

MEMORANDUM OF UNDERSTANDING (MoU)

Executed on ___ / ___ / _____ at _____, _____, Gujarat.

BETWEEN

Industrial Training Institute (ITI), _____

MIS Code: _____

Directorate of Employment & Training, Government of Gujarat

(Hereinafter referred to as "ITI _____")

AND

(Industry Name & Address)

(Hereinafter referred to as "Industry")

ITI _____ and the Industry are collectively referred to as "the Parties".

1. PURPOSE

This MoU establishes cooperation for implementation of On-the-Job Training (OJT) for ITI trainees under the Craftsmen Training Scheme (CTS) to provide real-world industrial exposure, skill development, and employability enhancement. This MOU acts as a supplementary document to the simple formal agreement, letter of intent or email correspondence previously established between the ITI and the industry regarding OJT of the trainees, outlining the training objectives, duration, logistics and other details.

2. STRUCTURE OF ON-THE-JOB TRAINING

2.1 OJT shall be conducted for 150 hours per training year.

2.2 Trainees shall be eligible after completing minimum three months of training at ITI.

2.3 Training may be continuous (approx. 8 hours/day) or in staggered hours as mutually agreed.

2.4 OJT shall be conducted under Industry Mentor and ITI Coordinator supervision.

2.5 If OJT is not feasible, equivalent trade-relevant project work shall be conducted.

2.6 Trainees who have undergone for Industry Training as a part of Dual System of Training (DST) shall mandatorily undertake project work in place of OJT.

3. RESPONSIBILITIES OF INDUSTRY

- 3.1 Provide safe and structured workplace aligned with training objectives.
- 3.2 Assign experienced mentor/supervisor for trainees.
- 3.3 Provide real-world tasks relevant to trainee's trade.
- 3.4 Provide safety training and protective equipment.
- 3.5 Maintain attendance and activity records.
- 3.6 Evaluate trainee performance using prescribed marking scheme.
- 3.7 Endorse OJT completion certificate issued by ITI.
- 3.8 Ensure safe environment and facilities for female trainees.

4. RESPONSIBILITIES OF ITI

- 4.1 Identify suitable industry partners aligned with trade curriculum.
- 4.2 Appoint OJT coordinators for supervision.
- 4.3 Appoint External Examiner during practical examination at the ITI.
- 4.4 Conduct regular monitoring visits.
- 4.5 Guide trainees regarding safety and workplace conduct.
- 4.6 Collect and consolidate evaluation marks.
- 4.7 Issue OJT completion certificate endorsed by Industry.
- 4.8 Maintain official records and upload required details on the examination portal.

5. RESPONSIBILITIES OF TRAINEES

- 5.1 Attend OJT regularly and follow workplace discipline.
- 5.2 Maintain weekly logbook of tasks and skills acquired (Annexure-1).
- 5.3 Follow safety procedures and organizational protocols.
- 5.4 Demonstrate professionalism and willingness to learn.

6. ROLE OF INDUSTRY MENTOR

- 6.1 Provide practical training and supervision.
- 6.2 Evaluate trainee using prescribed marking scheme (Annexure-2).
- 6.3 Maintain attendance and activity record.
- 6.4 Provide feedback and certify completion.

7. ROLE OF EXTERNAL EXAMINER

- 7.1 Conduct final assessment and viva voce.
- 7.2 Review logbook/project report.
- 7.3 Award marks for OJT/project work.

8. EVALUATION AND CERTIFICATION

- 8.1 Trainees shall maintain OJT logbook for assessment.
- 8.2 In case of Project work, the logbook should cover, brief of project, bill of material, procedure of assembly, list of challenges faced and lessons learned.
- 8.3 OJT Evaluation shall be conducted by Industry Mentor and External Examiner with equal weightage (50% each).
- 8.4 Final grades shall be recorded in trainee marksheet. Final grades for OJT shall be awarded using following matrix:

Grade A1 (≥ 90): Exemplary

Grade A (≥ 75 and ≤ 90): Very Good

Grade B (≥ 60 and ≤ 75): Good

Grade C (< 60): Satisfactory

8.5 ITI shall upload industry details, marks and grades on examination portal at the time of filling eligibility details / uploading the practical examination marks of the trainees.

8.6 ITI shall issue OJT completion certificate endorsed by Industry (Annexure-3).

8.7 Additionally, the industry may also issue its own certificate to the trainee upon successful completion of the OJT.

9. STUDENT SAFETY AND INSURANCE

The Industry shall provide a safe working environment and safety instructions. Trainees shall follow workplace safety regulations. State Directorate / Institute may consider provisions such as Accidental Group Insurance or applicable trainee insurance scheme during the OJT period for the ITI trainees to provide coverage against any unforeseen incidents. Both Parties shall cooperate to ensure safety and well-being of trainees.

10. DURATION

This MoU shall remain valid for _____ years from the date of signing and may be extended by mutual consent.

11. GENERAL PROVISIONS

This MoU does not create employment obligation. Any financial commitment requires written approval. Disputes shall be resolved through mutual consultation.

SIGNATORIES

Signed on ___ / ___ / _____ at _____.

For Industrial Training Institute, _____

Name: _____

Designation: Principal

Signature & Seal: _____

Phone: (____) _____

Email: _____

For Industry / Organization: _____

Name: _____

Designation: _____

Signature & Seal: _____

Phone: _____

Email: _____

Weekly Log Book Format

Annexure – 1

Week No.

Name of the Trainee	
Permanent Registration Number (PRN) of Trainee	
Name of ITI along with MIS Code	
Trainee's Trade	
Name of Mentor	
Name of the industry	
Safety tools / Work Permit	

Description and steps of activities performed:

Tool & Equipment's used:

Challenges faced (If any):

Skills Acquired:

Attendance of trainee during seven days

Date	In Time	Out Time

Signature of the Mentor:

On-the-Job Training (OJT): Trainee Performance Evaluation and Marking Scheme

Annexure – 2

Sr. No.	Evaluation Criteria	Maximum marks	Marks Awarded	Remarks (if any)
1	Punctuality of the trainee during OJT period	10		
2	Maintenance of Daily Log Book	10		
3	Ability to analyze problem and troubleshoot effectively	10		
4	Ability to use proper tools and perform practical demonstrations	10		
5	Adherence to the standard safety procedures	10		
Total		50		

Date :

Mentor's Name & Signature

Performa for Certificate of Completion for OJT / Project Work

Annexure – 3

This is to certify that Mr./Ms. _____, son/daughter of
Mr./Mrs. _____, a trainee of
_____(Name & address of ITI), has
successfully completed 150 hours of On-the- Job Training (OJT) / Project Work at/on
_____(Name of the industry,
located at industry Address) / (Project Title), from _____to_____.

Date of Issue:

Manager/ Representative of industry
(In case of OJT)

Principal/ Representative of ITI

Signature with Stamp /Seal
(In case of OJT)

Signature with Stamp/ Seal