

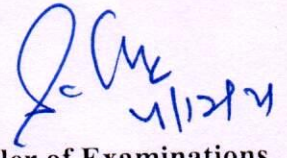


No. 1989 /AITT-Dec-2021/Dt. 04-12-2021  
(VT-XVI-II/2019)

In continuation to the DGT Notification No MSDE -18011/08/CTS/Dec-21/2021-TTC(e-file No 44186) Dated 26 th November-2021, the ITI s/TTC s & Nodal ITI s of Odisha shall follow the following Standard Operating Procedure (SoP) & Guidelines for **Conduct** of Engineering Drawing & Practical of AITT-December-2021 to be commenced from 13.12.2021.

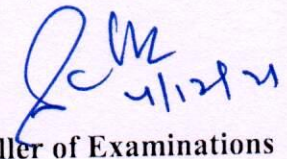
**SoP and Guidelines for Conduct of ED & Practical :**

1. The Examination Centre (TTC) should follow the Standard Operating Procedure(SoP)and Guidelines issued from the Govt. of India / Govt. Of Odisha , District & Local Authority as strictly applicable for Covid-19.
2. The concerned TTC/ITI must confirm the appointment of Practical Examiner (Appointed by the SCTE&VT, Odisha) for all Trades & Units at least 3days before the schedule Examination.
3. Photocopy of Question Papers from out side of Exam Centre or movement of question paper outside the Exam Centre premises before completion of the Exam is strictly prohibited.
4. The concerned TTC /ITI must ensure that Unit, Trade and Exam wise attendance sheet of Trainees appearing for the Exam is prepared before the day Examination. The same must include Roll Number as per NCVT MIS Portal HT eligible Data .
5. The Trainees without NCVT MIS Portal generated Hall Ticket are not allowed to appear ED & Practical Examination.
6. The appointment of Examiner for ED subject shall be made by the SCTE&VT, Odisha, who will ensure smooth conduct ED Examination at respective TTCs.
7. The ED Evaluation will be done at Nodal Govt. ITI s of Each District.
8. All the above SoP & Guidelines are to be followed Strictly .

  
Controller of Examinations

Memo No. 1990 /AITT-Dec-2021/Dt. 04-12-2021

Copy to the Principals of All the ITI s of Odisha (Both Govt. & Pvt. ) for information & necessary action.

  
Controller of Examinations