



CONCEPT NOTE – Online cum Contact Course (OLCCC) Under CITS for In-service untrained Instructors



Directorate General of Training
Ministry of Skill Development and Entrepreneurship
Government of India

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Online cum Contact Course (OLCCC) under CITS

1. BACKGROUND OF CRAFT INSTRUCTOR TRAINING SCHEME (CITS)

- 1.1 Training of Craft Instructors is one of the most critical aspect of any learning ecosystem including Directorate General of Training (DGT). Hence to focus upon this aspect DGT has being imparting training of trainer programs under their Craftsman instructor Training Scheme (CITS). The Objective of the Craft Instructor Training Scheme (CITS) is to offer a Comprehensive training both in skills and training methodology to the instructor trainees to make them conversant with techniques of transferring hands-on skills, to train skilled manpower which is industry ready.
- 1.2 DGT has mandated that all trainers in ITIs need to be CITS trained from the year 2019. Under the Crafts Instructor Training Scheme, the eligible candidates are those who possess NTC/ NAC/Diploma/Degree qualifications. At present craft instructors are trained in 36 CITS Trades that covers 59 CTS Trades in 13 Sectors and the training is conducted in 28 National Skill Training Institutes (NSTI), 6 State Government Institute of Training of Trainers (IToT) and 12 Private Institute of Training of Trainers with the capacity of 11230 seats. These courses are conducted under the aegis of National Council of Vocational Education & Training (NCVET). 25% of seats in these institutes are filled by sponsored in-service candidates who have already acquired the skill during teaching in institute for more than 03 years which was withdrawn from the session 2019-20 due to the introduction of Recognition of Prior Learning (RPL) under CITS.
- 1.3 The RPL scheme was a pilot program designed for certification of in-service instructors having more than 03 years of experience which has been introduced in the year 2019 and valid for 2 years upto December 2020. The scheme could not get much support from the State wherein after rigorous follow-up only 4,193 trainers enrolled. Also, the pass percentage of the RPL examination conducted was only 34% as depicted in **Annexure-1**, which led to a challenge wherein trainers weren't interested in enrolling for the RPL examination. On the analysis of the RPL exam, it has been observed that the one-month online learning is not much helpful for the in-service Instructors. Also, there is no face to face interaction of the RPL candidates with the trainers of NSTIs, thereby the hands-on Skills could not be transferred which is an important component of the Training of Trainers. RPL under CITS needs to be redesigned in view of the limited participation and better coverage of the skills.

2. OLCCC scheme

2.1 Need for an OLCCC scheme

A detailed analysis was undertaken by DGT to understand the short comings of the RPL Scheme. The broad feedback from the survey was that most trainer opined that a program which facilitated a blended mode of training followed by All India Trade Test (AITT) examination would be better option as it would provide them with the desired Pre-Service training. Hence, to fulfil the mandate of all instructors to be CITS trained, DGT undertook review of similar programmes in education sectors which also indicate a two-year distance learning programme of Diploma in Education (D.Ed.) undertaken by the State of Madhya Pradesh for training of its untrained teachers and as one of the good practices of the Sarva Shiksha Abhiyan (SSA).

The design of earlier RPL need to be transformed to create an Online cum Contact Course (OLCCC) which would facilitate self, online and classroom learning for the trainers before an examination is conducted and certification is awarded.

Key reason for introduction of OLCCC are as follows:

1. Its mandatory for all the ITIs to have only CITS qualified trainers via an order DGT letter No. MSDE-19/02/2018- CD (03) dated 26.07.2019. As per an analysis depicted in Annexure 2, more than 53,000 instructors are not having the mandatory CITS qualification and hence it becomes imperative to facilitate a program focused upon imparting the requisite training and certification to them.
2. Government & Private ITIs had in past recruited instructors without CITS qualification, of which the Government ITIs were deputing for CITS training at NSTIs against the 25% reserved Quota for one year. In some cases, due to shortage of Instructors and exigencies they are unable to relieve the Instructors for CITS training. Even if they do it will take 15 years to train 42,492 untrained in service Instructors, if all 25% seats (2807 seats) of 11,230 seating capacity was utilized. It will also not address the issue of 10,893 Instructors in trades where no relevant CITS courses have been designed.
3. It may be appreciated that to be a proficient Instructor, one should have a sound knowledge and associated skills of the subject and its application with the prevailing pedagogical practices. One should also have the requisite training skills needed to scientifically plan for instructional delivery and communicate the knowledge and skills to the students in an effective manner. This has to be done in a manner so that they are motivated and fascinated to acquire knowledge and associated skills and visualize its application for helping them to become competent Instructors, capable of contributing effectively towards the welfare of the society and also their career development.
4. A Instructor is required to provide quality outputs in the short run so that they lead to meaningful outcomes for the disciplines in the medium duration which in turn cause a valuable impact for the nation in the long duration. A core requirement for effective classroom interaction is that the Instructors develop the art of preparing a systematic lesson plan and a lively classroom interaction. This is an area of basic training competence. Further, appropriate pedagogical techniques, different modes of learning by the students as well as effective modes of evaluation of the desired learning outcomes are required to be mastered by the Instructors to be successful. These skills have to form an important part of their training.
5. Development of online learning resources with better accessibility under all situations overcoming the conventional barriers like limitations on time, place, availability of resources triggered the learners and trainers to migrate from conventional learning to blended learning across the world. In a bid to move forward in this direction and to pass the benefits to all concerned, DGT made an effort to come out with this Online cum contact course scheme for the win - win situation for all the stake holders in the skill echo system.

It is observed that these skills sets needs to be imparted through a proper training. Already CITS course is very compressed course and any further shortening of the course content will effect the quality of instructor training. A course therefore, of untrained instructor will not be any different from the CITS course which may otherwise one to learn through NSTI by way of utilising 25% reserved seats.

However, the mode of teaching learning for instructor training would change from the NSTI campus to a series of various teaching/learning practices which can be categorised into self-learning while practicing in the classroom, self-reading & learning through the digital online blended content, learning at the NSTIs/IToTs under the mentor guidance and at Extension Centres.

The advantage of such a course would be as follows:

- Trainers can continue with their regular classrooms. Larger number of instructors can be trained at one go and within four years all untrained instructors in the country can be trained.
- During the classroom session they can clear their doubts and supplement their online and self-learning in order to achieve a better result.
- Infrastructure at NSTI in terms of number of seats is a major bottleneck. This gets addressed with the shorter duration of classroom sessions.

2.2 Demand requirement for OLCCC

Currently more than 53,000 trainers are not CITS trained as depicted in **Annexure-2**. But not all the trainers have a corresponding mapped CITS course and hence when we map these trainers to the 36 CITS courses for which the curriculum and content are in place the figure comes down to 42,492 trainers which would be required to be trained. These trainers would undergo training across 28 NSTIs and 18 IToTs having the requisite infrastructure facilities. The current capacity across these NSTIs and IToTs is only 11,230 seats and also it takes away instructors for a long time from teaching given the high vacancies of 50% in the ITIS, taking away even one instructor creates huge gaps which States find difficult to fulfil. Hence, to achieve the desired training number the capacity would need to be substantiated by creation of extension centres across the ITIs in order to conduct the practical training/examinations.

In the first year we will start with the NSTIs/IToTs and as the programme consolidates, in the second year some of the Extension Centres will be converted almost for the purpose through retired and trained master trainers of NSTIs so that untrained instructors are trained largely within first four years of OLCCC.

The details of untrained Instructors in 36 trades is also attached in **Annexure -3**

The details of 28 NSTIs, 18 IToTs with their seating capacity trade-wise is attached in **Annexure -4**

The Instructor Training Wing (ITW) would be the nodal agency for managing the OLCCC under CITS scheme. The agency would coordinate with various stakeholders like CSTARI, NIMI etc. to develop the requisite curriculum and content for the course.

2.3 OLCCC Scheme Objectives

The scheme would focus on imparting formal CITS training to the existing in service untrained instructors as detailed above. The broad objectives of the scheme are as follows:

- I. To train the untrained In-service Instructors in 36 Trades of CITS mapped with CTS Trades in a fixed time period as a one-time option by 2024.
- II. To formally train In-service Instructors in the area of Training Methodology (POT), Engineering Drawing and Workshop Calculation & Science for CITS unmapped Trades and thereafter, in the teaching trade.
- III. To update and upgrade the Instructor Training by use of blended learning, an approach which utilizes a combination of face to face teaching as well as online learning
- IV. To provide more flexible teaching pedagogy under CITS for the in-service Instructors who cannot be relieved for the entire one-year duration of a regular CITS course, due to acute shortage of instructors and various other administrative reasons and achieve the above objectives and to leverage the mix of self-learning, mentoring and hands-on skill training at NSTIs, IToTs & Extension centers.

2.4 Targets under the OLCCC scheme

The OLCCC scheme would envisage to formally train all the untrained in-service Instructors in the Govt. & Private ITIs of DGT ecosystem by imparting the training and conducting an assessment at the end. The broad targets would be as follows:

- 1) To train the 42,492 In-service Instructors in 36 Trades of CITS mapped with 59 CTS Trades
- 2) To train the 10,893 In-service Instructors in the area of Training Methodology, Engineering Drawing and Workshop Calculation & Science where no relevant CITS Course has been developed.
- 3) To prepare blended learning material for 36 trades
- 4) To prepare appropriate trade training material for 10,893 in service instructors for whom no CITS mapped trades are available.
- 5) To establish an in-service instructor wing at the DGT level with the network with States CSTARI, NIMI and Instructors Training Institutes (NSTIs/IToTs).

2.5 Time duration of the OLCCC scheme

Time period of the OLCCC scheme is upto 2024 for 4 Years with a mid-term evaluation after the 2nd year and concurrent review of the scheme.

3. Course Design of the OLCCC scheme

This course intended for in-service instructors who are serving in Govt and Pvt industries and is designed to be treated at par with regular inhouse CITS programs implemented at NSTI/ITOT. The learning hours as prescribed in the syllabus i.e. 1600 hrs in a span of 45 weeks shall be followed to ensure learning through the five specified modes. The sequence of learning will also be according to the syllabus. The span of the learning is one academic year. Weightage for rational amount of every day teaching time is considered as the course is intended for in service instructors. The Mentor of the trade who handles a group of participants in this course will ensure the participants progression in learning. It is proposed to have five modes of learning in this program. The five modes of learning include online self-learning, learning through conducting classes, learning under the guidance of mentor, visit to extension centres and NSTI/IToT/Identified model it is. Skill Practice at the Extension centres will be based on the topics covered so far in the online self-learning process of the participant and covered under the contact classes by the Mentor. Skills that require more practice, involve usage of latest machineries/equipment, expensive raw materials will be the part of learning at the Extension centre. Formative assessment of the participant shall be done by the Mentor. PoT portion for delivery at NSTI/ITOT will be prepared by CSTARI, Kolkata. Respective NSTI/ITOT will prepare the two-month coverage considering valuable skill set of the entire course in mind for each of the subjects allocated for in-house delivery at NSTI/ITOT/Identified model ITIs. Subjects and quantum to be covered in these modes is detailed in Table – 1

Subject wise time allocation in each mode of learning

Explanatory note: Subject wise time allocation for different training mechanism in various modes of learning for the entire prescribed 1600 instructional hours of the CITS course is given in **Table-1**. Column A describe the subjects to be studied and column B mentions allocation of training hours for each of the subjects as per the syllabus studied in the regular CITS training program. There are five modes of learning as indicated in column C to column G. The In-service component, which is daily delivery of training by the in-service instructor to the ITI trainees amounts to 535 hours in Training Methodology practical, Trade Theory, Trade practical, Workshop science & calculation and Engineering drawing. Trade related science & calculations and Engineering Drawing is included as a trade teacher always covers these

components in normal situation. Online self-learning mechanism includes all subjects except Trade practical as doing practical online may not be realistic. The knowledge on practical aspects gained via this mode will help him in implementing during the in-service practice component. Mentor covers all subjects except the trade practical on every weekend which is 5 hours per week. Mentor shares the valuable tips to conduct practical's effectively during the week days by the participants. The participant is expected to be in the institute for five days, involving himself in self-learning and practicing while acquiring further knowledge and skills under the mentor guidance every week end. Further participants visit to Extension centre once in two months where he practices Training Methodology under the guidance of an expert and acquire more Trade skills. Twice in the year during the visit to NSTI/IToT/ Identified Model ITI, the participant acquires advanced skills with related knowledge in all fields except Workshop science & calculation and Engineering Drawing. Soft skills theory and practice shall be covered for non-engineering group of trades.

Subject wise time allocation

Table – 1

sl No	Subject (A)	As per syllabus In Hrs (B)	In service practice component (C)	Online Self Learning @ 10hrs per week (D)	Mentor Guidance 5hrs@week Saturday (E)	Extension Center – 5 days every 2 months (F)	@NSTI - 02 months in a year (G)
Duration in Hours							
1	TM Theory	200	0	110	40	0	50
2	TM Practical	320	90	40	10	80	100
3	T Theory	240	90	40	60	0	50
4	T Practical	640	320	0	0	160	160
5	W Sc & Cal/ Soft skill Theory	80	15	50	15	0	0
6	Eng Drawing/ Soft skill practice	120	20	70	30	0	0
		1600	535	310	155	240	360

TIME ALLOTMENT (45 weeks per annum)

Explanatory note: out of available 45 weeks of time to a participant, he/she visits an extension centre once in two months for a week of six days. During 5 such visits each of one-week duration i.e. five weeks for six days a week and 8 hours a day i.e. $5 \times 6 \times 8 = 240$ hours of learning takes place at Extension centres. Similarly, during the training participants visit NSTI/IToT/identified model ITI twice in the year for 9 weeks total duration for learning of $9 \text{ weeks} \times 5 \text{ days} \times 8 \text{ hours} = 360$ hours. During the remaining 31 weeks period, participant involves in two components of learning. The first one is online self-learning at ITI by spending 2 hours a day during five days of each week for 31 weeks, totalling to 310 hours. Simultaneously he involves in practicing by teaching in ITI 45 mins a day in theory and 2hrs 40 mins a day in practical. During the weekend for five hours on Saturday of all 31 weeks, Mentor guides and reviews entire week activity. This process is detailed in **Table-2**

Table - 2

Sr no	Learning Mode	Time spent In weeks	Days	Hours spent @8hours per day
1	Ext centre(5 visits)	5	5x6days@week = 30 days	240
2	NSTI	9	9x5@week = 45 days	360
3	In service practice component (day basis)	31	31x5days = 155 (45 mins Theory @day)	115
			31x5days = 155 (2hr 40 mins Practical @day)	420
4	learning under guidance(every Saturday)		31x1day per week= 31 days (5hours per week on Saturday)	155
5	Self learning through online(5 days per week)		31x5day= 155 (2 hours per day)	310
	TOTAL	45		1600
Time to be spent per day by the participant for online self learning				310/155 = 2 hrs @day

Roles and responsibilities during various modes of learning/teaching

Self-Learning: The in service instructor is to spend 2 hours per day in self-learning of Trade Theory, Trade practical demos, TM Theory, TM practical's, Workshop Calculation and Science by following the online materials available on Bharat skills/NIMI portal. The trainee is to prepare a list of theory and practical topics for clarification from mentor during the weekend contact classes. This time is also utilized for the assignment work given by the mentor. LMS utilized by the participants will log attendance of the participants. The trainee will also make extensive use of written instructional materials (TT, TP, w.sc/cal, ED of related topics)of NIMI available in the related CTS trade. **Mentor guidance:** Mentor will have thorough understanding of the available online learning materials and support the participants in sequencing, selection and proper utilization of the learning materials Mentor is to consolidate the list of topics submitted by all the participants in respect of all the theory and practical aspects of all CITS subjects for clarification through detailed discussions. Also the mentor will discuss latest developments in the topics covered so far and also display valuable ppts,videos, animations, 2D/3D videos etc. Mentor is responsible for formative assessment of the participants with evidence.

Inservice practice: The participant will apply the knowledge and skills prepossessed by virtue of experience, gained through self-learning, interaction with mentor and skills/knowledge acquired by visiting extension centres during the day to day conducting of training at ITI. Instructor Guide, Assignments of NIMI will be utilized on continuous basis while conducting training at ITI.

Extension Centre: Practice of skills on the topics that have been covered prior to visiting the extension centre. Skills that require more practice, involve usage of latest machineries/ equipment, expensive raw materials, display of enriched 2D/3D Videos will be the part of learning at the Extension centre. Coordinator ensures the availability of machinery, raw materials, subject experts, Training resources for conducting the training during this period.

NSTI/IToT/Model ITI: NSTI/ITOT will prepare the two-month syllabus coverage considering valuable skill set of the entire course in mind for each of the subjects allocated for in-house delivery at NSTI/ITOT/Identified model ITIs. Skill Practice on application areas of the trade, review of the major topics of the trade, pedagogical aspects for delivery of typical topics, conducting mock examinations, assign project work, industry visits for latest trends in the trade, endorsement of formative assessments etc

Training Methodology (POT), Core skills Modules for in service instructors:

An online cum contact class approach is applied to the Inservice instructors of those trades for which CITS is not designed as yet. This program is being rolled out every year in a span of 42 weeks. Learning through this program is planned for covering the syllabus of Training Methodology, Workshop calculation and science and Engineering Drawing in four modes of operation such as in-service practice component, online self-learning, contact classes under the guidance of mentor and a visit to NSTI for further learning. The same TM syllabus designed for a regular CITS program will be followed. However Soft skill theory and soft skill practice would replace the W.cal/sc and Engg. Drawing for non-engineering trades.

This course is designed for 38 weeks of duration at ITI with components like online self learning, in service practice and contact classes under the guidance of a mentor. Subsequently the participant visits NSTI/IToT/Model ITI for four weeks for final phase of learning. 45 minutes per day of teaching by the instructor considered for Inservice component, 1.2 hours (72 mins) per day online self-learning is planned during the 5 days of every week and 5 hours per week on every Saturday under the guidance of mentor. Subject wise time allocation is given **Table-5** and time allotment in each mode of learning is given in **Table -6**. Summative assessment shall be done once a year.

Table – 5

Subject wise time allocation in each mode of learning

Sl No	Subject	As per syllabus In Hrs	In service practice component	Online Self Learning @ 6hrs per week	Mentor Guidance 5hrs@week Saturday	@NSTI - 01 months /program
(A)	(B)	(C)	(D)	(E)	(F)	
Duration in Hours						
1	TM Theory	200	0	110	30	60
2	TM Practical	320	90	70	60	100
3	W Sc & Cal/ Soft skill Theory	80	20	20	40	0
4	Eng Drawing/ Soft skill practice	120	30	30	60	0
		720	140	230	190	160

TIME ALLOTMENT (42 weeks in a span of 1 Year)

Table - 6

Sr no	Learning Mode	Time spent In weeks	Days	Hours spent @8hours per day
1	NSTI	4	4x5@week = 20 days	160
2	Self learning through online(5 days per week)	38	38x5days = 190 (6 hours @week)	230
3	learning under guidance(every Saturday)		38x1day per week= 38 days (5hours per week on Saturday)	190
4	In service practice component (day basis)		38x5days = 190 (45 minutes @day)	140
	TOTAL	42		720
Time to be spent per day by the participant for online self learning				230/190 = 1.2hrs (72 min) @day

4. Roles and Responsibilities of The Stakeholders

S.no.	DGT Entity/ State Govt.	Roles	Responsibilities
1	DGT HQ	Policy maker, Administrator	<ul style="list-style-type: none"> • Provide the requisite approvals and funding for development of the curriculum and courses • Responsible for mid-term evaluation after the 2nd year and concurrent review of the scheme and to track the performance of the scheme.
2	Instructor Training wing	Nodal agency to manage the scheme	<ul style="list-style-type: none"> • Overall Planning, Coordination & monitoring of the scheme.
3	CD Cell	Course Approving Authority	<ul style="list-style-type: none"> • Organizing Norms Committee meetings and approval of the course
4	CSTARI	Curriculum Developer	<ul style="list-style-type: none"> • Preparing training Curriculum, Research to augment the Quality of training, guidance provider to training Institutions - NSTIs/IToTs
5	NIMI	Content Developer	<ul style="list-style-type: none"> • Development of Course content, Self-learning modules. • assignments and uploading to bharatskills.gov.in portal • Registration of candidates for admission to OLCCC and receive the registration/examination fee from candidates through NIMI portal.
6	IT Cell	IT- Facilitator	<ul style="list-style-type: none"> • To develop OLCCC web platform for registration, admission in NSTIs/IToTs, monitoring till course completion, Hall ticket generation, issue of E-certificates
7	NSTIs/ IToTs	Implementing Agencies	<ul style="list-style-type: none"> • Registration, Admission, Induction, conducting the online classes through VC, monthly assessment of assignments, quarterly assessment, conduct of contact program for practical's, uploading of assignment, internal marks on portal, conducting the AITT, support for stay of trainees during contact program and examination
8	State Govt.	Stake holder	<ol style="list-style-type: none"> I. Nomination of eligible instructors for training to ensure adequate CITS trained instructors including private ITIs. II. Support to utilize Nodal ITIs for conducting the bi-monthly practical sessions for 5 days on a need basis
9	Model ITIs	Extension Centres for Practical training	<ol style="list-style-type: none"> 1. Model ITI's mapped to the District Skilling Committee (DSC) are to be identified with the support of the RDSDE for conducting the bi-monthly practical sessions. 2. The training will be conducted in the identified Model ITI's as per the syllabus designed by the

			CSTARI, 5 days in every 2 months.
10	Mentors	Trade Experts	<ol style="list-style-type: none"> 1. The mentors are the trade experts who are responsible for the entire activities of the course, right from the admission, induction, online classes through VC, assessment of assignments, conducting contact programs for Practical and any other related activities. 2. To maintain all the records of trainees as allocated by mentor like – Attendance register during contact program, records of lesson plan etc.
11	Trainees	In service instructors	<ol style="list-style-type: none"> 1. Self-Learning: The in-service instructor is to spend 2 hours per day in self learning of Trade Theory, Trade practical demos, TM Theory, TM practical's, Workshop Calculation and Science by following the online materials available on Bharat skills/NIMI portal. The trainee is to prepare a list of theory and practical topics for clarification from mentor during the weekend contact classes. 2. Inservice practice: The participant will apply the knowledge and skills prepossessed by virtue of experience, gained through self-learning, interaction with mentor and skills/knowledge acquired by visiting extension centers during the day to day conducting of training at ITI. 3. Extension Centre: Practice of skills on the topics that have been covered prior to visiting the extension center. Skills that require more practice, involve usage of latest machineries/ equipment, expensive raw materials, display of enriched 2D/3D Videos will be the part of learning at the Extension center. 4. NSTI/IToT/Model ITI: Skill Practice on application areas of the trade, review of the major topics of the trade, pedagogical aspects for delivery of typical topics, conducting mock examinations, assign project work, industry visits for latest trends in the trade, endorsement of formative assessments etc.

5. Implementation Plan

S.No.	Action	Responsibilities	Timeline
1	Preparation of note for approval of scheme outlay and other operational contours	DGT	November, 2020
2	Preparation of complete training Plan. Formative Assessments as per the syllabus	CSTARI	November, 2020
3	Digital content: Call for expression of interest from resourceful organizations for developing the Digital content for all the CITS trades, Award of contract tender, support for content development and completion of uploading the Digital content in bharatskills.gov.in portal	NIMI	February, 2021
4	Providing additional features for OLCCC web platform for registration, admission in NSTIs/IToTs, monitoring till course completion, Hall ticket generation, issue of E-certificates	IT Cell	December, 2020
5	Candidates Registration	DGT	February, 2021
6	Training Institutes for conducting the programmes (28 NTSIs, 18 IToTs & Extension Centres)	NSTIs/IToTs & State Nodal ITIs (Extension Centres)	March, 2021
7	Identification of Extension Centres for conducting the bi-monthly practical sessions for 5 days and monitoring.	NSTI Coordinator	December, 2020
8	Engagement of NSTI Coordinators, Mentors and supporting staff.	NSTIs/ IToTs	January, 2021
9	Training of Institute Coordinators, Mentors & Nodal ITI instructors	DGT	February, 2021
10	Examination AITT	DGT	February, 2022
11	Certification	DGT	March, 2022

6. Development of Digital Content & Uploading of The Content

- Being a blended learning course by design, developing the Digital content for both theory and practical in all the CITS trades is the essential requirement. Digital content will enable the trainees self-learning of the course & submitting online assignments.
- NIMI Chennai will be entrusted with the responsibility to Call for expression of interest from resourceful organizations who will be developing the Digital content for all the CITS trades.
- The digital content will be uploaded by NIMI on bharatskills.gov.in portal.
Sufficient Budget requirement is to be provided to NIMI, Chennai for this purpose.
Maintenance of the portal for the OLCCC contents will be responsibility of an IT Cell

7. Infrastructure

7.1 Allocation of NSTI

- The trainees registered with this course will be allotted NSTIs/IToTs as per their choice for support of the entire activities of the course, right from the admission, induction, online classes through VC, submission of assignments, attending contact program for Practical and appearing for AITT.
- Once the NSTI is allocated, the centre will remain unchanged. The trainees registered with the respective NSTIs are under the supervision of institute coordinator and mentors for On Line Self Learning, interactive session on VC, Training Program at Nodal ITIs and contact program at NSTIs. The Trainees have to attend for the AITT at the NSTIs registered.

7.2 Interactive sessions on VC

- Interactive sessions on VC with the trainees is the integral part of this self-learning course. Each trade mentor will be responsible for conducting interactive sessions for respective trade trainees.
- Trainees have to attend the interactive sessions with the mentors during VC learning on every Sundays.
- The duration of the sessions will be 5 hours a day.
- They can clarify the doubts if any arise during the self-learning process.
- For conducting the Interactive sessions mentors of each trade must be available on line with dedicated computer connected to internet. This facility shall be made available from the respective NSTIs for the course.

7.3 Contact Program

- Contact program is organized in the Trade Practical, POT Practical at the respective NSTIs allotted to the trainees during the contact classes.
- The same infrastructure of regular CITS trades will be utilized for these sessions in staggered timings.
- 70% attendance is compulsory for the Contact program and less than 70% will not be allowed to appear for the examination.
- The Contact program will be conducted by mentors specifically hired for the OLCCC program under ITW and monitored by the OLCCC Course Coordinator in each NSTI/IToT.

7.4 Model ITI's

- Model ITI's mapped to the District Skilling Committee (DSC) are to be identified with the support of the RDSDE for conducting the bi-monthly practical sessions.
- The training will be conducted in the identified Model ITI's as per the syllabus designed by the CSTARI, 5 days in every 2 months.

7.5 Model ITI Instructors Training

- This would be a 2 days online program on the dos and don'ts, pedagogy, soft skills desired. The program would be curated with support from CSTARI and NIMI with requisite support from the instructor training wing.

8. Human Resources

The concept of OLCCC is to utilize the existing infrastructure available in NSTIs with only additional requirement for additional manpower requirement for conducting the courses.

The additional manpower requirement is estimated based on the regular affiliation guidelines laid down for Affiliation of each course in an Institute for CITS training. Each Course coordinator and Mentor (JCs) of the respective trades will conduct On Line Sessions through VC and practical during the contact program.

8.1 (a) Duties of OLCCC NSTI Coordinator in each NSTI/IToT :-

- To control all the activities related to conducting of the OLCCC courses.
- To maintain a database of total registered trainees.
- To organize all administrative and academic system before and during the contact program.
- To manage study practice and ensure smooth conduction.
- Responsibility of quality of assessment/evaluation of the contact program, study practice and projects conducted at concerned NSTI.
- To select mentors and allocation of work to him depending upon requirement.
- To ensure all arrangements and smooth function of all the OLCCC courses at concerned NSTI.
- To liaison with respective State DET's for conducting the contact classes in Nodal ITI's.

8.2 Institute Coordinators Training

- This will be a 2 days online program

8.3 Duties of Mentors

- The mentors are the trade experts who are responsible for the entire activities of the course, right from the admission, induction, online classes through VC, assessment of assignments, conducting contact programs for Practical and any other related activities.
- To maintain all the records of trainees as allocated by mentor like – Attendance register during contact program, records of lesson plan etc.
- Teaching work during the contact program.
- Redressal of problems faced in study material during training.
- Cooperation in sessional work /project work.
- To award marks by internal evaluation of the sessional work and project work of the trainees.
- To perform the duties assigned by NSTI coordinator during the OLCCC program

8.4 Mentors Training

- 2 Days training program for Mentors through online courses

9. Admission

9.1 Registration of The Candidates

- The applicant should be sponsored/nominated by their employers.
- The candidates nominated by the employer will have to be registered for online admission

through NIMI portal.

- NSTIs will be allotted for contact program
- Training the In-service instructors who are without CITS qualification, if any trainee resigns himself from the service or dismissed by the employer, the registration in the said program automatically gets cancelled. The registration in the said program could not be used for any court case.

9.2 Course Fee:

- Registration/ Examination fee of Rs.25,000/- private candidate shall be charged

9.3 Assessment of the candidates

- Assignments are integral and compulsory. The CITS trainee will be assessed continuously through formative assessment method by giving online assignments.
- Internal assessment marks will be as per regular CITS trainees.
- There are 8 assignments in each theory course. They are to be submitted online as per assignment submission schedule for evaluation.
- Internal assessment for trade practical, Engineering Drawing and Training Methodology Practical will be done during contact programme.
- At the end of the course the trainees have to appear for All India Trade Test (AITT) along with regular CITS trainees.

9.4 Examinations

- Candidates must appear for the AITT examination in the NSTI allotted in the end of the course.

9.5 Certifications

- At the end of the course eligible candidates will be awarded NCIC which is equivalent to the Certificate issued to the Regular Candidates.

10. Logistics Support

Sl. No.	DESCRIPTION	ACTION
1.	Development of Digital content for OLCCC– CITS, responsibility of the institution involved.	It will be the responsibility of NIMI, Chennai to Call for expression of interest from resourceful organizations for developing the Digital content for all the CITS trades, Award of tender, support for content development and completion of uploading the Digital content in bharatskills.gov.in portal
2.	Where it would be hosted and additional cost which would be required to manage it	The Digital content will be hosted on bharatskills.gov.in and maintained by IT cell of DGT.
3.	a. Plan to manage the training when the trainers would be undergoing the OLCCC– CITS course (Online Sessions through VC). b. Plan to manage the training when the trainers would be undergoing the OLCCC – CITS course (contact part)	The separate dedicated cell to monitor the training program will be established. Course coordinator and Mentor (JCs) of the respective trades will conduct Online Sessions through VC and practical during the contact program. For conducting the Trade Theory & Practical 1 JC for 1 batch (25 trainees) 1 JC for 4 batches (100 trainees) for POT Practical and 1 JC for 6 batches (150 trainees) for Engg. Drawing & W Sc and Calculation are required.
4.	Number of Instructors to be trained designated by their trades	Data on number of Instructors to be trained as collected from NCVT-MIS Portal Enclosed as Annexure.
5.	a. Number of seats at NSTI in order to support the 2 months contact classes NSTIs (this might be over and above the regular intake at NSTIs) along with associated costing b. Number of seats at the Nodal ITIs (Extension Centre) in order to support the bi- monthly contact classes	Enclosed as Annexure-3 . 326 Extension Centers (Data of Schemes).
6.	Additional Mentors need to be hired to train all the Instructors	CITS is conducted in 36 Trades at 28 NSTIs & 18 IToTs with a total seating capacity of 11,505. Based on this Number of Mentors to be hired are: <ul style="list-style-type: none"> • Trade Theory & Practical = 462 • Training Methodology (POT) = 115 • Engg. Drawing & WSc Calc. = 77
7.	Details of trades and machinery available at NSTI as additional equipment and investment would be	The training will be conducted with the existing infrastructure of the trades in which NSTIs are imparting CITS course.

	required to manage the additional load along with their associated costings	
8.	TA/DA for the Instructors during the contact classes phase	As per the norms.

Annexure 1:

Performance under the RPL examination conducted during June-July 2019 Examination:

S.No.	Group of trades	Candidates Appeared	Passed	Pass %
1	Engineering (without Draughtsman group)	2934	943	32%
2	Engineering (Draughtsman group)	461	58	13%
3	Non Engineering with Vocational Sci. & Calculation	762	422	55%
4	Non-Engineering with Soft Skills & Comm.	36	9	25%
		4193	1432	34%

Trade-Wise Performance under the RPL examination:

S.No.	Trades	No. of Candidates Appeared	No. of Candidates passed	Pass %
1	Electrician & Wireman	986	319	32%
2	Fitter	586	161	27%
3	Computer Software Application	577	345	60%
4	Welder	310	104	34%
5	Mechanic Diesel	279	145	52%
6	Reading of Drawing and Arithmetic - RODA	261	38	15%
7	Electronic Mechanic	197	55	28%
8	Motor Mechanic Vehicle	183	67	37%
9	Draughtsman Civil	152	12	8%
10	Mechanic Refrigeration and Air-Conditioning	90	28	31%
11	Dress Making	84	47	56%
12	Turner	66	5	8%
13	Sewing Technology	60	18	30%
14	Instrument Mechanic	55	22	40%
15	Computer Hardware and Networking Maintenance	53	19	36%
16	Machinist and operator. Adv. Machine Tool	51	7	14%
17	Draughtsman Mechanical	41	7	17%
18	Plumber	25	3	12%
19	Cosmetology	22	7	32%
20	Fashion Design Technology	21	7	33%
21	Desk Top Publishing Operator	14	3	21%
22	Carpenter	11	3	27%
23	Sheet Metal Worker	11	2	18%
24	Tractor Mechanic	9	0	0%
25	Architectural Assistantship	7	1	14%
26	Surface Ornamentation Technique	7	1	14%
27	Catering & Hospitality	6	1	17%
28	Machinist Grinder	6	2	33%
29	Office Management	5	1	20%

30	Tool and Die Maker	5	1	20%
31	Foundry	4	1	25%
32	Mechanic Consumer Electronic Appliances	4	0	0%
33	Office Management Hindi	3	0	0%
34	Mechanic Agricultural Machinery	1	0	0%
35	Mechanic Machine Tool Maintenance	1	0	0%
	Grand Total	4193	1432	34%

Annexure 2:

As per the Instructors data available on NCVTMIS portal assessed on September 17, 2020,

Total number of CTS Trades	Total Number of Instructors	Number of Instructors CITS trained	Number of Instructors CITS Untrained
137	63,833	10,448	53,385

Instructor data trade-wise for the CTS trades mapped with CITS

Total Number of CITS trades presently conducted	Number of Instructors trained	Number of Instructors Untrained
36	10448	42492

Annexure 3:

Instructors data Tradewise- CITS mapped with CTS Trades

S.No.	CITS Trades	CTS Trades -Mapped	CITS Trained	CITS UnTrained
1	Agro Processing	Agro Processing	--	2
2	Bamboo Works	Bamboo Works	--	4
3	Carpenter	Carpenter	105	171
4	Catering & Hospitality	Catering & Hospitality	--	4
		Food Production (General)	4	66
		Food & Beverages Services Assistant	2	2
		Housekeeper	--	5
		Front Office Assistant	--	18
		Baker & Confectioner	1	16
5	Computer Hardware & Network Maintenance	Computer Hardware & Network Maintenance	9	92
		Information Communication Technology System Maintenance	95	295
6	Computer Software Applications	Data Base System Assistant	--	2
		Computer Operator and Programming Assistant	451	2258
7	Desk Top Publishing Operator	Desk Top Publishing Operator	6	74
8	Architectural Draughtsman	Architectural Draughtsman	4	33
9	Cosmetology	Basic Cosmetology	76	--
10	Draughtsman (Civil)	Draughtsman (Civil)	241	896
11	Draughtsman (Mechanical)	Draughtsman (Mechanical)	143	393
12	Dress Making	Dress Making	115	297
13	Mechanic Motor Vehicle	Driver Cum Mechanic	3	15
		Mechanic (Motor Vehicle)	--	1594
		Mechanic Two & Three wheeler	--	1
		Mechanic Auto Electrical and Electronics	5	33
14	Electrician	Electrician	2242	15696
		Wireman	329	1048
15	Electronics Mechanic	Electronics Mechanic	682	1610
		Technician Power Electronics System	9	39
		Smartphone Technician cum App Tester	--	4
		Mechanic Consumer Electronics Appliances	14	43
16	Fashion Design & Technology	Fashion Design & Technology	41	192
17	Fitter	Fitter	2396	10238
18	Food Beverage	Food Beverage	--	28
19	Foundryman	Foundryman	37	38
20	Fruit and Vegetable Processing	Fruit and Vegetable Processor	4	20

21	Instrument Mechanic	Instrument Mechanic (Chemical Plant)	1	27
		Instrument Mechanic	53	151
22	Interior Design & Decoration	Interior Design & Decoration	5	--
23	Machinist (Grinder)	Machinist (Grinder)	38	--
24	Machinist and Operator Advanced Machine Tools	Machinist	403	503
		Operator Advanced Machine Tools	3	--
25	Mechanic (Refrigeration and Air-Conditioning)	Central Air Condition Plant Mechanic	--	8
		Mechanic (Refrigeration and Air-Conditioning)	282	665
26	Mechanic (Tractor)	Mechanic (Tractor)	44	95
27	Mechanic Agriculture Machinery	Mechanic Agriculture Machinery	5	13
28	Mechanic Diesel	Mechanic Diesel	310	1198
29	Mechanic Machine Tool Maintenance	Mechanic Machine Tool Maintenance	10	41
30	Plumber	Plumber	139	503
31	Reading of Drawing and Arithmetic	Reading of Drawing and Arithmetic	--	--
32	Office Management	Secretarial Practice (English)	10	43
		Stenographer & Secretarial Assistant (English)	12	214
33	Sewing Technology	Sewing Technology	210	543
34	Sheet Metal Worker	Sheet Metal Worker	63	90
35	Secretarial Practice (Hindi)	Stenographer & Secretarial Assistant (Hindi)	11	210
36	Surface Ornamentation Techniques	Surface Ornamentation Techniques (Embroidery)	61	89
37	Surveyor	Surveyor	--	400
38	Tool & Die Maker	Tool & Die Maker (Dies & Moulds)	13	30
		Tool & Die Maker (Press Tools, Jigs & Fixtures)	20	46
39	Turner	Turner	542	659
40	Welder	Welder (Fabrication & Fitting)	1	4
		Welder (GMAW & GTAW)	11	18
		Welder	838	1704
		Welder (Pipe)	2	6
		Welder (Structural)	--	1
		Welder (Welding & Inspection)	2	2
41	Milk and Milk Products Technician	Milk and Milk Products Technician	--	2
		*	345	--

		TOTAL	10448	42492
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*Data includes Principals and Instructors CITS Trained but engaged as Group Instructors, Engg. Drawing, Workshop calculation & Science etc.

Trades at S.No.s 1,2,22,37 and 41 are presently not conducted at any NSTIs/IToTs

DISTRIBUTION OF CITS SEATS IN NSTIs

Sl. No	Name of CITS Trade / NSTI	NSTI Chennai	NSTI Calicut	NSTI Bhubaneswar	NSTI – (V) Hyderabad	NSTI Jodhpur	NSTI Ludhiana	NSTI Haldwani	NSTI Mumbai	NSTI Dehradun	NSTI-R Hyderabad	NSTI Howrah	NSTI Kanpur	NSTI Jamshedpur	NSTI Bengaluru
1	Carpenter	100										25			
2	Computer Hardware and Networking Maintenance									50	50				
3	Computer Software Application	50				25	25		100	100	50	25	50		50
4	Draughtsman Civil	100										100			
5	Draughtsman Mechanical							50	50			100			
6	Dress Making												50		
7	Electrician	150	25	25	100	50	75		100	100		50	100		50
8	Electronics Mechanic	25	25						50	50	75		50		50
9	Fitter	100		50	100	50	50	100	150			100	100	50	50
10	Foundryman											50			
11	Instrument Mechanic								50			25			
12	Mechanics Agriculture Machinery						25								
13	Machinist	25			25		50	50	75				50		25
14	Machinist and Operator Adv. Machine Tool											50			
15	Machinist Grinder											25			
16	Mechanic Diesel	50				50	25								
17	Mechanic Machine Tool Maintenance											25			
18	Mechanic Refrigeration and Air- Conditioning		100									25			
19	Mechanic Motor Vehicle	50			25	50	75		50			50	50		
20	Plumber	100													
21	Reading of Drawing and Arithmetic - RODA	50	100					50				50			
22	Sewing Technology	100											100		
23	Sheet Metal Worker											25			
24	Tool and Die Maker	25													
25	Mechanic Tractor						50								
26	Turner	25			25		25	50	50			50	75		25
27	Welder	75	25	25	50	50	50		50			50	75		75
	Total	1025	275	100	325	275	450	300	725	300	175	825	700	50	325

Distribution of CITS seats in NSTI(W):

Sl. No	Name of CITS Trade / NSTI	NSTI (W) Noida	NSTI (W) Mumbai	NSTI (W) Bangalore	NSTI (W) Trivandrum	NSTI (W) Panipat	NSTI (W) Kolkata	NSTI (W) Tura	NSTI (W) Indore	NSTI (W) Vadodra	NSTI (W) Allahabad	NSTI (W) Jaipur	NSTI (W) Shimla	NSTI (W) Rajpura	NSTI (W) Patna
1	Architectural Draughtsman	25	25		25		25					25			
2	Catering & Hospitality										50				
3	Computer Software Application	25		25	25		25	25	25	25	25	25			
4	Cosmetology	50				50	50			25	75	75		25	
5	Desk Top Publishing Operator	25		25											
6	Draughtsman Civil												50		
7	Dress Making	50	50		25	25	25	25	25	25	75	75			
8	Electronics Mechanic	25								25	50				25
9	Fashion Design & Technology	50		25			25		25	25	25	25	25	25	
10	Office Management	25								25		25			
11	Secretarial Practice (Hindi)											50			
12	Sewing Technology	50				25		25							
13	Surface Ornamentation Technique	50				25									
	Total	375	75	75	75	125	150	75	75	150	300	300	75	50	25

Distribution of CITS seats in State Government and Private ITOTs:

Sl. No	Name of CITS Trade / ITOTs	Bhopal ITOT (Govt. of Madhya Pradesh)	Lucknow ITOT (Govt. of Uttar Pradesh)	BijuPattnaik ITOT, Talcher (Govt. of Odisha)	Davangare ITOT (Govt. of Karnataka)	Govt ITOT Malavalli (Karnataka)	Rohtak ITOT (Govt. of Haryana)	SDM Pvt. ITOT, Hissar	Modern Pvt. ITOT, Kangra	S. Gita Ram Pvt. ITOT, Matloda	Syadwad Pvt. ITOT, Baghpat	Jain Pvt. ITOT, Fazilka	Saraswati Pvt. ITOT, Bhatinda	Shivalik Pvt. ITOT, Patiala	SR Pvt. ITOT, Ambala	Khattuji Pvt. ITOT, Fazilka	Bagar Pvt. ITOT, Jhunjhuna	Centurion Pvt. ITOT, Jatni	SBS Pvt. ITOT, Kalanwali, Sirsa
1	Carpenter													80					
2	Electrician	100	100	50	50			80	80	80	80	80	80	80	80	80	80	80	160
3	Electronics Mechanic			50	50														
4	Fitter	100	100	50	50		100	80			80			80	80	80	80	80	80
5	Mechanic Diesel												80		80				
6	Mechanic Refrigeration and Air-Conditioning		100																
7	Mechanic Motor Vehicle						100											80	
8	Plumber													80	80				
9	Reading of Drawing and Arithmetic - RODA					50													
10	Sewing Technology		50																
11	Turner						100												
12	Welder	100						80						80	80	80			
	Total	300	350	150	150	50	300	240	80	80	160	80	160	320	480	240	160	240	240