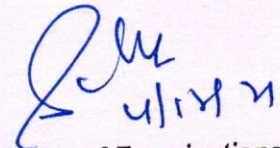No. 1991 AITT-Dec-2021/Dt. 04-12-2021
(VT-XVI-II/2019)

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 **Evaluation** of Engineering Drawing & Practical of AITT-December-2021 to be commenced from 13.12.2021.
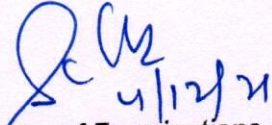
SoP and Guidelines for Evaluation of ED &Practical :

1. All the Centre Superintendents of the TTC s shall deposit the ED Sheets at the respective District Nodal Govt. ITI s immediately after the same day of ED Examination.

2. ITI should depute their ED Faculty to Nodal Govt. ITI for necessary Evaluation as per Evaluation Criteria provided by the TT Cell of DGT.

3. Nodal Centre should take necessary steps to complete Evaluation process of ED Sheets within 3 days & uploading of the ED marks should be completed within 5 days as per the DGT guidelines.

4. Practical Jobs should be evaluated on the spot (At TTCs/ITI s) on the day of Examination by the Practical Examiner as per the Evaluation Criteria provided by the TT Cell of DGT & the Mark foil should be submitted to the Nodal Govt. ITIs for immediate uploading in the NCVT MIS Portal .

5. If any ITI/TTC fails to submit the ED sheets/Practical job with Mark foil at the Nodal Govt. ITI **in Time** , then they shall be held responsible for Non-publication of results of their Trainees.

6. The Marks of Practical & ED subject will be entered by Nodal Govt. ITI s during the timeline provided by the DGT.

7. The evaluated ED Sheets & Practical Jobs along with Mark Foils are to be kept in safe Custody at the Nodal Govt. ITI s for future reference & requirements .

8. The above SoP & Guidelines are to be followed Strictly .

Controller of Examinations

Memo No. 1992 /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