular campus placement drives and job fairs to improve placement (e.g. counselling sessions for trainees, training in employability skills etc.)	Photos of designated/demarcated placement room where the placement process happens ITI should have a placement coordinator. List of placement drive/ Job fairs /etc. conducted by the ITI in the assessment years . Copy of job offers given during such events Proof of such events undertaken like newspaper cuttings, offer letters, email correspondence with dates and event photographs. Proof of initiatives beyond campus placement drives would include email correspondence thanking the trainer for conducting the session, attendance record/ photographs of participations, training certificates
	6	% of trainees undergone OJT (at-least 5 continuous days)	NIL	Up to10%	11% to 20%	21% to 30%		31% and Above	Industry letter, attendance register, company relieving letter. (% against trainees enrolled : 2 year Senior + 1 year)
	7	Crafts Instructor Training Scheme (CITS) certification of available Instructors (in eligible trades as Per NCVT(%)	0 % Instructors are Certified	Up to 20% Instructors are Certified	21% to 40% Instructors are Certified	41% to 60% Instructors are Certified	61% to 80% Instructors are Certified	81% and above Instructors are Certified	CITS Certificate

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B. Instructor quality and availability	8	Number of ITI instructor with "industry experience" of at least 3 year(%) against total trade instructors(including apprenticeship training)	0%			upto10%		11% and Above	Experience certificate from Industry/ NAC from NCVT/Apprenticeship Certificate from appropriate authority
	9	Instructor vacancy against admitted units (%)	25 %and above	20% to 24%	15% to 19%	10% to14%	5% to 9%	up to 5%	Admission Register, instructor's attendance Register, Salary issue Documents
	10	Number of instructors who have completed short term refresher training (at least 5 days continuous) at NSTI/ Industry/any other Institute in the assessment period(%)	<5% Instructors have undergone refresher training	>=5% to less than 10% Instructors have undergone refresher training	>=10% to less than 20% Instructors have undergone refresher training	>=20% to less than 30% Instructors have undergone refresher training	>=30% to less than 40% Instructors have undergone refresher training	>=40% Instructors have undergone refresher training	Certificate from the training institute
	11	Number of expert faculty from Industry	0	1	2	3	4	5	Honorarium or salary voucher/ Renumeration receipt / Back photographs
	12	Journals published by any instructor	NIL					Yes	Published Journal & other relevant documents
C. Outcome	13	Pass rate (%) (Proportion of trainees who passed in first attempt as a percent of total hall tickets issued)	Less Than 40%	>=40% to less than 60%	>=60% to less than 70%	>=70% to less than 80%	>=80% to less than 90%	>= 90% and above	Result sheet from MIS portal and Hall ticket issue register
	14	Percentage of trainees passing in first attempt and scoring more >= 80 percent marks in the final exam	Less Than 4%	>=4% to less than 6%	>=6% to less than 7%	>=7% to less than 8%	>=8% to less than 9%	>= 9% and above	Result sheet from MIS portal
	15	Dropout rate (%)	More than 25%	20%to25%	15% to 19%	10% to 14%	5% to 9%	Less than 5%	Admission register and Hall ticket issue register
	16	Career Progression Rate % i.e. Rate of Wage Employment + apprenticeship engagement + higher studies + self-employment (%) (Trainees passed out in the assessment period)	Less than 40%	>=40% to less than 60%	>=60% to less than 70%	>=70% to less than 80%	>=80% to less than 90%	>=90% and above	Job offer letter/ ID Card copy/ Admission letter from higher education/ ID card copy Self declaration from candidates dealing self employment. Copy of Apprenticeship Contract

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	17	Participation, Awards and accolades by trainees at District / State / National/ International Level (including skill competitions etc.) in the assessment period	No participation	Participated in ZONEL Level India Skills Kerala Competition	Participated in State Level India Skills Kerala Competition	Participated in Regional Level India Skills Competition	Participated in National Level India Skills Competition	Participated in Inter national /World Skills Competition	Certificates / Admit card
D. Knowledge Infrastructure and Institute Processes	18	Functional IMC in case of Govt. ITI and Pvt. ITI	IMC has not been constituted	IMC has been constituted but all posts as per the requirement are not filled	IMC has been constituted but not functional	IMC has been constituted and functional. IMC meets at least once in a year	IMC has been constituted and functional. IMC meets at least twice in a year	IMC has been constituted and functional. IMC meets at least once in a quarter.	IMC Registration certificate, Approved minutes of meeting, Documents and photographs
	19	Machine maintenance log books for all machines in all trades	No such log books available	Log books available but not updated all machine details	UP to 50% Updated log books available	51% 70% Updated log books available	71% to 80% Updated log books available	More than 81% Updated log books available	Physical inspection & Photograph
	20	Internal Inspection register	Nil					Available and maintained properly	Inspection register
	21	Availability of "full-time" Principal with 5 yrs CTS scheme experience	No Full Time ITI Principal			Full Time ITI Principal but less than 5 yrs experience in CTS scheme		Full Time ITI Principal with 5 yrs experience in CTS scheme	Attendance Register & CTS experience certificate/relevant documents like service particulars
	22	Availability of production centre for generating revenue (excluding course fee)	No Production centre	Production center with up to INR 50,000 revenues per annum		Production center with >= INR 50,000 to less than 1lakh revenues per annum		Production center with >= INR 1lakh revenues per annum	Bill book/ Audit Report/ GST No
E. Bonus: Best Practices	23	Signage boards/ Playground/ Garden/ Indoor games / Naipunya karmasena	NO such measures adopted by ITI	Any one of such facility is available and maintained	Any two of such facility is available and maintained	Any three of such facility is available and maintained	Any four of such facility is available and maintained	All Such facilities are available and maintained	Physical inspection &Photograph
	24	Recognised Technological Innovation/ Advancements	No Recognised innovation					At least one Recognised innovation	Proof of recognition from national /State level entrepreneurship /incubation cells or certificate copy or advancement or patent
	25	Sustainable measures being adopted by ITI viz. rain water harvesting, solar power utilisation, Agriculture, utilisation of scrap, and waste management	NO such measures adopted by ITI	Any one of such facility is available and maintained	Any two of such facility is available and maintained	Any three of such facility is available and maintained	Any four of such facility is available and maintained	All Such facilities are available and maintained	Physical inspection &Photograph
	26	All the details of Instructors entered in NCVT MIS Portal	Not Completed					Completed	Undertaking from ITI Principal about complete details (like name and code) of instructors entered in the NCVT mis portal
	27	Convocation Ceremony for ITI passed out	No			One assessment year	Two assessment years	Three assessment years	Photographs & Documents
	28	Existence of functional Alumni association	No					Yes	Minutes book and photographs

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	29	Attendance maintenance (trainees and staff)	No					Available and maintained properly	Attendance register book of trainees and staff
	30	ISO Certificate	Nil			ISO Certificate: 9001:2008	ISO Certificate: 9001:2015	ISO Certificate: 29990	Valid ISO certificate
	31	Diversity of Trades	Less than 2 trades offered in ITI	2 trades offered in ITI	3 trades offered in ITI	4 trades offered in ITI	5 trades offered in ITI	Above 5 trades offered in ITI	Affiliation order
	32	NSQF aligned short term courses (other than CTS courses)	NIL	1 course	2 courses	3 courses	4 courses	More than 4 courses	Attendance register, Certificate issue Details
F.Women empowerment	33	Women oriented courses available in ITI (Courses related to Apparel / Dress making, Beauty and Wellness, Stenographer, COPA, Secretarial Assistant (English), Food Processing etc.)	<40 seats being offered in such courses					>=40 seats offered in such courses	Affiliation order
	34	Percentage of female trainees with total trainees strength of ITI	Nil	Up to 10%	11% to 15%	16% to 20%	21% to 25%	More than 25%	Admission register
	35	Availability of separate wash room for female trainees	No					Yes	Physical inspection & Photograph
	36	Availability of separate washroom for female Staff	No					Yes	Physical inspection & Photograph
	37	Availability of separate amenity centre for female trainees	No			Amenity centre with Dining Hall	Amenity centre with Dining Hall and Sanitary napkin disposal machine facility	Amenity centre with Dining Hall , Sanitary napkin disposal machine facility and Sanitary napkin vending machine	Physical inspection & Photograph
	38	Internal Complaint Committee for Women	No					Yes	Minutes book, Documents & Photograph
	39	Smart Class Room (at least one class room)	Nil	Smart Class Room with projector	Smart Class Room with projector, screen	Smart Class Room with projector, screen, PC/ laptop	Smart Class Room with projector, screen, PC/ laptop and interactive board	Smart Class Room with projector, screen, PC/ laptop, interactive board and internet connectivity	Physical inspection & Photograph
	40	Operational IT Lab with minimum 10 computers	Less than 10 computers	IT Lab with 10 Computers	IT Lab with 10 Computers, LAN-connection	IT Lab with 10 Computers, LAN and internet connection	IT Lab with 10 Computers, printer,LAN and internet connection	IT Lab with 10 Computers, printer, scanner,LAN and internet connection	Physical inspection & Photograph

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G. Digitalization	41	Digital Transaction (% of Total of revenue and expense in any year in the assessment year)	No Digital Transaction	1 to 10% Digital Transaction	11 to 30% Digital Transaction	31 to 50% Digital Transaction	51 to 70% Digital Transaction	More than 70% Digital Transaction	Physical inspection & Relevant Document
	42	Functional Website of ITI having at least key features such as: about us, schemes, admission criteria, trades affiliated to NCVT/SCVT, infrastructure industry institute linkage, placement, application format for courses.right to information, certification, staff, sports other facilities, feedback & suggestions, rating of the institute	No Website	Website exists but not updated				Updated and maintained	Physical inspection
H.Additional facilities &Institute Discipline	43	Energy Club,Red Ribbon Club,ED Club,N S S and NCC	NO such measures adopted by ITI	Any one of such facility is available and active	Any two of such facility is available and active	Any three of such facility is available and active	Any four of such facility is available and active	All Such facilities are available and active	Minutes book, Documents & Photograph
	44	Anti Narcotic Club,ITI LOGO,Skill India Logo	NO such measures adopted by ITI		Any one of such facility is available and active		Any two of such facility is available and active	All Such facilities are available and active	Documents & Photograph
	45	Availability of library with NIMI books and reference books per trade	No Library	Library with less than 20 books per trade	Library with 20 to less than 30 books per trade	Library with 30 to less than 40 books per trade	Library with 40 to less than 50 books per trade	50 and Above books per trade	Library books stock register, Physical inspection & Photograph
	46	Number of scholarships available to trainees other than from Government	No Scholarship	1 Scholarships	2 Scholarships	3 Scholarships	4 Scholarships	5 and Above Scholarships	Documents &Photograph
	47	Grievance Redressal Mechanism in ITI available	No					Yes	Documents &Photograph
	48	Uniform for All ITI Trainees	No					Yes	Physical inspection &Photograph
	49	ID Card for All ITI Trainees	No					Yes	Physical inspection &Photograph
	50	ID Card for All ITI Staffs	No					Yes	Physical inspection &Photograph