

CONTENTS

CHAPTER I	PAGE
1. Condition for Provisional Affiliation of Institutions	1
2. Procedure for Provisional Affiliation of Institutions	5
3. Permanent Affiliation	7
4. Withdrawal of Affiliation	8
 CHAPTER II	
Minimum Qualification of Teaching Staff	9
 CHAPTER III	
Inspection of Institution (Guidance for Inspectors/ Heads Of Institutions	10
 CHAPTER IV	
Decision /Recommendation of the Council	13
 CHAPTER V	
Particulars to be furnished to the Chief Executive & Secretary, for the purpose of considering the grant of Affiliation to the Council for Vocational training.	14
 CHAPTER VI	
Recommendation of the Inspection Committee Members	20
 CHAPTER VII	
List of Equipments:	
i. Mechanical Engineering Technician	23-29
ii. Telecommunication & Electronic Engg Technician	30-34
iii. Computer Programmer & System Analyst	35-37
iv. Civil Engineering Technician	38
v. Interior & Exterior Design	39
vi. Crèche & Preschool Management	40
vii. Hospitality Management	41-42
viii. Air Conditioning & Refrigeration	43-48
ix. Offset Printing Technician	49-50
x. Graphic Design Technician	51-52
xi. Physical Education	53-58

CHAPTER 1

I. CONDITIONS FOR PROVISIONAL AFFILIATION

1. Application

Application for affiliation to the Council for introducing the Certificate of Vocational Education Examination shall be considered from institutions that are running technical courses and have attained a certain standard of proficiency in the field of technical education. Such applications should be made a year prior to initiating the Certificate of Vocational Education Examination course.

2. No Objection Certificate

Institution seeking affiliation to the Council for its examinations will have to obtain a Certificate of Recommendation/No Objection Certificate from the State.

3. Registered Society/Trust

3.1 The Institute should be run by a Registered Society or Trust: it must not be run for profit

3.2 The constitution of the Society running the institute should be such that it does not vest control in a single individual or members of the same family.

3.3 The Accounts of the Society Trust must be audited by a firm of Chartered Accountants and a copy of the Balance Sheet and the Income and expenditure account must be submitted to the Council at the time of application for provisional affiliation and whenever this is required by the Chief Executive and Secretary.

3.3 The institute must have a properly constituted Governing Body, which is , responsible to, and under the control of, the Society or Trust.

4. Medium of Instruction

The medium of instruction must be English and the scheme of studies must be in accordance with the scheme laid down by the Council, for the Certificate of Vocational Education Examination.

5. General

- 5.1 New courses are to be started so as to conform to the all India dates of admission in similar institutions.
- 5.2. The institutions should have appropriate infrastructure to conduct the proposed courses of study.
- 5.3 The proposed courses should have a desirable employment potential.
- 5.4 Proposal regarding courses to be introduced in an institution are considered by the Council on the recommendation of the Managing Committee of the institution.
- 5.5 The authority to start training programmes and issue certificates on completion of the training in new trade, offering employment opportunities, rests with the Council. as per notification from the Ministry of Human Resource Development, Department of Education, Government of India. No.F7-3/88VE dated 2 April 1990.
- 5.6 The Council shall consider Vocational training if the training programme in suggested trades does not exceed a period of two years.
- 5.7 The Council after receiving applications for grant of affiliation shall scrutinise them and after verification of their Academic, Administrative and Financial viability of the application shall consider provisional affiliation at the first instance.
- 5.8 The institution shall be initially inspected by an officer (s) nominated by the Chief Executive Secretary of the Council, to ensure availability of minimum infrastructural facilities before allowing .the admission of- the trainees for the Certificate of Vocational Education Courses and grant of provisional affiliation.
- 5.9 Number of trainees per course may not exceed 25.

6. Teaching Staff :

- 6.1 The teaching staff must be properly qualified and trained.The Council has laid down the minimum qualifications for the teaching staff (see chapter II) if the State Educational Department has prescribed other minimum qualifications, the Council will take them into consideration in deciding the affiliation of the Institution.
- 6.2 In the case of aided institutions the conditions of service, salaries allowances and other benefits of the staff will be as determined by the State Department responsible for technical education.

6.3.5 In the case of unaided institutions the managing committee of the institution shall Enter into a written contract of service with every employee of the institution. .The contract of service shall provide for the following matters namely:

- 6.3.1 Terms and conditions of service of the employee. Including the scale of pay other allowances to which he shall be entitled;
 - 6.3.2 The leave of absence. age of retirement. pension and gratuity or contributory provident fund in lieu of pension and gratuity, medical and other benefits to which the employee shall be entitled:
 - 6.3.3. The penalties, which may be imposed on the employee for the violation of any Code of conduct* or the breach of any term of the contract.
 - 6.3.4 The manner in which disciplinary proceedings in relation to the employee shall be followed before any employee is dismissed removed from service or deduced in rank;
 - 6.3.5 Arbitration of any dispute arising out of any breach of contract between the employee and the managing committee with regard to the scales of pay and other allowances leave of absence, age of retirement pension gratuity provident fund, medical and other benefits , any disciplinary action leading to the dismissal or removal from service or reduction in rank of the employee or any other matter which in the opinion of the managing committee ought to be. or may be specified in such contract.
- 6.4 A copy of the contract of service referred to in (6.3) above shall be forwarded by the managing committee to Secretary of the Council.

7. Accommodation

- 7.1 The accommodation should be adequate having regard to numbers and sex of pupils attending the institution.
- 7.2 The institution should have adequate land and suitable buildings .Where the institution is accommodated in a Rented building or buildings. the Chief Executive and Secretary must be satisfied that the society will be in a position to acquire its own land and construct its buildings within a period to be specified by the Chief Executive and Secretary.

* suggested code of conduct is available on request

7.3. The equipment and furniture should be adequate.

7.4 The Institution should have a well -equipped library for use of staff and pupils.

7.5 There should be sufficient large classrooms to accommodate the students. :

8. Fees

8.1 The fees charged by the institution should commensurate with the facilities provided. The tuition fees may be charged on a monthly or quarterly basis and other fees under various heads may be levied in accordance with the requirements of the students.

8.2 No institution will be allowed to charge capitation fees or to accept donations for the purpose of admission of pupil.

9. Returns:

The institution shall supply all information and returns called for by the Chief Executive and Secretary which shall be furnished by the Head of the institution.

10. Examinations

The institution affiliated to the Council shall place their building and furniture at the disposal of the Council for the conduct of the examinations for which candidates from the institute have been entered and for such other candidates assigned to the centre of the institution.

11 Record:

The School shall maintain records of attendance of pupils for the purpose of admission to the Council's examinations. The entries in the records should be properly checked and signed by the Principal or a teacher deputed by him. The attendance records should be made available for inspection when this is required by the Chief Executive and Secretary of the Council.

12. Power to amend

The Council shall have the power to modify or amend these conditions from time to time.

2. PROCEDURE FOR PROVISIONAL AFFILIATION OF INSTITUTION TO THE COUNCIL

1. Preliminary Information:

To ascertain whether the institution fulfills the minimum conditions required for affiliation, it will be necessary for the institution to submit to the Chief Executive and Secretary of the Council, certified documentary evidence of the position of the institution with reference to the items specified under "I. Conditions for Provisional Affiliation".

2. Inspection:

2.1 The Council will arrange for an inspection of the institution only after the institution has submitted full details as required by the Council.

2.2 After the courses are introduced, The Chief Executive & Secretary of the Council shall constitute an Inspection Committee to examine the matter concerning affiliation of the institute.

The Committee shall consist of :-

2.2.1 Two member nominated by the Council (one from industry and any other).

2.2.2 One member nominated by the Chief Executive & Secretary of the Council.

2.3 The Inspection Committee shall inspect the Institution to ensure that the information furnished by the institution in the prescribed Proforma (See chapter V) is correct and that the institute has been equipped as per the minimum prescribed norms in respect of tools and equipments (See chapter VII), building, land, furniture, power supply, appointment of staff etc. and consider its recommendation regarding affiliation. The institution will keep the following records and information ready to be made available to the Inspector at the time of the Inspection.

2.3.1 Record of Attendance with regard to Instructors and pupils in the institution.

2.3.2 Records of work done by Institution in the classes;

2.3.3 Record of Class work and Homework, done by pupils.

- 2.3.4: Records of Practical Project work undertaken by the pupils;
- 2.3.5 Records of Socially Useful Productive Work and Community Service of the Pupils.
- 2.4 The recommendations of the Inspection 'Committee on the prescribed proforma; (See chapter VI) shall be sent to the Council for grant of affiliation. .

All expenses in regard to the inspections shall be done by the applicant Institution.

- 2.5 If provisional affiliation is not granted, the institution shall not be eligible to reapply for provisional affiliation for a period of six months after the date of issue of the letter of refusal.
- 2.6 When the Chief Executive and Secretary is satisfied that the institution fulfills the required conditions for provisional affiliation, the Chief Executive and Secretary will recommend the affiliation of the institution to the members of the Executive Committee of the Council. After the approval by the members of the Committee, the Chief Executive and Secretary will grant Provisional Affiliation to the institution.

3. Provisional Affiliation Fee

For provisional affiliation a fee of Rs 10,000/- is payable to the Council by the institution when it is being considered for provisional affiliation by the appropriate Committee. This fee of Rs. 10,000/- will be taken as an advance deposit to be paid by a demand draft drawn in favour of "The Council for the Indian School Certificate Examinations, New Delhi," on demand from the Chief Executive and Secretary of the Council. After the institution is approved for provisional affiliation by the appropriate Committee of the Council, the advance fee paid will be adjusted towards the provisional affiliation fee.

4. Periodic Inspection:

- 4.1 **Every affiliated institution shall be inspected on behalf of the Council' at least once in three years and a report submitted to the Chief Executive and Secretary. The expenses of the inspection will be borne by the School.**
- 4.2 The inspection may be carried out either by officers of the Council or by Heads of affiliated institutions appointed by the Chief Executive and Secretary for the purpose.

- 4.3 Where an institution is under regular inspection of the State Department, the Chief Executive and Secretary will request the department that a copy of the inspection report be made available to the Chief Executive and Secretary, If however, such institutions are not inspected by the State Department once in three years, the Chief Executive and Secretary may in consultation with the State Department arrange for such inspection:

3. PERMANENT AFFILIATION

1. Period

Provisional affiliation may continue for three years. The period of provisional affiliation may be extended by the Chief Executive and Secretary of the Council for a further period if the Chief Executive and Secretary is satisfied that the institution does not fulfill the conditions required for permanent affiliation.

2. Fulfillment of Conditions

An institution applying for permanent affiliation must have fulfilled all the undertakings given to the Council at the time of provisional affiliation or subsequent inspections.

3. Special Inspection:

The Chief Executive and Secretary will arrange for a special inspection to be carried out for the purpose of assessing the suitability of the institution for grant of permanent affiliation and will make a recommendation to the Executive Committee of the Council.

4. Every affiliated institution shall abide by the rules and regulations prescribed by the Council from time to time.

5. The fee for permanent affiliation shall be Rs.10,000/-

4. WITHDRAWAL OF AFFILIATION

1. Power to withdraw

The Council shall have the power to withdraw the affiliation of an institution if the Council is satisfied that the institute concerned is not fit to continue as an affiliated institution.

2 At the instance of the Council, the Chief Executive and Secretary shall initiate affiliation proceedings against an institution for all or any of the following reasons:

- a) Non-fulfillment of assurance given by the institution with regard to deficiencies to be removed within a specified period even after having been given due notice.
- b) Failure on the part of the institute to conform to the requirements of the Council as laid down in the Regulations and Syllabuses or any other decisions of the Council.
- c) Failure on the part of the institute to conform to the requirements of the Council as laid down in the Regulations and Syllabuses or any other decisions of the Council.
- d) Disregard on the part of the institution of the rules and conditions for which affiliation has been granted to the institution after having been given due notice by the Chief Executive and Secretary.
- e) On any other matter which the Council considers sufficiently serious for disaffiliation.

3. Show Cause Notice:

The Chief Executive and Secretary, as empowered by the Council, shall serve a show Cause Notice to the institute setting out the reasons for the proposed withdrawal of affiliation. The institution will be given a maximum of 30 days to reply to the Show Cause notice. Thereafter, the matter will be placed before the Council for consideration. The decision of the Council will be communicated to the institute. If the Council decides that affiliation should be withdrawn, the Chief Executive and Secretary will issue a Show Cause Notice to the institute requiring the institute to explain why the decision of the Council should not be implemented. The institute will be required to reply within 30 days from the date of the receipt of the Notice. Thereafter the Council, if satisfied, will declare institution disaffiliated the decision of the Council shall be final and binding.

CHAPTER II

MINIMUM QUALIFICATION OF TEACHING STAFF

1. **Principal:**

The term Principal will mean the Head teacher of a institute which is preparing candidates for Certificate of Vocational Education (Year) Examination.

2. **Headmaster / Headmistress:**

Headmaster / Headmistress will mean the Head teacher of a institute preparing candidates for the Certificate of Vocational Education Examination.

3. **Minimum Qualification :**

a. Principal :

The Principal must possess a post'-graduate academic qualification from a recognised University and a recognised technical qualification.

b. Headmaster / Headmistress

Headmaster / Headmistress must possess a graduate academic qualification from a recognised University and a recognised technical qualification.

c. Teacher in CVE classes (Higher secondary)

Must possess a Graduate degree from a recognised University or a Diploma from, a recognised technical Institution in the subject they teach with a certificate of Instructor Training or Technical Teacher's Training.

CHAPTER III

GUIDELINES FOR INSPECTORS/PRINCIPALS OF TECHNICAL INSTITUTIONS

I- BUILDINGS, GROUNDS, EQUIPMENT

GROUNDS

- Accessibility and environment
- Soil. Drainage, Landscaping
- Adequate Size

BUILDING: CONSTRUCTION AND CONDITIONS

- Orientation over-all construction plan
- Exterior condition: entrances, outside walls, roof, etc.
- Interior condition: inside walls, floors, stairways etc.
- Administration Offices: Principal, Vice Principal and Registrar/Bursar
- Staff room
- Class room for General teaching
- Auditorium / Assembly Hall
- Class room for Vocational Subjects
- Laboratories

IN RESIDENTIAL SCHOOLS

- Boy's Hostel/Dormitories, ,
- Girl's Hostel/Dormitory
- Dining Hall(s) and Kitchen
- Clinic or Dispensary

FURNITURE AND EQUIPMENT

- Administration officers: Principal, Vice-Principal, Registrar, Bursar, General office
- Staff Room furniture and equipment
- Class-room and Study-room furniture: Black boards. Tack boards -Auditorium- Assembly Hall furniture, Maps, Charts, Visual education equipment etc.
- Games, Sports equipment -Workshop equipment
- Dispensary equipment and medicines.

IN RESIDENTIAL SCHOOLS

- Hostel equipment (Beds, cupboards, lockers etc.)
- Kitchen and Dining Hall equipment.

SERVICES

- School Doctor
- Trained Nurse available on campus
- Bell arrangement
- Drinking Water
- Toilets for teacher, and children-adequate
- Cleanliness and order of grounds (Lawn, Flowers etc)
- Pictures, decorations, general neatness
- Store rooms and Laboratories, Sports & Games and S. U .P.W materials.

LIBRARY

- Size of room and accessibility
- Lighting, Ventilation,
- Equipment, shelves
- Supervision, service organisation
- Number of books; , -Range of subject matter
- Range of books, encyclopedias and periodicals

2 STAFF AND ENROLLMENT

- Principal & Vice Principal /Headmaster/Headmistress/Headmaster/House: Masters
- Heads of Departments- By subjects
- Full time Teachers: Qualified in 'accordance with the requirements of the Council
- Part time teacher, if any: areas of work assigned to them
- Conditions of service
- Work load
- Administrative staff-Adequate-Qualified-Conditions of Service
- Domestic and other staff-conditions of service
- Enrollment-Class-wise enrollment:
- Number of Boys-Girls- Total: -Head Boy/Girl
- System of Prefects/Monitors

SECONDARY AND SENIOR SECONDARY (XI & XII)

English Teaching & Learning Process

- Teacher's Competence-Methods-Presentation-Application
- Evaluation of Assignments
- Students' awareness, skill in Oral, Written and Spoken English
- Comprehending written English Textbooks used; Suitable

Technical Courses and other Disciplines

- Teachers' Competence-Presentation- Application-Aids
- Students' Awareness-Participation-Practical & Project Work
- Learning Process linked with surrounding, nature, school, home etc.
- Learning process related to: School Community, Home Village/Town
- Community at large
- Facilities for teaching technical subjects.
- Choice of Subject-Qualified Staff-Equipment-Room etc.
- S.U.P.W. and Community Service-Projects
- Physical Education -Equipment
- List Of Equipments For Other non-technical/Technical CVE Subjects
- Coaches for Physical Education & Games, -Practical/Projects
- Methods of Assessment and promotion rules

4-CO-CURRICULAR / EXTRA CURRICULAR ACTIVITIES

- Sports and Games facilities: Competitions
- Club/Hobbies: Compulsory/Optional enrolment
- Dramatics and Debates: Regular fixtures-Number of Participants
- Competitions -Art and Music
- Facilities/Exhibitions -Publication -Magazine -Newsletter
- Cultural Programmes
- Film Shows of Educational/Social Interest.

CHAPTER IV

DECISION/RECOMMENDATIONS OF THE COUNCIL

I. **School Year:**

The beginning of the academic year in the institution affiliated to the Council shall be between the middle of June and the first week of July each year.

2. **Instructional Hours**

Institutions affiliated to the Council are required to put in, during an academic year, a minimum of 1400 instruction hours of which 980 has to be on Practicals.

Heads of Institutions will be required to certify the number of instructional hours which they have completed during each of the two years in preparation for the Certificate of Vocational Education examinations

3. **Text-book :**

The Council prescribes text- books only for the study of English. The Council does not prescribe or recommend textbooks for the study of various syllabuses. Institutions therefore, are free to choose the books, which they find suitable for the purpose of competent teaching and efficient learning

4. **Promotion Criteria:**

For Promotion to the 2nd year of the two year Certificate of vocational Education Course candidates must pass in both theory and Practical courses in at least 4 of the six subjects offered by them for the certificate.

CHAPTER V

PARTICULARS TO BE FURNISHED TO THE CHIEF EXECUTIVE AND SECRETARY FOR THE PURPOSE OF CONSIDERING GRANT OF AFFILIATION TO THE COUNCIL FOR VOCATIONAL TRAINING COURSES

(Items not applicable may be deleted)

I. General

1. Name and full address of the Institute/centre
2. Name and address of the agency / founder body seeking affiliation
3. Date of establishment of the Institute /centre
4. Number and date of previous correspondence with the Council
5. Academic year for which affiliation is being applied for
6. Year-wise course/trades and number of units for which affiliation is being sought

Sl no	Courses /Units for which affiliations being sought	No of units for which affiliation is being sought	Remarks
1			
2			
3			

II STAFF

1. PRINCIPAL / HEAD OF THE INSTITUTE / CENTRE

- a) Name of the Principal
- b) Age of the Principal
- c) Educational qualification and working experience of the Principal
- d) Date of joining the institute

2. ADMINISTRATIVE AND MINISTERIAL STAFF

Sl No.	Name Of The Staff Member	Age	Designation	Qualification	Nature Of The Job Being Handled

3. POSITION OF INSTRUCTIONAL AND SUPERVISORY STAFF

A. For Courses/Trades in which affiliation has already been granted -

S No	Course/Trades	Unit memb	Name of the Staff	Designation	Qualification	Whether Trained Or Not
1	2	3	4	5	6	7
1.						
2.						

Courses /Trades for which affiliation is being sought

Sl No	Names Of The Staff Members	Age	Designation	Trades For Which Teaching	Date Of Joining	Qual.& Exp.	Whether Trained Or No
1	2	3	4	5	6	7	8

4. COURSES FOR TRAINING

A. Already Affiliated.

SL NO	NAME OF THE TRADE/COURSE	DURATION OF THE COURSE	NO OF SHIFTS WHICH TRAINING IS BEING GIVEN	NUMBER ACTUALLY IN POSITION
1	2	3	4	5
1. 2. 3.				

B. Courses for which affiliation is being sought:

SL NO	NAME OF THE TRADE/COURSE	DURATION OF THE COURSE	NO. OF SHIFTS STARTED BY THE INSTITUTE	NO OF SHIFTS IN WHICH TRAINING IS BEING GIVEN	NUMBER ACTUALLY IN POSITION
1	2	3	4	5	6
1. 2. 3. 4.					

III. Admission (for the Trades for which admission is sought)

1. **Date of starting the session**
2. **Date by which the admission were completed & classes started.**
3. **Course/trade wise number of students actually enrolled (please fill up Proforma below)**
4. **Criteria for selection whether merit alone or other criteria please state clearly.**
5. **A Copy of the prospectus , if any issued, should be enclosed.**

SI No	Courses/Trade	No of units	No of trainees on rolls	Excess /Shortages
1	2	3	4	5
1				
2				
3				

IV . Infrastructure:

1. **The details of available equipments tools required for each year may be given in the following proforma on a separate sheet for each trade.**

Name of the trade for which affiliation is sought:

No of units:

SI No	Name of the equipments or tools Etc as per prescribed norms	Number required for instructors & trainees for the number of units proposed as per councils' norms	Number actually available	Make	Excess/ shortage over council's norms
1	2	3	4	5	6
1					
2					
3					
4					

2. Power Supply / Stand-by generator

- a) Date of connection:
- b) Whether three-phase current supply
- c) Required KW / Available KW

3. Accommodation

- (i) Are there separate workshops, theory / lecture rooms for each trade or not:
- (ii) If not, give details of trades for which work-shops and theory/lecture rooms are combined
- (iii) Give details of the accommodation for each trade and administrative office separately in the following proforma:
 - a) Name of trade:
 - b) Number of units:
 - c) Accommodation required is sq. ft. as per Council norms;
 - d) Actual accommodation available in sq. ft
 - e) Excess / shortage in sq. ft.
- (iv) Actual accommodation (covered area):
- (v) Whether own building or rented building:
- (vi) Date of occupation:
- (vii) Duration of lease and date of expire of lease:
- (viii) Attested copy of site plan and layout enclosed or not:
- (viii) Other facilities such as technical library, dispensary, recreational and sports facilities (list to be furnished separately)
- (x) Audio-visual aids (list to be furnished separately):

V. Standard of Training Preliminary Year /Final Year

1. Date of commencement of classes and exercise:
2. Coverage of syllabii (give details trade-wise, year-wise separately in the following proforma) :
3. No of tests conducted up to the date of inspection
4. Any other relevant information which the institute would like to bring to the notice .
5. Records maintained by the teacher.
6. Records maintained by the trainee:

CHAPTER VI

RECOMMENDATIONS OF THE INSPECTION COMMITTEE MEMBERS

Inspection Committee members :

- 1.
- 2.
- 3.
- 4.

Various information furnished in the report on the prescribed proforma have been checked and verified as per the prescribed norms and standards. Based on the inspection, the following comments and recommendations are made:

1. Defects and deficiencies noticed during inspection, which should be communicated to the Principal of the Institute for rectification

SI. No.	Trade with units for which affiliation has been sought	Defects and deficiencies noticed

2. Availability of tools and equipment shown in the list has been verified. The list has been signed by all the members.

3. Courses/Trades /Units which are recommended for affiliation of

SI. No	Name of the Course/Trade	Year/ Session of Start	No. of units in one shift	Total no. of units

4. **Details of the trades & Units existing in the Institute**

SI. No.	Name of the Trade	No of units started with trade-wise breakup

5. **Other Observations/comments if any:-**

Dated:

Names & Signature of Members: