

How to get Affiliation / How to Register !!

Who Can get affiliation / Register ?

Copy of IDENTITY Proof. (Attach any one of following)

- Any citizen of India.
- Trust.
- Society
- Company
- Proprietorship firm.
- Organization.
- Partnership Firm.
- Public and Private Limited Company.



Types of Affiliation/Registration.

There are TWO types of Center Registration BUT center has to follow Both types. First center has to register ONLINE with requirement and then By filling HARD COPY OF AFFILIATION FORM with required documents and photographs.

Required Documents and Photographs for ONLINE Registration.

1. Aadhar card.
2. PAN card.
3. Center HEAD Passport Size Colour Photograph.
4. Center Outer Photo (Entry Gate)
5. Reception Room (Waiting Hall) Photographs.
6. Training Hall / Computer Lab Photograph.
7. Center HEAD cabin photograph.

Required Documents and Photographs for HARD COPY OF AFFILIATION FORM

DOCUMENTS :

- 1. Copy of Address proof (Attach any one Document)**
 - o Electricity Bill
 - o Telephone Bill
 - o ShopAct Licence
 - o Licence of LOCAL authority

- 2. Copy of IDENTITY Proof. (Attach any one of following)**
 - o Driving Licence /Passport.
 - o Bank Pass Book / Election Card
 - o Aadhar Card / Pan card
 - o Any Certificate of Identity Card provided by Government.

- 3. Copy of Academic Qualification (Attach any one Document)**
 - o Marksheet or Leaving certificate of Last Educational Qualification.

- 4. Brief Information of CENTER HEAD.**
 - o Resume / CV of Center HEAD.
 - o Training/Study center Head Computer Certificate.(More than 6 Months)

- 5. Registration certification : If they have : Trust, Society, Company, Proprietorship firm. Organization, Partnership Firm, Public and Private Limited Company.**

(Note : Training Center has to Apply online first and then Offline Hard Copy of Affiliation Form)

PHOTOGRAPHS OF TRAINING /STUDY CENTER

- Outer Photo of Training Center (Entry Gate)
- Reception Room (Waiting Hall) Photo.
- Training Room / Computer Lab Photo.
- Center Head CABIN Photo.
- Photograph of Theory room
- Library photograph.

Eligibility Criteria for ICSM Study / Training Center

ICSM classified Study / Training Center into TWO Category.

- 1. RURAL AREAS**
- 2. URBAN AREAS**

Rural Area : The center is located under Grampanchayat Authority.

Urban Area: The center is located under Nagar-Panchayat, Nagar-Palika (Corporation) Controment Board and Municipal Corporation.

Sr. No	Specification	Rural Area	Urban Area
1	Carpet area (Square feet)	500	1000
2	Total Computer	5	10
3	Total Classroom	1	2
4	Sitting capacity of students	10	20

Hardware Requirements :

- Printer
- Scanner
- Internet connection (Broadband/2G/3G/other)
- Electricity
- AC/fan.

Manpower Requirements :

Sr. No	Assets	Description
1	Administrator/Head	Knowledge of Computer Software Training, Experience, having Good Management Skills.
2	Faculty/Trainer	Thorough knowledge of subject, disciplined, capacityStudent.
3	Counselor / Receptionist	Pleasant personality with good communication skills, knowledge of computer courses, disciplined.
4	Marketing Executive	Experienced Hardworking, knowledge of computer courses, good communication skills.

Affiliation Fees / Registration Fees : Regular Fees Structure

Sr. No	Assets	Affiliation fees	Inspection Charge	Total Fees
1.	Rural area	20,000	0	20,000
2.	Urban area	35,000	0	35,000

NOTE:

- The affiliation fees is Non-refundable.
- Renewal of the ICSM Training / Study center shall be done every year.
- Renewal of Training Center must be done within 15 days from the last date of Affiliation.
- Renewal fees will be 2,000 Rs for Rural area and 4000 Rs for Urban areas.

Process of Payment Deposition :

There are **FOUR** ways to make payment of affiliation or center registration.

- NEFT (National Electronics Fund Transfer)
- Demand Draft.
- Cash Credit to Account.
- Credit Card / Debit Card / PayTM

What Material will get to Training /Study Center :

After registration training center will get following material.

- Affiliation Letter/ Registration Letter.
- Sample Center Banner (Soft Copy)
- ICSM Diary.
- ICSM Broucher.
- Sample Students Certificate.
- Sample Students Marksheet.
- ICSM Courses List
- ICSM Students registration Form
- Identity Card to Head..
- Pomplets Sample.
- Login Username and Password

Schedule for Affiliation :

The process of affiliation is Minimum one month Durational Process.

- After Successful Online Submission of Registration/ Affiliation form you will get provisional ID for reference (Within 5 Days from Registration and Payment)
- Our District Co-ordinator will visit your Training center /Study center (within the 15 days after getting ID.
- Our co-ordinator submitted the report to Head office and then you will provide Affiliation letter. (Within 10 days after co-ordinator Visit to training / Study center)
- Study and related material will be post to Training Center / Study center. (within 15 days After getting Affiliation Letter.)
- Center Login will be provided to the Training / Study center (Username & Password)

APPLICATION FOR AFFILIATING FOR THE FOLLOWING JOB ROLES (AS PER QUALIFICATION PACKS):

- 1.
- 2.
- 3.

Section 1: Institution and Management Profile

1. Name of the Institution:

2. Whether NSDC funded – Yes / No

If Yes, provide details along with the supporting documents

3. Name/s of the Director/s:

4. Contact Details of the Institution:

a. Postal

Address: _____

b. Phone No. with STD code: _____

c. Fax No.: _____

d. Email of the Director/s:

e. Website Address: _____

5. Year of Establishment: _____

6. Prior Exposure of the Institution in Skill Development Space

- NSCB Educational Group Framework
- Otherwise

7. Medium of instructions in Institute:

English Hindi Any Other

Please specify: _____

9. Details of Self Owned/Franchisee/Mobile Training Centres:

(Give separate break-up)

Self Owned Franchisee Mobile Total

[Attach the list of Training Center's as Enclosure 1 (Annexure 1.a, 1.b and 1.c)]

9. PAN No. and TAN No. of the Institute: _____

(Attach photocopy of the PAN card and IT returns of last three years as Enclosure 2)

10. Turnover of the Institute: _____

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

11. Is the Institute Recognized with any bodies? Yes No

12 If Yes, Please mention the following:

a. Name of the Body with which recognized: _____

b. Recognition No.: _____

c. Year of Recognition: _____

d. Validity of Recognition: _____

(Attach Recognition certificate as Enclosure 4)

13. Is the Institute Affiliated with any Regulatory Body?

Yes No

14. If yes, please mention the following:

a. Name of the Regulatory Body with which affiliated:

b. Affiliation No.: _____

c. Year of Affiliation: _____

d. Validity of affiliation: _____

(Attach Affiliation certificate as Enclosure 5)

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

Name of the Director/ Management Team Members	Educational Qualifications	Overall Work Experience (in years)	Prior Experience in the Skills Training Space	Key Achievements in the Skills Development

16. Details of the Operation Head and the Affiliation Coordinator of the TP

Name of the Operations Head and Affiliation Coordinator	Educational Qualifications	Overall Work Experience (in years)	Prior Experience in the Skills Training Space	Key Achievements in the Skills Development

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

Name	Contact Address	Contact Numbers Land Line/ and Mobile	Email-ids

Section 2: Quality Aspects in Institution

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

Yes No

19. If yes, please write the Mission Statement in the space provided below:

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

Yes No

21. Please certify if your “Operational Manual” cover the aspects mentioned below in the table. At the time of affiliation assessment, the Operations Manual will have to be presented for physical verification.

Aspect	Yes/No	Remarks
Background of the Institution		
Organization Structure		
Details of other Affiliations, if applicable		
Industry/Employer Linkages		
Profile of Senior and Middle Management		
Profile of trainers		
Details of Infrastructure, workshop, store etc.		
Process of internal evaluation		
Placement cell details and its placement track record		
Courses offered		

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

A large, empty rectangular box with a black border, intended for providing financial resources. A faint, diagonal watermark reading "A.S.C.B. Educational Group" is visible across the box.A second large, empty rectangular box with a black border, identical to the one above, for providing financial resources. A faint, diagonal watermark reading "A.S.C.B. Educational Group" is visible across the box.

On Rs.100/- non judicial stamp paper

MEMORUNDAM OF UNDERSTANDING

This Memorandum of understanding hereinafter referred to as "Agreement" is made on this/...../ between The Netaji Subhash Chandra Bosh Samaj Sewa Sansthan (N.S.C.B. Educational Group), C-64, Sarthak Plaza,4th Floor, Vibhuti Khand, Gomti Nagar, Lucknow, U.P, Pin - 226010. India referred to as "First Party", AND

M/s(Firm Name) having its office at

..... here in after referred to the "Second Party." WHERE AS The Netaji Subhash Chandra Bosh Samaj Sewa Sansthan (N.S.C.B. Educational Group), N.S.C.B. Educational Group has been recognized by the Controlling Authority as per Rule 21-a, 1860 N.G.O/SOCIETIES/TRUST of (Regulation under the Indian Government policy) vide License No Regd. By State Govt. of Uttar Pradesh, (Regd.No. G57647/182). The Training Institute will provide training as per the prescribed syllabus under N.S.C.B. Educational Group (Regulation) Rules.

The duration of the training for Normal Training Institute shall be for hundred hours of theoretical instruction and sixty hours of practical training, spread over, twenty working days. However, for the course of minimum forty hours of classroom instructions and sixteen hours of field training spread over at six working days duration will be conducted. Trainees will be declared successful, after passing with minimum 40% marks in theory, based on assessment through multiple-choice questions spread over two hours of examination all training courses by the completed by the centre and Institutions. There would be continuous assessment of physical training imparted and for appearing in theory examination, the trainees have to qualify this assessment. The regular Private Security Guard Training will be conducted every month on demand by the Training Institute. First Monday of every month (If first Monday is Holiday then next working day). Details of Training Schedule and other details can also be seen at the web site of the Department on following link. Website - www.nscbedu.com Any dispute arising out of this agreement will be settled mutually or under the jurisdiction of Delhi court only. Both the parties have agreed on the above terms and conditions. (Including contents of Annexure) of MOU/ Agreement and sign the same.

Signature First Party

N.S.C.B. Educational Group

Signature Second Party

M/s.....

On Rs.100/- non judicial stamp paper

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