

## **PROTOCOL FOR AFFILIATION OF TRAINING INSTITUTES FOR NON-PMKVY WITH FURNITURE & FITTINGS SKILL COUNCIL (FFSC)**

### **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 NVEQF/NVQF/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-1 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 NVEQF/NVQF/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 NVEQF/ NVQF/ 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:
  - a) An organization providing training under Apprentices Act, 1961 for last one year from the date of submission of the application.
  - b) 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:**

1. **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**.
2. **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.
3. **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.
4. **Infrastructure facility:** Each training institute has to comply with infrastructure facility standards laid down by **FFSC** enclosed as **Annexure-2**
5. **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 as **Annexure-3**

6. **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**
7. **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**
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 (**TOT**), 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.
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)

**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

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

Gurpal Singh - 9810136887

Email: [gurpal.singh@ffsc.in](mailto:gurpal.singh@ffsc.in)

Barnali Basu - 9560277944

Email: [Barnali.basu@ffsc.in](mailto:Barnali.basu@ffsc.in)

Parvesh Malhotra – 9313610839

Email: [parvesh.malhotra@ffsc.in](mailto:parvesh.malhotra@ffsc.in)

**ANNEXURE-1**

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

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

**ANNEXURE-2**

<b><u>Standards for infrastructure facility which needs to be complied</u></b>			
<u>S. No.</u>	<u>Category</u>	<u>Minimum Requirements</u>	<u>Multiples</u>
<u>A.</u>	<b><u>Infrastructure Aspects Per Skill Center</u></b>		
<u>A1.</u>	<b><u>Class Room</u></b>		
<u>i)</u>	<u>No. of Class Rooms</u>	<u>2 Class Rooms</u>	<u>Per Training Center</u>
<u>ii)</u>	<u>Class Room size</u>	<u>200 - 300 Sq. Ft.</u>	<u>Per Class Room</u>
<u>iii)</u>	<u>Seating Arrangement</u>	<u>30 study chairs for students and one table and chair for trainer</u>	<u>Per Batch</u>
<u>iv)</u>	<u>Walls, Floor and Ceiling status</u>	<u>White washed &amp; non-leaky</u>	<u>Per Class Room</u>
<u>A2.</u>	<b><u>Skill Lab</u></b>		
<u>i)</u>	<u>No. of Skill Labs</u>	<u>1 Lab</u>	<u>Per Occupation</u>
<u>ii)</u>	<u>Skill Lab Size</u>	<u>800 - 1000 Sq. Ft.</u>	<u>Per Skill Lab</u>
<u>iii)</u>	<u>List of Equipment</u>	<u>Requisite list as per Annexure-3</u>	<u>Per Job Role/ QP</u>
<u>iv)</u>	<u>Display and Storing Arrangement of Equipment</u>	<u>Should be Displayed with proper labeling</u>	<u>Per Job Role/ QP</u>
<u>v)</u>	<u>Walls, Floor and Ceiling status</u>	<u>White washed &amp; non-leaky</u>	<u>Per Skill Lab</u>
<u>A3.</u>	<b><u>Library</u></b>		
<u>i)</u>	<u>No. of technical Books</u>	<u>Minimum 5 technical books</u>	<u>Per Job Role/ QP</u>

ii)	<u>No. of Non-technical Books</u>	<u>Preferable</u>	-
iii)	<u>No. of Journals and Dailies</u>	<u>Preferable</u>	-
iv)	<u>Seating Arrangement</u>	<u>30 chairs and table</u>	-
v)	<u>Display and Storing Arrangement of Books</u>	<u>Should be displayed with proper labeling</u>	-
<b>A4.</b>	<b><u>Water &amp; Sanitation Facility</u></b>		
i)	<u>Water Supply</u>	<u>Legal water supply</u>	-
ii)	<u>Drinking Water Facility</u>	<u>1 Water Cooler with water purifier</u>	-
iii)	<u>Separate Toilets for Boys &amp; Girls</u>	<u>Separate Arrangement</u>	-
<b>A5.</b>	<b><u>Fire Safety</u></b>		
i)	<u>Fire Extinguisher</u>	<u>02 per skill lab Compulsory</u>	<u>Multi-purpose</u>
ii)	<u>Disaster Management Plan and mock drill</u>	<u>Mandatory</u>	-
iii)	<u>Common Room/Pantry</u>	<u>Preferably 1</u>	-
<b>A6.</b>	<b><u>Ventilation</u></b>		
i)	<u>Lighting and Ventilation</u>	<u>Well-ventilated</u>	-
ii)	<u>Electricity Supply Structure</u>	<u>Legal electricity supply</u>	-
iii)	<u>Power Back up</u>	<u>standby UPS or Generator</u>	-
<b>A7.</b>	<b><u>Bus/Transport Facility</u></b>		
i)	<u>Connectivity to Public Transport</u>	<u>Preferable</u>	-

ii)	<u>Own Transport Facility</u>	<u>Preferable</u>	-
<b>B.</b>	<b><u>Documents Per Skill Center</u></b>		
B1.	<u>Legally constructed</u>	<u>In case Rental, Rent Agreement Required</u>	-
B2.	<u>Permission</u>	<u>To be used as Training institution</u>	-
B3.	<u>If Rented</u>	<u>Rent/Lease Deed</u>	-
B4.	<u>If Owned</u>	<u>Registration Papers for land and building showing legal possession of society/trust</u>	-
B5.	<u>If on contractual basis</u>	<u>MoU with concerned organization</u>	-
B6.	<u>If Skill Labs are out of premise</u>	<u>MoU or Contract with concerned organization</u>	<u>Per Job Role</u>
B7.	<u>Agreements of On Job Training</u>	<u>MoU with Concerned Organization</u>	<u>Per Job Role</u>
<b>C.</b>	<b><u>Training Aids Per Skill Center</u></b>		
C1.	<u>Black-board/ White-board/ Smart Board</u>	<u>01 Board</u>	<u>Per class room &amp; Skill lab</u>
C2.	<u>Chalk/Marker</u>	<u>Sufficient</u>	
C3.	<u>Duster</u>	<u>1</u>	
C4.	<u>Computer/Laptop facility with Internet min. speed of 01 Mbps</u>	<u>Preferable</u>	<u>Per Skill Center</u>
C5.	<u>Projector facility</u>	<u>Preferable</u>	
C6.	<u>Speaker facility</u>	<u>Preferable</u>	
C7.	<u>Charts/Posters</u>	<u>Properly Displayed Skill Branding</u>	<u>Per Class Room &amp; Skill Lab</u>



<u>C8.</u>	<u>Printer/ Photocopy/ Scanner Facility</u>	<u>Preferable</u>	<u>Per Skill Center</u>
<u>C9.</u>	<u>Glossary for Furniture &amp; Fittings Terminologies</u>	<u>Mandatory with Pictures</u>	-
<u>C 10.</u>	<u>Biometric attendance system</u>	<u>Compulsory</u>	

**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 pcs
2	Level Bar	3 pcs
3	Hammer – Cross Peen, Claw Hammer	3 each
4	Chisel - Bevel edge, Chopping Chisel, Paring Chisel, Firmer Chisel, Mortise Chisel	2 each
5	Plane- Jack plane, Smoothing plane, Rebate plane,	3 each
6	Drill bit	1 set
7	Oil Stone	6 pcs
8	Pull Push Rule	5 pcs
9	Plum Bob	3 pcs
10	Plier	2 pcs
<b><u>Measuring Tools</u></b>		
11	Ruler-Steel 18”	6 pcs
12	Meter Square	3 pcs
13	Measuring Tape	30 pcs
14	Try Square	6 pcs
15	Caliper- outside & Inside	2 pcs
<b><u>Marking / Lining Tool</u></b>		

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

<b><u>Miscellaneous Tools</u></b>		
34	C-Clamp (4 inches)	1 pc
35	Bench Vise	1 pc
36	Nail Set	2 sets
37	Files (different type)	5 pcs
38	Papers- Sand & Emery (different type and grit size)	10 pcs
39	Working Bench (Wooden)–Height -2'6" x Width-3'x Length 6'	2 pcs
<b><u>Portable Power Tools</u></b>		
40	Sander	1 pc
41	Hand Drill	1 pc
42	Router	1 pc
43	Jigsaw	1 pc
44	Circular Saw	1 pc
45	Electric Drill	1 pc
<b><u>PPE (Personal Protective Equipment)</u></b>		
46	Goggles	10 pcs
47	Ear Protector	30 pairs
48	Face Mask	30 pcs
49	Gloves	10 pairs
50	Apron	10 pcs
51	Safety Shoes	5 pairs
<b><u>Driving Tools</u></b>		

52	Claw Hammer	3 pcs
53	Mallet	3 pcs
54	Screw Driver (different types)	6 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 enclosed as Annexure-5.
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. it's 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>			
<b>S. No.</b>	<b>Category</b>	<b>Fees (in Rs.)</b>	<b>Multiples</b>
1	Affiliation Charges for Non-PMKVY	10,000	NA
2	Physical Inspection/ Validation	10,000	Per center
<b>Post-Affiliation**</b>			
3	Training & Certification of Trainer ( <b>TOT</b> )	10,000	Per trainer per job role Once in a year
4	Assessment & Certification of Trainee	1200 per student (for Fresh Training)	
5	Assessment & Certification of Trainee	800 per student (for RPL)	





**FURNITURE &  
FITTINGS  
SKILL COUNCIL**



**N · S · D · C**  
National  
**Skill Development**  
Corporation

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

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

Mailing Address:

Mr. Gurpal Singh

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**

**Bank Name : HDFC**

**Address : HDFC BANK LTD. SHOP NO.11**

**DLF CITY COURT, SIKANDERPUR,**

**GURGAON- 122002, HARYANA**

**ACCOUNT NO : 50200014137520**

**IFSC Code : HDFC0001719**

**PAN NO : AAAAF3702F**

**GST NO : 06AAAAF3702F1ZC**