

AFFILIATION PROTOCOL

FOR

TRAINING PROVIDERS:

APPAREL MADE-UPS & HOME FURNISHING SECTOR SKILL COUNCIL



CONTENT:

S. No.	Particulars	Page No.
1.	Introduction	3
2.	Affiliation – Process	5
3.	Requirements for Affiliation	
	<u>Section 1:</u> Institution and Management Profile	9
	<u>Section 2:</u> Quality Aspects in Institution Governance	12
	<u>Section 3:</u> Training Operations – Processes	13
	<u>Section 4:</u> Performance, Measurement and Improvement	18
4.	Fee Matrix	20
5.	Application Form	22
6.	Enclosures Check List	28
7.	Annex – A	29

Introduction: Apparel Made-Ups & Home Furnishing Sector Skill Council

The Apparel Made-Ups & Home Furnishing Sector Skill Council AMH SSC, is an industry driven non-profit organization, set up under the aegis of National Development Skill Corporation (NSDC), Apparel Export Promotion Council and the Ministry of Textiles, Govt of India to develop world class skilled manpower for the Apparel Made-Ups & Home Furnishing industry.

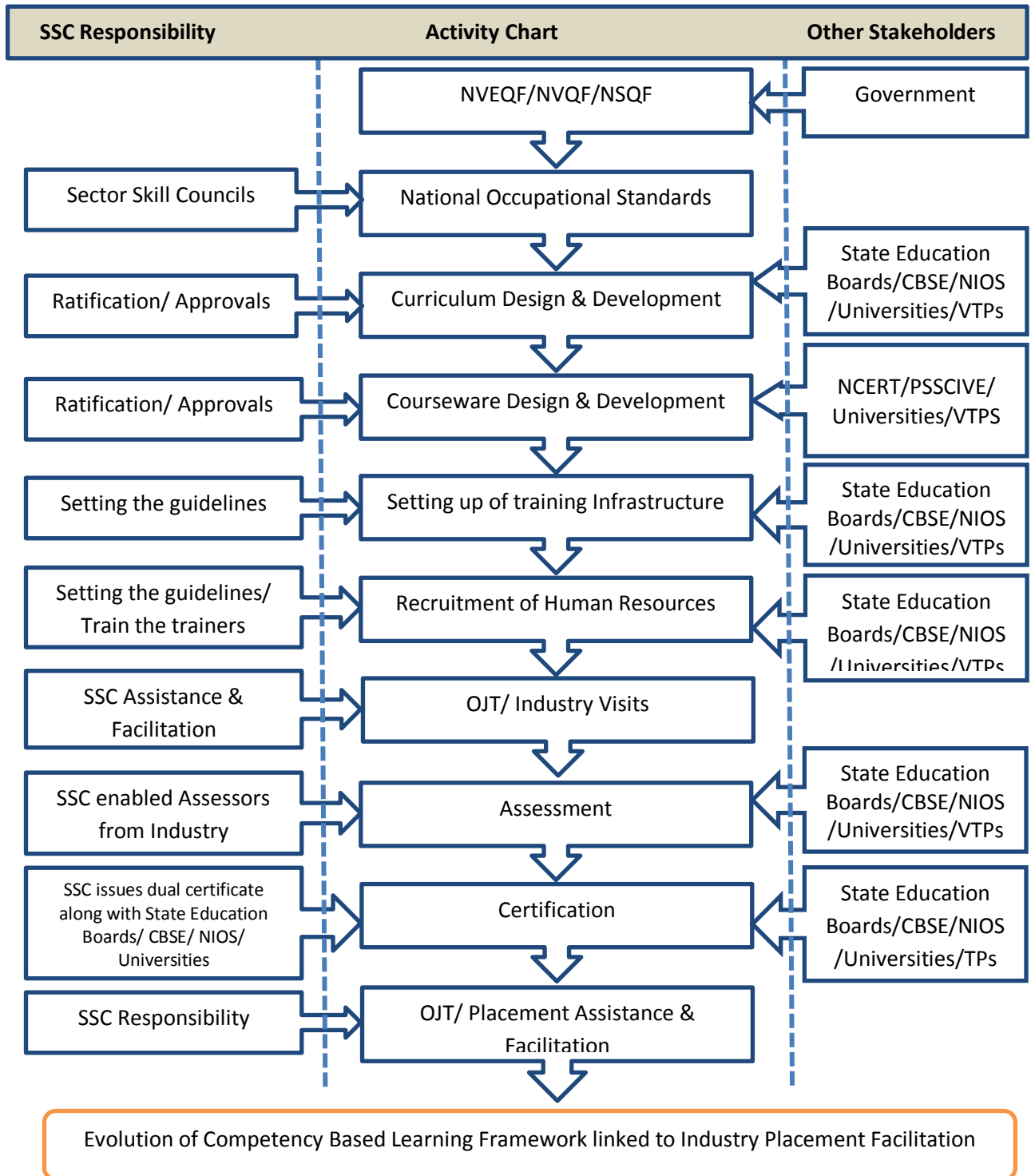
Apparel Made-Ups & Home Furnishing Sector Skill Council (AMH SSC), along with the guidelines of NSDC has developed the Affiliation Protocol for Quality Governance of Vocational Training Providers (TP). The Affiliation Protocol provides a framework for effective management and delivery of competency based Vocational Education and Training (VET) aimed at overall development of the students.

Salient Objectives of AMH SSC

1. Develop National Occupational Standards (NOS) that feature skill competency standards and qualifications.
2. Refine the existing curricula to align it with NOS, obtain approval from an industry led body of experts and facilitate building of delivery capacity.
3. Plan and institutionalize an effective system for training of trainers.
4. Steer the affiliation processes to enable quality assurance in training at par with international standards.
5. Create an assessment framework to award tamper proof certifications to trainees.
6. Promote academies of excellence by nurturing state of vocational training.

Model Built around National Skill Development Policy Guidelines

Following model has been built by NSDC interpreting the guidelines issued by National Skill Development policy– 2009 for the Sector Skill Councils constituted by NSDC.



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 Apparel Made-Ups & Home Furnishing Sector Skill Council (AMH SSC) constituted by NSDC.

Any Education Body/ Vocational Training provider (TP) can seek affiliation from Apparel Made-Ups & Home Furnishing Sector Skill Council in delivering the requisite elements of a NOS based vocational training. The affiliation process conducted by AMH SSC 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 AMH SSC and a TP/ 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 TP/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.

Some of the salient objectives of affiliation include:

- To assess TP institutions/ Education bodies and their programs that meet defined quality standards.
- To foster excellence in TP 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

AMH SSC 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 AMH SSC
- Participation in the various Apparel Made-Ups & Home Furnishing Specific Seminars
- Access to International bodies available in similar space

Institutions Eligible to Affiliate to the Apparel Made-Ups & Home Furnishing Sector Skill Council

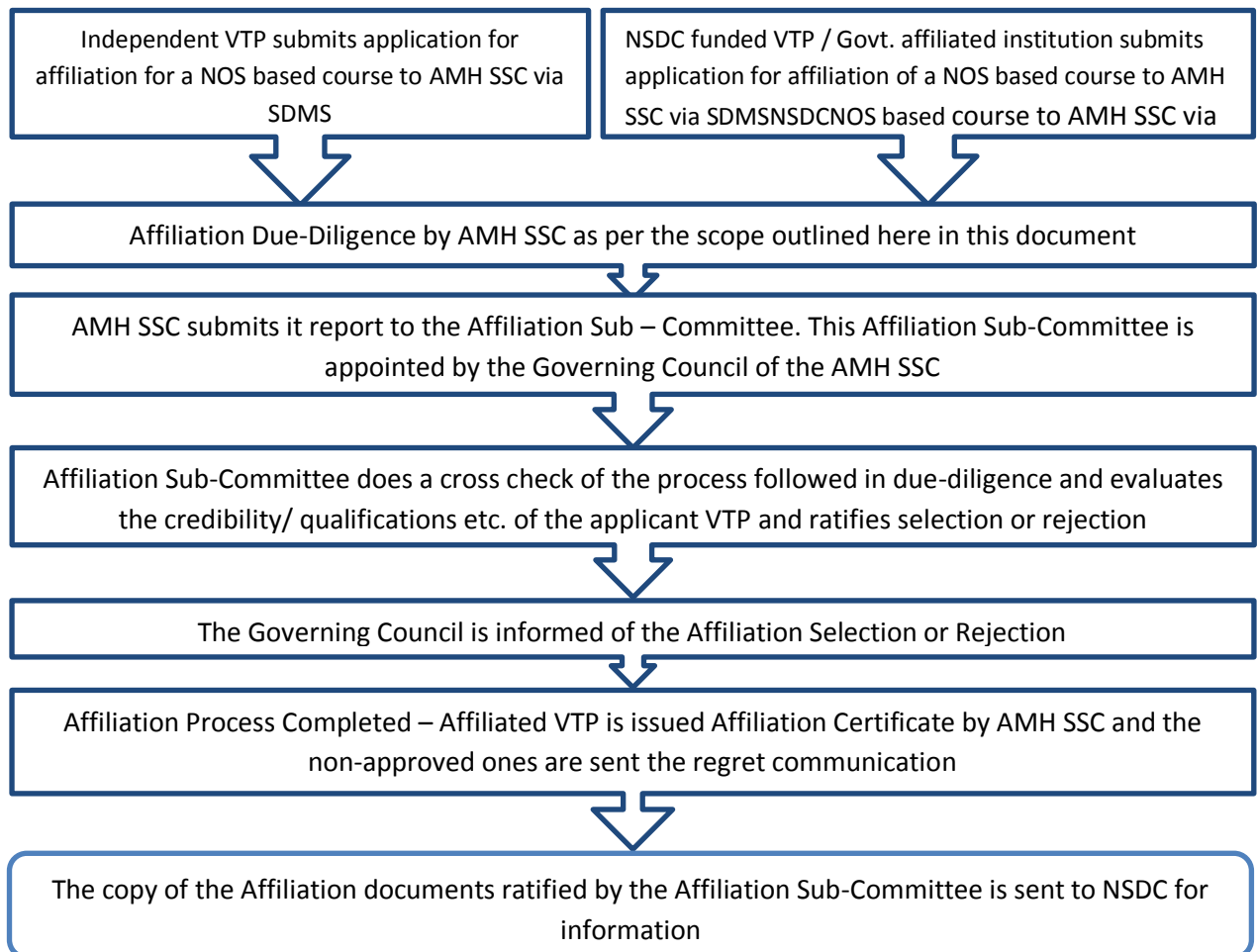
1. Training Organizations/Institutions set up by NSDC funding.
2. Training Institutions set up/affiliated by Government of India
 - a. ITIs/ITCs affiliated to NCVT
 - b. Institutions approved by Councils under Central Government like AICTE
 - c. College/ Institutes affiliated to a University set by Central or State/ UT Government or recognized by UGC
 - d. Schools / Institutes approved by Central or State Boards of Secondary Education (or equivalent) or Boards of Technical Education.
 - e. Any other institute set up by Central or State/ UT government
3. Private Training Institutions independently operating in Vocational Space.
4. 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:

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

Process of Affiliation

The process of affiliation is automated via SDMS system* of NSDC and is outlined as under:



*SDMS System is described on Page 21 of this document

NOTES:

1. A TP whether NSDC funded/Government affiliated or non-funded will apply for affiliation to AMH SSC for a NOS based course pertaining to a specific job role (Qualification Pack).
2. TP can affiliate one or more courses to AMH SSC. For each course corresponding to a Qualification Pack, the TP will take an affiliation from AMH SSC. Thus there can be multiple affiliations of a TP with AMH SSC.
3. TP can also take affiliations from multiple SSCs; for courses pertaining to their sector.
4. AMH SSC will affiliate the institution of the TP for the NOS based courses that the Institution is offering.

5. After filing the completed affiliation application accompanied with the necessary fee, by the interested TP, AMH SSC will affiliate the TP within 30 days subject to TP responding to clarifications sought by the AMH SSC, if any within 10 working days. In case the TP does not respond within the stipulated time, the application shall be deemed as closed. The TP, if further interested in affiliation will have to re-activate his application, stating reasons for delay along with the desired response sought by AMH SSC.

6. In case the delay is happening from AMH SSC side, the concerned TP will be informed of the delay stating the reasons and the expected time by which the process will be closed by the AMH SSC.

Requirements for Affiliation

The requirements for affiliation of a Training Provider (TP) / Education Body are classified into 4 components:

Section 1: Institution and Management Profile

Section 2: Quality Aspects in Institution Governance

Section 3: Training Operations – Processes

Section 4: Performance, Measurement and Improvement

SECTION 1: Institution and Management Profile

A. *Generic guidelines about the kind of the Institution which can be affiliated*

1.1. GENERAL:

The organization which requires affiliation should have a written mission statement. The mission shall guide establishment of the training management system and the general operation of the organization.

The affiliating organization should:

- ✓ Have clearly defined **objectives** that are helpful in establishing a vocational training system.
- ✓ Have documented **processes and procedures** covering the entire gamut of vocational training including the ones relating to continual improvement of these processes and procedures.
- ✓ Physically **possess the resources** or have a documented plan of owning the resources required to run and operate a vocational training system.
- ✓ Have documented processes that will help the **management to review** and analyse the operational processes and procedures.
- ✓ Have a documented mechanism to ensure the applicability of the **processes and procedures to the work that has been outsourced to a third party.**

1.2. AMH SSC SPECIFIC REQUIREMENTS

- ❖ None

B. Organization Details/ Profile of the Management Team

1.3. GENERAL:

In this section, the factual information of the affiliating TP and its management team is gathered:

- ✓ Details of the organization applying for the proposal
- ✓ Prior exposure of the affiliating organization in skill development space
- ✓ Educational qualification and experience of the management team
- ✓ Key achievements of the management team/ project team in the area of skill development
- ✓ Management committee shall identify all statutory and regulatory requirements for compliance.

The Management committee of the TP shall:

- ✓ Involve all members of the Institution in understanding and implementing the mission and quality objectives that are measurable and derived from core training and support processes of the Institution.
- ✓ Identify and plan for resources necessary for achieving the Institution's objectives.
- ✓ Communicate to all members of Institution the importance of meeting the requirements of interested parties as well as the applicable statutory and regulatory requirements.
- ✓ Measure the performance of the Institution in order to monitor the fulfilment of the mission and quality objectives.

1.4. AMH SSC SPECIFIC REQUIREMENTS

- ❖ None

C. Responsibilities and the Authority of the Operational Teams

1.5. GENERAL:

✓ Head of the TP (Training Provider) and Key Personnel

Head of Institution may be designated as Director/ Principal. The head of Institution shall be empowered by the management committee to carry out day to day functioning of the Institution. The management committee shall clearly describe the management structure. The head of the institution shall decide and implement the processes which support the development and deployment of the TP system. The responsibility and authority for all personnel involved in key functional areas shall be defined and communicated within the Institution.

✓ Affiliation Coordinator

Management committee shall appoint an existing senior staff member who, irrespective of other responsibilities, shall monitor to ensure that the requirements of these criteria are being implemented. The coordinator shall periodically report to management committee on the compliance of criteria and the need for improvement.

The coordinator shall ensure communication within the Institution on the information related to the application and relevance of the criteria in Training and support processes. The coordinator shall liaise with the affiliating SSC on all relevant matters.

1.6. AMH SSC SPECIFIC REQUIREMENTS

❖ None

SECTION 2: Quality Aspects in Institution Governance

2.1. GENERAL:

✓ MISSION STATEMENT

The Institution's mission shall be documented. This shall be consistent with needs & expectations of interested parties and applicable statutory & regulatory requirements and commitment in delivering excellence.

✓ EXISTENCE OF OPERATIONS MANUAL COVERING THE FOLLOWING

The institution applying for affiliation should have an Operations Document covering the following aspects:

- ✓ Background of the Institution
- ✓ Organization Structure
- ✓ Details of other affiliations, if applicable
- ✓ Industry Linkages
- ✓ Profile for senior and middle management
- ✓ Profile of trainers
- ✓ Details of infrastructure, workshop, store etc.
- ✓ Process of internal evaluation
- ✓ Placement cell and its placement record
- ✓ Training Courses/ Programs offered including a list of content and training material available
- ✓ Quality assurance mechanism

➤ FINANCIAL RESOURCES

The Institution shall provide financial resources which shall be capable of sustaining a sound vocational educational program consistent with its stated mission and objectives for long term stability.

➤ COMPLIANCE TO STATUTORY AND REGULATORY REQUIREMENTS

The Institution shall identify and comply with the applicable statutory and regulatory requirements pertaining to the services provided.

2.2 AMH SSC SPECIFIC REQUIREMENTS

- ❖ None

SECTION 3: Training Operations - Processes

A. Documented Process for Management of Human Resources

3.1. GENERAL:

- ✓ Recruitment guidelines and criteria based on required competencies
- ✓ Process of reviews to identify competency gaps vis-à-vis requirement in the in-house talent
- ✓ Training and professional development plan and processes
- ✓ Maintaining records of qualifications and experience
- ✓ Motivation and enhancement of self-esteem amongst the staff

3.2. AMH SSC SPECIFIC REQUIREMENTS

- ❖ None

B. Curriculum

3.3. GENERAL:

- ✓ 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
- ✓ 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.

3.4. AMH SSC SPECIFIC REQUIREMENTS

- ❖ None

C. Content / Courseware and other Documents

3.5. GENERAL:

- ✓ Process of adoption and/or development of content / courseware on the basis of QP and NOS based curriculum approved by SSC.
- ✓ Following needs to be available confirming to the requirements mentioned in the NSDC website <http://www.nsdcindia.org/quality.aspx>
 - Train the Trainer Program
 - Modules on Soft Skills/ Health/ Hygiene and Safety – both generic and program specific
 - Syllabus/ Curriculum outline
 - Training Delivery Plan
 - Facilitators Guide (Generic Training Skills)
 - Trainer Guide (Program Specific)
 - Participant Manuals
 - Assessment
 - Participant Feedback forms
- ✓ Review process to gauge the effectiveness of the content / courseware developed
- ✓ Process of SME engagement in content / courseware design and development
- ✓ Review process for approval of content / courseware by the SSC

3.6. AMH SSC SPECIFIC REQUIREMENTS

- ❖ None

D. Teaching process

3.7. GENERAL:

- ✓ 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

3.8. AMH SSC SPECIFIC REQUIREMENTS

- ❖ None

E. Training methodology

3.9. GENERAL:

- ✓ Documented Processes for Training
- ✓ Training aids

3.10. AMH SSC SPECIFIC REQUIREMENTS

- ❖ None

F. Continuous Evaluation

3.11. GENERAL:

- ✓ Methodology
- ✓ Student monitoring on learning

3.12. AMH SSC SPECIFIC REQUIREMENTS

- ❖ None

G. Industrial Interface

3.13. GENERAL:

- ✓ Engagement of experts from the industry (guest faculty)
- ✓ Integration of real life problems from industry and exposing it with sample solutions to the students

3.14. AMH SSC SPECIFIC REQUIREMENTS

- ❖ None

H. Student Development

3.15. GENERAL:

- ✓ Imparting required soft skills training
- ✓ Guidance to students on getting placements
- ✓ Assistance/ Facilitation for OJT/ Placements

3.16. AMH SSC SPECIFIC REQUIREMENTS

- ❖ None

I. Admissions

3.17. GENERAL:

- ✓ Printed brochure/ prospectus covering
 - Documented policy and procedures for admissions
 - Concessions policy
 - Process of keeping safe custody of students documents
 - Student agreement with the institution at the time of admission

3.18. AMH SSC SPECIFIC REQUIREMENTS

- ❖ None

J. Learning Environment

3.19. GENERAL:

- ✓ Classroom and lab aesthetics and ambience
 1. Illumination levels
 2. Ventilation requirements
 3. Housekeeping and cleanliness
 4. Weather protected

3.20. AMH SSC SPECIFIC REQUIREMENTS

- ❖ None

K. Infrastructure

3.21. GENERAL:

- ✓ Land and building requirements – (either own/rented/ on lease)
- ✓ Working space requirements
- ✓ Sizes of classrooms, labs and workshops
- ✓ Associated facilities like safe drinking water, power backup etc.
- ✓ Transport facilities, if applicable

3.22. AMH SSC SPECIFIC REQUIREMENTS

- ❖ None

L. Health and safety

3.23. GENERAL:

- ✓ Staff training on crisis handling
- ✓ Equipment required for covering indoor and outdoor emergencies
- ✓ Fire safety
- ✓ Health policy including collection of required medical record of staff and students
- ✓ Compliance to the regulatory norms of health and sanitary conditions
- ✓ Availability of the compliance certificate from the competent authority

3.24. AMH SSC SPECIFIC REQUIREMENTS

- ❖ None

SECTION 4: Performance Measurement and Improvement

A. Identification of suitable indicators to monitor and measure performance such as:

4.1. GENERAL:

- ✓ Trade Learning progress
- ✓ Workshop upkeep and modernization
- ✓ Health and safety incidences
- ✓ Feedback from employers
- ✓ Trend of employability and placement record

4.2. AMH SSC SPECIFIC REQUIREMENTS

- ❖ None

B. Continual Improvement on the basis of:

4.3. GENERAL:

- ✓ Student feedback on curriculum
- ✓ Student attendance
- ✓ Drop out monitoring
- ✓ Student performance on tests
- ✓ Teacher attendance
- ✓ Placement patterns

4.4. AMH SSC SPECIFIC REQUIREMENTS

- ❖ None

C. Management Review

4.5. GENERAL:

- ✓ Management review meetings (MRM)
- ✓ Actions implementation on the basis of MRM
- ✓ Performance review of faculty
- ✓ Assessment of training needs of faculty by the management
- ✓ Handling of student complaint by the management and redress of the same
- ✓ Analysis of student feedback
- ✓ Analysis of results in skills assessments

4.6. AMH SSC SPECIFIC REQUIREMENTS

- ❖ None

D. Documented procedure on Complaint/Feedback Handling

4.7. GENERAL:

- ✓ Information sharing on complaint with all the stakeholders
- ✓ Acknowledgment of receipt of complaint
- ✓ Investigation process
- ✓ Closure with the complainant
- ✓ Keeping record of complaints

Schedule of Various Charges under Affiliation and Applicability

S. No.	Charges	NSDC Funded Partners (in Apparel)	Non-NSDC Funded Partners
1.	Affiliation Application Fee per TP (One Time)	NIL	₹10,000/-
Centre Validation of Key Infrastructure and Equipment			
2.	Charges for validating infrastructure and equipment for any number of QPs in a centre in a single visit (per year)	₹4,000/- per centre for Non-metro cities	₹2,000/- per centre for Metro cities
Affiliation Renewal Fee			
3.	Annual Affiliation Renewal	NIL	₹5,000/-
TOT Charges Per QP <i>(Boarding/ Lodging and Travel of their own trainers to the training venue will be the responsibility of the TP)</i>			
4.	Training Charge including Assessment and Certification charges per Trainer per job role	As per NSDC guidelines	
5.	Trainee Assessment & Certification Fee	<i>As per scheme</i>	<i>As per scheme</i>

4.8. AMH SSC SPECIFIC REQUIREMENTS

❖ None

Note:

1. To get AMH SSC affiliation, Training Provider will fill the application form (attached) per training provider (one time).
2. Compliance checks would be done at TP- HQ level for management credentials, documentation processes. (Please refer to Section – 1, Para – A, B and C)
3. Validation of curriculum aligned to QP. (Please refer to Section -3, Para – B and C)
4. Checks for Infrastructure and equipment in a centre will be done on yearly basis. (Refer Section – 4)
5. The validity period for affiliation will be 1 year from the date of issuance of the certificate.
6. For certification to remain valid, minimum qualifying score is 50% in yearly assessment.
7. If the marks are below 50% during annual assessment, then the validity certificate issued by AMH SSC will be put on hold and a re-assessment will be done after a period of 03 months. Second failure will lead to cancellation of certification.
8. All fees once paid will be non-refundable.
9. All fees have to be made strictly from TP official account as intimated in the affiliation document.

Process of Affiliation

The process of affiliation along with the timelines is outlined below:

1. Any TP or Education Body wishing to affiliate to AMH SSC will have to apply, after filling up the necessary Form along with necessary fee.
2. Post submission of the application, AMH SSC will take up to a maximum of 30 working days to revert back to the interested TP on affiliation or rejection of the submitted application.
3. The process of the application, post submission at the AMH SSC end will be as follows:

The task of due-diligence will be done by the AMH SSC directly or through a third party.

- a. The first level check on completeness of the application form will be done by the AMH SSC and if the third party assessors are involved, forward the application to them within **2** working days of receiving the application.
- b. AMH SSC will inform the TP of the third party assessor details.
- c. The due-diligence of the TP application will be completed by the AMH SSC either directly or with the help of appointed third party assessor within **10** working days.
- d. The due-diligence report of recommending or rejecting affiliation will be submitted by the SSC into SDMS or the third party assessors in **2** working days post completion of the due-diligence for the AMH SSC. AMH SSC after evaluation of the same and its comments will forward to the Norms Committee.
- e. The Norms Committee will preview the report and will give their acceptance or rejection within **5** working days back to AMH SSC.
- f. AMH SSC on receiving the Affiliation Sub-Committee recommendation will prepare a report of Acceptance or Rejection within **3** working days.
- g. The AMH SSC will communicate the decision to the concerned TP within **2** working days and the copy to NSDC for information.
- h. 6 days are kept as buffer for any prescribed timelines over-flows.

In the event of any arbitration, the first level of appellate will be the Governing Council (GC) of the AMH SSC.

In the event of applicant not satisfied with the GC decision, the same could be referred to NSDC.

NSDC will form a tribunal constituting the members drawn from both AMH SSC and NSDC funded TPs. The members will be CEOs both from AMH SSC and of the TP.

The decision of this tribunal will be full and final and will be acceptable to both AMH SSC and the applicant TP.

**APPLICATION FORM
FOR
AFFILIATION OF TRAINING PROVIDERS (TP)
TO
APPAREL MADE-UPS & HOME FURNISHING SECTOR SKILL COUNCIL (AMHSSC)**

1. Procedure of Grant of Affiliation:
 - (a) Submission of duly filled application form with applicable fee of Rs. 10,000/-.
 - (b) Evaluation by AMHSSC
 - (c) Submission of QP / NOS Aligned Curriculum for all the job roles, with a fee of Rs. 6,000/- per Job role and renewal fees Rs. 5,000/-
 - (d) Curriculum alignment check by AMHSSC and addressing of gaps by TP.
 - (e) Grant of Affiliation by AMHSSC.
2. The certificate will be valid for 1 year from the date of issue.
3. A print-out of this application form along with hard copies of the relevant documents has to be sent to AMHSSC by the TP.
4. Each and every page should be stamped and signed (Authorised Signature) by the applicant TP.
5. A declaration/board resolution (if available) should be furnished by the TP endorsing the authorised signatory.
6. In addition to hardcopy, please submit the scanned copy of the application form and the requisite supporting enclosures (please scan the application documents after stamping and signing).
7. Any training batch may be subject to random audit for compliance.
8. All AMHSSC affiliated TPs shall be eligible to participate for any Gov. / Non- Gov. Schemes and for only Non-PMKVY subject to compliance.

Date:

Authorised Signatory

Company Seal:

After the grant of affiliation, the Training Providers would not automatically become entitled for any training numbers under various schemes of Government/NSDC. Accordingly TPs may affiliate with AMH SSC, keeping the above in consideration.



SECTION 1: INSTITUTE INFORMATION AND CREDENTIALS

1. Name and address of the Organization-

2. Whether registered (Company, Society, Any other form of Legal Existence):

 YES NO

a. If yes, provide:

i. Registration Number and Date: _____
(Attach certificate)

b. PAN / TAN Number (attach photocopy): _____

3. Name of Director / Organization Head-

4. Contact Person / Coordinator for AMHSSC-

Name: _____

Contact No. (M): _____ (LL): _____

Email ID: _____

5. Organizational Model (Please tick appropriate model):

a. Single location Institute with complete Infrastructure set-up
(Building, classroom, Labs, Workshops):

b. Multi-spread Centres across cities / states:

If yes, please provide details of Branches / centres:
(As per format attached at Annex- A)

6. Is the Institute affiliated / recognised with any Body?

 YES NO

If yes, provide details:

a. Name of the Body affiliated with: _____

(Attach Certificate)

Date:

Authorised Signatory

Company Seal:

7. Is the Institute participating / has participated (in last 03 years) in any NSDC / Govt. scheme on skill development?

YES

NO

If Yes, Attach relevant Certificate and provide details:

S. No.	Name of Scheme	Ministry / Department	Since when participating

SECTION 2: AFFILIATION AND TRAINING

1. Job Roles for which affiliation sought:

S. No.	Job Role	AMHSSC QP / NOS reference	QP compliant Curriculum ready (Yes / No)	QP compliant Content ready (Yes / No)	Location / Centres where training will be conducted	Date by which training will commence

(More rows can be added, if required)

Date:

Authorised Signatory

Company Seal:

2. Training Facilitation (Tick appropriate choice):

- (a) Training of Trainers: In-house Master Trainers Outsourced
- (b) Periodicity of Training and Certification of Trainers: 1 Year 2 Years > 2 Years
- (c) Certification of Trainers: In-house capability Outsourced / External
- (d) Content Development: In-house External Agency (Please specify)

3. Methodology of mobilizing candidates:

- (a) Printed Brochure / Prospectus: YES NO (If yes, attach a copy)
- (b) Media Advertisements: YES NO (If yes, attach a copy)
- (c) Industry Tie-ups: YES NO (If yes, attach details)

4. Industry Tie-ups for OJT / Practical Training (for the training done in past):

S. No.	Job Role	Name of the Company

Date:

Authorised Signatory

Company Seal:

5. Have you conducted training in Apparel, Made-ups or Home Furnishing sectors or any other related sector?

YES

NO

If yes, provide details:

S. No.	Sector	Job Role	Year of conduct	No. Trained

6. Details of Apparel/Made Ups/Home Furnishing Trainer available:

S. No.	Name	Industry Experience	Academic Qualification	Certified trainers (Yes / No)

Date:

Authorised Signatory

Company Seal:

Section 3: Processes, Compliances and Records

(Applicant to confirm availability of the under mentioned processes, compliances and documents. These will be checked during On-site visits)

- (a) Operations Manual:
 - i) Background of Institution
 - ii) Organization Structure
 - iii) Profile of Trainers
 - iv) Industry Linkages
 - v) Profile of Senior and Middle Management
- (b) Compliance to Statutory and regulatory requirements
- (c) Guidelines for recruitment of Trainers
- (d) Professional development plan for Faculty
- (e) Records of Qualification, experience of faculty / teaching staff
- (f) Availability of Administrative support staff
- (g) Composition of Training Packages:
 - (i) Content
 - (ii) Training Manual
 - (iii) Trainer Guide
 - (iv) Training Delivery Plan
 - (v) Feedback Forms and Review Mechanism
- (h) Training Delivery
 - (i) Classroom facilities / Training aids,
 - (ii) Quality of PPT
 - (iii) Continuous / Interim Assessment Plans
 - (iv) OJT / Industry visits / Equipment for Hands-on Training
- (i) Library for students
- (j) Adherence to Health & Safety norms
 - (i) Training of staff on crisis handling & handling for firefighting equipment's
 - (ii) Availability of firefighting / safety equipment's
 - (iii) Health policy, Periodic medical checks
 - (iv) Certifications by competent authority
- (k) Management Review:
 - (i) Management review Meetings and action perusal
 - (ii) Faculty review
 - (iii) Complaints and Redressal system
 - (iv) Feedback analysis (feedback form students / faculty / employees)
 - (v) Result analysis and Review
- (l) CVs of Master Trainers
- (m) Content development capability (if In-house exists)

Date:

Authorised Signatory

Company Seal:

Check List

Affiliation Document Checklist			
SNo.	List of Documents	Enclosed	Nature of Documents
1.	Cover Letter	Yes / No	Mandatory
2.	Application Form	Yes / No	Mandatory
3.	List of Branches – Annex A	Yes / No	Mandatory
4.	PAN and IT Return	Yes / No	Mandatory
5.	Audited Balance Sheet of Last Three Years	Yes / No	Mandatory
6.	Registration Certificate of Trust/Society	Yes / No	Mandatory
7.	Building Approval Document	Yes / No	Mandatory
8.	Staff Particulars	Yes / No	Mandatory
9.	CVs of the Teaching/Training Staff	Yes / No	Mandatory
10.	Training detail of Staff	Yes / No	Mandatory
11.	Drinking Water Facilities Details	Yes / No	Mandatory
12.	Health and Sanitary Conditions & Facilities Details	Yes / No	Mandatory
13.	Fire Safety Facilities Details	Yes / No	Mandatory
14.	Bus Service Facilities Details	Yes / No	Not Mandatory
15.	Previous Training Record	Yes / No	Mandatory
16.	Copy of Recognition Certificate	Yes / No	Mandatory
17.	Copy of Affiliation Certificate	Yes / No	Mandatory
18.	All Proof of Delivery of Govt. (Central/State/UT) sponsored skilling programs in last two years till August 15 th 2016	Yes / No	Mandatory
19.	Details of Grants received in last three years	Yes / No	Mandatory
20.	Supporting Documents for Mobilization of candidates (refer Section 2, point 3)	Yes / No	Mandatory

The NEFT/RTGS details for submitting the fees for affiliation and applied job roles are given below:

Apparel, Made-ups and Home Furnishing Sector Skill Council
A/c No. 50100175191520 (HDFC Bank)
IFSC/RTGS Code: HDFC0000011
Branch: D – 1, Shopping Centre No. 2, Vasant Vihar, New Delhi – 110057

Request you to please remit Affiliation Fee and the QPs Approval Fee (job roles applied) preferably by NEFT/RTGS.
Also send us NEFT/RTGS confirmation receipt through email to ddfin@sscammh.com.

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



**Indian Buildings Congress, First Floor, Sector – 6,
R. K. Puram, Kama Koti Marg, New Delhi – 110022**

+91-7835027700

www.sscammh.com

ANNEX 'A'

List of All Branches / Centres:

Job Role	Training Start Date	Centre Details/Address where training will be conducted	Tools / Equipments Availability confirmation at each Centre (Refer list attached in the Application Form)	On-Job Training Tie-ups at each centre (Mention company Name, and attach Letters)	Trainers Availability at Each Centre		
					Academic Qualification	Industry Experience (for specific Job Role)	Attach CV

- More rows can be added, if required

Date:

Authorised Signatory

Company Seal: