



SCGJ

SKILL COUNCIL FOR
GREEN JOBS

Protocols for Affiliation of Training Partners by

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Objectives of Skill Council for Green Jobs (SCGJ)

The mandate of SCGJ is to:

- Collate labour market information with respect to number of people getting direct and indirect employment in various areas of the industry.
- Research and aggregate skill requirements of the Industry including sub-sector requirements, regional requirements and international trends and best practices that can be introduced in the domestic skill development space.
- Create skill database of the current and future skill requirements, both in terms of numbers as well as types of skills and investigating the underlying reasons for skill gaps.
- Identify changing technologies in the sector and collate technology specific skills which may be required in future. Besides technical skills, list out soft skill requirement in terms of content, the depth of coverage required and practical training requirement etc. and lead the drive to boost skill development to improve productivity, growth & employment. Regulate the skill development activities in the Industry including development of National Occupational Standards and qualifications. It will collaborate with the industry to map typical job profiles, develop the occupational and competency standards for each of the job profiles / roles in the industry, and the career path for all role holders.
- Build Capacity for training delivery: Directly influence the planning of education & training across India, working within the distinctive arrangements in each nation. Help in developing training curriculum and assessment criteria, identify institutes who would partner for training and train the trainers.
- Provide quality assurance via accreditation & certification of training delivery bodies and awarding certification to trainees. Accreditation will include approving the course content, infrastructure requirements, certification of faculty etc. Certification criteria will be developed in conjunction with the Government bodies/Agencies.
- Develop Centre of Excellence (COE) to serve as Technology Demonstrator for Training, skill development and as benchmark for other training institutes to be set-up thereafter. Several Training centres with latest simulation equipment will need to be established to provide practical training of different types suiting to the organizational/trainee’s needs. COEs would focus on Training, Awareness, Accreditation and other advisory services



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 a Skill Council (SSC) constituted by NSDC. For NOS please refer to Annexure I of this document.

Any Education Body/ Vocational Training provider (VTP) can seek affiliation from a Skill Council in delivering the requisite elements of a NOS based vocational training. The affiliation process conducted by a Skill Council 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 a Skill Council and a VTP/ 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 VTP/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.

Institutions Eligible to Affiliate to SCGJ

- Training Organizations/Institutions set up by NSDC funding.
- Training Institutions set up/affiliated by Government
 - ITIs/ITCs affiliated to NCVT
 - Institutions approved by Councils under Central Government 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 Boards of Secondary Education (or equivalent) or Boards of Technical Education.
 - Any other institute set up by Central or State/UT government
- Private Training Institutions independently operating in Vocational Space.
- 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:

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

Some of the salient objectives of affiliation include:

- To assess VTP institutions/ Education bodies and their programs that meet defined quality standards set up the SSC in delivering NOS based training.
- To foster excellence in VTP 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

SSCs 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 SSC.
- Participation in the various Sector Specific Seminars.
- Access to International bodies available in similar space

Guidelines for training institutes seeking affiliation with SCGJ

- 1. Applying Job role:** Each training institute has to specify clearly the name of the skill centre(s) along with the job roles for which they are applying for each centre. For this, they have to refer to the list of job roles available with SCGJ enclosed as **Annexure-1**.

ANNEXURE-1

List of Job roles available at Skill Council for Green Jobs

List of Job Roles launched		
	Solar PV Installer Suryamitra	
	Solar PV Installer – Civil	
	Solar PV Installer – Electrical	
	Wastewater Treatment Plant Helper	
	Wastewater Treatment Plant Technician	

- 2. Physical Inspection:** Training institute applying for affiliation for skill centre(s), Physical inspection per job role will be done by SCGJ for all the skill centres. If during the physical inspection, the inspected skill centre is found to be complying with the SCGJ requirements, affiliation process shall be proceeded further, else in a case of non-compliance, affiliation shall not be granted to that specific centre. However, on request of Training partner for affiliation of the centre found non-compliant, a window of one month can be given to bring up to the standards as laid down by the SCGJ before the re inspection is done on repayment of site inspection fee.

3. Faculty: Each training institute has to employ at least one trainer/job role/batch/skill centre as per the qualification standards laid down by SCGJ enclosed as:

Annexure-2

QUALIFICATION STANDARDS OF FACULTY		
Sl. No.	Job role	Min Qualification
1.	Solar PV Installer Suryamitra	<ul style="list-style-type: none"> • Minimum 3 years of relevant industry experience for ITI /Diploma (Electrical, Electronics, Civil, Mechanical, Fitter, Instrumentation) or • Minimum 2 years of relevant industry experience for B.Tech (Civil/Mechanical /Electrical/ Instrumentation / Electronics / Electrical and Electronics Eng.) or • MSc Physics / M.Tech in Energy Engineering / Solar Energy or • Certified Solar Trainer
2.	Solar PV Installer – Civil	<ul style="list-style-type: none"> • Minimum 3 years of relevant industry experience for ITI /Diploma (Electrical, Electronics, Civil, Mechanical, Fitter, Instrumentation) or • Minimum 2 years of relevant industry experience for B.Tech (Civil/Mechanical /Electrical/ Instrumentation / Electronics / Electrical and Electronics Eng.) or • M.Tech in Energy Engineering / Solar Energy or • Certified Solar Trainer
3.	Solar PV Installer – Electrical	<ul style="list-style-type: none"> • Minimum 3 years of relevant industry experience for ITI /Diploma (Electrical, Electronics) or • Minimum 2 years of relevant industry experience for B.Tech (Civil / Electrical / Electronics / Electrical and Electronics Eng.) or • MSc Physics / M.Tech in Energy Engineering / Solar Energy Or • Certified Solar Trainer
4.	Wastewater Treatment Plant Helper	<ul style="list-style-type: none"> • Minimum 3 years of relevant industry experience for ITI /Diploma Or • Minimum 2 years of relevant industry experience for B.Tech or

		<ul style="list-style-type: none"> • M.Tech in Environment / Water Resources
5.	Wastewater Treatment Plant Technician	<ul style="list-style-type: none"> • Minimum 3 years of relevant industry experience for ITI /Diploma or • Minimum 2 years of relevant industry experience for B.Tech Or • M.Tech in Environment / Water Resources

4. Infrastructure facility: Each training institute has to comply with infrastructure facility standards laid down by SCGJ enclosed as **Annexure-3**.

Annexure-3

Standards for infrastructure facility which needs to be complied			
S. No.	Category	Minimum Requirements	Remarks
A.	Infrastructure Requirements Per Skill Centre		
A1.	Class Room		
i)	No. of Class Rooms	Min 1 class room	(Mandatory) Per Job Role
ii)	Class Room Size	A Minimum Seating capacity of 30 Trainees.	Per class room
A2.	Skill Lab		
i)	No. of Skill Labs	Min 1 Lab	(Mandatory) Per Centre
ii)	Lab Equipment Size	Min 1 KWp Solar Power plant + Tool Kit	(Mandatory) Per Centre
iii)	List of Tool &Equipment	List of Tool Kit as per List Below	(Mandatory)
A3.	Library		
i)	No. of technical Books	30 technical books	Per Job Role
ii)	No. of Non-technical Books	Preferable	
iii)	No. of journals	Preferable	
iv)	No. of Dailies	Preferable	
A4.	Water & Sanitation Facility		
i)	Water Supply	Legal water supply	(Mandatory)
ii)	Drinking Water Facility	1 Water Cooler with water purifier	
iii)	Separate Toilets for Boys & Girls	Separate Arrangement (Preferable)	
A5.	Fire Safety		
i)	Fire Extinguisher	1 +1	
A6.	Common room/Pantry		
		Preferably 1	
A7.	Ventilation		
i)	Lighting and Ventilation	Well-ventilated	
ii)	Air conditioning	Preferable	
A8.	Electricity Supply Structure		
		Legal electricity supply	
A9.	Power Back up		
		Standby Arrangement	
A10.	Bus/Transport Facility		

i)	Connectivity to Public Transport	Preferable	
ii)	Own Transport Facility	Preferable	
B.	Documents Per Skill Centre		
B1.	Legally constructed	Building Plan	
B2.	Permission	To be used as educational institution	
B3.	If Rented	Rent/Lease Deed	
B4.	If Owned	Registration Papers for land and building showing legal possession of society/trust	
B5.	If on contractual basis	MOU with concerned organization	
C.	General Training Aids Per Skill Centre		
C1.	Black-board/ White-board/ Smart Board	Preferable	Per class room & Skill lab
C2.	Chalk/Marker	Preferable	
C3.	Duster	Preferable	
C4.	Computer/Laptop facility	Preferable	Per Skill Centre
C5.	Projector facility	Preferable	
C7.	Charts/Posters	Preferable	Per class room & Skill lab
C9.	Printer/ Photocopy/ Scanner Facility	Preferable	Per Skill Centre
C10.	Glossary for Renewables	Preferable	
D1.	Training Experience (IF Yes in Renewable Energy Sector)		
A1.	Min No of Training Programs Organised	5	
A2.	Min No. of Participants Trained	100	
D1.	Training Experience (IF NO in Renewable Energy Sector)		
A1.	No of Training Programs Organised	10	
A2.	No. of Participants Trained	200	

5. Equipment: Each training institute has to deploy the essential equipment at each skill centre for the applied job role. The list needs to be specified by the Training partner and SCGJ shall ratify the same. Kindly fill in the details in **Annexure-4**.

Annexure 4

List of Tools & Equipment for a batch of 30 trainees		
	1 KW PV Modules	Mandatory
	1 KW Inverters	Mandatory
	2 Batteries (Minimum)	Mandatory
Sno.	Name of Tools & Instruments	Quantity (Nos.)
1	Tool kit	As per requirements
2	Double ended flat spanner	1 set
3	Double ended ring spanner	1 set
4	Combination pliers	1 set
5	Side cutting pliers	1 set
6	Nose pliers	1 set
7	Wire stripper	1 set
8	Electrician knife	1 set
9	Hack saw frame with blade	1 set
10	Hand crimping tools	1 set
11	Cable cutter	1 set
12	Screw driver	1 set
13	Water level	1 set
14	Measuring tape	1 set
15	Centre punch	1 set
16	Standard wire gauge	1 set
17	Vanier calliper	1 set
18	Line dori	1 set
19	Chisel	1 set
20	Drill m/c	1 set
21	Plumb bob	1 set
22	Sprit level	1 set
23	Flat file	1 set
24	Round file	1 set
25	Triangle file	1 set
26	Hand saw	1 set
27	PVC mallet	1 set
28	Ball pin hammer	1 set

29	Fuse puller	1 set
30	Safety helmet	1 set
31	Safety souse	1 set
32	Safety belt	1 set
33	Nose mask	1 set
34	Safety goggles	1 set
35	Ear plug	1 set
36	PVC hand glove	1 set
37	Cotton hand glove	1 set
38	Reflective jacket	1 set
39	Clampmeter	1 set (Mandatory)
40	MULTIMETER	1 set (Mandatory)
41	Megger	1 set (Mandatory)
42	Earth tester	1 set (Mandatory)
43	Water testing instrument (TDS meter)	1 set (Mandatory)
44	Earthing Rod	1 set
45	Soldering Iron & Flux	1 set
46	Phase Sequence Meter	1 set
47	Saftey Gloves	1 set
48	Pyranometer	1 set (Mandatory)

6. Terms & Conditions (to be submitted with application form): Each training institute has to agree with all terms and conditions laid down by SCGJ enclosed as Annexure-5.

ANNEXURE-5

Terms & Conditions for Affiliation by SCGJ

Applicant Training Institute that has applied for Affiliation shall be required to fulfil the following terms and conditions:

1. The Training Institutes and their respective applicant skill centre(s) should provide the trainings as per the Qualification Packs and National Occupational Standards prepared by the Skill Council for Green Jobs.
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 / facilitators are approved by the Skill Council for Green Jobs.
4. The affiliation shall be granted for period of 3 Years and shall be subject to an on-site inspection, which may be conducted by the Skill Council for Green Jobs anytime during the validity of affiliation. The renewal of affiliation shall also depend on satisfactory performance / review of the skill centre.
5. The training institute shall offer to Skill Council for Green Jobs 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 Skill Council for Green Jobs (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 Skill Council for Green Jobs to disrepute
 - c. Make reference to affiliation in its documents, brochures or advertising only in compliance with the requirements of Skill Council for Green Jobs.
8. The applicant training Institute shall pay all the applicable (pre-affiliation) fees such as application fees & physical inspection fee once the physical copy of application form along with relevant documents have been received by SCGJ and the documents have found to be satisfactory. After the satisfactory physical inspection, the affiliation fee and the Qualification pack training fee would be paid by the applicant VTP.

The fees structure laid down by Skill Council for Green Jobs enclosed as Annexure-6, unless an

institute is eligible for fee exemption, e.g. Govt. Institutions / ITIs

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 Skill Council for Green Jobs from time to time. The training institute who are eligible for fee exemption (pre-affiliation) according to PMKVY or any other scheme, are also liable to remit fees for activities post-affiliation time to time without any conditions.
10. The training Institute shall inform Skill Council for Green Jobs 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. The Training institute shall continuously keep in touch with Skill Council for Green Jobs to keep itself updated.
11. The applicant/affiliated training Institute shall respond promptly to the changes initiated by Skill Council for Green Jobs in its affiliation criteria, policies and procedures. However they will be given sufficient notice and time, as in the opinion of is found reasonable, to carry out adjustments in its system. The applicant/affiliated training Institute shall inform Skill Council for Green Jobs when such adjustments have been completed.
12. Skill Council for Green Jobs may suspend or withdraw affiliation of the training Institute / stop processing application of an applicant institute, as per Skill Council for Green Jobs 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 to the set protocols with Skill Council for Green Jobs.
 - d. Refusal to allow examination of relevant skill centre, documents and records by Skill Council for Green Jobs & its appointed representative
 - e. Result of complaint analysis or any other information, which indicates that the training institute no longer complies with requirements of Skill Council for Green Jobs.
13. The affiliated training institutes shall enrol batch minimum 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 sorts of material that contain any reference to the affiliation status.
15. The affiliated training institute is required to inform Skill Council for Green Jobs, if any of the proposed assessor(s) happens to be associated with them in any other capacity.
16. Skill Council for Green Jobs absolves itself of any legal or financial liability arising out of any act involving any accidental or consequential damages to personnel/equipment/ any other at any time.



SCGJ

SKILL COUNCIL FOR
GREEN JOBS

**APPLICATION FORM
FOR
AFFILIATION TO
BY
VOCATIONAL TRAINING PARTNERS**

GENERAL INSTRUCTIONS

1. A print-out of this application form along with hard copies of the relevant documents has to be sent to SCGJ by the VTP.
2. Each and every page should be stamped and signed (Authorised Signature) by the applicant VTP.
3. A declaration/board resolution should be furnished by the VTP endorsing the authorised signatory.
4. In addition to hardcopy, please submit the scan copy of the application form and the requisite supporting enclosures (please scan the application documents after stamping and signing).
5. Any training batch may be subject to random audit for compliance.
6. All SCGJ affiliated VTPs shall be eligible to participate for any Gov. / Non- Gov. Schemes (for example, PMKVY) subject to compliance.

Fee Structure

Fee Structure for Affiliation Process			
Before the Physical Inspection			
Sno.	Category	Fee (INR)	Frequency
1	Application Processing Fee	5,000	One time
2	Physical Inspection Fee	10,000	Per Center (One Time)
After the Physical Inspection & at the time of Affiliation			
1	Affiliation Fee to SCGJ	35,000	Per Center (For 3 Years)
2	QP Adoption Fee for Training	5,000	Per QP Per Center (Annual)
3	QP/NOS Curriculum Compliance (To be Vetted by SCGJ)	10,000	To be Reviewed Annually
4	Training & Certification of Trainer	25,000	Under Consideration
5	Assessment and Certification of Trainee (Suryamitra MNRE)	8,00	
6	Assessment and Certification of Trainee (PMKVY)	13,00	

Note:

- 1) All fees are non-refundable and non-transferable.
- 2) **The Application Processing Fee** & the **Physical Inspection fee** is to be paid by the Training Partner after On the Desk Approval has been given by SCGJ.
- 3) The Remaining fee, i.e. **The Affiliation fee** & the **QP Adoption Fee** for Training is to be paid by the VTP after the physical inspection reports have been declared positive.
- 4) All fees are subject to change with prior notice of 60 days.
- 5) All fees has to be made strictly from TP official bank account as intimated in the affiliation document.
- 6) Please remit Affiliation Fees via NEFT / RTGS details as under and send confirmation mail of the payment to assessment.greenjobs@gmail.com
- 7) The Bank Account details of Skill Council for Green Jobs are as under:

Bank Details of Skill Council for Green Jobs	
Account title	SKILL COUNCIL FOR GREEN JOBS / (SCGJ)
Account no	50200015188407
Account type	Current Account
IFSC code	HDFC0004711
Branch address	HDFC bank Ltd, 4/48 Malcha Marg, Shopping Complex, Chanakyapuri, New Delhi- 110021

List of Available Qualification Packs

Note: Additions will be made without prior notice.

Sno	Job Roles		
1	Solar PV Installer - Suryamitra (MNRE Program)		
2	Solar PV Installer Suryamitra		
3	Solar PV Installer – Civil		
4	Solar PV Installer – Electrical		
5	Wastewater Treatment Plant Helper		
6	Wastewater Treatment Plant Technician		

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

- 1.
- 2.
- 3.

Section 1: Institution and Management Profile

1. Name of the Institution:

2. Whether NSDC funded – Yes / No

If Yes, provide details along with the supporting documents

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

- NSDC/NSQF Framework
- Otherwise

7. Medium of instructions in Institute:

English Hindi Any Other

Please specify: _____

8. Details of Self Owned/Franchisee/Mobile Training Centres:

(Give separate break-up)

Self Owned Franchisee Mobile Total

[Attach the list of Training Centres as Enclosure (Annexures appended below)]

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

(Attach photocopy of the PAN card and IT returns of last one year 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 No

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/Employer 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. Also, **Attach 6 months Bank Statement along with the Application Form.**

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

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. SCGJ Specific - Details of the Teaching Staff.

(Attach CVs of all the teaching staff as Enclosure 11)

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 12)

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 SCGJ		
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 SCGJ		

29. Details of the 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/subsequent learner 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 SCGJ		
Existence of Facilitators Guide		
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 courseware developed		
Process of SME engagement in courseware design and development		
Review process for approval of courseware by SCGJ		
Declaration of conducting SCGJ specific training for Participant with the list of identified stores mapped to each training centre		

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 details of availability of the following aspects related to Infrastructure:

Aspect	Details	Remarks
Building Own/Rented/On Lease		
Area of Institute Premises		
Size of classrooms(Min for 30 Students)		Mandatory
Size of Labs(Min 1 KW Lab with Complete Tool Kit)		Mandatory
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)		
Any other, please specify		

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	Details	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 collections 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	Details	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	Details	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 17)

Performance Review

a. Overall

SNo.	Performance Criteria	Unit of Measurement	2015-16	2014-15	2013-14	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 VTP	%				

b. Tradewise

SNo.	Course Name	Duration	No. Of batch/year	Students in each batch	No. Of trainees appeared for Exam	No. Of trainees placed	Remarks

(Annexure A on letter head)

Date:

To,
The Chief Executive Officer (CEO)
Skill Council for Green Jobs
3rd Floor, Plot No. 4, Institutional Area
CBIP Building, Malcha Marg, Chanakyapuri
New Delhi - 110021

Sub.: Undertaking of Staff Details

Respected Sir,
This is to declare our Staff Details.

Name of the Employees	Designation	Employee Category (Permanent/Temporary /Contract)

Thanking you.

Yours Sincerely
(Sign and Stamp)

Name, Designation and Contact Number

(Annexure B on letter head)

Date:

To,
The Chief Executive Officer (CEO)
Skill Council for Green Jobs
3rd Floor, Plot No. 4, Institutional Area
CBIP Building, Malcha Marg, Chanakyapuri
New Delhi - 110021

Sub.: Undertaking of Self Owned Centres

Respected Sir,
This is to declare our self-owned and self-operated centres, as detailed below:-

SNo.	Name of the Centre	Location	Address	Centre Head	Centre Head Contact details	Centre Coordinator Contact details

Please find enclosed the Lease/Rent/Sale agreement of the above mentioned centres along with this declaration.

We confirm that all the details provided in this declaration is correct, updated and as per our best knowledge.

Thank you.

Yours Sincerely

Name, Signature and Stamp

(Annexure C on letter head)

Date:

To,
 The Chief Executive Officer (CEO)
Skill Council for Green Jobs
 3rd Floor, Plot No. 4, Institutional Area
 CBIP Building, Malcha Marg, Chanakyapuri
 New Delhi - 110021

Sub.: Undertaking of Franchisee (Centres)

Respected Sir,

This is to declare our franchisee centres, as detailed below:-

SNo.	Name of the Centre	Location	Address	Centre Head	Centre Head Contact details	Centre Coordinator Contact details

Please find enclosed the franchisee agreement of the above mentioned centres along with this declaration.

We confirm that all the details provided in this declaration is correct, updated and as per our best knowledge.

Thank you.

Yours Sincerely

Name, Signature and Stamp

(Annexure D on letter head)

Date:

To,
 The Chief Executive Officer (CEO)
Skill Council for Green Jobs
 3rd Floor, Plot No. 4, Institutional Area
 CBIP Building, Malcha Marg, Chanakyapuri
 New Delhi - 110021

Sub.: Undertaking of Mobile (Centres)

Respected Sir,

This is to declare our mobile centres, as detailed below:-

SNo.	Name of the Centre	Location	Address	Centre Head & Contact Details	Centre Coordinator Contact details

Please find enclosed the mobile agreement of the above mentioned centres along with this declaration.

We confirm that all the details provided in this declaration is correct, updated and as per our best knowledge.

Thank you.

Yours Sincerely
 (Name Sign and Stamp)

SNo.	List of Enclosures	Enclosed
1.	List of Branches	Yes / No
2.	PAN and IT Return (Last 1 Year)	Yes / No
3.	Audited Balance Sheet	Yes / No
4.	Registration Certificate of Trust/Society	Yes / No
5.	Copy of Recognition Certificate	Yes / No
6.	Copy of Affiliation Certificate	Yes / No
7.	All Proof of Delivery of Govt. (Central/State/U.T.) sponsored skilling programs in last two years till 31 st March 2015	Yes / No
8.	Building Approval Document	Yes / No
9.	Staff Particulars	Yes / No
10.	CVs of the Trainers (Relevant to QP)	Yes / No
11.	Training detail of Staff	Yes / No
12.	Drinking Water	Yes / No
13.	Health and Sanitary Conditions	Yes / No
14.	Fire Safety	Yes / No
15.	Bus Service Details	Yes / No
16.	Details of Grants received in last 3 years	Yes / No
17.	Details of physical infrastructure i.e. no. and capacity of classroom with audio visual facilities, workshop laboratories, library hostels, etc. A brief write-up with photographs to be attached.	Yes / No
17.	6 Months Bank Statement	Yes / No
18.	Proof of Class Room (30 Students)	Yes / No
19.	Proof of 1 KW system and Tool Kit (For Solar Domain)	Yes / No
20.	Industry Linkages for Placement	Yes / No
21.	Placement Record (last 6 Months)	Yes / No



By signing this document, it is implied that a training institute as an applicant and after affiliation agrees to comply at all times with all Terms and Conditions for affiliation by Skill Council for Green Jobs

Name & Signature of Director:

Name of the training institute:

Date & Place:

Signature

NOTE

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

Skill Council for Green Jobs

3rd Floor, Plot No. 4, Institutional Area
CBIP Building, Malcha Marg, Chanakyapuri
New Delhi - 110021

Contact Person:

Mr. Arpit Sharma (Head - Assessment and Assurance)
Skill Council for Green Jobs
Contact Number: 9899505533