

AFFILIATION PROTOCOL  
DOCUMENT FOR  
VOCATIONAL TRAINING  
PROVIDERS  
BY  
FOOD INDUSTRY CAPACITY  
& SKILL INITIATIVE

2018

Non PMKVY Scheme

## **Process of Affiliation**

- a) This affiliation form is valid for non PMKVY Schemes only.
- b) All forms duly filled as mentioned should be submitted to Food Industry Capacity and Skill Initiative (FICSI) with supporting documents and attachments.
- c) The fees for the Affiliation should be deposited along with the hard copy of the form.
- d) After receiving the application form and the required fees FICSI may nominate its own official or a designated Assessment Agency to carry out the due diligence process.

### **I. Due-diligence for affiliation of Training Partner**

A complete evidence-based check of the documents, process, tools and equipment, trainers and supporting hard and soft infrastructure at the training Centre will be carried out.

The due-diligence will include but not necessarily be limited to the following tasks:

1. Management & Administrative Setup
2. Availability of Trainers and Master Trainer
3. Training Infrastructure (Hard & Soft Elements)
4. Environment, Health and Safety
5. Placement and Industry Connect
6. Feedback & Grievance Handling

Based on the evidence collected during the due diligence process, the training centers will be graded as A/B/C/D.

### **II. Capacity Building of the Affiliated Training Partner**

The following capacity building interventions will be offered to all affiliated training providers/centers based on the above due-diligence process.

1. Curriculum Alignment as per QPs/NOS
  2. Training / Re-Orientation of Trainers to deliver competency-based training
  3. Strengthen the internal assessment system
- e) A feedback on due-diligence will be shared with the training centre/partner.
  - f) The affiliation will be for two years during which both FICSI and the training institute will strive to achieve the output standards required through continuous improvement.

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### **GENERAL INSTRUCTIONS**

1. The application must be applied by the Vocational Training Providers (VTP) /Institution interested for affiliation to FICSI for the FICSI Qualification Packs.
2. The Affiliation Form is provided in the Microsoft Word format. Deletion or Amendment to the master form may result in rejection of the application form.
3. The copy of the affiliation application form would be made available by FICSI. The form may be revised from time to time.
4. Copies of all the relevant documents should be scanned and sent along with the application form as enclosures.
5. Hard Copies of this application form along with the relevant supporting documents/attachments must be sent to the FICSI in.
6. For different centres and courses selected, kindly attached/include additional Training Centre Information Form as per the requirement in the application form.
7. For numbering the attachments, please use point number as the first digit and followed by an alphabet/name of the document. Example if an attachment corresponds to the point 22 then the annexure number will be 22.a or 22.b or 22.c or 22.
8. The guidelines, processes, report, curriculums and other documents mentioned in the form needs to be made available to the FICSI team during the centre visit.
9. Insert more rows in a table, if required.
10. Separate sheets can be attached in respect of any point. However, the given format should be kept intact.
11. All pages of the application form should bear the initials of the authorized signatory and stamp of the organization.
12. All the points should be filled up. If any point is not relevant, then please write NOT APPLICABLE.

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# APPLICATION FORM FOR AFFILIATION

**PART-A**  
**(General Information)**  
**APPLICATION FOR AFFILIATING FOR THE FOLLOWING JOB ROLE(S)**  
**(AS PER QUALIFICATION PACKS)**

S. No.	Qualification Pack Reference Number	Job Roles	Number of Training Centres
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			

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**Section 1: Institution and Management Profile**

1. Name of the Institution:

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2. Whether Government or Private (Please tick the appropriate box)

Government

Private

Company/Firm

Society

Trust

Any other, please specify \_\_\_\_\_

3. Whether NSDC funded – Yes  No

If Yes, provide details

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4. Name(s) of the Director(s):

S No.	Names

5. Contact Details of the Institution:

Postal Address	
PhoneNumber (STDcode)	
Fax No.	
Email	
Website Address	

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6. Year of Establishment/Incorporation:

7. Prior Experience of the Institution in Skill Development. Also mention Years of experience & Number of trainees. (Provide Details of affiliation with government scheme/NSDC.) (Please attach relevant proof as Enclosure 1)

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8. Medium of instructions in Institute:

English

Hindi

Regional

Please specify: \_\_\_\_\_

9. Does the Institute have branches?

Yes  No

(If Yes, attach the list of Branches as Enclosure 2 )

10.

<b>TAN No.</b>	
<b>PAN No.</b>	
<b>GST No.</b>	

(Attach photocopy of the PAN card and latest IT return as Enclosure 3)

11. Average Turnover of the Institute for last 3 years:

Year	Turnover

(Attach balance sheet of last 3 years as Enclosure 4)

12. Provide your bank details:

<b>A/C Number</b>	
<b>Bank Name</b>	
<b>IFSC Code</b>	

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13. Is the Institute Recognized with any bodies?

Yes  No

If Yes, please mention the following:

Name of the Body with which recognized	
Recognition No	
Year of Recognition	
Validity of Recognition	

(Attach Recognition certificate as Enclosure 5)

14. Is the Institute Affiliated with any Regulatory Body/SSC?

Yes  No

15. If Yes, please mention the following:

Name of the Regulatory Body with which affiliated	
Affiliation No	
Year of Affiliation	
Trade/Course affiliated	
Validity of affiliation	

(Attach Affiliation certificate as Enclosure 6)

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

Name & Designation of Director(s), Management Team members	Educational Qualifications	Prior Experience In Food Processing space (in years)	Prior Experience in the Skills Development or Training Space (in years)	Key Achievements in the Skills Development. As well as in Food Processing Space.

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17. Provide the Contact Details of the Directors, Management Team, Operations Head & Affiliation Coordinator

Name & Designation	Contact Address	Contact Numbers-Land Line and Mobile	Email-ids

18. Details of the Operations Head & Affiliation Coordinator for VTP/Institution:

Name & Designation	Educational Qualifications	Overall Work Experience (in years)	Prior Experience in the Skills Training Space	Prior Experience in Food Processing Space(Years)	Key Achievements in the Skills Development & Food Processing Sector

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**Section 2: Quality Aspects in Institution Governance**

19. Does your Institution have a “Mission Statement”?

Yes  No

If Yes, please write the Mission Statement in the space provided below:

20. Does your Institution have as “Operations Manual”?

Yes  No

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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 tracks		
Courses offered		

22. In the space provided below, provide the financial resources which shall can sustain a sound vocational educational program consistent with its stated mission and objectives.

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

Sign & Stamp here.....



26. 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		
SSC Specific add-ons		

27. Details of the Teaching Staff/Trainers

S. No	Name	Designation	Degree/ Diploma	Training Certificate	Industry Experience	Instruction Experience	Regular/ Visiting

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28. Have the Trainers undergone any specialized training?

Yes  No

(If Yes, attach the Details of the training as Enclosure 7)

29. 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			

30. Details of the Curriculum of the 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 the SSC		
Review process to gauge the effectiveness of the curriculum developed		
Clear demarcation of time to theory and practical as per the criteria set by regulatory bodies		
Pedagogy inclusive of time schedule and lesson plan		
Process of SME engagement in curriculum design and development		
Review process for approval of curriculum from the SSC		
SSC specific		

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31. Details of the Courseware of all the courses offered. Certify the existence of the aspects listed below and will have to be physically produced to the affiliation assessors.

Aspect	Yes/No	Remarks
Process of adoption and/or development of courseware on the basis of QP and NOS based curriculum approved by SSC		
Existence of Facilitators Guide		
Existence of Trainer Guide		
Existence of Participant Manuals		
Existence of Assessment Guides		
Existence of participant feedback forms		
Existence of Training Delivery Plans		
Review process to gauge the effectiveness of the courseware developed		
Process of SME engagement in courseware design and development		
Review process for approval of courseware by the SSC		
SSC specific		

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32. 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		
SSC specific		

33. 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		
SSC Specific		

34. 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		
SSC specific		

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35. 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		
SSC Specific		

36. 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		
SSC Specific		

37. 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		
SSC Specific		

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38. 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		
SSC specific		

39. Library details:

Total number of Books related to the Trade (Technical and Non- Technical)	
Number of Magazine	
Number of Dailies (newspapers)	

40. 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)		
SSC Specific		

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41. 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

42. 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		
SSC Specific		

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**Section 4: Performance Measurement and Improvement**

43. 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		
SSC specific		

44. 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		
SSC Specific		

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45. 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		
SSC Specific		

46. 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 complaints with all stakeholders		
Documented processes of acknowledgement of receipt of complaint		
Documented process on investigation of the complaint		
Documented process on tracking training needs of the faculty by the management		
Documented process of tracking student complaints and redress of the same		
Documented process of investigating the student complaints		
Documented process of closure of the student complaint		
Documented process of keeping record of student complaint		
SSC specific		

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### Other Relevant Information

47. 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 8)

### 48. Performance Review

#### A. Overall

S. No.	Performance Criteria	Unit of Measurement	2015-16	2016-17	2017-18	Remarks
1.	Utilization of Students seating capacity	%				
2.	Retention Rate (Of students admitted)	%				
3.	Students/Teaching Staff	Ratio				
4.	Pass out (Of students appeared)	%				
5.	Students on completion got jobs	%				
6.	Total yearly Expenditure /Initial budget sanctioned	%				
7.	Students on completion expressing satisfaction on quality of training	%				
8.	Teachers expressing satisfaction on all round conditions of the VTP	%				
9.	SSC specific					

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**B. Trade wise**

S. No.	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

I ..... (Name & Designation ).....on behalf of ..... (Name of training centre).....hereby declare that all the information and enclosures mentioned above are correct. The training centre mentioned above is used for training and it meets the specifications for becoming a FICSI Affiliated Training Partner as per the QP/NOS defined by FICSI and NSDC.

I, on behalf of the training centre and training partner confirm that we will abide by the terms, condition, decisions, fees and guidelines introduced by FICSI & NSDC from time to time.

Date:

Name:

Designation:

Sign

Stamp:



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

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## Fees Structure for Affiliation Process

Fees Structure for Affiliation Process			
Pre-Affiliation-Due Diligence			
S. No.	Category	Unit	Fees (In Rs)
1	Affiliation Fees for Training Providers for 2 years		25,000
2	Document Processing Fee		5,000

- i.) DD/Pay Order should be drawn in favour of “Food Industry Capacity and Skill Initiative” payable at New Delhi.
- ii.) Fees can be transferred through NEFT/RTGS also.
- iii.) The Training Provider has to deposit the assessment fee with FICSI.
- iv.) Fees once paid are Not Refundable

### Payment Options

1. Cheque to be drawn in favor of “Food Industry Capacity and Skill Initiative” payable at New Delhi
2. NEFT/RTGS: UNITED BANK OF INDIA, 2-TANSEN MARG, NEW DELHI-110001  
 A/c No. 0359018040563  
 Swift Code- UTBIINBBTNM  
 BSR Code- 310359  
 NEFT /IFSC/RTGS Code: UTBI0TNM709

Postal Address:  
 FICSI  
 601, 6th Floor,  
 Mercantile House, Kasturba Gandhi Marg, Connaught Place,  
 New Delhi 110001

Sign and Stamp here: -----