

## **PROTOCOL FOR AFFILIATION OF TRAINING INSTITUTES WITH FURNITURE & FITTINGS SECTOR SKILL COUNCIL**

### **Affiliation – Reference to Context**

The term Affiliation is used to define a process of establishing competence of any institution desiring of delivering vocational training from NSQF level 1 to 10 which is based on National Occupational Standards (NOS) created by a Sector Skill Council (SSC) constituted by NSDC. For definition of NOS please refer to Annexure-I of this document.

Any Education Body/ Vocational Training provider (VTP) can seek affiliation from a Sector Skill Council in delivering the requisite elements of a NOS based vocational training. The affiliation process conducted by an SSC will carry out evaluation of competence and availability of the desired infrastructure/ capability of creating the desired infrastructure matching the needs/ requirements of delivering NOS based training.

The alignment of an SSC and a VTP/ Education Body through the process of Affiliation will focus on learning and development of the learners so that they are easily employable in the sector. The process is also expected to encourage VTP/Education Body to pursue continual excellence so that they are always in tune with the requirements of the sector. Thus the purpose of Affiliation is to maintain high standards of quality in delivering NOS based vocational training.

Some of the salient objectives of affiliation include:

- To assess VTP institutions/ Education bodies and their programs that meet defined quality standards set up the SSC in delivering NOS based training.
- To foster excellence in VTP institutions building effectiveness in delivering NOS or competency based training.
- To establish a framework for continuous improvement and provide an opportunity to benchmark with other institutions in India and abroad.
- To facilitate developing the professional competency of the learners in tune with the requirements of the sector.

SSCs by way of Affiliation will give access to the affiliating partners to a variety of benefits, such as:

- Alignment of training to NSQF leading to equivalence with educational degrees, diplomas and certifications.
- Ratification of NOS based curriculum.
- Access to Master Trainers of the SSC and certification of the trainers of the affiliating training provider.
- Facilitate on the Job Training (OJT) and / or Placements of the affiliating partner trainees.
- Assessment of trainees on NOS based curriculum.
- Industry recognized certification of the successful trainees.
- Participation in Government led programs at institutional and state level, aligned to **NSQF**.
- Access to the reports on the Sectoral Researches conducted by the SSC.
- Participation in the various Sector Specific Seminars.
- Access to International bodies available in similar space.

### **Institutions Eligible to Affiliate to the Sector Skill Councils**

1. Training Organizations/Institutions set up by NSDC funding
2. Training Institutions set up/affiliated by Government of India
  - a. ITIs/ITCs affiliated to NCVT.
  - b. Institutions approved by Councils under Central Government like AICTE.
  - c. College/ Institutes affiliated to a University set by Central or State/ UT Government or recognized by UGC.
  - d. Schools / Institutes approved by Central or State Boards of Secondary Education (or equivalent) or Boards of Technical Education.
  - e. Any other institute set up by Central or State/ UT Government.
3. Private Training Institutions independently operating in Vocational Space.
4. Training institutions set up by private companies to meet the skilled manpower requirement for in-house needs or for the sector.

5. Company/Firm/Society/Trust -Any of the above fulfilling any of the following criteria:
- An organization providing training under Apprentices Act, 1961 for last one year from the date of submission of the application.
  - An organization 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.

**Guidelines for training institutes seeking affiliation with Furniture & Fittings Skill Council (FFSC) are as follows:**

- Applying Job role:** Each training institute has to specify clearly the name of the skill center(s) along with the job roles for which they are applying for each center. For this, they have to refer to the list of job roles available with FFSC enclosed as **Annexure-1**.
- Physical Inspection:** Training institute applying for affiliation for skill center(s), Physical inspection per job role will be done by FFSC for all the skill centers. If during the physical inspection, the inspected skill center is found to be complying with the FFSC requirements, affiliation will be provided to the respective Skill center. In case of non-compliance during inspection, affiliation will not be granted to that specific center. However, on request of Training partner for affiliation of the center found non-compliant, a window of one month can be given to bring up to the standards as laid down by the FFSC before the re inspection is done on repayment of site inspection fee.
- Faculty:** Each training institute has to employ at least one trainer/job role/batch/skill center as per the qualification standards laid down by FFSC which will be shared at a later date.
- Infrastructure facility:** Each training institute has to comply with infrastructure facility standards laid down by FFSC enclosed as **Annexure-2**.
- Equipment:** Each training institute has to deploy the minimum essential requisite equipment at each skill center for each applied job role as per the list laid down by FFSC enclosed **Annexure-3**.
- Terms & Conditions (to be submitted with application form):** Each training institute has to agree with all terms and conditions laid down by FFSC enclosed as **Annexure-4**.
- Fees Structure pre-affiliation:** Each training institute has to remit the fees time to time for affiliation with FFSC as per fees structure laid down by FFSC enclosed as **Annexure-5\***

(\*If training institute is eligible for fee exemption (pre-affiliation) according to star scheme, then they have to attach the supporting documents with application form. Failing this, they would be liable for remission of fees.)

8. **Fees structure post-affiliation:** Each training institute has to remit the fees time to time post affiliation for various mandatory activities like curriculum compliance, training of trainers, assessment of trainees, course content, etc. for each job role or skill center as per fees structure laid down by FFSC, to be announced time to time.\*

(\*The training institute who are eligible for fee exemption (pre-affiliation) according to star scheme, are also liable to remit fees for activities post-affiliation time to time without any conditions.)

9. **Sign and Stamp of training institutes:** Each training institute has to submit the application form, all of the listed enclosures, & terms and conditions duly signed and stamped by the training institute at each and every page.

10. **Documents to be submitted for affiliation:** The hard copy of following documents properly bind together either in a file or spiral form:

- a) Application form.
- b) All enclosures (listed at end of application form).
- c) Terms & conditions (Annexure-4).
- d) Fees (Application fees & Document Compliance fees as per Annexure 5).
- e) Covering letter.
- f) Master VTP skill center sheet (duly filled) along with documentary proofs of association with each skill center (either MOU, Franchisee, Ownership, Lease agreement).

11. **Mailing Address:** The documents enlisted at point 9 should reach at following address:-

**Furniture & Fittings Skill Council**  
**Office No. 407-408, 4<sup>th</sup> Floor, DLF City Court, M.G. Road**  
**Sikanderpur, Gurgaon – 122002, Haryana.**

12. **Contact Details of FFSC:** For any queries, please feel free to contact undersigned:-

<b>Gurpal Singh</b>	<b>+91 9810136887</b>	Email: <a href="mailto:gurpal.singh@ffsc.in">gurpal.singh@ffsc.in</a>
<b>Barnali Basu</b>	<b>+91 9560277944</b>	Email: <a href="mailto:Barnali.basu@ffsc.in">Barnali.basu@ffsc.in</a>
<b>Parvesh Malhotra</b>	<b>+91 9313610839</b>	Email: <a href="mailto:parvesh.malhotra@ffsc.in">parvesh.malhotra@ffsc.in</a>

## ANNEXURE-1

### List of Job roles available at Furniture & Fittings Sector Skill Council

S. No.	Name of Job Role	QP code	NSQF Level
<b>List of Job Role launched</b>			
1	Carpenter-Wooden Furniture	FFS/Q0102	4
2	Assistant Carpenter-Wooden Furniture	FFS/Q0101	2
3	Fitter- Modular Furniture	FFS/Q5702	4
4	Assistant Fitter - Modular Furniture	FFS/Q5701	2
5	Lock Technician	FFS/Q5703	4

## ANNEXURE-2

<b><u>Standards for infrastructure facility which needs to be complied</u></b>			
S. No.	Category	Minimum Requirements	Multiples
A.	<b><u>Infrastructure Aspects Per Skill Centre</u></b>		
A1.	<b>Class Room</b>		
i)	No. of Class Rooms	2 Class Rooms	Per Training Center
ii)	Class Room Size	300 Sq. Ft.	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.	<b><u>Skill Lab</u></b>		
i)	No. of Skill Labs	1 Lab	Per Occupation
ii)	Skill Lab Size	1000 Sq. Ft.	Per Skill Lab
iii)	List of Equipment	Requisite list As per Annexure 4	Per Job Role/ QP
iv)	Display and Storing Arrangement of Equipment	Should be Displayed with proper labeling	Per Job Role/ QP
v)	Walls, Floor and Ceiling status	White washed & non-leaky	Per Skill Lab
A3.	<b><u>Library</u></b>		
i)	<u>No. of Technical Books</u>	Minimum 5 Technical Books	Per Job Role/ QP
ii)	No. of Non-technical Books	Preferable	
iii)	No. of journals and Dailies	Preferable	

v)	Seating Arrangement	30 Chairs and Table	
vi)	Display and Storing Arrangement of Books	Should be Displayed with proper labeling	
A4.	<b><u>Water &amp; Sanitation Facility</u></b>		
i)	Water Supply	Legal water supply	
ii)	Drinking Water Facility	1 Water Cooler with water purifier	
iii)	Separate Toilets for Boys & Girls	Separate Arrangement	
A5.	<b><u>Fire Safety</u></b>		
i)	Fire Extinguisher	01 per Skill Lab	Multi-purpose
ii)	Disaster Management Plan and Mock Drill	Preferable	
iii)	First Aid-Box	Mandatory	
iv)	Common Room/Pantry	Preferably 1	
A6.	<b><u>Ventilation</u></b>		
i)	Lighting and Ventilation	Well-ventilated	
ii)	Electricity Supply Structure	Legal Electricity Supply	
iii)	Power Back up	Standby UPS or Generator preferable	
A7.	<b><u>Bus/Transport Facility</u></b>		
i)	Connectivity to Public Transport	Preferable	
ii)	Own Transport Facility	Preferable	
B.	<b><u>Documents Per Skill Centre</u></b>		

B1.	Legally Constructed	In case Rental, Rent Agreement Required	
B2.	Permission	To be used as Training 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 organization	
B6.	If Skill Labs are out of premise	MoU or Contract with concerned organization	Per Job Role
B7.	Agreements of On Job Training	MoU with Concerned Organization	Per Job Role
C.	<b><u>Training Aids Per Skill Centre</u></b>		
C1.	Black-board/ White-board/ Smart Board	01 board	Per Class Room & Skill Lab
C2.	Chalk/Marker	Sufficient	
C3.	Duster	1	
C4.	Computer/Laptop facility with Internet min. speed of 01 Mbps	Preferable	Per Skill Center
C5.	Projector facility	Preferable	
C6.	Speaker facility	Preferable	
C7.	Charts/Posters	Properly Displayed Skill Branding	Per Class Room & Skill Lab
C8.	Printer/ Photocopy/ Scanner Facility	Preferable	Per Skill Center
C9.	Glossary for Furniture & Fittings Terminologies	Mandatory with Pictures	



**ANNEXURE-3 (Minimum essential requisite equipment)**

<b><u>TOOLS FOR CARPENTERS</u></b>		
<b><u>S No.</u></b>	<b><u>Equipment</u></b>	<b><u>Quantity</u></b>
1	Level Hose	3
2	Level Bar	3
3	Cross Pein Hammer and Claw Hammer	3 each
4	Chisel - Bevel edge, Chopping Chisel, Paring Chisel, Firmer Chisel and Mortise Chisel.	2 each
5	Plane- Jack Plane, Smoothing Plane, Compass Plane and Rebate Plane.	2 each
6	Drill Bits	1 set
7	Oil Stone (Carborundum Stone)	3 pcs
8	Pull Push Rule	5 pcs
9	Plier, Pincer	2 pcs
<b><u>Measuring Tools</u></b>		
10	Ruler	6 pcs
11	Meter Square	3 pcs
12	Measuring Tape	30 pcs
13	Try Square	3 pcs
14	Caliper	1 pc
<b><u>Marking Lining Tools</u></b>		
15	Pencil	30 pcs
16	Marking Gauge	6 pcs

17	Chalk Line	6 pcs
18	Divider	6 pcs
19	Compass	3 pcs
<b><u>Testing Tools</u></b>		
20	Steel Square	3 pcs
21	Plum Bob	3 pcs
22	Spirit Level	3 pcs
<b><u>Edge Cutting Tools</u></b>		
23	Spoke Shave	3 pcs
24	Cabinet Scraper	3 pcs
<b><u>Tooth Cutting Tools</u></b>		
25	Hand Saw	2 pcs
26	Rip Saw	2 pcs
27	Hack Saw	2 pcs
28	Cross cut Saw	2 pcs
29	Panel Saw	2 pcs
<b><u>Back Saw</u></b>		
30	Tenon Saw	2 pcs
31	Dovetail Saw	3 pcs
<b><u>Curve Cutting Saw</u></b>		
32	Compass Saw	3 pcs
33	Key Hole Saw	3 pcs
34	Coping Saw	3 pcs

<b><u>Boring Tools</u></b>		
35	Ratchet Brace	3 pcs
36	Auger Bit	3 pcs
37	Expansive Bit	3 pcs
<b><u>Miscellaneous Tools</u></b>		
38	C-Clamp 4 inches	1 pc
39	T Bar Sash Cramp	1 pc
40	Bench Vice	1 pc
41	Nail Set	2 sets
42	Files	5 pcs different types
43	Papers- Sand & Emery	10 different types
<b><u>Portable Power Tools</u></b>		
44	Sander	1 pc
45	Hand Drill	1 pc
46	Router with Drill bits (2 Nos)	1 pc
47	Jigsaw	1 pc
48	Circular Saw	1 pc
49	Electric Drill	1 pc
<b><u>PPE (Personal Protective Equipment)</u></b>		
50	Goggles	2 pairs
51	Ear Protector	3 pairs
52	Face Mask	2 pcs
53	Gloves	1 pair

54	Apron	1 pair
<b><u>Driving Tools</u></b>		
55	Claw Hammer	3 pcs
56	Mallet	3 pcs
57	Screw Driver	6 pcs of different types
<b><u>Miscellaneous Items</u></b>		
58	Nail 1" – 20 Number Gauge	1 Kg
59	Nail 1" – 17 Number Gauge	1 Kg
60	Nail 1.5" – 17 Number Gauge	1 Kg
61	Nail 2" – 14 Number Gauge	1 Kg
62	Nail 2.5" – 12 Number Gauge	1 Kg
63	Nail 3" – 10 Number Gauge	1 Kg

<b><u>TOOLS FOR LOCK TECHNICIAN</u></b>		
1	Hole Saw Cutter - 30 & 36 mm	4 each
2	Tri Square	4 pcs
3	Drill Machine	2 Nos
4	Hex Saw	4 Nos
5	Hammer (medium)	4 Nos
6	Screw Driver set	4 set
7	Drill Bits - 3 mm	4 pcs
8	Pencil	30 pcs
9	Chisel	6 Nos
10	Measuring tape	30 Nos
11	Safety Glasses	6 Nos
12	Gloves	4 Pair
13	Mask	10 pcs

## **ANNEXURE-4**

### **Terms & Conditions for Affiliation by FFSC**

(To be submitted along with the application form)

**Applicant Training Institute that has applied for Affiliation shall be required to fulfill the following terms and conditions:**

1. The Training Institutes and their respective applicant skill center(s) should provide the trainings as per curriculum prepared by Furniture & Fittings Sector Skill Council compliant to the respective National Occupational Standards.
2. The Training Institutes and their respective applicant skill center(s) should ensure that admission of students is as per the eligibility conditions prescribed in the NOS for the applied job role.
3. The Training Institutes and their respective applicant skill center(s) should ensure that trainers or facilitators are FFSC trained and certified.
4. The affiliation shall be granted for period of one year and shall be subject to an on-site surprise inspection, which may be conducted by FFSC anytime during the validity of affiliation. The renewal of affiliation shall also depend on satisfactory performance of skill center.
5. The training institute shall offer to FFSC or its representative cooperation during physical inspection in:
  - a. Access to the facility.
  - b. Access to the attached/associated facility relevant for training.
  - c. Access of all relevant information and documentation.
  - d. Access to all records and relevant personnel.
6. The Training Institutes and their respective applicant skill center(s) shall provide well equipped facility for theory and practical assessment of the students.
7. On grant of affiliation, the Training Institute shall:
  - a. Claim affiliation in only those skill centers, which has been affiliated by FFSC(applicable for Training Institute having more than one skill center)
  - b. Not state its affiliation in a manner as to be considered misleading or unauthorized and bring FFSC to disrepute
  - c. Make reference to affiliation in its documents, brochures or advertising only in compliance with the requirements of FFSC
8. The applicant training Institute shall pay all the applicable (pre-affiliation) fees such as application fees; document compliance fees; physical inspection fee, annual affiliation fee for affiliation with FFSC time to time as per fees structure laid down by FFSC.

9. The affiliated training Institute shall pay all the applicable (post-affiliation) fees such as QP-NOS curriculum compliance fee, fee towards training and certification of trainers, fee towards assessment and certification of trainees, etc. as shall be determined by FFSC from time to time.
10. The training Institute shall inform FFSC within 30 days of significant changes affecting the operation of the Institute/center relevant to affiliation, such as:
  - a. Its legal, commercial, ownership or organizational status
  - b. The organization, top management and key personnel
  - c. Main policies
  - d. Addition of new job role in the affiliated skill center
  - e. The Training institute shall continuously keep in touch with FFSC to keep itself updated.
11. The applicant/affiliated training Institute shall respond promptly to the changes initiated by FFSC in its affiliation criteria, policies and procedures. However they will be given sufficient notice and time, as in the opinion of FFSC is found reasonable, to carry out adjustments in its system. The applicant/affiliated training Institute shall inform FFSC when such adjustments have been completed.
12. FFSC may suspend or withdraw affiliation of the training Institute / stop processing application of an applicant institute, as per FFSC policy, on one or more of the following grounds:
  - a. During a physical inspection, applicant training Institute does not comply with the affiliation requirements.
  - b. Non-payment of affiliation process fee and post affiliation fees.
  - c. Non-cooperation with FFSC.
  - d. Refusal to allow examination of relevant skill center, documents and records by FFSC& its appointed representative.
  - e. Result of complaint analysis or any other information, which indicates that the training institute no longer complies with requirements of FFSC.
13. The affiliated training institutes shall enroll batch minimum of 20 learners/ day and maximum of 30 learners/ day for assessment.
14. The affiliated training institute and its respective skill center upon suspension or withdrawal of its affiliation shall immediately cease its use of all promotion material that contain any reference to the affiliation status.
15. The affiliated training institute is required to inform FFSC, if any of the proposed assessor(s) happens to be associated with them in any other capacity.
16. FFSC 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.

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 FFSC.

Name & Signature of Director or his/her Authorized Representative \_\_\_\_\_

Name of the training institute \_\_\_\_\_

Date & Place \_\_\_\_\_

Signature of FFSC official & Date of receipt \_\_\_\_\_

### ANNEXURE-5

<b>Fees Structure for affiliation Process</b>			
<b>Pre-affiliation*</b>			
S. No.	Category	Fees (in Rs.)	Multiples
1	Application Fee	10,000	Valid for a year
2	Physical Inspection/ Validation	10,000	Per Job Role per center
<b>Post-Affiliation**</b>			
3	QP-NOS Curriculum Compliance	20,000	Per job role once in two years
4	Training & Certification of Trainer	15,000	Per trainer per job role Once in a year.
5	Assessment & Certification of Trainee	1200 per student	
*If training institute is eligible for fee exemption (pre-affiliation) according to govt. scheme, then they have to attach the supporting documents with application form. Failing this, they would be liable for remission of fees.			
**The training institute who are eligible for fee exemption (pre-affiliation) according to govt. scheme, are also liable to remit fees for activities post-affiliation time to time without any conditions.			

**However, the application and affiliation fee regarding the PMKVY is as per the PMKVY guidelines.**



The fee has to be paid as per the following medium:

1. Cheque/DD in favor of '**Furniture & Fitting Skill Council**'

Mailing Address:

Mr. Gurpal Singh

Chief Executive Officer

Furniture & Fittings Sector Skill Council

Office No. – 407-408, 4<sup>th</sup> Floor, DLF City Court

M.G. Road, Sikanderpur, Gurgaon- 122002, Haryana.

2. NEFT Transactions can also be done in favor of:

**Furniture & Fittings Skill Council**

<b>Bank Name</b>	<b>HDFC</b>
<b>Address</b>	<b>HDFC BANK LTD. SHOP NO.11, DLF CITY COURT, SIKANDERPUR GURGAON- 122002, HARYANA</b>
<b>Account No.</b>	<b>50200014137520.</b>
<b>IFSC Code</b>	<b>HDFC0001719.</b>
<b>PAN No.</b>	<b>AAAAF3702F</b>