



Salient Points of the ITI Accreditation Criteria



S No.	Mandatory Parameters	Accreditation Standard	DOCUMENTS (If required)	NC/ Rejection**
A	GENERAL AND INFRASTRUCTURE CRITERIA			
I	GENERAL INFORMATION			
a	Name of the ITI	Govt. Industrial Training Institutes will (ITIs) and Industrial Training Centre (ITCs) may be uniformly known as Industrial Training Institutes (ITIs) while prefixing words either "Government" or "Private" as the case may be as under: "XXXX(Name of Institute) Government Industrial Training Institute" "XXXX(Name of Institute) Private Industrial Training Institute" "National", "INDIAN", " Hindustan", "Bharat", "Bhartiya" or any other National name should not be included in ITI name.	1. Document of declaration regarding name	NC
b	Signage board	The material of the signage should be hard board (metallic e.g. iron/tin) and not on flex material.		NC
c	Biometric Device	Biometric Attendance System mandatory from session 2016-17	1. Photocopy of Bill of Biometric Device	NC
d	Postal Address	In case the address mentioned in the application and the actual location where the ITI is located does not match	Documents that could be attached as a proof- 1. Electricity Bill 2. Water Bill 3. Telephone Bill, etc.	Rejection
e	Premises Shifting	In case an existing institute wants to shift to a new address, the institute needs to apply on QCI-NABET ITI Portal and on the page of premises shifting the institute needs to declare the old and new address. The change will be verified at the time of site visit. All the tools and equipment at the new site should be as per latest DGT Guidelines.		NC
f	Website	For the Guidance of Trainees all Government and Private Industrial Institute have to design, develop and maintain their website as per Annexure 4.		NC
1	Trust/ Society/ Company/ Individual Details			



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a	Ownership of ITI	ITI owned by Trust/ Society/ Company (The Organization should be registered. The validity period of the registration should not be expired.)	1. Document of Registration Of Trust/ Society/ Company 2. Document of Resolution Of Trust/ Society/ Company (For opening of Concerned ITI)	NC
2	Organization Details			
a	Ownership of any other NCVT affiliated ITIs	A declaration by the Organization is required in case more than one institute is running under the Organisation which is affiliated to NCVT declaring the details of the institutes	1. Declaration Certificate regarding ownership of other ITIs (if any)	NC
II	LAND AND BUILDING			
1	Building and Site Details			
a. i	Building Completion Certificate	Building Completion Certificates for Institutes located in areas where the statutory physical plans like Master Plan/Development Plan, Regional Plan, Peripheral Plan, Zonal Plan etc. prepared under State Act(s) are enforced. (The Occupancy Certificate must bear the Date, Reference Number/ File Number, Stamp/ Seal with proper signature of the issuing authority) (Occupancy Certificate must be furnished from Local town planning authority namely Municipal Councils/ Municipal Corporations/ Collector)	1. Self declaration by ITI regarding BCC 2. Occupancy Certificate	NC

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a. ii	Building Completion Certificate	<p>Building Completion Certificates for Institutes located in areas where presently no statutory physical plans like Master Plan/Development Plan, Regional Plan, Peripheral Plan, Zonal Plan etc. prepared under relevant State Act(s) are applicable.</p> <p>(The Letter from Competent Authority must bear the Date, Reference Number/ File Number, Stamp/ Seal with proper signature of the issuing authority)</p> <p>(Competent Authority such as Block Development Officer, Tehsildar, Sub Divisional Magistrate, PWD Engineer or any other government official dealing in the Land Department)</p> <p>(Certificate by Architect must bear the Seal, Name, Registration Number and Date)</p>	1. Self declaration by ITI regarding BCC 2. Certificate by Architect 3. Letter from Competent Authority	NC
b	Building Plan	<p>Building plan and site plan must be duly signed by registered architect and attested by principal (In case of government ITI, attestation by ITI's principal/ PWD Engineer is acceptable)</p>	1. Architect Registration Certificate	NC
c	Area Details	<p>Dimensions and area mentioned on the map must match the actual area as verified by the assessor.</p>		NC
d	Map in MKS System	<p>All Dimensions on the Map/Blue Print/Drawing to be prepared by registered Architect should be in MKS system. (In case map is in any other Unit System it will lead to NC)</p>		NC

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e	Ownership of Building	Institute is owned/rented (NC is raised when there is any discrepancy in the documents related to ownership/ rent/ lease)	1. In case of own building, Registered Sale Deed or any other valid Document 2. Document Regarding Lease / Rent 3. Affidavit regarding ownership of premises 4. Resolution Regarding the premises 5. Rent Receipt	NC
2	Other details			
a	ITI located in a single campus	The entire ITI must be located in a single campus (If ITI is functioning in more than one blocks, no public road is allowed in between the blocks)		NC
b	Sharing of ITI Premises	ITI Premises can not be shared In case of multiple educational institutes in a single campus, the building/ wing of the ITI should be separate with a separate entrance and separate Electricity connection exclusively for ITI .		Rejection
c	Provision of Lift	If number of floors >3, then lift is mandatory (NC will be raised for unavailability of lift) (NC must also be raised when the safety certificate of the lift has expired)	1. Bill of lift (With TIN No.) 2. Installation Certificate 3. Safety Certificate of Lift (updated)	NC
d	Partition between classrooms, w/s, IT lab	Sound proof partition is mandatory between (i) classrooms (ii) workshops/ IT lab & classrooms (iii) IT lab & workshops		NC
3	Other facilities			
a	Electrical Safety Norms (For entire ITI)	All the wires and switchboards in the ITI should properly covered, secured and earthed.		NC
4	Other Amenities			
a	Safe drinking water	Availability of safe drinking water		NC
b	Separate Functional Washrooms	Availability of separate functional washroom facility for males and females in the ITI.		NC
5	The overall ambience of the institute will be judged on the basis of the following parameters:			



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a	Ambience of the ITI	<ol style="list-style-type: none"> Approach road towards ITI must be paved. Entrance road towards the main building must be paved. Outside plastering/ whitewashing of ITI The walls of the ITI including Classrooms, Workshops, Principal room, Staff room Library, Store, Washroom etc. must be well plastered and coloured / distempered/ whitewashed The floor of the ITI including Classrooms, Workshops, Principal room, Staff room Library, Store, Washroom etc. must at least be cemented/ tiled. Availability of a dedicated/ part time housekeeping staff (ITI must ensure neatness and cleanliness in the entire institute) 		NC
6	Occupational Safety Measures			
a	Occupational Safety Measures	<ol style="list-style-type: none"> Availability of fire extinguisher (Availability to be checked for overall ITI, apart from fire extinguishers required as part of tools and equipment list for specific trades) All the wires and switchboards in the ITI should properly covered, secured and earthed. Availability of contact number for fire brigade, hospital, ambulance and other emergency numbers to implement emergency and crisis plans and handle accident incidents. The staircase in the institute must be made of RCC with proper railing. (In case any other safety measures are required as per the applied trades, the ITI must provide them) 	1. Bill of fire extinguisher	NC



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III	IT LABS			
a	Availability of IT Lab	Availability of separate IT lab (Except in case ITI is running only COPA trade)		Rejection
b	Roof of IT Lab	RCC roof with minimum 10ft(3.048m) height from floor. (In case of Tin shed roof, proper false ceiling should be available with minimum clear height 10 feet)		NC
c	Walls of IT Lab	Walls made of TIN are not permitted in IT lab		Rejection
d	Area of IT Lab	Specify the area of IT Lab (Minimum area must be 25 sq. mtrs for 10 computers)		Rejection
e	Equipments for IT Lab	Total number of computers with internet connectivity (Minimum requirement: 10) (N-computing system is allowed with standby server and UPS) (Refer Point 1.1.10 in Section 1 of Accreditation Criteria for N-computing specifications)	1. Internet bill	NC



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		Total number of equipments must comply with minimum requirements specified in Annexure 1 of DGT Latest Notification Order Number MSDE- 19/03(15)/2015-CD (Refer table 2 in List of tables)	1. Bill of IT Lab equipments and furniture	NC
f	Floor of IT Lab	Floor of the IT Lab must not be carpeted. (The floor of IT Lab should be properly tiled/ cemented)		NC

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B TRADE SPECIFIC CRITERIA				
I TECHNICAL AND INSTRUCTOR STAFF				
1 TECHNICAL STAFF				
a	Qualification of technical staff	Technical staff must be qualified as per NCVT Norms (Experience Certificate should bear the name of the Organization, Date of Issuance, Name and Designation of Issuing Authority and Stamp)	1. Photo ID Proof 2. 10th Class Certificate 3. Higher Education Certificate 4. Experience Certificate	NC
b	Number of technical staff	Requisite number of technical staff must be available in the ITI		NC
2 INSTRUCTOR STAFF				
a	Qualification of Instructor staff	Instructor staff must be qualified as per NCVT Norms (Experience Certificate should bear the name of the Organization, Date of Issuance, Name and Designation of Issuing Authority and Stamp)	1. Photo ID Proof 2. 10th Class Certificate 3. Higher Education Certificate 4. Experience Certificate	NC
b	Number of Instructor staff	Requisite number of instructional staff must be available in the ITI (Number specified according to shifts and units)		NC
II POWER SUPPLY				
a	Availability of Power Supply	Power supply should be available as per specifications of each trade(in KW) (Refer Annexure G-5)		Rejection
b	Proofs of Availability of Power Supply	Proofs of availability of power supply 1. For Existing ITI: Latest Electricity Bill indicating connected load 2. For New ITI: Installation Report/ Meter Sealing Report indicating connected load	1. Latest Electricity Bill 2. Meter Sealing Report	NC
c	Type of Connection	Type of power connection should be non-domestic three phase.		Rejection
d	Electrical Connection in the name of Owner/ ITI	In case the institute is rented/leased the connection has to be in the name of owner (If yes, then mutual agreement between landlord and institute/mgt/society required along with current bill and affidavit) (In case of own building, connection must be in the name of ITI)	1. Affidavit of power supply 2. Resolution of power supply	NC



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III WORKSHOP DETAILS				
a	Number of Workshops in the Institute	Specify the total number of workshops in the institute (In accordance with the number of units and trades run by the ITI) (NC will be raised only on the trade for which workshop is not available as per norms)		NC
b	Area of Workshop	Workshop area must be as per norms (All workshop areas are specified separately for each trade) Refer to Annexure -G5		NC
c	Shape of Workshop	The workshop must be rectangular/square in shape (If yes, then specify width of the workshop) (Minimum width: 5 m) (In hilly areas, relaxation may be given on the discretion of the assessor with reasonable justification) "L- Shaped workshops are not allowed" (There should be no obstruction to sight in workshop)		NC
d	Walls of Workshop	Walls made of tin are not permitted in a workshop		NC
e	Roof of Workshop	Height of roof (If tin roof, then height is measured from lower end) (In case of RCC roof and tin shed roof, minimum height must be 10 feet and 12 feet from lower end respectively)		NC
f	Special permission to run trades involving heavy machinery	In case the ITI has special permission to run trades involving heavy machineries on any other floor except ground/ basement then a certificate regarding safety of structure from a structural engineer is mandatory.	1. Latest Certificate from Structural Engineer certifying the load bearing capacity of the Building and the Particular Floor	NC
g	Demarcation of Combined Workshops	In case workshops are combined, a separation by thick yellow coloured line (4.5 inches) is mandatory.		NC

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h	Availability of New machinery for new trades/ units	In case of affiliation of new trade/ unit no old machinery, tools and equipments should be used.	1. Bills of the machinery (With TIN Number)	NC
i	Fire Safety Details	Availability of Fire Extinguisher in the workshops.		NC
j	Electrical Safety Norms (For Workshops)	All the wires and switchboards in the Workshops should properly covered, secured and earthed. Availability of rubber mats as part of the Safety Norms.		NC
k	Functionality and installation of machinery	The machinery must be functional and at a workable height.		NC
l	Grouting and engraving of machinery	The main machinery must be installed with grouted foundation in the ground. The machinery made of metallic material must bear the 'Name of ITI' and 'place' & Application No with 'Hard Punch' at two places near the foundation. The machinery with non-metallic material must also bear the 'name of ITI and place' & Application No. with 'Hard Punch' at two places near the foundation . Duly engraved at two places. In case of computers, etc. the details should be marked with a permanent marker/ paint).		NC
m	Installation of DG Set (As required in Tools and Equipments of specific trades)	DG Set can be installed either inside/ outside the workshop. There must be a minimum gap of 3 feet between the DG Set and side walls. The DG Set must be installed as per norms. The exhaust pipe should be vertical (In case DG Set is installed outside the workshop, it must be installed in a permanent structure/ Generator Room)		NC

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n	Installation of Lathe Machine (As required in Tools and Equipments of specific trades)	Installation of Lathe Machine must be at least 3 feet from the wall and it must be inclined at an angle of 45°.		NC
o	Work benches and Bench Vices	Work benches should be strong enough for students to work on them. Bench vices should be fitted to the work benches properly.		NC
IV CLASSROOM DETAILS				
a	Number of Classrooms in the Institute	The number of Classrooms in the institute must be in accordance with the NCVT Norms		NC
b	Area of Classrooms	Classroom Area (Minimum carpet area must be 25 sq. metres) (Also specify the width of the classroom) (Minimum width: 3 m)		NC
c	Roof of Classrooms	RCC roof with minimum 10ft(3.048m) height from floor. (In case of Tin shed roof, proper false ceiling should be available with minimum clear height 10 feet)		NC
d	Walls of Classrooms	Walls made of TIN are not permitted in Classroom		Rejection
e	Furniture	Standard benches and chairs are mandatory in the Classrooms.		NC
V TRADE WISE TOOLS AND EQUIPMENT				
a	Equipments for Drawing subject in Engineering trades	Common equipments required for Engineering Drawing Subject in all Engineering trades apart from the trade specific equipments (Refer point 1.1.8 in Section 1 of Accreditation Criteria)		NC
1 Tools and equipments below ₹10,000				
a	Availability of tools and equipments (Below ₹10,000)	Availability of required tools and equipments as per trade list specified on the DGET Website. (Bills required)	1. Cumulative bill of equipments below 10000/ Declaration	NC
2 Tools and equipments above ₹10,000				



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a	Availability of tools and equipments (Above ₹10,000)	Separate list of single machineries costing more than 10000. (As per trade list specified on the DGET Website) The machines must be in working condition. (Separate bills required)	1. Individual bill for every equipment	NC