

**Protocols for Affiliation of Training Partners for Suryamitra (MNRE), Student Paid Programs and other State Skill Development Missions.**

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Objectives of Skill Council for Green Jobs (SCGJ)

The mandate of SCGJ is to:

* Collate labour market information with respect to number of people getting direct and indirect employment in various areas of the industry.
* Research and aggregate skill requirements of the Industry including sub-sector requirements, regional requirements and international trends and best practices that can be introduced in the domestic skill development space.
* Create skill database of the current and future skill requirements, both in terms of numbers as well as types of skills and investigating the underlying reasons for skill gaps.
* Identify changing technologies in the sector and collate technology specific skills which may be required in future. Besides technical skills, list out soft skill requirement in terms of content, the depth of coverage required and practical training requirement etc. and lead the drive to boost skill development to improve productivity, growth & employment. Regulate the skill development activities in the Industry including development of National Occupational Standards and qualifications. It will collaborate with the industry to map typical job profiles, develop the occupational and competency standards for each of the job profiles / roles in the industry, and the career path for all role holders.
* Build Capacity for training delivery: Directly influence the planning of education & training across India, working within the distinctive arrangements in each nation. Help in developing training curriculum and assessment criteria, identify institutes who would partner for training and train the trainers.
* Provide quality assurance via accreditation & certification of training delivery bodies and awarding certification to trainees. Accreditation will include approving the course content, infrastructure requirements, certification of faculty etc. Certification criteria will be developed in conjunction with the Government bodies/Agencies.
* Develop Centre of Excellence (COE) to serve as Technology Demonstrator for Training, skill development and as benchmark for other training institutes to be set-up thereafter. Several Training centres with latest simulation equipment will need to be established to provide practical training of different types suiting to the organizational/trainee’s needs. COEs would focus on Training, Awareness, Accreditation and other advisory services

# 

# 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 Skill Council (SSC) constituted by NSDC. For NOS please refer to Annexure I of this document.

Any Education Body/ Vocational Training provider (VTP) can seek affiliation from a Skill Council in delivering the requisite elements of a NOS based vocational training. The affiliation process conducted by a Skill Council 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 a Skill Council 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.

## 

## Institutions Eligible to Affiliate to SCGJ

* Training Organizations/Institutions set up by NSDC funding.
* Training Institutions set up/affiliated by Government
  + ITIs/ITCs affiliated to NCVT
  + Institutions approved by Councils under Central Government like AICTE
  + College/Institutes affiliated to a University set by Central or State/UT Government or recognized by UGC
  + Schools/Institutes approved by Central or State Boards of Secondary Education (or equivalent) or Boards of Technical Education.
  + Any other institute set up by Central or State/UT government
* Private Training Institutions independently operating in Vocational Space.
* Training institutions set up by private companies to meet the skilled manpower requirement for in-house needs or for the sector.

Company/Firm/Society/Trust - Any of the above fulfilling any of the following criteria:

* An organization providing training under Apprentices Act, 1961 for last three years from the date of submission of the application.
* 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.

## 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

# Guidelines for training institutes seeking affiliation with SCGJ

1. Applying Job role: Each training institute has to specify clearly the name of the skill centre(s) along with the job roles for which they are applying for each centre. For this, they have to refer to the list of job roles available with SCGJ enclosed as **Annexure-1**.

**ANNEXURE-1**

**List of Job roles available at Skill Council for Green Jobs**

|  |  |  |
| --- | --- | --- |
| **List of Job Roles launched** | | |
|  | Solar PV Installer Suryamitra  Solar PV Installer – Civil  Solar PV Installer – Electrical  Wastewater Treatment Plant Helper  Wastewater Treatment Plant Technician |  |

1. Physical Inspection: Training institute applying for affiliation for skill centre(s), Physical inspection per job role will be done by SCGJ for all the skill centres. If during the physical inspection, the inspected skill centre is found to be complying with the SCGJ requirements, affiliation process shall be proceeded further, else in a case of non-compliance, affiliation shall not be granted to that specific centre. However, on request of Training partner for affiliation of the centre found non-compliant, a window of one month can be given to bring up to the standards as laid down by the SCGJ before the re inspection is done on repayment of site inspection fee.
2. Faculty: Each training institute has to employ at least one trainer/job role/batch/skill centre as per the qualification standards laid down by SCGJ enclosed as:

**Annexure-2**

|  |  |  |
| --- | --- | --- |
| **QUALIFICATION STANDARDS OF FACULTY** | | |
| **Sl. No.** | **Job role** | **Min Qualification** |
| 1. | Solar PV Installer Suryamitra | * Minimum 3 years of relevant industry experience for ITI /Diploma (Electrical, Electronics, Civil, Mechanical, Fitter, Instrumentation)   or   * Minimum 2 years of relevant industry experience for B.Tech (Civil/Mechanical /Electrical/ Instrumentation / Electronics / Electrical and Electronics Eng.)   or   * MSc Physics / M.Tech in Energy Engineering / Solar Energy   or   * Certified Solar Trainer |
| 2. | Solar PV Installer –  Civil | * Minimum 3 years of relevant industry experience for ITI /Diploma (Electrical, Electronics, Civil, Mechanical, Fitter, Instrumentation)   or   * Minimum 2 years of relevant industry experience for B.Tech (Civil/Mechanical /Electrical/ Instrumentation / Electronics / Electrical and Electronics Eng.)   or   * M.Tech in Energy Engineering / Solar Energy   or   * Certified Solar Trainer |
| 3. | Solar PV Installer – Electrical | * Minimum 3 years of relevant industry experience for ITI /Diploma (Electrical, Electronics)   or   * Minimum 2 years of relevant industry experience for B.Tech (Civil / Electrical / Electronics / Electrical and Electronics Eng.)   or   * MSc Physics / M.Tech in Energy Engineering / Solar Energy   Or   * Certified Solar Trainer |
| 4. | Wastewater Treatment Plant Helper | * Minimum 3 years of relevant industry experience for ITI /Diploma   Or   * Minimum 2 years of relevant industry experience for B.Tech   or   * M.Tech in Environment / Water Resources |
| 5. | Wastewater Treatment Plant Technician | * Minimum 3 years of relevant industry experience for ITI /Diploma   or   * Minimum 2 years of relevant industry experience for B.Tech   Or   * M.Tech in Environment / Water Resources |

1. Infrastructure facility:

**For Trainings in the SOLAR PV Sector:** For affiliation, each training institute has to comply with infrastructure facility standards laid down by SCGJ enclosed as **Annexure-3**.

**Annexure-3**

|  |  |  |  |
| --- | --- | --- | --- |
| **Standards for infrastructure facility which needs to be complied** | | | |
| **S. No.** | **Category** | **Minimum Requirements** | **Remarks** |
| **A.** | **Infrastructure Requirements Per Skill Centre** | | |
| A1. | Class Room | | |
| i) | No. of Class Rooms | Min 1 class room | **(Mandatory)** Per Job Role |
| ii) | Class Room Size | A Minimum Seating capacity of 30 Trainees. | Per class room |
|  |  |  |  |
| A2. | Skill Lab (Lab setup) | | |
| i) | No. of Skill Labs | Min 1 Lab | **(Mandatory)** Per Centre |
| ii) | Lab Equipment Size | Min 1 KWp Solar Power plant + Tool Kit | **(Mandatory)** Per Centre |
| iii) | Tool kit & Equipment | List of Tool Kit as per the List Below | **(Mandatory)** |
|  |  |  |  |
| A3. | Library | | |
| i) | No. of technical Books | 30 technical books | Per Job Role |
| ii) | No. of Non-technical Books | Preferable |  |
| iii) | No. of journals | Preferable |  |
| iv) | No. of Dailies | Preferable |
|  |  |  |  |
| A4. | Water & Sanitation Facility | | |
| i) | Water Supply | Legal water supply | **(Mandatory)** |
| ii) | Drinking Water Facility | 1 Water Cooler with water purifier (Preferable) |  |
| iii) | Separate Toilets for Boys & Girls | Separate Arrangement (Preferable) |  |
|  |  | | |
| A5. | Fire Safety | | |
| i) | Fire Extinguisher | 1 +1 |  |
|  |  |  |  |
| A6. | Common room/Pantry | Preferably 1 |  |
|  |  | | |
| A7. | Ventilation | | |
| i) | Lighting and Ventilation | Well-ventilated |  |
| ii) | Air conditioning | Preferable |  |
|  |  |  |  |
| A8. | Electricity Supply Structure | Legal electricity supply |  |
| A9. | Power Back up | Standby Arrangement |  |
| A10. | Bus/Transport Facility | | |
| i) | Connectivity to Public Transport | Preferable |  |
| ii) | Own Transport Facility | Preferable |  |
| **B.** | **Documents Per Skill Centre** | | |
| B1. | Legally constructed | Building Plan |  |
| B2. | Permission | To be used as educational institution |  |
| B3. | If Rented | Rent/Lease Deed |  |
| B4. | If Owned | Registration Papers for land and building showing legal possession of society/trust |  |
| B5. | If on contractual basis | MOU with concerned organization |  |
| **C.** | **General Training Aids Per Skill Centre** | | |
| C1. | Black-board/ White-board/ Smart Board | Preferable | Per class room & Skill lab |
| C2. | Chalk/Marker | Preferable |
| C3. | Duster | Preferable |
| C4. | Computer/Laptop facility | Preferable | Per Skill Centre |
| C5. | Projector facility | Preferable |
| C7. | Charts/Posters | Preferable | Per class room & Skill lab |
| C9. | Printer/ Photocopy/ Scanner Facility | Preferable | Per Skill Centre |
| C10. | Glossary for Renewables | Preferable |  |
| **D1.** | **Training Experience (IF Yes in Renewable Energy Sector)** | | |
| A1. | Min No of Training Programs Organised | 5 |  |
| A2. | Min No. of Participants Trained | 100 |  |
| **D1.** | **Training Experience ( IF NO in Renewable Energy Sector)** | | |
| A1. | No of Training Programs Organised | 10 |  |
| A2. | No. of Participants Trained | 200 |  |

1. Equipment: Each training institute has to deploy the essential equipment at each skill centre for the applied job role. The list needs to be specified by the Training partner and SCGJ shall ratify the same. Kindly fill in the details in **Annexure-4**.

**Annexure 4**

|  |  |  |
| --- | --- | --- |
| **List of Tools & Equipment for a batch of 30 trainees** | | |
|  | ***1 KW PV Modules*** | ***Mandatory*** |
|  | ***1 KW Inverters*** | ***Mandatory*** |
|  | ***2 Batteries (Minimum)*** | ***Mandatory*** |
|  |  |  |
| ***Sno.*** | ***Name of Tools & Instruments*** | ***Quantity (Nos.)*** |
| 1 | Tool kit | As per requirements |
| 2 | Double ended flat spanner | 1 set |
| 3 | Double ended ring spanner | 1 set |
| 4 | Combination pliers | 1 set |
| 5 | Side cutting pliers | 1 set |
| 6 | Nose pliers | 1 set |
| 7 | Wire stripper | 1 set |
| 8 | Electrician knife | 1 set |
| 9 | Hack saw frame with blade | 1 set |
| 10 | Hand crimping tools | 1 set |
| 11 | Cable cutter | 1 set |
| 12 | Screw driver | 1 set |
| 13 | Water level | 1 set |
| 14 | Measuring tape | 1 set |
| 15 | Centre punch | 1 set |
| 16 | Standard wire gauge | 1 set |
| 17 | Vanier calliper | 1 set |
| 18 | Line dori | 1 set |
| 19 | Chisel | 1 set |
| 20 | Drill m/c | 1 set |
| 21 | Plumb bob | 1 set |
| 22 | Sprit level | 1 set |
| 23 | Flat file | 1 set |
| 24 | Round file | 1 set |
| 25 | Triangle file | 1 set |
| 26 | Hand saw | 1 set |
| 27 | PVC mallet | 1 set |
| 28 | Ball pin hammer | 1 set |
| 29 | Fuse puller | 1 set |
| 30 | Safety helmet | 1 set |
| 31 | Safety souse | 1 set |
| 32 | Safety belt | 1 set |
| 33 | Nose mask | 1 set |
| 34 | Safety goggles | 1 set |
| 35 | Ear plug | 1 set |
| 36 | PVC hand glove | 1 set |
| 37 | Cotton hand glove | 1 set |
| 38 | Reflective jacket | 1 set |
| 39 | Clampmeter | 1 set (Mandatory) |
| 40 | MULTIMETER | 1 set (Mandatory) |
| 41 | Megger | 1 set (Mandatory) |
| 42 | Earth tester | 1 set (Mandatory) |
| 43 | Water testing instrument (TDS meter) | 1 set (Mandatory) |
| 44 | Earthing Rod | 1 set |
| 45 | Soldering Iron & Flux | 1 set |
| 46 | Phase Sequence Meter | 1 set |
| 47 | Saftey Gloves | 1 set |
| 48 | Pyranometer | 1 set (Mandatory) |

1. Terms & Conditions (to be submitted with application form): Each training institute has to agree with all terms and conditions laid down by SCGJ enclosed as **Annexure-5**.

**ANNEXURE-5**

**Terms & Conditions for Affiliation by SCGJ**

**Applicant Training Institute that has applied for Affiliation shall be required to fulfil the following terms and conditions:**

1. The Training Institutes and their respective applicant skill centre(s) should provide the trainings as per the Qualification Packs and National Occupational Standards prepared by the Skill Council for Green Jobs.
2. The Training Institutes and their respective applicant skill centre(s) should ensure that admission of students is as per the *eligibility conditions* prescribed in the NOS for the applied job role.
3. The Training Institutes and their respective applicant skill centre(s) should ensure that trainers / facilitators are approved by the Skill Council for Green Jobs.
4. The affiliation shall be granted for period of 3 Years and shall be subject to an on-site inspection, which may be conducted by the Skill Council for Green Jobs anytime during the validity of affiliation. The renewal of affiliation shall also depend on satisfactory performance / review of the skill centre.
5. The training institute shall offer to Skill Council for Green Jobs or its representative cooperation during physical inspection in:
6. Access to the facility.
7. Assess to the attached/associated facility relevant for training.
8. Access of all relevant information and documentation.
9. Access to all records and relevant personnel.
10. The Training Institutes and their respective applicant skill centre(s) shall provide well equipped facility for theory and practical assessment of the students.
11. On grant of affiliation, the Training Institute shall:
12. Claim affiliation in only those skill centres, which has been affiliated by Skill Council for Green Jobs (applicable for Training Institute having more than one skill centre)
13. Not state its affiliation in a manner as to be considered misleading or unauthorized and bring Skill Council for Green Jobs to disrepute
14. Make reference to affiliation in its documents, brochures or advertising only in compliance with the requirements of Skill Council for Green Jobs.
15. The applicant training Institute need not pay any fee for Affiliation for Suryamitra Program (MNRE), Student Paid model and other State Skill Development Missions. However, for PMKVY the required fee is to be paid to NSDC & SCGJ by applying on the SMART Portal.
16. The T.P needs to submit the photographs of the necessary infrastructure along with relavent declarations.

#### The training Institute shall inform Skill Council for Green Jobs within 30 days of significant changes affecting the operation of the Institute/Centre relevant to affiliation, such as:

a. Its legal, commercial, ownership or organizational status

b. The organization, top management and key personnel

c. Main policies

d. Addition of new job role in the affiliated skill centre

e. The Training institute shall continuously keep in touch with Skill Council for Green Jobs to keep itself updated.

1. The applicant/affiliated training Institute shall respond promptly to the changes initiated by Skill Council for Green Jobs in its affiliation criteria, policies and procedures. However they will be given sufficient notice and time, as in the opinion of is found reasonable, to carry out adjustments in its system. The applicant/affiliated training Institute shall inform Skill Council for Green Jobs when such adjustments have been completed.
2. Skill Council for Green Jobs may suspend or withdraw affiliation of the training Institute / stop processing application of an applicant institute, as per Skill Council for Green Jobs policy, on one or more of the following grounds:
3. During a physical inspection, applicant training Institute does not comply with the affiliation requirements.
4. Non-payment of affiliation process fee and post affiliation fees.
5. Non-cooperation to the set protocols with Skill Council for Green Jobs.
6. Refusal to allow examination of relevant skill centre, documents and records by Skill Council for Green Jobs & its appointed representative
7. Result of complaint analysis or any other information, which indicates that the training institute no longer complies with requirements of Skill Council for Green Jobs.
8. The affiliated training institute and its respective skill centre upon suspension or withdrawal of its affiliation shall immediately cease its use of all sorts of material that contain any reference to the affiliation status.
9. The affiliated training institute is required to inform Skill Council for Green Jobs, if any of the proposed assessor(s) happens to be associated with them in any other capacity.
10. Skill Council for Green Jobs absolves itself of any legal or financial liability arising out of any act involving any accidental or consequential damages to personnel/equipment/ any other at any time.

# C:\Users\arpit sharma\Desktop\LOGO.jpgAPPLICATION FORM

# FOR

# AFFILIATION TO

# BY

# VOCATIONAL TRAINING PARTNERS

# GENERAL INSTRUCTIONS

1. A print-out of this application form along with hard copies of the relevant documents has to be sent to SCGJ by the VTP.
2. Each and every page should be stamped and signed (Authorised Signature) by the applicant VTP.
3. A declaration/board resolution should be furnished by the VTP endorsing the authorised signatory.
4. In addition to hardcopy, please submit the scan copy of the application form and the requisite supporting enclosures (please scan the application documents after stamping and signing).
5. Any training batch may be subject to random audit for compliance.
6. All SCGJ affiliated VTPs shall be eligible to participate for any Gov. / Non- Gov. Schemes (for example, PMKVY) subject to compliance.

# Fee Structure

|  |  |  |  |
| --- | --- | --- | --- |
| **Fee Structure for Affiliation Process** | | | |
| **Before the Physical Inspection** | | | |
| **Sno.** | **Category** | **Fee (INR)** | **Frequency** |
| 1 | Application Processing Fee | N.A |  |
| 2 | Physical Inspection Fee | N.A |  |
| **After the Physical Inspection & at the time of Affiliation** | | | |
| 1 | Affiliation Fee to SCGJ | N.A | Per Center **(For 3 Years)** |
| 2 | QP Adoption Fee for Training | N.A |  |
| 3 | QP/NOS Curriculum Compliance (To  be Vetted by SCGJ) | N.A |  |
| 4 | Training & Certification of Trainer | N.A |  |
| 5 | Assessment and Certification of Trainee **(Suryamitra MNRE)** | 8,00 | |
|  |  |  | |

Note:

1. All fees are non-refundable and non-transferable.
2. All fees has to be made strictly from TP official bank account as intimated in the affiliation document.
3. Please remit Affiliation Fees via NEFT / RTGS details as under and send confirmation mail of the payment to [assessment.greenjobs@gmail.com](mailto:assessment.greenjobs@gmail.com)
4. For Suryamitra Program (MNRE), Market Mode (Student Paid) Affiliations and State Skill Development Missions – No affiliation fee shall be charged from the T.P. However duly filled form along with relevant documents, and pictorial evidences of Class room and Lab facilities shall be required to be submitted along with the file.
5. **The Bank Account details of Skill Council for Green Jobs are as under:**

|  |  |
| --- | --- |
| **Bank Details of Skill Council for Green Jobs** | |
| **Account title** | SKILL COUNCIL FOR GREEN JOBS / (SCGJ) |
| **Account no** | 50200015188407 |
| **Account type** | Current Account |
| **IFSC code** | HDFC0004711 |
| **Branch address** | HDFC bank Ltd, 4/48 Malcha Marg, Shopping Complex, Chanakyapuri, New Delhi- 110021 |

List of Available Qualification Packs

Note: Additions will be made without prior notice.

|  |  |  |  |
| --- | --- | --- | --- |
| **Sno** | **Job Roles** |  |  |
| 1 | Solar PV Installer - Suryamitra (MNRE Program) |  |  |
| 2 | Solar PV Installer Suryamitra |  |  |
| 3 | Solar PV Installer – Civil |  |  |
| 4 | Solar PV Installer – Electrical |  |  |
| 5 | Wastewater Treatment Plant Helper |  |  |
| 6 | Wastewater Treatment Plant Technician |  |  |

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

1.

2.

3.

4.

5.

**Section 1: Institution and Management Profile**

1. Name of the Institution:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Whether NSDC funded – Yes / No

If yes, provide details

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Name/s of the Director/s:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Contact Details of the Institution:
   1. Postal Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* 1. Phone No. with STD code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  2. Fax No.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  3. Email of the Director/s:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* 1. Website Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Year of Establishment:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Prior Exposure of the Institution in Skill Development

…………………………………………………………………………………………..

1. Prior Exposure of the Institution in Skills Training **(Related to QP)**

* If Yes Provide details below……………………………………..
* NO please specify…………………………………………………….

1. Medium of instructions in Institute:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| English |  | Hindi |  | Any Other |

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

1. Details of Self Owned/Franchisee/Mobile Training Centres:

(Give separate break-up in the annexure)

Self-Owned Franchisee Mobile Total

**[Attach the list of Training Centres as Enclosure (Annexures appended below)]**

9. PAN No. and TAN No. of the Institute: \_\_\_\_\_\_\_\_\_\_

**(Attach photocopy of the PAN card and IT returns of last one year as Enclosure 2)**

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

**(Attach Audited balance sheet of last 1 year as Enclosure 3)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 11. Is the Institute Recognized with any bodies? |  | Yes |  | No |

1. If Yes, Please mention the following:
   1. Name of the Body with which recognized: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   2. Recognition No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   3. Year of Recognition: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   4. Validity of Recognition: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of the | Educational | Mobile No | Email ID | Total Experience |
| Director/ | Qualifications |  |  |  |
| Management |  |  |  |  |
| Team |  |  |  |  |
| Members |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
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|  |  |  |  |  |
|  |  |  |  |  |
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|  |  |  |  |  |

1. Details of the Operation Head and the Affiliation Coordinator of the TP

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of | Educational | Mobile No | Email ID | Total Experience |
| the | Qualifications |  |  |  |
| Operations |  |  |  |  |
| Head and |  |  |  |  |
| Affiliation |  |  |  |  |
| Coordinator |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

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

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

**Section 2: Training Operations – Processes**

1. Do you have the Teaching Staff relevant to the QP?

* YES………………………….
* NO…………………………..
* Identified (Please attach Proof)

1. SCGJ Specific - Details of the Teaching Staff.

**(Attach CVs of all the teaching staff as Enclosure 11)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| S. N | Name | Designation | Degree/ | Training | Industry | Instruction | Regular/ |
|  |  |  | Diploma | Certificate | Experience | Experience | Visiting |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

20. Have the Trainers undergone any specialized training related to the QP?

Yes No

**(If Yes, attach the Details)**

1. **Administrative & Support Staff**

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

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

|  |  |  |
| --- | --- | --- |
| **Aspect** | **Yes/No** | **Remarks** |
| Process of adoption and/or development of content/courseware on the basis of QP and NOS based curriculum approved by SCGJ |  |  |
| 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 SCGJ |  |  |
| Declaration of conducting SCGJ specific training for Participant with the list of identified stores mapped to each training centre |  |  |

22. Details of the Teaching 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 |  |  |
|  |  |  |

23. Details of Training Methodology.

|  |  |  |
| --- | --- | --- |
| **Aspect** | **Yes/No** | **Remarks** |

Documentation process of training methodology

Existence of training aids

24. Details of Methodology adopted for Continuous Evaluation.

|  |  |  |
| --- | --- | --- |
| **Aspect** | **Yes/No** | **Remarks** |

Documentation process of Continuous

Evaluation

Documented process on student monitoring on learning

25. Details of Methodology adopted for Industrial Interface.

|  |  |  |
| --- | --- | --- |
| **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

26. 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

27. **SCGJ Specific** Details of the Infrastructure:

* Class Room of 30 Students (Attach Photographs)
* Details of the LAB SET UP (Attach Photographs)
* Details of the Mandatory Tool Kit (Attach Photographs)

**Please Note: The Class Room, Lab & the Tool Kit must comply to the annexures mentioned in the affiliation document.**

**If there is NO LAB & Tool Kit present pertaining to the QP then please Specify……………**

28. Details on Student Admissions.

|  |  |  |
| --- | --- | --- |
| **Aspect** | **Yes/No** | **Remarks** |

Printed brochure/ prospectus

Documented policy and procedures for admissions

Concessions policy if any

Process of keeping the safe custody of student documents

Student agreement with the institution at the time of admission

29. 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

1. Library details
   1. Total number of Books related to the trade: Technical: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Non-Technical: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

* 1. Number of Magazine: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  2. Number of Dailies (newspapers): \_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Provide the details of availability of the following aspects related to Infrastructure:

|  |  |  |
| --- | --- | --- |
| **Aspect** | **Details** | **Remarks** |
| Building Own/Rented/On Lease |  |  |
| Area of Institute Premises |  |  |
| Size of classrooms **(Min for 30 Students)** |  | **Mandatory** |
| Size of Labs **(Min 1 KW Lab with Complete Tool Kit)** |  | **Mandatory** |
| 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) |  |  |
| Any other, please specify |  |  |

**Section 3: Performance Measurement and Improvement**

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

|  |  |  |
| --- | --- | --- |
| **Aspect** | **Details** | **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 |  |  |

1. 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 |  |  |

34. 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 student complaint |  |  |
| Documented process of tracking training |  |  |
| needs of the faculty by the management |  |  |
| Documented process of tracking student |  |  |
| complaints and redress of the same |  |  |
| Documented process of closure of the |  |  |
| student complaint |  |  |
| Documented process of keeping record of |  |  |
| student complaint |  |  |

**Other Relevant Information**

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

**(Provide details of grants received in last 3 years as Enclosure 17)**

# (Annexure A on letter head)

Date:

To,

The Chief Executive Officer (CEO)

**Skill Council for Green Jobs**

3rd Floor, Plot No. 4, Institutional Area

CBIP Building, Malcha Marg Chanakyapuri

New Delhi - 110021

Sub.: Undertaking of Staff Details

Respected Sir,

This is to declare our Staff Details.

|  |  |  |
| --- | --- | --- |
| **Name of the Employees** | **Designation** | **Employee Category (Permanent/Temporary/Contract)** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Thanking you.

Yours Sincerely

(Sign and Stamp)

Name, Designation and Contact Number

# 

# (Annexure B on letter head)

Date:

To,

The Chief Executive Officer (CEO)

**Skill Council for Green Jobs**

3rd Floor, Plot No. 4, Institutional Area

CBIP Building, Malcha Marg Chanakyapuri

New Delhi - 110021

Sub.: Undertaking of Self Owned Centres

Respected Sir,

This is to declare our self-owned and self-operated centres, as detailed below:-

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **SNo.** | **Name of the Centre** | **Location** | **Address** | **Centre Head** | **Centre Head Contact details** | **Centre Coordinator Contact details** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

Please find enclosed the Lease/Rent/Sale agreement of the above mentioned centres along with this declaration.

We confirm that all the details provided in this declaration is correct, updated and as per our best knowledge.

Thank you.

Yours Sincerely

Name, Signature and Stamp

# 

# (Annexure C on letter head)

Date:

To,

The Chief Executive Officer (CEO)

**Skill Council for Green Jobs**

3rd Floor, Plot No. 4, Institutional Area

CBIP Building, Malcha Marg Chanakyapuri

New Delhi - 110021

Sub.: Undertaking of Franchisee (Centres)

Respected Sir,

This is to declare our franchisee centres, as detailed below:-

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **SNo.** | **Name of the Centre** | **Location** | **Address** | **Centre Head** | **Centre Head Contact details** | **Centre Coordinator Contact details** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

Please find enclosed the franchisee agreement of the above mentioned centres along with this declaration.

We confirm that all the details provided in this declaration is correct, updated and as per our best knowledge.

Thank you.

Yours Sincerely

Name, Signature and Stamp

# (Annexure D on letter head)

Date:

To,

The Chief Executive Officer (CEO)

**Skill Council for Green Jobs**

3rd Floor, Plot No. 4, Institutional Area

CBIP Building, Malcha Marg Chanakyapuri

New Delhi - 110021

Sub.: Undertaking of Mobile (Centres)

Respected Sir,

This is to declare our mobile centres, as detailed below:-

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SNo.** | **Name of the Centre** | **Location** | **Address** | **Centre Head & Contact Details** | **Centre Coordinator Contact details** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Please find enclosed the mobile agreement of the above mentioned centres along with this declaration.

We confirm that all the details provided in this declaration is correct, updated and as per our best knowledge.

Thank you.

Yours Sincerely

(Name Sign and Stamp)

|  |  |  |
| --- | --- | --- |
| **SNo.** | **List of Enclosures** | **Enclosed** |
| 1. | List of Branches | Yes / No |
| 2. | PAN and IT Return (Last 1 Year) | Yes / No |
| 3. | Audited Balance Sheet | Yes / No |
| 4. | Registration Certificate / Company Incorporation Certificate | Yes / No |
| 5. | Declaration of Availability of 1 KW Installed solar PV System – For Solar Trainings. For Waste Water Trainings – MOU with a ETP (On Letterhead) |  |
| 6. | Pictures of the Infrastructure, Lab, Class rooms. | Yes / No |
| 9. | Staff Particulars | Yes / No |
| 10. | CVs of the Trainers (Relevant to QP) | Yes / No |
| 12. | Drinking Water Facility – Declaration | Yes / No |
| 13. | Health and Sanitary Conditions | Yes / No |
| 14. | Fire Safety | Yes / No |
| 15. | Bus Service Details | Yes / No |
| 16. | Details of Grants received in last 3 years | Yes / No |
| 17. | Details of physical infrastructure i.e. no. and capacity of classroom with audio visual facilities, workshop laboratories, library hostels, etc. A brief write-up with photographs to be attached. | Yes / No |
|  | Proof of Class Room (30 Students) | Yes / No |
|  | Proof of 1 KW system and Tool Kit **(For Solar Domain)** | Yes / No |
|  | Industry Linkages for Placement | Yes / No |

By signing this document, it is implied that a training institute as an applicant and after affiliation agrees to comply at all times with all Terms and Conditions for affiliation by Skill Council for Green Jobs

Name & Signature of Director:

Name of the training institute:

Date & Place:

Signature

**NOTE**

Request you to arrange all the documents (self-attested) as per the above mentioned sequence and send the HARD COPY (Spiral Binded Preferable) to the address mentioned below:

**Skill Council for Green Jobs**

3rd Floor, Plot No. 4, Institutional Area

CBIP Building, Malcha Marg Chanakyapuri

New Delhi - 110021

**Contact Person:**

**Mr. Arpit Sharma (**Head - Assessment and Assurance**)**

**Skill Council for Green Jobs**

Contact Number: 9899505533