No.-DGET-35(1396)/Guidelines/2014-NIC
Government of India
Ministry of Labour and Employment
Directorate General of Employment & Training
Rafi Marg, Shram Shakti Bhawan
New Delhi-110001

Dated: 21 July, 2014

To

(1) Principal Secretaries/Secretaries
(2)Commissioners/Directors
dealing with craftsmen Training Scheme of all States/UTs

Subject: Amended Guidelines for implementation under the scheme "Upgradation of 1396 Government ITIs through Public Private Partnership" – regarding

Sir/Madam,

The eighth meeting of National Steering Committee (NSC) for the scheme "Upgradation of 1396 Government ITIs through Public Private Partnership" was held on 17.06.2014 under the chairmanship of Secretary (L&E). Minutes of the meeting are enclosed. The NSC discussed issues of the scheme and recommendations related to the scheme of Working Group formed for revamping of DGET schemes. Based on decisions of the NSC in the meeting, some of the guidelines issued earlier have got amended and some new have been added .These are listed as follows.

1. To give the IMC Chairmen representation in the State level committee formed for the scheme, 3 IMC Chairmen may also be nominated in State Steering Committee (SSC).
2. While it would be desirable to fix minimum fee of Rs. 5,000/- per candidate per year for admission in all the 20% of the seats to be decided by the IMC, at least 10% of the total seats shall be filled at the minimum fee of Rs. 5,000/- per candidate per year under the provision given to IMC.
3. The minimum salary of contract Instructors would be Rs. 14,000/- per month with annual increase of at least 5%.
4. Each ITI/IMC shall train at least 40 candidates every year under Skill Development Initiative (SDI) scheme if the number of units is less or equal to 4 in the ITI and 80 candidates per year, if numbers of units are more than 4. In this regard, SSC may set a higher target also.
5. With effect from September 2014, the following Key Performance Indicators (KPIs) shall be used to monitor the performance of the IMC.
   (i) Percentage of candidates appearing in the examination vis-à-vis intake capacity
   (ii) Percentage of candidates passing out vis-à-vis candidates appearing in the examination
   (iii) Percentage of passed out students employed/ self employed within one year of pass out
   (iv) Revenue generation
   (v) Re-affiliation , if due

KPI no. (iii) shall be introduced from August 2015.

Initial bench mark for KPI no. (i) & (ii) has been fixed as 70% and is to be taken upto 95% in the next few years. For KPI no. (iii), initial benchmark is 50% for wage employment and 70% for overall employment. Target for Revenue generation has been fixed as Rs.5 lakh, Rs.10 lakh and Rs.15 lakh for the years 2014-15, 2015-16 and 2016-17 respectively. The present target for KPI no. (v) is re-affiliation by August 2015 if due.

6. For any of the following defaults that continue for more than 2 years, the state will invariably change the chairman of the IMC within 6 months after such 2 years.
   (i) Non-achievement of 70% level in KPIs,
   (ii) Not fixing salary of contract Instructors to the level prescribed,
   (iii) Not ensuring that at least 10% of seats are filled at the minimum fee of Rs. 5000/- per year

   In case the State does not change the Chairman of IMC within the period of six months, Central Government shall have the power to get the bank account of such IMC frozen and to issue instructions with respect to the utilization of the funds in the manner deemed appropriate . In addition, Central Government may also ask the IMC to prepay Rs.10 lakh to the Central Government for every default.
7. SSCs will review the performance of each IMC every year by the end of the December. For the review to be done by December, 2014 the parameter to be applied for change of IMC will be non-achievement of 70% benchmark for percentage of candidates passing out vis-à-vis candidates appearing in the examination. Any Chairman of IMC who has been there since August, 2013 will be considered for change after such a review in December, 2014.
8. At the most 20% of the funds made available under the Scheme may be kept as seed money by IMCs.
9. The balance fund including seed money and interest available after making of all required expenditure at the end of financial year 2015-16 shall not exceed Rs. 1 Crore and any balance beyond this amount may be prepaid to the Central Government. This ceiling may be revised downwards for successive years.
10. The ceiling of using 25% of the fund made available to IMCs for construction work has now been increased to 40% of the interest free loan i.e. up to Rs. 1.00 Crore.
11. IMCs may utilize the interest accrued for the purpose of activities spelled out in the Institute Development Plan (IDP) after careful planning and also ensuring that repayment is not affected due to use of interest. Accordingly IMCs may use the interest accrued for the purpose of salary of contractual staff and the limit of expenditure for manpower has been enhanced to Rs 50.00 Lakh from the present limit of 25-30 Lakh.
12. The State Steering Committee (SSC) itself henceforth may revise IDPs under the overall guidelines issued by DGET. For the purpose of IDP revision, IMC shall use the format issued by DGET. For the present, format to be used is enclosed at Annex-1. A DGET representative shall also be invited in the meeting called for the purpose of approving the revision of IDP and SIC must send a copy of revised IDP after approval of SSC to NIC for record.
13. The limit of the financial powers of different authorities in IMC society has been revised as given below:

Authority	Existing limit	New limit
ITI Principal/ Secretary of IMC	Upto Rs. 15,000	Upto Rs. 50,000
Procurement committee	Upto Rs. 10 Lakh	Upto Rs. 15 Lakh
Governing Council of IMC	Greater than Rs. 10 Lakh	Greater than Rs. 15 Lakh

14. ITIs functioning in the rented building should be shifted to their own Government buildings and such ITIs after getting shifted to their own Government buildings should

seek affiliation from NCVT before the admission cycle starting August 2016, otherwise such IMC will have to repay the whole loan amount in lump sum.

15. IMCs may continue with the present practice of sending Quarterly Progress Report (QPR).However, for capturing relevant data and better monitoring, QPRs given by IMC should be compiled by the state in the formats 1 to 3 enclosed at Annex -2 and be sent to the centre.
16. IMCs which are able to generate revenue more than Rs.5 lakh, Rs.15 lakh, Rs.20 lakh and Rs.25 lakh respectively in years 2013-14, 2014-15, 2015-16 and 2016-17 may use 20% of the revenue generated for training in India for capacity building of the Principal/faculty (who has contributed the most to revenue generation as decided by IMC) in courses of their choice. Contractual faculty would also be eligible for this purpose. If an IMC continues to be eligible for incentive for consecutive two years, such training courses would be admissible even in foreign countries. Among the eligible IMCs, the highest achievers in every state would be given a special appreciation by DGET and would also be considered for other available training courses in foreign countries.

The above guidelines may please be implemented henceforth.

(Alok Kumar)
Director General/Joint Secretary

Copy for information and necessary action:

1. Director General, CII, The Mantosh Sondhi Centre,23, Institutional Area, Lodhi Road, New Delhi
2. Secretary General, FICCI, Federation House, Tansen Marg, New Delhi-10001.
3. Secretary General, ASSOCHAM , Assocham Corporate Office,1 , Community Centre, Zamrudpur, Kailash Colony, New Delhi-110048
4. PHD Chamber of Commerce & Industry, PHD House,4/2, Siri Institutional Area, August Kranti Marg, New Delhi-11006

(Alok Kumar)
Director General/Joint Secretary

Minutes of the Eighth meeting of National Steering Committee (NSC) of the Scheme "Upgradation of 1396 Government ITIs through Public Private Partnership" held on 17.06.2014

The eighth meeting of National Steering Committee of the Scheme "Upgradation of 1396 Government ITIs through Public Private Partnership" was held on 17.06.2014 at10.30 a.m. at Shram Shakti Bhawan under the chairmanship of the Secretary (L&E). The members who attended the meeting are listed at Annex -1.

At the outset, Director General of Employment & Training (DGE&T) welcomed the Chairman and members of the NSC. After a brief introduction of the members, Chairman addressed the meeting about the importance of the scheme. Secretary, Labour & Employment said that several important initiatives have been taken to revamp the Vocational Training Programmes being run under the aegis of the Ministry. These initiatives have also been placed on the website of the Ministry which include industry laid Mentor Councils for revision of curricula, flexi MoU based industry driven courses with NCVT certification, introduction of semester system examination, capacity building of the Principals and faculty of ITIs, setting up Incubation Centres and Chairs in premier institutions like IITs, revamp of SDI Scheme and Apprenticeship Scheme and setting up new ITIs and ATIs through Viability Gap Funding in PPP mode. She highlighted the urgent need to expand the ITI system so that we can provide adequate number of trained manpower as the analysis of available statistics has indicated a comparative shortage of this level of manpower in the country.

With the permission of the Chair, DGE&T took up the agenda points one by one and decision taken for different agenda points are summarised below.

1. Confirmation of the minutes of the seventh meeting held on 21.03.2012:

The minutes of the seventh meeting of NSC held on 21.03.2014 was placed at Annex-I of the Agenda Note. As there were no suggestions / comments on the minutes, the minutes of the seventh meeting of NSC were confirmed.

2. Action taken report on the decisions taken in the last meeting:

The action taken report on the decisions taken in the last meeting as placed at Annex –II of the Agenda Note was noted.

3. Review of the progress of implementation of the scheme:

Status of Utilization of the fund was presented to the members. Detailed reports on Fund utilisation were place at Annex –III of Agenda Note.

NSC expressed concern on poor utilization of the fund and emphasized the need on closer monitoring of the activities of IMC and taking all possible remedial steps. It was desired that a consolidated set of guidelines may again be circulated for facilitating smooth functioning of IMCs.

4. Approval for Working Group Recommendations

A Working Group was constituted for the revamping of all DGET schemes. The working group had also made certain recommendations for this scheme to effectively attain the objectives of the scheme. A copy of the recommendation pertaining to the scheme was placed at Annex-IV of the Agenda Note.

Recommendations were presented to members as Agenda points from 4.1 to 4.14 of Agenda Note of the meeting. Decisions after discussion and deliberations taken by the members are as under.

4.1 Composition of National Steering Committee (NSC) and State Steering Committee (SSC)

It was agreed by the NSC that 2 to 3 Chairmen of good IMCs be taken as members of the National Steering Committee so that all relevant issues may be discussed and decided upon by NSC.

Similarly, to give the IMC Chairmen representation in the State level committee formed for the scheme, it was decided that 3 IMC Chairmen may be nominated in SSC also along with present practice of nomination by Industries Association.

4.2 Position regarding Fixing fees in respect of 20% of seats of ITIs

It was decided that while it would be desirable to fix minimum fee of Rs. 5,000/- per candidate per year for admission in all the 20% of the seats to be decided by the IMC, at least 10% of the total seats shall be filled at the minimum fee of Rs. 5,000/- per candidate per year under the provision given to IMC.

4.3 Fixing salary of contract Instructors

It was agreed that minimum salary of Rs. 14,000/- per month be prescribed for contract Instructors with annual increase of at least 5%. The members were also informed that the same agenda has also been approved by National Council for Vocational Training (NCVT) in its meeting held on 30th April, 2014. A copy of order issued in this regard was placed at Annex-VI of Agenda Note of the meeting.

4.4 Consolidation of Quarterly Progress Reports

It was agreed that for capturing relevant data and better monitoring Quarterly progress reports given by IMC should be compiled by the state in the formats 1 to 3 attached at Annex VIII of Agenda Note of the meeting and be sent to the centre.

However, NSC also agreed to the proposal that IMCs may also continue with the present practice of sending a copy of QPR directly to the NIC.

4.5 Provision of Training by ITIs under SDI Scheme

There is no provision in the guidelines or MOA to say that each of the ITIs/IMC shall train some minimum number of people under Skill Development Initiative Scheme. Working Group has proposed that the guidelines/MOA be amended to provide that at least 40 candidates every year be trained under SDIS by each of the ITI/IMCs. In view of the recommendation, NSC decided that ITI/IMC shall train at least 40 candidates every year under Skill Development Initiative Scheme (SDIS) if the number of units is less or equal to 4 in the ITI and 80 candidates per year, if number of units are more than 4.

It was also decided that SSC may set a higher target also.

4.6 Revision of Key Performance Indicators (KPIs)

The 6 KPIs presently in use are : % of applications as compared to no. of seats, % of enrolments as compared to no. of seats, % of dropout as compared to no. of enrolments, % of students passed out compared to enrolled students, % of passed out students employed/ self employed within one year of pass out, and Average monthly income of the employed/self employed students. Regarding the KPI's, it was seen that it was difficult to handle these 6 KPI's by the States.

In this regard, the members agreed for the following two KPIs as recommended by the Working Group.

(a) Percentage of candidates s appearing in the examination vis-à-vis intake capacity and
(b) Number of candidates passing out vis-à-vis candidates appearing in the examination

NSC also decided that obtaining re-affiliation wherever due by August, 2015 will also be a KPI.

NSC also agreed for Working Group recommendation that the initial benchmark for both of the above parameters should be fixed at least at 70% and should be gradually taken up to level of 95% over next few years, and a special report should be sought from IMC which has not been able to achieve the 70% level in these two KPIs explaining the reason thereof and the actions proposed to be undertaken.

Members also decided to include "% of passed out students employed/ self employed within one year of pass out" as another KPI to be introduced from August 2015 for which initial bench mark should be fixed as 50% for wage employment and overall employment at 70% with self-employment.

4.7 Reducing Seed money

NSC agreed to Working Group recommendation that given that most IMCs have kept a very significant portion of the amount as seed money/corpus and. have earned large interest instead of using the amount for the purpose given, at the most 20% of the funds made available under the Scheme may be kept as seed money by IMCs.

4.8 Ceiling on balance fund available

Presently it is found that most of the IMCs have kept large amount of money including seed money, revenue generated, interest earned in the bank accounts instead of utilizing it towards up gradation activities.

In this regard, NSC approved the Working Group recommendations that to encourage IMC/ITI to spend money in a focused/time bound manner for meaningful purpose, the balance fund including seed money and interest available after making of required expenditure at the end of financial year 2015-16 shall not exceed Rs. 1 Crore and any balance beyond this amount may be prepaid to the Central Government. It was also agreed to revise this ceiling downwards for successive years.

4.9 Enhancement of expenditure limit for civil works

NSC approved the Working Group recommendation that given the fact that significant amount of interest has been accrued with very large number of IMCs, the ceiling of using 25% of the fund made available to IMCs for construction work may now be increased to 40% of the interest free loan i.e. up to Rs. 1.00 Crore.

4.10 Use of interest by the IMCs

It is to mention that the interest accrued is for long-term sustenance of the ITI and repayment of interest free loan in equal annual installments after a moratorium period of 10 years. However, the demand for using the interest for up gradation activities has come from various IMC / State Governments. The demand for use of interest is a point to be addressed as keeping large amount of fund in bank is not going to cater the upgradation process. It is, therefore, decided that the IMCs may be permitted to utilize the interest accrued for the purpose of activities spelled out in the Institute Development Plan (IDP) after careful planning and also ensure that repayment is not affected due to use of interest.

Since, working group has recommended use of interest accrued towards salary of Contractual Staff, it was decided that the IMCs may be permitted to use the interest accrued for the purpose of salary of contractual staff and also enhancement of limit of expenditure on manpower from the present 25-30 Lakh to Rs 50.00 Lakh.

NSC approved the proposal.

4.11 Proposal for Disincentive/Penalty for Inaction

Working Group has recommended that while existing guidelines and MOAs expects ITIs/IMCs to take variety of action, there is no disincentive or penalty associated with inaction on any of these grounds, therefore (i) non-achievement of 70% level in KPIs, (ii)not fixing salary of contract Instructors to the level prescribed, (iii) not ensuring that at least 10% of seats are filled at the minimum fee of Rs. 5000/- per year be treated as default and for every such default every year IMC may be asked to prepay Rs.10 lakh rupees to the Central Government. This on one hand would ensure discipline and will bring focus on outcomes and on the other will avoid money being locked unutilized without any purpose.

NSC discussed the proposal and decided the following:

(i) Another KPI for revenue generation may be added with the target of Rs.5 lakh, Rs.10 lakh and Rs.15 lakh for the years 2014-15, 2015-16 and 2016-17 respectively.

(ii) It was further decided that the proposed penalty would be imposed only if the default situation continues for two years and the State Government/SSC does not change the Chairman of IMC within six months after the lapse of such two years.

4.12 Change in IMC

With regard to Working Group recommendation that the State invariably change the chairman of the IMC if the number of defaults as mentioned in para 4.11 is more than 10, NSC decided that if any default continues for more than 2 years , the state will invariably change the chairman of the IMC.

NSC agreed to the Working Group recommendation that the State shall be given a time of 6 months for replacing the IMC Chairman for such ITIs/IMCs, and in case the State does not change the Chairman of IMC within the period of this six months, Central Government shall have the power to get the bank account of such IMC frozen and to issue instructions with respect to utilization of the funds in the manner deemed appropriate.

NSC further decided that new KPIs as decided in agenda 4.11 above will come into force from September 2014. It was further decided that SSCs will review the performance of each IMCs every year by the end of the December. For the review to be done by December, 2014 the parameter to be applied for change of IMC will be non-achievement of 70% benchmark for number of candidates passing out vis-à-vis candidates appearing the examination. Any Chairman of IMC who has been there since August, 2013 will be considered for change after such a review in December, 2014.

4.13 Delegation of Power to SSC to revise the IDP

NSC agreed to the Working group recommendation that as the States have been able to acquire sufficient experience to handle IMC for last few years, the power to approve revision of IDP henceforth be given to SSC subject to overall guidelines to be issued by DGET.

In this regard, NSC agreed to the proposals in the agenda that (i) a DGET representative may also be invited in the meeting called for the purpose of revision of IDP and (ii) SIC will send a copy of revised IDP after approval of SSC to NIC for record.

4.14 Revision to Financial powers of different authorities in IMC Society

The proposal based on the Working Group recommendation that the financial powers of different authorities in IMC society may be revised keeping in account the escalation in cost was approved. However, NSC decided that financial power to ITI Principal/ Secretary of IMC may be raised to Rs. 50000/- instead of Rs. 30000/- as proposed.

The limit of the financial powers of different authorities in IMC society as approved by the NSC would be as given below:

Authority	Existing limit	New limit
ITI Principal/ Secretary of IMC	Upto Rs. 15,000	Upto Rs. 50,000
Procurement committee	Upto Rs. 10 Lakh	Upto Rs. 15 Lakh
Governing Council of IMC	Greater than Rs. 10 Lakh	Greater than Rs. 15 Lakh

5. Revision of Memorandum of Agreement (MoA)

Working Group Recommendations described above are expected to provide greater impact to the performance of the scheme. Therefore it was proposed to revise the present form of Memorandum of Agreement (MoA) to incorporate various recommendations at appropriate places in MoA. Revised Draft MoA as placed at Annex-VII of Agenda Note of the meeting incorporating recommendations/ proposals was approved by the NSC with modifications as approved by NSC described above in paras from 4.1 to 4.14.

6. Change of Industry Partner

IMC chairmen of 3 ITIs in Chhattisgarh state have committed financial irregularities. State Government is unable to reconstitute the IMC with a new Industry Partner because these Chairmen have moved to court requesting the court to allow them to continue the upgradation of concerned ITIs.

In present form of MoA, there is no clause available to handle eventuality like this. In view of this, the following clause proposed to be added under SECTION B: ROLE OF SECOND PARTY at para 5 was approved by NSC members.

"*5. The SECOND PARTY may change the THIRD PARTY for:*

a) breach of terms and conditions spelled under this Memorandum of Agreement and spelled out in the Memorandum of Association and Rules and Regulations of the Society.

b) undertaking any activities falling under criminal offence,

c) causing financial irregularities, and for reasons specified at Section F (9) (iv) of this Memorandum of Agreement."

However, Secretary (WB) raised a point that a suitable clause may also be added here so that the state may replace an industry Partner in extraordinary situations also. It was decided that the following clause as 5(d) may also be added so that state Government may change the Industry Partner under special circumstances.

" *d) replacing the THIRD PARTY with another Industry Partner for improving the upgradation activities of the ITI with approval of the FIRST PARTY.*"

NSC also decided that all cases of change of IMC shall be reported to NSC.

7. Revision of IDP Format

The present IDP format supports break-up of resources (funds) required for initial 5 years on release of interest free loan. In view of the upgradation activities continuing in many of the ITIs beyond the 5 year period, it was proposed that existing IDP may be revised to highlight the upgradation completed with respect to previous IDP. The proposed format is placed at

Annex IX of the Agenda note of the meeting. In case of ITIs which have not completed 5 years since release of loan, the proposed format may also be used for revising the already approved plan.

The proposal and the revised format of IDP were approved by NSC. DGET was also authorized to make necessary changes in IDP format in future.

8. ITIs functioning in rented building

It was proposed that the ITIs functioning in the rented building should shift to their own Government buildings and after getting shifted to their own Government buildings should seek affiliation from NCVT before the admission cycle starting August 2016 otherwise such IMC will have to repay the whole loan amount in lump sum.

Proposal was approved by the NSC.

9. Engaging Support Agencies for strengthening the National Implementation Cell (NIC) for Implementation and monitoring of the scheme

Under this scheme funds are being provided by the Central Government to the Institute Management Committees (IMCs) of the ITIs which are being given financial and academic autonomy to undertake the process of upgradation. Therefore, it is very important to monitor the utilization of funds, implementation of the scheme and performance of the ITIs versus the Key Performance Indicators (KPIs). In the National Implementation Cell (NIC) of the scheme only 5 posts were allowed to be carried forward beyond 2011-12. It will not be possible for this small group of officials to monitor the progress of the implementation of the scheme in all covered ITIs. Therefore, services of professional agency are required to assist the NIC in DGE&T to monitor the progress of the scheme in the project ITIs.

Further, hiring of a specialized agency will also provide innovative and professional touch in management of the scheme and will ensure efficient utilization of funds disbursed under the scheme. This agency can also be used for ushering in reforms in Vocational Training System, sensitization of IMCs, dissemination of success stories, innovative methods for generation of revenue in the ITIs. Hiring of professional agencies for assisting DGET in management and monitoring of the scheme is approved in the Detailed Project Report /EFC. Also, SFC in its meeting held on 21.05.2012 has accorded approval for hiring the same on need basis.

During the 7th NSC meeting, it was decided that the matter should be kept for further discussion on the subject is required keeping in view other schemes of DGE&T (Annex-I, para - 7 of the Agenda Note).

After deliberations, NSC approved the proposal and the Terms of reference (TOR) for the same as placed at Annex-X of the Agenda Note.

10. Continuation of posts in National Implementation Cell (NIC)

Ministry of Finance has allowed carrying forward five posts beyond 2011-12 till the repayment of all loans under this scheme. The 5 posts are (1) one Joint Director of Training (2) one Deputy Director of Training, (3) one Assistant Director of Training, (4) One Training Officer and (5) one Senior Account Officer. NSC in its 7th meeting and further SFC in its meeting held on 21.05.2012 has approved the continuation of the above 5 posts.

In addition, 2 posts one each of Desk Officer and assistant existing in 11th Five Year Plan were not included for continuation during the 12th Five Year Plan. However, department of Personnel & Training (DOPT) has issued an order for encadrement of these 2 posts. Therefore, decadrement of these 2 posts is required to continue 5 technical posts mentioned in above para.

NSC approved the withdrawal of these 2 posts encadred by DOPT.

11. Evaluation study of the scheme

A mid-term evaluation of the scheme was carried by VV Giri National Labour Institute, Noida in 120 ITIs covered under the scheme during 2007-08 to 2009-10 and the report was published during 2012. As per the approved CCEA note, an end-term evaluation of the scheme has to be carried out on completion of release of interest free loan. As release of fund has come to end by March, 2012, it was proposed to carry out the evaluation of the scheme through Planning Commission. However, the Planning Commission has informed that the Programme Evaluation Organisation of the Commission would not take up any new study for the current Financial Year. A copy of the letter received from the Planning Commission in this regard is placed at Annex –XI of the Agenda Note of the meeting.

In view of above, it was proposed to carry out the evaluation of the scheme through an independent agency.

NSC took notice of comprehensive study undertaken by CII and decided that the proposed evaluation study may be taken up later in future.

12. Capacity Building Programme for Principals of ITIs left over in previous years

Capacity building training programmes for Principals and Senior faculty members were organized at four premier training Institutes: Centre for Research and Industrial Staff Performance (CRISP), Bhopal, Institute for Design of Electrical Measuring Instruments (IDEMI), Mumbai, National Institute for Entrepreneurship & Small Business Development (NIESBUD), Noida and National Institute of Micro Small Medium Enterprises (NIMSME), Hyderabad. A total of 2453 Principals and senior faculty members of ITIs were trained in these four Institutes.

Since, Principals working in the ITIs are subjected to routine transfer, it is seen that some Principals are performing the functions of Member Secretary without exposure to the scheme. In view of this, it was proposed to carry forward the capacity building training programme for the principals who have not undergone previous training in Institutes mentioned above.

NSC approved the proposal and directed that the suggestions given in CII report may be included in the training course.

13. Foreign Training of Principals of ITIs and Officers of NIC and SIC

An MoU was signed between Ministry of Labour & Employment (MoL&E), Govt. of India and the Ministry for Education (MOE), Singapore concerning Cooperation in the field of "Vocational Education and Skill Development" on 11th July, 2012. Accordingly, a delegation consisting of 21 Principals, State and central Government dealing with the scheme has attended a "Leadership training programme" at ITE Singapore.

To attain global training standards in the project ITIs, it is important that the Principals/Officers concerned be exposed to changing scenario in skill development and skill requirement in developed countries and also trained and motivated to become excellent leaders. It was therefore proposed that another two batches of Principals of ITIs and Officers of NIC and SIC may be sent for the same foreign training.

NSC approved the proposal. Further, Chairman/Secretary (L&E) suggested that the Group selected for this purpose should have good mix of Principals and faculty of ITIs, officers of SIC and NIC, and Mentor Councils.

14. Any other point with permission of the Chair

After deliberations NSC decided that well performing IMCs in terms of revenue generation, need to be incentivized. For this purpose, it was decided to incentivize the IMCs which are able to generate revenue more than Rs.5 lakh, Rs.15 lakh, Rs.20 lakh and Rs.25 lakh respectively in years 2013-14, 2014-15, 2015-16 and 2016-17. 20% of the revenue generated would be permitted to be utilized for training in India for capacity building of the Principal/faculty (who has contributed the most to revenue generation as decided by IMC) in courses of their choice. Contractual faculty would also be eligible for this purpose. If an IMC continues to be eligible for incentive for consecutive two years, such training courses would be admissible even in foreign countries. NSC also decided that amongst the eligible IMCs, the highest achievers in every state would be given a special appreciation by DGET and would also be considered for other available training courses in foreign countries.

The meeting ended with a vote of thanks to the chair.

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Annex-1

List of participants of the eighth meeting of the National Steering Committee for the Scheme "Upgradation of 1396 Government ITIs through Public Private Partnership" held on 17.06.2014 at 10.30 A.M at Shram Shakti Bhawan, New Delhi

1. Smt Gauri Kumar, Secretary (L&E)-Charman
2. Smt Meenakshi Gupta, FA/AS (L&E)
3. Shri Alok Kumar, DG/JS, DGE&T
4. Shri R.L. Singh, DDG (T), DGE&T
5. Shri Bhuvnesh Kumar, Secretary, Uttar Pradesh
6. Shri H. Mohan, Secretary, West Bengal-Member
7. Dr. G.Vani Mohan, Commissioner, Andhra Pradesh.
8. Shri Anil Kumar Pipal, Additional Director/Scientist 'E', Dept. of Electronics & IT.
9. Shri Dalip Kapur, Deputy Secretary, Department of Higher Education, M/o HRD.
10. Ms. Sunita Chibba, Economic Adviser, Ministry of MSME.
11. Ms. Supariya Banergi, Principal Adviser, CII.
12. Ms. Neeta Pradhan Das, Deputy Director, CII.
13. Shri B.P.Pant, Adviser, FICCI
14. Shri Anshuman Chaturvedi, FICCI.
15. Shri G.P.Srivastava, Chief Advisor, ASSOCHAM.
16. Shri Naresh Chandra, JDT, DGE&T.
17. Shri N. Ramesh Babu, DDT, DGE&T.
18. Shri Yoginder Kumar, Training Officer, DGE&T.

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Annex-1

Scheme ID for the ITI	Alpha numeric code

Revision in Institute Development Plan (IDP)

Section-A
(ITI and IMC details)

(A) (1). ITI details

Name of the ITI	:	
State	:	
Financial year of release of loan	:	20____to 20____
Address for correspondence	:	
Taluk/Tehsil	:	
District	:	
State	:	
Pin code	:	

Category of ITI (General /Women/SC/ST /SC&ST/PH/Minority)	:	

Geographical area where the ITI is located (Rural / Urban-Town) /Urban-City)	:	
Website address	:	

(A) (2). Details of Industry Partner

Name of the Industry with which Memorandum of Agreement was signed	:	
Address	:	
Phone No with STD code	:	
Fax No. with STD code	:	
Sector* to which the Industry is associated with Refer to the table below	:	

Sectors

1	Automobile & Auto-components	2	Banking/Insurance & Finance Services	3	Building & Construction Industry
4	Chemicals & Pharmaceuticals	5	Construction Materials/Building Hardware	6	Educational & Skill Development Services
7	Electronics hardware	8	Food Processing/Cold Chain/Refrigeration	9	Furniture & Furnishings
10	Gems & Jewellery	11	Health Care Services	12	ITES or Business (BPO) Process Outsourcing
13	ITS or Software Services/Products	14	Leather & Leather goods	15	Media, Entertainment, Broadcasting, Content Creation & Animation,

16	Organized Retail, Real Estate Services		17	Textiles, Apparel & Garments		18	Tourism, Hospitality & Travel Trade
19	Transportation Logistics		20	Warehousing & Packaging		21	Highly Dynamic Business/Professional Services

22	Others (Please specify)

(A)(3). Composition of Institute Management Committee (IMC)

S No	Composition of IMC	Name of member	Additional information about the member
1	Chairman of the IMC		
2	Secretary of the IMC (Principal of ITI)		
Members nominated by Ind. Partner			
3	Member 1		
4	Member 2		
5	Member 3		
6	Member 4		
Members nominated by State Govt			
7	Member 1		
8	Member 2		
9	Member 3		
10	Member 4		
11	Member 5		
12	Additional non-voting members		
13	Additional non-voting members		
14	Additional non-voting members		

(A)(4). Details of Chairman and Principal/Member Secretary

S. No	Particulars	Principal/Member Secretary	IMC Chairman	Whom to be contacted in alternative to Chairman of IMC?
1	Name			
2	Mobile No.			
3	Phone No with STD code			
4	Fax No. with STD Code			
5	Email ID			

(A)(5). Bank account details

S.No	Particulars of Bank	
1	Name of the Bank	
2	Address of the Bank	
3	IFSC Code	
4	Account Number	
5	Whether SAVINGS OR CURRENT account	
6	Is the account jointly held by both Chairman and Principal? (Yes/No)	
7	Exemption from Income Tax deduction obtained (Yes/No)	

(A)(6). Institute Development Plan:

a. Year during which the IDP was submitted for release of interest free loan: (2007-08/2008-09/2009-10/2010-11/2011-12)

b. Number of times the IDP was revised earlier

c. Date of approval of all previous revisions:

Revisions made	Date of approval
No.1	
No.2	
No.3	
...	

(A)(7). Present status of building/campus in which the ITI is functioning (Please tick mark appropriate box):

☐ Own ☐ Other Government building ☐ Rented ☐ Others (specify)___________

Section-B

Details of Trades

(B)(1). Affiliation status of the trades in the ITI (Please tick all applicable choice(s))

a. ITI is having NCVT affiliated trades ☐

b. ITI has SCVT trades ☐ if so, no. of trades under SCVT at the time of release of interest free loan ☐ Nos.

c. This ITI was covered during 2011-12 and is upgraded from SCVT to NCVT status ☐

(B)(2). Number of shifts in the ITI

a. Number of shifts running in the ITI at the time of release of loan: ☐ Nos.

b. Number of shifts running in the ITI at present: ☐ Nos.

c. Number of shifts proposed to be added ☐ Nos.

(B)(3). Centre of Excellence (CoE)

a. Name of the CoE Sector proposed under the revised plan:

(B)(4). Trade(s) available and affiliation status

a. Number of NCVT trades at the time of release of loan: ☐ Nos.

b. Number of NCVT trades at present: ☐ Nos.

c. NCVT trades available in the ITI as on date

S.No	Name of the trade	Units
1		
2		
3		
4		

d. SCVT trades available in the ITI as on date

S.No	Name of the trade	Units
1		
2		
3		
4		

(B)(5). Upgradation of trade(s) /additional units

a. Upgraded NCVT Trades / additional units added to NCVT trades since release of fund

S.No	Name of the trade	Units upgraded	Additional units
1			
2			

b. Trades that have been upgraded from SCVT to NCVT since release of fund

S.No	Name of the trade	Units upgraded	Additional units
1			
2			

c. Trades proposed for upgradation in this revised plan

S.No	Name of the trade	Present affiliation status of the trade Please (mention NCVT or SCVT)	Units
1			
2			

(B)(6). New trade(s)

a. New Trades started in the ITI since release of fund

S.No	Name of the trade	Units
1		
2		

b. New Trades proposed in this revised plan

S.No	Name of the trade	Units
1		
2		

(B)(6). Deletion of trade

a. Trades deleted since release of fund as per previous IDP

S.No	Name of the trade
1	
2	

b. Trades proposed for deletion in this revised plan

S.No	Name of the trade	Units	Reasons for the proposed deletion
1			
2			

Section-C
Financial Information

(C)(1.) Status of fund

1	Interest free loan received (Rs. in Lakh)	
2	Seed money (existing) (Rs. in Lakh)	
3	Seed money (revised) (Rs. in Lakh)	
4	Interest earned (Rs. in Lakh)	
5	Revenue Generated (Rs. in Lakh)	
6.	Donations received in cash (Rs. in Lakh)	
7.	Total [1+4+5+6]	
8.	Fund for upgradation (Rs. in Lakh) [7] minus [3]	

(C)(2).Details of REVISION PROPOSED (Break of fund)

(C)(2)(A) For CoE:

(Rs. in lakh)

S. No.	Particulars	Fund allocated (as per approved IDP)	Fund utilized upto previous financial year	Balance	Fund proposed for revision	Break-up of fund to be utilized during for the next 5 years (Rs. in Lakh)					
						Year 1 (*)	Year 2 (*)	Year 3 (*)	Year 4 (*)	Year 5 (*)	Total
	1.	2	3	4. = 2. minus 3.	5.	6.	7.	8.	9.	10.	11. = 6.+7.+8.+9.+10.
1.	Civil Works										
2.	Equipment										
3.	Furniture										
4.	Books, Learning Resources and Software etc										
5.	Sub Total(1+2+3+4)										
6.	Additional manpower										
7.	Consumables, Maintenance and Training Materials										
8.	Misc Exp.(Pl specify)										
9.	Sub Total (6+7+8)										
10.	TOTAL(5+9)										

Reasons for revision:

Note: **Ensure column 3. Plus column 11. equal to Column 5. *Please mention the financial year**

(C)(2)(B) For Upgradation of trades:

(Rs. in lakh)

S. No.	Particulars	Fund allocated (as per approved IDP)	Fund utilized upto previous financial year	Balance	Fund proposed for revision	Break-up of fund to be utilized during for the next 5 years (Rs. in Lakh)					
						Year 1 (*)	Year 2 (*)	Year 3 (*)	Year 4 (*)	Year 5 (*)	Total
	1.	2	3	4. = 2. minus 3.	5.	6.	7.	8.	9.	10.	11. = 6.+7.+8.+9.+10.
1.	Civil Works										
2.	Equipment										
3.	Furniture										
4.	Books, Learning Resources and Software etc										
5.	Sub Total(1+2+3+4)										
6.	Additional manpower										
7.	Consumables, Maintenance and Training Materials										
8.	Misc Exp.(Pl specify)										
9.	Sub Total (6+7+8)										
10.	TOTAL(5+9)										

Reasons for revision:

Note: Ensure column 3. Plus column 11. equal to Column 5. *Please mention the financial year

(C)(2)(C) For new trades: (Rs. in lakh)

S. No.	Particulars	Fund allocated (as per approved IDP)	Fund utilized upto previous financial year	Balance	Fund proposed for revision	Break-up of fund to be utilized during for the next 5 years (Rs. in Lakh)					
						Year 1 (*)	Year 2 (*)	Year 3 (*)	Year 4 (*)	Year 5 (*)	Total
	1.	2	3	4. = 2. minus 3.	5.	6.	7.	8.	9.	10.	11. = 6.+7.+8.+9.+10.
1.	Civil Works										
2.	Equipment										
3.	Furniture										
4.	Books, Learning Resources and										

	Software etc										
5.	Sub Total(1+2+3+4)										
6.	Additional manpower										
7.	Consumables, Maintenance and Training Materials										
8.	Misc Exp.(Pl specify)										
9.	Sub Total (6+7+8)										
10.	TOTAL(5+9)										
Reasons for revision:											

Note: Ensure column 3. Plus column 11. equal to Column 5. *Please mention the financial year

(C)(2)(D) [Total of (C)(2)(A)+ (C)(2)(B)+((C)(2)(C)]

Rs. in Lakh

S. No.	Particulars	Fund allocated (as per approved IDP)	Fund utilized upto previous financial year	Balance	Fund proposed for revision	Break-up of fund to be utilized during for the next 5 years (Rs. in Lakh)					
						Year 1 (*)	Year 2 (*)	Year 3 (*)	Year 4 (*)	Year 5 (*)	Total
	1.	2	3	4. = 2. minus 3.	5.	6.	7.	8.	9.	10.	11. = 6.+7.+8.+9.+10.
1.	Civil Works										
2.	Equipment										
3.	Furniture										
4.	Books, Learning Resources and Software etc										
5.	Sub Total(1+2+3+4)										
6.	Additional manpower										
7.	Consumables, Maintenance and Training Materials										
8.	Misc Exp.(Pl specify)										
9.	Sub Total (6+7+8)										
10.	TOTAL(5+9)										
Reasons for revision:											

Note: Ensure column 3. Plus column 11. equal to Column 5. *Please mention the financial year

Section-D
Target Key Performance Indicators (KPIs)

Sl. No.	Key Performance Indicators**	Base line (year of IDP revision)	Target									
			Year 1 (*)		Year 2 (*)		Year 3 (*)		Year 4 (*)		Year 5 (*)	
			Present target	Revised target	Present target	Revised target	Present target	Revised target	Present target	Revised target	Present target	Revised target
1.	% of candidates appearing in the examination vis-à-vis intake capacity including supernumerary seats											
2.	% of number of candidates passing out vis-à-vis candidates appearing in the examination											
3	% of Passed out students employed /self employed within one year of pass out											
	% of employed											
	% of self employed											
4	Revenue Generation***											
5	Re-affiliation if due by ****											

***Please mention the financial year**

**KPI no. 3 will be applicable with effect from August 2015.

Initial bench mark for KPI no.1 and 2 is 70% which should be taken upto 95% in next few years. Initial Bench mark for KPI no. 3 is 50% for wage employment and 70% for overall employment.

***Target for revenue generation is Rs. 5 lakh, Rs. 10 lakh and 15 lakh for the years 2014-15, 2015-16 and 2016-17 respectively.

**** Present target of re-affiliation if due is by August, 2015.

Station:

Signature of the Chairman of IMC

Signature of Member Secretary/Principal

Date: