

Vocational education and skill development are of paramount importance for career advancement. National Council of Vocational and Research Training prepares students for specific skilled trades and technical careers, equipping them with practical skills and hands-on experience, thus making them career-ready and highly employable.

## 2024-25

### Proposal For Accreditation of Vocational Training Centre (VTC)



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- [www.ncvrtindia.org](http://www.ncvrtindia.org)
- New Delhi

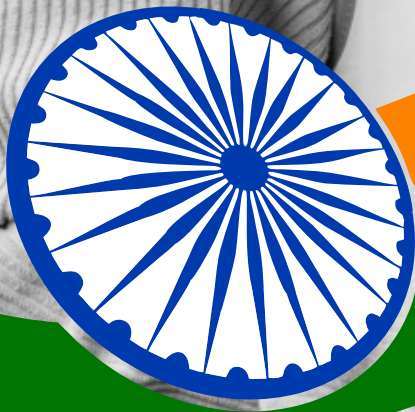
राष्ट्रीय परिषद की व्यवसायिक परिशिक्षण और अनुसंधान  
**NATIONAL COUNCIL OF VOCATIONAL AND RESEARCH TRAINING**  
108-B, Jaina Tower II, District Center, Janakpuri, New Delhi -110058



# Additional Skill Qualification Training Programme

*Initiative Scheme*

## Proposal For Selection of Vocational Training Centre (VTC)





# RECOGNITION

OF NCVRT VOCATIONAL EDUCATION COUNCIL

## RECOGNITION

National Council of Vocational and Research Training, Constituent Board of NCVRT Vocational Education Council established under article. 29 & 30 (1) Constitution of India and legally Incorporated under Ministry of Corporate Affairs, Government of India & offering Certified Skill programs of Advance Diploma/Diploma/Certificate under Additional Skill Qualification Training Programme (ASQTP) in the form of value added courses/Self Employment courses for the people living in both rural and urban areas by setting and maintaining standards in skill based vocational education in the country as made amendment in NCVRT by - law for offering skill courses in 30 plus sectors.

## SECTOR/INDUSTRY

Self Employment Course provides students with an introductory knowledge and understanding of self-employment and requirements for success. The course is designed for students wishing to consider self-employment on further study in the area of self-employment and provides progression routes. Providing access in 30+ sectors is to make quality vocational education to all those who seek it irrespective of age, region or formal qualifications.

NCVRT Vocational Education Council offers Vocational skill courses under ASQTP in various sectors viz., 1) Advertising and Media industry, 2) Agriculture and Allied Technology, 3) Art, Drawing and Painting, 4) Automobile sector, 5) Aviation Sector, 6) Banking, Financial Services and Insurance, 7) Beauty culture and Spa, 8) Building and Construction Technology, 9) Chemical Industry, 10) Computer and Information Technology, 11) Cookery, Bakery, Confectionary and Food Processing, 12) Cottage industry, 13) Cutting, Tailoring, Dress Making and Fashion Designing, 14) Electrical and Electronics Sector, 15) Entrepreneurship and Professional Skill, 16) Fire and Safety Sector, 17) Fishery Science Sector, 18) Footwear Technology, 19) Gold Appraiser, 20) Handicrafts Sector, 21) Health and Paramedical Sector, 22) Hospitality Sector, 23) Leather Industry, 24) Logistics and Shipping Management Sector, 25) NGO Management, 26) Photography Industry, 27) Plastic Industry, 28) Printing Technology, 29) Renewable Energy, 30) Refrigeration and Air Conditioning Sector, 31) Secretarial Practice Sector, 32) Teacher Training Sector, 33) Telecom, 34) Textile Technology Sector, 35) Veterinary Sector, 36) Yoga Sector

## SYLLABUS /CURRICULUM

Effective course design begins with understanding who your students are, deciding what you want them to learn; skill oriented; determining how you will measure student learning; and planning activities, assignments and materials that support student learning. The course/curriculum is previewed and reviewed by the faculty as well as outside media experts and edited or modified, wherever necessary, with the supervision of members of FCDC before they are finally forwarded to the Vocational Training Centre.

## BOARD EXAMINATION

NCVRT has the sole right to fix the dates and venue of examinations and intimate to Vocational Training Centres through the Controller of Examinations, NCVRT well in advance. The Hall Tickets, Question Papers, Answer Sheets, Invigilator ID, Student Registration Form, Internal Assessment Report and Practical Report and other required stationery items for the conduct of examinations shall be sent by NCVRT. NCVRT shall arrange to conduct the examinations as per the regulations and get the performance of the students evaluated and award certified skill Diploma or Certificate to the successful candidates.

## ISSUE OF CERTIFICATES

Certified Skill Certificate for Diploma course/ awards for the programme completion will be issued by NCVRT Vocational Education Council, New Delhi and it will be distributed through the Zonal offices to Vocational Training centres and to the students.

## Introduction

National Council of Vocational and Research Training, Constituent Board of NCVRT Vocational Education Council established in 2009 by an article. 29 & 30(1) constitution of India and incorporated under the legislation of Ministry of Corporate Affairs, Government of India. Skills, knowledge and innovation are important driving forces of economic growth and social development in our country and country with higher levels of skill, adjust more effectively to challenges and opportunities in the global economy. India has had relatively strong economic performance in the past decade. There have some drawback to uphold the current situation of skill development and job creation. To overcome this pressure vocational education is the alternative option for the social and personal development. Vocational education can increase the socio-economic development of the developing country like India.

Democratizing Vocational education by taking it to the doorsteps of the learners. Providing access to quality education to all those who seek it irrespective of age, region or formal qualifications. Offering need-based academic programmes by giving professional and vocational orientation to the courses. Promoting and developing Vocational education under Additional Skill Qualification Training Programme (ASQTP) in India Setting and maintaining standards in skill based vocational education in the country.

## Our Mission

Towards becoming a 'Centre of Excellence' in only regular courses by offering Quality Training Programmes to meet the current and emerging needs of the adult population, by widening the access to vocational training and by functioning as a catalyst to bridge social,



# Skills

DEVELOPMENT AND  
EMPLOYMENT OPPORTUNITY



## Our Vision

National Council of Vocational and Research Training shall make available innovative, Socially relevant educational provisions that are Learner-centred, seamless and are of High quality by employing appropriate vocational training equity in education, sustainable social transformation and composite national development.



## Application Letter

Date: \_\_\_\_\_

From,

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Sir,

**Subject: Application for Accreditation of Vocational Training Centre under Additional Skill Qualification Training Programme (ASQTP) Initiative Scheme**

We, the undersigned, hereby apply for Accreditation of Vocational Training Centre under ASQTP Initiative Scheme. We would like to state that the information provided by us is true to the best of our knowledge and belief and we understand that we are liable for action under the law for any false information or document produced by us. We also understand that National Council Vocational and Research Training or Any other representative of NCVRT shall be free to investigate on its own into the correctness of information furnished by us in this application and/or call for any further information in this regard from us.

During such investigation or at any subsequent stage, National Council Vocational and Research Training may refuse to issue the letter of registration or if already issued may cancel the same and we shall stand debarred for applying as Vocational Training Centre under **Additional Skill Qualification Training Programme (ASQTP)** Initiative Scheme.

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Signature of Centre Co-ordinator

Name & Designation:

Phone No.:

E-mail:

**Academic Year****2024 - 2025**

# राष्ट्रीय परिषद की व्यवसायिक परिशिक्षण और अनुसंधान NATIONAL COUNCIL OF VOCATIONAL AND RESEARCH TRAINING

( AN AUTONOMOUS BODY, REGISTERED BY GOVERNMENT OF INDIA - NEW DELHI )

108-B, Jaina Tower-II, District Centre, Janakpuri, New Delhi, India

Tele : 011 – 25610208, Fax: 011- 4526 4574

Particulars to be furnished by the Trust/Society/Firm/Pvt. Ltd Company/Voluntary Organization/Institution seeking permission to conduct Vocational Training Courses on the Pattern of ASQIP Scheme Leading to Accreditation of NCVTRT Vocational Education Council.

**Instructions :**

- Please refer the guidelines and instructions carefully.
- Fill all the relevant details in the sections below.
- Enclose the particulars of proposed vocational training centre.

01.	Name of the Vocational Training Centre	
	a) Vocational Training Centre Address	
	b) Village / Town	
	c) Post Office	
	d) District	
	e) Pincode	
	f) State	
	g) Phone No	
	h) Fax No.	
	l) E-mail	
	j) Website	
	k) Nearest Railway Station & Distance in (Kms) from Institute	
	l) Nearest Bus Stop & Distance in (Kms)	
	m) Mobile No. of the Centre Co-ordinator	
02.	Name of the Centre Co-ordinator	
03.	Name of the Trust / Society / Pvt. Ltd Company	
04.	Registration Certificate No.	

05.	Name and address of the Co-ordinator/Correspondent with qualifications, (Attach Six Copies of the Passport size Photographs)	(Enclosed)
06.	Details of Vocational Training Courses Propose to be offered	
COURSE CODE	NAME OF THE COURSE	DURATION
07.	Buildings Plinth area covering minimum 3000 Sqft., consist No. of Class Rooms /sheds /laboratories /workshops with measurements, attach copy of sale/lease deed.	(Enclosed)
08.	Equipment needed suiting to the Syllabus	(Enclosed)
09.	Furniture: List of furniture required with details and Cost	(Enclosed)
10.	Library Books	(Enclosed)
11.	Staff Structure	(Enclosed)
12.	Number of qualified Vocational Course Teaching Staff proposed with qualifications	(Enclosed)
13.	Recruitment of Staff on permanent/part-time basis	(Enclosed)
14.	<p>Details of Accreditation fee paid by Online mode - IMPS/RTGS/NEFT or Demand Draft in favour of <b>National Council of Vocational and Research Training</b>, Payable at New Delhi.</p> <p>Amount for each Section as shown in the booklet  D.D.No.....  Dated.....  Name of the Bank.....</p>	
(Please attach separate sheet wherever required)		
Signature of the Principal / Centre Co-ordinator of the Institution with Seal		

15.

**UNDERTAKING**

We have fully understood the conditions prescribed by the NCVRT Executive Board of Vocational Courses and we hereby undertake to fulfill all the conditions within the time limits stipulated and if such fulfillment has not been done, the proposals for opening of Vocational Courses in the NCVRT may be dropped at any stage and the accreditation/recognition sanctioned will be withdrawn. The Management undertakes to pay the salary and other emoluments to the teaching and non-teaching staff without any aid from the NCVRT now as well as in future.

Place :

Date :

Signature of the Principal /  
Centre Co-ordinator of the Institution with Seal

16. Inspection by Three Men Committee:

The Board of NCVRT shall arrange to conduct Inspection of the Proposed centre to examine its viability. The inspection committee shall consist of Zonal officer and any person Appointed by the NCVRT.

**ADDITIONAL ACCOMMODATION**

(in Sq.Ft)

17.	Principal's Room	200
18.	Office Room	250
19.	Staff Room	200
20.	Library and Reading Room	350
21.	Theoretical class room per course	400
22.	Practical Room per course	400
23.	Toilets with flushing ... For Boys 2, .... For Girls 2 ..... For Staff 1	
24.	Water facility with sump, overhead tank and pump.	
25.	Purified drinking water facility with proper storage.	

**ADMINISTRATIVE AND MINISTERIAL STAFF**

Sl.No.	Name of the Staff Member	Age	Designation	Qualification



## DECLARATION

I hereby understand that the students who completed the vocational skill development courses offered by NCVRT can employ in a private sector located in India or abroad and I am aware of fulfillment of placing students in private sector. I hereby declare that we will abide the Rules and Regulations/ Instructions prescribed by NCVRT Vocational Education Council then and there for the conduct of VTC. If any deviation is noticed in my Vocational Training Centre in following norms prescribed, I accept the Cancellation of Accreditation at any time.

Place :

Date :

Signature of the Principal /

Centre Co-ordinator of the Institution with Seal

## LIST OF ENCLOSURES

1. Accreditation Processing fee Rs. 35,000/- by mode of online/Demand draft.  
(DD in favor of **National Council of Vocational and Research Training**, payable at New Delhi)
2. Centre co-ordinator's(VTC) resume with Passport size photo-5,
3. Centre photos (lab, class room, reception, cabin & front view of the centre)
4. Copy of the certificate of registration under trust/ society/ Pvt.Ltd / section 8 company act.
5. List of books in library with relevant sector, if any.
6. Tools and requirements details about relevant sector, if any.
7. Copy of staffs resume with their educational qualification certificates to the relevant courses applied
8. Title deed of the property or proof of lease or building agreement mentioning 3000 Sqft and above.
9. Permanent account number under income tax act provision, if any.
10. Power of attorney/ board resolution in case of company/ trust.
11. Other activities and annual report about existing students, if any.
12. Electricity Consumption bill (Recent one) for Institution.
13. Institution building stability with blue print of the building planning details consisting 3000 Sqft.
14. MOU with Industrial training partner for providing practical training.
15. MOU with Placement partner to the relevant course/industry
16. Fire and safety certificate in the name of Institution.
17. Health and sanitary Certificate in the name of Institution.

## ADDRESS FOR THE PROPOSAL TO BE SENT

The hard copy of this proposal can send by registered post/Courier to below mentioned address.  
The consignment number details has to be sent to E-mail: [info@ncvrtindia.org](mailto:info@ncvrtindia.org)



## राष्ट्रीय परिषद की व्यवसायिक परिशिक्षण और अनुसंधान National Council of Vocational and Research Training

108-B, Jaina Tower II, District Center, Janakpuri, New Delhi - 110 058

Phone : 011 - 2561 0208, Fax : 011 - 4526 4574

# VOCATIONAL SKILLS

in High Demand Today

INDIA'S LARGEST VOCATIONAL TRAINING ORGANIZATION



Vocational Skills training is training for a specific career or trade. Vocational training focuses on practical applications of skills learned and is neutral towards theory or traditional academic skills. Vocational Skills are in high demand, because not everyone has access to higher education, but vocational training can help you learn essential skills for career paths that are needed.



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