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Management Manual for Industrial Training Institutes and ITOT

Including major DGT's orders and instructions

issued upto August 2019

Highly beneficial and handy reference for individuals, societies, trusts, Government offices / departments directly or indirectly concerned with Craftsmen Training Scheme, including those running or planning to open ITI or ITOT, and other DGT schemes.

Relevant and updated information on issues including:

Setting up of Regional Directorates of Skill Development and Entrepreneurship (RDSDEs) for each state / UT

- MOU between DGT and National Institute of Open Schooling (NIOS)
- Latest changes (reverting back to annual trade testing) and reforms in AITT, including revision of curriculum
- Prescribed norms and standards and affiliation procedure for ITI's
- Guidelines and norms for ITOT
- Enhancement of seating capacity for certain ITI trades
- Starting of Diploma courses in NSTIs



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PREFACE TO THE 5TH EDITION

The need for putting in place a mechanism as would ensure rapid growth and fast development of skilled manpower became more than evident and widely understood with the coming into being of a separate Ministry namely Ministry of Skill Development and Entrepreneurship (MSDE) at the central level a few years back. This gave a big impetus to the well-established vast network of Industrial Training Institutes, having already crossed 13000 mark. Further many other significant changes have lately taken place under the aegis of Directorate General of Training (DGT), which forms the heart throb of MSDE. Establishment of DGT's regional offices in each state / UT (notified in December 2018) is but one very important step aimed at ensuring effective integrated development and monitoring of skill training and apprenticeship training programmes at state level. Similarly DGT's MOU with National Institute of Open Schooling (NIOS) which aims at providing a pathway to candidates of ITI system to go for higher academic qualification in addition to their skills, is another important move. These are but examples of a couple of important changes that have been brought about by DGT since the publication of last edition of this management manual. There have been ongoing reforms in trade testing system, some of the institutes under DGT going in for offering diploma courses, etc. and several other issues which are important for ITI management to be aware of.

Having taken note of these changes, we have added in this edition a new appendix, wherein DGT's important orders issued till recent past have been compiled. We do hope that this new compilation (besides basic information and earlier compilation already included) will serve a useful purpose for planers, administrators and managers of ITI's and ITOT's. We, obviously, look for and welcome suggestions from our readers, which would help make further improvements in our future editions.

– Publishers

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