

**AGENDA  
FOR THE  
1<sup>ST</sup> GENERAL BODY MEETING  
OF  
CHANDIGARH COUNCIL FOR VOCATIONAL  
TRAINING SOCIETY  
ON  
13.6.2013  
at 3:00 PM  
VENUE : U.T. GUEST HOUSE,  
SECTOR 6, CHANDIGARH**

**1<sup>ST</sup> GENERAL BODY MEETING OF CHANDIGARH COUNCIL FOR  
VOCATIONAL TRAINING SOCIETY**

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**Agenda for the General Body Meeting of Chandigarh Council for Vocational Training**

Sr. No.	Agenda Item	Action Taken	Action Proposed/Action Plan for 2013-14	Decision taken by Governing Council
I	Information about the Executive Committee meeting held on 27.11.2012 and action thereafter.	The action taken in respect of each point is placed at <b>Annexure A ( Page 16 to 19)</b> . The progress of SDI scheme is available on website of Directorate i.e <a href="http://www.chdtechnicaleducation.gov.in">www.chdtechnicaleducation.gov.in</a>	The tentative target of UT, Chandigarh for the financial year 2013-14 is 2350. It is proposed that admission notice may again be advertised for the registration of VTPs and admission of new trainees.	
II(A)	Action to be taken as per Aims and objectives of CCVT Society.			
	<b>Aims</b>			
	1. Chandigarh Council for Vocational Training (CCVT) which is affiliated to the National Council for Vocational Training (NCVT) New Delhi shall function as a state agency to advise the Union Territory, Chandigarh in carrying out the training policy laid down by the National Council and to co-ordinate the Vocational Training Programme throughout Union Territory, Chandigarh.	Training under all courses under NCVT at GITIs is going as per guidelines of DGE&T. The details of all the courses of GITIs are available on the website of the Directorate.	All necessary action will be taken as per the revised guidelines of DGE& T/Govt. of India.	

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	<p>2. To provide vocational training to school leavers, existing workers, ITI graduates, etc. to improve their employability by optimally utilizing the infrastructure available in Govt., private institutions and the Industry under Skill Development Initiative (SDI) scheme.</p>	<p>Training under the SDI Scheme started w.e.f January 2013. The details are placed at <b>Annexure 'B' (Page 20 to 25)</b>. Under the Skill Development Initiative Scheme, Govt. of India has designed 1433 modules of 73 Sectors; selected MES modules are chosen by Chandigarh Administration. The details of MES modules are available on the website of Directorate.</p>	<p>All necessary action will be taken to achieve the target of 2350, as proposed during the financial year 2013-14.</p>	
	<p>3. To assist in improvement of standard of vocational training and skill development with view to develop competent manpower catering the need of various industries and other organizations within the State.</p> <p>4. To develop and strengthen vocational training at all level through formal and non formal mode, with need based courses of adequate quality level, curriculum, learning resources and teaching learning process, assessment and certification</p>	<p>As per the guidelines of the Govt. of India, Annual system is being followed in GITIs. Now as per the revised instructions dated 17<sup>th</sup> January/14<sup>th</sup> March ,2013 , it has been decided by Govt. of India to implement semester system in CTS Scheme w.e.f August 2013. <b>Annexure 'C' (Page 26 to 28)</b></p>	<p>The said instructions of Govt. of India have already been forwarded to Principal GITIs, efforts will be put regarding the implementation of guidelines of Govt. of India.</p>	

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	<p>5. To initiate steps to increase the awareness amongst the unskilled youth about learning skills through proper campaigns and to motivate them to acquire various skills which can earn them employment</p> <p>6. To ensure effective implementation of various schemes of skill development both by the NCVT as well as their own need based courses.</p>	<p>Regular advertisement by the State Govt and Concerned VTPs has already been given in newspapers for the publicity of the scheme.</p>	<p>It is proposed that admission notice may again be advertised for the registration of VTPs and admission of new trainees.</p>	
	<p>7. To encourage Private-Public Partnership in the establishment of new world class vocational training in the emerging areas of technology and also to strengthen Industry- ITI interaction for enhancing employability of unemployed youth.</p>	<p>a) Advertisement was published on 12.12.2012, in response of this, following five private institutions had applied on web portal but due to lack of proper staff and infrastructure in VTPs, four private institutions were rejected and one application at Sr. No. 5 is under process:</p> <ol style="list-style-type: none"> <li>1. British Counsel, Sector 17-C, Chandigarh</li> <li>2. SLR Infoctech Technology, Sector 34-A, Chandigarh</li> <li>3. Institute of Disaster, management &amp; Fire Science, Maloya, Chandigarh</li> <li>4. Regional Centre for Entrepreneurship Development, Sector 32 , Chandigarh</li> <li>5. Jan Shikshan Sansthan , Sector 38, Chandigarh.</li> </ol> <p>b) However, meeting with CII is organized from time to time. CII also organized Job fest in Polytechnics.</p>	<p>It is proposed that admission notice may again be advertised for the registration of VTPs and admission of new trainees.</p>	

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	8. To develop a proper feedback mechanism to bridge the gap (if any) between the Demand/Supply of training needs and requirements in their area.	<p>To bridge the gap, skill gap survey has already been done by CII. to bridge the gap (if any) between the demand/supply of training needs and requirements in their area.</p> <ul style="list-style-type: none"> <li>• Latest lathe machines for the trades of Machinist &amp; Turner have been purchased, at the cost of Rs 40.00 Lacs, in GITI, Sector 28, Chandigarh</li> <li>• For the Modernization of Workshop, CNC machine amounting to Rs 15 Lacs is proposed to be purchased for Mechanical &amp; Production Engg. Courses at CCET(Diploma Wing)</li> <li>• Three CNC machines approximately at the cost of Rs 150 lacs are proposed to be purchased at GITI, Sector 28, Chandigarh for the trade of Turner and Tool and Die Maker.</li> </ul>	<p>As per the outcome of skill gap survey, following new courses are proposed to be introduced at GITIW w.e.f August 2013.</p> <ul style="list-style-type: none"> <li>• Mobile Application Development (IOS)</li> <li>• Search Engine Optimization</li> <li>• Data Base Oracle Basics</li> <li>• Infrastructure Management System (Hard Ware and Networking)</li> </ul>	
IIB	<b><u>Objectives</u></b>			
	1. To carry out the policy of the National Council with regard to the award of National Trade Certificates in engineering and non-engineering trades as may be brought within its scope by the Central Govt. or Chandigarh Administration.	For the preparation of computerized NTCs by Govt. of India, admission details in 18 number column proforma is being sent to DGE&T for the preparation of NTCs. At present 904 NTCs have been received duly facsimiled by Secretary NCVT, which will be countersigned by Principal of GITIs and Secretary, SCVT, Chandigarh.	-	

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	2. To implement the decision and carry out the policy laid down by the National Council of Vocational training in respect of syllabi, equipment, scale of accommodation, duration of courses and method of training.	In the GITIs, guidelines of DGE&T , Govt of India in respect of syllabi, equipment, scale of accommodation, duration of courses and method of training are being followed.	The revised guidelines of semester system will be implemented in GITIs w.e.f August 2013. According to which, equipments of trades to be upgraded and faculty may also be trained as per the revised guidelines of Govt. of India.	
	3. To establish Chandigarh Board of Examination in Vocational Trades.	As per the DO of Govt. of India vide No. DGE&T . 18011/5/2012-TTC dated 18 <sup>th</sup> October, 2012, National Board for Trade Testing and Certification (NBTTTC) will be constituted by Govt. of India. In view of this, the establishment of Chandigarh Board of Examination for ITIs is not required.	If required, action will be taken as per the revised guidelines of Govt. of India.	
	4. To arrange for adhoc or periodical inspection of the training Institutes/Centres in the Union Territory, Chandigarh and ensure that the standards prescribed by the National Council are being followed	Inspection has been conducted by Govt. of India, QCI in the month of Feb,2013.	As per the decisions and outcomes of report submitted by QCI, action will be taken.	
	5. To co-opt, if necessary, any person or persons to advise the Chandigarh Council in connection with its work.	Necessary action will be taken , if required	-	

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	6. To ensure that the staff is employed according to the qualifications prescribed by the National Council of Vocational Training and relax qualifications in special circumstances, for trades where such staff is not easily available	In ITIs, for the courses of NCVT, Qualifications of Instructors as per the guidelines of DGE&T are being followed. But as per the decision of Hon <sup>ble</sup> CAT, no instructor be forced to join the training under Craftsman Instructor Training Scheme. In the absence of qualified staff, as per the guidelines of Govt. of India, trades under ITIs may be de-affiliated.	Action will be taken as per guidelines and decisions.	
	7. To ensure that the examinations are conducted by the Chandigarh Board of Examination according to the standards and the manner prescribed by the National Council.	Examinations are conducted as per the guidelines of Govt. of India, DGE&T , New Delhi.	Action will be taken as per guidelines and decisions.	
	8. To countersign and issue the National Trade Certificates to successful candidates	For the preparation of computerized NTCs by Govt. of India, admission details in 18 number column proforma is being sent to DGE&T for the preparation of NTCs. At present 904 NTCs have been received duly facsimiled by Secretary NCVT, which will be countersigned by Principal of GITIs and Secretary, SCVT, Chandigarh.		
	9. To recommend the provision of additional training facilities, wherever necessary, and render such assistance in the setting up of additional training programmes as may be necessary.	-	-	



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	<p>10. To advise the Chandigarh Administration regarding expenditure on different training scheme</p> <p>11. To perform such other functions as may be entrusted to it by the Chandigarh Administration.</p>	<p>As per the requirement of trades in ITIs, various Schemes are being proposed in Plan Budget</p> <p>“ Due to changes/revision of the curriculum of Govt. of India from time to time, the shortage of Tools/Equipment amounting to Rs 30 Lacs is proposed to be met out for various trades at both ITIs.</p> <p>“ New hostel block by replacing the old one is proposed to be constructed at GITI, Sector 28, Chandigarh.</p> <p>“ Various other civil works such as Water proofing treatment, provision of toilets for physically disabled persons, renovation of workshop block etc for Rs. 21 Lacs. are proposed at GITI during Annual Plan 2013-14.</p> <p>“ Various Civil works such as renovation/conversion of class rooms into various Labs, providing of rainwater harvesting system &amp; renovation of other areas etc for Rs 41 Lacs are proposed at GITIW in Annual Plan 2013-14.</p>	-	-

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	<p>12. To prescribe the standards and conditions of eligibility for the award of State Trade certificates.</p> <p>13. To generally control the conditions for the award of State Trade Certificates</p>	<p>Govt. Industrial Training Institute for Women, is running one trade i.e. Stenography Punjabi trade which is under State scheme and it is not affiliated to NCVT due to the fact that the said trade is not included in the list of Trades of NCVT. It is further intimated that for Stenography Punjabi trade, we follow the syllabus of Punjab State Board of Technical Education.</p>	<p>It is proposed that annual system for Stenography Punjabi trade (State scheme) be implemented for the examination, as DTE Punjab has not revised their syllabus as per semester system.</p> <p>State Certificates from Secretary, SCVT, Chandigarh will be provided to successful candidates.</p>	
	<p>14. To help in implementation of various schemes of Govt. of India, in general, in the area of Vocational Education and Training &amp; Skill Development in Union Territory, Chandigarh as per functions as enshrined in the Guidelines/ Implementation Manual of Govt. of India and, in particular, in implementation of Skill Development Initiative scheme of Govt. of India in Union Territory, Chandigarh, in performing various functions of the said scheme.</p> <p>a. To assess labour market demand.</p> <p>b. To give wide publicity to the Scheme.</p> <p>c. To invite applications from Vocational Training Providers, scrutinize the same.</p>	<p>During the implementation of SDI scheme, action in respect of each point has already been taken. The status of the scheme is placed at <b>Annexure A (Page 16 to 19)</b>. Discussed at Agenda No 1. The details are available on the website of Directorate.</p>	<p>Action will be taken as per guidelines and decisions.</p>	

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	<ul style="list-style-type: none"> <li>d. To maintain list of approved VTPs.</li> <li>e. To issue admission notice as per prescribed admission guidelines.</li> <li>f. To ensure the implementation of prescribed training fee in the Vocational Training Providers.</li> <li>g. To prepare annual training plan for Union Territory, Chandigarh and send the same to Regional Directorate of Apprenticeship Training/DGE&amp;T at least three months before start of the financial year.</li> <li>l. To ensure the implementation of reservation policy for SC/ST, women and others in respect of training places in Vocational Training Providers.</li> <li>h. To provide support to the assessing bodies in conducting tests.</li> <li>i. To monitor and evaluate the outcome of the scheme.</li> <li>j. To prepare guidelines for inspecting Vocational Training Providers.</li> <li>k. To ensure proper utilization of funds released to the Vocational Training Providers.</li> <li>l. Re-imburement of training cost to Vocational Training Providers through ECS within 30 days.</li> <li>m. Re-imburement of assessment fee to ABs through ECS within 30 days.</li> <li>n. To Register the Vocational Training Providers.</li> <li>o. Issuance of Fund utilization certificate to DGE&amp;T.</li> </ul>			

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	<p>15. To assess emerging skill requirements in the region and suggest changes in the training courses being run in the State.</p> <p>16. To develop competency based curricula.</p> <p>17. To review training needs of instructors and administrative/ office staff of the ITI and arrange for their training programme.</p> <p>18. To assess the requirement of funds for the ITI and make recommendations to the State Government on the funds provided by it to the ITI out of its Annual Budget.</p> <p>19. To prepare need based training programme of different levels as per the requirement of various groups industrial sectors, which are recognition at national &amp; international level and also to recognize such programmes for further education.</p>	<p>This work is being done by the Govt. of India, DGE&amp;T, New Delhi and revised guidelines and Instructions are issued from time to time. In view of this, <b>new Trades i.e. Marketing Executive, Human Resource Executive, Finance Executive at GITIW, Sector 11, Chandigarh are proposed to be introduced at GITIW, Sector11,Chandigarh w.e.f August 2013.</b></p> <p>“ <b>Equipment amounting to Rs 100 Lacs for the introduction of new Trades i.e. Marketing Executive, Human Resource Executive, Finance Executive at GITIW, Sector 11, Chandigarh is proposed to be purchased in Annual Plan 2013-14.</b></p>	-	

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	20. To develop suitable feedback mechanism to understand the training needs, requirement and the shortfalls in the area of operation of the Society through their field offices and institutes and to act upon them.	Regular meetings are conducted with CII , Private players and other departments. Classes of communication skill are started in polytechnics in collaboration with CII.	Necessary action will be taken from time to time.	
	<p>21. To converge and develop available training resources in the state through Public Private Partnership</p> <p>22. To provide training of trainers, to promote innovation in training &amp; also to render consultancy services.</p> <p>23. To institute and award scholarships prizes and medals in accordance with the rules and bye laws to the meritorious trainees.</p> <p>24. To fix and demand such fees and other charges as may be laid down in the bye laws made under the rules of the society.</p> <p>25. To establish maintain and manage the land, building, other infrastructure and assets of the society for Institutional purposes.</p>	<p>(a) Under the guidelines of the National Skill Development Corporation (NSDC) and guidance of Mr. Shikhar Aggarwal, Principal Secretary to Adviser to PM (NSDC) the Chandigarh Administration is preparing the Skill Development Plan for the Union Territory of Chandigarh. In order to bring the various departments on one Platform, meetings dated 13.12.2012, 17.1.2013 and 22.3.2013 were organized. The minutes of the meeting are placed at <b>Annexure D ( Page 29 to 35)</b></p> <p>(b) In the meeting held on 16.5.2013, it has been decided to start the courses of VLCC under the IMC Society at GITIW. The proposal is being submitted by VLCC.</p>		

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	<p>26. To create with the prior approval of State Government administrative, technical, ministerial and other posts under the society and to make appointments thereto.</p>	<p>During the meeting of Executive Committee dated 27.11.2012, it was decided that Two Data Entry Operators may be appointed under CCVT Society.</p>	<ul style="list-style-type: none"> <li>It is proposed that two Data Entry Operators on Contract Basis be appointed through SPIC and their salary be met out from Non Plan Head % Office Expensesq as funds under CCVT Society are already distributed among staff of VTPs <b>Annexure E (Page No. 36)</b></li> </ul>	
	<p>27. To interact and co-operate with any educational Institute, training organization and industrial organization having objects wholly or partly similar to those of the Society.</p> <p>28. To develop continuing education programmes for the personnel in the organized and unorganized sectors in the State.</p> <p>29. To make rules and regulations and bye-laws for the conduct of the affairs of the society and to add, to amend, to vary or rescind them from time to time with the approval of the State Government.</p>	-	-	

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	<p>30. To establish network with other similar organization for exchange of expertise, information/ documents and publications</p> <p>31. To acquire and hold property provided that the prior approval of State Government is obtained for the acquisition of immovable property.</p> <p>32. To deal with any such property belonging to or vested in the society in such manner as the society may deem fit for advancing its objects, in the best interest of the Society, provided that prior approval of the State Government is obtained for the purpose.</p>	-	-	
III	Honorarium be paid to officials of Directorate of Tech. Educ, Chandigarh, till the appointment of staff	As per guidelines of Govt. of India, reimbursement amount i.e. Rs 15 per hour per trainee will be used for the implementation of SDI in VTPs. The utilization of funds may be used for honorarium, raw materials and miscellaneous works.	It is proposed that 85 % of total funds will be transferred to VTPs and rest 15 % of total funds will be used for the Directorate. The division of funds in respect of honorarium, raw materials and miscellaneous works will be decided at the level of DTE.	

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IV	As per the guidelines of CCVT Society, the action in respect of Audit of accounts of CCVT and appointment of Chartered Accountant be taken.	The opening of Bank Account no. 65147510160 in State Bank of Patiala of CCVT Society, Rs 37.00 Lacs were received from Govt. of India in September, 2012 out of Rs. 37.00 Lacs expenditure of Rs. 21.36 Lacs has been made and the balance is Rs. 15.66 Lacs approximately. <b>Annexure 'G' ( Page 39)</b>	The action in respect of Audit of accounts of CCVT and appointment of Chartered Accountant be taken.	-



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V	Any other item with the approval of Chair			

