

# **Infrastructure Equipment Skill Council**

## **Affiliation Protocols**

**for**

## **Vocational Training Providers**

## Section 1: Institution and Management Profile

1. **Name of the VTP/Institution:** \_\_\_\_\_

2. **Address and Contact details:**

<b>Postal</b>	
Name of Building	
Street / Lane	
Locality	
City with Pin Code	
District	
State	
<b>Contact</b>	
Phone No with STD Code	
Fax No with STD Code	

3. **Whether Government or Private** (Please tick the appropriate box)

Government

Private

Company/Firm

Society

Trust

Anyother, please specify \_\_\_\_\_

4. **Year of Establishment / Incorporation** \_\_\_\_\_ ( Please attach Registration Certificate)

5. **Whether NSDC Partner**(If yes, please attach supporting document)

Yes

No

6. **Prior Experience of Institute in Skill Development Field**

	Sector	No of Years	Number of Trainees Passed				
			2010-11	2011-12	2012-13	2013-14	2014-15
1							
2							

7. **Is the Institute recognized with any professional Body/ Agency/ Council?**

If yes, please mention the following and attach supporting documents

1	Name of the Agency / Council	
2	Recognition Number / Code	
3	Year of Recognition	
4	Year valid upto	

**8. Profile of Owners / Promoters of the Institute/ VTP:**

	Name of Owners / Promoters	Educational Qualifications	Total Work Experience in Years	Prior Experience in Skills Development	Contact E Mail ID	Mob No
1						
2						
3						
4						

**9. Profile of Management and Operational Team**

	Name and Designation of Management / Operational Team Members	Educational Qualifications	Total Work Experience in Years	Prior Experience in Skills Development	Contact E Mail ID	Mob No
1						
2						
3						
4						
5						
6						

**10. Details of Affiliation Coordinator of the Institute/VTP**

Name	
Designation	
Address	
Contact	E Mail ID: Phone No: Land Line: Mobile:

**Section 2 :Organisational Governance**
**11. Does the Institute have the following policy documents:(To be produced during inspection )**

		Yes	No	Remarks
1	Mission Statement			
2	Operations Manual to include the following			
	Background and Organisation Structure			
	Management Profile – Senior and Middle Level			
	Training Policy and Trainers Profile			
	Infrastructure Details			
	Internal Evaluation and Audit Process			
	Affiliation and Industry Linkages			
	Placement Cell Details			
3	HR Policy and Recruitment Guidelines			
4	Attendance Register for Staff & Teachers			
5	Visitors Register			
6	Stock / Inventory Register of Assets			

12. **Does the Institute have branches?** (Please tick the appropriate box)

Yes  No

If yes, please give the following information

No	Location and Address	Year of Establishment	Medium of Instruction	Brief overview of programs being conducted
1				
2				
3				

### Section 3: Financial Performance

13. **Statutory Compliances of the Institute:** (Please attach photocopies )

PAN	
TAN	
Service Tax	

14. **Turnover of the Institute:** (Please attach audited Balance Sheet of last three years)

2012-13	
2013-14	
2014-15	

15. **Details of grants received** from Central /State Governments and/or any other source

Year	Source	Amount	Remarks
2012-13			
2013-14			
2014-15			

16. **Details of revenue from paid courses / programs**

Year	Course	Revenue	Remarks
2013-13			
2013-14			
2014-15			

17. **Details of Bank Account of the Institute**

Name of Bank	
Branch/ Location	
IFSC Code	
Account Number	

## Section 4: Training Centre - General

### 18. Location of Centre

Name of the Training Centre	
Address	
City with Pin Code	
District and State	
Phone No	
Email ID	

### 19. Particulars of Co-ordinator

Name	
Designation	
Address	
Contact	E Mail ID:
	Phone No:    Land Line:                      Mobile:

### 20. Job Roles for Affiliation (as on 01 Jun 2015 )

	Job Role	QP Code	Level	Yes / No
	<b>Operators</b>			
1	Backhoe Loader Operator	IES/Q 0101	4	
2	Junior Backhoe Operator	IES/Q 0102	3	
3	Excavator Operator	IES/Q 0103	4	
4	Junior Excavator Operator	IES/Q 0104	3	
5	Wheel Loader Operator	IES/Q 0105	4	
6	Compactor Operator	IES/Q 0106	4	
7	Concrete Pump Operator	IES/Q 0107	4	
8	Hydra Crane Operator	IES/Q 0108	4	
9	Tyre Mounted Crane Operator	IES/Q 0109	4	
10	Crawler crane Operator	IES/Q 0110	4	
11	Junior Operator Crane	IES/Q 0111	3	
	<b>Mechanics</b>			
12	Mechanic - Engine	IES/Q 1101	4	
13	Junior Mechanic - Engine	IES/Q 1102	3	
14	Mechanic - Hydraulics	IES/Q 1103	4	
15	Junior Mechanic- Hydraulics	IES/Q 1104	3	
16	Mechanic - Electrical/Electronics/Instrumentation	IES/Q 1105	4	
17	Junior Mechanic – Elec/Electronics/ Instruments	IES/Q 1106	3	
	<b>Supervisors</b>			
18	Supervisor – Plant and Machinery	IES/Q 0201	7	
<b>19</b>	Supervisor – Maintenance ( Infrastructure Eqpt)	IES/Q 1201	7	

**21. Status of the Training Institution**(Please tick the appropriate box)

- Government/Private ITI affiliated to NCVT
- Institutions approved by Central Government agencies like AICTE,
- College/Institutes affiliated to a university set by Central/State/UT Govt or recognized by UGC
- Schools/Institutes approved by Central or State Board of Secondary Education (orequivalent) or Boards of Technical Education.
- Private Institutions independently operating in Vocational Space
- Training Institution setup by Private Companies
- Any other, please give details.....

**22. If any of the above is yes, please mention the following and attach supporting documents**

1	Name of the Body / Council	
2	Recognition / Affiliation Number / Code	
3	Trade or Courses of Affiliation	
4	Year of Recognition/ Affiliation	
5	Recognition / Affiliation valid up	
6	Any other info of relevance	

**23. Profile of Training Centre Management Team**

	Name and Designation	Educational Qualifications	Total Work Experience in Years	Prior Experience in Skills Development	Key Achievements in Skills Development	Contact Email & Mob No
1						
2						
3						
4						
5						
6						

**Section 5: Training Centre Infrastructure**

**24. Layout of Institute**

	Aspect	Fill / Tick as appropriate	Supporting Documents
1	Building – Own/Rented/Leased	Own/Rented/Leased	Proof of Ownership/Tenancy
2	Area of Institute Premises		Blueprint / Map of Premises
3	Average size of class rooms	Length      Width	
4	Total Number of class rooms		
5	Size of Labs / Workshop	Length      Width	List of equipment available
6	Wash/Rest Rooms / Toilets	Yes / No	
7	Drinking Water – Safe / Hygienic	Yes / No	
8	Common Room Arrangements	Yes / No	

## 25. Power Connection

Aspect	Details	Supporting Document
Does the institute have adequate power connection?		
What is the sanctioned load?		Attach last electricity bill
Does the institute have Power Backup?		
What is the make and rating of the Generator Set.		

## 26. Learning Environment:

Aspect	Yes/No	Remarks
Is the Training Centre premises planned and laid out properly?		Please attach at least 4 photographs of premises
Availability of well-developed space for Class Room, Library and Audio Visual Room etc.		Please attach atleast 4 photographs
Availability of well-developed and planned space for the workshop activities		Please attach atleast 4 photographs
Proper foundation of the machines and equipment's / models in the workshop		
Sufficient Illumination and ventilation of the class rooms and workshop		
Cleanliness and weather protection of the Centre		

## 27. Library Details

	Aspect	Details	Remarks
1	Total number of books related to trade		
	Technical		
	Non Technical		
2	Number of Magazines		
3	Number of Dailies / Newspapers		
4	Audio visual aids for slated job roles		

## 28. Critical Equipment

(as per requirement of QP; that are more extensively used for Trade Training in the Workshop)

S. No.	Equipment Name (Operational)	Number	Company Make	Technical Specifications	Average age in No. of Years	Student-Machine Ratio	Key Purpose of Equipment in Training (In 1-2 lines only)	Remarks
1								
2								
3								
4								

**29. Does the Institute have Simulators for Training?**
 Yes    No If yes, please give the details

No	Details of Simulator	Purpose used for	Remarks
1			
2			
3			

**30. Health and Safety of the Learners. (Supporting documents to be produced during inspection )**

Aspect	Yes/No	Remarks
Availability of equipment required for covering indoor and outdoor emergencies		
Documented process for providing training on the equipment on indoor & outdoor emergencies		
Availability of appropriate and adequate equipment required for fire safety		
Documented process for providing training on the fire safety equipment		
Health policy including collection of required medical record of staff and students		
Compliance to the government regulatory norms related to health and sanitary conditions		

**31. Profile of Teaching Staff / Trainers**

(Please cover Lab Assistants, Curriculum /Content Development Team etc )

	Name and Designation	Educational Qualifications	Training Certificate Yes/No	Industry Experience in Years	Instructional Experience in Years	Specialised Training / Job Roles	Regular/Visiting
1							
2							
3							
4							
5							
6							

**32. Overview of Administrative Staff**

	Category	Permanent	Temporary/ Part Time	Total
1	Office Manager			
2	Office Staff			
3	Accountant			
4	Support Staff			
5	Others			
	Total			



## Section 6- Training Methodology and Systems

### 34. Curriculum Development (Supporting documents to be produced during inspection)

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		
Activity based pedagogy inclusive of time schedule and lesson plan		
Process of Subject Matter Expert engagement in curriculum design and development		
Review process for approval of curriculum from the SSC		

### 35. Details of Courseware (Supporting documents to be produced during inspection)

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 Trainee, Trainer & Assessment Guides		
Review process to gauge the effectiveness of the courseware developed		
Process of Subject Matter Expert (SME) engagement in courseware design and development		

### 36. Details on Student Admissions. (Supporting documents to be produced during inspection)

Aspect	Yes/No	Remarks
Availability of printed brochures / prospectus and other mobilisation tools		Please attach copy
Documented policy and procedures for admissions including online registration facility		
Availability of concessions policy for disadvantaged / weaker sections		
Process of keeping the safe custody of student documents like original certificates etc		
Student agreement with the institution at the time of admission		

### 37. Details of Training Process (Supporting documents to be produced during inspection)

Aspect	Yes/No	Remarks
Existence of Training Delivery Plans including weekly plan and time table		
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 for trainees		

**37. Methodology for Student Development.** (Supporting documents to be produced during inspection)

Aspect	Yes/No	Remarks
Does the Institute take Aptitude Test before enrolling students?		
Does the Institute conduct Orientation Program for students at the beginning of Training?		
Documented process and plan for imparting soft skills training		
Documented process of providing guidance to students on placements		
Documented process on 'On Job Training (OJT) / Placement facilitation		

**Section 7: Performance Measurement and Improvement**

**38. Documentary evidences of indicators to monitor and measure performance.** (Supporting documents to be produced during inspection)

Aspect	Yes/No	Remarks
Process for Internal Quality Assurance Mechanism		
Processes of workshop upkeep and modernization		
Process on gathering feedback of placed students with the employers		
Process of tracking trends in employability and placement record		

**39. Documentary evidences of practicing continual improvement.** (Supporting documents to be produced during inspection)

Aspect	Yes/No	Remarks
Process of taking student feedback on curriculum		
Processes of taking student attendance		
Process on tracking student dropouts		
Process on tracking student performance on tests		
Process of tracking teacher attendance		
Process of tracking placement patterns		
Process of improvement over time		

**40. Documentary evidences of mechanism on Complaint Handling.** (Supporting documents to be produced during inspection)

Aspect	Yes/No	Remarks
Process on acknowledgment & keeping records on complaints		
Process on investigation, tracking and closure of the complaints		
Process on tracking training needs of the teaching faculty		

**41. Performance Review** (Supporting documents to be produced during inspection )

	Performance Criteria	Unit of Measurement	2012-13	2013-14	2014-15	Remarks
1.	Utilization of students seating capacity	%				
2.	Retention rate of students admitted for training	%				
3.	Pass % of students who underwent the training	%				
4.	Students on completion of training got placed/jobs	%				
5.	Students to teaching staff ratio	Ratio				

**42. Details of the Industry Linkages**

S. No.	Name and Address of the Organization	Contact Details (Name , phone number and email ID)	Scale (Small/Medium/Large)	Number of trainees placed in past one year	Remarks (If any)
1					
2					
3					
4					
5					
6					

**43. Details of Industrial Interface.** (Supporting documents to be produced during inspection )

Aspect	Yes/No	Remarks
Documentation process of engagement of experts from the industry		
Industry engagement for course curriculum development		
Does the institute provide/support On-Job Training for the Course		
Does the institute organizes guest faculty from the industry for the course		

### Section 8: Review of Current Programs

**44. Details of courses and programs, being planned, and which can be aligned to the QPs.**

No	QP Ref Code	QP Name	Name of Course	Number of Trainees	Dates of Training From	To	Any other details

45. The following are the attachments to this Application:

Para No	Name of Item	Yes	No	Remarks
	<b>Mandatory</b>			
4	Certificate of Registration / Incorporation			
5	NSDC Partnership Proof			
7	Recognition by other professional Body / Agency			
13	Copy of PAN /TAN/ST etc			
14	Audited Balance Sheet ( last three years )			
22	Training Institute Affiliation Proof			
24	Ownership / Tenancy Proof			
	Blueprint / map of premises			
	List of Lab / Workshop Tools and Equipment			
25	Copy of last Electricity Bill paid			
26	At least 4 photos of Institute external surroundings			
	At least 4 photos of Indoor class room and facilities			
	At least 4 photos of Workshop Area and facilities			
36	Brochure of Institute			
	<b>Additional</b>			

### **Certificate of Correctness**

I .....(Name & Designation).....on behalf of ..... (Name of Training Centre).....hereby declare that all the information given above are correct and up to date.

The Training Centre mentioned above is used for training and meets the specifications for becoming a IESC Affiliated Training Partner as per the QP/NOS defined by IESC and NSDC.

I on behalf of the Training Centre and Training Partner confirm that we will abide by the terms, condition, decisions, fees and guidelines introduced by IESC & NSDC from time to time.

( Signature )

Date:  
Place

Name  
Designation

Stamp:

### **FEES STRUCTURE FOR AFFILIATION**

Pre-Affiliation-Due Diligence			
S No.	Item/Activity	Unit	Fees ( ₹ ) #
			Non-NSDC and NSDC Partner
1	Application and Document Compliance	Per Training Centre	5,000/-
2	Physical Inspection(In one visit)	Per Training Centre	15,000/- ( Mandatory )
Post Affiliation – Capacity Building			
3	QP-NOS Curriculum Development	IESC proposes to develop curriculum for all QPs and share with TPs to ensure standardisation in delivery	At cost to be intimated later
4	Training of Trainers**	2/3/4 days ( as required ) workshop at central place (includes cost of training only) Does not cover travel and stay expenses	5,000/- per day per trainer
5	Strengthening Internal Assessments	One time for each Centre (Request for any revision by Training Institutes will be charged extra )	20,000/-
Annual Affiliation Fees			
6	Annual Affiliation Fees applicable from 2 <sup>nd</sup> year onwards		Rs 15,000/- per Training Centre
<b>NOTES</b> <ol style="list-style-type: none"> <li>Cheques to be drawn in favour of 'Infrastructure Equipment Skill Council' payable at Bangalore</li> <li>Taxes are extra as applicable under government norms.</li> <li>Training Institutes who are eligible for fee exemption from SSCs (pre-affiliation) under any applicable government scheme are required to remit fees for post-affiliation activities from time to time without any conditions.</li> <li>Rates are subject to revision without prior notice and will be published on IESC website.</li> <li>The fees for Pre-Affiliation activities needs to be deposited upfront with the submission of Application Form.</li> <li>The fees for Post-Affiliation activities will be charged based on the services availed or recommended for capacity building.</li> <li><b>The affiliation will be for one year</b> during which both IESC and the Training Institute will strive to improve the output.</li> </ol>			

## GENERAL INSTRUCTIONS

### Instructions for Filling

1. The Affiliation Form is provided in the Microsoft Word format. Any deletion or amendment to the master form **other than to give additional info** as applicable may result in rejection of the application form.
2. A copy of the affiliation application form would be made available on the IESC website also. The form may be revised from time to time. The same can be checked from its version number mentioned at the bottom of each page.
3. For numbering the attachments, please use para/point number as the first digit and followed by an alphabet/name of the document. Example if an attachment corresponds to the point 22 then the annexure number will be 22.a or 22.b
4. In addition to one hard copy of the application form along with all attachments, a scanned copy of this application form along with the relevant supporting documents/attachments has to be sent to the IESC in two(2) non-rewritable CD/DVDs

### Process of Affiliation

5. All forms duly filled as mentioned should be submitted to IESC with supporting documents and attachments.
6. The fees for the Pre-assessment activities should be deposited upfront with the application form.
7. IESC on receiving the application form and the required fees shall nominate a designated Assessment Agency to carry out the due diligence process.

### Due-diligence for affiliation of Training Partner

8. **A complete evidence based check of the documents, process, tools and equipment, trainers and supporting hard and soft infrastructure at the training centre will be carried out in two steps;**
  - a) Offsite due diligence
  - b) Onsite due diligence
9. The due-diligence will include but not necessarily be limited to the following tasks:
  - a) Management & Administrative Setup
  - b) Availability of Trainers and Master Trainers
  - c) Training Infrastructure (Hard & Soft Elements)
  - d) Environment, Health and Safety
  - e) Placement and Industry Connect
  - f) Human Resource Policy
  - g) Management Information System
  - h) Feedback & Grievance Handling
10. The IESC reserves the right to reject any application if there are serious operational deficiencies observed during physical assessment

### Capacity Building of Affiliated Training Partner

11. The following capacity building interventions will be offered to all affiliated training providers/centres based on the above due-diligence process.
  - Curriculum Alignment as per QPs/NOS
  - Training/ Re-Orientation of Trainers to deliver competency based training
  - Strengthen the internal assessment system