



## AFFILIATION PROTOCOL

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Applicable from Nov 2023



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## 1. INTRODUCTION

The term Affiliation of Training Partner is used for completion of a process of establishing competence of any Institution desiring of delivering Vocational Training as per National/International level which is based on the Course/Standards created by Sector Skill Council for Art & Culture (SSCAC).

Any eligible entity can seek affiliation from SSCAC in delivering the requisite elements of a Demand based vocational training. The affiliation process conducted by SSCAC will carry out evaluation of competencies matching the needs/requirements of delivering Competencies based training.

## 2. OBJECTIVES OF SSCAC's TP AFFILIATION

Some of the Salient Objectives of SSCAC's TP Affiliation are as follows -

- a) To recognize TPs involved in the implementation of self Sustainable schemes Industry Funded programs etc in which a permanent training centre is not established.
- b) To create a pool of training providers to meet the skill requirements of States & Centre, which meets the defined quality Standards set by SSCAC in delivering Competencies based training.
- c) To facilitate startups to promote innovation & technical intervention in skill ecosystem.
- d) To establish an incremental framework for continuous improvement and provide an opportunity to benchmark with other institutions in India and abroad.

## 3. DETAILED PROCEDURE

### A. ORGANIZATIONS ELIGIBLE FOR AFFILIATION

- a) Cultural Institutes or Organizations /Association of Panda ,Pujaris & Trith Purohits /Music & Dance School/Individuals working in the Art & Culture sector or Skill ecosystem.
- b) Training Institutions set up/affiliated by GoI, etc.
- 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 (orequivalent) or Boards of Technical Education.
- e) Any other Institute set up by Central or State/UT Government.
- f) Private Training Institutions independently operating in vocational training space.
- g) Training Institutions set up by private companies to meet their skilled manpowerrequirements in Art & Culture Sector.
- h) Any registered legal entity in India, having Permanent Account



Number (PAN) and audited ITR of at least 1 year.

## **B. MINIMUM ELIGIBILITY CRITERIA FOR FRESH AFFILIATION**

- a) Proof of registered legal entity in India
- b) Certificate of registration stating the existence for more than 2 years
- c) PAN in the name of organization
- d) TAN in the name of organization
- e) Cancelled cheque of organization
- f) Audited ITR of latest assessment year
- g) Presence of SSCAC certified trainers in the applied job roles. A minimum of 1 certified trainer per applied job role is mandatory.
- h) Applicant's profile for experience in Art & Culture or Skill ecosystem, if any.

## **C. AFFILIATION PROCESS**

Following process will be followed for affiliation/re-affiliation/ provisional affiliation of Training Providers –

## **D. AFFILIATION PROCESS**

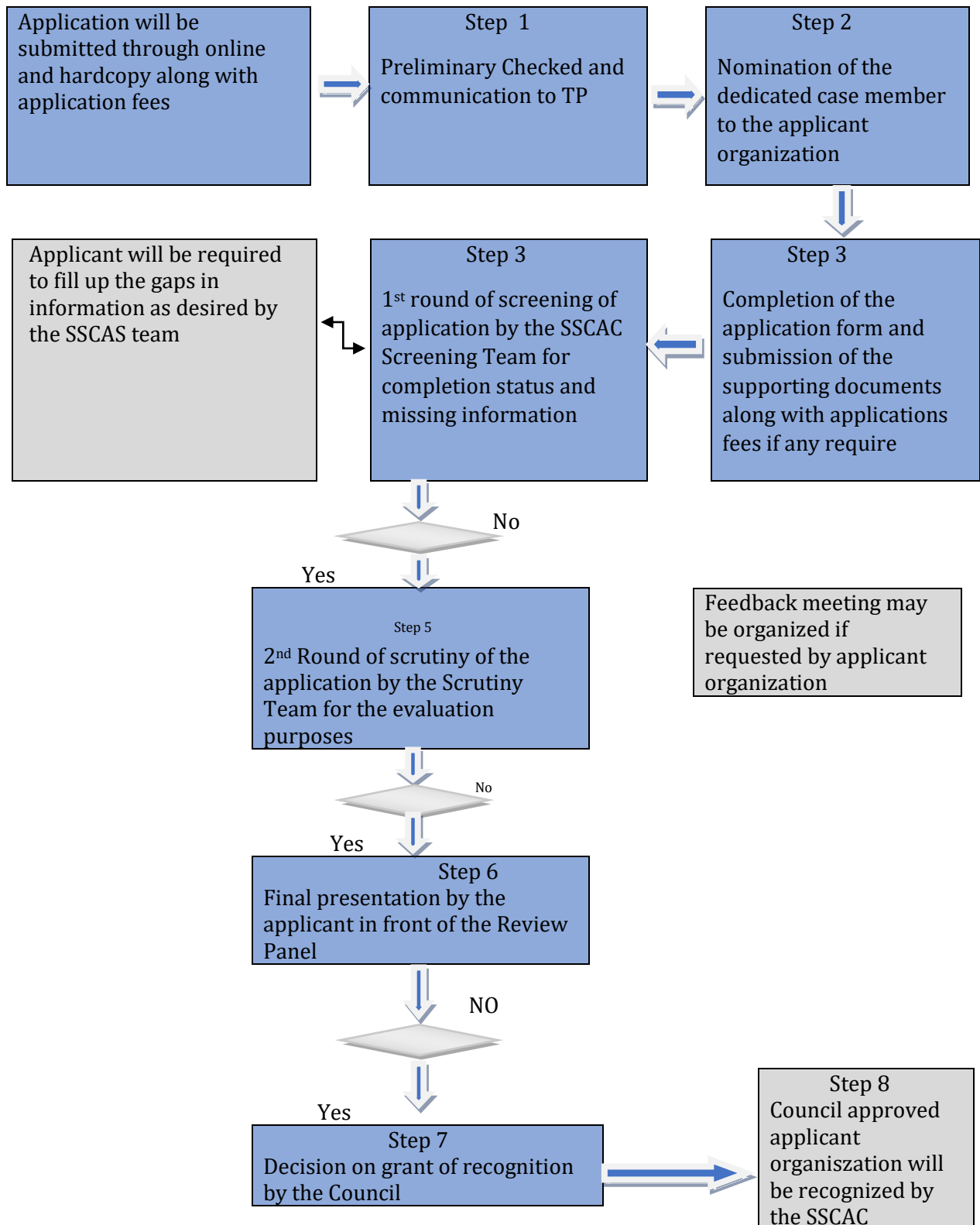
Following process will be followed for affiliation/re-affiliation/ provisional affiliation of Training Providers –

### **PROVISIONAL AFFILIATION**

- a) The provisional affiliation is awarded for a short period of 6 months to organizations which demonstrate that they meet the minimum eligibility criteria.
- b) The applicant TP will have to provide the purpose of seeking SSCAC's TP affiliation.
- c) The applicant TP have to submit a certificate on letterhead by authorized signatory that the organization is not blacklisted or suspended by any central/State govt.
- d) The applicant TP has to certify that they are not under any financial debt and have not applied for insolvency at the time of submission of application.
- e) The applicant TP has to declare that all information is correct, verified & no available material information has been suppressed.
- f) The new provisionally affiliated TPs will have to apply for regular affiliation before the end of their validity period of provisional affiliation with SSCAC.



A flowchart of the provisional affiliation processes, is given below





## **AFFILIATION/RE-AFFILIATION OF TPs**

- a) At the end of the expiry of validity period of affiliation (i.e. 6 months for provisionally affiliated TP and 1 year for existing affiliated TP), the TPs will have to apply for affiliation/re-affiliation with SSCAC.
- b) They may produce their proof of selection in a State/Centre run skill development program.
- c) must provide their details of engagement with certified trainers on payroll & on contracts.
- d) In case of short term trainings, the TPs must submit a comprehensive orientation They content and bridge course content – detailing on subtopic, duration & expected outcomes for each course/standards proposed.
- e) The TPs performance will be evaluated.
- f) The regular affiliation is granted for a period of 1 year.
- g) An Affiliation Certificate will be issued by SSCAC.

## **E. FEE STRUCTURE FOR AFFILIATION OF TPs**

<b>S N</b>	<b>Cost Head</b>	<b>Cost (INR)</b>
1	Application fees: one time (non-refundable to be paid with fresh application)	INR 10,000 per application
2	Provisional TP Affiliation/Regular Affiliation/Re-affiliation fee	INR 60,000

## **F. ESSENTIAL INFORMATION**

- a) The affiliation is an evidence based process usually in the form of documents. Hence, the applicant TPs must provide sufficient evidences in support of their application.
- b) There is no financial requirement of annual turnover & net-worth of the applicant TP to attract start-ups & new eligible organizations.
- c) TP needs to apply one month before expiry of any affiliation.
- d) If required documents are not submitted on time, the affiliation will be deemed to have expired post validity date.
- e) If re affiliation is sought by TP in later months, within one-year post their certificate validity expiry, the affiliation date will be renewed from the date of affiliation expired and not from the date sought.
- f) If application is received after one year, it will be treated as a fresh application and will be processed accordingly.



- g) A Training Provider cannot ordinarily be appointed as an assessment agency & if such case arises, CEO-SSCAC's discretion & approval in this matter will be sought & recorded.
- h) If TP is blacklisted, its re-affiliation will only be considered after one year from the date of Blacklisting as fresh TP with valid justification.
- i) The affiliation decision depends on a desktop verification process at SSCAC, based on the application & evidence provided by the applicant TP.

#### **4. COMPLAINTS HANDLING & APPEAL**

A complaint handling committee is formulated by SSCAC. Any organization may appeal against any unfavorable outcome & such applications/appeals will be dealt & reported by this committee. The decisions approved by the CEO, SSCAC will be final and binding.

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