

T-LTT/58/2022-O/o DIR(CFIs)
Government of India
Ministry of Skill Development and Entrepreneurship
Directorate General of Training

Employment Exchange Building, Pusa, New Delhi
Date: 27st October, 2022

To

Regional Directors, RDSDEs of Karnataka, Maharashtra, Tamil Nadu, Telangana and Uttar Pradesh

Principals/ HOOs of NSTIs Bangalore, Mumbai, Chennai, Hyderabad (V) and Kanpur

Subject: Formation of Institute Management Committee (IMC) in NSTIs

Ma'am/ Sir

In continuation of "Skill Manthan" workshop under chairmanship of Hon'ble Minister, MSDE on 12.09.2022; Secretary, MSDE held a meeting on 01.10.2022 and it has been decided that:

- i. NSTIs (Bangalore, Mumbai, Chennai, Hyderabad (V) and Kanpur) have been selected on pilot basis to implement "Re-imagination of NSTIs". These have been selected on the basis of their:
 - a. Trade Variety
 - b. Proximity to industry clusters
 - c. Size of the institute including availability of permanent infrastructure
- ii. An NSTI-IMC to be formed in these NSTIs with at least 50% of the members from the industry. It will be setup as Society registered under relevant Societies Registration Act.

Thus, you are kindly requested to form an IMC in your institute. For this purpose, reference guidelines for IMC are attached at Annexure-1 &2.

This issues with the approval of competent authority.

Yours faithfully,


(Sunil Kumar Gupta)
Director (CFI)

Copy to:

1. Sr. PPS to Secretary, MSDE
2. Sr. PPS to Director General (Training), DGT
3. Sr. PPS to Deputy Director General, DGT
4. Director IT, DGT
5. Principals of other NSTIs (for information only).

Formation of Institute Management Committee (IMC) at each NSTI.

The IMCs need to be registered in form of Society as per relevant State Society Registration Acts. A separate savings bank account of the society will be opened in any nationalized bank. The IMC Chairperson and NSTI Principal will be joint signatories for this bank account. Further details of operationalization of IMC have been laid out in *Annex II*.

A. Composition of the IMC is suggested as below:


The IMC will be led by the Chairperson*. In the IMC, the members will be as follows:

1. Representative from Industry Partner/ Association as Chairperson*.
2. Regional Director (RD), RDSDE (as per jurisdiction of NSTI) or a representative nominated by RD
3. Two members from local Industry to be nominated by the Industry Partner out of which one may be preferably from industry association. Industry members should represent industries relevant to the trades running in the NSTI concerned.
4. Principal of NSTI as ex-officio member Secretary.
5. One member from academic circle may be nominated jointly by chairperson of IMC and Principal of NSTI.
6. One senior faculty member from the NSTI.
7. Any additional member from industry/ academia can be co-opted by chairperson in consultation with NSTI Principal.
8. District Employment Officer and Industry Officers can be invited as special invitee for their inputs on local economy requirements

*Ideally IMC Chairperson should be from Public Sector Undertakings (PSUs) or public/private sector organization or Industry Associations or nominated by an Industry Partner (IP) with minimum annual turnover of INR 50 crore (as per last financial year) and employing at least 50 people. In the absence of local industry members, Regional Industry Association members can be nominated by Chairperson in consultation with NSTI Principal.

B. Roles and Responsibilities of IMC (or equivalent)

1. Define the long-term goals of the institute, analyze issues and challenges facing the NSTI.
2. Selection of Courses to be offered at the NSTI based on local economy needs.
3. Advise the NSTI management on entering into partnerships with private sectors, with national and international entities for design and delivery of customized skill courses.
4. Exploring partnerships with leading National and international institutions (NIESBUD, NIOS, International Skill Centers etc.) for innovative skilling, pedagogical research, and other latest developments.



5. Deciding curriculum of non-NSQF courses, eligibility of instructors and trainees for such courses
6. Deciding fees for all the courses (except for Central/ State Government supported initiatives) being run in NSTI.
7. Set targets for NSTI improvement, define outcome-oriented key performance indicators, and detail the financial requirement with year wise break up to meet the NSTI needs.
8. Get relevant Industry partners, Industry Associations and Sector Skill Councils under Central Social Responsibility (CSR) initiative and/or Production Linked Incentive schemes for setting up labs in NSTIs
9. To strengthen the functioning & operations in NSTIs so that these can act as Centre of Excellence (CoE)
10. Explore scope for revenue generation and making NSTIs as Production/ Service Centres
11. Discussion and scrutinization of proposals aimed at reform of NSTIs. Proposals to amount more than 25 lakhs will be forwarded to DG(T) through concerned Regional Directors. DG(T) will be the final approving authority for activities of IMC.
12. Furnish periodic status reports on the performance of NSTIs
13. Ensure compliance to all audit parameters.

C. Mandate of IMC (or equivalent)

1. Quorum of IMC shall be at least 2/3rd of the members present during a meeting (no less than 6 members). It is to be noted that presence of IMC Chairperson (or its representative), Member Secretary, one industry member and one academic/NSTI faculty is compulsory to hold the meeting.
2. The meeting shall be convened at least once every quarter or earlier as conveyed by member secretary.
3. The agenda and minutes of meeting shall be shared with Regional Director for information
4. The timeline for various activities including schedule for next meeting of IMC to be decided in IMC meeting.

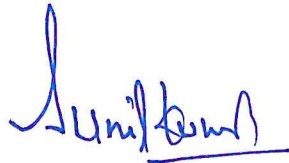
D. Roles and Responsibilities of IMC Members (or equivalent)

1. The **Chairperson** shall have the following powers, functions, and responsibilities:
 - a. The chairperson shall provide vision to the IMC and lead the IMC for implementation of various projects.
 - b. The Chairperson may, in consultation with Member Secretary, call a special meeting at a short notice in case of emergency.
 - c. The Chairperson shall see that the affairs of the IMC are run efficiently in accordance with the provisions of the Memorandum of Association, Rules & Regulation and bye laws of the IMC as may be framed.
 - d. On such matters, which the Chairperson thinks are of sufficient importance and urgency and cannot wait for being placed in the next meeting of the IMC, and which (s)he anticipates would get the approval of the Committee, the Chairperson



in consultation with Member Secretary shall take decisions and place the same before the IMC at its next meeting for post-facto approval.

- e. The Chairperson may in writing delegate such of his powers as (s)he may consider necessary to the member secretary.
 - f. The Chairperson shall be entitled to invite any other person to attend the meeting of the IMC but such person shall not have power to vote.
 - g. The Chairperson shall plan, direct, and coordinate the overall working, of the IMC.
2. The **Member Secretary** shall have the following powers, functions, and responsibilities
- a. She/he, in consultation with, the Chairperson prepare agenda for the IMC meetings, convene such meetings, keep a true and accurate record of the proceedings of the same and forward all such documents, papers and related information as may be required in the discharge of his duties.
 - b. She/he shall be charged with the responsibility of day-to-day management and administration of the Society (or similar).
 - c. She/he shall perform his duties and functions and exercise his powers under the overall direction, superintendence and control of the Chairperson under the Rules and Regulations, of the IMC.



A. IMC Chairperson should be preferably from:

- a. Public Sector Undertakings (PSUs) or public/private sector organization or Industry Associations (national/state/regional) or nominated by an Industry Partner with minimum annual turnover of INR 50 crore (as per last financial year) and employing at least 50 people. Few prominent industry associations at national level include CII, FICCI, ASSOCHAM, PhD Chamber of Commerce.
- b. Organization which has its operations in field(s) closely related to leading current CITS trade(s) and/or trade(s) planned for roll-out. Preference to be given to the organization whose operations are in the same district/state in which the NSTI is located.
- c. Organization which actively provides CSR support to the academic institutes in terms of areas including but not limited to equipment, machinery etc.

In addition to above, following points should also be considered by the NSTIs and RDSDEs concerned while selection of IMC Chairperson:

- a. (S)he should be senior management representative of the organization not less than director or equivalent.
- b. (S)he is keen to devote time towards objective of re-imagination of NSTIs.
- c. (S)he is based out of same locality or in proximity of the institute not more than 100 kms.

Finalization of Industry Chairperson for IMC will be decided by a committee comprising of Principal of NSTI concerned, RDSDE concerned, and Director CFI, DGT MSDE. The committee shall undertake periodic performance review of IMC, preferably on half-yearly basis.

This committee will also be entrusted with following:

- a. In case of any dispute/conflict between IMC Chairperson and Member Secretary, the matter will be amicably resolved by the RDSDE concerned and if needed may be taken to the committee.
- b. The committee may look for replacement of IMC Chairperson in line with above guidelines in case of non-performance of IMC Chairperson and/or resignation tendered by IMC Chairperson and/or similar instances where (s)he may not be able to continue to discharge his/her duties for functioning of IMC.



B. Selection of Industry Members:

Industry member(s) to be part of IMC should be preferably from:

- a. Industry association(s) (national, state, regional) and/or private/public organizations located in proximity of the NSTI.
- b. The industry member(s) should be chosen from the industry which has its operations in CITS trade(s) being offered in the NSTI.
- c. The members should be selected while considering coverage of variety of leading trades offered in the NSTI and diversity of engineering/non-engineering trades.

C. Conditions for use of funds for IMC:

- a. A separate savings bank account of the society will be opened in any nationalized public sector bank in name of the IMC.
- b. The IMC Chairperson and NSTI Principal will be joint signatories for this bank account.
- c. The funds received by the IMC from central government is to be kept in this bank account.
- d. Any private contributions, special grants received from State Government and revenue generated by the IMC is also deposited in this bank account.
- e. The books of account will be subject to all applicable audits as per government norms.

A handwritten signature in blue ink, appearing to read 'Sunil', with a horizontal line underneath.