**SOP – Training Partner Affiliation for Non- PMKVY Schemes**

Appendices:-

1. **A** Metropolitan Cities in India
2. **B** Checklist of Equipment

Introduction

1. NSDC vide their mail quoted above have revised their Affiliation Policy of Training Centres. In cases of Schemes other than PMKVY, SSCs can affiliate the Training Centre (TC) as per their own process till March 2017.   Such affiliations  have to be Centre wise ( Not TP Wise) , and the duration of Affiliation will be restricted to a maximum of one year or even less , so as to ensure 100% transition of such Centers on SMART in FY 2017 – 18 .

Aim

1. The aim of this SOP is to formulate the procedures to be followed for the affiliation of Training Centers for Non – PMKVY schemes.

Procedure

1. Eligibility. All Training Center(s) (TC) who do not wish to participate in PMKVY 2 Scheme are eligible. They can only indulge in Non- PMKVY Schemes, CSR.
2. Requirement in Training Centers. A Training Centre must have the following:-
3. Security Lab of minimum dimension of 240 sq feet.
4. Classrooms of minimum dimension of 300sq feet.
5. Open Ground within one Km of the Centre for physical training.
6. Application form Can be downloaded from SSSDC website.
7. Payments
8. Application fee of INR 7000 per center.
9. Inspection Fee of INR 4000 for Non- metros & INR 2000 for Metros cities. List of Metros Cities is attached at Appendix A.
10. Annual Affiliation fee will be INR 6000 per job role.
11. Already affiliated TCs with SSSDC, only have to pay INR 6000 per job role to participate in Non- PMKVY Schemes. However, they will not be permitted to conduct PMKVY schemes.
12. Third Party inspection will be carried out by an independent Audit Body.

Process

1. SSSDC will follow the following process while examining each Affiliation Application:-
2. TC have to apply by submitting the hard copy of the application form to SSSDC office.
3. The application form should have the application fee & inspection fee in form of Demand Draft in favor of Security Sector Skill Development Council payable at Gurgaon.
4. Once the payment & papers are found in order, then the centers information will be shared with the Auditor.
5. The auditor will physically go & inspect the center & share the center report with SSSDC. Any short comings observed will be shared with the applicant for rectification & confirmation.
6. SSSDC will re-check & accordingly present the report to the Sub- Committee. The Sub Committee will peruse the documents in detail & once satisfied that all parameters have been met, will grant approval for Affiliation.
7. Affiliation certificate will be given to the Training Centre only after the receipt of the Annual Affiliation Fee.

Conclusion

1. Another opportunity has been provided by NSDC for Training Centres to carry out training with full gusto in the Non PMKVY projects. This needs to be capitalized at the earliest.