

Protocols for Affiliating Training Providers by Textile Sector Skill Council



Textile Sector Skill Council

C/o Confederation of Indian Textile Industry

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Background

The National Skill Development Policy 2009 mandates that NSDC would constitute Sector Skill Councils (SSCs) with following functions:

1. Setting up LMIS to assist planning and delivery of training
2. Identification of skill development needs and preparing a catalogue of skill types
3. Develop a sector skill development plan and maintain skill inventory
4. Developing skill competency standards and qualifications
5. Standardisation of affiliation and accreditation process
6. Participation in affiliation, accreditation, certification
7. Plan and execute training of trainers
8. Promotion of academies of excellence

This Document has Protocols which exhaustively covers Points 5 and 6 referred to above on affiliation.

Introduction: Textile Sector Skill Council

The Textile Sector Skill Council (TSC), is an industry driven non-profit organization, set up under the aegis of National Skill Development Corporation (NSDC) and governed by 14 major textile industry associations & export promotion councils located across the whole country, Ministry of Textiles, Government of India and the representatives of the four leading textile research associations (ATIRA, BTRA, SITRA & NITRA). TSC is committed to develop world class skilled manpower for all segments of textile manufacturing starting from cotton spinning to fabric finishing which includes organised mill sector, power loom industry and handlooms.

TSC along with the guidelines of NSDC has developed the Affiliation Protocol for Quality Governance of Training Providers (TP). The Affiliation Protocol provides a framework for effective management and delivery of competency based Vocational Education and Training aimed at overall development of the trainees.

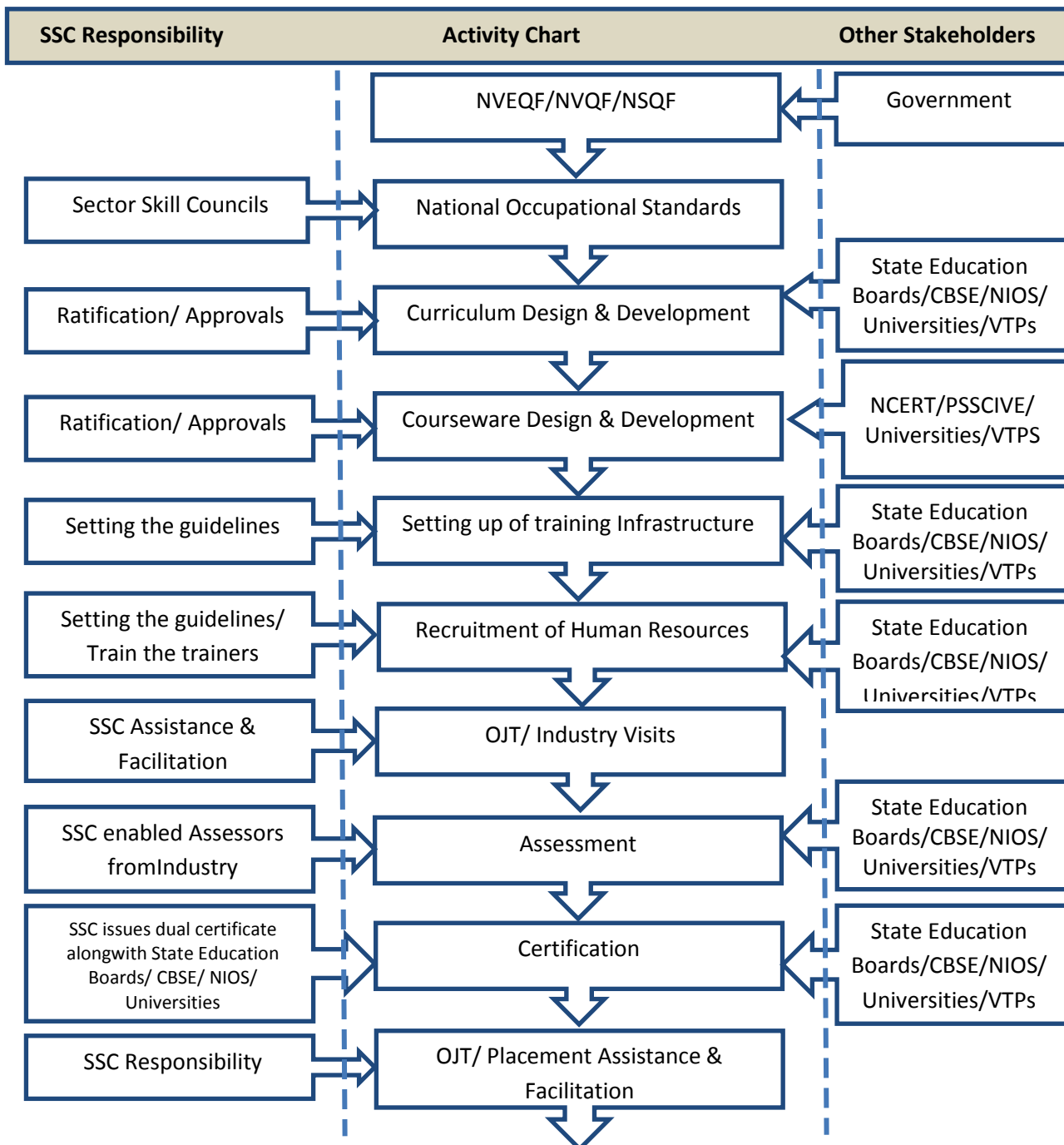


Salient Objectives of TSC

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.



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 TSC constituted by NSDC.

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

TSC 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 TSC 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.



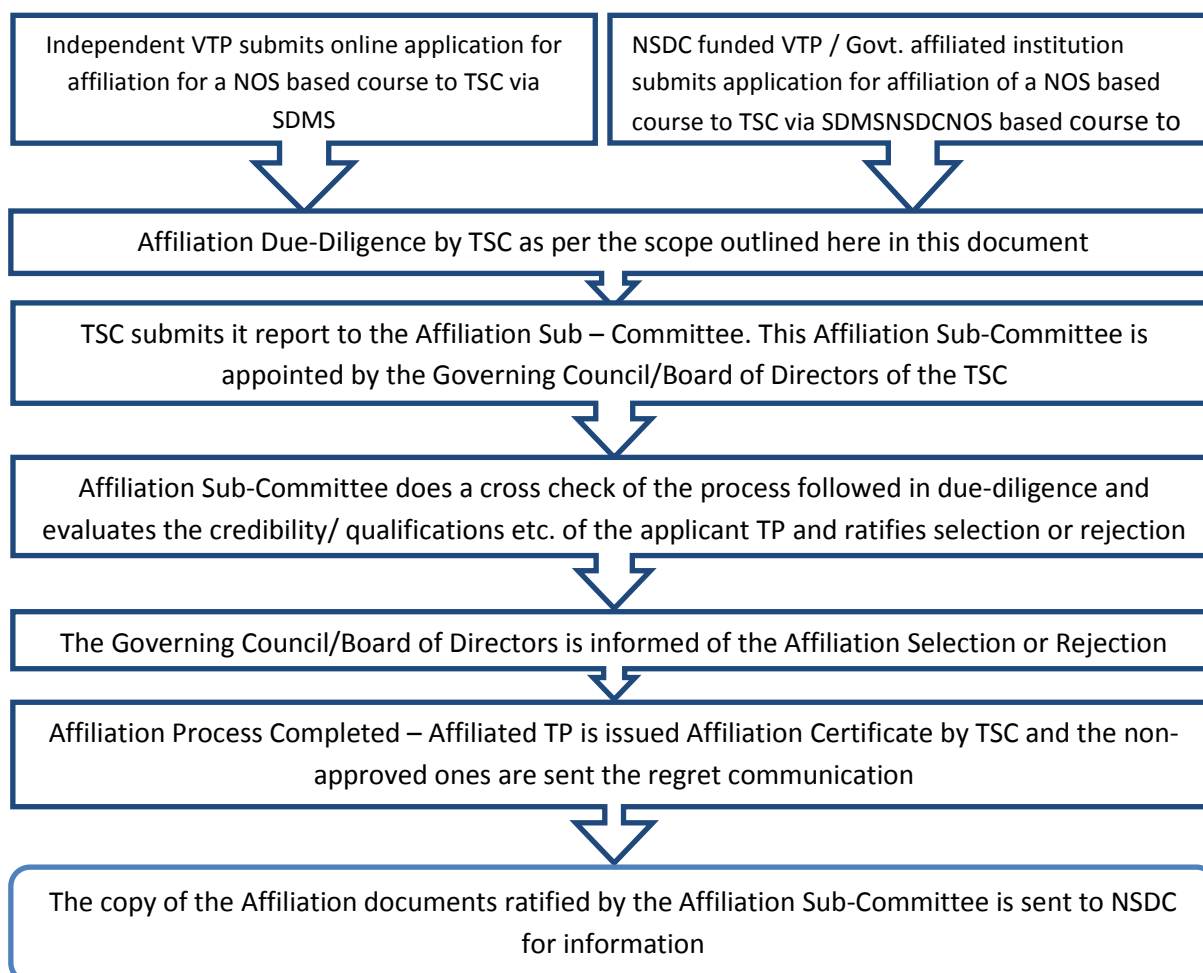
- Participation in Government led programs at institutional and state level, aligned to NVEQF/NVQF/NSQF
- Access to the reports on the Sectoral Researches conducted by the TSC
- Participation in the various Textile Specific Seminars
- Access to International bodies available in similar space

Institutions Eligible to Affiliate to the Textile 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 skilled manpower requirement for in-house needs or for the sector
5. 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.
6. Small, medium and large scale organisations engaged in the manufacturing of textiles which provide training to meet the skilled manpower requirement for in-house needs or for the sector.
7. Institutions offering training programs under Integrated Skill Development Scheme (ISDS) set up by Ministry of Textiles.
8. Organizations/institutions offering training programs which are funded by state/central government schemes.

Process of Affiliation

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



*Skill Development Management System (SDMS) is described in Process of Affiliation

NOTES:

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

4. TSC 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/VTP, TSC will affiliate the TP/VTP within 30 days subject to TP responding to clarifications sought by the TSC, if any within 10 working days. In case the TP/VTP does not respond within the stipulated time, the application shall be deemed as closed. The TP/VTP, if further interested in affiliation will have to re-activate its application, stating reasons for delay along with the desired response sought by TSC.
6. In case the delay is happening from TSC 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 TSC.

Structure of this Document

The clauses listed in this document can have one of the applicability:

- ✓ A clause which under common guidelines of NSDC and will be applicable to all – both for affiliating the NSDC funded partner/Government Institution and to a non-NSDC funded partner
- ❖ A clause which deals with specific requirements of an SSC to affiliate a partner - applicable to all – both for affiliating the NSDC funded partner/ Government Institution and a non-NSDC funded partner
- A clause in which an NSDC funded Vocational Training Provider (VTP)/ Government Institution is exempted but required to be satisfied by a non-NSDC funded Skill Training Provider.

While reading the clause refer to the symbols to get the context of applicability.

Document Usage

- SSCs will use this Master Document in pdf as a reference document.
- The word document is separately available to the SSCs to modify - only in the portions where it reads **SSC SPECIFIC REQUIREMENTS. Rest of the document is not to be altered by the SSCs.**
- **In case any SSC does not have any specific requirements to add, that column will have a statement saying – None. Under no circumstances that clause will be deleted.**
- In addition SSC will put its logo at designated places
- After adding SSC specific text logo, SSCs will share this document with NSDC before final printing and issuance to the interested VTPs/ Education Bodies
- These aspects are necessary to ensure Standard Protocol across all Affiliation Documents created by various SSCs.



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. TSC SPECIFIC REQUIREMENTS

- ❖ Organisations engaged in the manufacture of either yarn or fabric or chemical processing of all types of textile materials or a combination of one or more of the above are eligible to apply for affiliation, provided they are engaged in training either for in-house requirements or to meet the sector requirements.



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. TSC 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 TSC on all relevant matters.

1.6. TSC SPECIFIC REQUIREMENTS

- ❖ If the TP has textile manufacturing activities, it is desirable to designate Factory manager/Head in-charge of manufacturing activities as Head TP and HRD Head as affiliation co-ordinator.

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 TSC 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. TSC 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 TSC
- ✓ 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 TSC.

3.4. TSC 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 TSC.
- ✓ Following need to be available confirming to the requirements mentioned in the NSDC website <http://www.nsdindia.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 TSC

3.6. TSC 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. TSC SPECIFIC REQUIREMENTS

- ❖ None

E. Training methodology

3.9. GENERAL:

- ✓ Documented Processes for Training
- ✓ Training aids

3.10. TSC SPECIFIC REQUIREMENTS

- ❖ None

F. Continuous Evaluation

3.11. GENERAL:

- ✓ Methodology
- ✓ Student monitoring on learning

3.12. TSC 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. TSC 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. TSC 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. TSC 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. TSC 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. TSC 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. TSC SPECIFIC REQUIREMENTS

- ❖ The trainees must be provided with ear-plugs to protect against noise pollution while undergoing training in loom sheds

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. TSC 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. TSC 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. TSC 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. TSC SPECIFIC REQUIREMENTS

- ❖ None

Schedule of Various charges under affiliation and applicability

Sl. No.	Charges	NSDC Funded TP / Govt. and Non-Govt. TPs running Govt. schemes for last 2 years	Non-NSDC TP
1.	Application Fee (One Time)	<i>Rs. 2,500</i>	<i>Rs.5,000</i>
Affiliation Fee of TP with 1 Centre			
2.	Management Credentials	<i>Rs. 25,000</i>	<i>Rs. 35,000</i>
	Adherence to Regulatory Requirements		
	Documentation of Processes		
Affiliation Fee of TP with more than 1 Centre			
3.	Additional Charges for assessing centre (for any number of QPs) in a single visit (This Fee will be applicable if the TP has centres spread over more than 1 city)	<i>Rs. 20,000/city</i>	<i>Rs. 25,000/city</i>
Curriculum Validation based on QP			
4.	Validation of Curriculum Per QP <i>[Curriculum package would consist of Syllabus, Student manual, TrainersGuide, Training manual]</i>	<i>Rs. 5,000</i>	<i>Rs. 5,000</i>
TOT Charges Per QP <i>(Boarding/ Lodging and Travel of their own trainers to the training venue will be responsibility of the TP)</i>			
5.	Training Charge including Assessment and Certification charges per Trainer	<i>Rs. 15,000</i>	<i>Rs. 15,000</i>
	Charge only for Assessment and Certification per Trainer	<i>Rs. 8,000</i>	<i>Rs. 8,000</i>
6.	Trainee Assessment & Certification Fee	<i>Rs. 1,000</i>	<i>Rs. 1,000</i>
7.	Re-Affiliation Fee	<i>Rs. 10,000</i>	<i>Rs. 15,000</i>

Note:

1. To get TSC 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. Assessment of centres spread over multiple cities will be at an additional cost and @ Rs 20,000/ city (Sl 3 of table above also refers). Number of centres/cities to be visited will depend upon the assessment outcome of the main centre and sample centres (across cities).
4. Validation of curriculum aligned to QP. (Please refer to Section -3, Para – B and C)
5. The validity period for affiliation will be 2 years from the date of issuance of the certificate.
6. For certification to remain valid, minimum qualifying score is 60%.
7. 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 TSC 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 TSC website only.
2. Post submission of the online application, TSC 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 TSC end will be as follows:

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

- a. The first level online check on completeness of the application form will be done by the TSC and if the third party assessors are involved, forward the application to them within **2** working days of receiving the online application.
- b. SDMS system will automatically inform the TP of the third party assessor details.
- c. The due-diligence of the TP application will be completed by the TSC 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 into the SDMS system for the TSC. TSC after evaluation of the same and its comments will forward to the Affiliation Sub-Committee.
- e. The Affiliation Sub-Committee members will preview the report and will give their online acceptance or rejection within **5** working days back to TSC.
 - f. TSC on receiving the Affiliation Sub-Committee recommendation will prepare an online report of Acceptance or Rejection within **3** working days.
 - g. The TSC 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.

Each step listed above is online and through SDMS system. The SDMS system will automatically generate mails and keep informing the various stakeholders on the progress or delay.

Any inordinate delays will trigger alarms to the concerned stakeholders.

Any applicant will be able to track the progress of their application online.

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

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 TSC and NSDC funded TPs. The members will be CEOs both from TSC and of the TP.

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



Application Form for Affiliation of Training Provider (TP) to Textile Sector Skill Council (TSC)

1. Process of Grant of Affiliation:

- (a) Submission of duly filled application form with application fee of Rs. 5,000/-.
- (b) Evaluation by TSC & award of Provisional Affiliation.
- (c) Submission of QP / NOS Aligned Curriculum for the selected job roles, along with the Affiliation Fee (Para 2 (b) below refers) & Curriculum alignment Fee (Para 2(c) below refers).
- (d) Curriculum alignment check by TSC and addressing of gaps by TP.
- (e) Grant of Affiliation by TSC.
- (f) Time duration of affiliation is 10 days.

2. Fee structure (Refer schedule of various charges under affiliation and applicability):

- a) Application Fee: to be submitted along with the Application Form.
- b) Affiliation Fee: Post review and acceptance of Application by TSC
- c) Curriculum Alignment Fee: Rs. 5,000/- per Job Role

3. The certificate will be valid for 2 years from the date of issue.

Date: Authorised Signatory

Company Seal:



SECTION 1: INSTITUTE INFORMATION AND CREDENTIALS

1. Name of the Organization- _____

2. Address of Registered Office-

3. Year of Establishment- _____

4. Whether registered (Company, Society, any other form of Legal existence):

a. If yes, provide: Yes No

Registration Number and Date: _____ (Attach certificate)

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

5. Name of Director / Organization Head- _____

6. Contact Person / Coordinator for TSC-

Name: _____

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

Email ID: _____

7. 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 Appendix A)

8. 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:



9. Is the Institute participating / has participated (in last 02 yrs) in any NSDC / Govt. scheme on skill development?

If Yes, Attach relevant Certificate and provide details:

S. No.	Name of Scheme	Ministry / Department	Since when participating
1			
2			
3			
4			

10. Past Placement record of the Institute (last 2 years):

S. No	Number Trained	Number Placed	Name of organizations where students were placed
1			
2			

Date: Authorised Signatory

Company Seal

SECTION 2: AFFILIATION AND TRAINING

1. Job Roles for which affiliation sought:

Sl. No.	Job Role	TSC QP / NOS reference	QP compliant		Location(s) where training will be conducted	Commencement Date
			Curriculum ready (Y/N)	Content ready (Y/N)		

(More rows can be added if required)

2. Availability of tools, equipment etc for Practical Training, for selected job roles:

S. No.	Job Role	Availability of critical equipment for practical training at Training Centre		Tie-ups for Industry interface / OJTs (Name of Industry / Org. with when tie-up exist)
		YES###	NO	

provide list of critical equipment & tools available for each job role indicating their age and quantity

3. 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

Date: Authorised Signatory

Company Seal

(c) Certification of Trainers:

In-house capability Outsourced / External

(d) Content Development:

In-house External Agency (Please specify)

4. Methodology of mobilising 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)

(d) Tie-ups with Staffing Agency Yes NO (If yes, attach details)

(e) Any other methodology, Please specify

5. Industry Ties ups for OJT? Practical Training (for the training done in the past)

S.No	Job role	Name of the company

6. Have you conducted training in textile sector or any other related sector (Apparels etc..)

If yes provide details

S.No	Sector	Job role	Year of Conduct	Number trained

If no, provide details of training conducted in the past

S.No	Sector	Job role	Year of Conduct	Number trained

7. Details of Textile trainers availability

S.No	Name	Industry experience & Academic qualification	Certified trainer (Yes/No) If yes indicate the job roles for which certified.

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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 fire fighting equipments
- (ii) Availability of fire fighting / safety equipments
- (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 for Master Trainers

(m) Content development capability (if In-house exists)

Section 4: Performance Measurement and Improvement

40. 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		
TSC specific		

41. 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		
TSC Specific		

42. 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		
TSC Specific		

43. 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 complaint		
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 investigating the student complaints		
Documented process of closure of the student complaint		
Documented process of keeping record of student complaint		
TSC Specific		

Other Relevant Information

44. 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

Sl. 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 VTP	%				
9	TSC specific	%				

B. Trade wise

Sl. No.	Course Name	Duration	No of Batch/year	Students in each batch	No. of Trainees appeared for exams	No. of trainees certified	No. of Trainees placed	Remarks

List of Enclosures	Enclosed	
List of Branches	Yes <input type="checkbox"/>	No <input type="checkbox"/>
PAN and IT Return	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Audited Balance Sheet	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Registration Certificate of Trust/ Society	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Copy of Recognition Certificate	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Copy of Affiliation Certificate	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Building Approval Document	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Staff Particulars	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Training detail of Staff	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Drinking Water	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Health and Sanitary Conditions	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Fire Safety	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Bus Service details	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Details of Grants received in last 3 years	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Detail of Assessment procedure	Yes <input type="checkbox"/>	No <input type="checkbox"/>



Check Off List:

1. Registration Certificate (refer Section 1, Point 4)
2. PAN/TAN card (refer Section 1, Point 4)
3. List of Branches (refer Section 1, Point 7)
4. Affiliation Certificate (refer Section 1, Point 8)
5. Certificate for having participated in Govt./NSDC scheme (refer Section 1, Point 9)
6. Supporting Documents for Mobilization of Candidates (refer Section 2, Point 4)



Appendix 'A'

List of All Branches/Centres:

Job Role	Training Start Date	Address of Training Place	Address of On-Job Training Place	Trainers Availability Attach CV

More rows can be added, if required.

Date: Authorised Signatory

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Appendix 'B'

Mandatory Equipment (Hardware/Software) Requirement For Respective Job Roles For Each Batch/Training Centre (as given in Section 2 Point 2)

Training Centre Name & Address	
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Sr. No.	Job Role	Details of Equipments		
		Name	Quantity	Age

Training Centre Name & Address	
--------------------------------	--

Sr. No.	Job Role	Details of Equipments		
		Name	Quantity	Age

Date: Authorised Signatory

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