

# Protocols for Affiliating Vocational Training Providers

## By Sector Skill Councils

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## Background

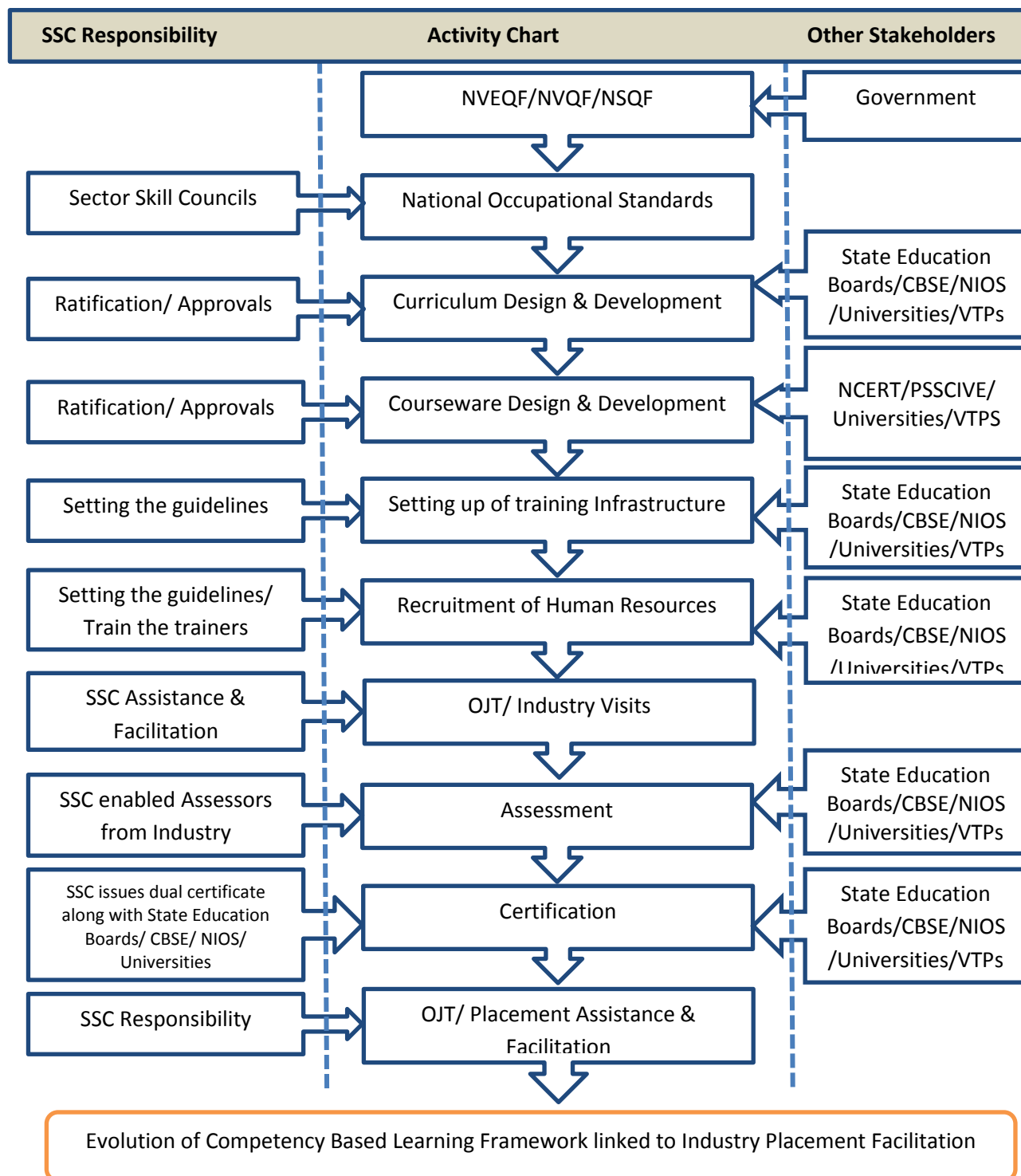
The National Skill Development Policy 2009 mandates that NSDC would constitute Sector Skill Councils (SSCs) with following functions:

1. Setting up LMIS to assist planning and delivery of training
2. Identification of skill development needs and preparing a catalogue of skill types
3. Develop a sector skill development plan and maintain skill inventory
4. Developing skill competency standards and qualifications
5. Standardisation of affiliation and accreditation process
6. Participation in affiliation, accreditation, certification
7. Plan and execute training of trainers
8. Promotion of academies of excellence

This Document has Protocols which exhaustively covers Points 5 and 6 referred to above on affiliation.

## Model Built around National Skill Development Policy Guidelines

Following model has been built by NSDC interpreting the guidelines issued by National Skill Development policy – 2009 for the Sector Skill Councils constituted by NSDC.



## **Affiliation – Reference to Context**

The term Affiliation is used to define a process of establishing competence of any institution desiring of delivering vocational training from NVEQF/NVQF/NSQF level 1 to 10 which is based on National Occupational Standards (NOS) created by a Sector Skill Council (SSC) constituted by NSDC. For definition of NOS please refer to Annexure I of this document.

Any Education Body/ Vocational Training provider (VTP) can seek affiliation from a Sector Skill Council in delivering the requisite elements of a NOS based vocational training. The affiliation process conducted by an SSC will carry out evaluation of competence and availability of the desired infrastructure/ capability of creating the desired infrastructure matching the needs/ requirements of delivering NOS based training.

The alignment of an SSC and a VTP/ Education Body through the process of Affiliation will focus on learning and development of the learners so that they are easily employable in the sector. The process is also expected to encourage VTP/Education Body to pursue continual excellence so that they are always in tune with the requirements of the sector. Thus the purpose of Affiliation is to maintain high standards of quality in delivering NOS based vocational training.

Some of the salient objectives of affiliation include:

- To assess VTP institutions/ Education bodies and their programs that meet defined quality standards set up the SSC in delivering NOS based training.
- To foster excellence in VTP institutions building effectiveness in delivering NOS or competency based training.
- To establish a framework for continuous improvement and provide an opportunity to benchmark with other institutions in India and abroad.
- To facilitate developing the professional competency of the learners in tune with the requirements of the sector

SSCs by way of Affiliation will give access to the affiliating partners to a variety of benefits, such as:

- Alignment of training to NVEQF/NVQF/NSQF leading to equivalence with educational degrees, diplomas and certifications.
- Ratification of NOS based curriculum
- Access to Master Trainers of the SSC and certification of the trainers of the affiliating training provider.
- Facilitate On the Job Training (OJT) and / or Placements of the affiliating partner trainees
- Assessment of trainees on NOS based curriculum

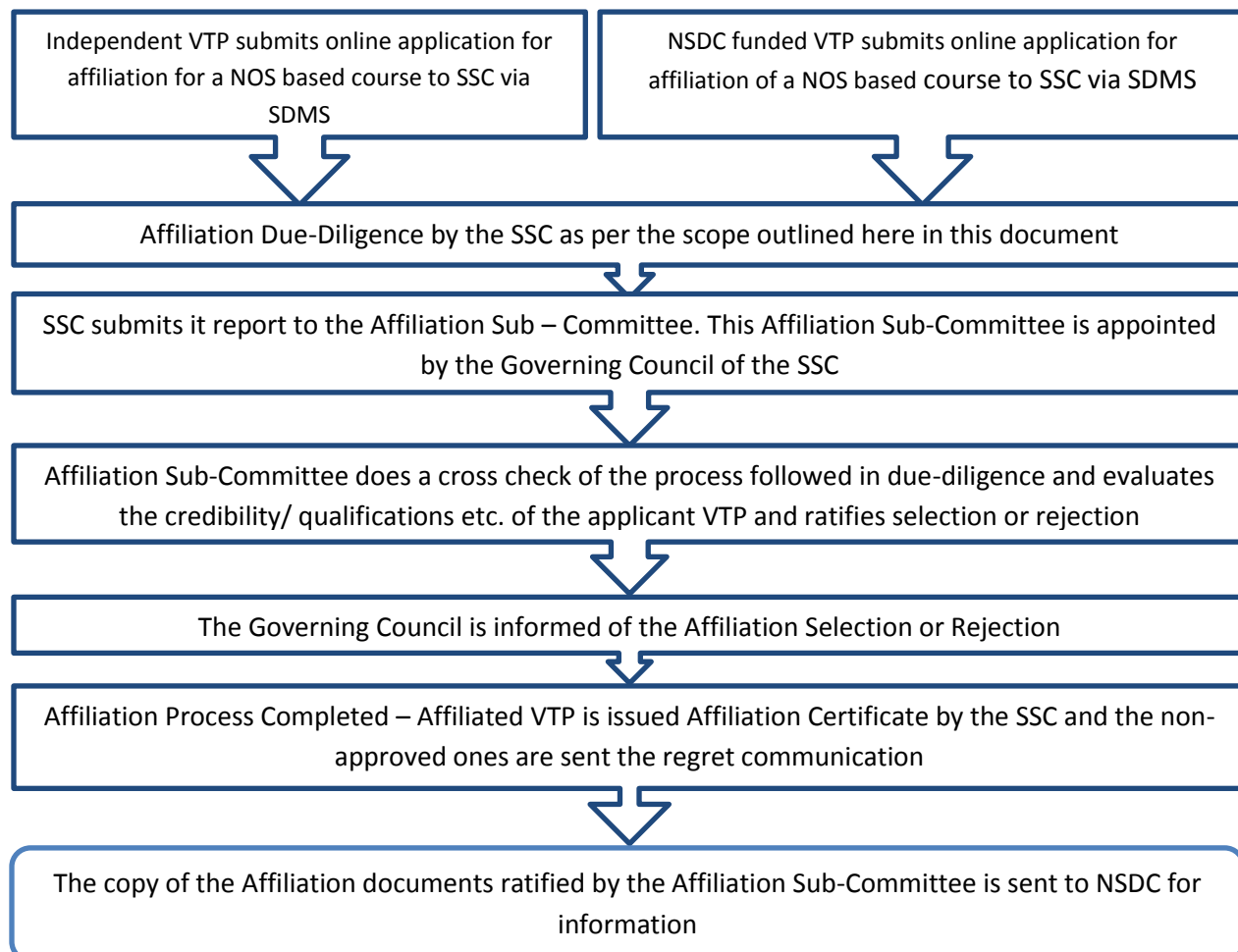
- Industry recognized certification of the successful trainees.
- Participation in Government led programs at institutional and state level, aligned to NVEQF/ NVQF/ NSQF
- Access to the reports on the Sectoral Researches conducted by the SSC
- Participation in the various Sector Specific Seminars
- Access to International bodies available in similar space

## **Institutions Eligible to Affiliate to the Sector Skill Councils**

1. Training Organizations/Institutions set up by NSDC funding
2. Training Institutions set up/affiliated by Government of India
  - a. ITIs/ITCs affiliated to NCVT
  - b. Institutions approved by Councils under Central Government like AICTE
  - c. College/ Institutes affiliated to a University set by Central or State/ UT Government or recognized by UGC
  - d. Schools / Institutes approved by Central or State Boards of Secondary Education (or equivalent) or Boards of Technical Education.
  - e. Any other institute set up by Central or State/ UT government
3. Private Training Institutions independently operating in Vocational Space
4. Training institutions set up by private companies to meet the skilled manpower requirement for in-house needs or for the sector
5. Company/Firm/Society/Trust - Any of the above fulfilling any of the following criteria:
  - a. An organization providing training under Apprentices Act, 1961 for last one year from the date of submission of the application.
  - b. An organization registered in India, conducting business in the domain of skill development & training, having Permanent Income Tax Account Number (PAN) and Service Tax Registration Number and audited accounts of statements at least for last one year.

## **Process of Affiliation**

The process of affiliation is automated via SDMS system\* of NSDC and is outlined as under:



\*SDMS System is described on Page 21 of this document

### **NOTES:**

1. A VTP whether NSDC funded/Government affiliated or non-funded will apply for affiliation to the SSC for a NOS based course pertaining to a specific job role (Qualification Pack).
2. VTP can affiliate one or more courses to a SSC. For each course corresponding to a Qualification Pack, the VTP will take an affiliation from the SSC. Thus there can be multiple affiliations of a VTP with an SSC.
3. VTP can also take affiliations from multiple SSCs; for courses pertaining to their sector.

4. SSC will affiliate the institution of the VTP for the NOS based courses that the institution is offering.
5. After filing the completed affiliation application accompanied with the necessary fee, by the interested VTP, the concerned SSC will affiliate the VTP within 30 days subject to VTP responding to clarifications sought by the VTP, if any within 10 working days. In case the VTP does not respond within the stipulated time, the application shall be deemed as closed. The VTP, if further interested in affiliation will have to re-activate his application, stating reasons for delay along with the desired response sought by the SSC.
6. In case the delay is happening, from the SSC side, the concerned VTP will be informed of the delay stating the reasons and the expected time by which the process will be closed by the SSC.

## Structure of this Document

The clauses listed in this document can have one of the applicability:

- ✓ A clause which under common guidelines of NSDC and will be applicable to all – both for affiliating the NSDC funded partner/Government Institution and to a non-NSDC funded partner
- ❖ A clause which deals with specific requirements of an SSC to affiliate a partner - applicable to all – both for affiliating the NSDC funded partner/ Government Institution and a non-NSDC funded partner
- A clause in which an NSDC funded Vocational Training Provider (VTP)/ Government Institution is exempted but required to be satisfied by a non-NSDC funded Skill Training Provider.

While reading the clause refer to the symbols to get the context of applicability

## Document Usage

- SSCs will use this Master Document in pdf as a reference document.
- The word document is separately available to the SSCs to modify - only in the portions where it reads **SSC SPECIFIC REQUIREMENTS. Rest of the document is not to be altered by the SSCs.**
- **In case any SSC does not have any specific requirements to add, that column will have a statement saying – None. Under no circumstances that clause will be deleted.**
- In addition SSC will put its logo at designated places
- After adding SSC specific text logo, SSCs will share this document with NSDC before final printing and issuance to the interested VTPs/ Education Bodies
- These aspects are necessary to ensure Standard Protocol across all Affiliation Documents created by various SSCs.

## Requirements for Affiliation

The requirements for affiliation for a Vocational Training Provider (VTP)/ Education Body are classified into 4 components:

**Section 1:** Institution and Management Profile

**Section 2:** Quality Aspects in Institution Governance

**Section 3:** Training Operations – Processes

**Section 4:** Performance, Measurement and Improvement



## SECTION 1: Institution and Management Profile

### A. *Generic guidelines about the kind of the Institution which can be affiliated*

#### 1.1. GENERAL:

The organization which requires affiliation from any of the SSC should have a written mission statement. The mission shall guide establishment of the training management system and the general operation of the organization.

The affiliating organization should:

- ✓ Have clearly defined **objectives** that are helpful in establishing a vocational training system.
- ✓ Have documented **processes and procedures** covering the entire gamut of vocational training including the ones relating to continual improvement of these processes and procedures.
- ✓ Physically **possess the resources** or have a documented plan of owning the resources required to run and operate a vocational training system.
- ✓ Have documented processes that will help the **management** to **review** and analyse the operational processes and procedures.
- ✓ Have a documented mechanism to ensure the applicability of the **processes and procedures to the work that has been outsourced to a third party**.

#### 1.2. SSC SPECIFIC REQUIREMENTS

- ❖ SSCs may add any specific requirements that they want to be included for VTP to satisfy pertaining to their sector.

## ***B. Organization Details/ Profile of the Management Team***

### **1.3. GENERAL:**

In this section, the factual information needs to be gathered of the affiliating VTP and its management team:

- ✓ Details of the organization applying for the proposal
- ✓ Prior exposure of the affiliating organization in skill development space
- ✓ Educational qualification and experience of the management team
- ✓ Key achievements of the management team/ project team in the area of skill development
- ✓ Management committee shall identify all statutory and regulatory requirements for compliance.

The Management committee of the VTP shall:

- ✓ Involve all members of the Institution in understanding and implementing the mission and quality objectives that are measurable and derived from core training and support processes of the Institution.
- ✓ Identify and plan for resources necessary for achieving the Institution's objectives.
- ✓ Communicate to all members of Institution the importance of meeting the requirements of interested parties as well as the applicable statutory and regulatory requirements.
- ✓ Measure the performance of the Institution in order to monitor the fulfilment of the mission and quality objectives.

### **1.4. SSC SPECIFIC REQUIREMENTS**

- ❖ SSCs can add any specific requirements that they want to be included for VTP to satisfy pertaining to their sector.

## ***C. Responsibilities and the Authority of the Operational Teams***

### **1.5. GENERAL:**

#### **✓ Head of the VTP (Vocational Training Provider) and Key Personnel**

Head of Institution may be designated as Director/ Principal. The head of Institution shall be empowered by the management committee to carry out day to day functioning of the Institution. The management committee shall clearly describe the management structure. The head of the institution shall decide and implement the processes which support the development and deployment of the VTP system. The responsibility and authority for all personnel involved in key functional areas shall be defined and communicated within the Institution.

#### **✓ Affiliation Coordinator**

Management committee shall appoint an existing senior staff member who, irrespective of other responsibilities, shall monitor to ensure that the requirements of these criteria are being implemented. The coordinator shall periodically report to management committee on the compliance of criteria and the need for improvement.

The coordinator shall ensure communication within the Institution on the information related to the application and relevance of the criteria in Training and support processes. The coordinator shall liaise with the affiliating SSC on all relevant matters.

### **1.6. SSC SPECIFIC REQUIREMENTS**

- ❖ SSCs can add any specific requirements that they want to be included for VTP to satisfy pertaining to their sector.

## SECTION 2: Quality Aspects in Institution Governance

### 2.1. GENERAL:

#### ✓ **MISSION STATEMENT**

The Institution's mission shall be documented. This shall be consistent with needs & expectations of interested parties and applicable statutory & regulatory requirements and commitment in delivering excellence.

#### ✓ **EXISTENCE OF OPERATIONS MANUAL COVERING THE FOLLOWING**

The institution applying for affiliation should have an Operations Document covering the following aspects:

- ✓ Background of the Institution
- ✓ Organization Structure
- ✓ Details of other affiliations, if applicable
- ✓ Industry Linkages
- ✓ Profile for senior and middle management
- ✓ Profile of trainers
- ✓ Details of infrastructure, workshop, store etc.
- ✓ Process of internal evaluation
- ✓ Placement cell and its placement record
- ✓ Training Courses/ Programs offered including a list of content and training material available
- ✓ Quality assurance mechanism

#### ➤ **FINANCIAL RESOURCES**

The Institution shall provide financial resources which shall be capable of sustaining a sound vocational educational program consistent with its stated mission and objectives for long term stability.

#### ➤ **COMPLIANCE TO STATUTORY AND REGULATORY REQUIREMENTS**

The Institution shall identify and comply with the applicable statutory and regulatory requirements pertaining to the services provided.

### 2.2 SSC SPECIFIC REQUIREMENTS

- ❖ SSCs can add any specific requirements that they want to be included for VTP to satisfy pertaining to their sector.

## **SECTION 3: Training Operations - Processes**

### ***A. Documented Process for Management of Human Resources***

#### **3.1. GENERAL:**

- ✓ Recruitment guidelines and criteria based on required competencies
- ✓ Process of reviews to identify competency gaps vis-à-vis requirement in the in-house talent
- ✓ Training and professional development plan and processes
- ✓ Maintaining records of qualifications and experience
- ✓ Motivation and enhancement of self-esteem amongst the staff

#### **3.2. SSC SPECIFIC REQUIREMENTS**

- ❖ SSCs can add any specific requirements that they want to be included for VTP to satisfy aspects pertaining to their sector.

### ***B. Curriculum***

#### **3.3. GENERAL:**

- ✓ Process of adoption and/or development of curriculum on the basis of QP and NOS developed by the SSC
- ✓ Review process to gauge the effectiveness of the curriculum developed
- ✓ Clear demarcation of time to theory and practical as per the criteria set by regulatory bodies
- ✓ Pedagogy inclusive of time schedule and lesson plan
- ✓ Process of SME engagement in curriculum design and development
- ✓ Review process for approval of curriculum from the SSC.

#### **3.4. SSC SPECIFIC REQUIREMENTS**

- ❖ SSCs can add any specific requirements that they want to be included for VTP to satisfy aspects pertaining to their sector.

## ***C. Courseware and other Documents***

### **3.5. GENERAL:**

- ✓ Process of adoption and/or development of courseware on the basis of QP and NOS based curriculum approved by SSC.
- ✓ Following needs to be available confirming to the requirements mentioned in the NSDC website <http://www.nsdcindia.org/quality.aspx>
  - Train the Trainer Program
  - Modules on Soft Skills/ Health/ Hygiene and Safety – both generic and program specific
  - Syllabus/ Curriculum outline
  - Training Delivery Plan
    - Facilitators Guide (Generic Training Skills)
    - Trainer Guide (Program Specific)
    - Participant Manuals
    - Assessment
    - Participant Feedback forms
- ✓ Review process to gauge the effectiveness of the courseware developed
- ✓ Process of SME engagement in courseware design and development
- ✓ Review process for approval of courseware by the SSC

### **3.6. SSC SPECIFIC REQUIREMENTS**

- ❖ SSCs can add any specific requirements that they want to be included for VTP to satisfy aspects pertaining to their sector.

## ***D. Teaching process***

### **3.7. GENERAL:**

- ✓ Time table
- ✓ Delivery plan
- ✓ Monitoring and evaluation process of students – continuous assessments, tests, examination etc.
- ✓ Management of student evaluation records
- ✓ Lab/ workshop exposure and its linkage to theoretical delivery
- ✓ Industry visits

### **3.8. SSC SPECIFIC REQUIREMENTS**

- ❖ SSCs can add any specific requirements that they want to be included for VTP to satisfy aspects pertaining to their sector.

## ***E. Training methodology***

### **3.9. GENERAL:**

- ✓ Documented Processes for Training
- ✓ Training aids

### **3.10. SSC SPECIFIC REQUIREMENTS**

- ❖ SSCs can add any specific requirements that they want to be included for VTP to satisfy aspects pertaining to their sector.

## ***F. Continuous Evaluation***

### **3.11. GENERAL:**

- ✓ Methodology
- ✓ Student monitoring on learning

### **3.12. SSC SPECIFIC REQUIREMENTS**

- ❖ SSCs can add any specific requirements that they want to be included for VTP to satisfy aspects pertaining to their sector.

## ***G. Industrial Interface***

### **3.13. GENERAL:**

- ✓ Engagement of experts from the industry (guest faculty)
- ✓ Integration of real life problems from industry and exposing it with sample solutions to the students

### **3.14. SSC SPECIFIC REQUIREMENTS**

- ❖ SSCs can add any specific requirements that they want to be included for VTP to satisfy aspects pertaining to their sector.

## ***H. Student Development***

### **3.15. GENERAL:**

- ✓ Imparting required soft skills training
- ✓ Guidance to students on getting placements
- ✓ Assistance/ Facilitation for OJT/ Placements

### **3.16. SSC SPECIFIC REQUIREMENTS**

- ❖ SSCs can add any specific requirements that they want to be included for VTP to satisfy aspects pertaining to their sector.

## ***I. Admissions***

### **3.17. GENERAL:**

- ✓ Printed brochure/ prospectus covering
  - Documented policy and procedures for admissions
  - Concessions policy
  - Process of keeping safe custody of students documents
  - Student agreement with the institution at the time of admission

### **3.18. SSC SPECIFIC REQUIREMENTS**

- ❖ SSCs can add any specific requirements that they want to be included for VTP to satisfy aspects pertaining to their sector.

## ***J. Learning Environment***

### **3.19. GENERAL:**

- ✓ Classroom and lab aesthetics and ambience
  - 1. Illumination levels
  - 2. Ventilation requirements



3. Housekeeping and cleanliness
4. Weather protected

### **3.20. SSC SPECIFIC REQUIREMENTS**

- ❖ SSCs can add any specific requirements that they want to be included for VTP to satisfy aspects pertaining to their sector.

## ***K. Infrastructure***

### **3.21. GENERAL:**

- ✓ Land and building requirements – (either own/rented/ on lease)
- ✓ Working space requirements
- ✓ Sizes of classrooms, labs and workshops
- ✓ Associated facilities like safe drinking water, power backup etc.
- ✓ Transport facilities, if applicable

### **3.22. SSC SPECIFIC REQUIREMENTS**

- ❖ SSCs can add any specific requirements that they want to be included for VTP to satisfy aspects pertaining to their sector.

## ***L. Health and safety***

### **3.23. GENERAL:**

- ✓ Staff training on crisis handling
- ✓ Equipment required for covering indoor and outdoor emergencies
- ✓ Fire safety
- ✓ Health policy including collection of required medical record of staff and students
- ✓ Compliance to the regulatory norms of health and sanitary conditions
- ✓ Availability of the compliance certificate from the competent authority

### **3.24. SSC SPECIFIC REQUIREMENTS**

- ❖ SSCs can add any specific requirements that they want to be included for VTP to satisfy aspects pertaining to their sector.

## **SECTION 4: Performance Measurement and Improvement**

### ***A. Identification of suitable indicators to monitor and measure performance such as:***

#### **4.1. GENERAL:**

- ✓ Trade Learning progress
- ✓ Workshop upkeep and modernization
- ✓ Health and safety incidences
- ✓ Feedback from employers
- ✓ Trend of employability and placement record

#### **4.2. SSC SPECIFIC REQUIREMENTS**

- ❖ SSCs can add any specific requirements that they want to be included for VTP to satisfy aspects pertaining to their sector.

### ***B. Continual Improvement on the basis of:***

#### **4.3. GENERAL:**

- ✓ Student feedback on curriculum
- ✓ Student attendance
- ✓ Drop out monitoring
- ✓ Student performance on tests
- ✓ Teacher attendance
- ✓ Placement patterns

#### **4.4. SSC SPECIFIC REQUIREMENTS**

- ❖ SSCs can add any specific requirements that they want to be included for VTP to satisfy aspects pertaining to their sector.

## ***C. Management Review***

### **4.5. GENERAL:**

- ✓ Management review meetings (MRM)
- ✓ Actions implementation on the basis of MRM
- ✓ Performance review of faculty
- ✓ Assessment of training needs of faculty by the management
- ✓ Handling of student complaint by the management and redress of the same
- ✓ Analysis of student feedback
- ✓ Analysis of results in skills assessments

### **4.6. SSC SPECIFIC REQUIREMENTS**

- ❖ SSCs can add any specific requirements that they want to be included for VTP to satisfy aspects pertaining to their sector.

## ***D. Documented procedure on Complaint/Feedback Handling***

### **4.7. GENERAL:**

- ✓ Information sharing on complaint with all the stakeholders
- ✓ Acknowledgment of receipt of complaint
- ✓ Investigation process
- ✓ Closure with the complainant
- ✓ Keeping record of complaints

### **4.8. SSC SPECIFIC REQUIREMENTS**

- ❖ SSCs can add any specific requirements that they want to be included for VTP to satisfy aspects pertaining to their sector.

## Schedule of Various Charges under Affiliation and Applicability

#	Charges	NSDC Funded Partners <i>Differential for NSDC funded Partners and Government Institutions (Should cover the Operating Cost only)</i>	For Others <i>SSC Specific</i>
1.	Application Fee	₹	₹
2.	Affiliation Fee	₹	₹
3.	Affiliation Fee	₹	₹
	• Document Validation	₹	₹
	• Compliance Validation	₹	₹
4.	Annual Affiliation fee	₹	₹

### **Note:**

1. Travel, boarding and lodging to NSDC funded partners will be charged on actuals.
2. Wherever possible, it will be regional/ local based assessors that will be deployed
3. Economy Class Air Fare/ 1<sup>st</sup>/ 2<sup>nd</sup> AC Train Fare/ Assessing Bodies Guest House or 3 Star (Minimum) Hotel (boarding and lodging), local travel by AC car/ taxis. Assessing Body may also make the ticketing and other arrangements as per the requirements.
4. All fees once paid will be non-refundable

## Process of Affiliation

The process of affiliation along with the timelines is outlined below:

1. Any VTP or Education Body wishing to affiliate to an SSC will have to apply on-line along with application fee payment details via SDMS (Skills Development Management System) accessible to the interested VTP from the SSC website only.
2. Post submission of the online application, an SSC will take up to a maximum of 30 working days to revert back to the interested VTP on affiliation or rejection of the submitted application.
3. The process of the application, post submission at the SSC end will be as follows:

The task of due-diligence will be done by the SSC directly or through a third party.

- a. The first level online check on completeness of the application form will be done by the SSC and if the third party assessors are involved, forward the application to them within **2** working days of receiving the online application.
- b. SDMS system will automatically inform the VTP of the third party assessor details.
- c. The due-diligence of the VTP application will be completed by the SSC either directly or with the help of appointed third party assessor within **10** working days.
- d. The due-diligence report of recommending or rejecting affiliation will be submitted by the SSC into SDMS or the third party assessors in **2** working days post completion of the due-diligence into the SDMS system for the SSC. SSC after evaluation of the same and its comments will forward to the Affiliation Sub-Committee.
- e. The Affiliation Sub-Committee members will preview the report and will give their online acceptance or rejection within **5** working days back to SSC.
- f. SSC on receiving the Affiliation Sub-Committee recommendation will prepare an online report of Acceptance or Rejection within **3** working days.
- g. The SSC will communicate the decision to the concerned VTP within **2** working days and the copy to NSDC for information.
- h. 6 days are kept as buffer for any prescribed timelines over-flows.

Each step listed above is online and through SDMS system. The SDMS system will automatically generate mails and keep informing the various stakeholders on the progress or delay.

Any inordinate delays will trigger alarms to the concerned stakeholders.



Any applicant will be able to track the progress of their application online.

In the event of any arbitration, the first level of appellate will be the Governing Council (GC) of the SSC.

In the event of applicant not satisfied with the GC decision, the same could be referred to NSDC.

NSDC will form a tribunal constituting the members drawn from both SSCs and NSDC funded VTPs. The members will be CEOs both from SSCs and of the VTPs.

The decision of this tribunal will be full and final and will be acceptable to both SSC and the applicant VTP.

# APPLICATION FORM FOR AFFILIATION

## **GENERAL INSTRUCTIONS**

1. The application has to be applied online by the VTP interested for affiliation.
2. The link to the application will be available via SSC website
3. Copies of all the relevant documents should be scanned and uploaded with the online application form.
4. In addition to online application, a print-out of this application form along with hard copies of the relevant documents has to be sent to the concerned SSC by the VTP.

### **APPLICATION FOR AFFILIATING FOR THE FOLLOWING JOB ROLES (AS PER QUALIFICATION PACKS):**

S. No	Job Roles
1	
2	
3	
4	
5	

(More columns will get added, if required)



## **Section 1: Institution and Management Profile**

1. Name of the Institution:

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2. Whether NSDC funded – Yes ☐ No ☐

If Yes, provide details

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3. Name(s) of the Director(s):

S No.	Names

4. Contact Details of the Institution:

Postal Address	
Phone Number with STD code	
Fax No.	
Email of Director(s)	
Website Address	

5. Year of Establishment: \_\_\_\_\_

6. Prior Exposure of the Institution in Skill Development Space

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7. Medium of instructions in Institute:

☐ English

☐ Hindi

☐ Any Other

Please specify: \_\_\_\_\_

8. Does the Institute have branches?

Yes ☐ No ☐

**(If Yes, attach the list of Branches as Enclosure 1)**

9.

Tan No.	
Pan No.	

**(Attach photocopy of the PAN card and last IT return as Enclosure 2)**

10. Turnover of the Institute: \_\_\_\_\_

**(Attach Audited balance sheet of last 3 years as Enclosure 3)**

11. Is the Institute Recognized with any bodies?

Yes ☐ No ☐

If Yes, Please mention the following:

Name of the Body with which recognized	
Recognition No	
Year of Recognition	
Validity of Recognition	

**(Attach Recognition certificate as Enclosure 4)**

12. Is the Institute Affiliated with any Regulatory Body?

Yes ☐ No ☐

13. If Yes, Please mention the following:

Name of the Regulatory Body with which affiliated	
Affiliation No	
Year of Affiliation	
Validity of affiliation	

**(Attach Affiliation certificate as Enclosure 5)**

14. Educational Qualifications and Experience of the Director/s and the Management Team members

Name of the Director/ Management Team Members	Educational Qualifications	Overall Work Experience (in years)	Prior Experience in the Skills Training Space	Key Achievements in the Skills Development

15. Details of the Operation Head and the Affiliation Coordinator of the VTP

Name of the Operations Head and Affiliation Coordinator	Educational Qualifications	Overall Work Experience (in years)	Prior Experience in the Skills Training Space	Key Achievements in the Skills Development

16. Provide the Contact Details of the Directors/ Management Team/ Operations Head/ Affiliation Coordinator

Name	Contact Address	Contact Numbers – Both Land Line and Mobile	Email-ids

## **Section 2: Quality Aspects in Institution Governance**

17. Does your Institution have a “Mission Statement”?

Yes ☐ No ☐

18. If Yes, please write the Mission Statement in the space provided below:

19. Does your Institution have as “Operations Manual”?

Yes ☐ No ☐

20. Please certify if your “Operational Manual” cover the aspects mentioned below in the table. At the time of affiliation assessment, the Operations Manual will have to be presented for physical verification.

Aspect	Yes/No	Remarks
Background of the Institution		
Organization Structure		
Details of other Affiliations, if applicable		
Industry Linkages		
Profile of Senior and Middle Management		
Profile of trainers		
Details of Infrastructure, workshop, store etc.		
Process of internal evaluation		
Placement cell details and its placement tracks		
Courses offered		

21. In the space provided below, provide the financial resources which shall be capable of sustaining a sound vocational educational program consistent with its stated mission and objectives.

22. Provide the list of all statutory and regulatory compliances followed by the Institution.

### **Section 3: Training Operations - Processes**

23. Details of documented process for management of Human Resources.  
 Certify the existence of the aspects listed below and will have to be physically produced to the affiliation assessors.

<b>Aspect</b>	<b>Yes/No</b>	<b>Remarks</b>
Recruitment guidelines and criteria based on required competencies		
Process of reviews to identify competency gaps vis-à-vis requirement in the in-house talent		
Training and professional development plan and processes		
Maintaining records of qualifications and experience		
Process of motivation and enhancement of self-esteem amongst the staff		
SSC Specific add-ons		

24. Details of the Teaching Staff

<b>S. No</b>	<b>Name</b>	<b>Designation</b>	<b>Degree/ Diploma</b>	<b>Training Certificate</b>	<b>Industry Experience</b>	<b>Instruction Experience</b>	<b>Regular/ Visiting</b>



25. Have the Trainers undergone any specialized training?

Yes ☐ No ☐

**(If Yes, attach the Details of the training as Enclosure 6)**

26. Administrative Support Staff

S. No.	Staff	Permanent	Temporary/Part-time	Total
1.	Office Manager			
2.	Office Staff			
3.	Lab Attendants			
4.	Accountant			
5.	Support Staff			
6.	Others			

27. Details of the Curriculum of the all the courses offered. Certify the existence of the aspects listed below and will have to be physically produced to the affiliation assessors.

Aspect	Yes/No	Remarks
Process of adoption and/or development of curriculum on the basis of QP and NOS developed by the SSC		
Review process to gauge the effectiveness of the curriculum developed		
Clear demarcation of time to theory and practical as per the criteria set by regulatory bodies		
Pedagogy inclusive of time schedule and lesson plan		
Process of SME engagement in curriculum design and development		
Review process for approval of curriculum from the SSC		
SSC specific		

28. Details of the Courseware of all the courses offered. Certify the existence of the aspects listed below and will have to be physically produced to the affiliation assessors.

<b>Aspect</b>	<b>Yes/No</b>	<b>Remarks</b>
Process of adoption and/or development of courseware on the basis of QP and NOS based curriculum approved by SSC		
Existence of Facilitators Guide		
Existence of Trainer Guide		
Existence of Participant Manuals		
Existence of Assessment Guides		
Existence of participant feedback forms		
Existence of Training Delivery Plans		
Review process to gauge the effectiveness of the courseware developed		
Process of SME engagement in courseware design and development		
Review process for approval of courseware by the SSC		
SSC specific		

29. Details of the Teaching Process for the courses offered. Certify the existence of the aspects listed below and will have to be physically produced to the affiliation assessors.

Aspect	Yes/No	Remarks
Time table		
Delivery plan		
Monitoring and evaluation process of students – continuous assessments, tests, examination etc.		
Management of student evaluation records		
Lab/ workshop exposure and its linkage to theoretical delivery		
Industry visits		
SSC specific		

30. Details of Training Methodology. Certify the existence of the aspects listed below and will have to be physically produced to the affiliation assessors.

Aspect	Yes/No	Remarks
Documentation process of training methodology		
Existence of training aids		
SSC Specific		

31. Details of Methodology adopted for Continuous Evaluation. Certify the existence of the aspects listed below and will have to be physically produced to the affiliation assessors.

Aspect	Yes/No	Remarks
Documentation process of Continuous Evaluation		
Documented process on student monitoring on learning		
SSC specific		

32. Details of Methodology adopted for Industrial Interface. Certify the existence of the aspects listed below and will have to be physically produced to the affiliation assessors.

Aspect	Yes/No	Remarks
Documentation process of engagement of experts from the industry		
Documented process on integration of real life problems from the industry and exposing students sample solutions		
SSC Specific		

33. Details of Methodology adopted for Student Development. Certify the existence of the aspects listed below and will have to be physically produced to the affiliation assessors.

Aspect	Yes/No	Remarks
Documented process of imparting soft skills training		
Documented process of providing guidance to students on placements		
Documented process on OJT/ Placement facilitation		
SSC Specific		

34. Details on Student Admissions. Certify the existence of the aspects listed below and will have to be physically produced to the affiliation assessors.

Aspect	Yes/No	Remarks
Printed brochure/ prospectus		
Documented policy and procedures for admissions		
Concessions policy		
Process of keeping the safe custody of student documents		
Student agreement with the institution at the time of admission		
SSC Specific		

35. Provide the availability of aspects related to the Learning Environment:

Aspect	Yes/No	Remarks
Are the classroom illumination levels sufficient		
Are the classroom ventilated enough		
Do the classroom and rest of the centre maintain the required cleanliness		
Do the classroom and rest of the centre weather protected		
SSC specific		

36. Library details:

Total number of Books related to the trade(Technical and Non- Technical)	
Number of Magazine	
Number of Dailies (newspapers)	

37. Provide the availability of aspects related to the Infrastructure:

Aspect	Details	Remarks
Building Own/Rented/ On Lease		
Area of Institute Premises		
Size of classrooms		
Size of Labs		
Size of workshops		
Number of classrooms		
Number of Labs		
Number of workshops		
Safe drinking water (Yes/No)		
Power backup (Yes/No)		
Separate toilet for Boys and Girls (Yes/No)		
Provision of transport facility, if applicable (Yes/No)		
SSC Specific		

38. Ages of Critical Equipment that are more extensively used for Trade Training in the Workshop

S. No.	Trade	Facilities	No.	Average age in No. of Years	Remarks

39. Details on Health and Safety of the learners. Certify the existence of the aspects listed below and will have to be physically produced to the affiliation assessors.

Aspect	Yes/No	Remarks
Documented process of staff training on crisis handling		
Availability of equipment required for covering indoor and outdoor emergencies		
Documented process on providing training on the equipment on indoor and outdoor emergencies		
Availability of equipment required for fire safety		
Documented process on providing training on the fire safety equipment		
Health policy including collection of required medical record of staff and students		
Compliance to the regulatory norms related to health and sanitary conditions		
Documentary proof of compliances certified by the competent authority		
SSC Specific		

## **Section 4: Performance Measurement and Improvement**

40. Documentary evidences of suitable indicators to monitor and measure the performance. Key aspects that need to be certified by the applicant are:

<b>Aspect</b>	<b>Yes/No</b>	<b>Remarks</b>
Documented process of trade learning progress		
Documented processes of workshop upkeep and modernization		
Documented process on tracking health and safety incidences		
Documented process on gathering feedback of placed students with the employers		
Documented process of tracking trends in employability and placement record		
SSC specific		

41. Documentary evidences of practicing continual improvement. Key aspects that need to be certified by the applicant are:

<b>Aspect</b>	<b>Yes/No</b>	<b>Remarks</b>
Documented process of taking student feedback on curriculum		
Documented processes of taking student attendance		
Documented process on tracking student dropouts		
Documented process on tracking student performance on tests		
Documented process of tracking teacher attendance		
Documented process of tracking placement patterns		
SSC Specific		

42. Documentary evidences of Management Review. Key aspects that need to be certified by the applicant are:

Aspect	Yes/No	Remarks
Documented process of conduction of Management Review Meetings (MRM)		
Documented processes of taking actions on the basis of MRM		
Documented process on tracking Faculty Review		
Documented process on tracking training needs of the faculty by the management		
Documented process of tracking student complaints and redress of the same		
Documented process of analysis of student feedback		
Documented process of analysis of results in skills assessment		
SSC Specific		

43. Documentary evidences of mechanism on Complaint Handling. Key aspects that need to be certified by the applicant are:

Aspect	Yes/No	Remarks
Documented process on Information Sharing on complaints with all stakeholders		
Documented processes of acknowledgement of receipt of complaint		
Documented process on investigation of the complaint		
Documented process on tracking training needs of the faculty by the management		
Documented process of tracking student complaints and redress of the same		
Documented process of investigating the student complaints		
Documented process of closure of the student complaint		
Documented process of keeping record of student complaint		
SSC specific		



## Other Relevant Information

44. Does the Institute receive any grant from Govt. of India / State Government/ Union Territory or any other source?

(Attach details of grants received in last 3 years as Enclosure 7)

## Performance Review

### a. Overall

S. No.	Performance Criteria	Unit of Measurement	2012-13	2011-12	2010-11	Remarks
1.	Utilization of Students seating capacity	%				
2.	Retention Rate (Of students admitted)	%				
3.	Students/Teaching Staff	Ratio				
4.	Pass out (Of students appeared)	%				
5.	Students on completion got jobs	%				
6.	Total yearly expenditure / Initial budget sanctioned	%				
7.	Students on completion expressing satisfaction on quality of training	%				
8.	Teachers expressing satisfaction on all round conditions of the VTP	%				
9.	SSC specific					

## B. Trade wise

S. No.	Course Name	Duration	No. of batch/ year	Students in each batch	No. of trainees appeared for Exam	No. of trainees certified	No. of trainees placed	Remarks

List of Enclosures	Enclosed
List of Branches	Yes <input type="checkbox"/> No <input type="checkbox"/>
PAN and IT Return	Yes <input type="checkbox"/> No <input type="checkbox"/>
Audited Balance Sheet	Yes <input type="checkbox"/> No <input type="checkbox"/>
Registration Certificate of Trust/ Society	Yes <input type="checkbox"/> No <input type="checkbox"/>
Copy of Recognition Certificate	Yes <input type="checkbox"/> No <input type="checkbox"/>
. Copy of Affiliation Certificate	Yes <input type="checkbox"/> No <input type="checkbox"/>
Building Approval Document	Yes <input type="checkbox"/> No <input type="checkbox"/>
Staff Particulars	Yes <input type="checkbox"/> No <input type="checkbox"/>
Training detail of Staff	Yes <input type="checkbox"/> No <input type="checkbox"/>
Drinking Water	Yes <input type="checkbox"/> No <input type="checkbox"/>
Health and Sanitary Conditions	Yes <input type="checkbox"/> No <input type="checkbox"/>
Fire Safety	Yes <input type="checkbox"/> No <input type="checkbox"/>
Bus Service details	Yes <input type="checkbox"/> No <input type="checkbox"/>
Details of Grants received in last 3 years	Yes <input type="checkbox"/> No <input type="checkbox"/>
Detail of Assessment procedure	Yes <input type="checkbox"/> No <input type="checkbox"/>