Training Partner Application Form

For

Affiliation To

INSTRUMENTATION AUTOMATION SURVEILLANCE &

COMMUNICATION

SECTOR SKILL COUNCIL (IASC SSC)

Minimum eligibility Criteria

1) Organization should have minimum 3000 sq. ft. of covered area for Centre.
2) Applicant Organization or its promoting organization should have minimum Rs. 50 Lacs turn over in any one of last 3 year.
3) Applicant Organization or its promoting organization should have positive net worth.
4) Please go through http://www.iascsectorskillcouncil.in/qualificationpack1.phpfor infrastructure details of training centre.

GENERAL INSTRUCTIONS

1. The Affiliation Form is provided in the Microsoft Word format. Deletion or Amendment to the master form may result in rejection of the application form.

2. The application 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. Copies of application form along with all the relevant documents should be signed on each page by the competent authority, scanned and uploaded on our website as enclosures.

4. No hard copy of the documents is required. Please mention the annexure number/name in remarks column where ever required. All the documents along with enclosures/annexure need to be sent in word/pdf/scanned format in two (2) non-rewritable CD/ DVD only.

5. For different centres and courses selected, kindly attached/include additional Part B as per the requirement in the application form.

6. The guidelines, processes, report, curriculums and other documents mentioned in the form needs to be made available to the IASC SSC team during the centre visit.

7. Insert more rows or table, if required

8. The details of availability of tools, equipment's and trainers as required for each selected job role are available on website.

Section 1: Institution and Management Profile

1. Name of the VTP/Institution:

   _____

   _____

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

   ☐ Government

   ☐ Private

   ☐ Company/Firm

   ☐ Society

   ☐Trust

☐Any other, please specify _____

3. Whether NSDC Partner for Instrumentation, Automation, Surveillance and Communication (Broadcast only) sectors (Please tick the appropriate box)

☐ Yes

☐ No

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

_____

5. List of Training Centres for Affiliation on the above mentioned Job Roles –

S. No.	Name & Address of Training Centre	Qualification Pack Reference Number(Use comma for more than one course)	Contact Details (Name, Designation, Mobile Number and Email ID)	Centre Status (Being run by the applicant or their Franchisee)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

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

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

7. Contact Details of the Institution:

Postal Address:	
Pin Code	
Phone Number with STD Code	
Email Id:	

8. Year of Establishment/Incorporation: _____

9. Medium of instruction(s) in Institute (Please tick the appropriate box):

☐ English ☐ Hindi ☐ Any Other Medium

Any other, please specify: _____

10. Does the Institute have branches? (Please tick the appropriate box) ☐ Yes ☐No
(If yes, attach the list of all Branches as Enclosure)

11. PAN No: _____

12. TAN No: _____
(Attach photocopy of the PAN and TAN card as Enclosure)

13. Audited Turnover of the VTP/Institute: _____(Last 3 Financial Year) (Attach Copy as Enclosure)

14. Provide your bank details:

A/C Number	
Bank Name	
IFSC Code	

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

Name & Designation of Director(s), Management Team members and Operational Head(s) of the Training Provider	Educational Qualification	Overall Work Experience (in years)	Prior Experience in the Skills Training Space and/or in related sectors	Key Achievements in the Skills Development or/ and related sectors	Contact Details including Mobile Number and Email ID

PART-B

Centre Specific Information

(Different Part-B form for each training centres is required)

1	Name & Address of the Training Centre	
2	Name & Contact Details of the Coordinator for Centre	
3	Job role and QP Code (For multiple job roles please fill separate details under serial number 20, 21, 25, 31, 32, 34, 35, 39 and 40)	

16. Centre set up/affiliated by Government (Please tick the appropriate box and attach relevant proof)

☐Government/Private ITI affiliated to NCVT

☐ Institutions approved by Central Government agencies 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 Board of Secondary Education (or equivalent) or Boards of Technical Education.

☐Private Institutions independently operating in Vocational Space

☐ Training Institution setup by private companies

☐ Any other, please mention details…….

If any one of the above is Yes, Please mention the following:

Name of the Body with which recognized or affiliated Regulatory Body		
Recognition No./ Affiliation Number		
Trades or Courses of Affiliation		
Year of Recognition/Affiliation		
Validity of Recognition/ Affiliation		
Any other information , that may be of relevance		
Certificate/Proof of affiliation/recognition enclosed with annexure number		

17. Provide the details of the Centre Management Team, Trade Head, Trainers & Lab Assistants, Operational Head(s), Affiliation Coordinator(s) & Placement Head for the centre:

Name & Designation	**Educational Qualifications**	**Overall Work Experience (in years)**	**Prior Experience in the Skills Training Space or Industry**	**Key Achievements in the Skills Development. Or Industry**	**Employment details (employed by applicant or their franchisee)**	**Contact Details including Mobile Number and Email ID**

Section 2: Training Operations - Processes

18.Has the trainer certified or has undergone any specialized training?

☐Yes ☐No

(If yes, please provide the details including where, by whom, duration, date etc. in the table below)

19.Details of the Trade/Teaching Staff, Lab Attendants & Curriculum/Content Development Team

PLEASE SEE ANNEXURE-A ATTEACHED AT THE END

20. Administrative Support Staff of Training Centre

S. No.	Staff	Permanent/Temporary/Parttime	Employment details (employed by applicant or their franchisee)	Total
1.				
2.				
3.				
4.				
5.				
6.				

21. Layout and Learning Environment: (Enclose supporting documents and mention in remarks)

Aspect	Yes/No	Remarks
Property Ownership (Owned/ Rented)		Attach relevant documents
Availability of proper layout		Please attach the layout with dimensions and atleast 5 Photographs covering the building exterior
Availability of well-developed space for Class Room, Library and Audio Visual Room etc.		Please attach atleast 5 photographs
Availability of well-developed and planned space for the workshop activities		Please attach atleast 10 photographs
Proper foundation of the machines and equipment's		Please attach atleast 2 photographs

Sufficient Illumination and Ventilation of the class rooms and workshop		Please attach atleast 2 photographs
Cleanliness and Weather protection of the centre		

22. Power Connection (Enclose supporting documents and mention in remarks)

Aspect	Details	Remarks
Does the institute have adequate power connection?		
Please mention the sanctioned load and attach the last paid bill.		Attach copy of latest electricity Bill
Does the institute have Power Backup?		
Please mention the make and rating of the Generator Set.		

23. Library details

a. Total number of Books related to the trade:

Technical	
Non Technical	

b. Number of Magazines:_____

c. Number of Dailies (newspapers):_____

d. Availability of Audio Visual Content for the stated job roles_____

24. Details of Equipment (as per requirement of QP) that are more extensively used for Trade Training in the Workshop/ Lab

25. Details of the Industry Linkages (Commitment from minimum 5 Industries as per attached MoU is must)

S. No.	Name and Address of the Organization	Contact Details (Name , phone number and email ID)	Scale (Small/Medium/Large)	Website	Number of trainees placed in past one year	Remarks (If any)
						Attach relevant

						proof

26. Details of Industrial Interface. (Enclose supporting documents and mention in remarks)

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		

Annexure-A

32. Details of the Trade/Training Staff, Lab Attendants & Curriculum/Content Development team along with their relevant documents. (Trainers should qualify the minimum Trainee Qualification as laid down by the SSC)

S. No	Name & Designation	Degree/ Diploma/CTI etc.(Trade)	QP Name	Training Certificate	Instruction experience (Yrs)	Instruction Experience (Yrs)	Specialized Training details(Refer Point 20)	Full Time/Part Time
QP Na me (To select only one QP as mentioned at point 3 above):								

QP Na me (To select only one QP as mentioned at point 3 above):								

Please increase columns as per requirement.

(UNDERTAKING TO BE GIVEN ON TP LETTERHEAD)

I _____on behalf of _____hereby declare that I am the competent authority for signing and submitting the application form for affiliation to Instrumentation Automation Surveillance & Communication Sector skill Council (IASC SSC) and that all the information and enclosures mentioned above are correct. The training centre(s) mentioned above is used for training and it meets all the specifications for becoming a IASC SSC Affiliated Training Partner as per the QP/NOS defined criteria.

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 IASC SSC/ NSDC from time to time.

I understand that the affiliation can be rejected in case of any false information. I also understand that the affiliation can be terminated without any refunds in case of unethical practices or false information, if any, found after affiliation.

I further agree to the following terms and conditions of IASC SSC

1. The Training Institutes and their respective applicant skill centre(s) should provide the trainings as per curriculum prepared by IASC SSC compliant to the respective National Occupational Standards.

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 or facilitators are IASC SSC trained and certified.

4. The affiliation shall be granted for period of one year and shall be subject to on-site surprise inspection, which may be conducted by IASC SSC anytime during the validity of affiliation. The renewal of affiliation shall also depend on satisfactory performance of skill centre.

5. The training institute shall offer to IASC SSC or its representative cooperation during physical inspection in:

a. Access to the facility.

b. Access to the attached/associated facility relevant for training.

c. Access of all relevant information and documentation.

d. Access to all records and relevant personnel.

6. The Training Institutes and their respective applicant skill centre (s) shall provide well equipped facility for theory and practical assessment of the students.

7. On grant of affiliation, the Training Institute shall:

a. claim affiliation in only those skill centres, which has been affiliated by IASC SSC (applicable for Training Institute having more than one skill centre)

b. not state its affiliation in a manner as to be considered misleading or unauthorized and bring IASC SSC to disrepute

c. Make reference to affiliation in its documents, brochures or advertising only in compliance with the requirements of IASC SSC.

8. The applicant training Institute shall pay all the applicable (pre-affiliation) fees such as application fees; document compliance fees; physical inspection fee, annual affiliation fee for affiliation with IASC SSC time to time as per fees structure laid down by IASC SSC enclosed above, unless institute is eligible for fee exemption (pre-affiliation) according to any government scheme, for which they have to attach the supporting documents with application form.

9. The affiliated training Institute shall pay all the applicable (post-affiliation) fees such as QP-NOS curriculum compliance fee, fee towards training and certification of trainers, fee towards

assessment and certification of trainees, etc. as shall be determined by IASC SSC from time to time. The training institute, who are eligible for fee exemption (pre-affiliation) according to any Government scheme, are also liable to remit fees for activities post-affiliation time to time without any conditions.

10. The training Institute shall inform IASC SSC 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. Training institute shall continuously keep in touch with IASC SSC to keep itself updated.

11. The applicant/affiliated training Institute shall respond promptly to the changes initiated by IASC SSC in its affiliation criteria, policies and procedures. However they will be given sufficient notice and time, as in the opinion of IASC SSC is found reasonable, to carry out adjustments in its system. The applicant/affiliated training Institute shall inform IASC SSC when such adjustments have been completed.

12. IASC SSC may suspend or withdraw affiliation of the training Institute / stop processing application of an applicant institute, as per IASC SSC policy, on one or more of the following grounds:

a. During a physical inspection, applicant training Institute does not comply with the affiliation requirements

b. Non-payment of affiliation process fee and post affiliation fees.

c. Non-cooperation with IASC SSC

d. Refusal to allow examination of relevant skill centre, documents and records by IASC SSC & its appointed representative

e. Result of complaint analysis or any other information, which indicates that the training institute no longer complies with requirements of IASC SSC.

13. The affiliated training institutes shall enrol minimum batch of 20 learners/ day and maximum of 30 learners/ day for assessment.

14. The affiliated training institute and its respective skill centre upon suspension or withdrawal of its affiliation shall immediately cease its use of all promotion material that contains any reference to the affiliation status.

15. The affiliated training institute is required to inform IASC SSC, if any of the proposed assessor(s) happens to be associated with them in any other capacity.

16. IASC SSC absolves itself of any legal or financial liability arising out of any act involving any accidental or consequential damages to personnel/equipment at any time.

Date: .....

Name:

Designation:

Stamp:

TRAINING PARTNER - CHECK LIST

S. NO	Detail/Item	Yes/No	Document name & Comments (If any)
1	***Application Form Part A**		
2	*** QP's Applied For**		
3a	Details of affiliation with government scheme/NSDC. (Attach relevant proof, if any)		
3b	List of Branches for affiliation (As annexure, If applicable)		
4	***Application form Part B for each centre**		
5	*Attach photocopy of the PAN and TAN card		
6	Copy of any affiliation certificates (Sr. No. 3a & 3b)		
7	*Documents of Trainers and List of Lab Equipments		
8	*Availability of aspects related to the Learning Environment (under various points mentioned at Sr. No. 21)		

9	*Availability of aspects related to the Health and Safety (under various points mentioned at Sr. No. 26)		
10	*Availability of aspects related to Industry Linkages (under various points mentioned at Sr. No. 27)		
11	*MoU with minimum 5 Industries		
12	Attach details of grants received in last 3 years (If applicable)		
13	*Registration Certificate of Trust/ Society/ Company		
14	*Lease Agreement/ MOU for premises		
15	*Electricity Bill of the training centre (Last Paid)		
16	*Audited Balance Sheet of Last Three Years		
17	*Undertaking		
	***Mandatory**		