

Government of India
Ministry of Labour & Employment
DGE&T

New Delhi , dated 22nd October 2014

To

1. The Pr Secretaries/ Secretaries dealing with ITIs
2. The State Directors dealing with ITIs

Subject: Grading of ITIs- Operationalization of scheme regarding

Sir,

As you are aware that presently there are about 12,000 ITIs in the country having seating capacity of more than 16 lakh. The number of ITIs have doubled over the last 5 years, and many more ITIs are proposed to be opened within the next 5 years. With such a fast rate of growth, it is necessary to introduce quality assurance systems for these institutions.

2. To ensure that a scientific method for grading is developed, a study was commissioned under the World Bank-assisted Vocational Training Improvement Project to develop a grading mechanism for ITIs. A grading scheme for ITIs is being introduced that can provide a benchmark for comparison amongst various institutes and trades offered therein. Grading of ITIs is also expected to bring a differentiating factor for institutions leading to increased market competition and, thereby, quality improvement in laggard institutions so that they can remain competitive. It is expected that the institutes, by going through the grading process, will gain insights into specific weak areas and can work upon them for improvement. Grading of ITIs will also help students and employers by serving as a formal recognition from the government about a specified level of quality of training and facilities above minimum level of Affiliation. For the States/DGE&T, the grading of ITIs will also serve as a input tool to identify problem areas, and design appropriate policy interventions. It will also help in extending benefits to better graded ITIs in future.

3. A detailed study to develop a system for grading of ITIs was conducted including consultations with various stakeholders i.e. DGE&T/ State officials, ITI Principals/ trainer/ trainees and industry representatives. The matter was discussed at length in the second meeting of the 'Working Group for revamping all DGE&T schemes' in January 2014. This Working Group comprising of the Director General, DGE&T, Principal Secretaries of few State Governments, representatives from CSTARI, NIMI and DGE&T officials was formed to review and suggest changes in its various schemes. The Working Group supported the idea of developing a grading system for ITIs and made recommendations on the various proposed parameters.

Contd.../-2

4. The recommendations from this study were further discussed and reviewed in various meetings with all stakeholders before finalizing the scheme. The details are as under:

- a) The grading scheme is voluntary for the NCVT affiliated ITIs. This scheme will in no way affect the affiliation status of those ITIs who do not opt for grading.
- b) The DGE&T has empanelled Grading Agencies who are authorized to conduct grading for ITIs as per the framework developed by the DGE&T
- c) The DGE&T will endorse and recognize the grading awarded by these Grading Agencies to specific ITIs who undergo the grading process voluntarily
- d) The grading of an institute will be valid for a period of two years. A provision for appeal/review of grading by the institute has been built in the system.
- e) In case of poor grading, an ITI will be allowed to seek a reassessment of its grading after one year by the same Grading Agency only.
- f) Fee for the grading process is not regulated and will be market driven. However, the Grading Agencies will disclose the fees charged from a specific institute at the time of submission of assessment report to DGE&T for endorsement and recognition. Agency will disclose their fee on their web site which will be fixed for a year. In case of any irregularity/ unethical practice by grading agencies, their grading score will be taken as invalid, they will be delisted and appropriate action will be taken.
- g) The grading mechanism is as below:
 - ITIs will be rated at the Trade & Institute level.
 - Each NCVT Trade within an institute will have a separate grading.
 - The combined grading of all trades in the institute will be calculated on weighted average method.
 - Parameters of Trades & Institute are split as: TRADE – 70% and INSTITUTE – 30% & final grading of trades & institutes are calculated on weighted average method. Trades have been given a higher weightage as it has direct and measurable relevance for all stakeholders. Details are at Annex-I
 - The weighted average rates as described above for Trade and Institute will be converted into a 0 to 10 points scale. The grading will be awarded based on the number of points as below:

Total Points	Grading
8-10 points	5 Star
6-less than 8points	4 Star
5- less than 6 points	3 Star
below 5 points	no grading

Contd.../-3

h). This Scheme is being rolled out by engaging the agencies as given below. These agencies have been identified based on their market eminence, existing work with different Government bodies:

- **NABET(QCI)**, 6th Floor, ITPI building, 4-A, Ring road I.P Estate , New Delhi.
- **ICRA Limited**, 1105, Kailash Building, 11th Floor, 26, Kasturba Gandhi Marg, New Delhi
- **Credit Rating Information Services of India Limited (CRISIL)** CRISIL House, Plot No. 46, Sector 44,Opp PF Office, Gurgaon, Haryana,

DGE&T is in the process of empanelling more agencies and details of the same would be conveyed from time to time.

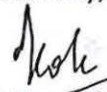
5. ITI grading brings an ability to compare institutes and trades within institutes. It leads to competition with other ITIs, and offers motivation to get recognized as an esteemed and quality institute. It is a tool to compare relative strengths and weaknesses across institutes. The institute can get grades to improve specific weak area in subsequent grading. Grading will give the student and employers an indication on ITI performance and quality.

6. States/ITI may approach the aforesaid agencies for grading of their ITIs. The details of the scheme are enclosed at Annexure-I.

7. States are requested to give wide publicity of the scheme to the Government as well as private ITIs.

Enclosure: As above

Yours faithfully,



(Alok Kumar)

Director General/ Joint Secretary

Copy to :

1. NABET, 6th Floor, ITPI building, 4-A, Ring road I.P Estate , New Delhi.
2. Credit Rating Information Services of India Limited (CRISIL), CRISIL House, Plot No. 46, Sector 44,Opp PF Office, Gurgaon, Haryana, Phone : +91 0124 672 2000
3. ICRA Limited, 1105, Kailash Building, 11th Floor, 26, Kasturba Gandhi Marg, New Delhi— 110001, Tel: +91-11-23357940-50;

Copy for information to :

1. PPS to Minister for Labour and Employment
2. PPS to Minister of State (Labour and Employment)
3. PPS to Secretary(L&E)

Grading of ITIs

Annexure-I

Different attributes under parameters Institute & trade are listed as:

Attributes and weights* for Institutes	Attributes and weights* for Trade
Qualified full time Principal- A (25)	Space- C1 (10)
Overall upkeep & Hygiene- C1 (10)	Tools & equipment- C2 (5)
Safety Equipment- B2 (15)	Machines- B1 (20)
Power- A (25)	Adequacy of qualified staff- A (25)
Generator/ Power back- C2 (5)	Practical conducted for students- B2 (15)
Timely Record Maintenance- B2 (10)	Students pass out- C1 (10)
No of total girls/ women trainees- C1 (10)	Students' employability [Wage employment to include students going for higher education & self-employment]. - B2 (15)
* 25 points for high importance (A), 20/15 points for medium importance (B1/B2) & 10/5 points for low importance (C1/C2).	

The details of measure, verification documents and guidelines for grading attributes for each attributes are at Appendix-I.

Sr No	CATEGORY	PARAMETERS	ATTRIBUTES	WEIGHT	MEASURES	VERIFICATION DOCUMENTS	GUIDELINES FOR RATING ATTRIBUTE
1	Institute	Institute administration and infrastructure	Qualified full-time principal	A (25)	Availability of qualified full time Principal	1. Physical verification along with the principals' date of taking charge 2. Principal Qualification Certificates as per prescribed norms 3. Sample of memos signed in the past 9 months	Qualified full time principal available for: a) less than 9 months = 1 b) 9 months to less than 12 months = 7 c) more than or equal to 12 months = 10
2	Institute	Institute administration and infrastructure	Overall upkeep & Hygiene	C1 (10)	Overall upkeep & hygiene against the set guidelines	Observation of workshop, classrooms, toilet, 1. Separate toilets for boys and girls, 2. Cleanliness of toilets, 3. Availability of water in toilets, 4. Availability of	a) Availability and cleanliness on all 6 measures = 10 b) Availability > 70% = 4 c) Availability < 70% = 1

						drinking water 5.Clean classrooms 6. Clean workshop	
3	Institute	Institute administration and infrastructure	Availability of Safety equipment and adoption of safety norms	B2 (15)	Availability & functioning of safety equipment viz., 1.Fire extinguisher (functional and accessible), 2. Medical kit, 3. Uniform to students including shoes (no chappals), 4. Whether safety equipment have been adopted (such as gloves, glasses etc)	1. Physical verification of the items listed in the guidelines 2. Random checks to see the functioning of the safety equipment and past records of attendance of person trained in first aid when called	a) Available and functioning on all 4 measures = 10 b) Availability > 70% = 4 c) Availability < 70% = 1

					during actual training 5. Access to person trained in first-aid			
4	Institute	Institute administration and infrastructure	Power	A (25)	Availability of power [Sum total of power requirement for all trades plus institute as defined by DGET Norms	Sum total of power requirement for all trades plus institute as defined by DGET Norms vs. Electricity Bill		a) 100% compliance with DGET Norms = 10 b) 80% - 99% = 7 c) Less than 80% = 1
5	Institute	Institute administration and infrastructure	Generator/ Power backup	C2 (5)	Availability of a generator/ Power backup being able to take 25% of the rated load as per item no. 4	a)Physical observation to determine availability and working b)Purchase order with the ITI name & address		a)100% compliance with both a) and b) measures = 10 b)Less than 100% =1

					above		
6	Institute	Institute administration and infrastructure	Timely Record maintenance	C1 (10)	Record maintained for: 1. Timely issue of National Trade Certificates 2. Admission records 3. Attendance records	Checks of records maintained as per the specified timelines	a) If there is 90% compliance in each of the three specified measures = 10 b) 60% to 89% = 7 c) Less than 60% = 1
7	Institute	Institute administration and infrastructure	No of total Girl/ Women candidates	C1 (10)	Record maintained for: 1. Admission records 2. Attendance records	Checks of records maintained for Girls/ women trainees	a) If Girls/ women trainees are more than 30% = 10 b) 15% to 30% = 6 c) Less than 15% = 1

Sr No	CATEGORY	PARAMETERS	ATTRIBUTES	WEIGHT	MEASURES	VERIFICATION DOCUMENTS	GUIDELINES FOR RATING ATTRIBUTE
1	Trade	<Trade Name>	Space	C1 (10)	Availability of space	Blueprints for Space vs. DGET Norms	a) 100% compliance to DGET Norms = 10 b) less than 100% compliance to space norms = 1
2	Trade	<Trade Name>	Tool & Equipment	C2 (5)	Availability & working of Tools & Equipment	Dead Stock Register vs. DGET List of Tools & Equipment per trade	a) 100% compliance to DGET Norms = 10 b) 80% to 99% = 7 c) less than 80% = 1
3	Trade	<Trade Name>	Machines	B1 (20)	Availability & Working of Machines	Dead Stock Register and Physical verification vs. DGET List of Machines. Purchase bill of all machines with purchase value more than Rs 10000 be verified. Their life may be verified against DGET norms of active life & working condition be noted	a) More than 80% compliance to DGET Norms = 10 b) Less than 80% compliance to DGET Norms = 1

4	Trade	<Trade Name>	Adequacy & training of qualified staff	A (25)	<p>1. Filled posts vs. sanctioned posts for adequacy of staff (to include contractual staff)</p> <p>2. Adherence to DGET Norms for staff qualifications</p> <p>3. CTI training</p>	<p>1. Data on filled post vs. sanctioned posts available in the Establishment dept. of an ITI</p> <p>2. Staff appointment letters/ salary slips vs. Sanctioned Posts (for private ITI)</p> <p>3. Staff Qualification Certificates vs. DGET List on Instructor/ Trainer qualification</p>	<p>a) 65% compliance to DGET Norms = 10</p> <p>b) Less than 65% compliance = 1</p> <p>In case of 2 instructors per trade; i.e. 50% or more qualified =10, less than 50% = 1</p> <p>Condition: Minimum duration of contractual staff: 1 year)</p>
5	Trade	<Trade Name>	Practicals conducted for students	B2 (15)	No. of practicals conducted/ Verifying Job done per trade as per DGET Norms	<p>Random checks on: 1. Student daily diary</p> <p>2. Job Evaluation sheets</p> <p>3. Student personal journal</p> <p>4. Jobs performed, experiments done etc</p>	<p>a) More than or equal to 25 hours per week = 10</p> <p>b) 18 to 24 hours per week = 7</p> <p>c) Less than 18 hours per week = 1</p>
6	Trade	<Trade Name>	Students pass out	C1 (10)	Passouts vs. Intake of the graduating batch	<p>1.Intake/ Admission records of graduating batch</p> <p>2.Graduation records</p>	<p>a) More than 80% graduated vs. intake = 10</p> <p>b) 50% - 79% = 7</p>

							c) Less than 50% =1
7	Trade	<Trade Name>	Students' employability [Wage employment to include students going for higher education]. Self-employment to be considered only for certain trades	B2 (15)	Students employed vs. passout	Any one of the following vs. Intake/ Admission records; 1.Placement records with student photographs (feedback register) maintained by Placement cells 2.Placement records maintained by Trade instructor with student photographs 3.Copy of student appointment letter	a) More than 80% employed vs. intake capacity [Wage employment to include students going for higher education] = 10 b) 50% - 79% = 7 c) Less than 50% =1

Attribute Master: Each parameter set up above can have multiple attributes. The attributes set up for the grading index are as follows:

Category	Category Weight	Parameters	Parameter Weights	Attributes	Attribute Weights
Institute	30	Institute Administration and Infrastructure	1	Availability of Generator/Power backup	5
		Institute Administration and Infrastructure	1	Availability of power	25
		Institute Administration and Infrastructure	1	Overall upkeep & Hygiene	10
		Institute Administration and Infrastructure	1	Qualified full time principal	25
		Institute Administration and Infrastructure	1	Safety equipment & adoption of safety norms	15
		Institute Administration and Infrastructure	1	Timely Record Maintenance	10
		Institute Administration and Infrastructure	1	No of total Girls/ women trainees	10
Trade	70	Trade Name	No of units	Adequacy & training of qualified Staff	25

		Trade Name	No of units	Availability & Working of Machines	20
		Trade Name	No of units	Availability of space	10
		Trade Name	No of units	Availability of Tools & Equipment	5
		Trade Name	No of units	Practicals conducted for students	15
		Trade Name	No of units	Students employed vs. passout	15
		Trade Name	No of units	Students passout vs. intake	10

Calculations of Weighted Averages:

Weighted Average of Attribute: This would be calculated as per the below formula:

$$\frac{((\text{Attribute1 rating} \times \text{Attribute1 weight}) + (\text{Attribute2 rating} \times \text{Attribute2 weight}) \dots)}{(\text{Attribute1 weight} + \text{Attribute2 weight})}$$

E.g. Institute Administration and Infrastructure

Weighted Average of Attribute i.e. rating for Institute Administration and Infrastructure

$$= \frac{(\text{Attribute weightage for Availability of Generator/ Power backup} \times \text{Attribute Rating for Availability of Generator/ Power backup}) + (\text{Attribute weightage for Availability for power} \times \text{Attribute Rating for Availability of power}) + (\text{Attribute weightage for Overall upkeep and Hygiene} \times \text{Attribute Rating for Overall upkeep and Hygiene}) + (\text{Attribute weightage for Qualified full time Principal} \times \text{Attribute rating for Qualified full time Principal}) + (\text{Attribute weightage for Safety equipment} \times \text{Attribute rating for Safety equipment}) + (\text{Attribute weightage for Timely Record Maintenance} \times \text{Attribute rating for Timely Record Maintenance}) + (\text{Attribute weightage for total no of girls/ women trainees} \times \text{Attribute Rating for total no of girls/ women trainees})}{(\text{Attribute weightage for Availability of Generator/ Power backup} + \text{Attribute weightage for Availability for power} + \text{Attribute weightage for Overall upkeep and Hygiene} + \text{Attribute weightage for Qualified full time Principal} + \text{Attribute weightage for Safety equipment} + \text{Attribute weightage for Timely Record Maintenance} + \text{Attribute weightage for total no of girls/ women trainees})}$$

weightage for Qualified full time Principal + Attribute weightage for Safety equipment + Attribute weightage for Timely Record Maintenance+ Attribute weightage for total no of girls/ women trainees)

Weighted Average of Attribute i.e. rating for Trade:

$((\text{Attribute1 rating} \times \text{Attribute1 weight}) + (\text{Attribute2 rating} \times \text{Attribute2 weight}) \dots \text{DIVIDED BY } (\text{Attribute1 weight} + \text{Attribute2 weight}))$

Weighted Average of Parameter: This would be calculated as per the below formula:

$((\text{Weighted Avg. of Attribute1} \times \text{Parameter1 weightage}) + (\text{Weighted Avg. of Attribute2} \times \text{Parameter2 weightage}) \dots \text{DIVIDED BY } (\text{Parameter1 weightage} + \text{Parameter2 weightage}))$

Weight for trade & institute: $(30 \times \text{weighted average of institute} + 70 \times \text{weighted average of all trades})$
divided by $(30 + 70)$