

**APPLICATION FORM FOR
AFFILIATION TO
SECTOR SKILL COUNCIL
BY VOCATIONAL
TRAINING PROVIDERS
(AFFILIATED TO
GOVERNMENT SCHEMES
AND NSDC)**

Sign Here: _____

GENERAL INSTRUCTIONS

1. The application has to be applied online by the VTP/Institution interested for affiliation to a particular SSC
2. The link to the application will be available via SSC and NSDC 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/Institution
5. Please sign and stamp every page of the document

APPLICATION FOR AFFILIATING FOR THE FOLLOWING JOB ROLE(S)
(AS PER QUALIFICATION PACKS VALID FOR THE SCHEME):

S. No.	Job Roles	Qualification Pack Reference Number
1.		
2.		
3.		
4.		
5.		
6.		
7.		

(More columns will get added, if required)

Section 1: Institution and Management Profile

Sign Here: _____

1. Name of the VTP/Institution:

2. Whether NSDC or government affiliated

- Government
 NSDC

3. Name(s) of all Director(s) / Owner(s) as on date:

S. No.	Names
1.	
2.	
3.	
4.	

4. Contact Details of the Institution:

Postal Address:	
Pin Code	
Phone Number with STD Code	
Fax No:	

5. Year of Establishment: _____

6. Prior Exposure of the VTP/Institution in Skill Development Space – (Provide Details of affiliation with government scheme/NSDC. Please attach relevant proof)

Sign Here: _____

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. PAN No: _____

10. TAN No: _____

(Attach photocopy of the PAN and TAN card as Enclosure 2)

11. Turnover of the VTP/Institute: _____ (Last Financial Year)

14. Is the Institute recognized with any bodies or affiliated with any Regulatory body?

- Yes
 No

15. If Yes, Please mention the following:

Name of the Body with which recognized or affiliated Regulatory Body	
Recognition No./ Affiliation Number	
Year of Recognition/Affiliation	

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Validity of Recognition/ Affiliation	
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(Attach Recognition and/or Affiliation certificate as Enclosure 5)

21. Educational Qualifications and Experience of the Director(s), Management Team members, Operational Head(s) and Affiliation Coordinator(s) for VTP/Institution:

Name of Director(s), Management Team members, Operational Head(s) and Affiliation Coordinator(s)	Educational Qualifications	Overall Work Experience (in years)	Prior Experience in the Skills Training Space	Key Achievements in the Skills Development

22. Provide the Contact Details of the Director(s), Management Team members, Operational Head(s) and Affiliation Coordinator(s) for VTP/Institution:

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

23. Provide your bank details:

Sign Here: -----

A/C Number	
Bank Name	
IFSC Code	

Section 2: Training Operations - Processes

24. Details of documented process for management of Human Resources.

Aspect		Yes/No
Recruitment guidelines and criteria based on required competencies		
Training and professional development plan and processes		
Maintaining records of qualifications and experience		
SSC Specific add-ons		

25. Details of the Teaching Staff

S. No	Name	Designation	Degree/ Diploma	Training Certificate	Sector Experience (Yrs)	Instruction Experience (Yrs)	Regular/Vi siting
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							

26. Have the Trainers undergone any specialized training?

Yes No

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

27. Administrative Support Staff

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

28. Details of the Curriculum of the all the courses offered.

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		
Activity based 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 inputs (if any)		

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29. Details of the Courseware of all the courses offered.

Aspect	Yes/No	Remarks
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		
SSC specific inputs (if any)		

30. Details of the Training Process for the courses offered.

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 inputs (if any)		

Sign Here: _____

31. Details of Methodology adopted for Continuous Evaluation.

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.

Aspect	Yes/No	Remarks
Documentation process of engagement of experts from the industry		
SSC Specific		

33. Details of Methodology adopted for Student Development.

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.

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: (Attach Photographs)

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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

a. Total number of Books related to the trade:

Technical	
Non Technical	

b. Number of Magazines: _____ -

c. Number of Dailies (newspapers): _____

37. Ages of Critical Equipment (as per requirement of QP) that are more extensively used for Trade Training in the Workshop

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

38. Details on Health and Safety of the learners.

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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 3: Performance Measurement and Improvement

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

Aspect	Yes/No	Remarks
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		

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

Aspect	Yes/No	Remarks
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		

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41. 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

48. 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)

Sign Here: _____

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	%				
9.	SSC specific					

Sign Here: _____

S. No.	List of Enclosures	Yes/No
1.	List of Branches	
2.	PAN and IT Return	
3.	Registration Certificate of Trust/ Society	
4.	Copy of Recognition and or Affiliation Certificate	
5.	Details of Trainer Trainings	
6.	Details of Grants received in last 3 years	
7.	Lease Agreement	
8.	Staff Particulars	
9.	Drinking Water	
10.	Health and Sanitary Conditions	
11.	Fire Safety	
12.	Bus Service details	

I hereby confirm that my training center, used in the training of trainee under the above mentioned scheme meets the specifications for becoming an Affiliated Training Partner as per the standards defined by SSC and NSDC. The criteria is mentioned on the NSDC and respective SSC website. I also declare that the above mentioned information is true.

Sign Here: _____