



APPROVAL MANUAL **(UNDER THE SRVSDC)** **CONDUCTED BY SRI RAM VIDYAPEETH** **GENERAL INSTRUCTIONS**

No. _____
(For office use only)

The application has to be applied offline by the VTP interested for affiliation by SRVSDC.
Copies of all the relevant documents should be scanned and attached with the application form.

* 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 3 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 VTP *

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.

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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/Vis iting

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

26. Have the Trainers undergone any specialized training?

Yes No

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 SRVSDC		
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 SRVSDC		
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 SRVSDC		

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 _____ for Rs _____ dated _____ drawn on _____ in favour of "Sri Ram Vidyapeeth", payable at Ballia towards the application fees.
(Attach as Enclosure 8)

Declaration

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

Authorised Signatory
(With Official Seal)

Name: _____

Designation: _____

List of Enclosures

Enclosed

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|-----------------------------------------------|----------|
| 1. List of Branches | Yes / No |
| 2. PAN and IT Return | Yes / No |
| 3. Audited Balance Sheet | Yes / No |
| 4. Copy of Recognition Certificate | Yes / No |
| 5. Copy of Affiliation Certificate | Yes / No |
| 6. Teaching Staff | Yes / No |
| 7. Details of Grants received in last 3 years | Yes / No |
| 8. Cheque / DD | Yes / No |