GOVERNMENT OF INDIA
MINISTRY OF SKILL DEVELOPMENT & ENTREPRENEURSHIP

N·S·D·C
National Skill Development Corporation
Transforming the skill landscape

Skill India
कौशल भारत-कुशल भारत

INDIAN IRON & STEEL SECTOR SKILL COUNCIL

AFFILIATION PROTOCOL

FOR

TRAINING PROVIDERS:

INDIAN IRON & STEEL SECTOR SKILL COUNCIL

CONTENT:

Introduction: Indian Iron & Steel Sector Skill Council

The Indian Iron & Steel Sector Skill Council (II&SSSC), is an industry driven non-profit organization, set up under the aegis of National Development Skill Corporation (NSDC) and governed by the CEO's/Directors of major Iron & Steel companies, heads of Iron & Steel associations, Indian Institute of Welding, Heads of PSUs et. II&SSSC is committed to develop world class skilled manpower for the Iron & Steel Industry.
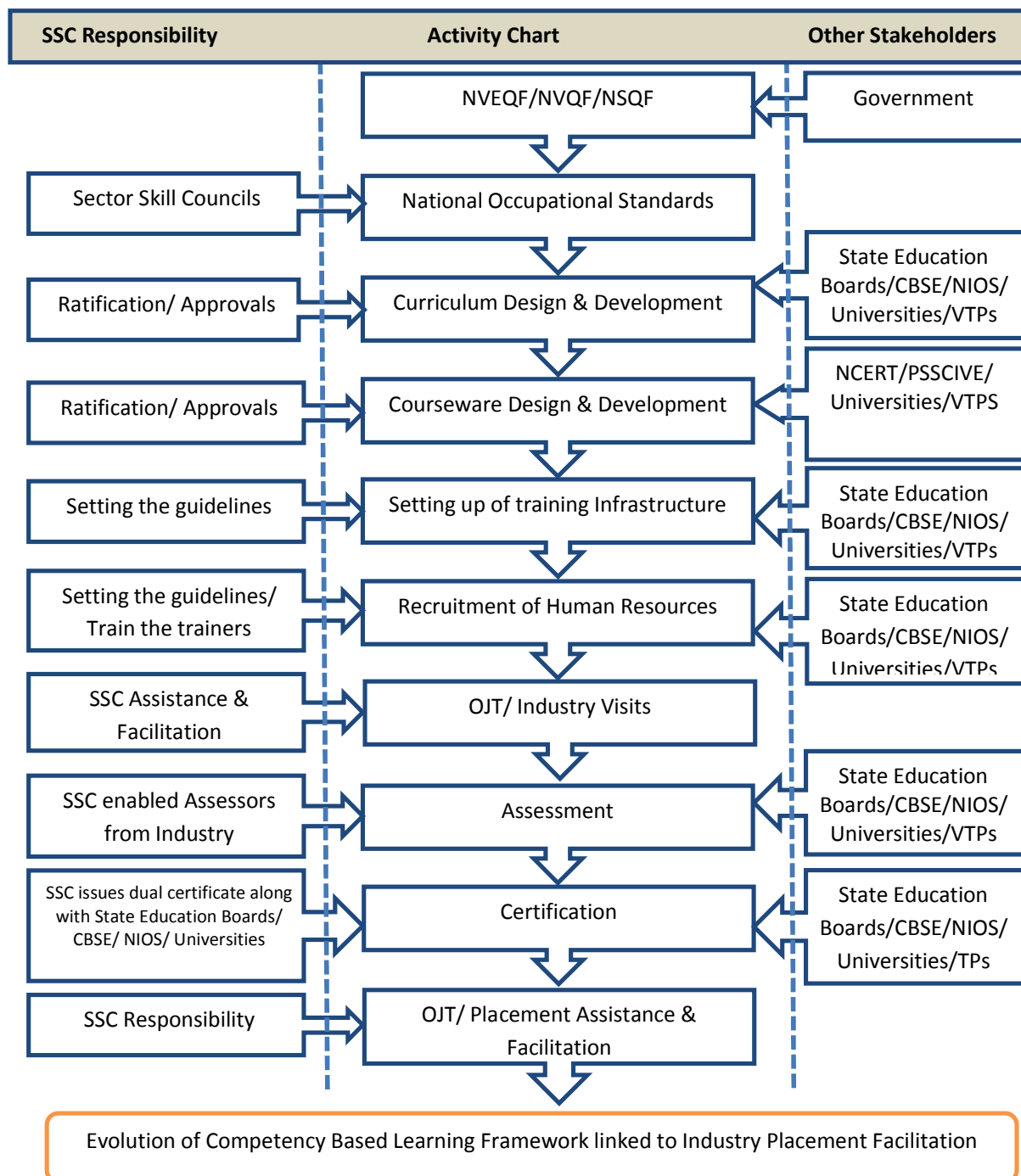
Indian Iron & Steel Sector Skill Council (II&SSSC), along with the guidelines of NSDC has developed the Affiliation Protocol for Quality Governance of Vocational Training Providers (TP). The Affiliation Protocol provides a framework for effective management and delivery of competency based Vocational Education and Training (VET) aimed at overall development of the students.

Salient Objectives of II&SSSC

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 in 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.

SSC Responsibility	Activity Chart	Other Stakeholders
	NVEQF/NVQF/NSQF	Government
Sector Skill Councils	National Occupational Standards	
Ratification/ Approvals	Curriculum Design & Development	State Education Boards/CBSE/NIOS/ Universities/VTPs
Ratification/ Approvals	Courseware Design & Development	NCERT/PSSCIVE/ Universities/VTPS
Setting the guidelines	Setting up of training Infrastructure	State Education Boards/CBSE/NIOS/ Universities/VTPs
Setting the guidelines/ Train the trainers	Recruitment of Human Resources	State Education Boards/CBSE/NIOS/ Universities/VTPs
SSC Assistance & Facilitation	OJT/ Industry Visits	
SSC enabled Assessors from Industry	Assessment	State Education Boards/CBSE/NIOS/ Universities/VTPs
SSC issues dual certificate along with State Education Boards/ CBSE/ NIOS/ Universities	Certification	State Education Boards/CBSE/NIOS/ Universities/TPs
SSC Responsibility	OJT/ Placement Assistance & Facilitation	

Evolution of Competency Based Learning Framework linked to Industry Placement Facilitation

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 Indian Iron & Steel Sector Skill Council (II&SSSC) constituted by NSDC.

Any Education Body/ Vocational Training provider (TP) can seek affiliation from Indian Iron & Steel Sector Skill Council in delivering the requisite elements of a NOS based vocational training. The affiliation process conducted by II&SSSC 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 II&SSSC 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

II&SSSC 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 II&SSSC
- Participation in the various Iron & Steel Specific Seminars
- Access to International bodies available in similar space

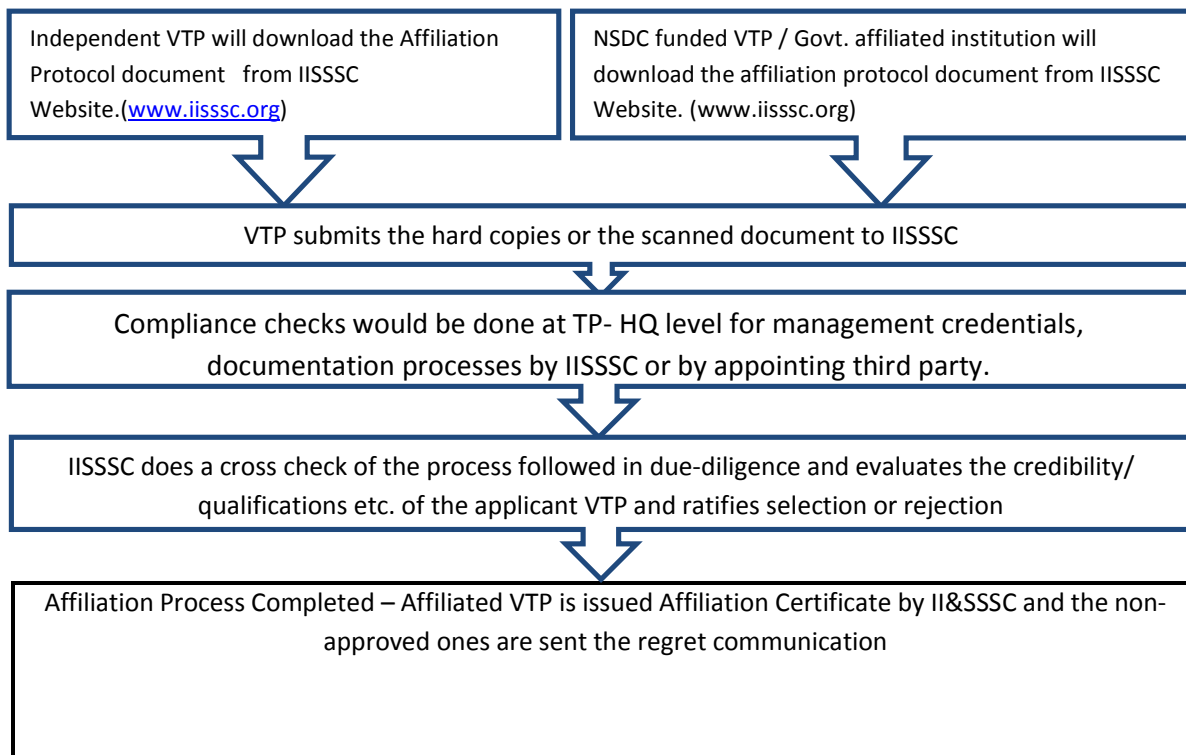## Institutions Eligible to Affiliate to the Indian Iron & Steel Sector Skill Council

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 outlined as under:

| Independent VTP will download the Affiliation Protocol document from IISSSC Website.(www.iisssc.org) | NSDC funded VTP / Govt. affiliated institution will download the affiliation protocol document from IISSSC Website. (www.iisssc.org) |

VTP submits the hard copies or the scanned document to IISSSC

Compliance checks would be done at TP- HQ level for management credentials, documentation processes by IISSSC or by appointing third party.

IISSSC does a cross check of the process followed in due-diligence and evaluates the credibility/ qualifications etc. of the applicant VTP and ratifies selection or rejection

Affiliation Process Completed – Affiliated VTP is issued Affiliation Certificate by II&SSSC and the non-approved ones are sent the regret communication

Process of Affiliation with timeline is mentioned in page no. 22

NOTES:

1. A TP whether NSDC funded/Government affiliated or non-funded will apply for affiliation to II&SSSC for a NOS based course pertaining to a specific job role (Qualification Pack).

2. TP can affiliate one or more courses to II&SSSC. For each course corresponding to a Qualification Pack, the TP will take an affiliation from II&SSSC. Thus there can be multiple affiliations of a TP with II&SSSC.

3. TP can also take affiliations from multiple SSCs; for courses pertaining to their sector.

4. II&SSSC 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, II&SSSC will affiliate the TP within 30 days subject to TP responding to clarifications sought by the II&SSSC, 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 II&SSSC.

6. In case the delay is happening from II&SSSC 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 II&SSSC.

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. II&SSSC 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. II&SSSC 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. II&SSSC SPECIFIC REQUIREMENTS

❖ None

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 OPERATIONSMANUAL 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 II&SSSC 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. II&SSSC 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. II&SSSC 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. II&SSSC 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. II&SSSC SPECIFIC REQUIREMENTS

- ❖ None

E. Training methodology

3.9. GENERAL:

- ✓ Documented Processes for Training
- ✓ Training aids

3.10. II&SSSC SPECIFIC REQUIREMENTS

- ❖ None

F. Continuous Evaluation

3.11. GENERAL:

- ✓ Methodology
- ✓ Student monitoring on learning

3.12. II&SSSC 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. II&SSSC 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. II&SSSC SPECIFIC REQUIREMENTS

❖ None

I. Admissions
3.17. GENERAL:

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

3.18. II&SSSC 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. II&SSSC 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. II&SSSC 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. II&SSSC 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. II&SSSC 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. II&SSSC 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.   II&SSSC 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

4.8.   II&SSSC SPECIFIC REQUIREMENTS

❖ None

Schedule of Various Charges under Affiliation and Applicability

S. No	Charges	NSDC Funded Partners / Govt. and Non-Govt. TPs running Govt. schemes for last 2 years		Non-NSDC Funded Partners	
1.	Application Fee per TP (One Time)	Rs. 2,500		Rs.5,000	
2.	**Compliance Checks at the TP-HQ Level (Affiliation Fee)**				
	Management Credentials	Rs.7,000		Rs. 10,000	
	Adherence to Regulatory Requirements				
	Documentation of Processes				
3.	**Curriculum Validation based on QP**				
	Validation of Curriculum Per QP *(Curriculum package would consist of Curriculum and session plan only)*	NA(As we are providing Curriculum)		NA(As we are providing Curriculum)	
4.	**Centre Validation of Key Infrastructure and Equipment**				
	Charges for validating infra and equipment for any number of QPs in a centre in a single visit (per year)	*TP with Infra*	*TP without Infra*	*TP with Infra*	*TP without Infra*
		10,000	NIL	10,000	NIL
5.	**TOT Charges Per QP** **(***Boarding/ Lodging and Travel of their own trainers to the training venue will be the responsibility of the TP)*				
	Training Charge including Assessment and Certification charges per Trainer	*As per NSDC Guidelines*		*As per NSDC Guidelines*	
6.	Re-Affiliation	Rs. 10,000		Rs. 10,000	

Note:

1. To get II&SSSC 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 years from the date of issuance of the certificate.
6. For certification to remain valid, minimum qualifying score is 60% in yearly assessment.
7. If the marks are below 60% during annual assessment, then the validity certificate issued by II&SSSC 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.

Process of Affiliation

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

1. Any TP or Education Body wishing to affiliate to II&SSSC will have to apply on-line along with application fee payment details via SDMS (Skills Development Management System) accessible to the interested TP from the II&SSSC website only.

2. Post submission of the online application, II&SSSC 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 II&SSSC end will be as follows:

    The task of due-diligence will be done by the II&SSSC directly or through a third party.

    a. The first level online check on completeness of the application form will be done by the II&SSSC and if the third party assessors are involved, forward the application to them within **5** working days of receiving the online application.

    b. The due-diligence of the TP application will be completed by the II&SSSC either directly or with the help of appointed third party assessor within **10** working days.

    c. The due-diligence report of recommending or rejecting affiliation will be submitted to the SSC if 3rd Party assessment is involved in **7** working days.

    d. The II&SSSC will communicate the decision to the concerned TP within **2** working days and the copy to NSDC for information.

    e. **6** days are kept as buffer for any prescribed timelines over-flows.

ON-LINE APPLICATION FORM FOR AFFILIATION

Indian Iron & Steel Sector Skill Council Affiliation Protocol Document

GENERAL INSTRUCTIONS

1. The application has to be applied online by the TP interested for affiliation.
2. The link to the application will be available on II&SSSC website.
3. Copies of all the relevant documents should be scanned and uploaded with the online application form.
4. In addition to online application, a print-out of this application form along with hard copies of the relevant documents has to be sent to II&SSSC by the TP.

* Mandatory

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

1.
2.
3.

(More Job Roles can be added, if required.)

Section 1: Institution and Management Profile

1. Name of the Institution*:

   _____

   _____

2. Whether NSDC funded* – Yes / No
   If Yes, provide details _____

   _____

3. Name/s of the Director/s*:

   _____

   _____

4. Contact Details of the Institution*:
   a. Postal Address:_____

      _____

   b. Phone No. with STD code: _____

    c.   Fax No.:_____

    d.   Email of the Director/s:

    _____

    _____

    e.   Website Address: _____

5. Year of Establishment*:_____

6. Prior Exposure of the Institution in Skill Development Space.*

    _____

    _____

7. Medium of instructions in Institute*:

    [   ] English   [   ] Hindi   [   ] Any Other

    Please specify: _____

8. Does the Institute have branches?*   Yes [   ] No [   ]

 (If Yes, attach the list of Branches as Enclosure 1)

9. PAN No. and TAN No. of the Institute*: _____

(Attach photocopy of the PAN card and last IT return as Enclosure 2)

10. Turnover of the Institute*: _____

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

11. Is the Institute Recognized with any bodies?   Yes   N[   ]   [   ]

12 If Yes, Please mention the following:

    a.   Name of the Body with which recognized: _____

    b.   Recognition No.: _____

    c.   Year of Recognition: _____

    d.   Validity of Recognition: _____

(Attach Recognition certificate as Enclosure 4)

13. Is the Institute Affiliated with any Regulatory Body?

    Yes [   ]   No [   ]

14. If Yes, Please mention the following:

    a. Name   of   the   Regulatory   Body   with   which   affiliated:

    _____

b. Affiliation No.: _____

c. Year of Affiliation: _____

d. Validity of affiliation:_____

(Attach Affiliation certificate as Enclosure 5)

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

Name of the Director/ Management Team Members	Educational Qualifications	Overall Work Experience (in years)	Prior Experience in the Skills Training Space	Key Achievements in the Skills Development

16. Details of the Operation Head and the Affiliation Coordinator of the TP *

Name of the Operations Head and Affiliation Coordinator	Educational Qualifications	Overall Work Experience (in years)	Prior Experience in the Skills Training Space	Key Achievements in the Skills Development

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

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

Section 2: Quality Aspects in Institution Governance

18. Does your Institution have a "Mission Statement"?*

Yes [   ]   No [   ]

19. If Yes, please write the Mission Statement in the space provided below*:

[   ]

20. Does your Institution have as "Operations Manual"?*

Yes [   ]   No [   ]

21. Please certify if your "Operational Manual" cover the aspects mentioned below in the table. At the time of affiliation assessment, the Operations Manual will have to be presented for physical verification.*

Aspect	Yes/No	Remarks
Background of the Institution		
Organization Structure		
Details of other Affiliations, if applicable		
Industry Linkages		
Profile of Senior and Middle Management		
Profile of trainers		
Details of Infrastructure, workshop, store etc.		
Process of internal evaluation		
Placement cell details and its placement track-record		
Courses offered		

22. In the space provided below, provide the financial resources which shall be capable of sustaining a sound vocational educational program consistent with its stated mission and objectives.*

23. Provide the list of all statutory and regulatory compliances followed by the Institution.

[blank box]

Section 3: Training Operations – Processes

24. Details of documented process for management of Human Resources. Certify the existence of the aspects listed below and will have to be physically produced to the affiliation assessors.*

Aspect	Yes/No	Remarks
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		
Process of motivation and enhancement of self-esteem amongst the staff		

25. Details of the Teaching Staff.*

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

26. Have the Trainers undergone any specialized training?

Yes ☐ No ☐

(If Yes, attach the Details of the training as Enclosure 6)

27. Administrative Support Staff.

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

28. Details of the Curriculum of all the courses offered. Certify the existence of the aspects listed below and will have to be physically produced to the affiliation assessors.

Aspect	Yes/No	Remarks
Process of adoption and/or development of curriculum on the basis of QP and NOS developed by II&SSSC		
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 Industry		

29. Details of the Content / Courseware of all the courses offered. Certify the existence of the aspects listed below and will have to be physically produced to the affiliation assessors.

Aspect	Yes/No	Remarks
Process of adoption and/or development of content / courseware on the basis of QP and NOS based curriculum approved by II&SSSC		
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 content / courseware developed		
Process of SME engagement in content / courseware design and development		
Review process for approval of content / courseware by II&SSSC		

30. Details of the Teaching Process for the courses offered. Certify the existence of the aspects listed below and will have to be physically produced to the affiliation assessors.*

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		

31. Details of Training Methodology. Certify the existence of the aspects listed below and will have to be physically produced to the affiliation assessors.

Aspect	Yes/No	Remarks
Documentation process of training methodology		
Existence of training aids		

32. Details of Methodology adopted for Continuous Evaluation. Certify the existence of the aspects listed below and will have to be physically produced to the affiliation assessors.

Aspect	Yes/No	Remarks
Documentation process of Continuous Evaluation		
Documented process on student monitoring on learning		

33. Details of Methodology adopted for Industrial Interface. Certify the existence of the aspects listed below and will have to be physically produced to the affiliation assessors.

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		

34. Details of Methodology adopted for Student Development. Certify the existence of the aspects listed below and will have to be physically produced to the affiliation assessors.

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		

35. Details on Student Admissions. Certify the existence of the aspects listed below and will have to be physically produced to the affiliation assessors.

Aspect	Yes/No	Remarks
Printed brochure/ prospectus		
Documented policy and procedures for admissions		
Concessions policy		
Process of keeping the safe custody of student documents		
Student agreement with the institution at the time of admission		

36. 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		

37. Library details

    a. Total number of Books related to the trade:

             Technical: _____

             Non-Technical: _____

    b. Number of Magazine: _____

    c. Number of Dailies (newspapers): _____

38. Provide the availability of aspects related to the Infrastructure:

Aspect	Details	Remarks
Building Own/Rented/ On Lease		
Area of Institute Premises		
Size of classrooms		
Size of Labs		
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)		

39. Ages of Critical Equipment that are more extensively used for Trade Training in the Workshop

S. No.	Trade	Facilities	No.	Average age in No. of Years	Remarks

40. Details on Health and Safety of the learners. Certify the existence of the aspects listed below and will have to be physically produced to the affiliation assessors.

Aspect	Yes/No	Remarks
Documented process of staff training on crisis handling		
Availability of equipment required for covering indoor and outdoor emergencies		
Documented process on providing training on the equipment on indoor and outdoor emergencies		
Availability of equipment required for fire safety		
Documented process on providing training on the fire safety equipment		
Health policy including collection of required medical record of staff and students		

| Compliance to the regulatory norms related to health and sanitary conditions | | |
| Documentary proof of compliances certified by the competent authority | | |

Section 4: Performance Measurement and Improvement

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

Aspect	Yes/No	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		

42. 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		

43. Documentary evidences of Management Review. Key aspects that need to be certified by the applicant are:

Aspect	Yes/No	Remarks
Documented process of conduction of Management Review Meetings (MRM)		
Documented processes of taking actions on the basis of MRM		

Documented process on tracking Faculty Review		
Documented process on tracking training needs of the faculty by the management		
Documented process of tracking student complaints and redress of the same		
Documented process of analysis of student feedback		
Documented process of analysis of results in skills assessment		

44. 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

45. Does the Institute receive any grant from Govt. of India / State Government/ Union Territory or any other source?
(Attach details of grants received in last 3 years as Enclosure 7)

Performance Review
   a. **Overall**

S. No.	Performance Criteria	Unit of Measurement	2012-13	2011-12	2010-11	Remarks
1.	Utilization of Students seating capacity	%				
2.	Retention Rate (Of students admitted)	%				

3.	Students/Teaching Staff	Ratio					
4.	Pass out (Of students appeared)	%					
5.	Students on completion got jobs	%					
6.	Total yearly expenditure / Initial budget sanctioned	%					
7.	Students on completion expressing satisfaction on quality of training	%					
8.	Teachers expressing satisfaction on all round conditions of the TP	%					

B. Trade wise

S.N	Course Name	Duration	No. of batch/ year	Students in each batch	No. of trainees appeared for Exam	No. of trainees certified	No. of trainees placed	Remarks

46. Please find enclosed the Demand Draft / Cheque no. _____ for Rs_____ dated _____ drawn on _____ **in favour of "Indian Iron & Steel Sector Skill Council",** payable at Kolkata towards the application fees.

Declaration
I hereby declare the above information is true and correct as per my knowledge.

Authorised Signatory
(With Official Seal)

Name: _____
Designation: _____

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List of Enclosures	Enclosed
1. List of Branches	Yes / No
2. PAN and IT Return	Yes / No
3. Audited Balance Sheet	Yes / No
4. Registration Certificate of Training Provider	Yes / No
5. Copy of Recognition Certificate	Yes / No
6. Copy of Affiliation Certificate	Yes / No
7. Building Approval Document	Yes / No
8. Staff Particulars	Yes / No
9. Training detail of Staff	Yes / No
10. Drinking Water	Yes / No
11. Health and Sanitary Conditions	Yes / No
12. Fire Safety	Yes / No
13. Bus Service details	Yes / No
14. Details of Grants received in last 3 years	Yes / No
15. Detail of Assessment procedure	Yes / No
16. Cheque / DD	Yes / No