

 LSC Logistics Skill Council	<h2>Due Diligence Document for Non NSDC TP's</h2>	
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	Implementation Authority: 01/04/2017 Head, Training & Assessment	Next Review:

Document History and Version Control Table

Version Number	Date Approved	Approved By	Brief Description
1.00	20/04/2015		Original Document

Introduction process for affiliation

A Training Institute shall be eligible for affiliation by providing infrastructure and other requirements as per this Approval Process Guidelines of. The process will comprise of following 5 Stages

Stage I - Submission of Application / Proposal

- Applications duly filled may be submitted any time during the year to -----.
Refer to Appendix-I for application form.
- Non-refundable Affiliation fee of Rs _____ shall be paid through DD / cheque drawn in favour of (Logistics Sector Skills Council, payable at Chennai) by the applicant. In case of cheque, it should be payable At Par
- Application will be for Accreditation for specific job roles and the Institute will receive approval solely for these job roles. The Institute will not automatically be allowed to take up other job roles- and will need to apply separately for others
- Application will only be for the specific Institute/s stipulated in it, and will not automatically cover any Affiliates, sister concerns etc. A separate application will need to be lodged for such related bodies not specified in the original application
- Admissions will not be allowed for the courses under affiliation, unless the institute receives complete approval from the council.
- Will not certify any student from the Institute unless it receives affiliation certificate / letter of intent from the council.
- All other registrations with Central, State or local bodies, and NOCs to run / setup a Skill development institute shall be the sole responsibility of the applicant. The copy of all such documents shall be mandatorily submitted with the application form.
- All the documents supporting eligibility norms shall be self-attested and submitted with the application.
- For NSDC and Govt. VTPs, physical inspection shall be only for QP applied for. However, it remains right to inspect any aspect he may consider necessary.
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Stage II – Verification of Proposal

- Once the application is declared complete the proposal shall be forwarded to authorised accreditation partner of the council.
- Head Training & Assessment shall scrutinize all the documents thus received and commence the inspection process normally within two weeks (and not later than one month) from the date of receipt of completed application form.

Stage III – Evaluation of Institute

- Head, Training & Assessment or nominated body authorised by LSC shall visit the institution for physical evaluation or can be evaluated by using geo stat technology.
- All the skill development centres shall be examined separately even though they fall under one Institution per job role.
- Institute shall make sure that all the infrastructure setup must exist “physically”. Under no circumstances, purchase order, invoice or delivery receipt etc. shall be considered in lieu of the item itself. In case of expensive equipment’s / infrastructure TP may show evidence / agreement of tie-up with industry to fulfil this requirement.
- Initial inspection shall be essentially on pre-agreed date and time. However for subsequent inspections the council reserves the right to carryout surprise inspection of any facility any time during the course of affiliation period. Any miss-linkages during such inspections with call for cancellation or penalty or blacklisting from all working councils and with reflection on websites of all or concerned councils.
- The accreditation partner may ask for any number of inspections until it is satisfied to approve the institute.
- The applicant shall extend full support to make the inspection convenient.
- The applicant shall produce all the documents related to working of institute, which Assessor may wish to see.
- Head Training & Assessment shall examine the preparedness of the institution to impart quality skill development program as per the norms and standards and conditions prescribed by the from time to time.

Stage IV (a) – Approval

- Based on the recommendations of the Accreditation Partner, the reserves the right to issue a Letter of Intent to the applicant.

- On issue of letter of intent the applicant training Partner shall sign SLA (Service Level Agreement) with LSC.
- The Letter of Intent shall be valid for the period of maximum 1 year (subjected to change depending on the nature and potency of the deficiency), during which the Institution shall complete all the requirements as per the Norms & Standards and conditions as decided by the Council from time to time.
- Once the accreditation committee is satisfied, the council shall issue Affiliation Certificate. The Affiliation Certificate shall be valid for the period of 1 year for a generic affiliation and for the period of the scheme if the training partner is desiring for an affiliation only for the scheme.
- The institution shall be permitted to admit trainees after receiving letter of intent, as per the eligibility criteria for the respective approved courses.

Stage IV (b) – Rejection

- Application may be rejected if documents submitted by institution are found to be false, fake or tempered with or if the applicant fails to meet any criteria mentioned in the guidelines.
- In case of fraud, the institute shall not be eligible to re-apply for next 3 years to. This shall be communicated to NSDC.
- The deficiencies if any shall be communicated to the applicant within 15 days of the date of physical inspection.

Stage V – Reapplication

- In respect of cases where letter of Intent or Affiliation Certificate is denied, application will be reconsidered on case to case basis subject to ample evidence for review.
- Applicant may submit Compliance Report along with documentary evidence to substantiate the claims to be re-considered by the inspection committee.

Eligibility Criteria For Empanelment Of Training Partner

1. Institution criteria:

- a) Training organisations / Institutions setup by NSDC funding
- b) Training Institutions set up and affiliated by Government of India
 - ITIs / ITCs affiliated to NCVT
 - Institutions approved by councils under central Government.
 - College / Institute affiliated to a University set by Central or state / UT Government or recognised by UGC
 - Schools / Institutes approved by the Central or State Boards of Secondary Education (or equivalent) or Boards of Technical Education
 - Any other Institute setup by Central / State or UT Government.
- c) Private Training Institutions independently working in vocational space
- d) Training Institutes setup by private companies to meet the skilled manpower requirement for in-house need or for the sector.
- e) Company / Firm / Society / Trust – Fulfilling any of the following criteria:
 - An organisation providing training under apprentices Act, 1961 for last one year from the date of submission of the application.
 - An organisation 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.

2. Infrastructure facility:

- Each training Institute shall comply with the infrastructure facility standards laid down by . Refer to Appendix-II – Infrastructure declaration form

3. Courses:

- The applicant Institute shall choose only from the courses listed under job roles. Refer to Appendix –III – List of Job Roles
- The applicant shall clearly specify the name of the Training Centre (name, address and pin code) along with the job role for which they are applying for each centre.

4. Faculty:

- The faculties / trainer shall be hired as per the qualification and experience as prescribed for each job role by LSC
- Each training Institute must employ at least one trainer per job role per batch per skill centre.
- Each trainer shall undergo TOT program run by (or a body affiliated to LSC)and must be certified by LSC.
- The trainer must be certified within 15 days after affiliation by the council.
- In the event of any separation or replacement and new hiring, the Training Partner shall intimate.
- In addition, the Institute must have available at least one 'back up trainer' for each job role, to take care of any exigencies.
- Submit back-up plan

5. Support staff:

- Counsellor: One per organization He / She must be a graduate with reasonably good communication skills. Experience at least 1 year.
- Placement Officer / executive / Manager: Minimum of one per organization. Must be a graduate preferably from logistics experience at least 2 years.

6. Equipment:

- Each Training Institute has to deploy the minimum essential requisite equipment at each skill centre for each applied job role as per the list laid down by LSC

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7. Placements:

- Institute shall have reasonable network in the industry to place its students. The applicant shall provide the details of industry network with the application.
- Institute shall keep a record of Placed students & Feedback from the placed students and their employer taken after one month and before 6th month of the placement.

8. Fee:

- Applicant Institute shall remit the affiliation fee to as per the structure laid down by LSC

9) Curriculum Development:

- TP's have to decide on the job roles they wish to get enrolled.
- TP's have to prepare a curriculum based on the QP's with the respective NOS references and codes and also duly submit a training delivery plan with a min of 200 hr training plan on a respective job role to the council.
- LSC will strictly validate the curriculum and training delivery plan with the learning outcomes and QP alignment.

10. Content Development:

Post approval from LSC on the curriculum and Training delivery plan

- TP to design the content in accordance with the curriculum approved by LSC.
- TP have to also publish, trainers manual, Trainees workbook and activity sheets. Methodology adopted for training has to be in sync with the Training delivery plan and also TP's need to publish the same first hand before the start of the training in detail.
- Day to day flow of the training has to be presented to LSC from the start time to end time including organised breaks in training.

11. Terms and conditions:

A signed copy of Terms and Conditions shall be attached and submitted with the proposal.
Refer to Appendix-VIII

Appendix I

Application Form For Vocational Training Partner

Instructional Guidelines

Instructions to be followed while filling the form:

- For all the enquiries and clarifications from please contact :

Designation: Head, Training & Assessments

Name: Mr. Ravikanth Yamarthy

Contact Details:

Mobile: +91-7200072718 **Office:** Land line: +91-44-48514609.

Email: Ravikanth.yamarthy@lsc-india.com

Address: HO: NO 476, Temple Towers, Anna Salai, Nanadanam, Chennai, 600035, India

- It is mandatory to fill all the columns of the form.
- Use capital letters as far as possible for better readability.
- Only Blue ink to be used to fill the form.
- Unreadable items shall be considered as unfurnished information.
- Attach supporting documents wherever required.
- You may use extra sheet to provide additional information, if required.
- The progress on application shall be provided by to Applicant VTP through mails.
- The form has four Sections:
 1. Institution and Management profile and Organizational Governance
 2. Financial performance
 3. Training Operations
 4. Infrastructure requirement

Institution, Management Profile and Organizational Governance

1. Name of the Institution: _____

2. Address: _____

City: _____ State: _____ Pin Code: _____

3. Phone (Land Line of Institute): _____

4. Has your Institute implemented: Yes / No (If yes, please attach the details)
Any government funded or
Sponsored skill development
Program during the last 2 year

5. is your institute a NSDC Partner: Yes / No (If Yes, please attach detail)

6. Has your Institute been funded by NSDC: Yes / No (If Yes, please attach details)

7. Mention the Job Roles for which application is being filed (please refer to Appendix – III)

Sr No.	Skill Centre name & address	Year of Establishment (attach document)	Turn-over of the Centre (Rs. in lakh)	Job-roles for which Affiliation is Sought	
				Code	JOBROLE

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9. Name(s) and contact details of the Institute Director/s:

Name: _____

Designation: _____

Contact Address: _____

_____ State: _____ Pin Code: _____

Land Line: _____ Mobile: _____

Fax: _____

Email: _____

10. Name(s) of Promoters:

Name: _____

Designation: _____

Contact Address:

_____ State: _____ Pin Code: _____

Phone: _____ Mobile: _____

Fax: _____ Email: _____

11. Contact details of the Institute: (Headquarters / Corporate office)

Postal Address:

Pin Code: _____ City: _____ State: _____

Phone 1: _____

Phone 2: _____

Fax: _____

Email: _____

Website: _____

12. Details of the Affiliation coordinator of VTP

Name: Mr /Mrs/Ms _____

Age: _____ years Gender: Male / Female

Contact Address:

_____ State: _____ Pin Code: _____

Phone: _____ Mobile: _____

Fax: _____ Email: _____

Designation: _____

Educational Qualification: _____

Total Work Experience: _____ years _____ months

Experience in Skill development space: _____ years _____ months

Any Achievements (or any other information worth sharing):

13. Institute's prior experience in Skill Development activities:

<u>Sr No</u>	Nature of activity (Describe in brief)	Duration	From date – To date	Sector (mention the name of sector)	No. of Trainees certified

14. Is the Institute Recognized / registered with any certifying body? If Yes, Please mention the following (Please attach Copy of Recognition certificate) :

- 1) Name of the Body with which recognized:

2) Recognition No. : _____

3) Year of Recognition: _____

4) Validity of Recognition: _____

15. Is the Institute recognized with any regulatory body? Yes / No

1) Name of the Body with which recognized:

2) Recognition No: _____

3) Year of Recognition: _____

4) Validity of Recognition: _____

16. Educational Qualifications and Experience of the Director/s and the Key Management

Team members:

Name	Designation	Educational Qualifications	Overall Work Experience	Experience in skills training space	Key Achievements in the Skills Development (attach supporting document if available)

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17. Educational Qualifications and Experience of Promoter(s):

Name of the Promoter(s)	Educational Qualifications	Overall Work Experience (in years)	Experience in Logistics sector	Prior Experience in the Skills Training Space

18. "Mission Statement" of the Institute:

19. Please provide a copy of “Operation Manual” of your institute. It must cover the following.

- a) Background of the Institute
- b) Organization Structure
- c) Details of other Affiliation, if applicable
- d) Industry Linkages
- e) Profile of Senior and middle management
- f) Profile of Trainers
- g) Details of infrastructure, workshop, store etc.
- h) Process of internal evaluation
- i) Placement cell and its placement record

20. Please provide a copy of “HR Policy” having details of-

- a) HR Practices
- b) Recruitment policy
- c) Evaluation policy
- d) Safety policy

Section 2: Financial Performance

21. PAN No. of the Institute: _____ (please attach photocopy)

22. TAN No. of the Institute: _____ (please attach photocopy)

23. Turnover of the Institute: (Please attach Audited balance sheet of last 3 years & Bank details)

Year	Turn-Over in Rs

24. Does the Institute receive any grant from Govt. of India / State Government / Union Territory or any other source? (Please attach details of the grants received in last 3 years)

Year	Grants Received

25. Revenue Sources

Sources	Year	Revenue

26. Provide list of all statutory and regulatory compliances followed by the institution.

27. Please provide your business plan explaining how it shall be capable of sustaining a sound Vocational Training Program. Provide details under following heads

- 1) If Institute management and course management agencies are different please provide details. Applicant's details are already mentioned in beginning of the Appendix I, hence details of the other must be provided as under:

1.1) Name of the Agency: _____

1.2) Address: _____

1.3) Director: _____

1.4) Chief Coordinator: _____

1.5) Email Id: _____

1.6) Contact Number: _____

- 2) Plan for continuous & sustained flow of admissions. What sort of actions are planned to attract students to the courses.
- 3) Plans to maintain quality course delivery.(example: regular assessments, quality of faculty, innovative course delivery plans etc)
- 4) Placement plans and its implementation strategy
- 5) Business USP(s)

Section 3:

Training Operations

Please certify the existence of following processes. The Institute shall produce the certified documents to the Accreditation Assessor.

28. Details of Principal and Teaching Staff (Please attach CVs and appointment letters)

Sr No	Name	Designation	Educational Qualification	Teaching Experience or certificate	Industry Experience	Regular or Visiting

29. Details Administrative and Support staff (Please attach CVs and appointment letters)

Sr no	Staff	Educational Qualification	Experience	Permanent/Temp	Total Staff
1	Counsellor				
2	Admin exe				
3	Accountant				
4	Peon				
5	Sweeper				
6	Others				
7	Others				

30. Course Delivery process and documentation

Process	Yes	No
Delivery Plan Session Wise for each NOS per QP		
Batch wise daily Schedule of classes		

Documentary proof of industry agreement to be attached for the arrangement of (to be attached with the application) <ul style="list-style-type: none"> • Industry visits • Apprenticeship • Internship 		
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31. Details of the course ware.

Aspect	Yes/No	Describe In brief
Process of development of course content on the basis of QP and NOS approved by		
Content developed by	Internal team / External agency	Name:
Trainers Guide		
Participant Manuals		
Assessment Guides		

Section 4

Infrastructure Requirement

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

Aspect	Status	Remarks
Building Own /Rented/ On Lease		Please attach rent / lease agreement / proof of ownership Please attach Electricity Bill
Area of Institute Premises		Please attach blue print / map of the premises
Size of classrooms Sqft per class room	Please attach blue print / map of the premises

Number of classrooms		Please attach a list of equipment available in the lab
Safe drinking water	Yes/No	
Power back up	Yes/No	
Separate toilet for Boys and Girls	Yes/ No	
Provision of transport facility, if applicable	Yes/ No	

33. Certify availability of training tools and aids

Sl no	Tool	Quantity
1	White/Black Board	
2	Flip Charts	
3	Posters	
4	Models	
5	Projector	
6	Other(Specify)	

34. Details on Health and Safety of the learners / staff / Facility .Certify the existence of the aspects listed below. (To be produced during physical assessment)

Aspect	Yes	No
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		

Compliance to the regulatory norms related to health and sanitary conditions		
Compliance to the regulatory norms related to Sexual harassment		
Record of staff and students trained on sexual harassment safety measures and policy		
Waste disposal process (from source to site dumping)		
First aid Box		

35. Provide the availability of aspects related to the Learning Environment:

Aspect	Yes	No
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		

36. Library details

Total Number of books	
Course related books	
General Reading	
Current affairs books	
Magazine	
Daily News Papers	

37. 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
Number of company tie ups from the industry (details to be provided in appendix VI)		

Documentation process of engagement of experts from the industry		
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38. Details of Methodology adopted for Student Development and Placement. 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 imparting soft skills training (behavioral skills, customer care skills, sales skills, interview skills etc)		
Documented process of providing guidance to students on placements		
Placement process map		
Record of placed students		
Record of feedback of placed students		
Record of feedback from employer		
Average number of students placed per year		
No.		
%		
Average number of students placed in last 3 years		
No.		
%		

39. Existence of documentary evidence of the process adopted for performance monitoring

Entity	Methods adopted	Yes / No	Remarks/(mention if other methods are applied)
Trainer	Attendance Record		
	Periodical appraisal system		
	Attrition record		
Trainee	Orientation program for freshly joined trainees		The content outline to be attached with the application
	Periodical assessments (class tests)		
	Dropout records		
Placement officer	Attendance record		
	Placement records		

Other staff	Attrition record		
Over all Institute	Student Feedback form		
	Employee Feedback form		
	Student complaint form		

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

Aspect	Details	Remarks
Conduction of Management Review Meetings (MRM)		
Actions on the basis of MRM		
Tracking Faculty Review		
Training needs of the faculty by the management		
Student complaints and redress process		
Student feedback and related actions		
Faculty feedback and related actions		
Analysis of results in skills assessment		

41. Other Relevant Information (Performance Review)

A) Overall

S. No	Performance Criteria	Unit of Measurement	Ist year	II year	III year	Remarks
1	Utilization of Students seating capacity	%				
2	Retention Rate students admitted	%				
3	Students / Teaching Staff	%				
4	Ratio	%				
5	Students on Completion got jobs	%				
6	Students on completion expressing satisfaction on quality of training	%				
7	Total yearly expenditure / initial	%				

	budget sanctioned					
8	Teachers expressing satisfaction on all round conditions of VTP	%				

B. Trade wise

Sl.No	Course Name	Duration	No of batches per year	Students in each batch	No of trainees appeared for exam	No of trainees certifies	No of trainees placed	Remarks

Name: _____

Signature: _____

Date: _____

Place: _____

Stamp/Seal of Institute

List of Enclosures		
S. No.	Enclosures	Attached
1	List of Branches	Yes/No
2	PAN and IT Return	Yes/No
3	Audited Balance Sheet - last 3 years	Yes/No
4	Registration Certificate of Trust/ Society	Yes/No
5	Copy of Recognition Certificate	Yes/No
6	Copy of Affiliation Certificate	Yes/No
7	Building Approval Document	Yes/No
8	Staff Particulars	Yes/No
9	Training detail of Staff	Yes/No
10	Drinking Water	Yes/No
11	Health and Sanitary Conditions	Yes/No
12	Fire Safety	Yes/No
13	Bus Service details	Yes/No
14	Details of Grants received in last 3 years	Yes/No
15	Detail of Assessment procedure	Yes/No
16	A List of trainees trade-wise in excel sheet passed out in last 3 years along with application form.	Yes/No
17	Profile of the Promoters	Yes/No
18	Profile of the Management Team / Trainers / Teachers / Operation Head and Affiliation Coordinator (along with copies of the appointment letters wherever applicable)	Yes/No
19	Operational Manual along with HR Policy and Recruitment Guidelines	Yes/No
20	Courses Run in Paid Module and Revenue from those courses in the last year	Yes/No
21	A copy of the Curriculum	Yes/No
22	Documentary proof of industry agreement to be attached for the arrangement of Industry visits, Apprenticeship, Internship	Yes/No
23	Trainees Mobilization Strategy	Yes/No
24	CV of Trainers per job role (at least 1 regular as per LSSSDC qualification standards)	Yes/No
25	Rent/Lease Agreement	Yes/No

Appendix – II

Standards for infrastructure facility which needs to be complied			
S. No.	Category	Minimum Requirements	Multiples
A.Infrastructure Aspects Per Skill Centre			
A1.	Class Room		
i)	No. of Class Rooms	1 class rooms	Per Job Role
ii)	Class Room Size	300 Sqft	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	1000 sq. Ft	Per Skill Lab
iii)	List of Equipment	Requisite list As per Appendix 5	
iv)	Display and Storing Arrangement of Equipment	Should be Displayed with proper labelling	Per Job Role
v)	Walls, floor and ceiling status	White washed & non-leaky	Per Skill Lab
A3.	Library		
i)	No. of technical Books	10 technical books	Per Job Role
ii)	No. of Non-technical Books	10 non-technical books	
iv)	No. of Dailies'		
v)	Seating Arrangement	30 chairs and big table	
vi)	Display and Storing Arrangement of Books	Should be Displayed with proper labelling	
A4.	Water & Sanitation Facility		
i)	Water Supply	Legal water supply	
ii)	Drinking Water Facility	1 Water Cooler with water purifier / RO unit	
iii)	Separate Toilets for Boys & Girls	Separate Arrangement	
A5.	Safety		
i)	Fire Extinguisher	As per Safety guideline by fire department	
ii)	Disaster Management Plan and mock drill	Fire Safety certificate	
iii)	First Aid equipment's / First aid box		
iv)	List of nearby Hospitals and ambulance provider		
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	

A10.	Bus/Transport Facility		
i)	Connectivity to Public Transport	Preferable	
ii)	Own Transport Facility	Preferable	
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 organisation along with B1-B4	
C. Training Aids Per Skill Centre per classroom			
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 Centre
C5.	Projector facility	1	
C6.	Speaker facility	1	
C7.	Charts/Posters	Properly Displayed	Per class room & Skill lab
C8.	Models	Properly Displayed	Per Skill Lab
C9.	Printer/ Photocopy/ Scanner Facility	1	Per Skill Centre
C10.	Laser pen	1	Per Skill Centre
C11.	Flash Cards for Quiz/ Activity	Preferable	
C12.	Transparency	Preferable	
C13.	Glossary for logistics terminologies	Preferable	

Appendix - III

List of Job Roles as per the attachment

Appendix – IV

Qualification standards for Faculty / Trainer as per attachment

Note: It is mandatory for all trainers, besides fulfilling below criteria, to undergo TTT conducted by and be certified.

Appendix V

List of Equipment's

As per the annexure attached in excel format.





Logistics Skill Council

Appendix VI

Industry Network

List down tie up's with companies and for OJT and Placement.



Appendix-VII

Terms & Conditions for Training partners empanelment.

1. The Institute shall conduct the course as per the guidelines stated in QP during course delivery.
2. Institute shall not run any listed course without prior approval from the council.
3. Application for the approval to run a new course may be filed any time during the year.
4. The Institute shall apply for new course(s) only if the course(s) already approved have been running satisfactorily.
5. Feedback: To check the quality standards of an Institute shall have the right to collect feedback from various sources such as student, employee, industry where student is placed etc.
6. The expert committee shall conduct an inspection for the course(s) applied.
7. All the courses shall strictly run as full time courses, unless specified otherwise in the QP.
8. The VTP will ensure that the curriculum meshes with QP and is validated by LSC.
9. LSC would put the best efforts to provide the support and assistance for the content development/ advisory in line to curriculum framework as and when requested by VTP.
10. Each trainee shall complete the recommended training hours.
11. The Institute shall have relevant industry tie-ups for practical or apprenticeship and placement needs.
12. It shall be mandatory to train minimum number of students as stated by council.
13. The number of student must not exceed 30 per batch.
14. Student shall be admitted as per the eligibility criteria specified for each job role.
15. 85% attendance is must for a student to be eligible to take assessments.
16. The trainer student ratio must be 1:30
17. Assessments shall be carried out by the agencies authorised by the LSC
18. The assessments for a batch shall be conducted after the completion of the full course (theory and practical and internship or apprenticeship whatever prescribed in QP).
19. Re-appearance of any candidate for examination due to absenteeism, sickness, failure in first attempt will be treated as fresh case, hence normal assessment charges will be applicable.
20. Will charge assessment fee (per student basis) to VTP.
21. The Institute shall place minimum 70% of its students within 3 months of passing.
22. The placement report for each batch shall be submitted to the from time to time.
23. It is advisable that the institute keep track record of the placed students till 6 months after the placement to gauge the effectiveness of the skilling. Institute shall produce this report on demand of the Council.
24. Institute shall maintain following records and shall produce at the time of inspection.
 - Visitor Register (Gate Register)
 - Student Daily Entry and Exit Register (Gate Register)
 - *Bio Metric Attendance (Mandatory)*
 - Staff and Teacher attendance register
 - Stock register / record
 - Placement register / record
 - Fee received records
 - Time table for each running batch
 - CCTV coverage of trainings conducted on demand by LSC

25. Any violation of the guidelines may call for cancellation of the Approval.
26. The training institute shall extend full support to Inspectors in:
- Access to facility
 - Access to all relevant documents and information
 - Access to all related staff and students
27. The applicant training Institute shall pay the entire applicable fee as per the schedule with in prescribed period. For Institute availing fee exemption supporting documents must be submitted with the application.
28. The training Institute shall inform within 30 days of significant changes affecting the operations of the institute / centre relevant to affiliation. Such as:
- Legal, commercial, ownership or organizational changes
 - Changes in organisation, top management and key personnel
 - Main policies
 - Exit and appointment of new trainers (must be reported within 10 days)
29. The training institute shall continuously keep in touch with to keep itself updated.
30. The institute shall appoint a person (one of the staff members or a separate person) as coordinator, who shall act as single point of contact for all communication and coordination with and related bodies to ease the processes.
31. May suspend or withdraw affiliation of the training institute / stop processing application of an applicant institute, as per policy, on one or more of the following grounds:
- During a physical inspection, applicant training Institute does not comply with the affiliation requirements
 - Non-payment of affiliation process fee and post affiliation fees.
 - Non-cooperation with LSC
 - Refusal to allow examination of relevant skill centre, documents and records by & its appointed representative
 - Result of complaint analysis or any other information, which indicates that the training institute no longer complies with requirements of.
- The affiliated training institute and its respective skill centres upon suspension or withdrawal of its affiliation shall immediately cease its use of all promotion material that contains any reference to the affiliation status.
33. LSC Shall owe NO responsibility towards the current students (admission, academics, assessment and placement), or any damages to personnel / equipment of that institute in such cases of rejection, suspension or withdrawal.
34. The affiliated training institute is required to inform, if any of the proposed assessor(s) happens to be associated with them in any other capacity. The training partner shall not contact assessor(s) for any purpose, whether commercial or personal.

35. LSC absolves itself of any legal or financial liability arising out of any act involving any accidental or consequential damages to personnel / equipment at any time.

36. LSC reserves the right to make any changes in the guidelines, if so required, without prior notification.

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 .

Name of the training institute:

Name of Director or his/her Authorized Representative: _____

Signature: _____

Date: ____/____/____ Place _____

For use

Name of the person receiving the application: _____

Signature: _____ Date: ____/____/____ Time: _____ AM / PM

Place: _____

Note: This is to be produced on letterhead of the institution, duly stamped, and signed by an authorised signatory