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Government of India/भारत सरकार

Ministry of Skill Development and Entrepreneurship/कौशल विकास और उद्यमशीलता मंत्रालय

Directorate General of Training/ प्रशिक्षण महानिदेशालय

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Kaushal Bhawan, New Moti Bagh  
Chanakyapuri, New Delhi- 110023

Dated: 18.12.2025

### **CIRCULAR**

Subject: Release of Affiliation Norms for Industrial Training Institutes (ITIs) – 2025

The Directorate General of Training (DGT), under the Ministry of Skill Development & Entrepreneurship (MSDE), is the apex body responsible for formulating policies, standards, and the accreditation & affiliation framework for ITIs across the country.

2. The last comprehensive Accreditation and Affiliation Norms for ITIs were issued in 2018. Over the past seven years, several reforms, updates, and procedural improvements have been introduced through various Office Memorandums and guidelines. In addition to the need for consolidation, it was also necessary to revamp the norms based on the feedback, field experiences, and practical challenges shared by all stakeholders, and to align them with contemporary requirements and technological advancements.

3. DGT undertook a detailed review of the existing norms and carried out a wide-ranging consultative process with all stakeholders. Accordingly, the draft norms were prepared and placed in the public domain for feedback and after extensive deliberations and incorporation of relevant suggestions, the revised norms have been finalized and shall hereafter be referred to as the ***Affiliation Norms – 2025***.

4. These norms introduce a streamlined, technology-enabled, transparent, and uniform accreditation and affiliation system that simplifies procedures, enhances accountability, promotes uniformity across States and UTs, and strengthens mechanisms to ensure high-quality vocational training across all affiliated ITIs.

5. These norms shall come into force with immediate effect and will supersede all previous circulars, office memorandums, letters, and guidelines related to accreditation, affiliation, shifting/relocation of ITIs, de-affiliation, and renewal of affiliation. All applications invited or submitted henceforth shall be processed strictly in accordance with the Affiliation Norms – 2025.

6. Further, it is informed that all applications already submitted and currently under process—(for new and existing ITIs) shall continue to be decided as per the Affiliation Norms – 2018. Moreover, the applications which have been decided by DGT prior to the issuance of these norms shall not be reopened or reconsidered under the new guidelines.

7. A copy of the Affiliation Norms – 2025 is enclosed and is being released in the public domain for information and communication to all concerned stakeholders in the respective States/UTs.

This issues with the approval of the Competent Authority.

Yours faithfully,

UJJWAL  
(Ujjwal Biswas/ उज्ज्वल बिस्वास)  
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Copy along with enclosures for information to:

1. Private Secretary to Hon'ble Minister (SDE).
2. Senior PPS to Secretary, MSDE.
3. Senior PPS to Director General (Training), DGT, New Delhi.
4. PPS to DDG (Affiliation), PPS to DDG(South), PPS to DDG (East).
5. All State/UT Directorates dealing with Craftsmen Training.
6. Director (IT) with a request to publish on the official website of DGT.
7. All RDSDEs.

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**Directorate General of Training  
Ministry of Skill Development and  
Entrepreneurship**



# **AFFILIATION NORMS FOR INDUSTRIAL TRAINING INSTITUTES**

**2025**



**Directorate General of Training  
Ministry of Skill Development and Entrepreneurship**

7<sup>th</sup> Floor, Kaushal Bhawan, Near Safdarjung Railway Station, Chanakyapuri,  
New Moti Bagh, New Delhi-110023





**Directorate General of Training  
Ministry of Skill Development and  
Entrepreneurship**



Directorate General of Training



Industrial Training Institute

# **AFFILIATION NORMS FOR INDUSTRIAL TRAINING INSTITUTES 2025**

कौशलं बलम्

**Directorate General of Training  
Ministry of Skill Development and Entrepreneurship**

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जयन्त चौधरी  
Jayant Chaudhary



कौशल विकास और उद्यमशीलता  
राज्य मंत्री (स्वतंत्र प्रभार) एवं  
शिक्षा राज्य मंत्री  
भारत सरकार  
Minister of State (Independent Charge)  
Skill Development and Entrepreneurship;  
Minister of State for Education  
Government of India



### FOREWORD

At the heart of India's development journey lies a powerful vision: Investing in People. This vision rests on two foundational pillars Education and Skilling which are essential for positioning India as a global leader in innovation, productivity, sustainable economic growth, and inclusive prosperity.

India's education and skilling ecosystem is currently undergoing a historic transformation. The implementation of the National Education Policy (NEP) 2020, the rapid expansion of premier institutions like IITs, the seamless integration of emerging technologies such as Artificial Intelligence, and the adoption of digital learning platforms are redefining how India prepares its youth for the future. These reforms are making quality education and training more accessible, inclusive, and closely aligned with the demands of a rapidly evolving global economy.

Our Hon'ble Prime Minister's vision of a Viksit Bharat by 2047 places skilled human capital at the very centre of India's growth story. In this context, Industrial Training Institutes (ITIs) have a critical role to play in equipping our young population with industry-relevant, future-ready skills.

The Affiliation Norms 2025 represent a landmark reform in this direction. These new norms introduce a simplified, transparent, technology-driven, and industry-responsive framework for the affiliation and accreditation of ITIs. By reducing procedural complexities, enabling faster approvals, and promoting deeper industry collaboration, the revised norms are aligned with the realities of Industry 4.0 and beyond.

For the first time, extensive stakeholder consultations and feedback have directly shaped these norms, making them more practical, inclusive, and responsive to ground-level challenges. Special provisions have also been incorporated to expand ITI access in unserved and underserved regions, ensuring that the benefits of skill development reach every corner of the country.

These progressive reforms will make ITIs more dynamic, adaptive, and responsive to emerging industry needs. They will strengthen our skilling ecosystem and help India build a world-class workforce capable of driving innovation and excellence.

I call upon all stakeholders, Central and State Governments, industry leaders, training providers, and educators, to wholeheartedly embrace and implement these new Affiliation Norms. Let us work together with a shared sense of purpose to create a future-ready, skilled India that will lead the world in the 21st century.

With best wishes,

  
(Jayant Chaudhary)

सबको शिक्षा-अच्छी शिक्षा



कौशल भारत-कुशल भारत



देवश्री मुखर्जी  
सचिव

**Debashree Mukherjee**  
Secretary



भारत सरकार  
कौशल विकास और उद्यमशीलता मंत्रालय  
GOVERNMENT OF INDIA  
MINISTRY OF SKILL DEVELOPMENT  
AND ENTREPRENEURSHIP



### Message

A highly skilled workforce is essential for a strong and self-reliant economy. Industrial Training Institutes (ITIs) play a pivotal role in equipping India's youth with industry-relevant skills, ensuring a steady supply of trained professionals who drive economic growth and technological advancement. From traditional manufacturing to Industry 4.0, ITI graduates form the backbone of India's industrial and service sectors.

As India emerges as a global hub for innovation, advanced manufacturing, and digital industries, its vocational training framework must remain agile and future-ready. The Affiliation Norms 2025 mark a significant step in modernizing and streamlining the ITI ecosystem. These norms emphasize quality, efficiency, and industry collaboration, ensuring ITIs produce skilled professionals who meet evolving market demands.

A key priority of these reforms is expanding ITI access to underserved regions, enabling youth in rural and remote areas to benefit from vocational training. Initiatives such as the Scheme for ITIs in Unserved Blocks, Mini Skill Training Institutes (MSTIs), and ITI setups within educational institutions will help bridge the skill gap and promote inclusive growth.

By enhancing industry partnerships, integrating digital processes, and ensuring a transparent affiliation system, these reforms will strengthen India's skilling ecosystem and align it with global standards. I commend the Directorate General of Training (DGT) for their efforts in advancing vocational education and urge all stakeholders to embrace these transformative norms to build a globally competitive workforce.

(Debashree Mukherjee)

**दिलीप कुमार, भा.प्र.से.**  
**महानिदेशक**  
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**Director General**



भारत सरकार  
कौशल विकास एवं उद्यमशीलता मंत्रालय  
प्रशिक्षण महानिदेशालय  
GOVERNMENT OF INDIA  
MINISTRY OF SKILL DEVELOPMENT &  
ENTREPRENEURSHIP  
DIRECTORATE GENERAL OF TRAINING



## PREFACE

The Directorate General of Training (DGT), under the Ministry of Skill Development and Entrepreneurship (MSDE), is committed to strengthening India's vocational training ecosystem by setting robust policies, standards, and accreditation norms for ITIs. These ITIs play a pivotal role in skilling India's workforce under the Craftsmen Training Scheme (CTS), equipping youth with employable skills aligned with industry requirements.

To maintain high standards in vocational training and ensure alignment with evolving industry demands, DGT has consistently refined the affiliation framework for ITIs. The Affiliation Norms 2025 mark a significant step in this direction by introducing a streamlined, technology-driven, and transparent affiliation process.

Key features of the Affiliation Norms 2025 include:

- i. **Simplified and Time-Bound Affiliation Process:** The norms introduce a streamlined two-stage application system with single-stage desktop assessment, significantly reducing procedural complexities, eliminating multiple touchpoints, and enabling faster approvals.
- ii. **Reduced Compliance and Documentation Burden:** The norms reduce the administrative burden and promote ease of doing business by minimizing document requirements at both the application and inspection stages. They also ensure fairness and accountability through a structured inspection framework with clear assessment criteria, standardized formats, and a robust grievance redressal system.
- iii. **New-Age ITIs and Flexible Infrastructure Norms:** The norms enable industries to directly establish new ITIs or adopt existing ones, fostering greater industry collaboration. Additionally, infrastructure requirements have been made flexible, allowing vertical construction of buildings and facilitating the setup of ITIs even in space-constrained or underserved areas.

Contd.....2/-



Directorate General of Training

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iv. Fully Digital and Transparent System: An end-to-end online affiliation platform ensures real-time tracking, minimal manual intervention, and greater transparency, thereby enhancing efficiency

The Affiliation Norms 2025 reflect DGT's commitment to fostering a robust vocational training ecosystem that meets the needs of a rapidly evolving economy. By strengthening the affiliation framework, DGT aims to ensure that ITIs continue to be dynamic, industry-relevant, and integral to India's skilling landscape.



**Dilip Kumar**



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## Table of Abbreviations

| Abbreviation | Full Form                                                              |
|--------------|------------------------------------------------------------------------|
| AITT         | All-India Trade Test                                                   |
| BCC          | Building Completion Certificate                                        |
| CSTARI       | Central Staff Training and Research Institute                          |
| CTS          | Craftsmen Training Scheme                                              |
| CITS         | Craft Instructor Training Scheme                                       |
| DA           | Desktop Assessment                                                     |
| DGT          | Directorate General of Training                                        |
| DST          | Dual System of Training                                                |
| GRC          | Grievance Redressal Committee                                          |
| ICVC         | Inspection Cum Verification Committee                                  |
| IIT          | Indian Institute of Technology                                         |
| IIM          | Indian Institute of Management                                         |
| IT           | Information Technology                                                 |
| ITI          | Industrial Training Institute                                          |
| JSS          | Jan Shikshan Sansthan                                                  |
| MoU          | Memorandum of Understanding                                            |
| MSDE         | Ministry of Skill Development and Entrepreneurship                     |
| MSTI         | Mini Skill Training Institute                                          |
| NBC          | National Building Code                                                 |
| NC           | Non-Conformities                                                       |
| NCrF         | National Credit Framework                                              |
| NCVT         | National Council for Vocational Training                               |
| NCVET        | National Council for Vocational Education and Training                 |
| NIESBUD      | National Institute for Entrepreneurship and Small Business Development |
| NIMI         | National Instructional Media Institute                                 |
| NOC          | No Objection Certificate                                               |
| NSDC         | National Skill Development Corporation                                 |
| NSQF         | National Skills Qualifications Framework                               |
| NSTI         | National Skill Training Institute                                      |

| Abbreviation | Full Form                                                      |
|--------------|----------------------------------------------------------------|
| NTC          | National Trade Certificate                                     |
| OJT          | On the Job Training                                            |
| RDSDE        | Regional Directorate of Skill Development and Entrepreneurship |
| SCAA         | Standing Committee on Accreditation & Affiliation              |
| SCVT         | State Council for Vocational Training                          |
| SSC          | Structural Safety Certificate                                  |
| SCN          | Show Cause Notice                                              |
| SOP          | Standard Operating Procedure                                   |
| SSDEC        | State Skill Development & Entrepreneurship Committee           |
| UGC          | University Grants Commission                                   |
| UT           | Union Territory                                                |

# Glossary of Definitions

1. **Accreditation:** The process through which the DGT, as an Awarding Body, grants recognition to an institute to offer an NCVET-approved course.
2. **Affiliation:** The process by which the DGT, as an Awarding Body, allows a training institute to offer a specific course certified by DGT.
3. **Affiliation Calendar:** A schedule specifying the prescribed timelines for processing applications related to accreditation and affiliation.
4. **Affiliation Norms:** The comprehensive set of rules, standards, and criteria established by the DGT for granting and maintaining affiliation. These norms define procedures and specify essential requirements related to infrastructure, safety compliance, and quality benchmarks that an institute must meet for DGT recognition.
5. **Affiliation Order:** The official approval letter issued by DGT allowing an ITI to start offering training in specific trades and units.
6. **Applicant:** An individual or entity that submits an application to the DGT for affiliation-related purposes, including the establishment of a new ITI, addition of trades or units in an existing ITI, shifting or relocation of an existing ITI, renewal of affiliation, surrender of trades or units in an existing ITI, or any other process as specified under affiliation norms.
7. **Authorized Signatory:** An individual formally designated by the applicant to act on its behalf in official matters related to affiliation, accreditation, and administrative communication.
8. **Base Unit:** The maximum number of units (existing and sought for affiliation) for a specific trade, under the first or second shift in an ITI.
9. **Building Completion Certificate (BCC):** A certificate issued by the competent authority confirming that the building has been constructed in full compliance with the approved building plan and adheres to all applicable safety and regulatory standards. This document is mandatory for newly established institutes.
10. **Building Plan:** It refers to a comprehensive set of architectural drawings of the ITI premises. It clearly illustrates the layout of the land and constructed buildings, including detailed specifications of dimensions, space utilization, and the placement of key facilities such as classrooms, workshops, laboratories, administrative offices, common areas and other infrastructure components as prescribed under the Affiliation Norms.
11. **Craftsmen Training Scheme (CTS):** It is a long-term training scheme delivered through a network of government and private ITIs across States and Union Territories. CTS offers training in various trades with durations of six months, one year, or two years, across multiple sectors including Agriculture, Apparel, Automotive, Capital Goods, Electronics & Hardware, and IT & ITeS. Upon successful completion, trainees receive a National Trade Certificate (NTC), which is recognized both nationally and internationally. Currently, CTS offers training in 169 NSQF-compliant trades.

- 12. Deactivation:** The temporary suspension of a trade/unit or an entire ITI on the portal, during which no new admissions are allowed.
- 13. De-affiliation:** The permanent withdrawal of affiliation granted to an ITI or its trade/unit by the DGT, following the due procedure in case of non-adherence to affiliation norms.
- 14. Desktop Assessment (DA):** Desktop Assessment is a preliminary evaluation process conducted by the State/UT RDSDE Directorate to examine and verify the documents and information submitted by the applicant as part of the affiliation process.
- 15. Directorate General of Training (DGT):** DGT is the national-level apex organization under MSDE for the development and coordination of long-term vocational training programs in the country. It formulates norms, policies, and standards for long-term vocational training programs and functions as the sole awarding and assessment body for long-term training courses.
- 16. Dual System of Training (DST):** DST is a training methodology in which a significant portion of practical training of an ITI trainee is conducted in the industry, in addition to the training provided at the ITI, thereby enhancing the employability of the trainee through hands-on experience and exposure to the latest technologies.
- 17. Fire Safety Certificate:** It is a document issued by the fire department, certifying that a building complies with prescribed fire safety norms and is adequately equipped to prevent and respond to fire-related emergencies.
- 18. Geo-tagged Photos:** Images that contain location information, such as latitude and longitude coordinates, which allow the exact location where the photo was taken to be identified.
- 19. Grievance Redressal Committee (GRC):** It is a designated body constituted by DGT to examine and resolve grievances related to the affiliation and de-affiliation matters of ITIs.
- 20. Inspection Cum Verification Committee (ICVC):** It refers to the committee constituted by DGT for conducting inspections of ITIs, as part of the affiliation process. This committee consists of members from RDSDE, the State/UT Directorate, government engineering and polytechnic colleges, and industries.
- 21. Industrial Training Institute (ITI):** An ITI, is a vocational training institute affiliated with and recognized by the DGT to offer CTS courses in various job-oriented trades, with durations of six months, one year or two years.
- 22. Lessee:** The lessee is the person or party who receives the right to use an asset or property from the lessor in exchange for payment, usually called rent, as per the term and condition defined in a lease agreement.
- 23. Lessor:** The lessor is the person or party who owns an asset or property and grants the right to use it to another party under a lease agreement.

- 24. Lease Deed Number:** It refers to the official registration or reference number assigned by the registering authority to a lease deed, serving as proof of the legal validity and record of the lease agreement between the property owner and the lessee.
- 25. Meter Sealing Report:** It is an official document that confirms the installation and sealing of electrical meters in an institute and also specifies the sanctioned load.
- 26. Mini Skill Training Institute (MSTI):** Small-scale ITIs established with relaxed affiliation norms in unserved areas or blocks where no ITIs are present.
- 27. National Council for Vocational Education and Training (NCVET):** NCVET was notified on 5th Dec 2018 through notification No. SD-17/113/2017-E&PW. It has been entrusted with the development, qualitative improvement and regulation of vocational education and training, for granting recognition to and monitoring the functioning of awarding bodies, assessment agencies, skill information providers, and training bodies.
- 28. National Skills Qualifications Framework (NSQF):** NSQF is a nationally integrated education and competency-based framework that enables persons to acquire desired competency levels. It organizes qualifications according to a series of levels of knowledge, skills and aptitude. These levels, graded from one to eight, are defined in terms of learning outcomes which the learner must possess regardless of whether they were acquired through formal, non-formal or informal learning.
- 29. No Objection Certificate (NOC):** A document issued by the State/UT Directorate dealing with CTS, confirming that the applicant is authorized to run ITI and offer CTS courses within the territorial jurisdiction of the State/UT, subject to the fulfilment of affiliation norms and approval by the DGT.
- 30. Non-Conformity (NC):** A deficiency in the application of an institute as identified during desktop assessment, which must be rectified for further processing of affiliation application.
- 31. Private Limited Company:** A company incorporated under the Companies Act, 2013, having limited liability, where ownership is restricted to a small group of shareholders, primarily for non-governmental, commercial, or educational initiatives.
- 32. Public Limited Company:** A company incorporated under the Companies Act, 2013, where shares are publicly traded on stock exchanges.
- 33. Public Sector Undertaking (PSU):** It is a government-owned corporation, company, or statutory body in which the Central Government, State Government, or Union Territory Government holds more than 51% of the paid-up share capital.
- 34. Regional Directorate of Skill Development and Entrepreneurship (RDSDE):** RDSDEs are attached offices of the DGT under MSDE, located in various States, responsible for implementing skill development initiatives, overseeing the affiliation and inspection of ITIs, coordinating with State/UT Directorates, and monitoring the execution of vocational training schemes under the DGT and MSDE.

- 35. Registered Lease Deed:** It is a formal, legally binding agreement between a lessor (property owner) and a lessee (tenant) for the lease of land or a building—for a specified period and purpose.
- 36. Sanctioned Load:** It refers to the maximum electrical load (measured in kilowatts) that has been officially approved by the concerned electricity board or authority for a particular connection or premises.
- 37. Speaking Order:** It is a formal, reasoned decision issued by the competent authority, clearly stating the grounds and justification for actions like deactivation or de-affiliation.
- 38. Shift:** A shift refers to the timing in which training is conducted during a day with segregated timings (e.g., first shift, second shift, third shift) in an ITI. For example, Electrician 6 (2+2+2) indicates that Electrician trade has a total of 6 units distributed across three shifts, with 2 units in each shift (first, second, and third).
- 39. Show Cause Notice (SCN):** It is a notice issued to an ITI, requiring a written explanation or justification in response to identified non-compliance, deficiencies, or violations of applicable rules or guidelines within a defined time period.
- 40. Society:** An entity registered under the Societies Registration Act, 1860 as amended from time to time or any other relevant Acts, through the Chairman/ Secretary of Society.
- 41. Sole Proprietor:** An individual owning, managing, and controlling an unincorporated business, assuming full responsibility for liabilities and operations, including running an ITI.
- 42. Standing Committee on Accreditation & Affiliation (SCAA):** It is a designated committee constituted by DGT to make recommendations on proposals related to the affiliation and de-affiliation of ITIs. It is chaired by the Deputy Director General, DGT HQ, and comprises members from State/UT Directorates and RDSDEs.
- 43. State/UT Directorate:** It is the department of the respective State/UT Government, which manages the administration and implementation of the CTS within the State/UT through ITIs, which function under the administrative and financial control of the State or UT Government.
- 44. State Skill Development and Entrepreneurship Committees (SSDEC):** It is an empowered committee constituted by MSDE at the State/UT level to coordinate and implement skill development and entrepreneurship initiatives. It comprises members from NSDC, JSS, NIESBUD, and the concerned skill development departments from States and UTs. The chairperson of the SSDEC is the State/UT Secretary, Principal Secretary, or Additional Chief Secretary (in charge of Skills).
- 45. Structural Safety Certificate:** A certificate issued by the competent authority confirming that the building is structurally safe, has been constructed in full compliance with the approved building plan and adheres to all applicable safety and regulatory standards. This document is mandatory for existing institutes seeking affiliation.
- 46. Total Electricity Load Required:** It refers to the cumulative electricity load necessary to operate all trade units (both existing and sought for affiliation) in an ITI.

Total Load Required =  $\sum$  (Standard load per unit  $\times$  Number of base units (existing and sought for affiliation), for a trade)

Here, standard load per unit is the power requirement (in KW) prescribed for one unit of a trade, as specified in the CTS curriculum. The base units refer to the maximum number of units (existing and sought for affiliation) under the first or second shift for a specific trade.

- 47. Trust:** Registered under the Indian Trust Act, 1882 as amended from time to time or any other relevant Acts through the Chairman/ Secretary of the Trust.
- 48. Trade:** A trade is a specialized skill or occupation imparted through training at an ITI in accordance with a defined curriculum of DGT. Examples of trades include Electrician, Fitter, Welder, and Computer Operator and Programming Assistant (COPA) etc., as listed on the DGT website.
- 49. Unit:** The smallest functional division of a trade in an ITI, consisting of a fixed number of trainees. The seating capacity of each unit, typically ranging from 16 to 24 students, is defined in the course curriculum of the respective trade.

# Executive Summary

The Directorate General of Training (DGT) has developed the Affiliation Norms 2025 to establish a simplified, transparent, and robust system for accrediting and affiliating Industrial Training Institutes (ITIs). These norms aim to strengthen mechanisms that ensure consistent delivery of high-quality vocational training across all affiliated ITIs.



## Context and Background

Since independence, ITIs have played a vital role in skilling India's workforce under the Craftsmen Training Scheme (CTS). As of May 2025, over 14,615 ITIs offer training in 169 trades aligned with the National Skills Qualifications Framework (NSQF). In 2018, the DGT introduced affiliation norms for ITIs. Over the past six years, these norms have evolved through a series of Office Memorandums (OMs) and policy guidelines, incorporating feedback from stakeholders and keeping pace with technological advancements.

In response to these changes, it is essential to consolidate and present all updates in a comprehensive booklet for all stakeholders. Thus, the Affiliation Norms 2025 shall provide a holistic framework regarding the accreditation and affiliation of ITIs. The key objective is to address systemic challenges, reduce litigation,

establish a stakeholder-friendly and tech-enabled accreditation and affiliation process.

As part of this reform process, various committees were constituted to restructure the civil infrastructure requirements and formulate critical reforms such as renewal mechanism for existing affiliations. The recommendations of these committees were widely discussed with stakeholders, including State Governments and Regional Directorates of Skill Development and Entrepreneurship (RDSDEs). Following extensive deliberations, the draft norms for ITI affiliation were placed in the public domain to invite feedback from all stakeholders, including institutions. These inputs were thoroughly examined, and after detailed deliberations, have been incorporated into the Affiliation Norms 2025.

The culmination of this effort is the release of the Affiliation Norms 2025—a comprehensive, forward-looking policy document that serves as a guiding framework for all institutions seeking accreditation and affiliation to offer CTS courses under DGT.

### Scope of Applications under Affiliation Norms 2025

The Affiliation Norms 2025 introduce a streamlined and structured process for the accreditation and affiliation of ITIs. Applications are categorized as follows:

1. Establishment of New ITIs
2. Establishment of Mini Skill Training Institutes (MSTIs) in unserved blocks
3. Establishment or adoption of ITIs by industry entities (New Age ITIs)
4. Applications from existing ITIs for:
  - i. Addition of new trades/units
  - ii. Name change of the ITI
  - iii. Shifting, relocation, or merger of ITIs
  - iv. SCVT to NCVET conversion of trades (for Government ITIs)
  - v. Renewal of affiliation
  - vi. Affiliation under the Dual System of Training (DST)
  - vii. Surrender of trades/units

All applications will be processed through a dedicated online portal, enabling a single-window, transparent, and time-bound system. A detailed list of documents required for affiliation is provided in **Annexure-1** of these norms.

### Key Features of the 2025 Affiliation Norms

The key features of Affiliation Norms 2025 are as given below:

1. **Simplified Application Process:** The Affiliation Norms 2025 introduce a streamlined two-stage application process, enhancing clarity and efficiency for applicants. The previous three-stage desktop assessment has also been merged into a single-stage assessment, conducted by the State Directorate or RDSDE, thereby significantly reducing processing time.
2. **Streamlined Joint Inspections:** The joint inspection process has been made more flexible, enabling applicants to choose their preferred inspection slots. A standardized inspection report format has been introduced to systematically record the inspection team's observations, including trade-wise recommendations, thereby offering greater clarity and a real-time overview of the institute.
3. **Reduction in Compliance Burden Related to Document Requirements:** The 2025 Affiliation Norms minimize the number of documents required during the application and inspection stages by clearly categorizing them. This simplification reduces the administrative compliance burden for applicants and promotes ease of doing business while ensuring that essential compliance is maintained.
4. **Grievance and Appeal Mechanism:** A two-tier grievance and appeal mechanism has been introduced to uphold the principles of natural justice, providing a structured process for resolution of grievances of the applicant institute.
5. **Comprehensive Guidelines for Existing ITIs:** The new norms include detailed provisions for existing ITIs, covering the

addition of trades/units, site/location change of ITIs, name change of ITIs, ITI mergers, conversion of SCVT trades into NCVET trades and renewal of affiliation.

**6. Year-round Online Process for Dual System of Training (DST) Affiliation:**

To strengthen industry participation under the Dual System of Training (DST), the new Affiliation Norms introduce a year-round online application process for DST affiliation, replacing the previously offline process.

**7. Special Provision for Unserved Blocks and Spare Capacity of Polytechnic and Engineering Colleges:**

To enhance access to vocational training, the new guidelines introduce provisions for establishing ITIs in unserved blocks and optimizing the spare infrastructure of polytechnic and engineering colleges.

**8. New Age ITIs:** The new norms include special provisions to facilitate the establishment of new ITIs or the adoption of existing ones by industries, ensuring that training programs are closely aligned with current industry needs. These industry-led ITIs will benefit from a fast-track 'green channel' affiliation process, which eliminates the requirement of obtaining a NOC from the State/UT Directorate.

**9. Streamlined De-affiliation Process:**

The Affiliation Norms 2025 provide detailed procedures and guidelines for the de-affiliation of ITIs. The process is designed to be transparent and fair, adhering to the principles of natural justice.

**10. Optimized Land Requirements and Space Utilization:**

The new affiliation norms rationalize land requirements for establishing new institutes, considering

their geographical location, including rural, urban, hilly areas, Northeastern States, and border districts. Emphasizing space optimization, the norms offer greater flexibility through provisions for vertical expansion of buildings.

**11. Stakeholder-Friendly Affiliation Process:**

The Affiliation Norms 2025 are designed to foster a transparent and accountable system with clearly defined guidelines, roles of each stakeholder and timelines. By digitizing the process through the portal and minimizing ambiguity, the norms ensure a fair, consistent, and responsive experience for all applicants enhancing trust and efficiency across the affiliation ecosystem.

**Chapter-wise Summary of Affiliation Norms for ITIs, 2025**

This document is organized into ten Chapters, each addressing a specific aspect of the accreditation and affiliation process as given below:

**Chapter-1:** It covers a comprehensive overview of the ITI ecosystem and outlines the details of affiliation framework.

**Chapter-2:** Covers the Accreditation and Affiliation process for the establishment of new ITIs. The 2018 norms had a three-stage process, while the 2025 norms streamline it into two stages only. Further, this chapter provides the detailed procedure and guidelines for desktop assessment, joint inspection and final decision by DGT for a smoother accreditation and affiliation process.

**Chapter-3:** Provides the detailed guidelines and process for existing institutes covering various categories such as the addition of trades/units, site relocation, name changes, mergers, SCVT to NCVET trade conversion, and renewal of affiliation.

**Chapter-4:** This Chapter outlines the provisions for the Dual System of Training (DST), including the introduction of a year-round online application process.

**Chapter-5:** This Chapter describes the scheme for establishing ITIs in unserved blocks through Mini Skill Training Institutes (MSTIs). The revised norms clarify the definition of unserved blocks and lay down guidelines for setting up ITIs in these areas to offer CTS courses. Additionally, the chapter outlines provisions for establishing ITIs within Polytechnics and Engineering Colleges to leverage existing infrastructure and enhance training capacity.

**Chapter-6:** Introduces the New Age ITIs, which are industry-led skilling institutions aimed at strengthening the integration between industries and the vocational training. There are two categories: opening a new ITI by an industry organization and transforming an existing ITI into a New Age ITI. Applications can be submitted throughout the year with no NOC required from the State Directorate. The affiliation process will be completed within four months, with flexible norms outlined in the chapter in detail.

**Chapter-7:** Describes the de-affiliation process, categorized into three types: based on discrepancies found during surprise inspections, complaints against an ITI, and self-closure or surrender. A detailed SOP is provided for each category, empowering State/ RDSDE to issue show-cause notices, review cases, and escalate them to SSDEC.

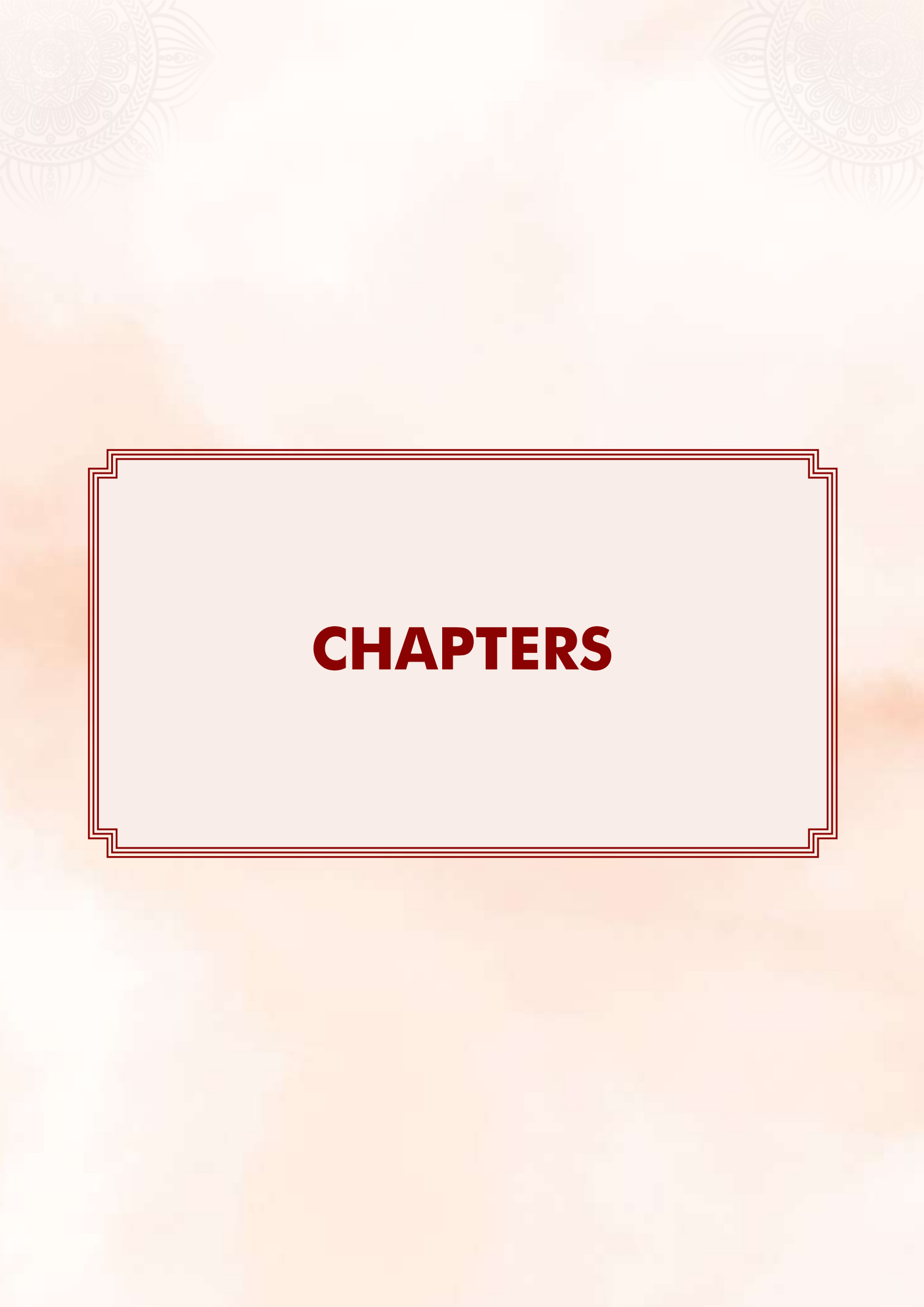
**Chapter-8:** Outlines the roles and responsibilities of stakeholders, including Applicant ITIs, State Directorate, RDSDE,

SSDEC, and DGT. Clear definitions ensure stakeholders fulfill duties within specified timelines for efficient processing of online affiliation applications.

**Chapter-9:** Defines land and building requirements. The new norms revise land requirements keeping in consideration of location and vertical expansion of institute buildings. Templates for building-related documents are provided for both new and existing institutions. These updated civil norms aim to expand vocational education's reach across the country.

**Chapter-10:** Outlines essential safety measures for institutes to ensure a secure campus environment and preparedness for emergencies such as fires and natural disasters. The guidelines promote effective safety practices and enhance readiness for staff and trainees.

The Affiliation Norms 2025 lay the foundation for a more robust, transparent, and efficient affiliation system, reaffirming the DGT's commitment to delivering high-quality vocational training across India. By streamlining processes and promoting industry participation, these norms are a critical step toward realizing the national vision of making India the "Skill Capital of the World" and aligning with the goal of Atma Nirbhar Bharat by strengthening institutional accountability, fostering economic growth, and building a resilient, future-ready skilling ecosystem.



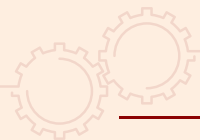
# **CHAPTERS**

CHAPTER

01

# Introduction to ITI Ecosystem and Affiliation Process



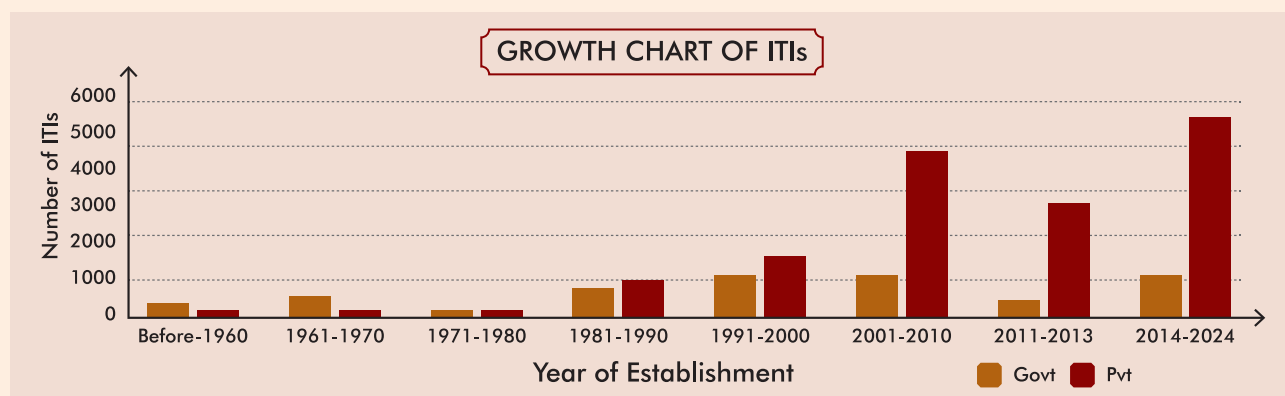
**01**  
CHAPTER**Introduction to ITI Ecosystem and Affiliation Process**

India's young workforce presents a unique opportunity to establish the country as a global human resource hub. However, to fully leverage this demographic advantage, a robust and dynamic skill development framework is essential. Training institutions play a pivotal role in equipping individuals with the necessary skills, ensuring they are prepared for the evolving demands of the job market. Recognizing this need, the Government of India has taken significant steps to strengthen the skill development landscape, particularly with the establishment of the Ministry of Skill Development and Entrepreneurship (MSDE) in 2015.

At the core of this ecosystem are ITIs, which have been instrumental in supplying skilled manpower to industries for over seven decades. These institutes cater to a broad range of economic sectors by offering vocational training programs that enhance employability and promote self-employment.

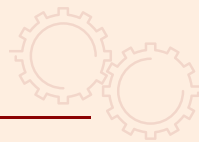
The contribution of ITIs to India's industrial growth is significant, as they have trained a large workforce across diverse economic sectors. To streamline and standardize training across the country, the DGT under MSDE serves as the nodal agency for coordinating the Craftsmen Training Scheme (CTS) at the national level. State/UT Directorates overseeing ITIs are responsible for the implementation of CTS through both government and private institutions. By continuously adapting to industry needs and technological advancements, ITIs remain crucial in shaping a skilled workforce that drives industrial growth and economic progress. The decadal growth of ITIs is represented in Figure 1.

*Figure 1: Growth chart of ITIs*



### 1.1. Craftsmen Training Scheme

The Craftsmen Training Scheme (CTS) was introduced by the Government of India in 1950 to ensure a steady supply of skilled manpower across various trades, catering to the needs of domestic industries. It is one of the oldest and most significant vocational training schemes in the country, aimed at enhancing industrial productivity, reducing unemployment among educated youth, and fostering a technical and industrial mindset. The DGT under the MSDE is the nodal department responsible for implementing CTS at the national level. The scheme is delivered through a vast network of ITIs across States and Union Territories, with both government and private ITIs playing a crucial role in imparting skill training. CTS courses typically range from one



to two years in duration, with eligibility criteria varying from 8th to 12th standard, depending on the trade. Currently training under CTS is being offered in 169 NSQF compliant trades ranging from conventional trades to new age/Industry 4.0 trades.

To maintain uniformity in skill assessment, trainees enrolled under CTS, after completion of training appear for the All-India Trade Test (AITT), conducted simultaneously across all the ITIs nationwide. Successful candidates are awarded the National Trade Certificate (NTC), which is recognized both nationally and internationally for employment and self-employment opportunities. Over the past several decades, CTS has been instrumental in producing a highly skilled workforce that contributes to various sectors, including manufacturing, services, and small and medium enterprises. ITI graduates find employment in government organizations such as Indian Railways, the Armed Forces, Paramilitary forces, Public Sector Undertakings (PSUs) and the private sectors, while many also establish their own enterprises. In addition to employment, ITI graduates can pursue higher studies, including diploma programs in engineering and specialized instructor training courses. By continuously evolving in line with industrial advancements, the Craftsmen Training Scheme remains a cornerstone of India's vocational education system, strengthening the nation's industrial workforce and driving economic growth.

### 1.2. Stakeholders in the ITI Ecosystem

ITIs are the cornerstone of India's vocational education and training system, designed to equip young individuals with the technical skills necessary to meet the demands of the country's industrial and service sectors. The ITI ecosystem comprises a wide range of stakeholders, each playing a crucial role in shaping, delivering, and governing vocational training programs.

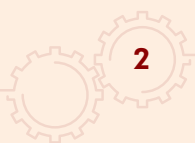
#### 1.2.1. Directorate General of Training

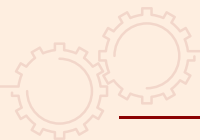
Directorate General of Training (DGT), under the MSDE, is the apex body responsible for overseeing and implementing vocational training across India. DGT plays a pivotal role in shaping the nation's technical and vocational training ecosystem. It is tasked with formulating policies, setting standards, and ensuring the quality of vocational training across the country.

In alignment with the government's vision to streamline the skill development ecosystem, the Ministry of Skill Development and Entrepreneurship, through Notification No. SD-17/113/2017-E&PW dated 5th December 2018, established the National Council for Vocational Education and Training (NCVET). The NCVET subsumed the National Council for Vocational Training (NCVT) and the National Skill Development Agency (NSDA) to unify and strengthen the regulatory framework for vocational education and training in India.

Subsequently, as per Gazette Notification No. CG-DL-E-04022021-224950 dated 3rd February 2021, the NCVET, in exercise of its powers under Chapter III (Functions and Powers of the Council, Para 16(1)), vide F. No. 32001/14/2020/NCVET/234 dated 10th June 2020, recognized the DGT as the sole Awarding Body and Assessment Agency for long-term training and training of trainers.

Through its strategic oversight and policy interventions, DGT continues to drive reforms, modernize training infrastructure, and enhance industry collaboration, ensuring that India's ITI ecosystem remains robust, relevant, and responsive to emerging skill requirements.





### **1.2.2. State / UT Directorate**

The State/UT Directorate, is the department of the respective State/UT Government, which manages the Craftsmen Training Scheme (CTS) through ITIs. They manage the day-to-day operations of ITIs, manage recruitment and financial matters for ITI staff and instructors, handle admission activities such as counseling and spot admissions, finalize trainee data each academic session, and ensure compliance with the standards and guidelines established by the DGT.

### **1.2.3. Regional Directorates of Skill Development and Entrepreneurship (RDSDEs):**

The Government of India in the Ministry of Skill Development and Entrepreneurship have had under consideration the question of further improving skill training and apprenticeship training and ensure effective integrated development and monitoring of these programs at State level. In this line, Ministry of Skill Development and Entrepreneurship vide its Resolution No. No.DGT-A-11018/1/2018-Adm.II.dated 14th December, 2018 set up Regional Directorates of Skill Development and Entrepreneurship (RDSDEs) for each State / UT.

RDSDEs are, responsible for implementing and monitoring vocational training programs at the State level. They ensure that the policies and programs developed by Ministry and DGT are effectively executed across various States and regions. RDSDEs play a crucial role in liaising between the Central Government, State Governments, and training institutions to ensure smooth functioning and alignment of vocational training initiatives.

## **1.3. Recent Reforms in Long Term Skilling Ecosystem**

The DGT is responsible for establishing the accreditation and affiliation standards for ITIs. The latest norms introduced in 2018, brought significant changes to the long-term vocational training system which has evolved considerably since then.

The National Education Policy (NEP) 2020, launched on July 29, 2020, aims to provide students with greater flexibility in selecting their subjects, skills, and capacities. The CTS trade curriculum has been revised from 1600 annual notional learning hours to 1200 annual learning hours. to align them with the school and higher education systems. The revised CTS courses now include new topics relevant to the market while eliminating obsolete ones. Additionally, modern learning aids, tools, equipment, and software have been incorporated.

To further the vision of NEP 2020, the government approved the National Credit Framework (NCrF) on April 21, 2024. NCrF is a comprehensive framework that integrates elementary, school, higher, and vocational education and training. It aims to make education more holistic and effective, serving as a single meta-framework for recognizing and crediting learning across academics, skilling, and experiential learning, including relevant experience and proficiency levels, subject to assessment.

With the reduction in learning hours, trainees are required to undergo 150 hours of mandatory On-the-Job Training (OJT) at nearby industries. In cases where OJT opportunities are not available, trainees may fulfill this requirement by undertaking group projects as an alternative of OJT. This OJT requirement is additional to the 1,200 annual learning hours. Trainees in one- or two-year programs can also choose to take 240 hours of language courses to obtain 10th or 12th class certificates alongside their ITI certification through NIOS or equivalent channels. They may also opt for additional short-term courses, which would also be in addition to the 1,200 annual learning hours.

New age courses like Artificial Intelligence Programming Assistant, Industrial Robotics and Digital Manufacturing Technician, Cyber Security Assistant, Internet of Things (IoT) Technician etc. have been introduced keeping in tandem with the requirement of Industry 4.0.



### 1.4. Evolution of ITI Affiliation Norms: From 2018 to 2025

Before 2018, the Training Manual for ITIs published by the erstwhile Directorate General of Employment and Training served as the primary guide for accreditation and affiliation of ITIs. To bring greater clarity and structure to the process, the DGT introduced the Affiliation Norms in 2018. Under these norms, the affiliation process was divided into three main stages:

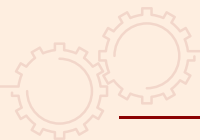
**Stage One:** Applicants were required to submit basic details about their organization and institute, along with the prescribed fees. The respective State Directorate then conducted a desktop assessment (DA) to scrutinize the submitted applications. Upon successful completion of DA, an approval in the form of a Letter of Intent was issued to the applicant for filling the details for Stage two.

**Stage Two:** In this Stage, the applicant had to upload details of civil infrastructure and building-related documents on the portal. Following another round of desktop assessment, the State/UT Directorate issued the Lol for Stage Three.

**Stage Three:** Applicants were required to furnish information regarding machinery, equipment, tools, and power supply. A final desktop assessment was conducted by the State Directorate/UT, and upon successful completion, the application was forwarded to RDSDE for joint inspection by the Inspection-cum-Verification Committee (ICVC).

Throughout all three stages, the State Directorate/UT had the authority to raise Non-Conformities (NCs) in cases where deficiencies were observed against the prescribed norms. Upon completion of the joint inspection, the Inspection-cum-Verification Committee (ICVC) report was submitted to the Standing Committee on Accreditation & Affiliation (SCAA) at the DGT level. If the institute was found to be in compliance with the norms, the SCAA recommended the grant of affiliation to the applicant.

Over the past years, significant changes have been implemented in the affiliation process through various office memorandums and guidelines. Notable among these are the introduction



of the Multi Skill Training Institute (MSTI) model, which allows the establishment of ITIs in underserved areas with some relaxed norms. Additionally, a comprehensive grading mechanism was introduced, involving physical verification and data collection, to establish benchmarks for comparing the performance of ITIs. Subsequently a new Data-Driven Grading Methodology (DDGM) was developed and implemented, utilizing parameters and information available on the DGT-MIS portal.

In 2022, the State Skill Development & Entrepreneurship Committee (SSDEC) was established at the State/UT level to strengthen the CTS training and promote decentralization. These committees, comprising of members from all divisions of the Ministry, States/UTs, RDSDEs and empower the States with greater autonomy for scaling up skill development activities rapidly.

While these developments marked significant progress, there remains a strong need to further streamline the affiliation process, consolidate policy decisions, and improve the ease of doing business for all stakeholders.

In light of these requirements, it has become essential to compile and present all recent updates in a single, comprehensive booklet to ensure clarity and accessibility for all stakeholders. Accordingly, the Affiliation Norms 2025 have been developed to offer a simplified, transparent, and holistic framework for the accreditation and affiliation of ITIs.

### 1.5. Overview of Accreditation and Affiliation Process under Norms 2025

The Affiliation Norms 2025 is introduced with a streamlined and structured process for the accreditation and affiliation of ITIs. These norms categorize applications into the following:

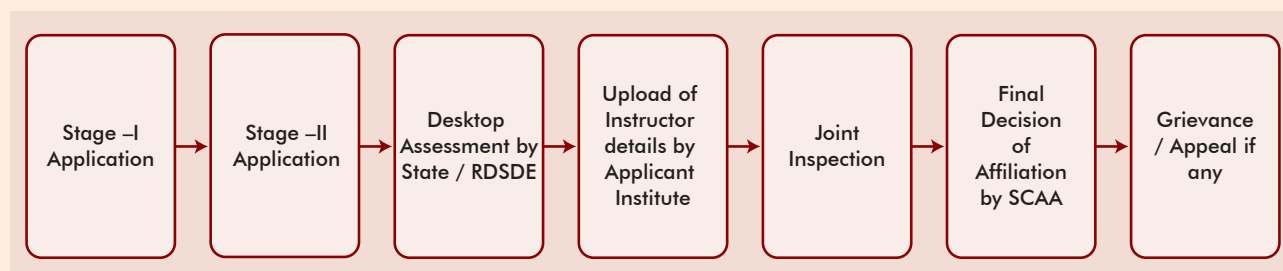
1. Application for Establishment of New ITIs
2. Application for opening Mini Skill Training Institute - MSTI (ITIs in unserved blocks)
3. Establishment of New Age ITIs or Adoption of existing ITIs by industry entities
4. Application from Existing ITIs for:
  - i. Addition of New Trades/Units.
  - ii. Name Change of the ITI
  - iii. Shifting/Relocation or Merger of ITIs.
  - iv. SCVT to NCVET conversion of Trades (for existing Government ITIs)
  - v. Renewal of Affiliation
  - vi. Affiliation under the Dual System of Training (DST).
  - vii. Surrender of Trade/Units

To facilitate these applications, the designated affiliation portal will be opened as per the DGT academic calendar. This portal will function as a single-window system for both new and existing institutions to apply for affiliation, thereby ensuring transparency, regulatory compliance, and adherence to prescribed quality standards. The comprehensive list of documents required for establishing a new ITI are given at **Annexure-1**.



### 1.6. Accreditation and Affiliation Process under Norms 2025

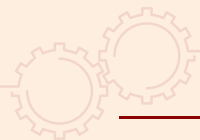
The affiliation process for setting up a new ITI/MSTI or adding Trades/Units in existing ITIs is outlined below.



*Figure 2: Process flow for new Accreditation & Affiliation process*

- i. Under the Affiliation Norms 2025, the accreditation procedure has been streamlined into two key stages, minimizing procedural complexities while maintaining strict adherence to prescribed standards.
- ii. The process begins with Stage-I application, where the applicant submits details about the entity (society/trust/company etc.), institute and trades sought for affiliation. This serves as an initial step to seek an NOC from the State/UT Directorate. Upon submission of the Stage-I, the application is forwarded to the State/UT Directorate for evaluation.
- iii. The State/UT Directorate is required to assess the application in accordance with the SOP prescribed by the DGT and must issue a decision within three months through the portal. If no decision is made within this specified timeframe, it will be deemed that the No Objection Certificate (NOC) has not been granted. In such cases, the application will be automatically rejected and will not be considered for further processing.
- iv. In Stage-II application, the applicant submits the detailed application, including information related to civil infrastructure, power supply, and machinery and equipment. Once the application is submitted, a desktop assessment will be conducted by the concerned State/UT Directorate within three months of receiving the Stage-II details.
- v. The State may raise Non-Conformities (NCs), if any discrepancies/deficiencies are identified during the process, and the ITI applicants must resolve these deficiencies within defined time. If the deficiencies are not addressed within this time frame, the affiliation application will be rejected from the portal itself.
- vi. If the State fails to complete this assessment within the three-month period, the application will be forwarded to the concerned Regional Directorate of Skill Development and Entrepreneurship (RDSDE) login for conducting the DA within the next three months. Non-compliance with addressing raised Non-Conformities (NCs) within the defined opportunity period may lead to the rejection of the application.
- vii. Following the desktop assessment, the applicant institute uploads instructor details, ensuring that the institute has the required qualified instructors for the proposed trades. Thereafter RDSDE will then form an inspection team of 04 members, including representatives from the RDSDE, State, Institutes such as Government Polytechnic /Engineering College and Industry.
- viii. During inspection the presence of RDSDE and State representatives is mandatory to meet quorum. The team will conduct the inspection of the site through an online mobile application,





verifying all details submitted during Stages I and II and will capture onsite data and submit inspection reports.

- ix. The Standing Committee on Accreditation & Affiliation (SCAA) evaluates the inspection report and provides its final recommendations on accreditation and affiliation. These recommendations are then submitted for approval of Director General (Training). Based on SCAA's recommendations, the Director General (Training) will approve the final decision regarding the grant of accreditation and affiliation.
- x. If an institute is dissatisfied with the decision of SCAA/DGT, it has the opportunity to raise a grievance or appeal within the specified timeframe. This mechanism provides applicants with a fair chance to address concerns of institute and seek resolution in case of discrepancies.

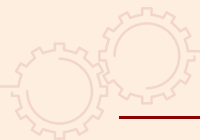
**Conclusion:** This chapter presented a comprehensive overview of the ITI ecosystem and outlined the historical and institutional background of the affiliation framework. It sets the context for a broader understanding of the accreditation and affiliation processes under the revised Affiliation Norms 2025.

CHAPTER

02

# Accreditation and Affiliation Process for Establishing of ITIs





The Accreditation and Affiliation Process plays a pivotal role in ensuring the quality and standardization of vocational training offered by ITIs. Accreditation refers to the recognition granted to a training institution by an awarding body i.e. DGT for long term training, enabling it to offer NCVET approved long term courses. Affiliation, on the other hand, is the process through which a training institution is authorized to deliver specific NCVET approved long term courses that meet the certification standards of the awarding body.

This process is a comprehensive mechanism to evaluate the competency of ITIs in imparting vocational education, including their ability to assess the skills and competencies acquired by trainees. It sets a benchmark for ensuring quality training delivery aligned with industry requirements.

For new ITIs, the establishment process requires adherence to the prescribed norms detailed in this manual, including the provision of adequate infrastructure and resources. Moreover, institutions must comply with existing norms laid down by the DGT and other relevant state laws, ensuring a cohesive framework for operations.

This Chapter provides a detailed overview of the step-by-step procedure for establishing new ITIs.

## **2.1. Introduction of Accreditation and Affiliation Process for Establishing ITIs**

- i. An ITI can be started with a minimum of four trades, offering at least one unit in both the first and second shifts. Applicants have the flexibility to choose any combination of long-term NCVET-approved CTS trades. The complete list and details of these long-term CTS courses are available on the official website of the DGT.
- ii. New ITIs can be established by ensuring compliance with prescribed norms, including the provision of essential civil infrastructure, machinery, electricity connection, and other necessary facilities. Detailed requirements are outlined in **Chapter 9**.
- iii. Affiliation for trade/units in the third shift, whether in new or existing ITIs, shall be permitted exclusively under the Dual System of Training (DST) mode. The guidelines for affiliation under DST are provided in **Chapter 4**.
- iv. Applicants must ensure that the proposed ITI name does not resemble any established institutions (e.g., IIT, IIM, UGC), include terms such as “Government,” “India,” or violate provisions of the Emblems and Names (Prevention of Improper Use) Act, 1950. The applicants also shall not use the names of the existing ITIs within the State.
- v. Applications for accreditation and affiliation must be submitted through the designated affiliation portal. The applicable fee details are provided in **Annexure-3**.
- vi. A comprehensive list of documents required for the establishment of a new Industrial Training Institute (ITI) is provided at **Annexure-1**. Applicants are advised to review this list carefully and ensure that all necessary documents are available at the time of application submission on designated affiliation portal.

## 2.2 Timeline for Processing the Affiliation Application

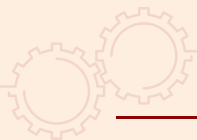
- i Affiliation applications will be processed on a first-come, first-served basis, with each stage following a defined timeline.
- ii The timelines for processing Accreditation and affiliation applications are provided at **Annexure-2**. This structured timeline ensures procedural transparency, timely decision-making, and clear communication of key processing stages and timeframes to all stakeholders.

### 2.3 Eligibility Criteria for Establishing an ITI

Entities eligible to apply for opening an ITI must belong to one of the following categories:

- i. A Society, registered under the Societies Registration Act, 1860; or A Trust, registered under the Indian Trust Act, 1882 as amended from time to time or any other relevant Acts
- ii. Private/Public Limited Companies
- iii. Sole Proprietary Companies
- iv. Private Institution/Individuals
- v. Public Sector Undertakings
- vi. Central or State Government / UT Administrations





## 2.4 Flow Chart of Accreditation and Affiliation Process

The various stages of the accreditation and affiliation process are illustrated through a flow-chart given below to facilitate better clarity and understanding of the procedural steps involved.

### Stage- I Application and NOC Process

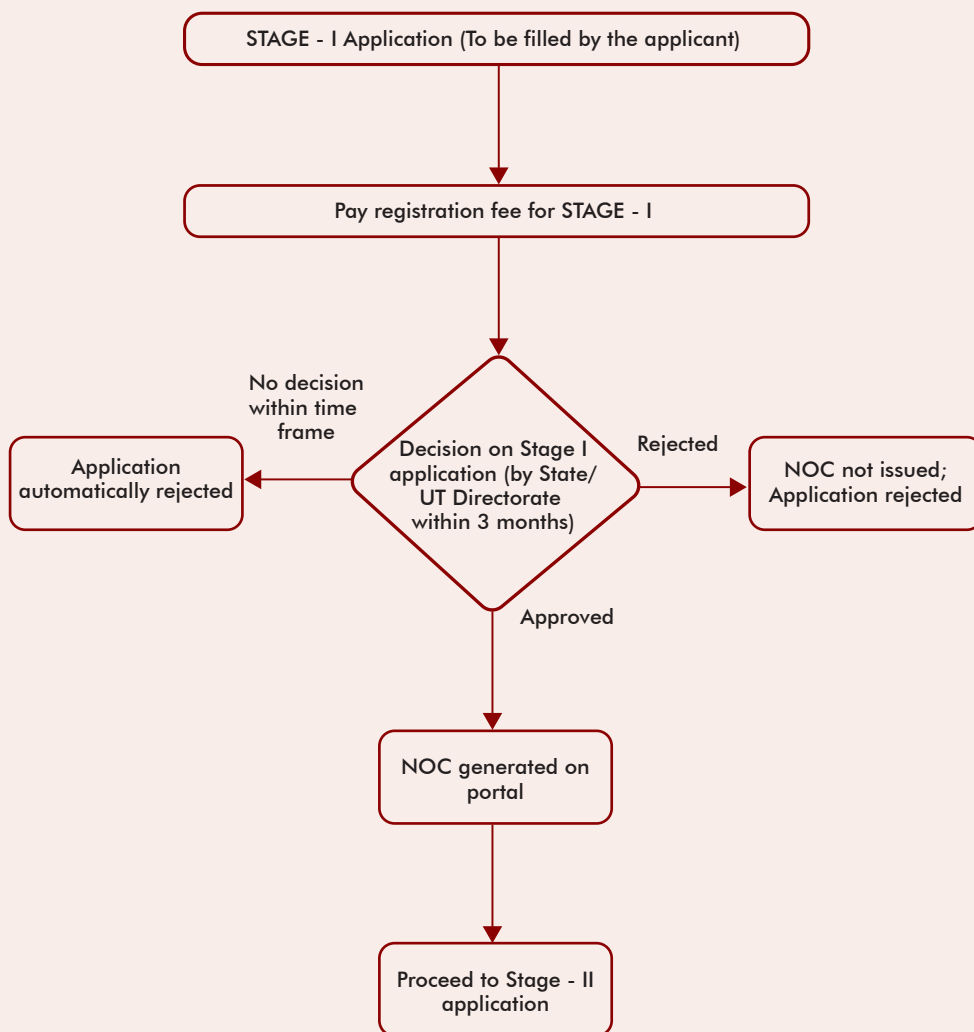


Figure 3: Flow Chart of Accreditation and Affiliation Process

To be Continued



## Stage- II Application and Desktop Assessment

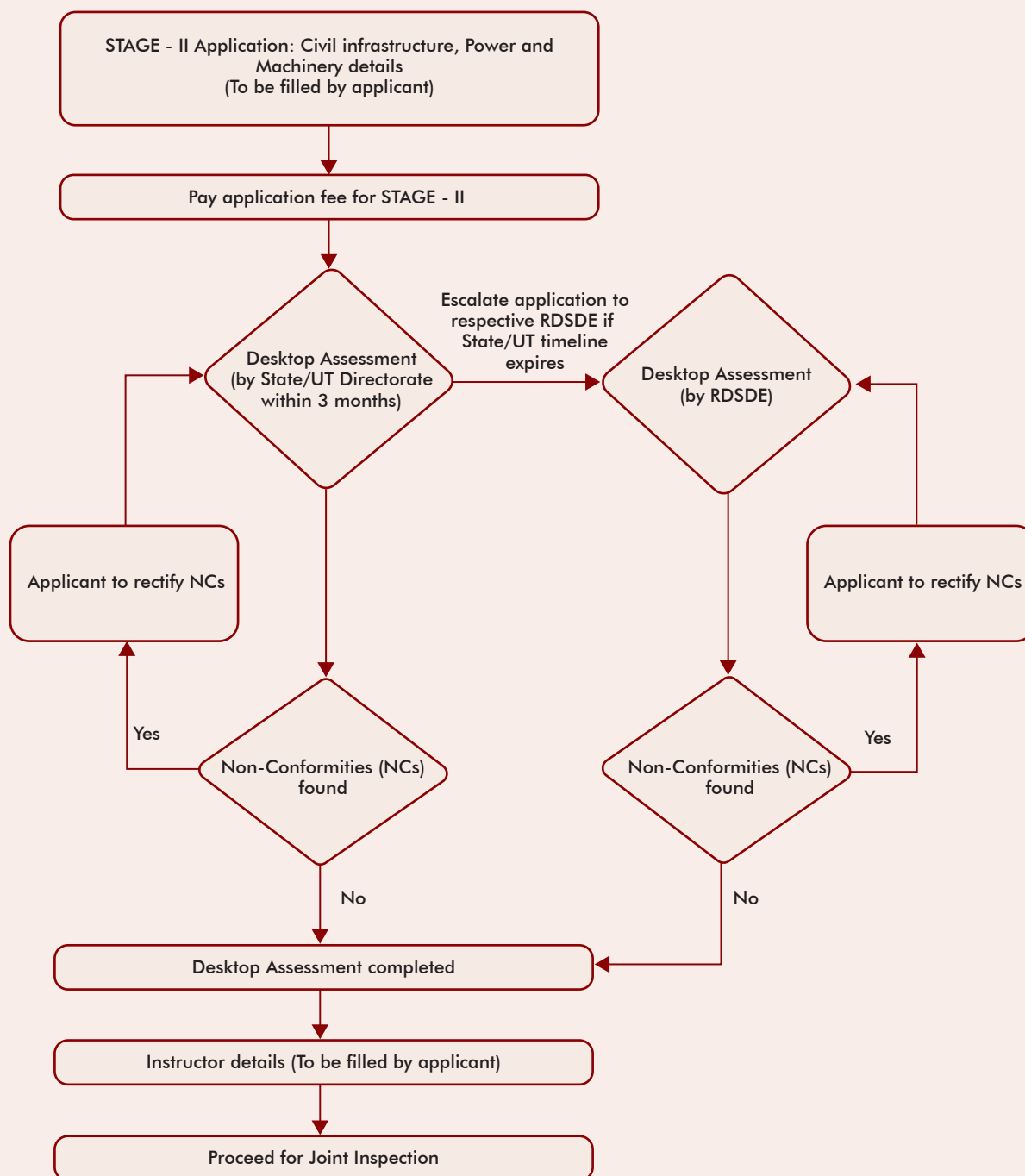
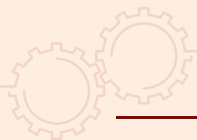


Figure 3: Flow Chart of Accreditation and Affiliation Process

To be Continued





## Joint Inspection and Final Approval Process

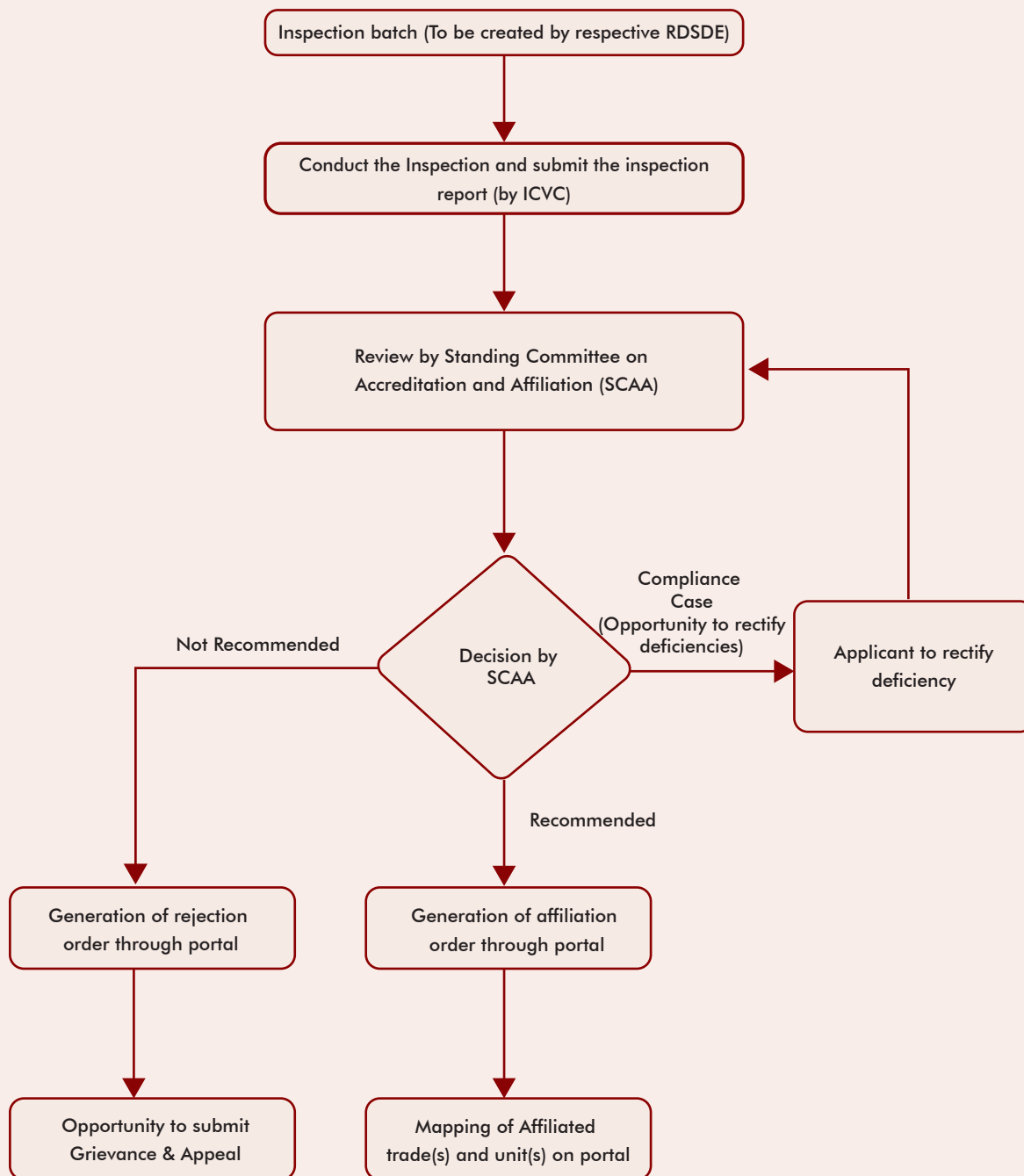


Figure 3: Flow Chart of Accreditation and Affiliation Process



## **2.5 Detailed Process of Accreditation and Affiliation Process for New ITIs**

As per the Affiliation Norms 2025, the accreditation process has been streamlined into two key stages. The following section will elaborate on each step of accreditation process in detail.

### **2.5.1 Stage-I Application for New ITIs**

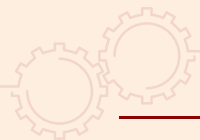
Stage-I application of the affiliation process pertains to the submission of basic details by the applicant for establishing a new ITI. This stage involves providing essential information about the applicant entity, proposed institute details, land particulars, and the trades / units for which affiliation is sought.

#### **2.5.1.1 Application Form for Stage-I for New ITIs**

The applicant must duly fill and submit the Stage-I application form, as per the prescribed application format provided below:

**Table 1: Application Form for Stage-I for New ITIs**

| <b>A.Category of Applicant Entity</b>      |                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                      |
|--------------------------------------------|-------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Sr. No.</b>                             | <b>Particulars</b>                                                                                          | <b>Details</b>                                                                                                                                                                                                                                                                                                                                                                                  | <b>Type</b>                                                                                                                                          |
| 1.                                         | Category of Applicant Entity                                                                                | Select one:<br><input type="checkbox"/> Society / Trust<br><input type="checkbox"/> Private Limited Company/<br>Public Limited Company<br><input type="checkbox"/> Sole Proprietor<br><input type="checkbox"/> Private Institution / Individual<br><input type="checkbox"/> Public Sector Undertaking<br><input type="checkbox"/> Central / State Government/<br>Union Territory Administration | Mandatory                                                                                                                                            |
| <b>B.Basic Details of Applicant Entity</b> |                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                      |
| 2.                                         | Name of Applicant Entity                                                                                    | Fill the name                                                                                                                                                                                                                                                                                                                                                                                   | Mandatory                                                                                                                                            |
| 3.                                         | Address of Applicant Entity                                                                                 | Fill complete address<br>(Plot number/ Block, District,<br>State, Pin Code)                                                                                                                                                                                                                                                                                                                     | Mandatory                                                                                                                                            |
| 4.                                         | Details of Secretary/<br>Chairperson/President<br>(Name, Designation, Email ID,<br>Mobile Number, ID proof) | Fill the details                                                                                                                                                                                                                                                                                                                                                                                | <b>(Applicable for<br/>Societies/Trusts/<br/>Companies)</b>                                                                                          |
| 5.                                         | Whether the Applicant Entity is<br>running any other ITI                                                    | Yes/No<br>(If yes then provide details<br>such as Name, MIS Code and<br>address)                                                                                                                                                                                                                                                                                                                | <b>(Applicable for Societies<br/>/ Trusts / Private / Public<br/>Limited Companies /<br/>Sole Proprietor / Private<br/>Institution / Individual)</b> |
| 6.                                         | Authorized Signatory<br>(Name, designation, email id,<br>Mobile Number, ID proof)                           | Fill the details                                                                                                                                                                                                                                                                                                                                                                                | Mandatory                                                                                                                                            |

**C. Details of the Proposed Institute**

| Sr. No. | Particulars                                                                   | Details                                                                                                                        | Type      |
|---------|-------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|-----------|
| 7.      | Name of the Proposed Institute                                                | Fill the name                                                                                                                  | Mandatory |
| 8.      | Type of Institute                                                             | Select one: <input type="checkbox"/> Government <input type="checkbox"/> Private                                               | Mandatory |
| 9.      | Institute Location                                                            | Select one: <input type="checkbox"/> Urban <input type="checkbox"/> Rural                                                      | Mandatory |
| 10.     | Complete postal address of the proposed Institute                             | Complete postal address of Institute (Plot number/Khasra Number/Gata Number, Sector/Block /Village, District, State, Pin Code) | Mandatory |
| 11.     | Whether the Institute Falls under Hilly Area/Hilly District/Border District ? | <b>(Yes/No)</b><br><b>(If Yes, upload supporting Government notification/order/circular)</b>                                   | Mandatory |
| 12.     | Whether applying under (MSTI) Category in unserved block                      | (Yes /No)                                                                                                                      | Mandatory |
| 13.     | Whether institute is in spare capacity of polytechnic                         | (Yes /No)<br>(If yes, Upload permission/NOC from AICTE for offering CTS courses using the spare capacity)                      | Mandatory |
| 14.     | Whether the Institute is exclusively for women trainees                       | (Yes /No)                                                                                                                      | Mandatory |
| 15.     | Coordinates of institute (Use Google Maps or GPS to get accurate values)      | Latitude<br>Longitude                                                                                                          | Mandatory |

**D. Details of Trade(s)/Unit(s) sought for Affiliation**

| Sr. No. | Particulars   | Units in Shift 1 | Units in Shift 2 | Type      |
|---------|---------------|------------------|------------------|-----------|
| 16.     | Trade Name -1 | Fill the details | Fill the details | Mandatory |
| 17.     | Trade Name- 2 | Fill the details | Fill the details | Mandatory |

Fill in the details of all trade units sought for affiliation.

**E. Details of the Land to be used for the ITI**

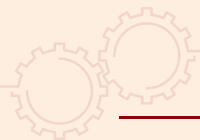
| Sr. No. | Particulars                                                                                                                          | Details                                                                    | Type      |
|---------|--------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|-----------|
| 18.     | Possession of Land                                                                                                                   | Select one: <input type="checkbox"/> Owned <input type="checkbox"/> Leased | Mandatory |
| 19.     | Land Area (in Square Meters)                                                                                                         | Fill the area                                                              | Mandatory |
| 20.     | If Owned Land:<br>(i) Land Owner's Name<br>(ii) Land Registration/Registry Number                                                    | Fill the details                                                           | Mandatory |
| 21.     | If Leased Land:<br>(i) Lessor & Lessee Name<br>(ii) Date of Commencement and Expiry of Lease (Month/Year)<br>(iii) Lease Deed Number | Fill the details                                                           | Mandatory |



| F. Details of documents to be uploaded                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|
| Sr. No.                                                                                                                                                                                                 | Particulars                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Type                                                                                                                |
| 22.                                                                                                                                                                                                     | <p>Land Document</p> <p>The following documents are required to be uploaded-</p> <ul style="list-style-type: none"> <li>Upload Land registration documents in case of own land 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.</li> </ul> <p style="text-align: center;">Or</p> <ul style="list-style-type: none"> <li>Upload Registered Lease Deed Documents in case of leased land</li> <li>In case the documents are in regional language then upload the translated notarized copy of English or Hindi language of the documents</li> <li>Land use, land conversion certificate (if applicable)</li> </ul> | Mandatory                                                                                                           |
| 23.                                                                                                                                                                                                     | ID Proof of Authorized Signatory (Aadhaar Card/ PAN Card/Voter ID Card)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Mandatory                                                                                                           |
| 24.                                                                                                                                                                                                     | Registration Certificate of Applicant Entity                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | (Applicable for Societies or Trusts/Private/ Public Limited Companies /Sole Proprietary/ Public Sector Undertaking) |
| 25.                                                                                                                                                                                                     | ID Proof of Secretary/Chairperson/President(Aadhaar Card/ PAN Card/ Voter ID Card)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                     |
| 26.                                                                                                                                                                                                     | Resolution from Applicant Entity for starting ITI (Format as given at <b>Annexure-4</b> )                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                     |
| 27.                                                                                                                                                                                                     | Resolution from Applicant Entity for authorized signatory (Format as given at <b>Annexure-5</b> )                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                     |
| 28.                                                                                                                                                                                                     | Resolution regarding earmarking of land, building, and other resources exclusively dedicated to the ITI (if any), as per the format provided in <b>Annexure-6</b> .                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                     |
| 29.                                                                                                                                                                                                     | Any additional documents, if mandated by the State /UT Directorate (e.g., PAN card and/or balance sheet of the applicant entity).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                     |
| <input type="checkbox"/> Self Declaration<br>Institute's self-declaration confirming compliance with the Affiliation Norms and acknowledging its responsibilities, as prescribed in <b>Annexure-7</b> . |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Must be ticked mandatorily by the applicant in the portal                                                           |
| Payment link for Stage-I fee                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Mandatory                                                                                                           |

### 2.5.1.2 Guidelines Applicable for Stage-I Application for New ITIs

- i. Applicants are advised to review all entered data carefully before final submission, as no further edits/modifications will be permitted once the application is submitted.
- ii. This registration fee, is non-refundable and applicable for each application. However, Government ITIs are exempted from payment of this fee for all categories of applications.
- iii. In instances where a State/UT has established its own norm/guidelines regarding fee for issuing a No Objection Certificate (NOC), such fee may be levied separately on applicant ITIs



by State/UT. The responsibility for determining and collecting this fee rests solely with the State, with no intervention from the DGT.

- iv. Upon successful completion of Stage-I details, the application will be forwarded to the State/UT Directorate's login for evaluation and decision on the issuance of the NOC.
- v. As vocational training is a concurrent list subject and ITIs are under the administrative and financial control of the State/UT Government, NOC issued by the State/UT Government is necessary for every applicant willing to establish a new ITI or take additional units of an existing trade. Obtaining an NOC from the State government is also crucial as it ensures compliance with regulations, laws, and standards set by the State/UT Directorate and DGT.
- vi. The State Directorate shall have exclusive authority to issue the NOC to applicant institutes, in accordance with the SOP detailed in **Annexure-8**. Applicants must comply with the norms and guidelines prescribed by the respective State/UT.
- vii. In case of applications under the MSTI Scheme, the State Directorate must ensure compliance with MSTI guidelines before issuing the NOC and confirm that the applicant ITI's block falls under the unserved category as defined in the scheme.
- viii. The State/UT Directorate shall evaluate and take a decision on the Stage-I application within three months from the closing date of the application window on the portal.
- ix. In case of any deficiencies in the details or documents submitted by the applicant, the State/UT Directorate may raise the deficiencies or seek additional documents (if any), through the portal. The applicant must address the same and submit the required documents within 10 days, failing which the application shall be rejected.
- x. If the Stage-I application is approved, a system-generated NOC shall be issued in the prescribed format provided at **Annexure-9**. However, if no decision is taken by the State/UT within the stipulated timeframe, it shall be treated as a deemed rejection—the NOC will not be issued, and the application will be automatically rejected on the portal.
- xi. It is important to note that DGT shall not be held responsible for the rejection of any application at Stage-I due to the non-issuance of the NOC, as this responsibility lies exclusively with the respective State/UT Directorate.
- xii. However, it is also important to note that merely receiving the NOC through the Stage-I process does not guarantee the accreditation / affiliation of the institute. To obtain final accreditation/affiliation, the institute must comply with the complete guidelines and prescribed procedures.

## **2.5.2 Stage-II Application for New ITIs**

Upon receipt of the NOC, the applicant shall proceed to Stage-II. In Stage-II, the applicant shall submit detailed information regarding civil infrastructure, electricity connection, and machinery.

### **2.5.2.1 Application Form for Stage-II for New ITIs**

The applicant shall fill and submit the Stage-II application form, providing essential information on the availability and readiness of civil infrastructure, electrical power supply, and trade-specific machinery and equipment. The detailed parameters and requirements to be submitted are prescribed in Table 2.

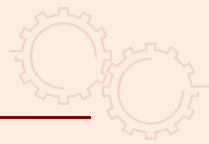
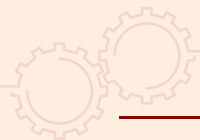


Table 2: Application form for Stage-II for New ITIs

| A. Building details                                                                                                                                        |                                                                                                                                                                                                                               |                                                                          |           |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|-----------|
| Sr. No.                                                                                                                                                    | Particulars                                                                                                                                                                                                                   | Details                                                                  | Type      |
| 1.                                                                                                                                                         | Building Plan<br>(Refer section no. 9.2.3 of Chapter 9)                                                                                                                                                                       | Upload Document                                                          | Mandatory |
| 2.                                                                                                                                                         | <b>For New ITI</b> - Building Completion Certificate (BCC) as per <b>Annexure-10</b><br><br><b>or</b><br><b>For Existing ITI</b> for addition of trades/units - Structural Safety Certificate (SSC) as per <b>Annexure-11</b> | Upload Document                                                          | Mandatory |
| 3.                                                                                                                                                         | Name of Issuing Authority for BCC (New ITI) / SSC (Existing ITI)                                                                                                                                                              | Mention name of Authority which has issued BCC (or SSC for existing ITI) | Mandatory |
| 4.                                                                                                                                                         | Photos of building<br>i. Front view of building<br>ii. Side view of Building<br>iii. Entrance Gate of the Plot (with Signage Board)                                                                                           | Upload Geo tagged Photo                                                  | Mandatory |
| <b>Note:</b> Geotagged photo may be taken from any apps having such functionality. These geotagged photos must mention date, time, latitude and longitude. |                                                                                                                                                                                                                               |                                                                          |           |

| B.Civil Infrastructure Details                |                              |                                             |                                                                          |                                 |
|-----------------------------------------------|------------------------------|---------------------------------------------|--------------------------------------------------------------------------|---------------------------------|
| Sr. No.                                       | Particulars                  | Required Area<br>(As per norms,<br>in sqm.) | Available Area<br>(in sqm)                                               | Type                            |
| 5.                                            | Workshop<br>(Trade1-Unit 1)  | <auto<br>populated>                         | To be filled by applicant(Capture the geo tagged photo of workshop)      | Mandatory                       |
| 6.                                            | Workshop<br>(Trade1-Unit 2)  | <auto<br>populated>                         | To be filled by applicant<br>(Capture the geo tagged photo of workshop)  | Mandatory                       |
| (Continue similarly for all Trades and Units) |                              |                                             |                                                                          |                                 |
| 7.                                            | Classroom<br>(Trade1-Unit 1) | <auto<br>populated>                         | To be filled by applicant<br>(Capture the geo tagged photo of classroom) | Mandatory                       |
| 8.                                            | Classroom<br>(Trade1-Unit 2) | <auto<br>populated>                         | To be filled by applicant<br>(Capture the geo tagged photo of classroom) | Mandatory                       |
| (Continue similarly for all Trades and Units) |                              |                                             |                                                                          |                                 |
| 9.                                            | Multipurpose Hall            | <auto<br>populated>                         | To be filled by applicant<br>(Capture the geo tagged photo)              | Mandatory                       |
| 10.                                           | IT lab                       | <auto<br>populated>                         | To be filled by applicant<br>(Capture the geo tagged photo)              | Mandatory                       |
| 11.                                           | Raw Material Storage Room    | <auto<br>populated>                         | To be filled by applicant<br>(Capture the geo tagged)                    | As per the requirement of trade |





| Sr. No. | Particulars                                                           | Required Area<br>(As per norms,<br>in sqm.) | Available Area<br>(in sqm)                                                              | Type      |
|---------|-----------------------------------------------------------------------|---------------------------------------------|-----------------------------------------------------------------------------------------|-----------|
| 12.     | Library                                                               | <auto<br>populated>                         | To be filled by applicant<br>(Capture the geo tagged photo)                             | Mandatory |
| 13.     | Placement and<br>counselling room                                     | <auto<br>populated>                         | To be filled by applicant<br>(Capture the geo tagged photo)                             | Mandatory |
| 14.     | Administrative<br>Area (Office<br>rooms, Principal's<br>office, etc.) | <auto<br>populated>                         | To be filled by applicant<br>(Capture the geo tagged photos of<br>Administrative Areas) | Mandatory |

### C. Electricity Connection and Fire Safety details

| Sr. No. | Particulars                                                                                     | Details                                                                | Type      |
|---------|-------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|-----------|
| 15.     | Electricity Connection Consumer Name                                                            | Fill the details                                                       | Mandatory |
| 16.     | Electricity Connection Consumer Number                                                          | Fill the details                                                       | Mandatory |
| 17.     | Electricity Authority Name<br>(*e.g., Jaipur Vidyut Vitran Nigam Limited - *)                   | Fill the details                                                       | Mandatory |
| 18.     | Total Load Available/sanctioned load (in KW)                                                    | Fill the details                                                       | Mandatory |
| 19.     | Latest Electricity Bill or Meter Sealing Report (for<br>new institute if bill is not available) | Upload Document and<br>Upload Geo tagged photo of<br>Electricity Meter | Mandatory |
| 20.     | Fire and Safety Certificate                                                                     | Upload Document                                                        | Mandatory |

### D. Trade-wise Machinery, Tools & Equipment Details

| Sr. No. | Particulars                                                                                                                                                                                                                                                                                                                                                                                                          | Details                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Type      |
|---------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| 21.     | Trade 1<br><br>(The requirement for machinery<br>and equipment shall be assessed<br>in multiples of the number of base<br>units sought for affiliation.<br><br>For example, if an applicant<br>applies for 5 (3+2) units, and n<br>number of machines are required<br>for 1 unit, then $3 \times n$ machines<br>will be required for affiliation of<br>the 5 (3+2) units, with 3 being the<br>number of base units.) | i. Availability of Machineries Equipment<br>– (Yes/No)<br><br>(auto-populated as per curriculum)<br><br>If no, select the name of the machinery<br>and equipment that is short, and enter<br>the available quantity.<br><br>ii. Geo-tagged Photos of Trade<br>Machinery, Tools & Equipment (single<br>pdf for each Unit)<br><br>iii. GST Invoices for Major Machinery<br>Purchase and payment proof (Bill<br>amount > ₹10,000)<br><br>(single pdf for each Trade) | Mandatory |

Repeat the above steps for each Trade.

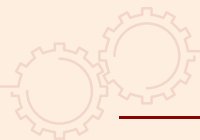




| Sr. No. | Particulars                               | Details                                                                                                                                                                                                                                                                        | Type                                     |
|---------|-------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|
| 22.     | IT lab                                    | i. List of Major IT Lab Equipment<br>(Required Quantity auto-populated;<br>applicant to fill available quantity)<br>ii. Geo-tagged Photos of IT Lab<br>Equipment (Upload Single PDF)<br>iii. GST Invoices for IT Lab Equipment<br>and payment proof<br>(Bill amount > ₹10,000) | Mandatory                                |
| 23.     | Biometric Machine                         | GST Invoices for Purchases of Biometric Machines.                                                                                                                                                                                                                              | Mandatory                                |
| 24.     | <input type="checkbox"/> Self-Declaration | It is hereby declared that the applicant ITI possesses all required civil infrastructure, power, machinery, tools, and equipment as per the prescribed norms for all trades and units.                                                                                         | Checkbox<br>(Must be ticked mandatorily) |
| 25.     | Payment link for Stage-II fee             | Pay the required fee                                                                                                                                                                                                                                                           | Mandatory                                |

### 2.5.2.2 Guidelines Applicable for Stage-II Application for New ITIs

- Applicants shall have a one-year window from the date of NOC issuance to complete Stage-II application. Failure to submit the Stage-II application within this timeframe will result in its rejection. In such cases, the applicant must restart the process from the beginning, following the standard procedures for a new ITI application.
- The applicant institute must ensure that the civil infrastructure and machinery/equipment details submitted in the Stage-II application strictly adhere to the provisions outlined in **Chapter 9** and CTS curriculum of each trade which is available on the DGT website.
- The requirement for workshop and classroom space for a trade shall be calculated based on the number of base units sought for affiliation in that trade.
- The workshop area must conform to the latest specifications provided in the curriculum for each CTS trade. The latest workshop area and power requirements are listed in **Annexure-19**.
- The requirement for machinery and equipment shall be assessed in multiples of the base units sought for affiliation. Example: If the applicant applies for 5 (3+2) units, and n number of machines are required for 1 unit, then  $3 \times n$  machines will be required, with 3 being the number of base units.
- Only new machinery and equipment in running condition will be accepted for granting accreditation. No old machinery, equipment, and tools are acceptable for affiliation of any new trade/unit. All the tax invoices for machinery, equipment, and tools shall not be older than 12 months from the date of application of Stage-II.



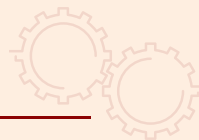
- vii. The shop floor machinery must be securely grouted into the ground or machine foundation. All machinery should be engraved with the institute name and MIS code, or for new institutions, the application number and institute name. Detailed guidelines for machinery installation are provided in **Annexure-12**.

### **2.5.3 Desktop Assessment**

- i. Upon submission of Stage-II application details and successful payment of the application fee, the application shall be automatically forwarded to the State Directorate login for Desktop Assessment.
- ii. Desktop Assessment is a preliminary evaluation process conducted by the State Directorate to verify the completeness, accuracy, and authenticity of an ITI's application based on the documents submitted during Stage-II.
- iii. This assessment ensures compliance with the prescribed affiliation norms and guidelines prior to proceeding to the joint inspection.
- iv. These applications shall be processed on a first-come, first-served basis.
- v. The State Directorate shall thoroughly examine the application and raise Non-Conformities (NCs), if any deficiencies are identified. The following aspects be thoroughly checked:
  - a. Building Plan
  - b. Building Completion Certificate(s)/Structural Safety Certificate(s)
  - c. Fire Safety Certificate(s)
  - d. Building related details
  - e. Power connection details
  - f. Trade-wise Building Info – Length, Width, Height, Ceiling Type, Flooring, area of Workshop, Classrooms, IT Lab and multipurpose hall etc.
  - g. Administrative and amenities area details e.g. Principal Room, Staff Room, Admin Hall, Counseling Room, Courtyard, Library, Canteen and First Aid facility etc.
  - h. Trade wise machinery and equipment availability and details of its purchase bill
- vi. The detailed checklist and format for Desktop Assessment is provided in **Annexure-13**.

#### **2.5.3.1. Timelines for Desktop Assessment**

- i. It shall be the responsibility of the concerned State/UT Directorate to complete the Desktop Assessment (DA) within three months from the date of receiving the application.
- ii. This timeline is exclusive to the DA process and does not include the time granted to the applicant for rectifying Non-Conformities (NCs).
- iii. To facilitate timely completion, a system-generated reminder shall be sent to the State Directorate every fortnight. If any applications remain pending beyond the stipulated three-month period, they shall be automatically forwarded to the respective RDSDE login for further processing.

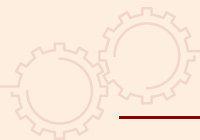


### **2.5.3.2. Scrutiny of the Application and Raising of Non-Conformities**

- i. In case of any deficiencies, discrepancies, or non-compliance with prescribed norms, guidelines, circulars, or regulations of DGT or the State Government, the State Directorate shall raise Non-Conformities (NCs) on the portal against the applicant ITI.
- ii. The applicant ITI shall be given one month from the date of issuance of NCs to rectify the deficiencies.
- iii. A system-generated email shall be sent to the registered email ID of the applicant ITI, and it shall be the responsibility of the applicant to regularly monitor and respond to such notifications.
- iv. Failure to rectify the deficiencies within the stipulated period shall result in outright rejection of the affiliation application on the portal without further consideration.
- v. If further clarification is needed, the State Directorate may raise NCs again for the same field with reasons. The applicant will get 15 days to comply. No further opportunity shall be granted if the applicant fails to resolve the deficiencies within the given time, and the application shall be rejected on the portal.

### **2.5.3.3. Escalation of Applications to RDSDE upon Expiry of State/UT Timelines**

- i. If the State Directorate fails to complete the DA within the stipulated three months, the applications shall be automatically moved to the login of the respective Regional Directorate of Skill Development and Entrepreneurship (RDSDE).
- ii. The RDSDE shall then be responsible for completing the DA within three months from the date of receipt of the application for DA in coordination with the officers of the State Directorate.
- iii. During the desktop assessment by RDSDE, NCs can be raised and the applicant shall be granted the opportunity to rectify the deficiencies as per norms within the defined time frame of one month from the date of NCs.
- iv. The applicant will receive an automated system-generated email notification on their registered email address, prompting them to address any non-compliances (NCs) identified during the desktop assessment. Upon rectification of the NCs by the applicant, RDSDE will proceed with the desktop assessment in accordance with prevailing norms.
- v. The RDSDE may request further clarification or re-raise any NCs on the same subject, providing clear reasons and instructions for subsequent clarification. The applicant will be given an additional 15 days from the date of intimation on registered email to rectify these NCs. Failure to address the NCs within the specified timeframe will result in the application being rejected on the portal without further opportunity for rectification.
- vi. Once the applicant successfully rectifies the NCs, the process for joint inspection will be initiated. This will be done on a first come, first serve basis.



### 2.5.4 Joint Inspection

After the successful completion of the desktop assessment, the applicant shall receive an intimation to upload the details of the instructors engaged against the trade(s) and unit(s) sought for affiliation within 15 days on the online portal as per details given below:

**Table 3: Details of Staff and Instructors**

| Particulars              | Instructor Name | Qualification                                                      | Year of Experience | Document upload |
|--------------------------|-----------------|--------------------------------------------------------------------|--------------------|-----------------|
| Principal                | Enter Name      | Enter Qualification<br>(10th, 12th, Degree / Diploma/CTS/ATS/CITS) | Enter Experience   | Upload document |
| Trade Name 1             | Enter Name      | Enter Qualification                                                | Enter Experience   | Upload document |
| Trade Name 2             | Enter Name      | Enter Qualification                                                | Enter Experience   | Upload document |
| Trade Name 3, 4 So on... | Enter Name      | Enter Qualification                                                | Enter Experience   | Upload document |
| Workshop Calculation     | Enter Name      | Enter Qualification                                                | Enter Experience   | Upload document |
| Any Other                | Enter Name      | Enter Qualification                                                | Enter Experience   | Upload document |

#### 2.5.4.1. Guidelines for Staff and Instructor details

- i. The applicant institute is required to fill in all staff and trade-wise instructor details and upload the following supporting documents in a single PDF file for each individual (Principal and instructors):
  - a. Qualification certificates
  - b. Experience certificates
  - c. Appointment letters
  - d. Identity proof (Aadhar Card/PAN Card etc.)
- ii. The applicant institute must ensure that all appointed instructors meet the qualifications prescribed in the CTS curriculum for their respective trades.
- iii. For existing ITIs, the applicant is additionally required to upload the details of instructors appointed for the already affiliated trades, along with valid proof of salary payments made over the last six months.
- iv. Once all relevant staff and instructor details have been uploaded, the application will be forwarded to concerned RDSDE for scheduling an inspection batch.
- v. The Institute shall be given two additional opportunities to submit the required instructor details. If the details are not uploaded initially, a system-generated notice will be issued, granting one month for compliance; in case of non-submission, a second and final notice will allow an additional one month.
- vi. If the institute still fails to upload the necessary details, the application will be automatically rejected, and the institute must reapply when the DGT affiliation portal reopens. No further extension or reconsideration shall be permitted beyond this period.
- vii. Upon receiving the complete instructor details from the applicant institute, a joint inspection batch will be created by the respective RDSDE.





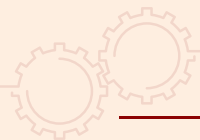
### **2.5.4.2. Guidelines for Joint Inspection**

To verify the infrastructural facilities of the institute, a joint inspection shall be conducted by the Inspection-cum-Verification Committee (ICVC). The joint inspection shall be carried out as per the following guidelines:

- i. The applicant institute must select an inspection slot within one month from the date of submission of instructor details.
- ii. The institute shall have the option to choose any two preferred slots for inspection from the four available slots spread over the upcoming two months, as outlined below:

| First Month  | Slot 1                                                      | Slot 2                                           |
|--------------|-------------------------------------------------------------|--------------------------------------------------|
|              | 1 <sup>st</sup> to 15 <sup>th</sup> day of the First Month  | 16 <sup>th</sup> to last day of the First Month  |
| Second Month | Slot 3                                                      | Slot 4                                           |
|              | 1 <sup>st</sup> to 15 <sup>th</sup> day of the Second Month | 16 <sup>th</sup> to last day of the Second Month |

- iii. If the institute fails to select a slot within the stipulated period, the RDSDE will create the inspection batch, based on the availability of inspecting members.
- iv. Once the applicant submits the preferred slot, RDSDE will initiate batch formation based on the availability of inspecting members and the institute's preferred slot.
- v. A system-generated automated email will be sent to the applicant's registered email ID as a reminder to ensure that all infrastructure and required documents are prepared as per the latest DGT standards before the scheduled inspection.
- vi. A four-member ICVC shall be constituted to conduct the inspection, comprising:
  - a) One member from RDSDE (DGT Representative), not below the rank of Gazetted Officer
  - b) One member from the State Directorate, not below the rank of Gazetted Officer
  - c) One technically qualified member (Workshop Superintendent/Lecturer) from a Government Engineering College or Polytechnic
  - d) One Industry Representative
- vii. The State/UT Directorate shall upload the list of available representatives from Government Engineering Colleges/Polytechnics and industry on the Affiliation Portal.
- viii. For the inspection to be considered valid, the quorum shall mandatorily include representatives from both the RDSDE (DGT) and the State Directorate.
- ix. If an applicant refuses the scheduled inspection or seeks rescheduling, they must submit a formal request through the portal to the RDSDE, specifying a preferred inspection slot within the next two months. One rescheduling will be permitted without charge.
- x. A second and final rescheduling may be allowed only upon payment of a non-refundable fee of ₹5,000. No further rescheduling will be permitted beyond this, and the application will be rejected.
- xi. It is important to note that applications with rescheduled inspection dates will only be considered after pending applications for the upcoming session have been inspected. In such cases, the affiliation shall be decided as per the timelines of the academic calendar issued from DGT.



- xii. If the applicant ITI denies inspection on the scheduled date, or requests additional extensions, no further opportunities for inspection will be granted, and the application will be rejected on portal. In such cases, applicants must submit a fresh application and adhere to the procedures outlined in the rules.
- xiii. During the inspection, applicants must present the original documents submitted during Stage-I and Stage-II of the application for verification by the Inspection-cum-Verification Committee (ICVC).
- xiv. The inspecting member shall prepare a video showcasing all the infrastructural facilities for around 5-10 minutes as per the rules given at **Annexure-14** shall be followed.
- xv. After the joint inspection, the inspecting members shall submit their report on the portal within 03 days of the completion of inspection and provide the trade/unit wise recommendations, as per the format given at **Annexure-15**.

### **2.5.5 Decision on Granting Accreditation / Affiliation**

The process of granting accreditation or affiliation to an ITI is carried out based on a comprehensive evaluation of inspection findings, supporting documents, and adherence to prescribed norms. For this purpose, Standing Committee on Accreditation & Affiliation (SCAA) has been constituted at the DGT level.

The role of the SCAA is to examine affiliation-related matters and provide final recommendations to the Director General (Training) for approval.

#### **2.5.5.1. Composition of Standing Committee on Accreditation & Affiliation (SCAA)**

**Table 4: Composition of Standing Committee on Accreditation & Affiliation (SCAA)**

| Sr. No. | Composition      | Designation                                                                                                                                                                                                                 |
|---------|------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.      | Chairperson      | Deputy Director General, DGT, Hq.                                                                                                                                                                                           |
| 2.      | Member Secretary | Director (Trade Certification), DGT Hq.                                                                                                                                                                                     |
| 3.      | Member           | State/UT Directors (whose proposals are being considered)                                                                                                                                                                   |
| 4.      | Member           | Regional Directors, RDSDEs (from State whose proposals are being considered)                                                                                                                                                |
| 5.      | Member           | Industry Representative may be opted as per requirement                                                                                                                                                                     |
| 6.      | Member           | Representatives from following may be opted as per requirement-<br>i. All India Council for Technical Education (AICTE)<br>ii. University Grants Commission (UGC)<br>iii. Central Board of Secondary Education (CBSE), etc. |

#### **2.5.5.2. Functions of Standing Committee on Accreditation & Affiliation**

The Standing Committee on Accreditation & Affiliation (SCAA) shall perform the following functions:

- i. Scrutinize proposals for affiliation /de-affiliations received from various State /UT Directorates/ SSDEC.
- ii. Grant of Affiliation to ITIs that have met the required affiliation norms.
- iii. Reject or Not Recommend the institute that have failed to meet the affiliation norms.



- iv. Provide final recommendation for de-affiliation/self-surrender proposals.
- v. Review of affiliation/de -affiliation norms.

### 2.5.5.3. Guidelines and Procedure for Conducting SCAA Meetings

- i. Meetings of the SCAA shall be convened once in a month or as required, based on the volume and urgency of proposals.
- ii. A minimum quorum of fifty percent of the total members of the Committee shall be required to conduct an SCAA meeting.
- iii. The Trade Certification/Affiliation Division of DGT shall provide secretarial and administrative support for the functioning of the SCAA.
- iv. Once inspection reports are received on the DGT affiliation portal, a scrutiny form incorporating the remarks of the inspecting members on each point will be generated.
- v. The Affiliation section of DGT will review the inspection reports and evaluate the case in accordance with the affiliation norms and the final proposals shall be placed before the SCAA, for consideration and recommendation.
- vi. The recommendations provided by the inspecting members or/and State Directorate shall not be binding on SCAA. The SCAA may overrule the recommendation of the inspecting members or/and State Directorate as deemed fit as per affiliation norms.
- vii. The recommendations and decisions of the SCAA shall be submitted to the Director General (Training), for final approval.

### 2.5.5.4. Decision of Standing Committee on Accreditation & Affiliation (SCAA)

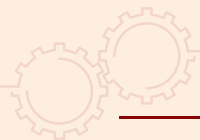
The decision of SCAA shall be issued in from of minutes of meeting. SCAA decisions can fall into three categories: Recommended or Not Recommended, or the Compliance Cases to rectify deficiencies observed during the SCAA meeting.

#### A. Recommended

- i. If the application meets all prescribed norms, the SCAA can recommend the affiliation proposal. The affiliation order will be issued online through portal in the format given at **Annexure-16**.
- ii. The affiliation of the ITI shall be valid for six (6) years from the date of grant of affiliation. Thereafter, ITI needs to get its affiliation renewed by applying on the designated portal one year prior to expiry of affiliation.

#### B. Not recommended

- i. The SCAA, in strict adherence to the provisions of the Affiliation Norms, may directly reject any application, including but not limited to the following reason(s):
  - a. Non-fulfilment of the minimum grading criteria or any other mandatory grading-related instructions or guidelines issued by the DGT from time to time.
  - b. Submission of forged, fabricated, or falsified documents at any stage of the application process. In such cases, the applicant shall also be debarred from submitting any new application for a period of three years.
  - c. Any other instance, that deems fit for rejection based on reasonable grounds



- ii. In such cases, a formal notice shall be issued to the applicant, clearly stating the grounds for non-recommendation and proposed rejection. The applicant shall be granted a period of 15 days to submit a written representation, if any.
- iii. Upon receipt of such representation and relevant supporting documents, the SCAA shall undertake a detailed examination and, based on its findings, issue a reasoned and speaking order conveying the final decision.

### **C. Compliance Mechanism: Opportunity for Rectification of Deficiencies**

- i. In cases where deficiencies are observed by the SCAA then a one-time opportunity may be granted to the applicant to rectify the identified deficiencies.
- ii. The details of such deficiencies shall be uploaded on both the affiliation portal and on the public portal in form of decision of SCAA / minutes of SCAA meeting.
- iii. The applicant shall be required to address and rectify the deficiencies strictly in accordance with the timelines and procedure prescribed by the SCAA.
- iv. The verification of the rectified deficiencies may be carried out by the respective State Directorate or/and the RDSDE, either through online mode or by way of physical inspection of the concerned institute.
- v. Upon submission of compliance by the applicant/State Directorate/RDSDE (as per the remarks of SCAA), the case shall be re-evaluated by the SCAA. If the applicant fails to rectify the deficiencies within the stipulated period, the application shall be liable for rejection.
- vi. The SCAA may grant one additional opportunity to the applicant to resubmit required documents or rectify any remaining deficiencies. If the applicant fails to comply even after this opportunity, the application shall be liable for rejection.

### **2.5.6 Grievance and Appeal Procedure**

To ensure transparency, fairness, and accountability in the affiliation process, a structured grievance redressal and appeal mechanism has been established for applicants or institutions aggrieved by the decisions of the SCAA or the DGT.

#### **2.5.6.1. Grievance Redressal Mechanism**

- i. Applicants dissatisfied with the decision of the SCAA/DGT may submit a grievance through the designated grievance module on the Affiliation Portal within one month from the date of issue of the SCAA's decision.
- ii. The grievances shall be reviewed by a Grievance Redressal Committee (GRC) constituted by DGT. The composition of the GRC is as follows:

**Table 5: Composition of Grievance Redressal Committee (GRC)**

| Sr. No. | Description of members                                                                                                 | Role      |
|---------|------------------------------------------------------------------------------------------------------------------------|-----------|
| 1       | Two Deputy Director Generals of Training other than the SCAA chairperson (with the senior-most serving as head of GRC) | Head      |
| 2       | Two co-opted Directors of DGT                                                                                          | Member(s) |
| 3       | Joint Director (TC Section)                                                                                            | Convener  |





- iii. DGT may modify the composition of the GRC at any time, based on administrative requirements.
- iv. The recommendations of the GRC shall be submitted for approval to the Director General (Training).
- v. If the applicant is not satisfied with the decision of the GRC, they may file an appeal within one month from the date of issuance of the GRC's decision.

#### **2.5.6.2. Appeal Mechanism**

- i. Appeals shall be reviewed by an Appellate Committee, constituted as follows:

**Table 6: Composition of Appellate Committee**

| Sr. No. | Description of members                                                                             | Role      |
|---------|----------------------------------------------------------------------------------------------------|-----------|
| 1       | Director General (Training)                                                                        | Head      |
| 2       | Two co-opted officers of Director Level of DGT (HQ) (Other than the Grievance Redressal Committee) | Member(s) |
| 3       | Director (TC Section)                                                                              | Convener  |

- ii. The recommendations of the Appellate Committee shall be submitted for final approval to the Secretary, Ministry of Skill Development & Entrepreneurship (MSDE).
- iii. The final decisions of both the Grievance Redressal Committee and the Appellate Committee shall be updated on the Affiliation Portal within 90 days from the date of receipt of the grievance or appeal.

#### **2.5.6.3. Terms of Reference (ToR) of the Grievance Redressal Committee**

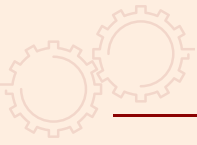
The Terms of Reference (ToR) of Grievance Redressal Committee shall be as follows:

- i. The GRC meeting will be scheduled once every two months by the convener of this committee.
- ii. The convener of the GRC shall present all the grievances received through the online portal to the Committee since the last committee meeting. The Committee will examine the grievance on the basis of affiliation norms and take decision on the grievances.
- iii. The GRC has the authority to uphold or overrule the SCAA's decision based on the evidence and documents presented. If the grievance is rejected / denied, the applicant shall be provided with reasonable grounds for the rejection of grievance.
- iv. Director General (Training) shall be the competent authority for approval of the recommendations of the GRC committee.

#### **2.5.6.4. Guidelines for registering Grievances and Appeals**

- i. Grievances must be clearly stated, supported by legible documents, and properly indexed with page numbers for easy reference.
- ii. Any discrepancy in the authenticity of documents will result in non-processing of the grievance/appeal.
- iii. If dissatisfied with the GRC's decision, the applicant may file an appeal through the portal within one month of the decision or as per the prescribed timeline. Failure to do so will close the appeal window.





- iv. Appeals will be considered only if justified with valid reasons and supporting documentary evidence.
- v. The grounds for appeal must be distinct from those raised in the initial grievance.
- vi. Repetitive grievance and appeals on the same subject will not be accepted.
- vii. The Appellate Committee's decision shall be communicated through the portal and will be final, with no further appeal permitted on the same matter.

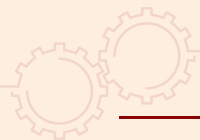
**Conclusion:** This chapter detailed the structured two-stage process for accrediting and affiliating new ITIs under the affiliation norms, 2025. It emphasized transparency, defined timelines, documentation clarity, and reduced procedural complexity. With streamlined desktop assessments, joint inspections, and integrated grievance redressal mechanisms, this process ensures that only institutes meeting quality standards are granted affiliation. The applicant entities should carefully read this chapter and get the procedural clarity before setting up of new ITIs.

CHAPTER

03

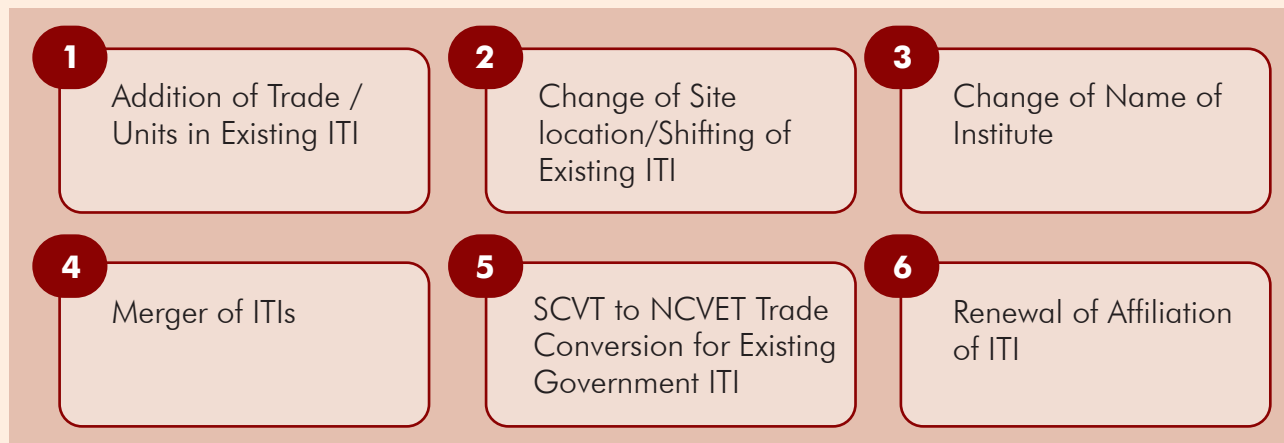
# Affiliation Process for Existing ITI



**03**  
CHAPTER**Affiliation Process for Existing ITI**

This Chapter provides comprehensive guidelines for existing ITIs to apply for affiliation under various categories through the designated affiliation portal. The applicable categories include:

**The existing Institutes can apply for affiliation for the following categories:**



The detailed application processes, documentation requirements, and procedural steps for each of the above categories are outlined in the subsequent sections.

### 3.1. Addition of Trade/Units in Existing ITI

Existing ITIs, which are already affiliated with the DGT may submit applications for the addition of trade(s) and unit(s) through the designated affiliation portal using their MIS code.

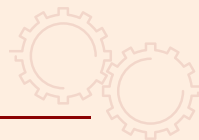
#### 3.1.1. Process for Application for Addition of Trade/Units in Existing ITI

The application process for addition of trades/units in existing ITIs comprises two stages. The prescribed application form for Stage-I is provided below.

*Table 7: Stage-I Application form for Addition of Trade(s)/Unit(s) in Existing ITI*

| A. Details of Applicant ITI                                    |                                                                              |                       |                  |           |
|----------------------------------------------------------------|------------------------------------------------------------------------------|-----------------------|------------------|-----------|
| Sr. No.                                                        | Particulars                                                                  | Details               |                  | Type      |
| 1.                                                             | MIS Code                                                                     | Fill the MIS Code     |                  | Mandatory |
| 2.                                                             | Name & Complete Address of ITI, and details of already Affiliated Trade/Unit | <Auto populated >     |                  |           |
| 3.                                                             | Coordinates of ITI<br>(Use Google Maps or GPS to get accurate values)        | Latitude<br>Longitude |                  | Mandatory |
| 4.                                                             | Whether the Institute was established under MSTI category in unserved Block  | (Yes /No)             |                  | Mandatory |
| B. Details of Trade(s)/Unit(s) Sought for Affiliation          |                                                                              |                       |                  |           |
| Sr. No                                                         | Particulars                                                                  | Units in Shift 1      | Units in Shift 2 | Type      |
| 5.                                                             | Trade Name -1                                                                | Fill the details      | Fill the details | Mandatory |
| 6.                                                             | Trade Name- 2                                                                | Fill the details      | Fill the details | Mandatory |
| Fill in the details of all trade units sought for affiliation. |                                                                              |                       |                  |           |





**C. Basic Details of Applicant Entity (Society / Trust /Private Limited Company /Public Limited Company/Sole Proprietor /Private Institution /Individual/Public Sector Undertaking /Central / State Government/ Union Territory Administration)**

| Sr. No. | Particulars                                                                                          | Details               | Type                                         |
|---------|------------------------------------------------------------------------------------------------------|-----------------------|----------------------------------------------|
| 7.      | Name of Applicant Entity                                                                             | Fill the name         | Mandatory                                    |
| 8.      | Address of Applicant Entity                                                                          | Fill complete address | Mandatory                                    |
| 9.      | Authorized Signatory Details<br>(Name, Designation, Email, Mobile, ID Proof)                         | Fill the details      | Mandatory                                    |
| 10.     | Details of Secretary/Chairperson/President<br>(Name, Designation, Email ID, Mobile Number, ID proof) | Fill the details      | (Applicable for Societies/Trusts/ Companies) |

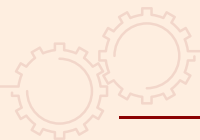
**D. Details of the Land Used for ITI**

| Sr. No. | Particulars                                                                                                                           | Details                                                                       | Type      |
|---------|---------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|-----------|
| 11.     | Possession of Land                                                                                                                    | Select one:<br><input type="checkbox"/> Owned <input type="checkbox"/> Leased | Mandatory |
| 12.     | Land Area (In Square Meters)                                                                                                          | Fill the area                                                                 | Mandatory |
| 13.     | If Owned Land:<br>(i) Land Owner's Name<br>(ii) Land Registration/Registry Number                                                     | Fill the details                                                              | Mandatory |
| 14.     | If Leased Land:<br>(i) Lessor & Lessee Name<br>(ii) Date of Commencement and Expiry of Lease<br>(Month /Year) (iii) Lease Deed number | Fill the details                                                              | Mandatory |

**E. Details of documents to be uploaded**

| Sr. No                                                                                                                                                                                                         | Particulars                                                                                                                                                       | Type                                                                                                               |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|
| 15.                                                                                                                                                                                                            | Land Documents                                                                                                                                                    | Mandatory                                                                                                          |
| 16.                                                                                                                                                                                                            | ID Proof of Authorized Signatory<br>(Aadhaar Card/ PAN Card/Voter ID Card)                                                                                        | Mandatory                                                                                                          |
| 17.                                                                                                                                                                                                            | Resolution from Applicant Entity for authorized signatory<br>(Format as given at <b>Annexure-5</b> )                                                              | Mandatory                                                                                                          |
| 18.                                                                                                                                                                                                            | Registration Certificate of Applicant Entity                                                                                                                      | (Applicable for Societies or Trusts/ Private/Public Limited Companies /Sole Proprietary/Public Sector Undertaking) |
| 19.                                                                                                                                                                                                            | ID Proof of Secretary/Chairperson/President<br>(Aadhaar Card/ PAN Card /Voter ID Card)                                                                            |                                                                                                                    |
| 20.                                                                                                                                                                                                            | Resolution for Trade/Unit Addition ( <b>Annexure-4</b> ) and resolution for ear-marking land, building, and resources for the ITI, if any, ( <b>Annexure-6</b> ). |                                                                                                                    |
| 21.                                                                                                                                                                                                            | Any additional documents, if mandated by the State /UT Directorate (e.g., PAN card and/or balance sheet of the applicant entity, etc.)                            |                                                                                                                    |
| <input type="checkbox"/> <b>Self Declaration</b><br>Institute's self-declaration confirming compliance with the Affiliation Norms and acknowledging its responsibilities, as prescribed in <b>Annexure-7</b> . |                                                                                                                                                                   | Must be ticked mandatorily by the applicant in the portal                                                          |
| Payment link for Stage-I fee                                                                                                                                                                                   |                                                                                                                                                                   | Mandatory                                                                                                          |





### 3.1.2. Guidelines Applicable for Addition of Trade/Units in Existing ITI

- i. At the time of application, ITI must meet the minimum prescribed grading criteria for addition of trades/units and comply with all other applicable grading-related requirements as issued by DGT from time to time.
- ii. Upon successful completion of Stage-I details, the application will be forwarded to the State/UT Directorate through portal, for evaluation and decision on the issuance of the No Objection Certificate (NOC) as per the guidelines given in section 2.5.1.2 in **Chapter 2** and SOP for NOC as given in **Annexure-8**.
- iii. After obtaining the NOC, the applicant must provide civil infrastructure, power, and machinery details in Stage-II, as per the procedure in section 2.5.2 in **Chapter 2**.
- iv. The existing ITIs shall also require to upload all documents required for Stage-II and joint inspection as mentioned in **Annexure-1**. In addition, they must upload details of instructors appointed for the already affiliated trades, along with proof of salary payment for the last six months.
- v. The process of desktop assessment, joint inspection and final decision by DGT, will remain the same for such applications, as defined in **Chapter 2**.
- vi. If the institute has applied for addition of units in the existing affiliated trade(s) then the inspecting members can also check the infrastructure and machinery availability for the already affiliated unit(s) in that particular trade.
- vii. The addition of trade(s) and unit(s) in existing ITIs shall be permitted only if the institute complies with the applicable DGT norms, circulars, and guidelines issued from time to time.
- viii. ITIs established prior to the issuance of these norms shall be exempted from the minimum land requirement, as specified in Section 9.1.1 of **Chapter 9** as well as the requirement of a minimum of four trades. Nonetheless, such institutes must meet the prescribed space norms for workshop, classroom, IT lab, and other infrastructure requirements as outlined in **Chapter 9**.

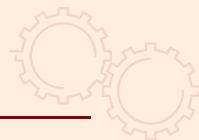
### 3.2. Change of Location/Shifting of Existing ITI

In certain cases, ITIs affiliated with the DGT may require relocation/shift their premises due to administrative, infrastructural, or operational reasons. To facilitate such shifting/relocation of the institute, a formal procedure has been prescribed.

This provision facilitates the relocation of ITIs within the same State or Union Territory while ensuring that all required norms related to civil infrastructure, power supply, machinery, equipment, safety, and instructional standards are duly verified and met at the new premises.

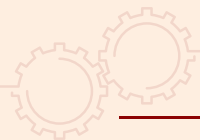
#### 3.2.1. Process for Application for Change of Location/Shifting of Existing ITI

The existing institute can change their location anywhere in the territorial jurisdiction of their respective State/UT. To initiate the process, the applicant institute must apply through the designated affiliation portal using its MIS code. The application process comprises two stages. The prescribed application form for Stage-I is provided below:

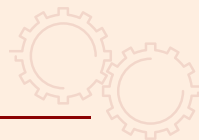


*Table 8: Stage -I Application form for Change of Location/Shifting of Existing Institute*

| <b>A. Details of Applicant ITI</b>                                                                                                                                                                                                                 |                                                                                                             |                                                                                                                        |                                                    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|
| <b>Sr. No.</b>                                                                                                                                                                                                                                     | <b>Particulars</b>                                                                                          | <b>Details</b>                                                                                                         | <b>Type</b>                                        |
| 1.                                                                                                                                                                                                                                                 | MIS Code                                                                                                    | Fill the MIS Code                                                                                                      | Mandatory                                          |
| 2.                                                                                                                                                                                                                                                 | Name of Institute                                                                                           | <Auto populated >                                                                                                      |                                                    |
| 3.                                                                                                                                                                                                                                                 | Details of already Affiliated Trade /Unit                                                                   | <Auto populated >                                                                                                      |                                                    |
| 4.                                                                                                                                                                                                                                                 | Complete existing address of Institute                                                                      | <Auto populated >                                                                                                      |                                                    |
| 5.                                                                                                                                                                                                                                                 | Complete new address of Institute                                                                           | (Plot number/Khasra Number/<br>Gata Number, Sector/Block /<br>Village, District, State, Pin Code)                      | Mandatory                                          |
| 6.                                                                                                                                                                                                                                                 | Coordinates of ITI new location<br>(Use Google Maps or GPS to get<br>accurate values)                       | Latitude<br>Longitude                                                                                                  | Mandatory                                          |
| 7.                                                                                                                                                                                                                                                 | Whether the Institute is established<br>under MSTI in unserved Block                                        | (Yes /No)                                                                                                              | Mandatory                                          |
| <b>B. Details of Trade(s)/Unit(s) sought for Affiliation</b>                                                                                                                                                                                       |                                                                                                             |                                                                                                                        |                                                    |
| Type of application (Select One)                                                                                                                                                                                                                   |                                                                                                             |                                                                                                                        |                                                    |
| <input type="checkbox"/> Shifting with currently affiliated trade/unit(s)                                                                                                                                                                          |                                                                                                             |                                                                                                                        |                                                    |
| <input type="checkbox"/> Shifting to new location with currently affiliated trade/unit(s) and addition of new trade/unit(s)                                                                                                                        |                                                                                                             |                                                                                                                        |                                                    |
| <b>Sr. No.</b>                                                                                                                                                                                                                                     | <b>Particulars</b>                                                                                          | <b>Shift wise Unit(s)</b>                                                                                              | <b>Type</b>                                        |
| 8.                                                                                                                                                                                                                                                 | If, shifting with currently affiliated<br>trade/unit(s)                                                     | Details of already affiliated trade/units shall be auto<br>populated from existing portal<br>(select the trades/units) |                                                    |
| 9.                                                                                                                                                                                                                                                 | If, shifting to new location with<br>currently affiliated trade/unit(s) and<br>new trade/unit(s)            | Fill the details of Shift wise<br>Trade/units sought for affiliation<br>at new location                                | Mandatory                                          |
| <b>C. Basic Details of Applicant Entity (Society / Trust /Private Limited Company /Public<br/>Limited Company/Sole Proprietor /Private Institution /Public Sector Undertaking /Central /<br/>State Government/ Union Territory Administration)</b> |                                                                                                             |                                                                                                                        |                                                    |
| <b>Sr. No.</b>                                                                                                                                                                                                                                     | <b>Name of Applicant Entity</b>                                                                             | <b>Fill the name</b>                                                                                                   | <b>Mandatory</b>                                   |
| 10.                                                                                                                                                                                                                                                | Name of Applicant Entity                                                                                    | Fill the name                                                                                                          | Mandatory                                          |
| 11.                                                                                                                                                                                                                                                | Address of Applicant Entity                                                                                 | Fill complete address<br>(Plot number/ Block, District,<br>State, Pin Code)                                            | Mandatory                                          |
| 12.                                                                                                                                                                                                                                                | Authorized Signatory<br>(Name, designation, email id, Mobile<br>Number, ID proof)                           | Fill the details                                                                                                       | Mandatory                                          |
| 13.                                                                                                                                                                                                                                                | Details of Secretary/Chairperson/<br>President<br>(Name, Designation, Email ID, Mobile<br>Number, ID proof) | Fill the details                                                                                                       | (Applicable for<br>Societies/Trusts/<br>Companies) |

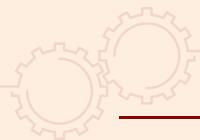


| D. Details of the Land Used for New Location                                                                                                                                                                   |                                                                                                                                                                     |                                                                                                                      |                                                           |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|
| Sr. No.                                                                                                                                                                                                        | Particulars                                                                                                                                                         | Details                                                                                                              | Type                                                      |
| 14.                                                                                                                                                                                                            | Possession of Land                                                                                                                                                  | Select one:<br><input type="checkbox"/> Owned<br><input type="checkbox"/> Leased                                     | Mandatory                                                 |
| 15.                                                                                                                                                                                                            | Land Area (In Square Metres)                                                                                                                                        | Fill the area                                                                                                        | Mandatory                                                 |
| 16.                                                                                                                                                                                                            | If Owned Land:<br>(i) Land Owner's Name<br>(ii) Land Registration Number/Registry Number                                                                            | Fill the details                                                                                                     | Mandatory                                                 |
| 17.                                                                                                                                                                                                            | If Leased Land:<br>(i) Name of Lessor and Lessee<br>(ii) Date of Commencement and Expiry of Lease (Month/Year)<br>(iii) Lease Deed number                           | Fill the details                                                                                                     | Mandatory                                                 |
| E. Details of documents to be uploaded                                                                                                                                                                         |                                                                                                                                                                     |                                                                                                                      |                                                           |
| Sr. No.                                                                                                                                                                                                        | Particulars                                                                                                                                                         | Type                                                                                                                 |                                                           |
| 18.                                                                                                                                                                                                            | Land Documents                                                                                                                                                      | Mandatory                                                                                                            |                                                           |
| 19.                                                                                                                                                                                                            | ID Proof of Authorized Signatory (Aadhaar Card/ PAN Card /Voter ID Card)                                                                                            | Mandatory                                                                                                            |                                                           |
| 20.                                                                                                                                                                                                            | Resolution from Applicant Entity for authorized signatory (Format as given at <b>Annexure-5</b> )                                                                   | Mandatory                                                                                                            |                                                           |
| 21.                                                                                                                                                                                                            | Registration Certificate of Applicant Entity                                                                                                                        | (Applicable for Societies or Trusts/ Private/ Public Limited Companies /Sole Proprietary/ Public Sector Undertaking) |                                                           |
| 22.                                                                                                                                                                                                            | ID Proof of Secretary/Chairperson/President (Aadhaar Card/ PAN Card/ Voter ID Card)                                                                                 |                                                                                                                      |                                                           |
| 23.                                                                                                                                                                                                            | Resolution regarding earmarking of land, building, and other resources exclusively dedicated to the ITI (if any), as per the format provided in <b>Annexure-6</b> . |                                                                                                                      |                                                           |
| 24.                                                                                                                                                                                                            | Any additional documents, if mandated by the State /UT Directorate (e.g., PAN card and/or balance sheet of the applicant entity).                                   |                                                                                                                      |                                                           |
| <input type="checkbox"/> <b>Self Declaration</b><br>Institute's self-declaration confirming compliance with the Affiliation Norms and acknowledging its responsibilities, as prescribed in <b>Annexure-7</b> . |                                                                                                                                                                     |                                                                                                                      | Must be ticked mandatorily by the applicant in the portal |
| Payment link for Stage-I fee                                                                                                                                                                                   |                                                                                                                                                                     |                                                                                                                      | Mandatory                                                 |



### **3.2.2.Guidelines for Applicable for Change of Location/Shifting of Existing ITI**

- i. The portal shall remain open throughout the year for submitting applications for change of location/shifting.
- ii. Upon successful completion of Stage-I details, the application will be forwarded to the State / UT Directorate through portal for evaluation and decision on the issuance of the No Objection Certificate (NOC) as per the guidelines given in section 2.5.1.2 in **Chapter 2**.
- iii. After obtaining the NOC, the applicant must provide civil infrastructure, power, and machinery details in Stage-II, as per the procedure in section 2.5.2 in **Chapter 2**.
- iv. These institutes shall also be required to upload all documents related to Stage-II, pertaining to the new location, along with those required for the joint inspection, as specified in **Annexure- 1**.
- v. Upon submission of the Stage-II application, the State/UT Directorate shall conduct the desktop assessment as per the guidelines specified in **Chapter 2**. However, applications for shifting of existing ITIs shall be processed separately and not clubbed with applications for new ITI affiliation or addition of trades/units etc. The States/UT Directorate shall assess such shifting applications independently, in the order of their receipt on the portal.
- vi. The process of Joint Inspection, and final decision by the Standing Committee on Accreditation & Affiliation (SCAA) shall be carried out as prescribed in **Chapter 2**.
- vii. The ITI may shift/relocate with the some or all trade(s) / units which were currently affiliated at the old location. In such cases, ITI shall be exempted from the minimum four trade requirement and grading criteria.
- viii. However, if the ITI applies for the relocation/shifting along with the addition of new trade(s)/ unit(s), the minimum grading criteria (latest grading score available at the time of application) for adding trades/units will be applicable.
- ix. The land and institutional infrastructure, including classrooms, workshops, IT labs, multipurpose halls, and administrative areas, must comply with the latest affiliation norms. Additionally, trade-specific infrastructure must adhere to the latest syllabus norms issued by DGT.
- x. During the process of shifting from one location to another, the applicant ITI shall be permitted to utilize all movable machinery, equipment, tools, and related items, subject to the condition that they are in good working order and deemed safe for conducting practical training.
- xi. Accordingly, such applicant ITIs shall be exempted from the requirement stipulated under the affiliation norms which states:  
*"...All the tax invoices of machinery, equipment, and tools shall not be older than twelve months from the date of application..."*
- xii. However, the relocation of machinery, equipment, and tools to the new location shall be permitted only after all currently enrolled trainees have completed their full training-related activities at the old location.
- xiii. While relocating the ITI to a new location, the institute shall ensure that all enrolled trainees have completed their training-related activities, and that no new admissions are made during the transition period.
- xiv. After issuance of NOC, no fresh admissions shall be permitted in the institute till the formal affiliation is granted. ITI will only be permitted to admit students at the new location if its



application for shifting is recommended / approved by SCAA and the admission shall be allowed as per the academic calendar issued by DGT.

- xv. If the SCAA does not recommend the shifting of the ITI at the new location, then the institute will not be allowed to continue operations at either of the locations.
- xvi. Any ITI that is completely de-affiliated by DGT, shall not be eligible to apply for relocation / shifting.
- xvii. MSTIs which are established in unserved block, are permitted to relocate only within the same block in which they were originally established, as the relaxation of affiliation norms under MSTI scheme is restricted to unserved block only.
- xviii. If an existing ITI is found operating from an unaffiliated or temporary location, or relocates to a new premise without following the prescribed relocation process and obtaining final approval from DGT, de-affiliation proceedings shall be initiated against the institute.
- xix. If in any case ITI is required to shift/relocate due to force majeure (Force majeure, means situations where natural disasters like cyclone, natural fire/wildfire, flood, war, earthquake, tsunami, drought, or any other nature-caused calamity, which affected the regular operation of the institute) then it will be dealt as an exceptional case by DGT.

### **3.3. Change of Name of ITI**

If an affiliated ITI, intends to change its existing name, the following guidelines and procedures shall be applicable:

#### **3.3.1. General Principles**

- i. The new name of the ITI shall not be abbreviated in a manner that resembles or imitates the names of nationally recognized institutions, including but not limited to: IIM/IIT/IISc/NIT/NSTI/IISER/IIIT/IIEST/MSDE/UGC/Gol
- ii. The applicant ITI shall not use terms that may misrepresent the institute as a government entity, particularly the following:
  - a. Government/India/Indian/National/All India/All India Council/Commission
  - b. Any name prohibited under the Emblems and Names (Prevention of Improper Use) Act, 1950.
- iii. The proposed name shall not be identical to that of any existing affiliated institute already registered on the DGT portal.

#### **3.3.2. Documents required for application for Change of Name of Institute**

The following documents must be uploaded by the applicant institute while applying for a change in the name of the institute through the designated affiliation portal:

- i. **Resolution for name change:** A resolution passed by at least two-thirds (2/3) majority of the governing body members (in the case of a Trust, Society, or Company), or by the ITI owner (for privately owned institutes), explicitly approving the proposed name change.

The resolution must include a clear rationale for the name change, confirm that the change does not affect the ownership or location of the institute, and must be duly signed by the Chairperson/Secretary/President (for Trust/Society/Company) or the ITI Owner (for privately owned institutes).



- ii. **Registration Certificate:** A copy of the registration certificate of the Trust/Society/Company (in case of institutes managed by a Trust/Society/Company).
- iii. **Undertaking regarding continuity of liabilities and responsibilities:** An undertaking by the governing body of the Trust/Society/Company, or the ITI Owner (in the case of privately-owned institutes), stating that the change in name does not signify any change in the ownership, location, or legal status of the institute.

The undertaking should also confirm that all existing liabilities and responsibilities will continue to be upheld under the new name.

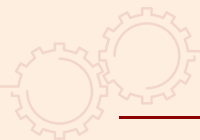
### 3.3.3. Application Process for Change of Name of ITI

The applicant can apply for change of name of institute and submit the details in the application from given below:

*Table 9: Application Form for Change of Name of ITI*

| A. Details of Applicant ITI                                                                                                                                                                                                                      |                                                                                                      |                                                                              |                                               |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|-----------------------------------------------|
| Sr. No                                                                                                                                                                                                                                           | Particulars                                                                                          | Details                                                                      | Type                                          |
| 1.                                                                                                                                                                                                                                               | MIS Code                                                                                             | Fill the MIS Code                                                            | Mandatory                                     |
| 2.                                                                                                                                                                                                                                               | Name and Complete Address of Institute                                                               | <Auto populated >                                                            |                                               |
| 3.                                                                                                                                                                                                                                               | New Proposed Name of Institute                                                                       | Fill the details                                                             | Mandatory                                     |
| 4.                                                                                                                                                                                                                                               | Coordinates of ITI<br>(Use Google Maps or GPS to get accurate values)                                | Latitude<br>Longitude                                                        | Mandatory                                     |
| B. Basic Details of Applicant Entity (Society / Trust /Private Limited Company /Public Limited Company/Sole Proprietor /Private Institution /Individual /Public Sector Undertaking / Central / State Government/ Union Territory Administration) |                                                                                                      |                                                                              |                                               |
| 5.                                                                                                                                                                                                                                               | Name of Applicant Entity                                                                             | Fill the name                                                                | Mandatory                                     |
| 6.                                                                                                                                                                                                                                               | Address of Applicant Entity                                                                          | Fill complete address<br>(Plot number / Block,<br>District, State, Pin Code) | Mandatory                                     |
| 7.                                                                                                                                                                                                                                               | Authorized Signatory<br>(Name, designation, email id, Mobile Number, ID proof)                       | Fill the details                                                             | Mandatory                                     |
| 8.                                                                                                                                                                                                                                               | Details of Secretary/Chairperson/President<br>(Name, Designation, Email ID, Mobile Number, ID proof) | Fill the details                                                             | (Applicable for Societies/Trusts / Companies) |
| C. Documents upload (As specified in section 3.3.2 in this Chapter)                                                                                                                                                                              |                                                                                                      |                                                                              |                                               |
| 1.                                                                                                                                                                                                                                               | Resolution for Name Change                                                                           |                                                                              | Mandatory                                     |
| 2.                                                                                                                                                                                                                                               | Registration Certificate (If institute is established and managed by a Trust/Society/ Company)       |                                                                              |                                               |
| 3.                                                                                                                                                                                                                                               | Undertaking Regarding Continuity of liabilities and responsibilities                                 |                                                                              |                                               |
| Payment Link for Fee                                                                                                                                                                                                                             |                                                                                                      |                                                                              | Mandatory                                     |





### 3.3.4. Timelines for processing the Application for Change of Name of ITI

The following timelines shall apply for processing applications requesting a change of the existing name of an ITI:

*Table 10: Application Process for Name change of Institute*

| Sr. No. | Activities                                                                                                                                                                                                           | Responsibility               | Timelines                                         |
|---------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|---------------------------------------------------|
| 1.      | Submission of application for name change along with required documents                                                                                                                                              | Applicant Institute          | When DGT affiliation portal is opened             |
| 2.      | Evaluate the submitted details, obtain comments from the Trade Testing Cell, DGT regarding results, issuance of mark sheets, certificates, etc., and communicate any objections to the applicant through the portal. | Affiliation Section, DGT Hq. | Within 1 month from the receipt of application    |
| 3.      | Submission of clarifications, against objections communicated through portal                                                                                                                                         | Applicant                    | Within 1 month of communication from DGT (if any) |
| 4.      | Evaluate clarifications received from applicant and place the case before the Standing Committee on Accreditation and Affiliation (SCAA)                                                                             | Affiliation Section, DGT Hq. | Within 2 months of receiving clarifications       |
| 5.      | Final decision on name change                                                                                                                                                                                        | SCAA                         | As per the SCAA meeting schedule                  |

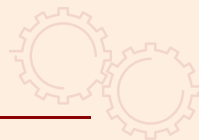
### 3.3.5. Important Conditions for Name Change Approval

- Any application submitted without complete supporting documents shall be rejected, and the ITI must reapply as per the prescribed guidelines.
- Upon approval, the new name shall be updated in all official records, including the affiliation portal, and the ITI must ensure necessary updates in signages, promotional materials, and documentation.
- The ITI shall not assume or operate under the proposed new name until formal approval is granted by DGT.

### 3.4. Merger of ITIs

Merger of ITIs can be defined as integration of two or more ITIs operating in different locations intending to operate as a single ITI for optimizing administrative and training operations. Under this process:

- The child institute(s) (ITIs which are being merged) shall cease to function as independent entities upon approval of the merger.
- The parent institute (ITI where the merger is taking place) shall serve as the central location for both administration and training.
- All trades and training units currently functioning under the child institute(s) shall be transferred to the parent institute, provided the infrastructure and other affiliation norms prescribed by DGT are fully complied with.

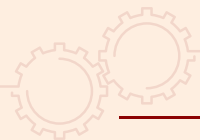


### **3.4.1. Guidelines applicable for Merger of ITIs**

- i. The merger of ITIs is only permitted if both the parent and child institutes belong to the same trust, society, or company. Mergers between ITIs owned by different trusts, societies, or companies are not permitted.
- ii. The parent institution must have sufficient infrastructure and other facilities to run all the trades(s) and unit(s) for the entire duration for both parent and child institutes.
- iii. The parent institute must meet the minimum grading criteria applicable for the addition of trade(s) or unit(s) to an existing institute.
- iv. The merger will not be permitted in case of any ongoing legal dispute among the member(s) of the institute/trust or society. The trust/ society/ company shall submit a declaration that there is no legal dispute among the member(s) of the institute/trust or society.
- v. During the merger process, the ITIs may utilize all movable equipment, machinery, tools, of the child institute. However, all machinery should be in functioning and in safe condition to facilitate practical training for the trainees.

### **3.4.2. Application Process**

- i. The parent institute shall submit the merger application on the designated affiliation portal.
- ii. The merger application shall follow the Stage-I process as laid out in **Chapter 2** of the Affiliation Norms. Along with the information listed in Stage-I of **Chapter 2**, the parent Institute must upload:
  - a. Details of the child institute(s) proposed to be merged.
  - b. A resolution passed by two-thirds (2/3) majority of the members of the trust/society/ company, clearly stating: That both the parent and child institute(s) are operated by the same trust/society/company.
  - c. A resolution by two-thirds (2/3) majority of the members of the trust/society/company stating the rationale for seeking the merger and expressly indicating the organization's consent to the proposed merger.
- iii. The same process of Stage-I shall be followed as given in **Chapter 2**. If State/UT Directorate issue the NOC following the application in the portal the child institutes will be deactivated on the DGT portal on admission portal.
- iv. After deactivation of the child institute(s), the parent institute must submit Stage-II application for shifting or/and addition of trades/units, as applicable:
  - a. If only existing trades/units of the child institute are being shifted to the parent institute, the norms given in Section 3.2 (change of location/shifting of existing ITI).
  - b. If the parent institute proposes to add new trades/units, the norms in Section 3.1 (addition of trade/units in existing ITI) shall apply.
- v. In both cases, the standard process involving: Stage-I and Stage-II desktop assessments, Joint Inspection, and SCAA recommendation shall be followed.
- vi. If the merger is approved, the mapping of trades/units under the parent Institute shall be effective from the next academic session.



- vii. The merged child Institute(s) shall be de-affiliated, and all associated liabilities shall transfer to the trust/society/company or the parent Institute.
- viii. The child Institute(s) that are merged with the Parent Institute shall be de-affiliated and the liabilities, if any, of these child Institute(s), shall transfer to the trust/society/company / parent Institute.
- ix. If SCAA rejects the merger, the child institute shall be de-affiliated and shall not be permitted to operate further.
- x. DGT reserves the right to reject a merger application if it finds that merger compromises training quality and compliance with norms.
- xi. If any unauthorized merger of institutes is found, then the de-affiliation proceedings shall be initiated against the ITIs involved.

### **3.4.3. Process for change in ownership or merger between two different Trusts / Societies**

The change in ownership of the ITI such as change in Trust/ Society/ Private/ Public Limited companies is not permitted. Similarly, merger of ITIs of different trusts / societies is also not permitted. In such cases, the institutes may submit application for self-closure. The RDSDE will present this proposal to the SSDEC. Based on the recommendations of the SSDEC, DGT will take the final decision on the self-closure of the institute. Thereafter, the applicant may follow the affiliation process for establishing a new ITI, as outlined in [Chapter 2](#).

### **3.5. Conversion of Trade/Units from SCVT to NCVET**

Some State Governments run the trades recognized, only by the State's Council for Vocational Training (SCVT), which are bodies under the State Governments and operate at the State level. The conversion of trades/units from SCVT to NCVET is permitted only for existing government ITIs which are already affiliated with DGT.

#### **3.5.1. Process for conversion of Trade/Units from SCVT to NCVET**

The following process shall be followed for conversion of trades/units from SCVT to NCVET:

- i. The portal for submitting applications for SCVT to NCVET conversion shall remain open throughout the year.
- ii. The State Directorate is required to submit details such as the MIS code, name, and complete address of the institute (as available on the MIS portal) along with the details of the trades and units which are proposed to be converted from SCVT to NCVET.
- iii. Following this, the application shall be forwarded to the RDSDE for processing the application for joint inspection.

*Table 11: Process for SCVT to NCVET conversion*

| Sr. No. | Activity                                                              | Responsibility              | Timelines                                                        |
|---------|-----------------------------------------------------------------------|-----------------------------|------------------------------------------------------------------|
| 1.      | Application by State Directorate                                      | State Directorate           | As per Requirement                                               |
| 2.      | Creation of Inspection batch by RDSDE and conducting joint inspection | RDSDE and State Directorate | Within 2 months from date of receiving of application from state |



| Sr. No. | Activity                                                               | Responsibility | Timelines                                          |
|---------|------------------------------------------------------------------------|----------------|----------------------------------------------------|
| 3.      | Scrutinize the inspection report and place in SSDEC meeting            | RDSDE          | Within 1 month after the inspection                |
| 4.      | Forward the SSDEC Recommendation to DGT                                | RDSDE          | Within 1 month of SSDEC meeting                    |
| 5.      | Final Decision regarding conversion of trades/units from SCVT to NCVET | DGT            | Within 2 months of receipt of SSDEC recommendation |

### **3.5.2. Guidelines applicable for SCVT to NCVET Conversion**

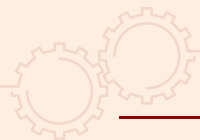
- The conversion of trades/units from SCVT to NCVET is allowed, only for existing Government ITIs affiliated with the DGT.
- Trades seeking conversion from SCVT to NCVET must have been operational under SCVT for a minimum of two consecutive years.
- The SCVT trades proposed for conversion to NCVET by the State Directorate must align with an approved NCVET curriculum.
- For SCVT to NCVET conversion, Government ITI must adhere to the latest guidelines for addition of trades/units including meeting minimum grading criteria.
- A joint inspection by State and RDSDE representatives is mandatory for SCVT to NCVET conversion. After the inspection, the convener of SSDEC, i.e., the Regional Director of RDSDE, shall scrutinize these cases as per DGT norms and present the report to the State Skill Development and Entrepreneurship Committee (SSDEC).
- Thereafter the SSDEC shall submit its recommendations to DGT. Based on these recommendations, the SCAA will make the final decision on the approval for SCVT to NCVET conversion of trades/units.
- Any State Government ITI currently operating exclusively under a State-specific scheme, such as SCVT (and not affiliated with DGT), and seeking to convert the institute under NCVET, must follow the latest norms and procedures for a New ITI application as outlined in **Chapter 2**.

### **3.6. Renewal of Affiliation of ITI**

The initial affiliation for an ITI shall be granted for a period of six years. Upon completion of this period, the DGT may renew the affiliation for an additional six years, provided that the institute fully adheres to the established norms and conditions for renewal as specified from time to time. Renewal applications must be submitted on the portal, one year before the expiry of the current affiliation.

For renewal of affiliation, the institutes must follow the process and guidelines outlined below:

- Renewal applications must be submitted on the designated affiliation portal, one year before the expiry of the current affiliation. For renewal applications, ITI must upload all the details as given in **Annexure-17**.
- Submission of false or incomplete information or withholding any material facts required as per existing affiliation norms, may result in initiation of de-affiliation proceedings against the ITI at any time during renewal of affiliation process.



- iii. The renewal of affiliation shall be determined based on the ITI's grading over the preceding years from the date of application, in accordance with the grading criteria for ITIs as prescribed by the DGT from time to time.
- iv. Mere submission of the renewal application does not guarantee renewal of affiliation. ITIs meeting the grading criteria set by DGT shall be renewed through the portal. However, 5% of these ITIs will be selected for joint inspection by representatives from the State Directorate and the Regional Directorate of Skill Development & Entrepreneurship (RDSDE) to ensure quality compliance.
- v. RDSDE shall select these ITIs for inspection based on a proportionate representation of government and private ITIs within the respective State. Within the selected 5% sample, priority may be given to the oldest ITIs, or ITIs flagged due to concerns regarding infrastructure, faculty, or compliance based on the data provided in the portal.
- vi. The joint inspection report for these institutes will be submitted by RDSDE to the State Skill Development and Entrepreneurship Committee (SSDEC), which will thoroughly examine the report and provide recommendations regarding the renewal of affiliation to the DGT.
- vii. If any deficiencies are identified, the institute will be given a 3 months' time to address them. Upon verification of removal of the deficiencies, SSDEC will submit a final recommendation report to the DGT. Based on the outcome of joint verification and SSDEC recommendation, the decision on renewal will be taken by DGT.
- viii. If the institute is aggrieved by the decision of SCAA, it may submit a grievance or appeal as per the procedure prescribed in **Chapter 2**.
- ix. If an institute fails to apply for renewal within this prescribed period, it will not be permitted to admit new trainees after the completion of six years and the ITI will be deactivated on the portal after the expiry of six-years from the date of its affiliation.
- x. After the expiry of the six-year of affiliation, the ITI will be granted one final year to submit its renewal application. However, during this period, the institute will remain deactivated, and no new admissions will be permitted until the renewal is approved and the ITI is reactivated.
- xi. If the ITI fails to submit the renewal application even within this additional one-year period, it will be formally de-affiliated. To regain affiliation, the ITI will be required to submit a fresh application under the prevailing affiliation norms, as per the prescribed process for affiliation of new ITI affiliations.

### 3.7. Transition to new norms

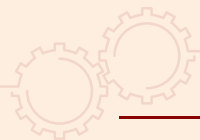
From time to time, DGT may update the norms and requirements for machinery, equipment, tools, power supply, and staff to align with current industry standards. In the event of a change in the syllabus of any trade, all existing ITIs must comply with the revised syllabus within one year of its introduction.

**Conclusion:** This chapter outlined specific procedures and guidelines for affiliation for existing ITIs under various categories such as addition of trades/units, relocation, name change, merger of ITIs, SCVT to NCVET trade conversions, or renewal of affiliation. It ensures standardization and uniform guidelines for all existing ITIs and compliance.

## CHAPTER **04**

# Affiliation under Dual System of Training



**04**  
CHAPTER**Affiliation under Dual System of Training****Background of Dual System of Training**

DST is a training methodology in which a significant portion of practical training of an ITI trainee is conducted in the industry, in addition to the training provided at the ITI, thereby enhancing the employability of the trainee through hands-on experience and exposure to the latest technologies.

This scheme was introduced in 2016 to enable industries to partner with ITIs for conducting training programs to meet their skilled manpower requirements.

DGT revised the scheme guidelines effective from the 2019 session, to better align with industry needs. Currently, all the NSQF compliant trades under Craftsmen Training Scheme are included under the DST Scheme. ITI Principals have been empowered to directly sign MoUs with industry. Essentially, a large part of the training takes place in the premises of the industry so that the students get hands on training.

The duration of training in industry and the eligibility criteria for industry has been defined in the guidelines and is provided below:

*Table 12: Duration of Training in Industry under DST Mode*

| Sr. No. | Duration of course / trade | Duration of industrial exposure/ training |
|---------|----------------------------|-------------------------------------------|
| 1.      | 6 months                   | 1-3 months                                |
| 2.      | 1 year                     | 3-6 months                                |
| 3.      | 2 years                    | 6-12 months                               |

*Table 13: Eligibility Criteria for Industries under DST mode*

| Sr.No. | Parameter                                 | Eligibility criteria                   |                                         |
|--------|-------------------------------------------|----------------------------------------|-----------------------------------------|
|        |                                           | Engineering Trades                     | Non - Engineering Trades                |
| 1.     | Minimum no. of Employees in the Industry  | 40                                     | 6                                       |
| 2.     | Minimum Turnover of the Industry (in INR) | 1 crore per year<br>(For last 3 years) | 10 lakhs per year<br>(For last 2 years) |

**4.1. Process for seeking affiliation under DST**

- The applicant institute may apply on the affiliation portal under the category of “Affiliation under the Dual System of Training”.
- The portal for submitting applications under DST Category shall remain open throughout the year.
- List of documents required for DST affiliation is given in **Annexure-18**.
- The details given in the table below are required to be provided by the applicant institute in DGT portal:



*Table 14:Details required for DST Affiliation*

| Sr. No. | Particulars                    | Description                                                                                              | Details                       |
|---------|--------------------------------|----------------------------------------------------------------------------------------------------------|-------------------------------|
| 1       | ITI Details                    | MIS Code                                                                                                 | To be filled by the Applicant |
|         |                                | Name of the ITI                                                                                          | <Auto populated>              |
|         |                                | Address of ITI                                                                                           |                               |
|         |                                | ITI Category (Government/Private)                                                                        |                               |
|         |                                | Details of already affiliated trades / units                                                             |                               |
| 2       | Industry Details               | Name of the industry                                                                                     | Mandatory                     |
|         |                                | Complete Address of Industry                                                                             | Mandatory                     |
|         |                                | Turnover of the Industry                                                                                 | Mandatory                     |
|         |                                | Total no. of the employees in the industry                                                               | Mandatory                     |
|         |                                | Contact details of concerned person of industry                                                          | Mandatory                     |
|         |                                | Industry PAN / Registration Number                                                                       | Mandatory                     |
| 3       | MoU details                    | MOU start date                                                                                           | Mandatory                     |
|         |                                | MOU end date                                                                                             | Mandatory                     |
| 4       | Trade details sought under DST | Name of the Trade for DST                                                                                | Mandatory                     |
|         |                                | Shift-wise number of Units                                                                               | Mandatory                     |
|         |                                | Already Affiliated Units / New Unit (Select one option as per the applicable DST affiliation guidelines) | Mandatory                     |

## 4.2. Timelines and Process for DST affiliation

The timelines and process provided in the table below shall be followed for DST affiliation

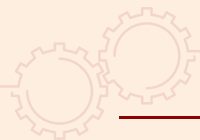
*Table 15:Timelines and Process for DST affiliation*

| S.No. | Activity                                                                                                                                                                         | Responsibility      | Timelines                                             |
|-------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|-------------------------------------------------------|
| 1.    | Application submission                                                                                                                                                           | Applicant institute | Throughout the year                                   |
| 2.    | Verification of DST MoU and industry details                                                                                                                                     | State Directorate   | Within 2 Months of submission of complete application |
| 3.    | Verification of DST MoU and industry details by RDSDE in cases where the application is auto-forwarded due to non-action by the State Directorate within the prescribed timeline | RDSDE               | Within 2 Months of auto forwarding of application     |
| 4.    | Place the DST proposal in SSDEC meeting                                                                                                                                          | State/RDSDE         | Within 2 Months of verification                       |
| 5.    | Forwarding of SSDEC recommendation to DGT                                                                                                                                        | RDSDE               | Immediately after SSDEC meeting                       |
| 6.    | Final Decision by SCAA                                                                                                                                                           | DGT                 | Within 2 months of receipt of SSDEC recommendation    |

## 4.3. Guidelines applicable for DST affiliation

- For applying for affiliation under DST, a valid MoU with the industry is mandatory. Existing affiliated trades / units can also be brought under DST.





- ii. ITI Principals are authorized to sign MoUs with eligible industries as defined in the DST guidelines.
- iii. The minimum grading criteria for addition of Trades/Units, shall be exempted for DST affiliation.
- iv. The applicant institute can convert its existing affiliated trades/units into DST. If the institute intends to increase the base units (first or second shift), it must first obtain affiliation as per the process defined in **Chapter 3**, Section 3.1. Thereafter, the process of conversion of these units under DST is to be followed.
- v. DST affiliation under the third shift can only be granted for the number of units-equal to or lesser than the number of base units. Here, the base units are defined as the maximum number of units affiliated under the first or second shifts for a particular trade. For example, if the Electrician trade has 2 units already affiliated in the first and second shifts, DST affiliation may be allowed for up to 2 units in the third shift.
- vi. In case, the MoU with the industry expires / not renewed, then the units affiliated exclusively under DST mode (3rd shift) will be deactivated on the portal. However, the units in the first and second shift which were converted from regular CTS to DST mode will revert to the regular CTS mode upon expiry of the MoU.
- vii. The MoU may be signed for a minimum of 3 years in case of engineering trades, and minimum of 2 years for non-engineering trades, which could be extended as per the mutual understanding of the parties i.e. ITI and the Industry Partner(s).
- viii. To continue operations of these unit(s) under the DST mode after expiry of the MoU, the institute must reapply for DST affiliation at least 6 months prior to the end date of DST MoU.
- ix. If it is found that the applicant institute has submitted forged details for seeking affiliation under DST, or industry has no job roles related to the trade affiliated under DST, or any other submitted details for DST affiliation are found to be fraudulent, then the DST affiliation shall be revoked and de-affiliation proceedings shall be initiated against the ITI.
- x. ITI should maintain 'On the Job Training Plan' for the DST batch duly signed by and with seal of the ITI Principal, Trade Instructor & Company Supervisor:

- |                                                        |                                                          |
|--------------------------------------------------------|----------------------------------------------------------|
| <b>a</b> Company Name and address                      | <b>d</b> Start date and end date of training in Industry |
| <b>b</b> DST Trade and all trainees' details           | <b>e</b> Geo tagged photographs of DST training          |
| <b>c</b> Supervisor from ITI (Name and Contact number) |                                                          |

- xi. State/RDSDE/DGT authorities are empowered to visit ITIs and industries to verify training conducted under DST. If it is found that an ITI or industry is not adhering to the training criteria, de-affiliation proceedings may be initiated against the institute.
- xii. All remaining guidelines pertaining to the implementation of the DST, as published on the official website of the DGT at [https://dgt.gov.in/Dual\\_System](https://dgt.gov.in/Dual_System), shall remain applicable.

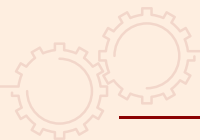
**Conclusion:** The chapter emphasized the importance of industry exposure for ITIs trainees through DST. By streamlining the affiliation process, ITIs are encouraged to adopt the DST model, thereby enhancing the hands-on experience and practical skills of their trainees.

**CHAPTER**

**05**

## **Scheme for opening of ITIs in Unserved blocks and in spare capacity of Polytechnics / Engineering Colleges**



**05**  
CHAPTER**Scheme for opening of ITIs in Unserved blocks and in spare capacity of Polytechnics / Engineering Colleges**

Despite a large network of 14,615 ITIs, there are still around 3,000 blocks that remain unserved, indicating a lack of access to a long-term skill ecosystem in these areas. To extend the reach and accessibility of the skill ecosystem, the DGT has introduced a Multi Skill Training Institute (MSTI). In addition, to enhance the training capacity with minimal investment and to promote optimal resource utilization, the DGT and 'All India Council for Technical Education' (AICTE) have also decided to provide vocational training by using existing infrastructure and facilities in Polytechnics and Engineering Colleges.

This Chapter outlines the guidelines for establishing ITIs in unserved blocks and by utilizing the spare capacity available in Polytechnics and Engineering Colleges, as detailed below:

**5.1. Mini Skill Training Institute (MSTI)**

To address the lack of skill training facilities in unserved blocks, the DGT introduced a scheme in 2019, for establishing Multi Skill Training Institutes (MSTIs) in unserved blocks by relaxing the Affiliation Norms 2018. However, challenges in implementation necessitated further simplification of the guidelines. Accordingly, the scheme has now been restructured and redefined as Mini Skill Training Institutes (MSTI).

These institutes designated as Mini Skill Training Institutes (MSTI) can be opened with minimum two trades in unserved blocks. An unserved block is defined as a revenue block where no Government ITI, Private ITI, or any other DGT-affiliated Skill Training institute exists at the time of application. MSTIs are specifically meant for these regions to enhance accessibility to skill training.

**5.1.1. Guidelines for MSTI**

- i. The applicant has to apply in the online affiliation portal under the MSTI category and complete the application form as defined in **Chapter 2**.
- ii. The concerned State Directorate will issue a No Objection Certificate (NOC) to the applicant to open an institute in an unserved area under this scheme.
- iii. The State Directorate may issue NOCs to only two applicants under the MSTI category in any unserved block, provided that each institute offers a completely distinct set of trades.
- iv. An institute under the MSTI Scheme can be established in any unserved block, offering a minimum of two long-term CTS trades, with two units (1 + 1) per trade, total of four units.
- v. The definition of any unserved block is:
  - a. An area may be considered unserved if no recognized ITI (Government or Private or any other institute) is affiliated with DGT at the time of application.
  - b. The block shall also be considered unserved if proposals for affiliation are under process at any Stage—such as desktop assessment at the State Directorate level, inspection at the RDSDE level, or no final decision (either in the form of Minutes of SCAA meeting or in the affiliation order) has been issued by the DGT as on the date of MSTI application.



- c. The block shall also be deemed unserved if a final de-affiliation order has been issued by the DGT in respect of an existing ITI, and no other affiliated institute is operational in that block as on the date of MSTI application.
- vi. MSTI must meet the minimum area requirements for workshops, classrooms, multipurpose hall, IT labs and library as defined in the latest CTS curriculum and the DGT norms.
- vii. For a minimum of two trades with total four units, the total land requirement is 0.3 acres (Approx. 1200 sqm). Basic amenities are mandatory in an MSTI; however, there are no constraints on the minimum area required for multipurpose halls/courtyards, canteens (including kitchen and pantry), and first-aid rooms.
- viii. If an applicant institute intends to open an MSTI with more than two trades and four units, they must comply with the minimum area requirements for workshops, classrooms, multipurpose halls, IT labs, and libraries, in addition to minimum area required to open MSTI. There should also be a proportional increase in the area for other basic amenities.
- ix. The construction of the institute building, and all safety provisions must comply with the NBC code/local building byelaws of the respective State/UT as defined for these areas.
- x. Trades involving heavy machinery should be located only on the ground floor, as specified in the latest trade curriculum.
- xi. Apart from the norms mentioned above, all other regulations for opening a new institute and subsequent circulars/guidelines issued by the DGT will continue to be applicable.
- xii. If any existing ITI under MSTI Scheme which is established prior to launch of these norms intends to add Trade(s)/Unit(s) then they have to follow the same process stipulated for addition of Trade(s)/Unit(s) in section 3.1 of **Chapter 3**.

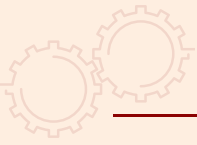
### 5.2. ITIs in the spare capacity of Polytechnic and Engineering College

To enhance the training capacity with minimal investment and to promote optimal resource utilization, the Ministry of Skill Development and Entrepreneurship, Government of India, New Delhi and All India Council for Technical Education (AICTE), had decided to provide vocational training by using existing infrastructure and facilities of polytechnics or by creating additional facilities where feasible.

In this context, guidelines were issued vide AICTE notification No 2-2/D-NSQF/U.S Infra/2016, dated December 05, 2018.

The process for applying to utilize the spare capacity of Polytechnic and Engineering Colleges for ITIs is given below:

- i. Eligible Engineering Colleges or Polytechnics with spare capacity may apply online through the DGT Affiliation Portal.
- ii. The applicant college must have permission/NOC from AICTE to run the CTS courses using their spare capacity. A copy of the same shall be uploaded during Stage-I of the application process, as detailed in **Chapter 2**.
- iii. Applicant may use existing surplus facilities or create additional facilities as per DGT Norms and Standards to run these courses.

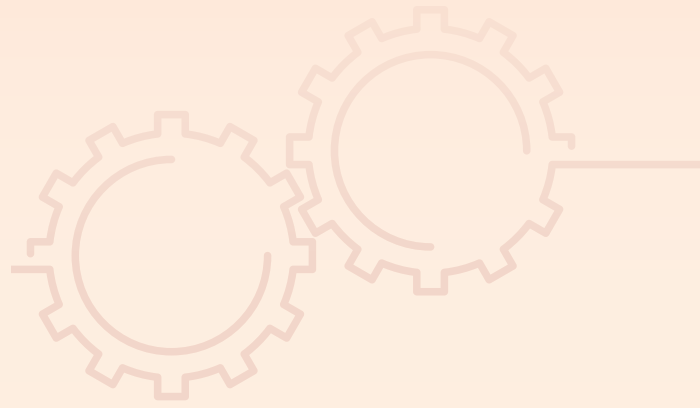


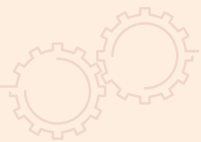
- iv. The applicant must follow the process for opening New ITIs as outlined in **Chapter 2**. However, such applications are exempted from the minimum four trades and mandatory land requirements for opening of new ITIs.

**Conclusion:** This chapter addresses the need to expand vocational training access in underserved regions. It outlines the framework for establishing Mini Skill Training Institutes (MSTIs) and utilizing existing infrastructure in polytechnics and engineering colleges. These measures aim to bridge regional disparities and enhance training capacity without requiring significant capital investment.

CHAPTER **06**

# New Age ITIs





The New Age ITI scheme is a transformative initiative designed to expand access to industry-relevant skills, particularly in emerging technology domains such as automation, artificial intelligence, advanced manufacturing, and renewable energy. Recognizing the need for a future-ready workforce, this scheme encourages industries to either establish new ITIs or adopt and upgrade existing ones to meet the demands of evolving job markets.

Industries play a crucial role in skill development by bringing in cutting-edge technology, real-world expertise, and industry-aligned curriculum. By leveraging their existing facilities or investing in additional infrastructure, they can provide trainees with hands-on experience, improving employability and bridging the skill gap between formal training and industry needs.

To facilitate seamless industry participation, the scheme incorporates a fast-track affiliation process. This streamlined approach ensures quick approvals, simplified procedures, allowing industries to set up ITIs efficiently. The goal is to accelerate skilling initiatives and ensure that training institutes can rapidly adapt to market-driven skill requirements.

The detailed guidelines for affiliation, enabling industrial organizations to establish or adopt ITIs, are outlined below:

### **6.1. Eligibility Criteria for New Age ITIs**

The following entities are eligible to establish a 'New Age ITI' or adopt an existing ITI and transform it into a 'New Age ITI':

1. Any industry (as defined under Section 2(p) of the IR Code, 2020) including Limited Company, Private Limited Company, State Undertaking, Public Sector Establishments, or Central Sector Establishments provided they meet the following criteria:
  - i. A minimum strength of 500 employees (including both regular and contractual staff) and,
  - ii. A minimum annual turnover of Rs. 250 crores and a 'positive' net worth during the last 3 fiscal years and,
  - iii. Alignment with relevant sector related to the training course offered.
2. Entities classified as "Institutions of National Importance," as officially designated by the Department of Higher Education, Ministry of Education, Government of India.

### **6.2. Affiliation Guidelines for New Age ITIs**

The New Age ITI scheme provides clear and structured guidelines to support industries in either establishing new ITIs or adopting and upgrading existing ones. Detailed guidelines for each category are provided in the subsequent sections.

#### **6.2.1. Establishment of New Age ITI**

The following process of affiliation and guidelines shall be followed for establishment of new age ITIs:



## 6.2.1.1. Process for Affiliation of New Age ITIs

The application for seeking affiliation under this category need not follow the standard queue of affiliation requests. Instead, a dedicated window will be available on the affiliation portal with a defined timeline of four months for processing each application. To facilitate continuous submissions, the portal for New Age ITI applications will remain open throughout the year. The activities outlined in the table below will be followed for processing such applications:

*Table 16:Affiliation Process for New Age ITI*

| S. No. | Activities                                                        | Action by       | Timelines                                                       |
|--------|-------------------------------------------------------------------|-----------------|-----------------------------------------------------------------|
| 1      | Application by applicant industry and fee payment                 | Applicant       | Can apply throughout the year                                   |
| 2      | Desktop Assessment                                                | DGT             | Within 1 month of receipt of application                        |
| 3      | Joint Inspection                                                  | RDSDE and State | Within 1 month after completion of Desktop Assessment           |
| 4      | Decision on affiliation proposal                                  | SCAA/DGT        | Within 1 month, after completion of joint inspection            |
| 5      | Opportunity to rectify the deficiencies (if any) observed by SCAA | Applicant       | Within 15 days, after receiving the communication from SCAA/DGT |
| 6      | Final Decision on Affiliation                                     | SCAA/DGT        | Within 15 days, after receiving the compliance from applicant   |

## 6.2.1.2. Norms/Guidelines Applicable for Affiliation of New Age ITIs

i. These institutes can offer the following courses:



New age course offered by DGT, as listed in **Annexure-20**

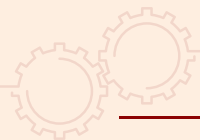


Existing NCVET approved CTS courses offered by DGT



Industry-relevant long-term courses developed in collaboration with DGT, CSTARI, and NCVET

- ii. The current mandatory requirement of four trade for opening new ITI is waived for these institutions, allowing them to offer any number of industry relevant courses.
- iii. There is no constraint on land requirement, but land related documents i.e., land ownership or lease deed documents must be produced for verification during desktop assessment and



inspection.

- iv. Existing building and workshops can be used for training purposes without requiring a separate Building Completion Certificate (BCC) and approved building plan. However, the construction and all safety provisions must adhere to the NBC code and local building bye-laws of the State/UT. The institution should have a Structural Safety Certificate (SSC) from the relevant competent authority.
- v. If additional construction is required for training purposes on the same premises, an approved building plan and a BCC is also required to be produced for verification during desktop assessment and inspection.
- vi. Fire Safety Certificate duly approved by the authority from the Fire and Safety department of the concerned State Government/UT is required.
- vii. Proper infrastructure for classrooms, workshops, IT lab, multipurpose hall and other basis amenities must be in place. The infrastructure requirement for establishment of new age ITIs is, as follows:

*Table 17: Infrastructure requirement for New Age ITI*

| Sr. No. | Particular        | Description                                                                                                                                                                                                                                                                                 |
|---------|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.      | Workshop          | The area of the workshop should be as defined in the curriculum of the trade                                                                                                                                                                                                                |
| 2.      | Classroom         | The area of the classroom should be as defined in the curriculum of the trade                                                                                                                                                                                                               |
| 3.      | IT Lab            | 10 number of Desktop computers with latest configuration.<br>The space norm to accommodate 10 computers for 100 trainees per shift is 25 sqm<br>For each additional 20 trainees, two computers must be added, with an additional 2.5 sqm to be made available for each additional computer. |
| 4.      | Multipurpose hall | These institutions should have an area earmarked for engineering drawing training in relevant courses.                                                                                                                                                                                      |
| 5.      | Power requirement | No separate electricity connection is required on the name of ITI. However, the sufficient power availability should be available as defined in the curriculum of the course.                                                                                                               |

- viii. A dedicated placement and counselling cell is required to guide trainees on employment or entrepreneurial prospects post completion of training, ensuring they are well- informed about potential opportunities in the skilling ecosystem.
- ix. All machinery and tools required for training must be available in the premises of the industry, as specified in the latest curriculum of the trade.
- x. The principal and qualified Instructors for the relevant trade(s) must be appointed as per the prescribed norms. Additionally, subject matter experts or professionals from the relevant industry sector may also be engaged as trainers for effective delivery and management of training.
- xi. Institutes may establish their own criteria for identifying and selecting candidates however, they must ensure adherence to the minimum age and educational qualifications prescribed by the DGT for each course.



- xii. These institutes are permitted to set their fee structures for trainee internally in accordance with their organizational policies.
- xiii. Admission and examination shall be conducted as per DGT guidelines. For all the admission and examination related activities the NSTI/RDSDE of concerned State shall be the nodal authority.

### 6.2.2. Adoption of Existing ITI and transformation into New Age ITI

The aforementioned entities have the option to adopt existing ITIs, initiating a transformation process to upgrade them into New Age ITIs. This collaboration creates a win-win situation for both the industry and the ITI. The industry can utilize the existing land and infrastructure of the existing ITI, while the ITI benefits from advanced technology provided by the industry and will ultimately enable trainees to be skilled in cutting-edge technologies.

- i. These institutes can offer the following courses:



New age course offered by DGT, as listed in **Annexure-20**



Existing NCVET approved CTS courses offered by DGT



Industry-relevant long-term courses developed in collaboration with DGT, CSTARI, and NCVET

- ii. A bilateral agreement is required to be signed by the ITI (Government or Private) and the industry adopting the ITI. The copy of the bilateral agreement is required to be submitted to DGT.
- iii. The fee for newly introduced trades or units under this framework shall be mutually agreed upon by the ITI and the industry.
- iv. Examination and certification of the trainees shall be conducted as per DGT schedule.

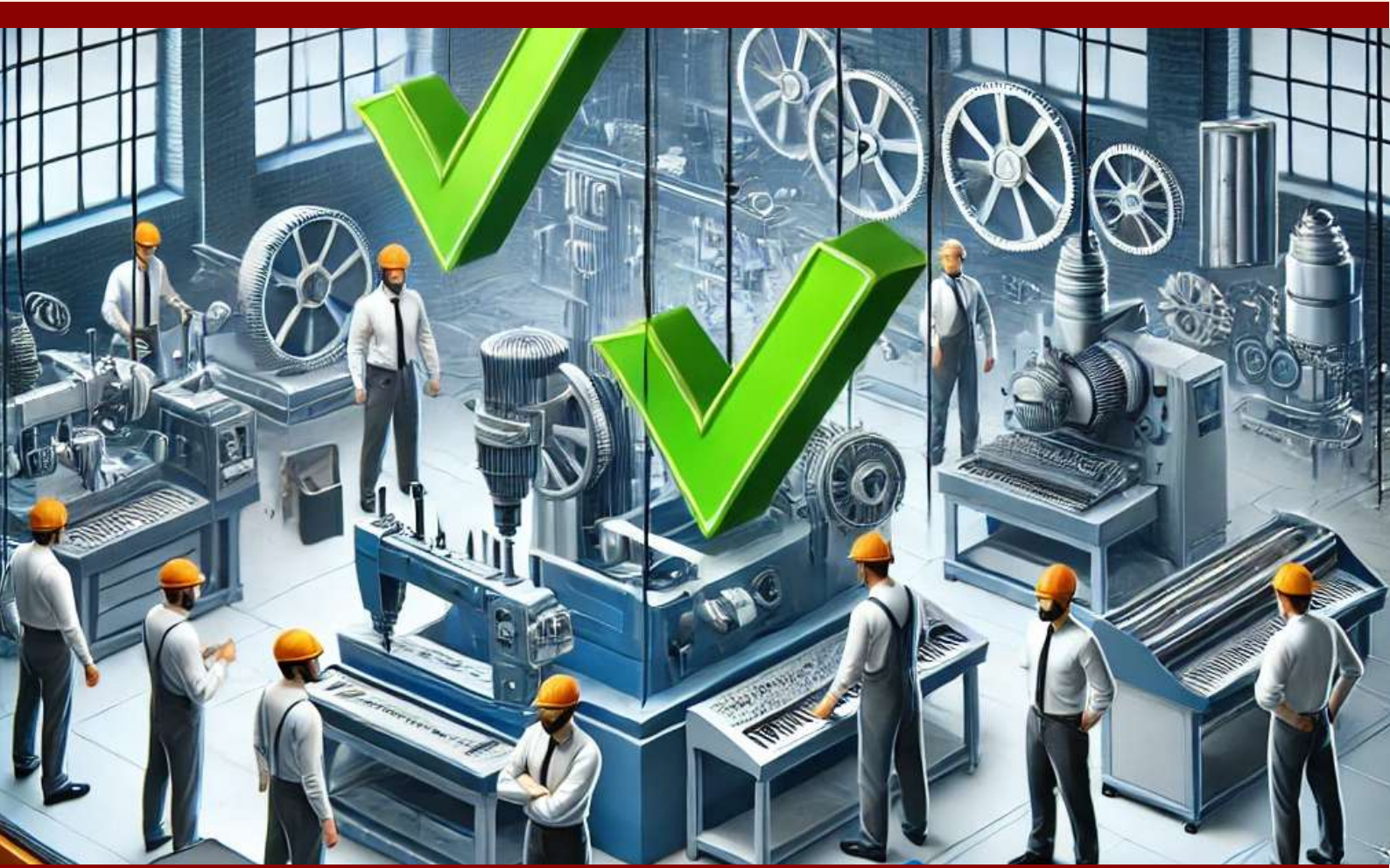
**Conclusion:** This chapter introduced the concept of industry-led ITIs and outlined two models: setting up new ITIs by industries and adoption of existing ITIs. With fast-track processing, flexibility in norms, and removal of NOC requirements, this initiative aims to align training more closely with industry 4.0 needs, ensuring a demand-driven skilling ecosystem.

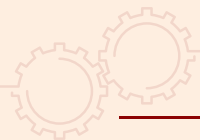


**CHAPTER**

**07**

# **De-affiliation / Closure of the ITI / Self surrender of Trade(s) or Unit(s)**



**07**  
CHAPTER**De-affiliation / Closure of the ITI /Self surrender of Trade(s) or Unit(s)****7.1. Introduction**

De-affiliation refers to the formal process by which an institute, loses its recognition/affiliation. This action may be initiated in instances where the institute fails to comply with the prescribed norms and standards, does not maintain the requisite operational benchmarks, or not renewing affiliation within the stipulated timeframe. Once de-affiliated, the institute is no longer authorized to offer affiliated courses.

It is imperative that, once an ITI has been granted affiliation based on the prescribed norms and fulfillment of the required parameters, the institute must ensure continued adherence to these standards. In cases where these norms and standards are not maintained, the institute may be de-affiliated.

The State Directorate and RDSDEs can conduct surprise inspection of any ITI and examine the condition of the ITI and identify any discrepancies or malpractices. If any serious non-compliance, discrepancies, or malpractices are observed during such inspections, the inspection team may recommend the initiation of de-affiliation proceedings.

However, as per the principles of natural justice a show-cause notice will be issued to the ITI and its reply will be examined by the State Skill Development & Entrepreneurship Committee (SSDEC). Based on SSDEC's recommendations, the Standing Committee on Accreditation & Affiliation (SCAA) will take the final decision on de-affiliation.

Similarly, if a complaint is received against any ITI indicating deficiencies or violation of norms, de-affiliation proceedings can also be initiated by DGT.

Furthermore, in cases where an institute voluntarily seeks closure or self-surrender of a trade or unit, de-affiliation shall be granted after completion of the prescribed procedure.

**7.2. Grounds of De-affiliation**

The following discrepancies, including but not limited to those listed below, are commonly observed and may lead to de-affiliation proceedings:

- i. The institute lacks sufficient infrastructure, electricity connection, machinery, and equipment in the affiliated trade(s) or unit(s) as per the prescribed norms to carry out training and exam related activities.
- ii. Activities other than educational or training activities are being conducted in the institute.
- iii. The institute is found to be non-functional (closed) during working hours.
- iv. The required number of instructors, as per affiliation norms, are not available for the affiliated trade(s) and unit(s) to carry out training activities.
- v. The institute is currently operating without a valid live land lease deed.
- vi. The institute is charging excessive fee from trainees, beyond the normative fee prescribed by DGT.
- vii. The institute has shifted or relocated to another location without prior approval or permission from DGT or the concerned State/UT Directorate.



- viii. The institute obtained affiliation for trade(s)/unit(s) based on misinformation, false documents, or forged documents submitted to DGT or the concerned State Directorate.
- ix. Institute deliberately denies inspection or verification of its site.
- x. Violations of norms that clearly indicate that training at the institute is being compromised.
- xi. Any other malpractices are observed in the institute.

### 7.3. Procedure for De-affiliation of an ITI

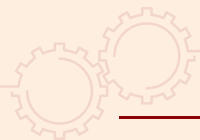
The procedure for de-affiliation of an ITI is carried out under the following three categories:

#### 7.3.1. Procedure for de-affiliation of an ITI due to deficiencies identified during surprise inspection conducted by DGT/RDSDE/State/UT Directorate:

If a surprise inspection is carried out by DGT/RDSDE/State representatives and discrepancies are found in the institute, the following procedure will be followed for de-affiliation proceedings:

*Table 18: Procedure for De-affiliation of an ITI if deficiencies observed during surprise inspection by DGT/RDSDE/State*

| Sr.No. | Process                                                                                                                                                                                                                                                                                                                                                                                                       | Responsibility           | Timelines                                                                     |
|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|-------------------------------------------------------------------------------|
| 1.     | If any deficiencies are observed during a surprise inspection that violate prevailing norms, a Show Cause Notice (SCN) shall be issued to the ITI on its registered email address or through speed post, detailing the deficiencies/discrepancy/irregularities identified during inspection.                                                                                                                  | RDSDE/State Directorate. | Within 2 weeks from the date of inspection                                    |
| 2.     | Reply to Show Cause Notice                                                                                                                                                                                                                                                                                                                                                                                    | Institute/ ITI           | Within 3 weeks from the date of issuance of SCN.                              |
| 3.     | In case of non-receipt of response from the concerned ITI within stipulated time, second SCN shall be issued to the institute on the registered email id, or through speed post.                                                                                                                                                                                                                              | RDSDE/ State Directorate | Within 1 week from the last day of time period given to the ITI to reply SCN. |
| 4.     | Reply to 2 <sup>nd</sup> Show Cause Notice                                                                                                                                                                                                                                                                                                                                                                    | Institute/ ITI           | Within 2 weeks from the date of issuance of second SCN-.                      |
| 5.     | <ul style="list-style-type: none"> <li>SSDEC shall review the response submitted by the ITI, and if satisfied with the response, the de-affiliation proceedings may be concluded, and the Show Cause Notice (SCN) may be dismissed.</li> <li>If no reply to the second SCN is received from the concerned ITI, the case may be recommended for de-affiliation to DGT, along with detailed reasons.</li> </ul> | SSDEC                    | Preferably within 4 weeks from the last date of 2 <sup>nd</sup> SCN.          |



| Sr.No. | Process                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Responsibility | Timelines                                                            |
|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|----------------------------------------------------------------------|
| 6.     | <ul style="list-style-type: none"> <li>In case the reply is found unsatisfactory, SSDEC shall examine the matter and prepare the detailed reasons for recommending the de-affiliation of the institute. The recommendation shall incorporate inspection team's remarks, reply received from ITI and subsequent observation of SSDEC with clear indication of norms violated by the institute along with sufficient reason(s).</li> <li>Thereafter, as a principle of natural justice, SSDEC will grant a final opportunity to the concerned ITI to present its case against the remarks/recommendations of SSDEC through email or registered post. The institute will be given 1 to 2 weeks to respond.</li> <li>SSDEC has the liberty to carry out the further verification from State/RDSDE official alone or through joint inspection in order to verify the representation and deficiencies.</li> <li>Thereafter, SSDEC shall provide appropriate recommendation to DGT. The recommendation shall incorporate detailed remarks of the deficiencies, the counter reply received from institute and the clear indication of norms violated by the institute along with sufficient reason(s).</li> </ul> | SSDEC          | Preferably within 6 weeks from the last date of 2 <sup>nd</sup> SCN. |
| 7.     | <p>Final decision on the recommendation of de-affiliation by SCAA.</p> <ul style="list-style-type: none"> <li>If Committee decides for continuation of affiliation, then de-affiliation proceedings may be dismissed.</li> <li>SCAA has the liberty to issue further notice to the institute or to seek additional explanations from the Institute/ SSDEC/State Directorate, or RDSDE, as deemed necessary, for arriving at a final decision in the matter.</li> <li>If SCAA decides to de affiliate the ITI, then De-affiliation order is to be issued in form of speaking order clearly mentioning the deficiencies, the reply submitted by the ITI, and the norms which have been violated.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | SCAA/DGT       | Preferably within 4 weeks from receipt of recommendation.            |
| 8.     | De-affiliation of the trade(s)/unit(s) of the ITI from MIS portal, and no fresh admission would be allowed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | DGT            | Within 2 weeks from the date of issue of De-affiliation order.       |
| 9.     | Institute may approach the Grievance Redressal Committee (GRC) /Appellate Committee as per defined timelines.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Institute/ ITI | As per GRC/ Appellate Committee timelines                            |
| 10.    | Once exams of all admitted trainees are completed then Status of ITI be made as inactive.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | DGT            | Before the Start of the next session.                                |



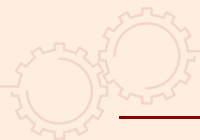
### 7.3.2. Procedure for de-affiliation of an ITI based on complaints received

If any complaint is received against any ITI by State/ RDSDE/ DGT clearly indicating deficiencies, irregularity or violation of norms, the complaint will be verified and inspection of the ITI will be conducted. If found correct, de-affiliation proceeding may be initiated. However, complaint will only be processed, if complainant has provided his identity proof (ID card, email id, contact number) along with the supporting proof in respect to the complaint such as photos, videos, portal data and any documentary proof. For such matters following procedure shall be followed:

*Table 19: Procedure for De-affiliation of an ITI in case of receipt of a complaint.*

| Sr.No. | Process/ Activity                                                                                                                                                                                                                                                                                                                                                                                                                      | Responsibility           | Timelines                                                                     |
|--------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|-------------------------------------------------------------------------------|
| 1.     | The concerned authority shall carry out the verification, joint inspection at the premises of the ITI to verify the complaints                                                                                                                                                                                                                                                                                                         | RDSDE/State Directorate  | Within 2 weeks from the date of complaint                                     |
| 2.     | A Show Cause Notice (SCN) will be served to the institute through the registered email address or through speed post, detailing the deficiencies/discrepancy/irregularities identified during joint Inspection of the institute.                                                                                                                                                                                                       | RDSDE/ State Directorate | Within 2 weeks from the date of complaint                                     |
| 3.     | Reply to Show Cause Notice                                                                                                                                                                                                                                                                                                                                                                                                             | ITI                      | Within 3 weeks from the date of issuance of Show Cause Notice.                |
| 4.     | In case of non-receipt of response from the concerned institute/ITI within stipulated time, 2 <sup>nd</sup> SCN shall be issued to the institute through the registered email address or through speed post.                                                                                                                                                                                                                           | RDSDE/ State Directorate | Within 1 week from the last day of time period given to the ITI to reply SCN. |
| 5.     | Reply to 2 <sup>nd</sup> Show Cause Notice                                                                                                                                                                                                                                                                                                                                                                                             | Institute/ITI            | 2 weeks from the date of issuance of second Show Cause Notice.                |
| 6.     | <ul style="list-style-type: none"> <li>SSDEC shall review the response submitted by the ITI, and if satisfied with the response, the de-affiliation proceedings may be concluded, and the Show Cause Notice (SCN) may be dismissed.</li> <li>If no reply to the 2<sup>nd</sup> SCN is received from the concerned ITI, the case may be recommended for de-affiliation to DGT, along with detailed reasons.</li> </ul>                  | SSDEC                    | Preferably within 4 weeks from the last date of 2 <sup>nd</sup> SCN.          |
| 7.     | <ul style="list-style-type: none"> <li>In case the reply is found unsatisfactory, SSDEC shall examine the matter and prepare the detailed reasons for recommending the de-affiliation of the ITI. The recommendation shall incorporate inspection team remarks, reply received from institute and subsequent observation of SSDEC with clear indication of norms violated by the institute along with sufficient reason(s).</li> </ul> | SSDEC                    | Preferably within 6 weeks from the last date of 2 <sup>nd</sup> SCN.          |





| Sr.No. | Process/ Activity                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Responsibility | Timelines                                                 |
|--------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-----------------------------------------------------------|
|        | <ul style="list-style-type: none"><li>Thereafter, as a principle of natural justice, SSDEC will grant a final opportunity to the concerned ITI to present its case against the remarks/ recommendations of SSDEC through email or registered post. The institute will be given 1 to 2 weeks to respond.</li><li>SSDEC has the liberty to carry out the further verification from State/RDSDE official alone or through joint inspection in order to verify the representation and deficiencies.</li><li>Thereafter, SSDEC shall provide appropriate recommendation to DGT. The recommendation shall incorporate detailed remarks of the deficiencies, the counter reply received from ITI and the clear indication of norms violated by the ITI along with sufficient reason(s).</li></ul> |                |                                                           |
| 8.     | <p>Final decision on the recommendation of de-affiliation by SCAA.</p> <ul style="list-style-type: none"><li>If Committee decides for continuation of affiliation, then de-affiliation proceeding may be dismissed.</li><li>SCAA has the liberty to issue further notice to the institute or to seek additional explanations from the Institute/SSDEC/State Directorate, or RDSDE, as deemed necessary, for arriving at a final decision in the matter.</li><li>If SCAA decides to de affiliate the institute, then De-affiliation order is to be issued in form of self-speaking order clearly mentioning the deficiencies, reply by ITI, and the norms which have been violated.</li></ul>                                                                                               | SCAA           | Preferably within 4 weeks from receipt of recommendation. |
| 9.     | De-affiliation of the trade(s)/unit(s) of the ITI from MIS portal, and no fresh admission would be allowed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | DGT            | 2 weeks from the date of issue of De-affiliation order.   |
| 10.    | Institute may approach the Grievance Redressal Committee (GRC) /Appellate Committee as per defined timelines.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Institute/ ITI | As per GRC / Appellate Committee timelines                |
| 11.    | Once exams of all admitted trainees are completed then Status of ITI be made as inactive.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | DGT            | Before the Start of the next session.                     |

### **7.3.3. Closure of Institute/ Surrender of Unit(s)/ Trade(s):**

If an ITI desires for closure of Institute / self- surrender of trade(s) or units, they may apply on the portal. The portal will be opened through-out the year for such type of applications.

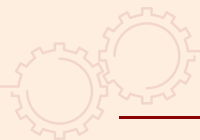


*Table 20: Procedure for Closure of ITI/ Surrender of Trade(s)/Unit(s)*

| Sr. No. | Processes                                                                                                                                                                                                                                                                                                                | Responsibility | Timelines                                                 |
|---------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-----------------------------------------------------------|
| 1.      | Request for Closure of ITI/ Surrender of Trade(s)/Unit(s) to be submitted on affiliation portal.<br><br>Submit the relevant documents and resolutions for the closure of the institute as outlined in <i>Annexures-22</i> or resolution for surrender of trade/unit, as outlined in <i>Annexures-21</i> (as applicable). | Applicant ITI  | As per requirement                                        |
| 2.      | Evaluate details submitted by applicant and communicate the objections, if any, to applicant through portal.<br><br>Upon receipt of the applicant's clarification, the response shall be reviewed and place the case before the SSDEC for consideration.                                                                 | State / UT     | Within 8 weeks                                            |
| 3.      | SSDEC shall examine the proposal for self-closure/surrender of trade/units<br><br>Thereafter, SSDEC shall provide appropriate recommendation to DGT.                                                                                                                                                                     | SSDEC          | Preferably Within 4 weeks                                 |
| 4.      | Final decision on the recommendation of self-closure / surrender of trade or units by SCAA.<br><br>Update the information in the portal and communicate the same to the applicant and other related stakeholders.                                                                                                        | SCAA /DGT      | Preferably Within 8 weeks from receipt of recommendation. |

#### **7.4. General Instruction for De-affiliation**

- i. If significant irregularities are noticed in any ITI, the DGT holds the authority to initiate de-affiliation proceedings directly against any ITI without referring the matter to concerned SSDEC and State/UT.
- ii. DGT/State/RDSDE may conduct surprise inspection of any ITI during working hours to ensure the quality of training delivery.
- iii. In cases, where an ITI is found to be in serious violation of affiliation norms, the concerned SSDEC is also being empowered to impose temporary restriction on admissions in the ITI, for a period not exceeding one academic session.
  - (i) Such serious violations may include:
    - a. Shifting the ITI's location without prior approval from DGT and the concerned State Directorate;
    - b. Severe deficiencies in infrastructure, equipment, or machinery that make training impossible in specific trades/courses;
    - c. The ITI being found closed and not running without valid reasons;
    - d. Vacancy of instructors in all or most trades, severely affecting training;
    - e. Other serious malpractices in the ITI;



- (ii) During the period of temporary restriction, the ITI shall continue to be treated as affiliated. This restriction shall apply only for one academic session, within which the final decision regarding de-affiliation of the ITI should be taken. However, the training of existing trainees from previously enrolled batches shall continue, and no new admissions shall be permitted during this period.
- (iii) It is the responsibility of the concerned State Directorate to enforce the restriction on admissions at the State level and status of the concerned trade(s)/unit(s) should be displayed on the State's admission portal as 'Proposed for De-affiliation' at the time of admission.
- (iv) This restriction can be imposed only when de-affiliation proceedings have already been initiated, and it is assessed that permitting further admissions could adversely impact the future of trainees. Such a measure serves as a precaution to protect students from enrolling in ITIs where serious non-compliance may compromise the quality of training and certification.
- (v) SSDEC should exercise this measure judiciously in cases involving serious and demonstrable deficiencies.
- (vi) A notice must be issued to the concerned ITI clearly stating the reasons for restricting the admission.
- (vii) In adherence to the principles of natural justice, the affected ITIs must be provided an opportunity to present their case against the issued notice. If the representations are found unsatisfactory upon review, and after considering the ITI's reply, the State Directorate may issue a final order restricting admissions for one academic session.
- (viii) It is imperative that de-affiliation proceedings, as per SOP of de-affiliation, should be concluded before the start of the subsequent academic session. Upon conclusion of de-affiliation proceedings, if the ITI is de-affiliated, the restriction shall become permanent.
- iv. SSDEC/State Directorate before forwarding the proposal to DGT must ensure that reasonable opportunity has been given to the concerned institute(s) to represent against such de-affiliation. If DGT realizes that sufficient opportunity has not been given to the institute(s) to represent against the de-affiliation, such proposals received from SSDEC/State Directorate may be rejected. DGT can also give additional opportunity, to institute(s) to represent against proposed de-affiliation.
- v. In addition, ITIs are required to renew their affiliation every six years in accordance with the provisions outlined in **Chapter 3**, Section 3.6. Failure to submit the renewal application within the stipulated timeframe will result in de-affiliation, as specified in **Chapter 3**, Section 3.6.
- vi. If an institute is de-affiliated, it shall be debarred for minimum of three years and may apply afresh for opening a new ITI thereafter, following the procedure defined in **Chapter 2**.

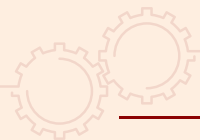
**Conclusion:** This chapter described the procedures for de-affiliation, closure, or surrender of trades/units. It emphasizes the importance of accountability and quality training delivery, while ensuring adherence to the principles of natural justice through a structured and transparent mechanism. ITIs should consistently comply with the prescribed norms and maintain the quality of training. In the event of any lapses or non-compliance, de-affiliation proceedings may be initiated in accordance with the defined process.

**CHAPTER**

**08**

# **Roles and Responsibilities of Various Stakeholders**



**08**  
CHAPTER**Roles and Responsibilities of Various Stakeholders**

The affiliation process involves multiple stakeholders such as Applicant ITI, State/UT Directorate, RDSDE, SSDEC, and SCAA. This Chapter outlines the major roles and responsibilities of these stakeholders.

**8.1 Role of State/UT Directorate**

The State/UT Directorate, is the department of the respective State/UT Government, which implements the Craftsman Training Scheme (CTS) through ITIs. Its roles and responsibilities in the accreditation and affiliation process include the following:

- i. Issuance of NOC: Vocational education is a concurrent list subject and ITIs fall under the administrative and financial jurisdiction of the State/UT Government. The State Directorate is primarily responsible for issuing the No Objection Certificate (NOC) for:
  - a. Applicants seeking to establish a new ITI
  - b. Addition of trades/units in an existing ITI
  - c. Relocation or shifting/Merger of existing ITIs
- ii. A detailed SOP for issuing NOC, has been outlined in *Annexure-8*. If the State/UT Directorate follows some State specific additional guidelines for issuing NOC, then these additional guidelines should be formally notified/published. The State/UT Directorate will bear responsibility for addressing any legal disputes arising from the interpretation or implementation of these State-specific norms or guidelines.
- iii. For applications under the MSTI scheme, the State/UT Directorate must ensure that all proposals comply with the MSTI scheme guidelines before issuing the NOC. Additionally, the State Directorate should publish an updated list of unserved blocks annually, prior to the opening of the affiliation portal.
- iv. The State/UT Directorate is required to take a decision on NOC applications within three months after the closing date of the affiliation portal.
- v. The State Directorate must complete the Desktop Assessment within 3 months, after receiving the application.
- vi. During the Desktop Assessment (DA), the State/UT Directorate must verify the details submitted by the applicant institutes and may raise Non-Conformities related to non-compliance with DGT norms, guidelines, circulars, or regulations, if any.
- vii. The State/UT Directorate shall ensure the prompt submission of the inspection report by the state inspecting members following the joint inspection.
- viii. For DST affiliation applications, the State /UT Directorate must verify the details of the DST MoU and industry within two months from the date of receiving the application on the portal.
- ix. The State/UT Directorate may also conduct surprise inspections of affiliated ITI to oversee the quality of training and the availability of infrastructure as per DGT guidelines. The reports of such inspections should be shared with DGT. In case the ITI is not functioning properly, the de-affiliation proceeding, as outlined in *Chapter 7*, may be initiated.



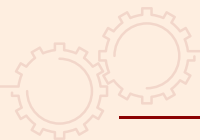
- x. The recruitment and financial matters for ITI staff and instructors, fall entirely under the purview of the State/UT Directorate. The State Directorate must ensure that all staff and instructor positions are filled, the machinery and equipment are in good condition, and a sufficient amount of consumables are available in the ITI to conduct proper training.
- xi. The State/UT Directorate is responsible for admission-related activities, including counseling, spot admissions, finalizing trainee data for each academic session, and migrating data from the State admission portal to the DGT portal. However, all these activities must be carried out in accordance with the CTS academic calendar, as issued by the DGT from time to time.
- xii. In all matters related to the de-affiliation of ITIs, the State Directorate shall ensure adherence to the Standard Operating Procedures (SOP) outlined in **Chapter 7**.

### 8.2. Role of Regional Directorates of Skill Development and Entrepreneurship

The Ministry of Skill Development and Entrepreneurship (MSDE) established the Regional Directorates of Skill Development and Entrepreneurship (RDSDEs) for each State/UT through a gazette notification on December 14, 2018 (No. DGT-A-11018/1/2018-Adm.II). Details of the RDSDEs are available on the DGT website (<https://dgt.gov.in/rsde-lists>).

These Regional Directorates serve as extended arms of the MSDE and are responsible for overseeing the implementation of various skill development programs, schemes, and initiatives. Their key functions include coordinating with the concerned State/UT Directorates and other stakeholders, as well as inspecting ITIs in matters related to affiliation and de-affiliation. Their roles and responsibilities in affiliation process include the following:

- i. During affiliation process the Desktop Assessment (DA) is to be completed by State Directorate within three months' time frame. However, if the DA is not completed by the respective State Directorate within the stipulated timeframe, the application will be auto-forwarded to the RDSDE login. The RDSDE must complete the Desktop Assessment (DA) within three months from the date of receipt of the application for DA by constituting a committee with the State directorate officials.
- ii. During the DA, the RDSDE must verify the details submitted by the applicant institute and may raise Non-Conformities related to non-compliance with DGT norms, guidelines or circulars, if any.
- iii. After completing the DA and receiving the instructor engagement details from the applicant institute on the portal, the RDSDE shall create an inspection batch for conducting the inspection of the institute. Following the inspection, the RDSDE is responsible for ensuring the timely submission of the inspection reports by the inspecting members.
- iv. For DST affiliation applications also, the State Directorate has to complete the verification within a two-month timeframe. If the verification is not completed within this period, the application will be automatically forwarded to the RDSDE login. The RDSDE must then complete the verification of the forwarded DST applications within two months from the date of receipt in their login.
- v. In all matters related to the de-affiliation of ITIs, the RDSDE shall ensure adherence to the SOP outlined in **Chapter 7**.



- vi. RDSDE should also ensure that at least one SSDEC meeting is conducted every two months, and the recommendations of the SSDEC regarding affiliation and de-affiliation matters are promptly shared with the DGT.
- vii. The RDSDE may conduct surprise inspections of any affiliated ITI at any time to ensure the quality of training and the availability of infrastructure as per DGT guidelines. The reports of such inspections should be shared with DGT. In case the ITI is not functioning properly, the process of de-affiliation as indicated in **Chapter 7**, may be initiated.
- viii. In addition to the above, RDSDE should ensure that Government ITIs also maintain the highest standards of quality and monitor the quality of training programs, infrastructure, and overall performance of the ITIs, as mentioned in the DGT OM DGT-Aff011/8/2023-O/o DIR (TC) dated 22.04.2024. They must also ensure that periodic joint inspections of Government ITIs are carried out in accordance with the aforesaid guidelines or any subsequent guidelines issued in this regard.

### **8.3. Role of State Skill Development & Entrepreneurship Committee (SSDEC)**

The Ministry of Skill Development and Entrepreneurship vide its order dated 28<sup>th</sup> March 2022 constituted the State Skill Development & Entrepreneurship Committees (SSDEC) with members from all divisions of the Ministry and State/UTs. These committees are empowered for scaling-up of skill development activities in their respective State/UT. The State/UT Secretary/ Principal Secretary/ ACS (in-charge of Skills) serves as the Chairperson of the SSDEC.

The following are the key roles and responsibilities of the SSDEC in affiliation and de-affiliation matters:

- i. SSDEC is empowered to send recommendation for DST affiliation matters for both Government and Private ITIs, as defined in **Chapter 4**.
- ii. For the conversion of trades from SCVT to NCVET in existing Government ITIs (affiliated with DGT), the SSDEC can send recommendations to DGT, following a joint inspection by State representatives and RDSDE members. SSDEC should ensure that these recommendations are aligned with the guidelines outlined in section 3.5 of **Chapter 3**.
- iii. The SSDEC is also empowered to send recommendations for applications for the renewal of affiliation for both Government and Private ITIs, following joint inspection by the RDSDE and State Directorate, as per the provisions outlined in Section 3.6 of **Chapter 3**.
- iv. The SSDEC is empowered to provide recommendations on matters concerning the de-affiliation and surrender of trades or units for both Government and Private ITIs, as per provisions outlined in **Chapter 7**.
- v. Additionally, SSDEC is empowered to conduct skill gap and need analysis for starting new courses as per local requirement.

### **8.4. Role of Standing Committee on Accreditation & Affiliation (SCAA)**

To ensure a robust, transparent, and uniform decision-making process for affiliation and de-affiliation of ITIs, DGT has constituted the Standing Committee on Accreditation & Affiliation (SCAA). The Committee, chaired by the Deputy Director General (DGT), Hq. includes representatives from the State/UT Directorates, RDSDEs, and the Affiliation Section of DGT. SCAA is entrusted with examining affiliation and de-affiliation related proposals and submitting final recommendations



to the Director General (Training) for approval. The detailed composition and procedures for conducting SCAA meetings are outlined in Table 4 of **Chapter 2**. Section 2.5.5.

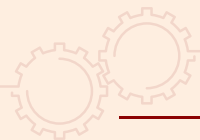
The following are the key roles and responsibilities of the SCAA in affiliation and de-affiliation matters:

- i. The SCAA shall convene its meetings periodically to review and consider batches of proposals related to affiliation and de-affiliation received from State/UT Directorates within defined timelines.
- ii. The Committee shall thoroughly scrutinize all proposals related to affiliation and de-affiliation received from State/UT Directorates and the respective State Skill Development & Entrepreneurship Committees (SSDECs).
- iii. Based on its evaluation, the SCAA shall recommend the grant of affiliation to ITIs that fully comply with the prescribed norms, infrastructure requirements, faculty qualifications, and other eligibility criteria.
- iv. In cases where an ITI does not meet the required affiliation standards, the Committee shall recommend the rejection of such proposals, with recorded reasons.
- v. The SCAA shall review and provide final recommendations on proposals for de-affiliation of ITIs found to be non-compliant, as well as on requests for voluntary closure or self-surrender of specific trades or units.
- vi. The Committee shall periodically review the existing affiliation and de-affiliation norms and, where necessary, recommend suitable amendments in line with changing policies, technological advancements, and training needs.

### 8.5. Roles and responsibility of Applicant Institute

To ensure a smooth and compliant affiliation process, every applicant institute seeking accreditation and affiliation under the CTS must adhere to the following responsibilities in a sequential and structured manner:

- i. Thoroughly read and understand the Accreditation and Affiliation Norms and the CTS curriculum for all trades currently offered or proposed for affiliation. The complete list and details of long-term CTS courses are available on the official website of the DGT.
- ii. Applicants should carefully review all details entered in the application form before final submission, as no further modifications will be permitted once the application is submitted.
- iii. In the case of affiliation for a new ITI, addition of trades or units, change of location, or merger of institutes, the application process consists of two stages. After obtaining the No Objection Certificate (NOC) through Stage-I, the applicant must submit the Stage-II application within one year from the date of issuance of NOC. Failure to do so will result in rejection, and the process must be restarted afresh.
- iv. The applicant institute must ensure that the civil infrastructure and machinery/equipment strictly conform to the specifications outlined in **Chapter 9** of the affiliation norms and the respective CTS curriculum, available on the official DGT website.

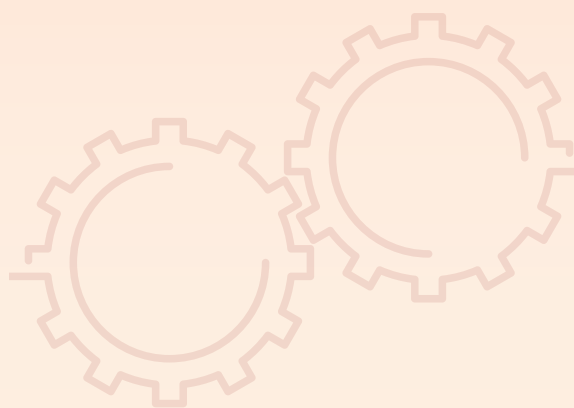


- v. During the desktop assessment phase, the institute must promptly respond to any Non-Conformities (NCs) raised by the State/UT Directorate or RDSDE strictly within the prescribed timelines. Failure to address these NCs in time will lead to rejection of the application.
- vi. In cases where deficiencies are identified during the SCAA meeting, the applicant must comply fully with the timelines and procedures laid down by the SCAA for such rectifications.
- vii. If the ITI intends to relocate to a new site, it must ensure that all currently enrolled trainees have completed their training-related activities and that no new admissions are undertaken during the transition period.
- viii. The building infrastructure must be secure, easily accessible, and inclusive, catering to the needs of all trainees, including those who are differently abled.
- ix. In cases where local building bye-laws are not specified or available, the institute must follow the provisions of the National Building Code (NBC) of India.
- x. The applicant must adhere to established safety norms and ensure that the layout and infrastructure of the institute reflect an aesthetically pleasing, organized, and hazard-free environment, ensuring a conducive learning environment.
- xi. All civil structures should be environmentally sustainable and must include necessary accessibility features—such as ramps—as per local building bye-laws to support differently-abled individuals.
- xii. The construction of classrooms, workshops, computer labs, administrative areas, and amenities must not be carried out in basements or cellars, defined as any floors that are partially or fully below ground level.
- xiii. The applicant ITI must fully comply with all prevailing DGT norms. In addition to DGT norms, the institute must also comply with all relevant State/UT-specific rules, regulations, and statutes applicable to ITIs.

**Conclusion:** This chapter attempts to define the roles and responsibilities of key stakeholders, including State/UT Directorates, RDSDEs, SSDECs, SCAA, and applicant institutes. It is important to note that the roles and responsibilities described in this chapter are indicative in nature. All stakeholders are expected to adhere to the comprehensive set of responsibilities detailed throughout this manual.

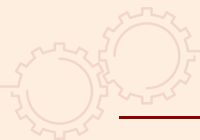
**CHAPTER**

**09**



# **Standard Civil norms and Requirements for Accreditation and Affiliation of ITIs**



**09**  
CHAPTER**Standard Civil Norms and Requirements for Accreditation and Affiliation of ITIs**

For institutes seeking accreditation and affiliation, adherence to a specific set of civil infrastructure norms is mandatory. These norms cover essential aspects such as land, buildings, electricity connections, and other fundamental facilities required for effective training. This Chapter provides a detailed overview of the infrastructure requirements for institutes undergoing the affiliation or accreditation process. It outlines precise specifications for land area, building layout, and key facilities, including classrooms, workshops, IT labs, amenity areas, and other critical infrastructure components necessary for compliance.

Taking into account the geographical location of the institute and emphasizing space optimization through vertical expansion, the current norms provide greater flexibility in land requirements for establishing an ITI. These revisions address spatial constraints and facilitate the establishment of training institutes in urban areas, hilly regions, and the Northeastern States. By incorporating these changes, the new norms enhance the accessibility and reach of vocational training across the country, ensuring balanced regional development while maintaining the quality and standards of training facilities.

### 9.1 Land Requirement for Opening of New ITIs

Establishing a new ITI requires adequate land to ensure the development of essential infrastructure such as classrooms, workshops, administrative blocks, hostels, and other amenities. To promote equitable access to skill training across the country while accounting for regional constraints, differential norms have been laid down for general areas, X class cities, hilly areas, North Eastern States, and border districts. The subsections below outline the minimum land requirements in each of these categories.

#### 9.1.1. Minimum land requirement for opening of ITI at any location in country (except North Eastern region, Border districts, Hilly Area and X class cities as defined by Government from time to time)

This section outlines the minimum land required for setting up an ITI in any part of the country except for the North Eastern region, Border districts, Hilly areas, and X class cities. The requirements vary based on the number of trade units and the number of building storeys. The required area for each case is provided in the table below.

*Table 21: Land Requirement for ITI located anywhere in country (except Northeastern States, Border district, Hilly Area and X class cities)*

| Number of Trade(s)/Unit(s)                                              | Minimum land area required |                |                            |                |                                    |                |
|-------------------------------------------------------------------------|----------------------------|----------------|----------------------------|----------------|------------------------------------|----------------|
|                                                                         | For single storey building |                | For double storey building |                | A three-storey or higher building. |                |
|                                                                         | Area (in sq.m)             | Area (in acre) | Area (in sq.m)             | Area (in acre) | Area (in sq.m)                     | Area (in acre) |
| Four Trades (1 + 1 unit in each trade)                                  | 3000                       | 0.74           | 2115                       | 0.52           | 1821                               | 0.45           |
| Four or more trades with a total of up to 8 base units in all trade(s)  | 5000                       | 1.24           | 3525                       | 0.87           | 3035                               | 0.75           |
| Four or more trades with a total of up to 16 base units in all trade(s) | 9000                       | 2.22           | 6345                       | 1.57           | 5464                               | 1.35           |





Base unit is defined as the maximum number of units of a trade that (existing and sought for affiliation) under the first or second shift of an ITI. In case of New ITI, it is the maximum number of units, of a trade sought for affiliation under the first or second shift.

### 9.1.2. Minimum land requirement for opening of ITIs in X class cities

If the institute is located in X class cities as defined by the Government of India, then the minimum land requirement shall be as per the details given in table mentioned below:

*Table 22: Land requirement for ITI located in X class cities*

| Number of Trade(s)/Unit(s)                                              | Minimum land required for single storey building |                | Minimum land required for double storey building |                | Minimum land required for a three-storey or higher building |                |
|-------------------------------------------------------------------------|--------------------------------------------------|----------------|--------------------------------------------------|----------------|-------------------------------------------------------------|----------------|
|                                                                         | Area (in sq.m)                                   | Area (in acre) | Area (in sq.m)                                   | Area (in acre) | Area (in sq.m)                                              | Area (in acre) |
| Four Trades (1 + 1 unit in each trade)                                  | 2400                                             | 0.6            | 1692                                             | 0.42           | 1457                                                        | 0.36           |
| Four or more trades with a total of up to 8 base units in all trade(s)  | 4000                                             | 1.0            | 2820                                             | 0.70           | 2428                                                        | 0.60           |
| Four or more trades with a total of up to 16 base units in all trade(s) | 7200                                             | 1.8            | 5076                                             | 1.25           | 4371                                                        | 1.08           |

### 9.1.3. Land requirement for opening of ITIs in in Hilly Areas, North Eastern States, and Border Districts

To promote skill training in hilly areas, North Eastern States, and border districts, minimum land requirement has been significantly relaxed. The specific requirements are given in table below.

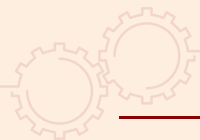
*Table 23: Land Requirement for ITI located in Hilly Areas, Northeastern States, and Border Districts*

| Minimum Trades/Units                           | Minimum land required (in sqm) | Minimum land required (in acre) |
|------------------------------------------------|--------------------------------|---------------------------------|
| 2 CTS trades, with (1 + 1) units in each trade | 1200                           | 0.3                             |

### 9.1.4. Guideline for opening new ITIs in Hilly Areas, North Eastern States and Border Districts

- These relaxations are applicable solely to the North Eastern States, Hilly areas as notified by the respective State/UT Governments, and Border Districts as specified by the Ministry of Home Affairs.
- In hilly areas, North Eastern States, and Border districts, new ITIs can be opened with a minimum of 2 Long-term Craftsmen Training Scheme (CTS) trades, each having 1 + 1 units, i.e., a total of 4 units. The minimum land requirement for opening such an ITI in these regions is 0.3 acres (1200 sqm).
- In Hilly areas, ITIs can be constructed in multiple split levels, but the stretch of land must be contiguous, with a total area of at least 0.3 acres (1200 sqm) for a minimum of two trades and four units.





- iv. ITIs must meet the minimum area requirements for administrative area, workshops, classrooms, drawing/multipurpose halls, IT labs, and library as defined in the latest CTS curriculum.
- v. Basic amenities such as a canteen, first-aid room etc. are mandatory in ITIs. However, in hilly areas, North Eastern States, and border districts, there is no prescribed minimum area for these amenities, and they can be designed based on the available space.
- vi. Vertical expansion of the building can be carried out within the limits set by the Government authority regarding the number of floors.
- vii. Trades with heavy machinery should only be housed on the ground floor (as defined in latest trade curriculum).
- viii. ITI building construction and all safety provisions should be in accordance with the NBC code/ local building bye-laws of State / UT as defined for the aforementioned areas.
- ix. If an applicant intends to open ITI with more than 2 trades and 4 units, it must satisfy the minimum area requirements for workshops, classrooms, drawing/multipurpose halls, IT labs, and library in addition to the 0.3 acre (1200 sqm).
- x. Apart from the aforementioned relaxations, all other norms for affiliation will continue to apply.

#### **9.1.5. Land Ownership**

For accreditation/affiliation of all ITIs (New and Existing), the norms related to land ownership are as follows:

- i. In case of Own land, the land documents should be duly registered as per rules before the Registration Authority of concerned State.
- ii. For leased land, the lease deed should be registered between the lessor and lessee for a minimum period of six years from the date of the application.
- iii. The required land area should consist of one contiguous plot. The academic, instructional, administrative, and amenities areas should all be constructed on this single plot. The building of the institute should comply with local building by-laws/ the National Building Code (NBC) of India.

#### **9.1.6. Guidelines applicable for land Requirement**

- i. The areas mentioned in sections 9.1.1 and 9.1.2 represent the minimum space required for setting up new ITIs with a maximum of 16 units across all trades, in either the first or second shift. For ITIs planning to have more than 16 units, additional space will be required to meet the workshop and classroom requirements specified in the syllabus for each trade, along with a proportional increase in the amenities area.
- ii. Vertical expansion of the building can be carried out within the limits set by the Government authority regarding the number of floors.
- iii. The land used for the ITI should be enclosed by a boundary wall.
- iv. For institute building the number of floors shall be restricted as per the guidelines of local government authorities. However, if the institute is constructed with more than three floors, the provision of lift shall be mandatory in the institute.
- v. The institutes should create special facilities such as ramps, rails and special toilets, and make other necessary arrangements to suit the special needs of differently-abled persons.



vi. Trades requiring heavy machinery must be accommodated on ground floor. Trades with heavy machinery include:

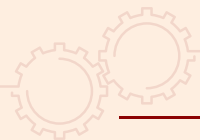
|                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                   |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Welder</li> <li>• Foundry man</li> <li>• Mechanic Tractor</li> <li>• Mechanic Diesel</li> <li>• Mechanic Motor Vehicle</li> <li>• Fitter</li> <li>• Turner</li> </ul> | <ul style="list-style-type: none"> <li>• Machinist</li> <li>• Sheet Metal Worker</li> <li>• Wood Work Technician</li> <li>• Machinist Grinder</li> <li>• Tool and Die Maker</li> <li>• Building Constructor (Mason) &amp;</li> <li>• Any other trade having single machinery weighing more than 200 kg</li> </ul> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## 9.2 Building Infrastructure Requirement of the Institute

The specifications for building construction required for the establishment of ITI are provided in the table below.

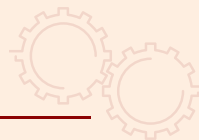
*Table 24: Building Infrastructure of the Institute*

| 1.      | Institutional Area |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|---------|--------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Sr. No. | Particulars        | Specification                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 1.1     | Classroom          | <ul style="list-style-type: none"> <li>i. The minimum size of the classroom must be 25 sq. m, with a minimum width of 3 m.</li> <li>ii. The floor of the classroom should be tiled.</li> <li>iii. The roof of the classroom should be flat/pitched RCC.</li> <li>iv. Walls/ceilings made of tin sheets are not allowed.</li> <li>v. There must be one chair/desk for each trainee in the classroom.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                             |
| 1.2     | Workshop           | <ul style="list-style-type: none"> <li>i. The workshop for all trades must be rectangular in shape, with a minimum width of 5 m.</li> <li>ii. The workshop area should adhere to the specifications outlined in the latest curriculum for the CTS trade. The latest workshop area requirement, is given in <b>Annexure-19</b>.</li> <li>iii. The workshop must have either a flat/pitched RCC roof, or profiled industrial roof sheets with structural supports, in accordance with design standards.</li> <li>iv. Sheds made of tin sheets or asbestos sheets are not allowed for workshop roof.</li> <li>v. Walls made of tin sheets are not permitted in the workshop.</li> <li>vi. Workshops for multiple units of the same trade must be maintained separately and should not be combined.</li> </ul> |

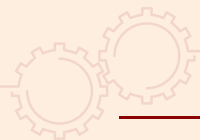


| Sr. No.   | Particulars                                          | Specification                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-----------|------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.3       | IT lab                                               | <p>An exclusive computer lab should be provided, equipped with an internet connection, multimedia, anti-virus software, the latest operating system, and a UPS for the computers.</p> <p>The specifications for the IT lab are as follows:</p> <ol style="list-style-type: none"> <li>The minimum size of the IT lab shall be 25 sq. m for 10 computers, with minimum width of the lab shall be 3 m.</li> <li>This is specified for the institute with a total seating capacity of up to 100 trainees per shift.</li> <li>For every additional 20 trainees in the trade/units, 2 computers must be added, and an additional 2.5 sq. m should be provided for each extra computer in IT lab area.</li> <li>The floor should be tiled.</li> <li>The technical specifications for the IT lab infrastructure are detailed in Section 9.2.1 of this Chapter.</li> </ol> <p><b>Note#</b> An exclusive IT lab is not required if the institute is running only the COPA trade. However, if any other trade is offered alongside COPA, an exclusive IT lab is mandatory.</p> |
| 1.4       | Multipurpose Hall                                    | <ol style="list-style-type: none"> <li>A multipurpose hall is required in the ITI, which will also be used for Engineering Drawing for Engineering Trades (excluding Draughtsman Civil and Draughtsman Mechanical trades).</li> <li>The area of the multipurpose hall should be 110 sq. m. The minimum width of the multipurpose hall/ courtyard shall be 5 m.</li> <li>This area is for up to 160 trainees per shift. Thereafter, there should be a proportional increase in the area of multipurpose hall.</li> <li>The multipurpose hall should be equipped with necessary training infrastructure as specified in the syllabus issued from time to time by DGT.</li> <li>This space can be used for drawing purposes when required, in addition to other Skill training-related activities for ITI trainees.</li> </ol>                                                                                                                                                                                                                                          |
| 1.5       | Raw Material Storage Room and Oil & Gas Storage Room | <p>The Raw Material Storage Room and Oil &amp; Gas Storage Room must have the following minimum sizes:</p> <ol style="list-style-type: none"> <li>90 sq. m for all engineering trades.</li> <li>30 sq. m for all non-engineering trades.</li> </ol> <p>Wherever gas/oil storage is required, a separate room must be provided for the Raw Material Storage and Oil &amp; Gas Storage.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>2.</b> | <b>Administrative Area</b>                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 2.1       | Principal Room                                       | 20 sq.m                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 2.2       | Reception cum waiting lobby                          | 40 sq.m                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 2.3       | Staff Room                                           | 20 sq.m                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 2.4       | Placement/Counselling room                           | 50 sq.m                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 2.5       | Administrative Hall/Section                          | 20 sq.m                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

**Note#** The areas mentioned above are the minimum requirements. Institutes may increase the area based on their specific needs and operational requirements.



| <b>3. Amenities Area</b> |                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|--------------------------|-------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Sr. No.</b>           | <b>Particulars</b>                  | <b>Specification</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 3.1                      | Library & reading room              | 40 sq. m<br>The area mentioned above is for upto 160 trainees per shift and thereafter additional proportionate area will be required for each additional trainee.                                                                                                                                                                                                                                                                                                                                                   |
| 3.2                      | First-Aid Room                      | 15 sq. m                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 3.3                      | Playground                          | Dedicated playground, as per Local Building Bye- Laws/NBC of India                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 3.4                      | Drinking water facility             | Institute shall provide treated drinking water facility at all floors and workshops as per the local building bye-laws/ Latest NBC of India                                                                                                                                                                                                                                                                                                                                                                          |
| 3.5                      | Availability of staircases          | As per local building bye-laws/As per latest National Building Code of India.                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 3.6                      | Toilets / Water Closets             | Institutes must provide separate toilets for staff, boys, girls and differently abled individuals as per local building bye-laws/NBC of India.                                                                                                                                                                                                                                                                                                                                                                       |
| 3.7                      | General Parking Details             | The parking area should be provided as per local building bye-laws or as per the National Building Code for two-wheelers, bicycles etc.<br><br>The parking area specified for different trades, such as Mechanic Diesel, in the workshop norms is separate from this general parking area.                                                                                                                                                                                                                           |
| <b>4. Signage Boards</b> |                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 4.1                      | Signage Board on plot entrance      | The institute must display a signage board at the plot entrance as well as on the institute building, in accordance with the specifications provided in the guidelines below:<br><br>Signage 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.<br><br>Details needed: ITI's name, MIS code and full address and ITI logo, Skill India Logo & DGT logo. |
| 4.2                      | Signage Board on Institute building | Details needed: ITI's name, MIS code*, ITI logo, Skill India Logo & DGT logo.                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 4.3                      | Signage Boards                      | i. Directional boards must be displayed to indicate different sections of the building, such as the workshop, administrative building, hostel, scrap yard, etc.<br><br>ii. Signage boards for important safety information, including three-phase power supply, danger zones, and prohibited areas, must also be prominently displayed.                                                                                                                                                                              |
| 4.4                      | Trade details board                 | Trade details board shall display the list of DGT affiliated trades, seating capacity and number of trainees enrolled                                                                                                                                                                                                                                                                                                                                                                                                |
| 4.5                      | Staff details board                 | Staff details board shall display name, qualification/ designation and contact numbers of Principal and Group Instructor/Trade Instructor                                                                                                                                                                                                                                                                                                                                                                            |
| 4.6                      | Exit Board                          | Emergency exit routes must be clearly marked with visible signage.                                                                                                                                                                                                                                                                                                                                                                                                                                                   |



| Sr. No. | Particulars                                  | Specification                                                                                                                                                                                               |
|---------|----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4.7     | Board indicating Danger Signs                | Boards indicating Danger Signs must be prominently displayed near: Transformer, Generator Set, heavy Electrical Installation/ Panels.                                                                       |
| 4.8     | Prohibited Area Indicators                   | Near running machinery etc.                                                                                                                                                                                 |
| 4.9     | Sexual Harassment Redressal Committee Notice | Each ITI must prominently display information about the Sexual Harassment Redressal Committee on notice boards, ensuring awareness and fostering a safe, respectful environment for all students and staff. |

\*For New ITIs the MIS code may be displayed after the grant of affiliation.

### 9.2.1. Specifications of IT lab

The following infrastructure requirements are essential for the establishment of a fully functional IT lab in an ITI:

*Table 25: Specifications of IT lab*

| Sr. No | Details                                                                                               | Norms                                                                                                                                                                                                                                                                                                                                                                           |
|--------|-------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.     | Desktop computer with latest configuration                                                            | Each ITI shall be equipped with desktop computers of the latest configuration to ensure effective digital learning.<br>i. A minimum of 10 computers shall be required for an ITI having a seating capacity of up to 100 trainees in either the first or second shift.<br>ii. For every additional 20 trainees beyond the initial 100, 2 additional computers shall be required. |
| 2.     | Internet connection                                                                                   | Minimum 40 Mbps connection or high speed Wifi connection                                                                                                                                                                                                                                                                                                                        |
| 3.     | Computer with multimedia, anti-virus software, latest operating software (Licensed software) with UPS | Mandatory                                                                                                                                                                                                                                                                                                                                                                       |
| 4.     | LAN Cabling, LAN Switch                                                                               | As required                                                                                                                                                                                                                                                                                                                                                                     |
| 5.     | Printer (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 nos.                                                                                                                                                                                                                                                                                                                                                                         |
| 13.    | Black/ White Board 4X6 Feet                                                                           | 1 no.                                                                                                                                                                                                                                                                                                                                                                           |





### 9.2.2. Additional Instructions Related to Building Construction

#### i . Plastering and Painting of Interior and Exterior of the Building

- All internal walls within the built-up area must be plastered and painted.
- External walls and ceilings should be distempered.

#### ii. Flooring

- All built-up areas of the institute must have at least cemented or tiled flooring.
- Tiled flooring is preferred in classrooms, administrative areas, and IT labs.

#### iii. Painting/Lamination

- All doors, windows, ventilators, gates, grills, and railings of the institute should be painted, polished, or laminated.

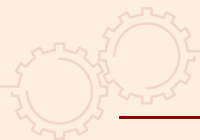
### 9.2.3. Required Documents Related to the Institute's Building

The following building related documents must be provided by the applicant ITI to verify the building infrastructure as prescribed norms and standards:

*Table 26: Institute Building-Related Document Requirements*

| Sr. No. | Document                                                                    | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|---------|-----------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.      | Building plan                                                               | Building plan of the Institute must be approved by Town Planning Department/ District Magistrate (Collector)/ Development Authority/ Municipal Authority/ Government approved Architect /Architect registered with Council of Architecture/ Any other Competent Authority as per State Government rules.<br><br>It should be certified that layout plan of the ITI is in accordance with the relevant standards/requirements as envisaged in National Building Code of India or local building bye laws.                                                                                                                                                                                                                                                                                                                                                                                                     |
| 2.      | Building Completion Certificate (BCC) / Structural Safety Certificate (SSC) | <b>Guidelines for Building completion certificate (BCC) /Structural Safety certificate (SSC)</b><br>i. The Building Completion Certificate (BCC) is applicable for new institutes.<br>ii. The Structural Safety certificate (SSC) is applicable for existing (already affiliated with DGT) institutes.<br>iii. The BCC / SSC should mandatorily mention the name and address of the ITI.<br>iv. The BCC/ SSC should clearly state that "the building(s) is fully constructed, ready, and safe in all respects for use as an Industrial Training Institute (ITI) as per local building byelaws or the latest National Building Code (NBC) of India."<br>v. The BCC/SSC can be issued by the Municipal Authority, Development Authority, Government-approved Civil or Structural Engineer, or any other competent authority authorized to issue BCC/SSC as per the rules of the respective State/UT Government |

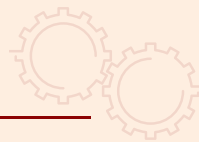




| Sr. No. | Document                | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|---------|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|         |                         | <p>vi. In cases where the BCC is issued by a Government-approved Civil/Structural Engineer, an authorization letter or a valid license issued by the Government must be submitted along with the Building Completion Certificate.</p> <p>If any State, Municipal Authority, Development Authority, Competent Authority, or Government-approved Civil/Structural Engineer has a predefined format for issuing the BCC, that format may be used.</p> <p>vii. For Government ITIs, in cases where the standard BCC format is not available, a valid Handing Over and Taking Over Certificate issued by the concerned government department that constructed the building may be submitted in lieu of the BCC.</p> <p>viii. Sample format for BCC is given in <b>Annexure -10</b> and Structural Safety certificate (SSC) is given in <b>Annexure-11</b>.</p> |
| 3.      | Fire Safety Certificate | From the Fire and Safety Department of the concerned State Government/UT, as per the format specified by the Fire and Safety Department.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

#### **9.2.4. Guidelines regarding the Building and Structure of the Institute**

- i. ITI must comply with all the latest DGT norms, prescribed from time to time. In case of any violation, appropriate action will be initiated.
- ii. In addition to the affiliation norms of DGT, ITIs must follow all existing statutes/ provisions (related to ITIs) in that particular State/UT. The ITIs must 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 classrooms, workshops, IT labs, administrative area, amenities areas are not 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.
- v. The institute must ensure compliance with all safety norms and maintain the overall aesthetic sense of the building.
- vi. 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.
- vii. For regions with diverse terrains such as hilly area, coastal area and mountain region with snowfall, respective building code /norms of the State Government to be followed.
- viii. The number of floors in the institute building shall be limited as per the guidelines of local government authorities. However, if the building has more than three floors, the installation of a lift shall be mandatory.
- ix. Lift safety provisions must comply with the relevant safety standards, and the lift installation must be regularly inspected and maintained to ensure the safety of users in the institute.



### 9.3 Requirement of Electricity Connection/Power Supply

- i. The institute should have three phase commercial electricity connection.
- ii. The electricity connection must be registered either in the name of the applicant institute at the institute's address, or in the name of the managing society, trust, or company at the same address.
- iii. If the electricity connection is in the name of the society, trust, or company, a resolution passed by its governing body must be submitted. This resolution should clearly state that the electricity connection is exclusively dedicated for use by the institute, in accordance with the format provided in **Annexure-6**.
- iv. The total power supply available or sanctioned in the institute should not be less than the total power supply required for all affiliated trades/units, as well as for those for which affiliation is sought.
- v. **Total Electricity Load Requirement:** The total electrical load requirement is the cumulative electricity load necessary to operate all trade units—both existing and proposed—for which affiliation is sought in an ITI.

Total Load Required =  $\sum$  (Standard load per unit  $\times$  Number of base units (existing and sought for affiliation), for a trade).

Here, standard load per unit is the power requirement (in KW) prescribed for one unit of a trade, as specified in the CTS curriculum. The base units refer to the maximum number of units (existing and sought for affiliation) under the first or second shift for a specific trade.

- vi. The institute must ensure the availability of a reliable backup power supply to maintain uninterrupted functioning in the event of a power failure. The backup system serves as an alternative to the main 3-phase power supply and must be capable of supporting essential institutional operations (in the event of a power failure).
- vii. The backup power solution may include conventional generators or renewable energy sources such as solar power systems. In the case of solar power, adequate battery storage must be provisioned to ensure continuous supply during non-sunny hours or extended outages.
- viii. All backup power systems must be properly installed and maintained as per relevant electrical safety standards.

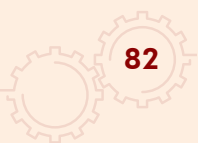
### 9.4 Other Mandatory Requirements

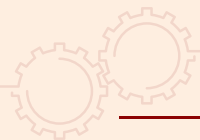
In addition to the aforementioned requirements, the following criteria are also mandatory for the institute to meet:

- i. Biometric machine with GPS connectivity for staff and trainees (separate biometric machine for staff and trainees).
- ii. Projector for e-learning classes.
- iii. Disaster Management Plan.

### 9.5 Desirable Requirements

The following desirable requirements may be adopted by ITIs to enhance infrastructure, promote sustainability, and support student welfare. While these requirements are optional and





not mandatory, their adoption is strongly encouraged, as they contribute to improved operational efficiency and create a more conducive educational environment for both students and staff.

**i. Sustainable Practices:**

- a. Installation of rainwater harvesting systems to conserve water and regular maintenance of the same.
- b. Adopt solar energy or other renewable energy sources to reduce dependence on conventional power supply.
- c. Set up a sewage treatment plant to ensure proper treatment and reuse of wastewater.

**ii. Health and Hygiene:**

- a. ITIs with more than 50 female trainees should install a sanitary napkin vending machine to support the health and hygiene needs of students.
- b. Provide separate disposal units for sanitary waste in washrooms, equipped with incinerators or sanitary waste bins.

**iii. Waste Management:**

- a. Ensure waste is segregated at the source into biodegradable, non-biodegradable, and hazardous categories using color-coded bins (e.g., green for biodegradable, blue for recyclable, and red for hazardous waste).
- b. Arrange for the regular collection and safe disposal of all waste to prevent accumulation on campus.
- c. Disposal of hazardous waste (e.g., chemical, e-waste, and biomedical waste) as per government-approved protocols through authorized agencies.
- d. Set up composting facilities for food waste and other organic matter to promote recycling and reduce the landfill burden.
- e. Minimize the use of single-use plastics and encourage eco-friendly alternatives.

**iv. Campus Infrastructure:**

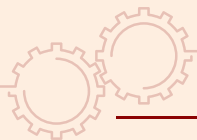
- a. Install an announcement system in classrooms and strategic locations for general and emergency announcements.
- b. Deploy Enterprise Resource Planning (ERP) software to facilitate seamless interaction between students, the institution, and parents.
- c. Install CCTV security systems to ensure the safety and security of the campus.
- d. Equip classrooms with LCD projectors (or similar devices) to enhance teaching and learning.

**Conclusion:** This chapter laid out updated civil infrastructure requirements based on geography and land availability, including provisions for vertical expansion of buildings. Standard templates and rationalized norms aim to reduce entry barriers and support the establishment of ITIs across diverse regions, especially in constrained urban or remote areas.

# CHAPTER 10

## Safety provisions for ITIs



**10**  
CHAPTER**Safety provisions for ITIs**

All institutes are required to implement adequate safety provisions in their premises to ensure a secure environment for all trainees and staff, and to foster a culture of preparedness against natural calamities and emergencies. This Chapter outlines the necessary safety measures that every institute must adopt to protect against potential risks, including fire hazards, electrical dangers, and structural weaknesses. Additionally, the Chapter emphasizes preparedness for natural disasters and emergencies, ensuring that both staff and trainees are equipped with the knowledge and resources to handle such situations effectively. By adhering to these safety guidelines, institutes not only comply with regulatory requirements but also promote a culture of safety and preparedness.

**Guidelines for Disaster Management****10.1. Fire Safety****Essential requirements related to Fire safety:**

All buildings must be inspected by the Local Fire Service Authorities for fire safety measures upon completion and prior to occupation, with a certificate of compliance obtained. Additionally, the following requirements must also be met:

- |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>i. Fire drills should be conducted periodically in institute buildings. Fire drills help the building occupants to understand their roles and responsibilities during a fire scenario.</li><li>ii. Fire buckets filled with sand must be placed in protected stands near workshops, laboratories, DG rooms, transformers, and substations.</li><li>iii. A fire point must be established in front of each building, equipped with 2 water buckets, 2 sand buckets, and 4 fire extinguishers, one of each type.</li><li>iv. At least two extinguishers of any type must be installed at each prominent location.</li></ul> <p>Every exit, exit access, or discharge point must be continuously maintained,</p> | <ul style="list-style-type: none"><li>v. free of all obstructions or impediments, for emergency use.</li><li>v. Retroreflective signage must be provided for escape routes at an appropriate height.</li><li>vi. An evacuation drill must be conducted quarterly for each building.</li><li>vii. To prevent stampedes and manage emergencies effectively, the institution must maintain a Standing Fire Order, a document outlining established procedures and the duties and responsibilities of various authorities and agencies for handling fire and emergency situations.</li><li>viii. Designate an assembly point in a safe location, ensuring it is free from any surrounding fencing.</li></ul> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**Desirable requirements related to Fire safety:**

- i. Install CCTV cameras to cover all important areas of the campus, including fire safety systems such as extinguishers, hose reels, risers, automatic detection and alarm systems, sprinkler systems, and manual call points.



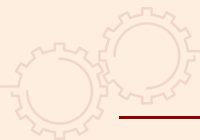
## 10.2. Electric Hazard

### Essential Requirements:

- i Ensure proper earthing and bonding of all electrical wiring.
- ii Electrical-resistant mats should be placed in front of each electric panel.
- iii Earth all major equipment separately.
- iv Install Earth Leakage Circuit Breakers (ELCBs) as required.
- v No overhead high-tension electrical line should pass across the premises.
- vi Neutral point of every generator and transformer shall be earthed by connecting it to the earthing system by not less than two separate and distinct connections.
- vii Substations or transformers, if present, should be segregated, with carbon dioxide, dry chemical powder, and mechanical foam fire extinguishers, as well as sand buckets, readily available nearby.
- viii All the transformers and switch gears shall be maintained in accordance with the maintenance schedules prepared in accordance with the relevant codes of practice of Bureau of Indian Standards.
- ix Only trained and licensed electricians are permitted to perform activities related to electrical supply.

### Desirable Requirements:

- i All overhead electric lines must be at least 5.4 meters above ground level.
- ii Bare electric lines near buildings must have a minimum vertical clearance of 2.43 meters from the highest point of the building and a horizontal clearance of at least 1.2 meters from the nearest part.
- iii Ensure at least 1 meter of clear space in front of all switchboards.
- iv If there are attachments or bare connections behind a switchboard, the space behind (if any) must either be less than 20 cm or more than 75 cm, measured from the farthest outstanding part, as per Section 51 of 'The Indian Electricity Rules'.
- v Lightning arrester shall be provided for all the buildings.
- vi Regularly inspect and test electrical systems for insulation resistance, load balancing, and fault detection.



### **10.3. Unsafe Drinking Water/ Food**

#### **Essential Requirements:**

- i. Ensure all water sources, including reservoirs, storage tanks, and pipelines, are cleaned and disinfected periodically, with cleaning logs maintained.
- ii. Test the quality of drinking water through a government-certified laboratory at least once every three months, ensuring compliance with BIS 10500 standards.
- iii. Provide potable water points at accessible locations, equipped with proper filtration systems (e.g., RO, UV, or equivalent technology) and ensure regular maintenance of these systems.
- iv. Install handwashing stations with soap or hand sanitizers near the canteen and at other common eating areas to promote hygiene.

#### **Desirable Requirements:**

- i. If a canteen or mess is available on campus, ensure independent laboratory testing of food samples at least once every six months to verify compliance with safety and hygiene standards.
- ii. Encourage the use of reusable utensils or biodegradable alternatives to minimize the risk of contamination from disposable items.

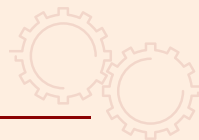
### **10.4. Workshop Accident**

#### **Essential Requirements:**

- i. Personal protective equipment (PPE) must be provided for everyone entering the workshop.
- ii. Safety instructions must be displayed inside and outside the workshop.
- iii. A first-aid kit must be maintained.
- iv. Safety precautions for operating each machine must be affixed to the machine.
- v. Standard Operating Procedure (SOP) for using all equipment and systems must be prepared and displayed near the respective machines.
- vi. All electrically operated machinery must be properly earthed and bonded.
- vii. Emergency contact numbers (safety officer, fire control room, medical assistance, security assistance, department head, and maintenance services) must be prominently displayed.
- viii. Instructions shall be displayed inside and outside the workshop in the form of 'Do's and Don'ts'.

#### **Desirable Requirements:**

- i. While installing or keeping machines and tool, racks aisles and gangways should be provided.
- ii. There should be a schedule for standard test for machines and tools.
- iii. Workshop floor should be made by non-skid and non-static floor tiles.
- iv. Place for disposal of materials should be properly marked.
- v. Housekeeping shall be done as per proper schedule.



- vi. Various fuels used in workshop shall be stored in minimum quantity according to requirement.
- vii. Proper ventilation facilities shall be provided to prevent dust accumulation.
- viii. Proper fume extraction systems should be available in the institute for trades like welding, etc., to safeguard trainees and trainers from severe short-term and long-term health risks, enhance overall air quality, and ensure compliance with workplace safety standards.

### **10.5. Provisions for Persons with Disabilities**

#### **Essential Requirements**

- i. A ramp must be provided for persons with disabilities (PwD) to ensure easy access to and evacuation from the building.
- ii. Sufficient wheelchairs and stretchers must be available for use in case of emergencies.

#### **Desirable Requirements:**

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

### **10.6. Emergency Situation**

#### **10.6.1. Structural Failure of Building**

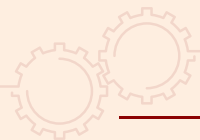
##### **General Guidelines:**

- i. An emergency evacuation procedure and plan must be maintained.
- ii. Provisions must be made to safely cut off water, electricity, and LPG connections from outside the building.
- iii. A periodic structural audit of buildings must be conducted.

#### **10.6.2. Stampede**

##### **General Guidelines:**

- i. Proper signages for traffic control routes must be displayed.
- ii. A public address system must be implemented for communication and guidance.
- iii. Power backup must be provided for additional illumination of exit routes.
- iv. Planning and practice for orderly evacuation must be conducted, with records maintained.
- v. Student volunteers must be trained in proper evacuation procedures.
- vi. Ensure no more than 4 persons per square meter in all assembly areas. Temporary barriers must be provided to control and restrict traffic during emergencies.



### **10.6.3. Earthquake**

#### **General Guidelines:**

- i. Building construction must comply with relevant Indian Standards and Codes of Practice. Structures not designed for earthquake resistance must be strengthened accordingly.
- ii. A proper evacuation plan, based on the Standing Fire Order, must be maintained to cover all possible emergencies.
- iii. Quarterly evacuation/exit drills must be conducted, with records maintained, including groups, members, dates, and observations.
- iv. All evacuation team members must receive training, and records of training must be maintained.
- v. A safe assembly point must be selected for each building, ensuring it is the most suitable and secure location.
- vi. Large or heavy items must be placed closest to the ground for safety.
- vii. Large items, such as framed pictures and mirrors, should be hung away from seating areas, beds, and escape routes.
- viii. Overhead light fittings must be properly braced.
- ix. An inventory of heavy-duty equipment, along with the contact details of owners and operators, must be maintained for quick reference.
- x. Glass paneling should be avoided or protected with metal screens to enhance safety.

### **10.6.4. Cyclone**

#### **General Guidelines for cyclone prone area:**

- i. Stay in contact with relevant authorities before the cyclone season to receive warnings and implement precautionary measures.
- ii. Display a list of emergency phone numbers in prominent areas.
- iii. Provide training to all members of the response teams and maintain records of their training.
- iv. Ensure that all doors, windows, and other openings are securely fastened during a cyclone.
- v. Maintain emergency kits containing portable battery radios, torch lights, spare batteries, water containers, dry fruits, matchboxes, fuel lamps, portable stoves, cooking utensils, etc.
- vi. Ensure the availability of low-frequency communication devices for effective communication.
- vii. Avoid glass paneling or protect it with metal screens to prevent damage.
- viii. Buildings must be constructed to withstand wind and resist collapse.
- ix. Long and continuous structures should be avoided to minimize the wind's impact.
- x. Plant deep-rooted, wind-resistant plants outside the boundary walls to reduce wind velocity.
- xi. Avoid tall plants near buildings, especially within the compound.



### **10.6.5. Flood**

#### **General Guidelines for flood prone area:**

- i. Ensure storage of drinking water at a rate of 4.5 liters per person per day for all occupants, for at least three days, in preparation for a flood.
- ii. Provide storage for non-perishable, easy-to-prepare food to sustain occupants for three days during a flood.
- iii. Arrange for flashlights and signal equipment (e.g., Red Cross store).
- iv. Ensure that all communications/notifications systems are in place and working properly through regular testing
- v. Store flood rescue equipment, including lifeboats, life jackets, portable boats with oars and outboard engines, and ropes, ready for use.
- vi. Maintain an occupational health center for emergency medical needs.
- vii. Ensure the availability and training of a paramedical team.
- viii. Designate shelter areas on the top floors of buildings for use in case of a flood.
- ix. Store insect repellents and sunscreen for emergency use.

### **10.6.6. Land Slide**

#### **General Guidelines:**

- i. Construct retaining walls in areas prone to erosion to prevent land degradation.
- ii. Train permanent staff to recognize the early signs of a landslide.
- iii. Avoid constructing buildings on steep slopes or in natural erosion valleys.

### **10.7. Standard Fire Safety Norms**

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

#### **Responsible authorities**

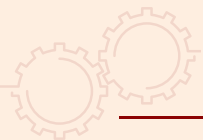
- i. The person who detects the fire
- ii. Safety Officer
- iii. Maintenance Section

#### **Responsibility of the person who detects the fire**

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

#### **Responsibilities of safety officer on receipt of information**

- i. Immediately proceed to the incident scene and assess the situation.
- ii. If necessary, activate the fire alarm for the affected zone and notify the Fire Department and other emergency services; confirmation of this action must be provided later.
- iii. If needed, instruct the maintenance section to salvage records and materials from the area.
- iv. Evacuate the affected zone and/or neighboring zones if required.
- v. Inform the Departmental Head of the incident at the earliest opportunity.



**Duties of maintenance section members:**

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

- i. Immediately proceed to the incident site and report to the Duty Officer.
- ii. Follow the instructions of the Safety Officer and work under their direction.
- iii. As directed by the Duty Officer/Fire Officer, switch off the electrical supply to the affected area.
- iv. Ensure that electrical supply is only restored upon instructions from the Duty Officer/Fire Officer.
- v. Close the air condition system at the affected area.
- vi. 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 other staff members must:**

- i. Remain calm and follow the instructions of the Safety Officer in an orderly manner.
- ii. If directed to evacuate, ensure all electric lights are switched off and all windows and doors are securely closed before leaving.
- iii. Evacuate in an orderly manner through the nearest staircase or emergency exit, proceeding to the ground floor.
- iv. Do not use the lifts during evacuation.
- v. Avoid disturbing or obstructing individuals assigned specific duties during the emergency.

**Conclusion:** This chapter underscores the importance of maintaining a safe and secure learning environment in ITIs. It outlines essential safety protocols and emergency preparedness measures that every ITI must implement to protect trainees and staff, thereby ensuring uninterrupted and safe training delivery. All ITIs are expected to adhere to these safety norms to foster a secure and conducive environment for effective learning.



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## Annexure 1: Comprehensive List of Documents Required for Establishing a New Industrial Training Institute (ITI)

This annexure outlines the mandatory documents to be uploaded by the applicant at Stage- I and Stage- II of the application process for establishing a new ITI under the affiliation norms.

### 1. List of Documents: Stage-I Application

The applicant shall upload the following documents as part of the Stage-I application:

| Sr. No. | Document                                                                            | Details / Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|---------|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.      | Land Documents                                                                      | <p>Upload one of the following:</p> <ul style="list-style-type: none"> <li>Owned Land: Registered land ownership documents issued by the competent Government authority in the name of the applicant.</li> <li>(or)</li> <li>Leased Land: Registered lease deed (minimum 6 years from the date of application).</li> </ul> <p><b>Note:</b> If documents are in a regional language, upload a notarized English or Hindi translation. Also upload Land Use Certificate/Land Conversion Certificate, if applicable.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 2.      | Resolution for Authorized Signatory                                                 | Resolution authorizing a representative responsible for all official communication and compliance related to the ITI establishment (Format as per <i>Annexure-5</i> ).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 3.      | ID Proof of Authorized Signatory                                                    | Any one of the following:<br>(Aadhaar Card/ PAN Card/Voter ID Card)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 4.      | Applicant Entity's documents<br>(Applicable for Societies, Trusts, Companies, PSUs) | <p><b>i. Registration Certificate of the Entity</b><br/>To verify the legal existence and constitution of the applicant entity (Society, Trust, Company, PSU, etc.), ensuring that only authorized legal entities apply for establishing an ITI.</p> <p><b>ii. ID Proof of Secretary/Chairperson/President</b><br/>(Aadhaar Card/ PAN Card/ Voter ID Card)</p> <p><b>iii. Resolution from Applicant Entity for starting ITI</b><br/>(Format as given at <i>Annexure-4</i>) - To confirm that the governing body of the applicant entity has formally resolved to set up an ITI, thereby ensuring internal consensus and organizational authorization.</p> <p><b>iv. Resolution regarding earmarking of land, building, and other resources exclusively dedicated to the ITI (if any)</b><br/>(Format as given at <i>Annexure-6</i>)- To demonstrate that specific land, infrastructure, and resources have been dedicated for the proposed ITI, ensuring operational readiness and resource availability.</p> |





## 2. List of Documents: Stage-II Application

The applicant shall upload the following documents as part of the Stage-II application:

| Sr. No. | Document                                                                                                                                                   | Details / Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|---------|------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.      | Building Plan of the Institute                                                                                                                             | Building plan of the Institute approved by Town Planning Department/District Magistrate (Collector)/ Development Authority/ Municipal Authority/ Government approved Architect /Architect registered with Council of Architecture or approved by the Competent Authority as designated by concerned State Government/ UT.<br>(As per section 9.2.3 of Chapter 9 Sr. No. 1)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 2.      | Building Completion Certificate (BCC) -applicable for New Institute<br><br>(or)<br>Structural Safety Certificate (SSC)- applicable for Existing Institutes | <ul style="list-style-type: none"><li>• <b>For New Institutes:</b> A Building Completion Certificate (BCC) must be submitted as per <i>Annexure-10</i>, clearly stating that “the building(s) is fully constructed, ready, and safe in all respects for use as an Industrial Training Institute (ITI) as per local building byelaws or the latest National Building Code (NBC) of India.”</li><li>• <b>For Existing Institutes:</b> A Structural Safety Certificate must be submitted as per <i>Annexure-11</i>, with a similar declaration that “the building is structurally safe and suitable for continued use as an Industrial Training Institute (ITI), in compliance with the applicable local building bye-laws related to ITIs/technical education institutions or the National Building Code (NBC) of India.”</li></ul><br>(Refer section 9.2.3 of Chapter 9 Sr. No. 2) |
| 3.      | Fire Safety Certificate                                                                                                                                    | From the Fire and Safety Department of the concerned State Government/UT, as per the format specified by the Fire and Safety Department.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 4.      | Electricity Bill                                                                                                                                           | Electricity bill issued by the concerned Electricity Department is required to confirm the availability electricity connection essential for running the institute. For New Institutes if the electricity bill has not been issued after connection, a Meter Sealing Report may be provided clearly mention the name of the applicant institute, the sanctioned load, etc.<br>(Refer section 9.3, Chapter 9)                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |





| Sr. No. | Document                                                    | Details / Description                                                                                                                                                                                                                                                                                                                                                                 |
|---------|-------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5.      | Availability of Trade Machinery, & Equipment                | Submit a single PDF duly authenticated by the authorized signatory of Applicant for each trade sought for affiliation, containing a collage of clear geo-tagged photos of all required machinery and equipment. The photos should be geo-tagged with a timestamp and neatly arranged (preferably in a 2x2 grid), covering all machinery as per the trade syllabus (including IT lab). |
| 6.      | GST Invoices for Major Machinery Purchase and payment proof | GST invoices for all machinery and equipment purchases (Bill amount > ₹10,000) and the corresponding proof of payment for each invoice must be submitted in a single PDF duly authenticated by the authorized signatory of Applicant for each trade sought for affiliation (including the purchase bill related to IT lab and biometric machine).                                     |

### 3. List of Documents: For Joint Inspection

The applicant institute is required to upload documents related to the qualifications, experience certificates, appointment letters, and identity proof for each individual staff member (including the principal and trade-wise instructors):

| Sr. No. | Document                                        | Details / Description                                                                                                                                     |
|---------|-------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.      | Principal                                       | The qualification and experience certificates, appointment letters, Identity proof such as Aadhar Card/PAN card etc. must be submitted in single PDF file |
| 2.      | Trade wise Instructors                          | The qualification and experience certificates, appointment letters, Identity proof such as Aadhar Card/PAN card etc. must be submitted in single PDF file |
| 3.      | Instructor for Workshop Science and calculation | The qualification and experience certificates, appointment letters, Identity proof such as Aadhar Card/PAN card etc. must be submitted in single PDF file |
| 4.      | Instructor for Employability Skills             | The qualification and experience certificates, appointment letters, Identity proof such as Aadhar Card/PAN card etc. must be submitted in single PDF file |



### **Annexure 2: Timelines for Processing Accreditation and Affiliation Applications**

1. The Affiliation Portal will be opened annually, usually in October, to invite applications for accreditation and affiliation of new and existing ITIs.
2. Applications must be processed on the principle of first-come, first-served. The sequence of the desktop assessment (DA) will be determined by date of submission of application at Stage-II, and similarly, the sequence of inspection batch creation will be determined, based on the order of the date of DA completion.
3. Applications inspected till the end of May will be discussed in the SCAA meeting scheduled for the ensuing academic session. As the affiliation process is continuous process, the applications for which inspections were conducted beyond the specified timelines as defined in academic calendar, will be considered in the subsequent academic session.
4. Compliance reports submitted by the end of June (Year) will be considered for the ensuing academic session.
5. ITIs that are granted affiliation by the end of July (Year) will be allowed to admit trainees in the ensuing academic session.

**Annexure 3: Fee Structure for Accreditation and Affiliation Applications**

The following fee structure applies to applications for opening of new Private ITIs as well as applications from existing ITIs for the addition of trade units, change of site location.

| Registration Fee     | Amount (INR)                                                            |
|----------------------|-------------------------------------------------------------------------|
| Stage-I Application  | Rs 5000/- + GST as applicable on the date of submission of application  |
| Stage-II Application | Rs 10000/- + GST as applicable on the date of submission of application |

**Note:**

1. Government ITIs are exempted from all registration fee for affiliation and accreditation, including conversions from SCVT to NCVET.
2. The above rates may be revised by the DGT at any time, subject to approval from the competent authority.
3. No fee shall be charged for applications submitted for affiliation under DST mode.
4. For Renewal of Affiliation application of ITI only the Stage-I fee shall be applicable.
5. For the applications of name change for the Private ITIs only the Stage-I fee shall be applicable.
6. If the institute requests rescheduling (as per the guidelines provided in section 2.5.4.2 of **Chapter 2**), a fee of ₹5,000 (excluding applicable GST) shall be applicable.
7. All payments must be made exclusively through the online payment gateway system provided on portal.
8. The above-mentioned registration fee is non-refundable, even if the application is rejected at any stage.
9. State/UT Directorates may levy additional fee in accordance with their respective norms and guidelines, including for issuing the NOC. These State-specific fee will be collected by the respective State/UT Directorates through their designated platforms or payment modes before the issuance of the NOC. The responsibility for determining and collecting this fee, if any rests solely with the State, with no intervention from the DGT.
10. The payment of fee merely does not guarantee the granting of affiliation. The institute must strictly adhere to the prescribed procedures, norms, and guidelines for affiliation and accreditation.





**Annexure 4: Resolution for Establishment of New Industrial Training Institute (ITI) or for the addition of trade(s)/unit(s) in Existing ITIs**

That the <Name of 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 courses under Craftsman Training Scheme (or for the addition of trade(s)/unit(s), as applicable).

The Trust/Society/Company/Institute further resolves to allocate the necessary funds for the procurement of land/building, equipment, furniture, and other essential resources (as required) to ensure the smooth and effective functioning of the proposed institute/trades/units.

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

(Designation) (Name of the Trust/Society / Company)

Signature of / Member/ Trustee  
(Designation) (Name of the Organization)



**Annexure 5: Resolution regarding Authorized Person to sign and communicate all the matters on behalf of institute**

I, We

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

do hereby declare that a resolution has been passed by the governing body/management  
of <Name of the Trust / Society / Company / Institute> authorizing **<Name of Authorized  
Person>** to act as the **Authorized Signatory** 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 Trust/Society/ Company)

Accepted

Authorized Signatory  
Signature  
(Designation)  
(Name of the ITI)

**Annexure 6: Resolution Earmarking of Land, Building, Electricity Connection and Other Resources for ITI**

I/We,

<Name>Chairman/ Secretary/ Member/ Trustee/ Director/ Proprietor/ Authorized representative of Name of the <Trust/Society/Company/ Institute>....., aged..... years, hereby declare that the Trust/ Society/ Company/ Institute vide its meeting held on .....at ..... vide item no. .... has resolved to earmark the land and 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 utilize 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 exclusively for<Name & address of ITI> for the smooth functioning of <Name of ITI>:

- ☐ Electricity connection of capacity/Sanctioned load <mention load in KW>as per norms
- ☐ Machines, equipment and tools in workshops
- ☐ Computers & peripherals in IT lab
- ☐ Furniture in classrooms, labs and workshops
- ☐ Power connection of capacity/Sanctioned load (mention in KW) as per norms
- ☐ Staff as per norms
- ☐ Other required entities such as water, power backup etc.

(Select one or more)

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 no material of facts/information has been concealed.

Signature

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

Designation

Name of the Trust/Society/ Company

Name of the Authorized Signatory

Signature

Designation



### **Annexure 7: Institute's Self-Declaration of Compliance with Affiliation Norms and Acknowledgment of responsibilities**

#### Declaration

I/we hereby certify and agree:

- i. I/We have carefully read and understood all the criteria for accreditation of Industrial Training Institutes seeking DGT/NCVET affiliation. The conformity with the accreditation requirements has been verified by us. We confirm that the information provided in support of this application is correct to the best of our knowledge and belief.
- ii. That I/ We will comply with all the latest DGT norms and if any violation found, appropriate action shall be initiated against the institute.
- iii. That I/ We are aware, apart from the norms prescribed in this manual, the institute must ensure adherence to all safety regulations. Additionally, it must be ensured that the overall aesthetic quality of the building/plot is maintained to a high standard.
- iv. That I/ We will regularly check DGT portal and follow the instructions from time to time after submitting the application. I undertake that DGT will not be responsible for negligence on my/our part once any information is updated on the portal and I fail to check the same.
- v. That the training imparted in the ITI will be as per latest syllabus and DGT guidelines.
- vi. Apart from affiliation norms of DGT, 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.
- vii. That I/we have all machinery, tools, and equipment required for the trades applied for affiliation, as per the latest curriculum.
- viii. 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.
- ix. That the civil structure will be suitable for differently abled individuals.
- x. That no other institution is functioning within the same premises, except the educational institution where the ITI is proposed to be established.
- xi. If any information or document submitted is false; DGT has a right to cancel my application/affiliation without notice besides taking appropriate legal action against me including blacklisting.
- xii. I/We am/are aware that application fee once paid is non-refundable. In case of surrender of Application/Trades/ Units after the payment of respective fee, no refund shall be granted.
- xiii. I/We am/are aware that, mere submission of an application does not ensure accreditation and affiliation of the ITI. The accreditation and affiliation of ITI for a particular number of trade/ units will depend upon the infrastructural facilities available with the ITI as per DGT norms and fulfillment of all affiliation norms.

**Note:** These declarations shall be ticked mandatorily while applying online.



### **Annexure 8: Standard Operating Procedure (SOP) for issuance of No Objection Certificate (NOC)**

No Objection Certificate (NOC) is a document issued by the State/ UT Directorate for an ITI situated within the State or Union Territory, affirming that the State/UT has no objection for the institute to apply for the accreditation and affiliation.

#### **Background:**

As vocational education is concurrent list subject and ITIs are under administrative control of State/UT Directorate, hence, NOC issued by State /UT Directorate is mandatory for every applicant, who is willing to open a new ITI/for addition of trades & units in existing ITI /for change of location of ITI etc. Obtaining NOC from the State/UT Government is also important for accreditation / affiliation process as it ensures compliance with various regulations, laws, and standards set by the State /UT Directorate.

The State/UT Directorate should conduct a comprehensive evaluation of local demand for vocational training, which is based on industry requirements, population demographics, and geographical considerations. Additionally, the Directorate must incorporate forecasts of future industry expansion and workforce needs into its planning. To ensure equitable access to vocational training, the Directorate should prepare a population-distance matrix, facilitating the equitable distribution of ITIs and ensuring underserved areas are adequately served. Furthermore, it is imperative to align the establishment and expansion of ITIs with local industry demands while avoiding over-concentration in specific regions, thereby promoting balanced development across the State/UT.

#### **Guidelines for NOC:**

- i. The applicant has to apply on designated affiliation portal and submit the requisite details of Stage-I (as given in section 2.5.1 in **Chapter 2**) and pay the registration fee i.e. Rs. 5000 /- plus GST. This fee is collected by DGT to facilitate the online portal only. The above-mentioned registration fee is non-refundable, even if the application is rejected at any stage.
- ii. State/UT Directorates may levy additional fee in accordance with their respective norms and guidelines including for issuing the NOC. These State-specific fee will be collected by the respective State/UT Directorates through their designated platforms or payment modes before the issuance of the NOC. The responsibility for determining and collecting this fee, if any rests solely with the State/UT, with no intervention from the DGT.
- iii. The State/UT Directorate shall evaluate and take a decision on the Stage-I application within three months from the closing date of the application window on the portal.
- iv. In case of any deficiencies in the details or documents submitted by the applicant, the State/UT Directorate may raise the deficiencies or seek additional documents (if any), through the portal. The applicant must address the same and submit the required documents within 10 days, failing which the application shall be rejected.



- v. If the Stage-I application is approved by State/UT Directorate, a system-generated NOC shall be issued in the format provided at Annexure-9. However, if no decision is taken by the State/UT Directorate within the stipulated timeframe, it shall be treated as a deemed rejection—the NOC will not be issued, and the application will be automatically rejected on the portal.
- vi. Apart from these guidelines, the State/UT Directorate may issue or follow any additional guidelines for issuing the NOC. However, these guidelines must be notified in the public domain before the designated DGT Affiliation portal is opened.
- vii. Merely obtaining a NOC does not ensure the accreditation or affiliation of the institute. The compliance with all prescribed norms, procedures, and guidelines is mandatory for approval.

**The State/UT Directorate should adhere to the following guidelines while processing the NOC application for:**

### **1. Establishment of New ITI**

- i. State Directorate shall assess whether there is sufficient demand for the trade(s) applied by the applicant or it will fulfil the skill requirements of that particular district/block. Based on this skill gap analysis, State Directorate may take the decision on NOC application.
- ii. The State Directorate may implement trade rationalization by rejecting the NOC application if the trade proposed for affiliation has recorded more than 50% vacant seats in the same district over the past two consecutive years.
- iii. State Directorate shall also ensure that the institute meets the land requirement set by DGT for opening a new ITI.
- iv. State Directorate shall also confirm if the applicant fulfils the minimum criteria of 04 trades required for opening a new ITI.
- v. For applications submitted under the MSTI Scheme, the concerned State Directorate must ensure that the block where the institute is proposed to be located is unserved. The decision on such NOC applications must be made in accordance with the guidelines outlined in Section 5.1 of **Chapter 5**.
- vi. The NOC application can be rejected if any fabricated or forged document are submitted by the applicant.

### **2. Addition of Trades/ Units in Existing ITIs**

- i. If the grading of the institute falls below the benchmark criteria set by the DGT, the State/UT may reject the NOC application for the addition of trade/units.
- ii. The State may conduct a skill gap analysis and trade rationalization for ITI applications, based on the 50% vacant seats criterion, similar to the process followed for new ITIs.
- iii. The NOC may be rejected, if de-affiliation proceeding is initiated against the ITI due to serious complaints which clearly impacts the quality of ongoing training, or if any fabricated or forged document are submitted by the applicant. However, such decision,



if any, rests solely with the concerned State/UT Directorate, with no intervention from the DGT.

### **3. Shifting/Relocation of Existing ITI**

- i. If shifting includes new trade/unit addition, ensure minimum grading requirements (as per grading score at the time of application) are fulfilled.
- ii. Institutes with only existing trades being shifted are exempted from minimum four trade and grading score criteria.
- iii. For MSTIs established in unserved blocks, relocation shall be permitted only within the same block, as MSTI relaxations are block-specific.



### Annexure 9: Format of No Objection Certificate

This is to certify that the State/UT Directorate has no objection to <Name of the applicant ITI>, located at <Address of the institute>, applying under <Category: New ITI / Existing ITI - Addition of Trade Unit / Shifting or Relocation of Existing ITI> for affiliation with the DGT, New Delhi for the following trade(s) and unit(s) subject to fulfillment of DGT affiliation norms:

| <b>Name of the institute:</b>                                                                                                                |            |                            |                             |
|----------------------------------------------------------------------------------------------------------------------------------------------|------------|----------------------------|-----------------------------|
| <b>Complete Address* of Institute:</b><br>(*Complete old and New Address of the institute in case of Shifting or Relocation of existing ITI) |            |                            |                             |
| <b>Application Number/MIS code:</b>                                                                                                          |            |                            |                             |
| <b>Category of application:</b>                                                                                                              |            |                            |                             |
| Sr. No.                                                                                                                                      | Trade Name | Number of Units in Shift I | Number of Units in Shift II |
| 1                                                                                                                                            |            |                            |                             |
| 2                                                                                                                                            |            |                            |                             |
| 3                                                                                                                                            |            |                            |                             |
| 4                                                                                                                                            |            |                            |                             |

Liabilities, if any, on this count shall be the sole responsibility of the Applicant. This No Objection Certificate is valid for a period of one year from the date of issuance.

The issuance of this NOC does not, in itself, guarantee the accreditation or affiliation of the institute. The institute must fully comply with all applicable norms, procedures, and guidelines as prescribed for affiliation and accreditation.

Signature

Name of the Director,  
Name of the State  
Date

**Annexure 10: Format of Building Completion Certificate (BCC)****(Applicable for New ITIs)**

Letter head of <Municipal Authority/ Development Authority/ Competent Authority or Government approved Civil/Structural Engineer >

File Number of

Date of issuance of BCC

It is hereby informed that upon thorough verification of the site of ITI, <Name of ITI>, located at <Address of ITI>, the following points are certified:

|   |                                                                                                                                                                |  |
|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 1 | Date of site visit                                                                                                                                             |  |
| 2 | Name of owner of Building                                                                                                                                      |  |
| 3 | Location of Institute (plot no., street /Ward Number/Block, district, State, pin code)                                                                         |  |
| 4 | Building plan approved by (name of authority issuance and address)                                                                                             |  |
| 5 | Year of construction                                                                                                                                           |  |
| 6 | Total land Area (in sqm)                                                                                                                                       |  |
| 7 | Details of construction<br>Build up area on ground floor (in sqm):<br>Build up area on 1st floor (in sqm):<br>Build up area on 2nd floor (in sqm):<br>or so on |  |
|   | Total Build up Area (in sqm):<br>Open area (in sqm):                                                                                                           |  |

The construction of the building is completed in all respect. The building stands structurally safe, sound, ready in all respects for the intended use as Industrial Training Institute (ITI) as per the local building Byelaws related to ITIs/ Technical Education/ Technical Institution Buildings or National Building Code (N.B.C) of India (2016 or so).

Signature of

Municipal Authority/Development Authority/  
Competent Authority or Government approved Civil/Structural Engineer

Name of Issuance Officer  
Designation  
Office name and address  
Seal of Office  
Date



### Annexure 11: Format of Structural Safety Certificate (SSC) (Applicable for Existing ITI)

Letter head of <Municipal Authority/ Development Authority/ Competent Authority or Government approved Civil/Structural Engineer>

File Number

Date of issuance of SSC

It is hereby informed that upon thorough verification of the site of ITI, <Name of ITI>, located at <Address of ITI>, the following points are certified:

|   |                                                                                                                                                                |  |
|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 1 | Date of site visit                                                                                                                                             |  |
| 2 | Name of Institute                                                                                                                                              |  |
| 3 | Location of Institute (plot no., street /Ward Number/Block, district, State, pin code)                                                                         |  |
| 4 | Building plan approved by (name of authority issuance and address)                                                                                             |  |
| 5 | Year of construction                                                                                                                                           |  |
| 6 | Total land Area (in sqm)                                                                                                                                       |  |
| 7 | Details of construction<br>Build up area on ground floor (in sqm):<br>Build up area on 1st floor (in sqm):<br>Build up area on 2nd floor (in sqm):<br>or so on |  |
|   | Total Build up Area (in sqm):<br>Open area (in sqm):                                                                                                           |  |

Based on the structural assessment, it is certified that, the building is structurally safe and suitable for continued use as an Industrial Training Institute (ITI), in compliance with the applicable local building bye-laws related to ITIs/technical education institutions or the National Building Code (NBC) of India (2016 or latest edition).

Signature of

Municipal Authority/ Development Authority/  
Competent Authority or Government approved Civil/Structural Engineer

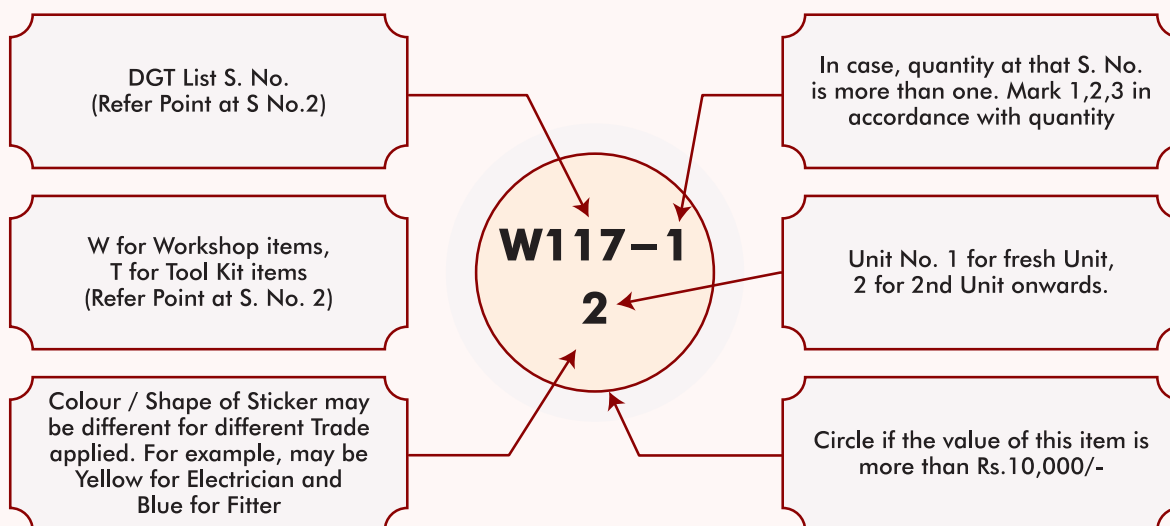
Name of Issuance Officer  
Designation  
Office name and address  
Seal of Office  
Date





### Annexure 12: Guidelines for Machinery Installation

1. The shop floor machinery shall be grouted into the ground/ machine foundation.
2. All machines and equipment costing >Rs 10,000/- and above shall be hard punched/ engraved with the Institute name and MIS code. In case of new institution, application number and name of Institute should be hard punched/ engraved. All machineries, equipment and tools to be laid out as per following guidelines:
  - a) Manufacturing packings, instruction booklets must be removed from machineries, equipment, tools, chairs and tables before site assessment.
  - b) Permanent identification marking/ sticker (may be yellow sticker or any other color) on all the equipment, machines and tools/items with identification number as per the scheme followed.
  - c) 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.
  - d) In case of items having value more than Rs. 10,000/-, please encircle the item number for example: (W2/1)
  - e) 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.
  - f) In case the ITI has applied 2 or 3 trades; different colored/shaped stickers are to be used to identify items trades wise





- g) In case the 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 the image below:

| Workshop Item         |                         |                 |                        |                      | Tool kit               |                      |                        |                      |                      |                      |
|-----------------------|-------------------------|-----------------|------------------------|----------------------|------------------------|----------------------|------------------------|----------------------|----------------------|----------------------|
| Items as per DGT list |                         |                 | Value than<br>10,000/- | Less<br>Rs.          | Value than<br>10,000/- | More<br>Rs.          | Value than<br>10,000/- | Less<br>Rs.          | More<br>Rs.          | More<br>Rs.          |
| Sr.<br>No.            | Description             | Qty             | 1 <sup>st</sup> Unit   | 2 <sup>nd</sup> Unit | 1 <sup>st</sup> Unit   | 2 <sup>nd</sup> Unit | 1 <sup>st</sup> Unit   | 2 <sup>nd</sup> Unit | 1 <sup>st</sup> Unit | 2 <sup>nd</sup> Unit |
| 82                    | Limit Switch            | 2               | -                      | -                    | -                      | -                    | -                      | -                    | -                    | -                    |
|                       |                         | 1 <sup>st</sup> | W82-1                  | W82-1                | -                      | -                    | -                      | -                    | -                    | -                    |
|                       |                         | PC              | 1                      | 2                    |                        |                      |                        |                      |                      |                      |
|                       |                         | 2 <sup>nd</sup> | W82-2                  | W82-2                | -                      | -                    | -                      | -                    | -                    | -                    |
|                       |                         | PC              | 2                      | 2                    |                        |                      |                        |                      |                      |                      |
| 01                    | Lathe Machine           | 3               | -                      | -                    | -                      | -                    | -                      | -                    | -                    | -                    |
|                       |                         | 1 <sup>st</sup> | -                      | -                    | W01-1                  | W01-2                | -                      | -                    | -                    | -                    |
|                       |                         | PC              |                        |                      | 1                      | 1                    |                        |                      |                      |                      |
|                       |                         | 2 <sup>nd</sup> |                        |                      | W01-1                  | W01-2                | -                      | -                    | -                    | -                    |
|                       |                         | PC              |                        |                      | 2                      | 2                    |                        |                      |                      |                      |
|                       |                         | 3 <sup>rd</sup> |                        |                      | W01-1                  | W01-2                |                        |                      |                      |                      |
|                       |                         | PC              |                        |                      | 3                      | 3                    |                        |                      |                      |                      |
| 4                     | Screw driver of Toolkit | 1               | -                      | -                    | -                      | -                    | T4                     | T4                   | -                    | -                    |
|                       |                         | Each            |                        |                      |                        |                      | 1                      | 2                    |                      |                      |



**Annexure 13: Format for Desktop Assessment**

| <b>A. Building Details</b> |                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Sr. No.</b>             | <b>Particulars</b>                                                                                                                                | <b>Assessment Details</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 1.                         | Building Plan                                                                                                                                     | Whether Building plan is as per norms (Yes/ No)<br>If No, select the reason(s) and raise Non-Conformities (NC)<br><input type="checkbox"/> Document is not legible<br><input type="checkbox"/> Document is irrelevant<br><input type="checkbox"/> Document lacks required information<br><input type="checkbox"/> Document is not approved by the competent authority in the State/ UT<br><input type="checkbox"/> Address on the document does not match with the proposed land/ building address<br><input type="checkbox"/> Document does not indicate the workshop for all trade/units, classrooms, IT Lab, Administrative area, Amenities area etc.<br><input type="checkbox"/> Any other reason, please specify |
| 2.                         | <b>For New ITI -</b><br>Building Completion<br>Certificate (BCC)<br><br>or<br><b>For Existing ITI</b><br>- Structural Safety<br>Certificate (SSC) | Whether BCC/ SSC is as per norms (Yes/No)<br>If No, select the reason(s) and raise NC<br><input type="checkbox"/> Document is not legible<br><input type="checkbox"/> Document is irrelevant<br><input type="checkbox"/> Document lacks required information<br><input type="checkbox"/> Address on the document does not match with the proposed land/ building address<br><input type="checkbox"/> Document is not approved/signed by the competent authority in the State/ UT<br><input type="checkbox"/> Date of issue and name of issuance authority are not mentioned on document<br><input type="checkbox"/> Any other reason, please specify                                                                  |

**B. Civil Infrastructure Details**

| Sr. No.                                                    | Particulars                                                        | Required Area<br>(As per norms) | Available Area<br>(Filled by<br>applicant) | Assessment<br>Details                                 |
|------------------------------------------------------------|--------------------------------------------------------------------|---------------------------------|--------------------------------------------|-------------------------------------------------------|
| 3.                                                         | Workshop<br>(Trade1-Unit 1)                                        | <auto populated>                | <auto populated>                           | Available as per<br>norms (Yes/No)<br>If No, raise NC |
| 4.                                                         | Workshop<br>(Trade1-Unit 2)                                        | <auto populated>                | <auto populated>                           | Available as per<br>norms (Yes/No)<br>If no, raise NC |
| (Continue similarly for workshop of all Trades and Units)  |                                                                    |                                 |                                            |                                                       |
| 5.                                                         | Classroom<br>(Trade1-Unit 1)                                       | <auto populated>                | <auto populated>                           | Available as per<br>norms (Yes/No)<br>If no, raise NC |
| 6.                                                         | Classroom<br>(Trade1-Unit 2)                                       | <auto populated>                | <auto populated>                           | Available as per<br>norms (Yes/No)<br>If no, raise NC |
| (Continue similarly for classroom of all Trades and Units) |                                                                    |                                 |                                            |                                                       |
| 7.                                                         | Multipurpose Hall                                                  | <auto populated>                | <auto populated>                           | Available as per<br>norms (Yes/No)<br>If no, raise NC |
| 8.                                                         | IT lab                                                             | <auto populated>                | <auto populated>                           | Available as per<br>norms (Yes/No)<br>If no, raise NC |
| 9.                                                         | Library                                                            | <auto populated>                | <auto populated>                           | Available as per<br>norms (Yes/No)<br>If no, raise NC |
| 10.                                                        | Placement and<br>counselling room                                  | <auto populated>                | <auto populated>                           | Available as per<br>norms (Yes/No)<br>If no, raise NC |
| 11.                                                        | Administrative Area<br>(Office rooms,<br>Principal's office, etc.) | <auto populated>                | <auto populated>                           | Available as per<br>norms (Yes/No)<br>If no, raise NC |



**C. Electricity Connection and Fire Safety details**

| Sr. No. | Particulars                         | Assessment Details                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|---------|-------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 12.     | Electricity Connection details      | Whether Electricity Connection is as per norms (Yes/ No)<br>If No, select reason and raise NCs<br><input type="checkbox"/> Electricity Connection is not in the name of applicant institute<br><input type="checkbox"/> Supply does not have 3-phase commercial connection<br><input type="checkbox"/> Total sanctioned load is less than the total required load<br><input type="checkbox"/> Electricity Bill/Meter Sealing report is not legible<br><input type="checkbox"/> Document uploaded is irrelevant<br><input type="checkbox"/> Document lacks required information<br><input type="checkbox"/> Any other reason, please specify |
| 13.     | Availability of Backup Power Supply | Whether Backup Supply available as per norms (Yes/No)<br>If No, raise NC                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 14.     | Fire and Safety Certificate         | Whether Fire Safety Certificate is as per norms (Yes/No)<br>If No, Select the reason and raise NC<br><input type="checkbox"/> Document is not legible<br><input type="checkbox"/> Document is irrelevant<br><input type="checkbox"/> Address on the document does not match with the proposed land/ building address<br><input type="checkbox"/> Document is not approved by the competent authority in the State/ UT<br><input type="checkbox"/> Validity of fire safety certificate is expired<br><input type="checkbox"/> Any other reason, please specify                                                                               |



**D. Machinery, Equipment and Tools Details**

| Sr. No.                             | Particulars                                                                          | Assessment Details                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-------------------------------------|--------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 15.                                 | Trade 1<br>Availability of Major Machinery and Equipment along with Purchase Details | Whether machinery and equipment available are as per norms (Yes/No)<br>If No, Select the reason(s) and raise NC<br><input type="checkbox"/> Number of available machines is less than the required (tick serial numbers as per NCVET syllabus and mention actual quantity)<br><input type="checkbox"/> Machinery invoice is not in the name of the applicant institute<br><input type="checkbox"/> Document is not legible<br><input type="checkbox"/> Document is irrelevant<br><input type="checkbox"/> Any other reason (please specify) |
| (Continue similarly for all Trades) |                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 16.                                 | IT lab                                                                               | The infrastructure of the IT lab is as per norms (Yes/No)<br>If No, select the reason(s) and raise NC<br><input type="checkbox"/> IT Lab is not available<br><input type="checkbox"/> Insufficient number of computers<br><input type="checkbox"/> Purchase bill not in the name of the applicant institute<br><input type="checkbox"/> Purchase bill is not legible<br><input type="checkbox"/> Purchase bill is irrelevant<br><input type="checkbox"/> Other (please specify the reason)                                                  |
| 17.                                 | Biometric Machine                                                                    | Bio metric machine available and installed (Yes/No)<br>If No, raise NC                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |



### **Annexure 14: Guidelines for videography during joint inspection**

During the joint inspection, the inspecting members shall prepare a videography as per the guidelines given below.:

1. The duration of the videography should be at least 5-10 minutes. It should be carried out in proper lighting conditions.
2. The video must be a single, continuous recording of the site visit, with geo-tagging and time-stamping.
3. Besides this, it should also cover walk through video of all infrastructural facilities available in the institute. It must show sequence along with signage in following manner
  - a. Approach road leading to ITI gate and access road from ITI gate to ITI building
  - b. Signage board of plot of institute
  - c. Signage board of Institute
  - d. Front view, around the building, elevation and back view of institute
  - e. Full view of classrooms, workshops and IT lab
  - f. View of roof of the workshops and classroom
  - g. View of the floor of the workshops, classrooms, multipurpose hall, IT lab
  - h. View of Administrative areas
  - i. View of Amenities areas
  - j. All the machineries, equipment and tools in working condition
  - k. Electricity Meter connection
4. The video should also focus on grouting of machineries, installation, wiring, safety measures, running condition and the engraving on all the tools costing more than Rs. 10,000/-
5. 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

**Annexure 15: Format for inspection report of New /Existing ITI**

| <b>A.Basic Details</b> |                                                                                             |                                           |
|------------------------|---------------------------------------------------------------------------------------------|-------------------------------------------|
| <b>Sr No</b>           | <b>Particulars</b>                                                                          | <b>Details</b>                            |
| 1.                     | Name of ITI                                                                                 | <auto populated >                         |
| 2.                     | Application number                                                                          | <auto populated >                         |
| 3.                     | Complete Address of applicant institute                                                     | <auto populated >                         |
| 4.                     | Category of application                                                                     | <auto populated >                         |
| 5.                     | Whether applied under the MSTI Scheme                                                       | <auto populated >                         |
| 6.                     | Details of Trade(s)/Unit(s) sought for affiliation                                          | <auto populated >                         |
| 7.                     | Locational Coordinates of Institute<br>Latitude<br>Longitude                                | <auto populated >                         |
| 8.                     | Locational Coordinates of inspection site on the day of inspection (Latitude and Longitude) | Auto-captured using inspection app/device |
| 9.                     | Inspection date                                                                             | Auto-captured at the time of inspection   |

| <b>B.Land and Building Details</b> |                    |                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|------------------------------------|--------------------|---------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Sr No</b>                       | <b>Particulars</b> | <b>Details</b>                                          | <b>Remarks of inspecting member</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 10.                                | Land details       | <Data/<br>documents<br>auto-filled from<br>application> | <p>Whether land details/documents are as per norms (Yes/ No)</p> <p>If No, select one or more applicable reasons:</p> <p><input type="checkbox"/> Land is not in the name of the applicant (applicable for owned land)</p> <p><input type="checkbox"/> Lease is not in the name of the applicant (applicable for leased land)</p> <p><input type="checkbox"/> Lease duration is less than 6 years (applicable for leased land)</p> <p><input type="checkbox"/> Available land area is less than required norms</p> <p><input type="checkbox"/> Land conversion certificate is not available (applicable for agricultural land)</p> |



**B.Land and Building Details**

| Sr No | Particulars                                                                                                                           | Details                                         | Remarks of inspecting member                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-------|---------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 11.   | Building plan                                                                                                                         | <Data / documents auto-filled from application> | Whether Building plan is as per norms (Yes/ No)<br>If No, select one or more applicable reasons:<br><input type="checkbox"/> The actual construction is not as per approved building plan.<br><input type="checkbox"/> Building plan is not approved by the competent authority in the State/ UT<br><input type="checkbox"/> Address on the document does not match with the proposed land/ building address<br><input type="checkbox"/> Building plan does not indicate the workshop for all trade/units, classrooms, IT Lab, Administrative area, Amenities area etc.             |
| 12.   | <b>For New ITI</b> - Building Completion Certificate (BCC)<br><br>or<br><b>For Existing ITI</b> - Structural Safety Certificate (SSC) | <Data / documents auto-filled from application> | Whether BCC/ SSC is as per norms (Yes/No)<br>If No, select one or more applicable reasons:<br><input type="checkbox"/> Document lacks required information (name of institute/ date/ issuance authority)<br><input type="checkbox"/> Document is not in the prescribed format ( <b>Annexure-10</b> or <b>11</b> )<br><input type="checkbox"/> Address on document does not match institute's address<br><input type="checkbox"/> Document is not approved/signed by the competent authority in the State/ UT<br><input type="checkbox"/> Construction of the building is incomplete |
| 13.   | Building Geo tagged Photos                                                                                                            | <Data/ documents auto-filled from application>  | Upload the photos of the following during inspection:<br>i. Front view of building<br>ii. Side view of Building<br>iii.Entrance Gate of the Plot (with Signage Board)                                                                                                                                                                                                                                                                                                                                                                                                               |



**C.Civil Infrastructure Details**

| Sr. No | Particulars                                                             | Required Area<br>(As per norms) | Available Area<br>(Filled by<br>inspecting<br>member) | Remarks of<br>inspecting<br>member |
|--------|-------------------------------------------------------------------------|---------------------------------|-------------------------------------------------------|------------------------------------|
| 14.    | Workshop<br>(Trade1-Unit 1)                                             | <auto populated >               | Fill the area                                         | Available as per<br>norms (Yes/No) |
| 15.    | Workshop<br>(Trade1-Unit 2)                                             | <auto populated >               | Fill the area                                         | Available as per<br>norms (Yes/No) |
|        | (Continue similarly for workshop of all Trades and Units)               |                                 |                                                       |                                    |
| 16.    | Classroom<br>(Trade1-Unit 1)                                            | <auto populated >               | Fill the area                                         | Available as per<br>norms (Yes/No) |
| 17.    | Classroom<br>(Trade1-Unit 2)                                            | <auto populated >               | Fill the area                                         | Available as per<br>norms (Yes/No) |
|        | (Continue similarly for classroom of all Trades and Units)              |                                 |                                                       |                                    |
| 18.    | Multipurpose<br>Hall                                                    | <auto populated >               | Fill the area                                         | Available as per<br>norms (Yes/No) |
| 19.    | IT lab                                                                  | <auto populated >               | Fill the area                                         | Available as per<br>norms (Yes/No) |
| 20.    | Library                                                                 | <auto populated >               | Fill the area                                         | Available as per<br>norms (Yes/No) |
| 21.    | Placement and<br>counselling room                                       | <auto populated >               | Fill the area                                         | Available as per<br>norms (Yes/No) |
| 22.    | Administrative<br>Area (Office<br>rooms,<br>Principal's<br>office,etc.) | <auto populated >               | Fill the area                                         | Available as per<br>norms (Yes/No) |



**D. Electricity Connection and Fire Safety details**

| Sr No | Particulars                    | Details                                       | Remarks of inspecting member                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-------|--------------------------------|-----------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 23.   | Electricity Connection details | <Data/documents auto-filled from application> | <p>Whether Electricity Connection is as per norms (Yes/ No)</p> <p>If No, select one or more applicable reasons</p> <p><input type="checkbox"/> Electricity Connection is not in the name of applicant institute</p> <p><input type="checkbox"/> Supply does not have 3-phase commercial connection</p> <p><input type="checkbox"/> Total sanction load is less than the total required load</p> <p><input type="checkbox"/> Back up supply is not available Earthing is not as per safety norms</p> |
| 24.   | Fire and Safety Certificate    | <Data/documents auto-filled from application> | <p>Whether Fire Safety Certificate is as per norms (Yes/No)</p> <p>If No, select one or more applicable reasons</p> <p><input type="checkbox"/> Address on the document does not match with the proposed land/ building address</p> <p><input type="checkbox"/> Document is not approved/signed by the competent authority in the State/ UT</p> <p><input type="checkbox"/> Validity of fire safety certificate is expired</p>                                                                       |





### E. Machinery, Equipment and Tools Details

| Sr. No.                             | Particulars                                                                                                                                                 | Details                                                        | Remarks of inspecting member                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 25.                                 | Trade 1<br>Availability of Major Machinery and Equipment and working condition along with Purchase Details<br><Data/documents auto-filled from application> | Upload short video showing all machinery installed and working | Whether machinery and equipment available are as per norms (Yes/No)<br>If No, select one or more applicable reasons<br><input type="checkbox"/> Number of available machines is less than the required (tick serial numbers as per NCVET syllabus and mention actual quantity)<br><input type="checkbox"/> Machinery is not installed (Tick serial numbers as per NCVET syllabus)<br><input type="checkbox"/> Machinery is not in working condition (Tick serial numbers as per NCVET syllabus)<br><input type="checkbox"/> Machinery invoice is not in the name of the applicant institute<br><input type="checkbox"/> Machinery invoice is incomplete |
| (Continue similarly for all Trades) |                                                                                                                                                             |                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 26.                                 | IT lab<br><Data/documents auto-filled from application>                                                                                                     | Upload short video of IT lab infrastructure                    | The infrastructure of the IT lab is as per norms (Yes/No)<br>If No, select one or more applicable reasons<br><input type="checkbox"/> IT Lab is not available<br><input type="checkbox"/> Number of computers are available less than the required (mention actual number available)<br><input type="checkbox"/> Internet facility not available<br><input type="checkbox"/> Computers not in working condition<br><input type="checkbox"/> Purchase bill not in the name of the applicant institute                                                                                                                                                    |
| 27.                                 | Biometric Machine<br><Data/documents auto-filled from application>                                                                                          | Upload geo tagged photos                                       | Biometric attendance machine installed and functional: (Yes/No)<br>Attendance is being marked by biometric (for existing ITIs): (Yes/No)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 28.                                 | Multipurpose Hall                                                                                                                                           | <Data/documents auto-filled from application>                  | Availability of multipurpose Hall infrastructure (Yes/No)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |





**F. Principal, Instructor, and Staff Details**

| Particulars                                                                                                            | Instructor Name  | Qualification    | Year of Experience | Remarks of inspecting member                                                                                                                                                                                                       |
|------------------------------------------------------------------------------------------------------------------------|------------------|------------------|--------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Principal                                                                                                              | <auto populated> | <auto populated> | <auto populated>   | Details of Principal as per norms : (Yes/No)<br>If No, select one or more applicable reasons<br><input type="checkbox"/> Qualifications not as per norms<br><input type="checkbox"/> Experience not as per norms                   |
| Trade Name 1 (Unit 1)                                                                                                  | <auto populated> | <auto populated> | <auto populated>   | Instructor meets qualification and experience norms: (Yes / No)<br>If No, select one or more applicable reasons<br><input type="checkbox"/> Qualification not as per norms<br><input type="checkbox"/> Experience not as per norms |
| Trade Name 1 (Unit 2)                                                                                                  | <auto populated> | <auto populated> | <auto populated>   | Do-                                                                                                                                                                                                                                |
| (Continue for each Trade and Unit)                                                                                     |                  |                  |                    |                                                                                                                                                                                                                                    |
| Administrative staff                                                                                                   | <auto populated> | <auto populated> | <auto populated>   | Do-                                                                                                                                                                                                                                |
| Workshop Calculation & Science Instructor                                                                              | <auto populated> | <auto populated> | <auto populated>   | Do-                                                                                                                                                                                                                                |
| Any Other (e.g., Employability Skills Instructor, Drawing Instructor)                                                  | <auto populated> | <auto populated> | <auto populated>   | Do-                                                                                                                                                                                                                                |
| Note: For existing institutes, the details of instructors should also be provided for all currently affiliated Trades. |                  |                  |                    |                                                                                                                                                                                                                                    |

**G. Final Trade/Unit-wise Recommendation for Affiliation**

| Particulars                                       | Units Applied for Affiliation |                  |                  | Units Recommended for Affiliation |               |               | Remarks of Inspecting Member                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|---------------------------------------------------|-------------------------------|------------------|------------------|-----------------------------------|---------------|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                   | Shift-1                       | Shift-2          | Shift-3          | Shift-1                           | Shift-2       | Shift-3       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Trade Name 1                                      | <auto populated>              | <auto populated> | <auto populated> | Fill the Unit                     | Fill the Unit | Fill the Unit | If any unit is not recommended, select the reason(s)<br><input type="checkbox"/> Machinery not available as per syllabus<br><input type="checkbox"/> Machinery not in working condition<br><input type="checkbox"/> Workshop not available<br><input type="checkbox"/> Classroom not available<br><input type="checkbox"/> Instructor not available<br><input type="checkbox"/> Area of workshop is less than the required<br><input type="checkbox"/> Area of classroom is not as per required |
| Trade Name 2                                      | <auto populated>              | <auto populated> | <auto populated> | -Do-                              | -Do-          | -Do-          | -Do-                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| (Continue for all Trades applied for affiliation) |                               |                  |                  |                                   |               |               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Final remarks by inspecting member                |                               |                  |                  |                                   |               |               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

**Declaration by inspecting member**

I, (Full Name), (Designation), serving at (Department Name), hereby declare that I have conducted the inspection on (date of Inspection) and have personally verified the infrastructure, machinery, equipment, staff details, and other required parameters as per the Affiliation Norms. The information recorded in this report is true and accurate to the best of my knowledge, and has been documented fairly and without any external influence

Signature:

Name:

Designation:

Date:



**Annexure 16: Format of Affiliation Order**

सत्यमेव जयते

**File No**  
**Government of India****Ministry of Skill Development and Entrepreneurship****Directorate General of Training****Date .....****Affiliation Order**

In reference to your application no. <Application Number of Applicant ITI> for starting new Industrial Training Institute (ITI) <Name of ITI with complete Address>, in State <Name of State>, the Standing Committee on Accreditation & Affiliation (SCAA), in its [SCAA Meeting Number] held on [Meeting Date], has granted affiliation as per the details mentioned below:

|                                              |                                 |
|----------------------------------------------|---------------------------------|
| <b>Name of Industrial Training Institute</b> | .....                           |
| <b>Address</b>                               | .....                           |
| <b>Shiftwise Trade(s) &amp; Unit(s)</b>      | .....                           |
| <b>Session w.e.f</b>                         | .....                           |
| <b>Valid for</b>                             | Till the renewal of affiliation |

**Important Instructions**

1. This affiliation order shall be read and construed in conjunction with the minutes of the aforesaid meeting issued on date <...>.
2. The ITI must comply with DGT norms/guidelines issued from time to time. In case of any violation, appropriate action shall be initiated.
3. The training imparted at the ITI shall be as per the latest syllabus and DGT guidelines.
4. The institute shall regularly check the DGT portals and comply with instructions issued from time to time. Once any information is published on the portal, it shall be deemed as duly communicated. DGT shall not be held responsible for any consequences arising from the institute's failure to take note of such updates.



5. Periodic verification of the institute may be conducted at any time by DGT/State Directorate to ensure the quality of training.
6. The institute must display the ITI logo on the display board at the main gate.

**Director TC, DGT, (DSC Signature)**

**Copy to:**

1. Applicant institute
2. Concerned State/UT Directorate
3. Concerned RDSDE



### **Annexure 17: List of documents for Renewal of Affiliation**

1. A Self-Declaration stating that the Institute is having all Civil, Mechanical and Electrical infrastructure, Equipment / Machinery and Tools as per DGT Norms and it follows all DGT/ NCVET guidelines to run an ITI. It should also be certified that the ITI is running at the affiliated location only.
2. Land Documents: Land documents/ Registered lease deed valid for a period of six (6) years from the date of application.
3. Documents of registration of the Society / Trust as applicable.
4. Building Structural Safety Certificate from Government structural Engineer as per DGT approved format stating that the building is structurally safe and suitable for running Educational Institutions.
5. Fire Safety certificate from concerned Government Department.
6. Proof of electricity consumption (Electricity bill for the period of one year prior to the date of application for renewal of affiliation).
7. Staff details including qualifications, experience, CITS training completion and one-year staff online salary payment details.
8. Geo-tagged photos showing the front, side and rear views of the ITI building, as well as trade-unit-wise workshop photos displaying the installation of equipment, the IT lab, and the multipurpose hall.



**Annexure 18: List of Document for DST affiliation**

The following documents must be uploaded in the portal by the applicant ITI for DST affiliation:

1. MoU signed between applicant ITI and the industry
2. Industry Registration Certificate
3. Turnover details (balance sheet of the industry for 3 years for engineering trades or 2 years for non-engineering trades)
4. Employee strength details
5. PAN number/GST Registration number of Industry

**Annexure 19: Trade specific norms for Workshop and Power****Engineering Trades**

| Sr. No. | Name of the Trade                                           | Unit Strength | Workshop area requirement | Power Norms                              |
|---------|-------------------------------------------------------------|---------------|---------------------------|------------------------------------------|
| 1.      | Additive Manufacturing Technician (3D Printing)             | 20            | 120 Sq.m                  | 3 KW                                     |
| 2.      | CNC Machining Technician                                    | 24            | 192 Sq.                   | 17 KW                                    |
| 3.      | Aeronautical Structure and Equipment Fitter                 | 20            | 400 Sq.m                  | 25 KW                                    |
| 4.      | Architectural Draughtsman                                   | 24            | 80 Sq.m                   | 6 KW                                     |
| 5.      | Engineering Design Technician                               | 10            | 120 Sq.m                  | 3 KW (extended battery backup mandatory) |
| 6.      | Attendant Operator (Chemical Plant)                         | 24            | 170 Sq.m                  | 13 KW                                    |
| 7.      | Virtual Analysis and Designer - FEM (Finite Element Method) | 24            | 192 Sq.m                  | 17 KW                                    |
| 8.      | Computer Aided Manufacturing (CAM) Programmer               | 20            | 120 Sq.m                  | 3 KW                                     |
| 9.      | Central Air Condition Plant Mechanic                        | 24            | 120 Sq.m                  | 6 KW                                     |
| 10.     | Civil Engineering Assistant                                 | 24            | 120 Sq.m                  | 6 KW                                     |
| 11.     | Domestic Painter                                            | 24            | 80 Sq.m                   | 2.5 KW                                   |
| 12.     | Draughtsman Civil                                           | 24            | 90 Sq.m                   | 3 KW                                     |
| 13.     | Draughtsman Mechanical                                      | 20            | 64 Sq.m                   | 3.7 KW                                   |
| 14.     | Electrician                                                 | 20            | 98 Sq.m                   | 5.2 KW (for two units in one shift)      |
| 15.     | Electrician Power Distribution                              | 20            | 98 Sq.m                   | 5.2 KW (for two units in one shift)      |
| 16.     | Electronics Mechanic                                        | 24            | 56 Sq.m                   | 3.04 KW                                  |
| 17.     | Electroplater                                               | 20            | 60 Sq.m                   | 16 KW                                    |
| 18.     | Fitter                                                      | 20            | 88 Sq.m                   | 3.51 KW                                  |
| 19.     | Food Processing Equipment Technician                        | 20            | 200 Sq.m                  | 10 KW                                    |
| 20.     | Foundryman                                                  | 24            | 128 Sq.m                  | 11 KW                                    |
| 21.     | Green Hydrogen Production Technician                        | 20            | 120 Sq.m                  | 3.5 KW                                   |
| 22.     | In Plant Logistics Assistant                                | 20            | 25 Sq.m                   | 4 KW                                     |
| 23.     | Industrial Painter                                          | 24            | 80 Sq.m                   | 2.5 KW                                   |





| Sr. No. | Name of the Trade                                                 | Unit Strength | Workshop area requirement | Power Norms |
|---------|-------------------------------------------------------------------|---------------|---------------------------|-------------|
| 24.     | Industrial Robotics & Digital Manufacturing Technician            | 20            | 120 Sq.m                  | 3 KW        |
| 25.     | Information & Communication Technology System Maintenance         | 24            | 70 Sq.m                   | 3.45 KW     |
| 26.     | Information Technology                                            | 24            | 70 Sq.m                   | 3.45 KW     |
| 27.     | Instrument Mechanic                                               | 24            | 80 Sq.m                   | 8.07 KW     |
| 28.     | Instrument Mechanic (Chemical Plant)                              | 20            | 104 Sq.m                  | 8 KW        |
| 29.     | Interior Design & Decoration                                      | 24            | 80 Sq.m                   | 10 KW       |
| 30.     | Laboratory Assistant (Chemical Plant)                             | 20            | 96 Sq.m                   | 6 KW        |
| 31.     | Lift and Escalator Mechanic                                       | 24            | 98.6 Sq.m                 | 6 KW        |
| 32.     | Machinist                                                         | 20            | 130 Sq.m                  | 20 KW       |
| 33.     | Machinist Grinder                                                 | 20            | 102 Sq.m                  | 23.4 KW     |
| 34.     | Maintenance Mechanic (Chemical Plant)                             | 20            | 96 Sq.m                   | 13 KW       |
| 35.     | Manufacturing Process Control and Automation                      | 20            | 120 Sq.m                  | 3 KW        |
| 36.     | Marine Engine Fitter                                              | 20            | 105 Sq.m                  | 3 KW        |
| 37.     | Marine Fitter                                                     | 20            | 88 Sq.m                   | 3.51 KW     |
| 38.     | Mason (Building Constructor)                                      | 24            | 80 Sq.m                   | 4 KW        |
| 39.     | Mechanic Agricultural Machinery                                   | 24            | 225 Sq.m                  | 10 KW       |
| 40.     | Mechanic Auto Body Painting                                       | 20            | 210 Sq.m                  | 4.8 KW      |
| 41.     | Mechanic Auto Body Repair                                         | 20            | 210 Sq.m                  | 4 KW        |
| 42.     | Mechanic Auto Electrical and Electronics (Including parking area) | 20            | 100 Sq.m                  | 3 KW        |
| 43.     | Mechanic Consumer Electronic Appliances                           | 24            | 56 Sq.m                   | 3.04 KW     |
| 44.     | Mechanic Diesel (Including parking area)                          | 24            | 210 Sq.m                  | 4.8 KW      |
| 45.     | Mechanic Electric Vehicle                                         | 24            | 192 Sq.m                  | 5 KW        |
| 46.     | Mechanic Lens/Prism Grinding                                      | 16            | 100 Sq.m                  | 7.5 KW      |
| 47.     | Mechanic Machine Tool Maintenance                                 | 24            | 192 Sq.m                  | 17 KW       |
| 48.     | Mechanic Mining Machinery                                         | 24            | 292 Sq.m                  | 20 KW       |
| 49.     | Mechanic Motor Vehicle (MMV) (Including Parking)                  | 24            | 210 Sq.m                  | 4.8 KW      |
| 50.     | Mechanic Tractor                                                  | 20            | 210 Sq.m                  | 4.8 KW      |
| 51.     | Mechanic Two and Three-Wheeler                                    | 20            | 100 Sq.m                  | 3 KW        |





| <b>Sr. No.</b> | <b>Name of the Trade</b>                        | <b>Unit Strength</b> | <b>Workshop area requirement</b>         | <b>Power Norms</b> |
|----------------|-------------------------------------------------|----------------------|------------------------------------------|--------------------|
| 52.            | Operator Advance Machine Tool                   | 16                   | 144 Sq.m                                 | 25 KW              |
| 53.            | Painter (General)                               | 20                   | 104 Sq.m                                 | 5 KW               |
| 54.            | Plastic Processing Operator                     | 20                   | 300 Sq.m                                 | 13.6 KW            |
| 55.            | Plumber                                         | 24                   | 80 Sq.m                                  | 3 KW               |
| 56.            | Pump Operator Cum Mechanic                      | 20                   | 84 Sq.m                                  | 11 KW              |
| 57.            | Refractory Technician                           | 24                   | 130 Sq.m.                                | 3 KW               |
| 58.            | Refrigeration and Air Conditioner Technician    | 24                   | 80 Sq.m                                  | 6.82 KW            |
| 59.            | Rubber Technician                               | 24                   | 60 Sq.m                                  | 5 KW               |
| 60.            | Sheet Metal Worker                              | 20                   | 80 Sq.m                                  | 11 KW              |
| 61.            | Small Hydro Power Plant Technician              | 20                   | 100 Sq.m                                 | 5 KW, 3 Phase      |
| 62.            | Solar Technician (Electrical)                   | 20                   | 50 Sq.m                                  | 3 KW               |
| 63.            | Spinning Technician                             | 20                   | 525 Sq.m                                 | 19 KW              |
| 64.            | Stone Processing Machine Operator               | 24                   | 100                                      | 10 KW              |
| 65.            | Stone Mining Machine Operator                   | 24                   | 100 Sq.m Covered and 250 Sq.m open space | 10 KW              |
| 66.            | Surveyor                                        | 20                   | 64 Sq.m                                  | 3 KW               |
| 67.            | Technician Electronics System Design and Repair | 24                   | 70 Sq.m                                  | 3.5 KW             |
| 68.            | Technician Mechatronics                         | 24                   | 192 Sq.m                                 | 8 KW               |
| 69.            | Technician Medical Electronics                  | 24                   | 120 Sq.m                                 | 2 KW               |
| 70.            | Technician Power Electronics Systems            | 24                   | 56 Sq.m                                  | 3.04 KW            |
| 71.            | Textile Mechatronics                            | 24                   | 240 Sq.m                                 | 9 KW               |
| 72.            | Textile Wet Processing Technician               | 20                   | 104 Sq.m                                 | 8 KW               |
| 73.            | Tool & Die Maker (Dies & Molds)                 | 24                   | 166 Sq.m                                 | 20 KW              |
| 74.            | Tool & Die Maker (Press Tools, Jigs & Fixtures) | 24                   | 166Sq.m                                  | 20 KW              |
| 75.            | Turner                                          | 20                   | 110 Sq.m.                                | 18.5 KW            |
| 76.            | Vessel Navigator                                | 20                   | 88 Sq.m                                  | 3.51 KW            |
| 77.            | Warehouse Technician                            | 20                   | 25 Sq.m                                  | 4 KW               |
| 78.            | Weaving Technician                              | 24                   | 525 Sq.m                                 | 9.4 KW             |
| 79.            | Welder                                          | 20                   | 100 Sq.m                                 | 16 KW              |
| 80.            | Welder (Fabrication & Fitting)                  | 20                   | 100 Sq.m                                 | 16 KW              |





| <b>Sr. No.</b> | <b>Name of the Trade</b>      | <b>Unit Strength</b> | <b>Workshop area requirement</b> | <b>Power Norms</b> |
|----------------|-------------------------------|----------------------|----------------------------------|--------------------|
| 81.            | Welder (GMAW & GTAW)          | 20                   | 100 Sq.m                         | 16 KW              |
| 82.            | Welder (Pipe)                 | 20                   | 100 Sq.m                         | 16 KW              |
| 83.            | Welder (Structural)           | 20                   | 100 Sq.m                         | 16 KW              |
| 84.            | Welder (Welding & Inspection) | 20                   | 100 Sq.m                         | 16 KW              |
| 85.            | Wind Plant Technician         | 20                   | 100 Sq.m                         | 5 KW               |
| 86             | Wireman                       | 20                   | 88 Sq.m                          | 5 KW               |
| 87             | Wood Work Technician          | 24                   | 120 Sq.m                         | 8 KW               |

**Non - Engineering Trades**

| Sr. No. | Name of the Trade                                  | Unit Strength | Space Norms                                                            | Power Norms |
|---------|----------------------------------------------------|---------------|------------------------------------------------------------------------|-------------|
| 1.      | 5G Network Technician                              | 24            | 70 Sq.m                                                                | 3.45 KW     |
| 2.      | Agro Processing                                    | 24            | 96 Sq.m                                                                | 6 KW        |
| 3.      | Artificial Intelligence Programming Assistant      | 24            | 60 Sq.m                                                                | 5.5 KW      |
| 4.      | Baker & Confectioner                               | 24            | 96 Sq.m.                                                               | 16.6 KW     |
| 5.      | Bamboo Works                                       | 24            | 100 Sq.m                                                               | 10 KW       |
| 6.      | Basohli Painting Artist                            | 20            | 58                                                                     | 2 KW        |
| 7.      | Carpet Weaving Artisan - Hand-loom                 | 20            | 110                                                                    | 5 KW        |
| 8.      | Catering & Hospitality Assistant                   | 20            | 96 Sq.m two labs are required one for catering and one for hospitality | 16.6 KW     |
| 9.      | Computer Aided Embroidery & Designing              | 24            | 96 Sq.m                                                                | 5 KW        |
| 10.     | Computer Hardware & Network Maintenance            | 24            | 70 Sq.m                                                                | 3.45 KW     |
| 11.     | Computer Operator and Programming Assistant (COPA) | 24            | 60 Sq.m                                                                | 5.5 KW      |
| 12.     | Cosmetology                                        | 24            | 70 Sq.m                                                                | 6 KW        |
| 13.     | Cyber Security Assistant                           | 24            | 70 Sq.m                                                                | 3.45 KW     |
| 14.     | Dairying                                           | 24            | 125 Sq.m                                                               | 3 KW        |
| 15.     | Data Annotation Assistant                          | 24            | 60 Sq.m                                                                | 5.5 KW      |
| 16.     | Data Entry Operator                                | 24            | 65 Sq.m                                                                | 6 KW        |
| 17.     | Database System Assistant                          | 24            | 70 Sq.m.                                                               | 3.45 KW     |
| 18.     | Dental Laboratory Equipment Technician             | 24            | 120 Sq.m                                                               | 12 KW       |
| 19.     | Desktop Publishing Operator                        | 24            | 60 Sq.m                                                                | 4.3 KW      |
| 20.     | Digital Photographer                               | 24            | 48 Sq.m                                                                | 6.35 KW     |
| 21.     | Dress Making                                       | 20            | 64 Sq.m                                                                | 5 KW        |
| 22.     | Driver cum Mechanic                                | 20            | 56 Sq.m                                                                | 6.82 KW     |
| 23.     | Drone Pilot (Junior)                               | 24            | 35 Sq.m                                                                | 3 KW        |
| 24.     | Drone Technician                                   | 24            | 70 Sq.m                                                                | 4 KW        |
| 25.     | Early Childhood Educator                           | 24            | 48 Sq.m                                                                | 3 KW        |
| 26.     | Fashion Design and Technology                      | 24            | 64 Sq.m                                                                | 5 KW        |
| 27.     | Fiber To Home Technician                           | 24            | 35 Sq.m                                                                | 3 KW        |
| 28.     | Finance Executive                                  | 24            | 50 Sq.m                                                                | 4 KW        |
| 29.     | Fire Technology and Industrial Safety Management   | 24            | 1000 Sq.m (for practical Training area)                                | 2 KW        |





| Sr. No. | Name of the Trade                               | Unit Strength | Space Norms                                | Power Norms |
|---------|-------------------------------------------------|---------------|--------------------------------------------|-------------|
| 30.     | Fireman                                         | 24            | 1000 Sq.m                                  | 2 KW        |
| 31.     | Floriculture & Landscaping                      | 24            | 10000 Sq.m<br>(1 Hectare plot of land)     | 2 KW        |
| 32.     | Food and Beverage Service Assistant             | 20            | 48 Sq.m                                    | 8 KW        |
| 33.     | Food Beverages                                  | 24            | 96 Sq.m                                    | 6 KW        |
| 34.     | Food Production (General)                       | 24            | 96 Sq.m                                    | 5.0 KW      |
| 35.     | Footwear Maker                                  | 20            | 72 Sq.m                                    | 4 KW        |
| 36.     | Front Office Assistant                          | 24            | 56 Sq.m                                    | 4.5 KW      |
| 37.     | Fruits and Vegetables Processing                | 24            | Lab: - 96 Sq.m                             | 5 KW        |
| 38.     | Geo-Informatics Assistant                       | 24            | 35 Sq.m                                    | 3.45 KW     |
| 39.     | Geriatric (Old Age) Care                        | 24            | 80 Sq.m                                    | 2 KW        |
| 40.     | Hand Embroidery Artisan                         | 20            | 58                                         | 2 KW        |
| 41.     | Health Sanitary Inspector                       | 24            | 40 Sq.m                                    | 4.0 KW      |
| 42.     | Health, Safety and Environment                  | 24            | 1000 Sq.m<br>(for practical Training area) | 2 KW        |
| 43.     | Honey Processing Technician                     | 24            | 1000 Sq.m                                  | 2 KW        |
| 44.     | Horticulture                                    | 24            | 1000 Sq.m                                  | 2 KW        |
| 45.     | Hospital Housekeeping                           | 24            | 40 Sq.m                                    | 5 KW        |
| 46.     | Housekeeper                                     | 24            | 40 Sq.m                                    | 5 KW        |
| 47.     | Human Resource Executive                        | 24            | 50 Sq.m                                    | 4 KW        |
| 48.     | Industrial Internet of Things (IIoT) Technician | 20            | 125 sqm                                    | 5 KW        |
| 49.     | IoT Technician (Smart Agriculture)              | 24            | 70 Sq.m                                    | 3.45 KW     |
| 50.     | IoT Technician (Smart City)                     | 24            | 70 Sq.m                                    | 3.45 KW     |
| 51.     | IoT Technician (Smart Health Care)              | 24            | 70 Sq.m                                    | 3.45 KW     |
| 52.     | Leather Goods Maker                             | 20            | 72 Sq.m                                    | 4 KW        |
| 53.     | Marketing Executive                             | 24            | 50 Sq.m                                    | 4 KW        |
| 54.     | Milk and Milk Product Technician                | 24            | 96 Sq.m                                    | 6 KW        |
| 55.     | Multimedia, Animation & Special Effects Studio  | 24            | 80 Sq.m Lab & 50 Sq.m.                     | 6 KW        |
| 56.     | Nursery & Orchard Technician                    | 20            | 500 Sq.m of Farming Land                   | 2 KW        |
| 57.     | Paper Mache Artisan                             | 20            | 58                                         | 2 KW        |
| 58.     | Photographer                                    | 24            | 48 Sq.m                                    | 6.35 KW     |
| 59.     | Physiotherapy Technician                        | 24            | 100 Sq.m                                   | 3.0 KW      |
| 60.     | Radiology Technician                            | 20            | 75 Sq.m                                    | 4.0 KW      |
| 61.     | Secretarial Practice (English)                  | 24            | 48 Sq.m                                    | 4 KW        |





| Sr. No. | Name of the Trade                             | Unit Strength | Space Norms                           | Power Norms |
|---------|-----------------------------------------------|---------------|---------------------------------------|-------------|
| 62.     | Semiconductor Technician                      | 24            | 60 Sq.m                               | 5.5 KW      |
| 63.     | Sewing Technology                             | 20            | 64 Sq.m                               | 5 KW        |
| 64.     | Shawl Weaving Artisan                         | 20            | 110                                   | 3 KW        |
| 65.     | Smartphone Technician Cum App Tester          | 24            | 35 Sq.m                               | 3 KW        |
| 66.     | Software Testing Assistant                    | 24            | 70 Sq.m                               | 3.45 KW     |
| 67.     | Soil Testing and Crop Technician              | 24            | (i) 200 Sq.m (ii) 1 Acre Farming Land | 2 KW        |
| 68.     | Spa Therapy                                   | 24            | 80 Sq.m                               | 6 KW        |
| 69.     | Stenographer Secretarial Assistant (English)  | 24            | 48 Sq.m                               | 4 KW        |
| 70.     | Stenographer Secretarial Assistant (Hindi)    | 24            | 48                                    | 4 KW        |
| 71.     | Surface Ornamentation Techniques (Embroidery) | 20            | 64 Sq.m                               | 5 KW        |
| 72.     | Tourist Guide                                 | 24            | 56 Sq.m                               | 4 KW        |
| 73.     | Traditional Phulkari Artisan                  | 20            | 58                                    | 2 KW        |
| 74.     | Travel & Tour Assistant                       | 24            | 56 Sq.m                               | 4.5 KW      |
| 75.     | Video Cameraman                               | 24            | 96 Sq.m                               | 12 KW       |
| 76.     | Weaving Technician for Silk & Woolen Fabrics  | 20            | 144 Sq.m                              | 17 KW       |
| 77.     | Wood Carving Artisan                          | 20            | 96                                    | 5 KW        |

### Divyang Trades

| Sr. No. | Name of the Trade                                     | Unit Strength | Space Norms | Power Norms |
|---------|-------------------------------------------------------|---------------|-------------|-------------|
| 1       | Cutting & Sewing (VI & OD)                            | 12            | 35 Sq. m    | 4 KW        |
| 2       | Hair & Skin Care (VI & OD)                            | 12            | 35 Sq. m    | 4 KW        |
| 3       | Metal Cutting Attendant (VI)                          | 12            | 100 Sq. m   | 18 KW       |
| 4       | Computer Operator and Programming Assistant (VI & OD) | 12            | 35 Sq. m    | 3.45 KW     |
| 5       | Desktop Publishing Operator (VI & OD)                 | 12            | 35 Sq. m    | 4.3 KW      |



**Annexure 20: List of New Age / Future Skills Courses Under CTS**

| Sr. No. | Name of Trade                                               | Duration   | NSQF Level |
|---------|-------------------------------------------------------------|------------|------------|
| 1.      | 5G Network Technician                                       | One year   | 4.5        |
| 2.      | Additive Manufacturing Technician (3D Printing)             | Two Years  | 3          |
| 3.      | CNC Machining Technician                                    | Two Years  | 4          |
| 4.      | Aeronautical Structure and Equipment Fitter                 | Two Years  | 4          |
| 5.      | AI Programming Assistant                                    | One year   | 3.5        |
| 6.      | Engineering Design Technician                               | One year   | 3          |
| 7.      | Virtual Analysis and Designer - FEM (Finite Element Method) | Two Years  | 4          |
| 8.      | Computer Aided Manufacturing(CAM) Programmer                | One year   | 3.5        |
| 9.      | Cyber Security Assistant                                    | One year   | 3.5        |
| 10.     | Data Annotation Assistant                                   | One year   | 3.5        |
| 11.     | Drone Pilot (Junior)                                        | Six Months | 3          |
| 12.     | Drone Technician                                            | Six Months | 3          |
| 13.     | Fiber to Home Technician                                    | Six months | 3          |
| 14.     | Geo Informatics Assistant                                   | One year   | 3          |
| 15.     | Green hydrogen production technician                        | One year   | 3.5        |
| 16.     | Industrial internet of things (IIoT) technician             | Two Years  | 4          |
| 17.     | Industrial Robotics and Digital Manufacturing               | One year   | 3          |
| 18.     | Information Technology                                      | Two Years  | 4          |
| 19.     | Internet of Things Technician (Smart Agriculture)           | One year   | 3          |
| 20.     | Internet of Things Technician (Smart City)                  | One year   | 3          |
| 21.     | Internet of Things Technician (Smart Healthcare)            | One year   | 3          |
| 22.     | Manufacturing Process Control & Automation                  | One year   | 3          |
| 23.     | Mechanic Electric Vehicle                                   | Two Years  | 4          |
| 24.     | Multimedia, Animation & Special Effects                     | One year   | 3          |
| 25.     | Semiconductor Technician                                    | One year   | 4.5        |
| 26.     | Small Hydro Power Plant Technician                          | Two Years  | 4          |
| 27.     | Smartphone Technician Cum App Tester                        | 6 Months   | 3          |
| 28.     | Software Testing Assistant                                  | One year   | 4          |
| 29.     | Solar Technician (Electrical)                               | One year   | 3          |
| 30.     | Technician Mechatronics                                     | Two Years  | 4          |
| 31.     | Wind Plant Technician                                       | Two Years  | 4          |



**Annexure 21: Resolution for Dropping/ Surrender of Trades/Units**

I/We,

- i. <Name> Chairman/ Secretary/ Member/ Trustee/ Director/ Proprietor/ Authorized representative of <Name of the Trust/ Society/ Company/ Institute>, son of ....., aged..... years and resident of .....,  
.....,
- ii. <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 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 |                   |                |         |         |         |       |
|-------------------------------------------|-------------------|----------------|---------|---------|---------|-------|
| Sr. 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 the future.

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

Signature

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

Designation

Name of the Trust/Society/ Company

Signature

Name of the Principal

Designation

Name of the ITI



### Annexure 22: Resolution for Closure of the ITI

I/ We,

- i. <Name> Chairman/ Secretary/ Member/ Trustee/ Director/ Proprietor/ Authorized Representative of <Name of the Trust/Society/Company/Institute>, son of ..... , aged..... years and resident of ..... ,
- ii. <Name> 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 application <application number> to DGT for the closure of our institute<Name and address of institute > ,

That the institute has applied/will apply for closure on DGT's portal. Further, it is submitted that there exists **NO LIABILITY** as on date with respect to "Trainees" who have taken admission to the institute. 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.

Signature

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

Designation

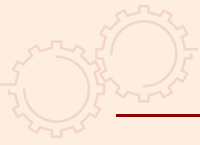
Name of the Name of the Trust/Society/ Company

Signature

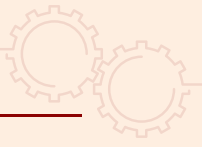
Name of the Principal

Designation

Name of the ITI



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