

PROTOCOL FOR AFFILIATION OF TRAINING INSTITUTES WITH MANAGEMENT ENTREPRENEURSHIP & PROFESSIONAL SKILL COUNCIL

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 NSQF level 1 to 10 which is based on National Occupational Standards (NOS) created by a Sector Skill Council (SSC) constituted by NSDC. Refer Annexure I for details.

Any Education Body/ Vocational Training provider (VTP) can seek affiliation from a Sector Skill Council in delivering the requisite elements of a NOS based vocational training. The affiliation process conducted by an SSC will carry out evaluation of competence and availability of the desired infrastructure/ capability of creating the desired infrastructure matching the needs/ requirements of delivering NOS based training.

The alignment of an SSC 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.

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 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 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

Institutions Eligible to Affiliate to the Sector Skill Councils

Training Organizations/ institutions fulfilling below mentioned eligibility criteria may apply for affiliation:

1. Training Organizations/Institutions set up by NSDC funding with 3 years' experience in relevant sectors.
2. Training Institutions set up/affiliated by Government of India with 3 years in relevant sector.
 - 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 with 3 years experience in relevant sector.
4. Training institutions set up by private companies with 3 years experience in relevant sector.
5. Company/Firm/Society/Trust with 3 years experience in relevant sector.
6. An organization providing training under Apprentices Act, 1961 for last one year from the date of submission of the application.
7. 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.

Guidelines for Training Provider seeking affiliation with Management Entrepreneurship & Professional Skills Council (MEPSC) are as follows:

1. **Applying Job role:** Each Training Provider has to **specify clearly the name of the skill center(s) along with the job roles for which they are applying for each center.** For this, they have to refer to the list of job roles available with MEPSC enclosed as **Annexure-1.**
2. **Physical Inspection:** Training Provider applying for affiliation for skill center(s), Physical inspection per training centre will be done by MEPSC/it's affiliates for all the skill centers. If during the physical inspection, the inspected skill center is found to be complying with the MEPSC requirements, affiliation will be provided to the respective Skill center. In case of non-compliance during inspection, affiliation will not be granted to that specific center. However, on request of Training partner for affiliation of the center found non-compliant, a window of one week may be given to bring up to the standards as laid down by the MEPSC before the re- inspection is done on repayment of site training centre fee.

3. **Faculty:** Each Training Institute has to employ at least one on roll trainer/job role/batch/skill center as per the qualification standards laid down by MEPSC enclosed as **Annexure-2**.
 4. **Infrastructure facility:** Each Training Institute has to comply with infrastructure facility standards laid down by MEPSC enclosed as **Annexure-3**.
 5. **Equipment:** Each Training Institute has to deploy the minimum essential requisite equipment at each skill center for each applied job role as per the list laid down MEPSC enclosed as **Annexure-4**.
 6. **Application Form and Annexures (To be submitted with Application Letter and Form):** Each Training Provider has to submit the Application form along with the required Annexures as mentioned in the guidelines document (refer Annexure 5(Letter and Application form both), 5.a., 5.b., 5.c., 5.d. for details)
 7. **Terms & Conditions (to be submitted with application form):** Each Training Provider has to agree with all terms and conditions laid down by MEPSC enclosed as **Annexure-6**.
 8. **Fees Structure:** Each Training Provider has to remit the fees to MEPSC as per fees structure laid down by MEPSC enclosed as **Annexure-7**.*
- (*If training provider/institute is eligible for fee exemption (pre-affiliation) according to being NSDC TP/any scheme, then they have to attach the supporting documents with application form. Failing this, they would be liable for remission of fees.)
9. **Sign and Stamp of training institutes:** Each Training Provider has to submit the application form, all of the listed enclosures, & terms and conditions duly signed and stamped by the training institute at each and every page.
 10. **Documents to be submitted for affiliation:** The hard and soft copy of the following duly signed and stamped documents properly placed in a box file :
 - a) Covering letter
 - b) Application form (Annexure – 5, 5.a., 5.b., 5.c., 5.d.)
 - c) Supporting Annexures to the points mentioned in the Application Form
 - d) Terms & conditions (Annexure - 6)
 - e) Pre Affiliation fee cheque/complete NEFT details (as per Annexure - 7)
 - f) Post Affiliation Fee cheque/complete NEFT details (as per Annexure - 7)
 - g) Complete details of the MD/CEO/Head of the Training Provider
 11. **Mailing Address:** The documents enlisted at point 9 should reach at following address on or before 20th March 2017, 10:00 AM.

**To,
The CEO,
Management Entrepreneurship & Professional Skills Council (MEPSC)**

14 Management House
Institutional, Area
Lodhi Road, New Delhi-110003

12. **Contact Details of MEPSC :** For any queries, please feel free to reach us at info@mepsc.in; ebin@mepsc.in; enayyar@mepsc.in or call us at +91-11-24645100 Ext: 452/629; Telefax: +91-11-24626689.

ANNEXURE - 1

List of Job roles available at Management & Entrepreneurship and Professional Skills Council (MEPSC)

S. No.	Name of Job Role	QP code	Level
List of Job Role launched			
1	Lead Trainer	MEP/Q0101	6
2	Trainer	MEP/Q0102	5
3	Lead Assessor	MEP/Q0103	6
4	Assessor	MEP/Q0104	5
5	Secretary	MEP/Q0201	4
6	Office Assistant	MEP/Q0202	3

Note: The Training Provider must provide the details of the Job Roles and Training Centers for which the Affiliation is sought.

ANNEXURE – 2

QUALIFICATION STANDARDS OF FACULTY		
Sl. No.	Job role	Qualification/requirements
1	Lead Trainer	<ul style="list-style-type: none"> ▪ Masters equivalent or Professionals having relevant qualifications in any domain/ function/ sector ▪ The applicant should have delivered training sessions of at least 200 hrs of training or must have conducted one Train the Trainer or equivalent programme of minimum 3 days in addition to training sessions of at least 150 hrs.
2	Trainer	<ul style="list-style-type: none"> ▪ Masters equivalent or Professionals having relevant qualifications in any domain/ function/ sector ▪ The applicant should have delivered training sessions of at least 100 hrs of training or must have conducted one Train the Trainer or equivalent programme of minimum 3 days in addition to training sessions of at least 150 hrs.
3	Lead Assessor	<ul style="list-style-type: none"> ▪ Masters equivalent or Professionals having relevant qualifications in any domain/ function/ sector ▪ Ideally each assessor should have minimum 10 years of industry experience
4	Assessor	<ul style="list-style-type: none"> ▪ Masters equivalent or Professionals having relevant qualifications in any domain/ function/ sector ▪ Ideally each assessor should have minimum 5-10 years of industry experience
5	Secretary	<ul style="list-style-type: none"> ▪ 12th pass/Graduate/Post graduate or equivalent having minimum 5 years of prior training/teaching experience in Stenography/Shorthand and Secretarial Practice. ▪ Proficiency in MS office having excellent drafting skills ▪ Good Communication Skills
6	Office Assistant	<ul style="list-style-type: none"> ▪ 12th pass/Graduate/Post graduate or equivalent having minimum 5 years of prior training/teaching experience. ▪ Proficiency in MS office having excellent drafting skills ▪ Good Communication and presentation Skills ▪ Knowledge of Computer hardware

Note: The Training Provider must provide the profile of the Trainers along with the application.

ANNEXURE - 3

Standards for infrastructure facility which needs to be complied			
S. No.	Category	Minimum Requirements	Multiples
A.	Infrastructure Aspects Per Skill Center		
A1.	Class Room		
i)	No. of Class Rooms	1 class rooms	Per Job Role
ii)	Class Room Size	330 sq. ft.	Per class room
iii)	Seating Arrangement	30 study chairs for students and one table and chair for trainer	Per Batch
iv)	Walls, floor and ceiling status	White washed & non-leaky	Per class room
A2.	Skill Lab		
i)	No. of Skill Labs	1 Lab	Per Job Role
ii)	Skill Lab Size	300 sq. ft.	Per Skill Lab
iii)	List of Equipment	Requisite list (As per Annexure 4)	Per Job Role
iv)	Display and Storing Arrangement of Equipment	Should be Displayed with proper labeling	Per Job Role
v)	Walls, floor and ceiling status	White washed & non-leaky	Per Skill Lab
A3.	Library (Preferable)		
i)	No. of technical Books	Books on MS Office, Office Management Skills, Shorthand Drafting meeting minutes, General Knowledge etc.	Per Job Role
ii)	No. of Non-technical Books	Preferable (books on soft skills, time management skills, Business Communication, Presentation skills, Leadership skills, Team management, Client Handling etc.)	
iii)	No. of journals	Preferable	
iv)	No. of Dailies		
v)	Seating Arrangement	10 chairs and table	
vi)	Display and Storing Arrangement of Books	Should be Displayed with proper labeling	
A4.	Water & Sanitation Facility		
i)	Water Supply	Authorised water supply	
ii)	Drinking Water Facility	1 Water Cooler with water purifier	
iii)	Separate Toilets for Boys & Girls	Separate Arrangement	
A5.	Fire Safety		
i)	Fire Extinguisher	1 on every floor with operation instructions (fully operational and serviced extinguishers)	

ii)	Disaster Management Plan and mock drill	Fire Safety certificate	
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 UPS or Generator with minimum 8 hrs backup	
A10.	Bus/Transport Facility		
i)	Connectivity to Public Transport	Preferable	
ii)	Own Transport Facility	Preferable	
A11	First Aid and other safety measures		
	First Aid box as approved by The Indian Red Cross Society and St. John Ambulance Association.		
	To display the following at prominent places: Emergency numbers of Police, Ambulance and Fire Brigade etc. Telephone numbers of Hospitals, Police Stations in vicinity		
B.	Documents Per Skill Center		
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 along with B1-B4	
C.	Training Aids Per Skill Center		
C1.	Black-board/ White-board/ Smart Board	1 board	Per class room & Skill lab
C2.	Chalk/Marker	1	
C3.	Duster	1	
C4.	Computer/Laptop facility	1	Per Skill Center
C5.	Projector facility	1	
C6.	Speaker facility	1	
C7.	Charts/Posters	Properly Displayed	Per class room & Skill lab
C8.	Printer/ Photocopy/ Scanner Facility	1	Per Skill Center

ANNEXURE – 4

Minimum Essential Requisite Skill Lab, Equipment and Consumables

(To be checked at time of physical inspection)

Trainers, Assessors, Secretary & Office Assistant

BATCH SIZE -30

EQUIPMENT LIST

S No	EQUIPMENT	Secretary	Office Assistant	Trainer	Lead Trainer	Assessor	Lead Assessor
1	Computers with internet connectivity with latest windows version & MS office package - 30	Y	Y	Y	Y	Y	Y
2	Stenography machine (Preferable)	Y	N.A	N.A	N.A	N.A	N.A
3	Dictograph - 25-30 (Preferable)	Y	N.A	N.A	N.A	N.A	N.A

NOTE: MEPSC may provide provisional affiliation to the TP upon recommendation of the MEPSC TP affiliation committee of experts however, at later stages or at the time of physical inspection if the TP is found to be non-compliant, the training center fees which also includes the inspection fee for the center will be withheld by the MEPSC and the center may be disaffiliated.

ANNEXURE – 5 (on the letter head of applying training organization)

Date:

**To,
The CEO,
Management Entrepreneurship & Professional Skills Council (MEPSC)**

14 Management House
Institutional, Area
Lodhi Road, New Delhi-110003

Sub: Application for Affiliation of Training Partner

Dear Sir,

We are hereby submitting the application for affiliation as a Training Partner with MEPSC. The necessary documents as mentioned in the affiliation guidelines document are also attached.

We also hereby undertake:

- To adhere/ comply with MEPSC protocols from time to time.
- To furnish information/documents related to our centers and any changes thereof.
- To intimate any changes in documents submitted at the time of affiliation.
- To provide full support for Training center's audit as per the process.
- To ensure provision of requisite training infrastructure including QP certified trainers.
- To provide training to the beneficiaries in the declared list of centers (owned & franchised) as per the NOS and guidelines prescribed by MEPSC.

We are hereby submitting the application form and other required details as mentioned in the MEPSC TP affiliation guidelines documents.

In case, you require any further information/documents, we would assist you with the same.

We confirm that all details submitted by us with this application are correct and are aware that MEPSC reserves the right to disaffiliate us if at any stage we are found to be non-compliant.

We request your acceptance of our affiliation application as training partner to MEPSC.

Thank you.

Yours,
(Sign and stamp)

Name
Designation
Mobile number

**Application Form for Affiliation of
Training Providers**

GENERAL DETAILS																																																																											
1	Name of the Training Provider (TP)																																																																										
2	Type of Training Provider (Please tick as applicable)	Company	<input type="checkbox"/>																																																																								
		Firm	<input type="checkbox"/>																																																																								
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		Trust	<input type="checkbox"/>																																																																								
		Proprietorship	<input type="checkbox"/>																																																																								
		Others (Please Specify)	<input type="checkbox"/>																																																																								
3	Main Business/ Background of the TP (Please Annex details on letterhead of the company and mention annexure number here) _____																																																																										
4	Website URL: <u>http://www</u> _____																																																																										
5	Date and Year of Incorporation (Attach Proof and mention Annexure number here): _____																																																																										
6	Permanent Account Number (PAN) (Attach Proof and mention Annexure number here): _____																																																																										
7	Taxpayer Identification Number (Attach Proof and mention Annexure number here): _____																																																																										
8	Tax Deduction Account Number (Attach Proof and mention Annexure number here): _____																																																																										
9	Address of Registered Office _____																																																																										
	State: _____	City: _____	Pincode: _____																																																																								
10	Current States of Operation(Please tick as applicable)																																																																										
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	(Refer Annexure 5a for details)																																																																										
11	Training Centre Types (Please tick as applicable) Refer Annexure 8a	Self-Owned	<input type="checkbox"/>																																																																								
		Franchisee	<input type="checkbox"/>																																																																								
12	No of Training Centres under each type: Self-Owned _____ Franchisee _____																																																																										
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	Number and Details of Training Centres for which affiliation is sought _____ (Attach separate annexure for details)																																																																										
CONTACT PERSON																																																																											
13	Name of CEO/ MD / Head: _____																																																																										
14	Email of CEO/ MD/ Head: _____																																																																										
15	Mobile No. of CEO/ MD / Head: _____																																																																										
16	Name of the Authorized Signatory: _____																																																																										
17	Email ID of the Authorized Signatory: _____																																																																										

18	Mobile Number of Authorized Signatory: _____		
19	Name of the Single Point of Contact (SPOC): _____		
20	Email ID of SPOC: _____		
21	Mobile number of SPOC: _____		
22	Landline No. of the TP (Prefix STD Code): _____		
SKILLING EXPERIENCE			
23	Total experience(in years) in Skill Development and Trainings: _____		
24	Setup/Affiliated under (Attach Proof and mention the annexure number here) _____ Central Govt. <input type="checkbox"/> State Govt. <input type="checkbox"/> SSDM <input type="checkbox"/> NSDC <input type="checkbox"/> SSC <input type="checkbox"/> Others <input type="checkbox"/>		
25	Participated/participating (in last 3 years) in any NSDC/Govt. scheme on skill development? (Refer Annexure 5c for details)		Yes <input type="checkbox"/> No <input type="checkbox"/>
26	Have you conducted trainings on Training of Trainers, Training of Assessors, and Trainings in Office Management, Secretarial Practice and Behavioral / Soft Skills areas? (Refer Annexure 5d for details)		
27	Please provide details of Trainees trained in last three years. (Refer Annexure 5b for details)		
28	Please provide details of Trainees certified in last three years. (Refer Annexure 5b for details)		
29	Please provide details of Trainees placed in last three years. (Refer Annexure 5b for details)		
30	Please provide details of Recognition and Accolades applicable if any in skilling segment. (Attach proof and mention annexure number here or write N.A) _____		
TEAM STRENGTH			
31	Please Provide no of trainers under each	Trainers on rolls _____	Freelancing trainers _____
32	No of Trainers certified in Platform/Domain skills by SSCs	Platform Skills _____	Domain Skills _____
	(Refer annexure 8c for details)		
AFFILIATION & TRAINING WITH MEPSC			
33	Job roles for which affiliation is sought (Please tick as applicable):		
	Trainer (MEP/Q0102) <input type="checkbox"/>	Assessor (MEP/Q0104) <input type="checkbox"/>	Office Assistant (MEP/Q0202) <input type="checkbox"/>
	Lead Trainer(MEP/Q0101) <input type="checkbox"/>	Lead Assessor (MEP/Q0103) <input type="checkbox"/>	Secretary (MEP/Q0201) <input type="checkbox"/>
	(Refer Annexure 5a for details).		

(Sign and stamp)

Name

Designation

Contact number

Annexure - 5.a (on the letter head of applying training organization)

To,

Date:

The CEO

Management & Entrepreneurship and Professional Skills Council (MEPSC)
14, Institutional Area
Lodhi Road-110003

Sub: Undertaking of Training Centre's and Training facilities available in different states.

Respected Sir,

This is to declare that we operate from the below given states & centres as mentioned in the application form and table below:

Complete Training Centre Address with Pin Code	Phone	SPOC Name	SPOC email & Mobile no	QP/s applied for (Mention N.A if not applicable for a specific Centre)

We have also attached the images of the following facilities available alongwith the required specifications (Refer Annexure 3 for specifications) at our above given Training Centres:

1. Classrooms
2. Lab Facilities
3. Washroom
4. Drinking Facilities
5. Health and Safety
6. Library (If any)

We confirm that all the details provided in this declaration are correct, updated and are true to best of our knowledge.

Thank you.

Yours,

(Sign and stamp)

Name

Designation

Contact number

Annexure - 5.b (on the letter head of applying training organization)

To,

Date:

The CEO

Management & Entrepreneurship and Professional Skills Council (MEPSC)

14, Institutional Area

Lodhi Road-110003

Sub: Undertaking of Trainees Trained, Certified and Placed

Respected Sir,

This is to declare that we have trained, certified and placed the trainees as per the details provided below:-

Trainees Trained

Financial Year	Govt Funded Count	Corporate Social Responsibility(CSR) Count	Self-Paid Count	Name of Scheme if applicable

Trainees Certified

Financial Year	Govt Funded Count	Corporate Social Responsibility(CSR) Count	Self-Paid Count	Name of Scheme if applicable

Trainees Placed

Financial Year	Govt Funded Count	Corporate Social Responsibility(CSR) Count	Self-Paid Count	Name of the Key Organisations where trainees were placed

We confirm that all the details provided in this declaration are correct, updated and are true to best of our knowledge. In case, you require any further information/documents, we would assist you with the same.

Thank you.

Yours,

(Sign and stamp)

Name

Designation

Contact number

Annexure - 5.c (on the letter head of applying training organization)

To,

Date:

The CEO

Management & Entrepreneurship and Professional Skills Council (MEPSC)
14, Institutional Area
Lodhi Road-110003

Sub: Undertaking to declare the participation in Skill Development Schemes

Respected Sir,

This is to declare that we have participated/ are participating in the skill development schemes as per the details mentioned below:-

Name of the Scheme	Ministry/ Department	Since when participating

We confirm that all the details provided in this declaration are correct, updated and are true to best of our knowledge. In case, you require any further information/documents, we would assist you with the same.

Thank you.

Yours,

(Sign and stamp)

Name

Designation

Contact number

Annexure - 5.d (on the letter head of applying training organization)

To,

Date:

The CEO

Management & Entrepreneurship and Professional Skills Council (MEPSC)

14, Institutional Area

Lodhi Road-110003

Sub: Undertaking to declare the training conducted in related sectors

Respected Sir,

This is to declare that we conducted Trainings of Trainers, Trainings of Assessors, and Trainings in Office Management/Secretarial Practice & Behavioural/Soft Skills areas.

Year of Conduct	Sector	Training Title	No of Trainees Trained	SSC/Client details

We confirm that all the details provided in this declaration are correct, updated and are true to best of our knowledge. In case, you require any further information/documents, we would assist you with the same.

Thank you.

Yours,

(Sign and stamp)

Name

Designation

Contact number

Annexure - 6

Terms & Conditions for Affiliation by MEPSC

(To be submitted along with the application form)

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

1. The Training Institutes and their respective applicant's skill center(s) will provide the trainings as per QPs/curriculum prepared by Management Entrepreneurship & Professional Skills Council compliant to the respective National Occupational Standards.
2. The Training Institutes and their respective applicant skill center(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 center(s) should ensure that trainers or facilitators are MEPSC trained and certified.
4. Affiliation is subject to the approval of MEPSC TP affiliation committee. Provisional Approval may be provided to the TPs upon recommendations by the affiliation committee.
5. Provisional affiliation may be provided to the TPs till the time physical inspection of the Training Centre is done. During the inspection, if the information provided by the TP is found to be incorrect, the training provider will be disaffiliated and the Training Centre fee will be withheld by MEPSC.
6. The affiliation shall be granted for period of one year and shall be subject to an on-site surprise inspection, which may be conducted by MEPSC anytime during the validity of affiliation. The renewal of affiliation shall also depend on satisfactory performance of skill center.
7. The training institute shall offer to MEPSC 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.
8. The Training Providers and their respective training centres shall provide well equipped facilities for Training of Trainees and also for theory and practical assessment of the trainees.
9. On grant of affiliation, the Training Institute shall:
 - a. claim affiliation in only those skill centers, which have been affiliated by MEPSC (and for which the training centre fees has been paid)
 - b. not state its affiliation in a manner as to be considered misleading or unauthorized and bring MEPSC to disrepute
 - c. Make reference to affiliation in its documents, brochures or advertising only in compliance with the requirements of MEPSC.
10. The applicant training Institute shall pay the fee under categories namely Application Fee (non-refundable), Registration Fee, Training Centre Fee (For every Training Centre applying to provide trainings under the given QPS), Annual Fee & QP Fee with MEPSC time to time as per fees structure laid down by MEPSC enclosed as Annexure-7, unless institute is eligible for fee exemption according

to any particular scheme, for which they have to attach the supporting documents with application form.

11. The affiliated training Institute shall pay all the applicable fees such as fee towards training and certification of trainers, fee towards assessment and certification of trainees, etc. as shall be determined by MEPSC from time to time. The training institutes, who are eligible for fee exemption (pre-affiliation) according to any particular scheme, are also liable to remit fees for activities post-affiliation time to time without any conditions.
12. The training Institute shall inform MEPSC within 7 days of significant changes affecting the operation of the Institute/center 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 center
 - e. the Training institute shall continuously keep in touch with MEPSC to keep itself updated.
13. The applicant/affiliated training Institute shall respond promptly to the changes initiated by MEPSC in its affiliation criteria, policies and procedures. However they will be given sufficient notice and time, as in the opinion of MEPSC is found reasonable, to carry out adjustments in its system. The applicant/affiliated training Institute shall inform MEPSC when such adjustments have been completed.
14. MEPSC may suspend or withdraw affiliation of the training Institute / stop processing application of an applicant institute, as per MEPSC 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 pre and post affiliation fees.
 - c. non-cooperation with MEPSC
 - d. refusal to allow examination of relevant skill center, documents and records by MEPSC & its appointed representative
 - e. result of compliant analysis or any other information, which indicates that the training institute no longer complies with requirements of MEPSC.

Note: In case of non- compliance the fees paid will not be refunded.

15. The affiliated training institutes shall enroll batch minimum of 20 Trainees/day for learning and maximum of 30 Trainees / day for assessment.
16. The affiliated training institute and its respective skill center upon suspension or withdrawal of its affiliation shall immediately cease its use of all promotion material that contains any reference to the affiliation status.
17. The affiliated training institute is required to inform MEPSC, if any of the proposed assessor(s) happens to be associated with them in any other capacity.
18. Affiliated TP shall indemnify MEPSC against any legal or financial liability arising out of any act involving any accidental or consequential damages to personnel/equipment/reputation etc. at any time.

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 MEPSC.

Name & Signature of Director or his/her Authorized Representative _____

Name of the training institute _____

Date & Place _____

Signature of MEPSC official & Date of receipt _____

ANNEXURE - 7

Fees Structure					
S. No.	Fee Type	Fees (in Rs.) + Service Tax as applicable	Periodicity	Payment Mode and details required by MEPSC	
PRE AFFILIATION FEE				Via Cheque	Via NEFT
1	Application Fee (non-refundable)	5,000	One time	In case of payment through Cheque, following details are to be mentioned behind the Cheques <u>Cheque I</u> <u>(Pre Affiliation)</u> TP Name: SPOC Name: SPOC Mobile no: <u>Cheque II</u> <u>(Post Affiliation)</u> TP Name: SPOC Name: SPOC Mobile no:	In case of payment via NEFT, following details are to be provided to MEPSC alongwith the application and also via email. TP Name: Transaction ID: Transaction Date and Time: Amount transferred: SPOC name and Mobile Number
2	Training Centre Fee	8,000	For each Training Centre(annual) In case, the TP is recommended by the TP Affiliation Committee and is found to be non- compliant at the time of inspection, the Training Centre fee will not be refunded		
POST AFFILIATION FEE (Refunded if the TP is not affiliated)					
3	Registration Fee	5,000	One time		
4	Annual Fee	10,000	Every Year (annual)		
5	QP Fee	6,000	For each QP(annual)		

Important Instructions:

1. TP Affiliation is subject to approval of MEPSC TP Affiliation Committee.
2. Application Fee is applicable to all the Training Providers who apply for TP affiliation with MEPSC.
3. In case of payment through Cheque there has to be two separate Cheques for Pre and Post Affiliation fee (Refer table above for details).
4. The fee towards all the categories given under Fee type (as mentioned in the table above) has to be submitted along with the application form.
5. In case, the TP affiliation Committee does not recommend affiliating a TP, the Post Affiliation Fee will be refunded subsequently.

The fee has to be paid as per the following medium:

NEFT/Cheque/DD in favour of

“Management & Entrepreneurship & Professional Skills Council”

14 Management House,

Institutional Area, Lodhi Road, New Delhi-110003

NEFT Details:

Bank Name - **Kotak Mahindra Bank**

Bank Branch – **Malviya Nagar, New Delhi – 110017**

Account Name: **“Management & Entrepreneurship & Professional Skills Council”**

Account No. – **7611757927**

Account Type: **Savings**

IFSC Code – **KKBK0000194**

MICR Code: **110485021**

Annexure - 8.a (on the letter head of applying training organization)

To,

Date:

The CEO

Management & Entrepreneurship and Professional Skills Council (MEPSC)
14, Institutional Area
Lodhi Road-110003

Sub: Undertaking of Self Owned Centre's.

Respected Sir,

This is to declare our self-owned and self-operated centers.

Sr. No.	Name of the Centre	Location	Address	Centre Head	Centre Head Contact details	Centre Coordinator Contact Details

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

Thank you.

Yours,

(Sign and stamp)

Name

Designation

Contact number

Annexure - 8.b (on the letter head of applying training organization)

To,

Date:

The CEO

Management & Entrepreneurship and Professional Skills Council (MEPSC)
14, Institutional Area
Lodhi Road-110003

Sub: Undertaking of Franchisees (Centers)

Respected Sir,

This is to declare our franchisees centers.

Sr. No.	Name of the Centre	Location	Address	Centre Head	Centre Head Contact details	Centre Coordinator Contact Details

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

Thank you.

Yours,

(Sign and stamp)

Name

Designation

Contact number

Annexure - 8.c (on the letter head of applying training organization)

To,
The CEO
Management & Entrepreneurship and Professional Skills Council (MEPSC)
14, Institutional Area
Lodhi Road-110003

Date:

Sub: Undertaking of Staff and Trainer Details.

Respected Sir,

This is to declare our Staff Details.

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

Name of Trainer	Mobile no	Email	Certified by	Key Areas	Total Training Experience	Trainer Category (Onrolls/freelancing)

We confirm that all the details provided in this declaration are correct and we may provide the details/proof for the same if asked for.

Thank you.

Yours,

(Sign and stamp)

Name

Designation

Contact number

Annexure - 9 (on the letter head of applying training organization)

To,

Date:

The CEO

Management & Entrepreneurship and Professional Skills Council (MEPSC)
14, Institutional Area
Lodhi Road-110003

Sub: Undertaking for Drinking Water; Health & Sanitary Conditions; Fire Safety availability at all our centers.

Respected Sir,

This is to certify that we have facilities and provision for Drinking Water; Health & Sanitary Conditions; Fire Safety at all our declared training centers and all are functional. All the facilities are well maintained and as per the standards mentioned in the MEPSC TP affiliation guidelines document.

I hereby confirm that my training centers, used for trainings under the MEPSC affiliation meet the requisite of Drinking Water; Health & Sanitary Conditions; Fire Safety for becoming an MEPSC Affiliated Training Partner.

I also declare that the above mentioned Information is true.

Thank you.

Yours,

(Sign and stamp)

Name

Designation

Contact number

Annexure – 10

Management & Entrepreneurship and Professional Skills Council

Memorandum of Association CUM Service level agreement

This Memorandum of Understanding cum Service Level Agreement is executed on the day of, 2017, at New Delhi, between:

Management & Entrepreneurship and Professional Skills Council (MEPSC), a company, registered under Section 8 of the Companies Act 2013 and having its registered office at 14, Institutional Area, Lodhi Road, New Delhi -110003 is a nominated entity and will ensure and promote skill development and professional education in following areas:

1. Entrepreneurship/ Employability Skills
2. Training and Assessment Skills
3. Professional Skills & Office Management Skills
4. Non-Teaching job roles

(hereinafter referred to as the Management & Entrepreneurship and Professional Skills Council / First Party, which expression shall, unless it be repugnant to the subject or context thereof, include its successors and permitted assigns) acting through Colonel Anil Kumar Pokhriyal (Retd.), CEO, MEPSC, authorised by Governing Board of MEPSC;

And....., a company, registered under, having its registered office at....., in the area/s of.....(herein referred to as the/ Second Party, which expressions shall, unless it be repugnant to the subject or context thereof, include its permitted assigns, associates and successors assigns) acting through(Designation) of

Whereas, MEPSC and.....are hereinafter individually referred to as “Party” and collectively known as “Parties”.

And Whereas Management & Entrepreneurship and Professional Skills Council (MEPSC) is a Not-for-Profit organization under the Indian Companies Act, 1956 and the Companies Act, 2013, to the extent applicable.

The Council is registered under Section -8 of Companies Act 2013. It was incorporated on 15th day of December-2015 and its objective is to create a credible and effective mechanism with the support of relevant and interested stakeholders for managing the task of skill development across the country for meeting the current and future needs in industry for:

- Entrepreneurship/ Employability Skills

- Training and Assessment Skills
- Professional Skills & Office Management Skills
- Non-Teaching job roles

With a vision to be the leading and apex body of the above mentioned four areas, its main task will be to develop skill competency standards and qualifications, bench marking it with international standards and to work with the industry to train existing workforce and new inductees in PPP mode and advocacy of Services by ensuring Right Skills in the Right Place at the Right Time.

MEPSC aims to develop skills competency, occupational standards, carry out, execute, implement and assist activities towards skill development in mandated areas in India and meeting the industry requirements of appropriately trained manpower on a sustained and evolving basis and outcomes which shall meet the industry expectations through ethical, transparent and effective management of the Management & Entrepreneurship and Professional Skills Council.

And whereas, the Second Party , is an organization engaged in

Now Therefore..... as a Training Provider (TP) under the provisions of any scheme whether private, corporate or a Central/State Government implemented by MEPSC shall also confirm and abide by all the provisions and compliances agreed and signed herein the Memorandum Of Understanding between both the parties.

Now, therefore, this Memorandum of Association cum Service Level Agreement is made under the following terms and conditions mutually agreed by MEPSC and

The Training Partner (TRAINING PROVIDER) will align the curriculum and courseware to the Qualification Packs and the National Occupational Standards for each trade as set by the Management & Entrepreneurship and Professional Skills Council.

The Training Provider’s will give an undertaking to the MEPSC that the trainers at the participating centers are qualified and certified by MEPSC to handle the training program as per the QP and NOS set by MEPSC as per the defined format as in Annexure 1.

All Training Provider’s should have adequate infrastructure as per the guidelines set by MEPSC.

A Training Provider will enter the student details into Skill Development Management Software (SDMS) to its best of capacity as deemed thereon.

Only the Training Provider will be held liable for any wrong or misleading information put into the SDMS.

The Training Provider will ensure all candidates have a Unique Identification number (UID) /authorized ID card and bank account as applicable for the NDSC Scheme. The Training Provider shall provide

adequate assistance to the trainee to facilitate the UID number and a bank account in case the student does not have one. Nearest Common Services Center (CSC) will facilitate to fasten the process.

It will be the responsibility of the Training Provider to update the UID and bank account information of the trainee on its receipt. The Training Provider will be liable for any incorrect information entered into SDMS.

The Training Provider will have to ensure that the start and end date of every batch is entered into SDMS. In case of any delay in the information provided – the TRAINING PROVIDER will be liable for the same.

The Training Provider can choose to facilitate economically weaker section of trainees (with a below poverty line (BPL) card) by providing credit facility on the training fee only.

The assessment fee has to be collected by the Training Provider in full at the time of enrolment. This money collected by the 'Training Provider' from the student has to be transferred electronically to MEPSC the same day.

In the eventuality of student dropping out of the training program, the assessment fee will be non –refundable.

It will be the responsibility of the Training Provider of entering the correct fee amount given and credit given to the trainee.

Training Provider has to enter the receipt number clearly depicting the fee taken and credit given to the trainee.

In the event of dispute, Training Provider will be the only party responsible.

Training Provider will be expected to provide the training as per the promised schedule to the trainee and ensure that the trainee is adequately skilled as per the performance criteria defined in the QP and NOS

A minimum batch of 25 candidates per job skillset is to be considered for assessment.

The Training Provider will intimate MEPSC at least 20 days before the date of conduct of assessment.

The trainee will be allowed to take the assessment as many times as the trainee wants by paying the assessment fee each time. The assessment fee has to be transferred to the SSC each time.

Only Indian nationals can participate in the scheme.

The trainee can get the award money only once.

MEPSC will declare the results in 10 working days after the assessment and send/generate certificates to training partners through SDMS.

The Training Provider will have to issue the certificates to the trainee within 2 working days. Any delay will be the liability of the Training Provider.

In the eventuality of student dropping out before taking the assessment at least once and is taking training on credit, the Training Provider or the trainee will not be eligible for reimbursement.

The Training Provider shall abide this Service Level Agreement and will be valid for a period from the date hereof till three years.

The Training Provider should inform in writing to MEPSC at least one month in advance in case of their intention to discontinue the services to be provided under this agreement and handover all the documents and material which the Training Provider will be possessing. The Training Provider is obliged to only complete the trainings that have already commenced prior to such termination date of notice aforesaid.

In no event, shall any Training Provider aggregate liability under this Agreement exceed the total consideration of fee revenue share received from MEPSC and in no event MEPSC be liable for any indirect, special, incidental, consequential damages (including loss) directly or indirectly arising out of breach of this Agreement, whether in contract, or otherwise, and whether or not such damages resulting from any breach, damage, even if Training Provider has been advised of the possibility thereof.

After such discontinuation of service, The Training Provider shall cease to have the privilege of possession and/or use of such documents and material provided by MEPSC

In case of any disputes between the Parties under this Agreement with regard to interpretation, or as to rights, duties or liabilities there under or otherwise the Parties will endeavour to resolve the matter through mutual negotiations. In case the dispute remains unresolved for a period of thirty (30) days, the Parties may refer the dispute to a sole arbitrator to be mutually decided between the Parties under the Arbitration and Conciliation Act, 1996. The place of arbitration shall be at Delhi and the language of arbitration shall be in English. The governing law of this Agreement shall be laws of India and the courts of New Delhi shall have the exclusive jurisdiction to deal with this Agreement.

MEPSC and Training Provider shall nominate a single point of contact for respective parties for better coordination.

This Agreement, along with Annexure, along with work orders, amendments thereof supersedes all previous arrangements, understanding, (written or oral) and arrangement between the Training Provider and MEPSC in respect of the subject matter contained and represents the entire understanding between MEPSC and Training Provider in respect thereof. Any amendments to this Agreement shall be on mutual consent in writing of authorized representatives of the Parties.

If any provision of this Agreement is found to be illegal, void or unenforceable under law, the Parties will cooperate to obtain substantially the same result that provision is intended to provide, either through amendment, modification or alteration to the minimum extent possible to make such provision valid, legal or enforceable. If no such changes are possible, the provision shall be deemed to be deleted and the rest of the provision shall continue to be applicable and the remainder of the provisions shall continue to be enforceable and in full force and effect.

Any variation or waiver of any of the terms of this Agreement shall not be binding unless set out in writing, expressed to amend this Agreement and signed by or on behalf of each of the parties.

Changes to MOU: Any requested change to this MOU shall be communicated to the other party by email, and if the other party is in agreement with the requested changes, the parties shall promptly advise and execute an updated version of this MOU as needed.

IN WITNESS WHEREOF THE PARTIES HERETO HAVE SET THEIR RESPECTIVE HANDS ON THE DAY MONTH & YEAR FIRST ABOVE WRITTEN

For Management & Entrepreneurship and Professional Skills Council
(Authorized Signatory)

For TRAINING PROVIDER
(Authorized Signatory)

Name:
Designation :

Name:
Designation :

Witness

Witness

Name

Name

Place: New Delhi

Place: