



Directorate General of Training
Ministry of Skill Development & Entrepreneurship
Government of India

Affiliation Norms for Indo-German Institute for Vocational Training (GIIVET)-2018

Directorate General of Training (DGT)
Ministry of Skill Development & Entrepreneurship
PUSA Road , New Delhi.
Indo-German Chamber of Commerce

Indo-German Chamber of Commerce
710,Nuclear Mall 1 Church Road,
Pune ,Maharashtra
dualpro@indo-german.com

INDEX Page No.

Preface	
Background.....	
Chapter- 01 Civil Norms	
1. Building Details.....	10
2. Finishing Norms.....	12
3. Institutional Area.....	12
4. Administrative Area.....	13
5. AmenGIIVETes Area.....	13
6. Boards and Signages	14
7. Desirable Requirements.....	15
8. General Guidelines.....	15
9. Standard Fire Safety Norms.....	16
1. Introduction of Affiliation Processes for Establishing GIIVETs	22
1.1 General Information	22
1.2 Eligibility.....	22
1.3 Concurrent Monitoring	22
1.4 Affiliation Process.....	22
2. Affiliation Process for EstablishingGIIVETs	24
2.1 Advertisement for Inviting Applications	24
2.2 Submission of Application	24
2.3 Initial Scrutiny.....	25
2.4 Update Application Details (Machinery, Equipment, Tools, Power Supply etc.)	24
2.5 Desktop Assessment for Stage II	25
2.6 Site visit for Stage II	276
2.7 Appointment of Staff.....	298
2.8 Issuance of Letter of Affiliation with NCVT.....	309
2.9 GIIVET Website Development	309
3. Change Management	30
3.1 AddGIIVETon of Trades/ Units in Existing Institute	30
3.2 Change in Email ID/ Registered Mobile No.	30
3.3 Change in Name of Institute.....	321
3.4 Change in Address (without change in geotagging of location) of the Institute.....	321
3.5 Change in Site/ Location of the Institute (change in geotagging location of the Institute) 332	
3.6 De-Affiliation/ Closure of Institute/ Surrender of Unit(s)/ Trade(s)	332
3.7 Renewal of Affiliation.....	33
4. Exception Management	35

4.1	De-barring/ Termination Procedure.....	35
4.2	TransGIIVETon to New Norms.....	35
	Application Format	38
Chapter- 03 General Guidelines of Equipment Standards for GIIVETs		89

ANNEXURES

S No.	Details	Page No.
Annexure- 1	Fee Structure for Accreditation	
Annexure- 2	Application Format	
Annexure- 2A	List of Documents	
Annexure- 2B	Norms for Establishing Drawing hall and IT lab	
Annexure- 2C	Trade Specific Norms for Machinery/Equipment/Tools and Curriculum	
Annexure- 2D	Norms for Preparation of the Institutes for Site Visit	
Annexure- 2E	Guidelines of Videography for Site Visit	
Annexure- 2F	Norms for Deployment of Staff	
Annexure- 3	Initial Scrutiny Format	
Annexure- 4	Desktop Assessment Format	
Annexure- 5	Site Visit Format.	
Annexure- 6	Staff Details Verification Format	

FORMATS AND CERTIFICATES

S No.	Details	Page No.
Format- 1	Advertisement for Establishing Industrial Training Institution	
Format- 2	Resolution for Establishment of New Industrial Training Institution	
Format- 3	Resolution regarding Authorized Person	
Format- 4	Resolution regarding Earmarking of Land, Building and Other Resources for GIIVET	
Format- 5	Resolution regarding Electrical Connection	
Format- 6	Resolution for Dropping/ Surrender of Trades/Units	
Format- 7	Resolution for Closure of the Institute	
Certificate- 1	Certificate from Advocate for Registration Documents, Land Documents, Land Use Certificate, Land Conversion Certificate	

ABBREVIATIONS/ NOMENCLATURE

Abbreviated Form	Full Form
BCC	Building Completion Certificate
BIS	Bureau of Indian Standards
CBI	Central Bureau of Investigation
CD	Curriculum Development
CITS	Craftsman Instructor Training Scheme
CTS	Craftsmen Training Scheme
CVC	Central Vigilance Commission
DA	Desktop Assessment
DGT	Directorate General of Training
DIN	Deutsches Institute for Normung
FAR	Floor Area Ratio
FIR	First Information Report
FSI	Floor Space Index
ISO	International Organisation for Standardization
GIIVET	Industrial Training Institute
LoI	Letter of Intent
MKS	Meter Kilogram Second
MOA	Memorandum of Association
MSDE	Ministry of Skill Development and Entrepreneurship
NAA	Notified Accreditation Authority
NBC	National Building Code
NC	Non-Conformity
NTC	National Trade Certificate
CNC	Computer Numeric Control
COPA	Computer Operator and Programming Assistant
NCVT	National Council for Vocational Training
OFI	Opportunity For Improvement
PPP	Public Private Partnership
RDAT	Regional Directorate of Apprenticeship Training
SCN	Show Cause Notice
SCVT	State Council for Vocational Training
SD	State Directorate/ Notified Accreditation Authority
SV	Site Visit
UT	Union Territory

Background: Hon'ble Prime Minister's visited Germany for the 4th Indo-German Inter-Governmental Consultations held on 29-30 May, 2017 in Berlin. The two leaders recognized the importance of Vocational Education and Training towards making transformational impact in creating sustainable livelihood and job opportunities for the youth; building efficient pool of skilled human resource; and promoting an ecosystem that creates entrepreneurial economy. At the IGC, a separate "Joint Declaration of Intent" was signed between Prof Dr. Johanna Wanka, Federal Minister of Education and Research, Germany and Dr. K.P. Krishnan, Secretary, MSDE. Which included " Collaboration for creating a system of joint certification in partnership with the Indo-German Chamber of Commerce (IGCC) in few selected institutes as important area of collaboration. Subsequently, during 10th Indo-German Joint Working Group meeting held on 24th October,2017, the issue of Joint Certification by MSDE & DIHK was agreed and the name of institute was suggested as "German Indian Institute of Vocational Education & Training (GIIVET).

It was agreed that these institutes would have special affiliation norms & would run courses which are jointly approved by DGT and DIHK. Students studying in these courses would be capable to get a NCVT Certificate at the end of 2 years which will be equivalent to Grade-B certificate from DIHK/IGCC.

Accordingly, after deliberations in various meetings it was agreed that German Indian Institute of Vocational Education & Training shall be set up jointly by DGT and Indo-German Chamber of Commerce.GIIVET to be affiliated with NCVT to run training programme under CTS so that trainees have opportunity to get National Trade Certificate along with German Chamber Certificate. This would enhance their employability with in country as NTC is a recognised qualification for the purpose of recruitment in Central/State Governments and its subordinate Services, Central and State PSUs also in other countries like Gulf, Asia pacific countries. DGT is, proposing separate affiliation norms for GIIVET .

Objective:

- Systemic transfer of German standards of training and assessment system in Indian Institution there by enhancement of job opportunities for trainees in India as well as in Germany.
- To create a platform for all Institutes / Companies aspiring to impart German Dual Vocational Training.
- To issue following certificates which is recognized by Government of India and DIHK, Germany.
 - a. Dual Certificate after 2 years of training (German B Certificate and National Trade Certificate issued by NCVT)
 - b. German A Certification at Diploma level after 3.5 year and NCVT Diploma Certificate

Chapter- 01 Civil Norms

CIVIL NORMS FOR GIIVET FOR NCVT AFFILIATION -2018

GIIVET SHALL FOLLOW THE CIVIL NORMS FOR ESTABLISHMENT OF GIIVETs

- A) Sizes of the classroom is 30 sq.mandwork shop area and power supply requirement shall be as mentioned in Trade Syllabus .**
B) In addition to BCC there are other essential requirements that have to be met and are as follows:

Sl. No.	Particulars	Description of Norms
1.0 BUILDING DETAILS		
1.0	Building Completion Certificate of the Institute	<p>i) Desirous Institutes are required to submit a Building Completion Certificate (BCC) with respect to name & address of the GIIVET from Municipal Authority/ Development Authority/ Competent Authority clearly stating that the Building(s) is fully constructed and ready in all respects for the intended use as Industrial Training Institute (GIIVET) as per the local building Bye-Laws related to GIIVETs/ Technical Education/ Technical Institution Buildings.</p> <p>If local buildings bye-laws are not available, then the building should conform to the bye-laws prescribed for GIIVETs/ Technical Education/ Technical Institution Buildings in National Building Code (N.B.C) of India (Refer to Part 3, Part 4, Part 8 and Part 9).</p> <p>ii) If the GIIVET falls in an area, where presently no statutory physical plans like Master plan/ Development plan, regional plan, peripheral plan, zonal plan etc. exist under relevant State Act, then relevant certificate shall be submitted from District Magistrate (Collector)/ Development Authority/ Municipal Authority/ Any other Competent Revenue Authority as approved by the State Government. In such case, Building Completion Certificate of the GIIVET shall be approved by Government Civil/Structural Engineer clearly stating that the Building(s) is fully constructed,safe and ready in all respects for the intended use as Industrial Training Institute (GIIVET) as per NBC of India.</p>
1.1	Approved Building plan of the Institute	<p>i) Building plan shall be approved by Town Planning Department/ District Magistrate (Collector)/ Development Authority/ Municipal Authority/ Any other Competent Authority as per State Government Act.</p> <ul style="list-style-type: none"> • Building plan of institute should indicate approach road and façade/ elevation of the institute. <p>ii) If the GIIVET falls in an area, where presently no statutory physical plans like Master plan/ Development plan, regional plan, peripheral plan, zonal plan etc. exist under relevant State Act(s), then relevant certificate shall be submitted from District Magistrate (Collector)/ Development Authority/ Municipal Authority/ Any other Competent Revenue Authority as approved by the State Government. In such case, building plan of the Institute shall be approved by Government approved Architect certifying that layout plan of the GIIVET is in accordance with the relevant standards/requirements as envisaged in National Building Code of India.</p>

1.2	Dedicated Land and Plot Size based on Capacity of the Institute	<p>Minimum area of the dedicated plot and land shall be</p> <p>a) GIIVET with 1 trade to 4 trades and maximum up to 12 units will be 4291.4 Sq.meteri.approx. 1.07 Acres.</p> <p>b) GIIVET with maximum 6 Trades and maximum up to 18 units will be 6802.4 Sq.meteri.eapprox. 1.70 Acres.</p> <p>c) In urban areas, where higher Floor Area Ratio (FAR)/ Floor Space Index (FSI) limits are permitted, the requirement of plot area may vary proportionately.</p>
1.3	Ownership of the dedicated Plot and building of the Institute	<p>a) Owned Plot and Building or</p> <p>b) Plot and Building which has registered live lease for a minimum period of 10 years shall be allowed.</p>
1.4	Integrated building	<p>Area required shall be in one contiguous plot. The academic, instructional, administrative and amenities area shall be constructed on one plot.</p> <p>A) All the blocks of the institute should be constructed within a single contiguous plot as per local building bye-laws, except hilly state regions.</p> <p>B) Considering hilly nature of land in Hilly State regions land/plot may be made available in 02 pieces, which are not away from each other by more than 1000 m.</p>
1.5	Plot Entrance Gate	Width of plot entrance gate shall be minimum 06 meters as per the local building bye-laws/NBC of India.
1.6	Building Entrance Gate	Minimum 2.4 m width is required, as per the local building bye-laws/NBC of India.
1.7	Open Spaces around the Building (Fire Safety Norms)	As per local building bye-laws/ As per National Building Code of India part 3- Development control rules and general building, Part 8- Open spaces (within plot), Part 8.3(b)- Other occupancies (page: 25)
1.8	Open spaces separate for each building/block	As per local building bye-laws/ As per National Building Code of India part 3- Development control rules and general building, Part 8- Open spaces (within plot), Part 8.1.2 (page: 23)
1.9	Ceiling Height of Building	Minimum 3.0 meters ,as per local building bye-laws/As per National Building Code of India part 3- Development control rules and general building, Part 12- Requirements of part of building: 12.2: 12.2.1.1: (a)
1.10	Approach road to the Institute	Institute shall have proper approach road as per local building bye-laws/NBC of India.
2.0 FINISHING NORMS		
2.1	Roof of workshop	<p>a) Flat/pitched RCC roof as prescribed for construction of the workshop or</p> <p>b) Profiled Industrial roof sheets with structural supports as per design standards should be allowed.</p> <p>Note :</p> <p>i) Sheds with tin sheets/Asbestos sheets should not be allowed.</p> <p>ii) The pre-fabricated structures will also be permitted to use for establishing/constructing the GIIVETs.</p>
2.2	Plastering and Painting of	All the walls of built up area should be plastered and coloured/

	Internal and External Walls and Ceiling	distempered. The walls of workshop made of tin sheet are not allowed
2.3	Flooring	All built-up areas of institute should be at least cemented/ tiled. Tiled flooring will be preferred in Classrooms and administrative areas and IT labs.
2.4	Painting/ Lamination of Door, Window, Ventilator, Gate, Grill, Railing of the Institute	All the doors, windows, ventilators, gates, grills, railings of the institute should be painted/ polished/ laminated
3.0	Institutional Area	
3.1	Classroom (IGCC member from GIIVET committee to check during regular audits)	The minimum space per student should be 1.5 sqmt/Student. This would be approved by the GIIVET site committee that visits. Floor shall be at least tiled.
3.2	Workshop area	The minimum height of the workshop must be 10 feet (3.048 meter) for RCC Roof and 12 feet(3.65 meter) for industrial roof shed from lower end. The area of the workshop shall be provided as mentioned in the respective trades.
3.3	IT Labs	Computer lab that caters to one computer per trainee per batch with internet and UPS facility Minimum width of the lab shall be 3 m Floor shall be at least Tiled
3.4	Drawing Hall	The minimum space per student should be 2.5 sqmt/Student. This would be approved by the GIIVET site committee that visits. Floor shall be at least tiled.
3.5	Backup Power Supply	Institute should have backup power supply with a capacity 50% of power supply required for all the affiliated trades/units and the trades/units sought affiliation. Backup power supply generator should have proper installation with separate arrangement of dedicated control panel for safe switch over. Suitable Civil infrastructure shall provide for installation of backup power supply. Backup power supply is the power required to run the trades in addition to the main 3 phase power supply in case of power failure.
3.6	Raw material storage room and oil & Gas storage room	If the institute receives uncut full length 6 Mt raw material, then the minimum required area will be 90 Sq Mts and minimum 30 sq.meter for all engineering trades, where material is pre cut. Wherever gas/oil storage is required, it should be kept in a separate partitioned area depending on trades.
4.0	Administrative Area	
4.1	Principal Room or Principal Room with Board Room	Should have a minimum of 20 SqMts
4.2	Reception cum waiting lobby	Should have a minimum of 40 SqMts
4.3	Staff Room	Should be provided with minimum of 20 sq Mts for common room or If dedicated space for each staff it should be 4 sqmts/staff

4.4	Administrative Hall/Section	Should have a minimum of 20 SqMts
5.0	Amenities Area	
5.1	Multipurpose Hall/Court Yard	Minimum area 100 Sq.M
5.2	Library & Reading room	Minimum area shall be 20 Sq.M for upto 100 trainees and then 10 Sq.M area for ever additional 40 trainees.
5.3	Canteen (including kitchen & pantry)	Optional Suggestions: Common, clean dining area shall be provided by the institute
5.4	First-Aid Room	Minimum area 15 sq.meter
5.5	Playground	Play ground is required as per local building bye laws or Institute needs to tie up with municipal corporation /other educational institutions to use their playground facility near to GIVET institute and shall submit proof for the same.
5.6	Drinking water facility	Institute shall provide treated drinking water facility at all floors and workshops as per the local building bye-laws / NBC of India
5.7	Availability of staircases – If it is a Multi-storey building	As per local building bye-laws/As per National Building Code of India part 3- Development control rules and general building, Part 12- Requirement of part of building: 12.18: 12.18.1 to 12.18.2 (page: 34)
5.8	Toilets/ Water closets	Institutes shall provide separate toilets for staff, boys, girls and differently abled persons as per local building bye-laws/ NBC of India
5.9	Parking Details (Car Parking, Scooter/ Two-wheeler/ Bicycle)	As per local building bye-laws/ As per National Building Code of India part 3- Development control rules and general building, Part 10- Off street parking: 10.1 to 10.9(page: 28-29)
6.0	Boards and Signages	
6.1	Signage Board on plot entrance	Details needed: GIIVET's name and full address and GIIVET logo&Skill India Logo. Sign board to be made in English/ Hindi/ Regional language. The signage should be bilingual.The size of the font should be minimum 75 mm. The size of the board may vary from 2m x 1.5 m or 3m x 1.5 m or 4m x 2.0 m.
6.2	Signage Board on Institute building	Details needed: GIIVET 's name & Skill India logo/ GIIVET logo
6.3	Signage boards showing directions	Directions should be displayed showing the different sections of the building like workshop, admin building and hostel, scrap yard etc. Signage boards for 03 phase power supply, danger boards, prohibited areas etc, also needs to be displayed.
6.4	Trade details board	Trade details board shall display the list of NCVT/GIIVET affiliated trades, seating capacity and number of trainees enrolled and name/specifications of the machinery/equipment.
6.5	Staff details board	Staff details board shall display name, qualification/ designation and contact numbers at least for principal and group instructor/ training officer/ technical expert etc.
6.6	Exit Board	For Emergency Exit
6.7	Board indicating Danger Signs	Near transformer, generator set, heavy Electrical Installation/ Panels

6.8	Prohibited Area Indicators	Near running machinery etc.
6.9	Boards indicating Fire Fighting Equipment	Directions showing the Fire Fighting Equipment
7.0	Minimum space around the machine.	0.8m around (3 sides) and 1.5m for front of the machine
7.1	Minimum width of the ways(security ways)	1.0 meter
7.2	Desirable Requirements:	
		<ul style="list-style-type: none"> i. Rainwater harvesting (For all the Institutes irrespective of the trainee strength) ii. Solar Energy/Power Systems iii. Announcement system in classrooms, strategic locations for general announcements and announcements in case of emergency. iv. Enterprise Resource Planning (ERP) Software for Student-Institute-Parent interaction v. ATM vi. CCTV Security System vii. LCD (or similar) projectors in classrooms
		Note: Solar Energy/ Renewable energy source availability, sewage treatment plant and Rainwater conservation and augmentation is mandatory for all the Government GIIVETs & Pvt. GIIVETs having strength more than 500 trainees in each shift.
7.3	Disaster Management Plan	All the Institutes shall have a disaster management plan(mandatory) as prescribed in the general guidelines S No. 08 & 09
7.4	Fire Safety Certificate	Fire Safety Certificate(Mandatory), duly approved by Authority from Fire and Safety department of the concerned State Government/ UT

8.0 General Guidelines:

- i. All Institutes/Companies who want to provide vocational education with GIIVET affiliation should comply with GIIVET norms. In case of any violation, appropriate action shall be initiated.
- ii. Apart from affiliation norms of GIIVET committee, GIIVETs shall follow all existing statutes/ provisions (related to GIIVETs) in that particular State/ UT. The GIIVETs shall also adhere to the latest notifications/ orders/ policies of Central Government/ State Government/GIIVET committee.
- iii. Where local building bye-laws are not available, National Building Code (NBC) of India shall be applicable.
- iv. The norms prescribed in this manual are only illustrative in nature; it has to be ensured that all safety norms shall be adhered to. It has to be ensured that overall aesthetic sense of the building/ plot is maintained.
- v. The civil structures shall be environment friendly and suitable for differently abled individuals. Ramp to be provided at main entrance and other places, wherever necessary as per local building bye-laws pertaining to differently abled individuals.
- vi. Regions with diverse terrains such as hilly area, coastal area and mountain region with snowfall, respective building code norms of the state to be followed.
- vii. The minimum width of other rooms shall be 3 m.

General Norms for Workshop and Classroom

8.1 Space Requirement in GIIVETs (Workshop Building): The details of space requirement and electrical connected load for the trades is given latest trade

8.2 Space Norms for Workshop for GIIVET Institutes:

- workshop for all trades must be rectangular in shape and width must not be less than 05 meter.
- The walls of workshop made of tin sheet are not allowed.
- The minimum height of workshop must be 10 feet (3.048 meter) for RCC roof and 12 feet (3.65 meter) for Industrial roof shed from lower end.
- All built- up areas of Institute should be at least cemented/ tiled as prescribed.
- Keeping in view the escalating cost of land and non-availability of required land in urban areas, metropolitan and other cities, the National Council for Vocational Training (NCVT) deliberated and approved vertical expansion, with multi-storied design for workshop with a condition that trades with heavy machineries to be housed only in the ground floor and remaining trades may be housed at any floor.
- Further, before housing any trade involving machineries at any floor other than ground floor, a certificate regarding safety/suitability of structure to house that trade from Government Civil/Structural Engineer would be necessary.
- It was also approved that as per building bye-laws, for building having more than three floors, the provision of lift would be mandatory. It is also recommended by NCVT that following trades requiring heavy machinery must be accommodated on ground floor. However, on the basis of the certificate by competent government authority/ Government structural engineer these trades can be allowed on the higher floors.
 - a) Welder,
 - b) Foundry man,
 - c) Mechanic Tractor,
 - d) Mechanic Diesel,
 - e) Mechanic Motor Vehicle,
 - f) Fitter,
 - g) Turner,
 - h) Machinist,
 - i) Sheet Metal Worker,

- j) Carpenter,
- k) Machinist Grinder,
- l) Tool and Die Maker,
- m) Building Constructor (Mason) &
- n) Any other having single machinery weighing more than 200 kg.

Essential and Desirable Requirements/ General Guidelines in case of Various Events:

8.3. FIRE

Essential requirements:

- All the buildings, after completion and before occupation, shall be inspected for fire and life safety measures by the Local Fire Service Authorities and a certificate to that effect shall be obtained. In the absence of such a certificate, following requirements shall be met.
 - Fire buckets filled with sand should be hung in the protected stands near workshop, laboratory, DG room, transformer and sub-station.
 - Fire point should be established in front of each building with 2 fire water buckets, 2 sand buckets and 4 fire extinguishers one of each type.
 - Minimum 2 numbers of extinguisher of any type should be installed at every prominent location.
 - Every exit, exit access or exit discharge shall be continuously maintained free of all obstructions or impediments to use fully in case of fire or other emergency.
 - Retro reflective Signage shall be provided for escape routes at suitable height.
 - Evacuation drill shall be conducted quarterly for each building.
 - To avoid stampede and to manage any emergency properly, the Institute should have a Standing Fire Order – Document containing established procedures required to handle fire & emergency situations in which duties & responsibilities of various Authorities & Agencies are included (Sample copy enclosed).

Desirable requirements:

- The CCTV camera shall be provided to cover all the important areas of the campus including firefighting system like extinguishers, hose reels, risers, automatic detection and alarm system, sprinkler system, manual call points etc.
- Assembly point shall be provided in a safe place with no fencing around it.

8.4. ELECTRICAL HAZARD

Essential requirements:

- Proper earthing and bonding of electrical wiring shall be ensured.
- All major equipment shall be earthed separately.
- Earth leakage circuit breaker (ELCB) shall be provided, as required.
- No overhead high tension electric line shall pass across the premises.
- Sub stations or transformers, if any, shall be segregated. Carbon dioxide, dry chemical powder (DCP) and Mechanical foam fire extinguishers, and buckets shall be provided.

Desirable requirements:

- All overhead electric lines shall be at a height not less than 5.4 m from the ground.
- Electrical resistant mats should be placed in front of every electric panel.
- Only trained and licensed electricians should be allowed to do work related to electric supply.
- Vertical clearance of any bare electric line passing near a building shall be minimum 2.43 m from the highest point in the building and the horizontal clearance shall be minimum 1.2 m from the closest part.
- A clear space of not less than 1 m in width shall be provided in front of the switchboard.
- If there are any attachments or bare connections at the back of the switchboard, the space (if any) behind the switchboard shall be either less than 20 cm or more than 75 cm in width, measured from the farthest outstanding part of any attachment or conductor.
- Lightning arrester shall be provided for all the buildings.

8.5 DRINKING WATER/ FOOD:

Essential requirements:

- Clean all reservoirs on periodic basis.
- Test quality of water every three months.

Desirable requirements:

- Test quality of samples of food prepared on campus in an independent laboratory preferably once in six months.

8.6 WORKSHOP ACCIDENT

Essential requirements:

- Personal protective equipment shall be available for each person entering the workshop.
- Instructions for workshop safety must be displayed inside and outside the workshop.
- First-aid kit shall be maintained.
- Safety precaution for operation for each machine should be affixed with it.
- Standard Operating Procedure (S.O.P.) for all the equipment and system must be prepared and properly displayed near the respective machine.
- All the electrically operated machinery should be properly earthed and bonded.
- Emergency contact numbers shall be displayed for contacting in case of any emergency which should include Safety Officer, fire control room, medical assistance, Security assistance, Head of the concerned department, maintenance services.
- Instructions regarding the procedure in the form of Do's and Don'ts to be displayed inside and outside of the workshop. Instructions to be followed in case of an emergency occurring in/outside the building/ workshop or during the running of workshop.

Desirable requirements:

- While installing or keeping machines and tool, racks aisles and gangways should be provided.
- There should be Schedule for standard test for machines and tools.
- Workshop floor should be made by non-skid and non-static floor tiles.
- Place for disposal of materials should be properly marked.
- Housekeeping shall be done as per proper Schedule.
- Various fuels used in workshop shall be stored in minimum quantity according to requirement.
Proper ventilation facilities shall be provided to prevent dust accumulation.

8.7 EMERGENCY SITUATION - PHYSICALLY CHALLENGED

Essential requirements:

- Ramp shall be provided for the disabled for easy access to and evacuation from the building.
- Sufficient wheel chairs and stretchers shall be available for use in emergency.

Desirable requirements:

- Information regarding the number of physically challenged people in the campus should be available with the Safety Officer.
- The time and the number of physically challenged persons among the visitors shall be recorded at security gate.

8.8 STRUCTURAL FAILURE OF BUILDING

General Guidelines:

- Emergency evacuation procedure with evacuation plan shall be kept ready.
- Provisions shall be made to cut off water, electricity, and LPG connections safely from outside the building.
- Structural audit of buildings shall be done periodically once in 5 years.

STAMPEDE

Guidelines to be followed:

- Proper signage for traffic control route shall be displayed.
- Public address system shall be implemented to communicate and to direct.
- Power back up for extra illumination of exit routes shall be available.
- It is necessary to do planning and practicing mannerly and orderly evacuation and maintaining records.
- Student volunteers need to be trained for proper evacuation.
- Ensure that no more than 4 persons / sq.meter shall assemble in all assembly areas.
- Temporary barriers shall be provided to use in emergency, to restrict and to control traffic.

8.9 EARTHQUAKE

General Guidelines:

- Construction of building shall be as per relevant Indian Standards and Codes of practice. If already constructed structures are not designed to satisfy earthquake resistance, than they shall be strengthened as per relevant Indian Standards and Codes of practice.
- Proper evacuation plan based on the Standing Fire Order shall be maintained and it should cover all the possible emergencies.
- Evacuation drill/ Exit drill shall be conducted quarterly and such records shall be maintained (Different groups, members, date of conduct, observations).
- Training should be given to all members of the evacuation teams to perform their duties and records shall be maintained.
- The most suitable and safest place shall be selected as safe assembly point for each building.
- Large or heavy items, if any, shall be placed closest to the ground.
- Hang large items such as framed pictures, large mirrors etc. away from sitting place, bed and protected escape routes.
- Brace overhead light fittings properly.
- An inventory for the details of heavy duty equipment and necessary tools with the details and contact numbers of owner and operator shall be maintained for ready reference.
- Avoid glass panelling for buildings. However, if provided, shall be protected with metal screens.

8.10 CYCLONE

General Guidelines:

- Keep in contact with the concerned authorities before the cyclone season for warning and precautionary measures.
- List of emergency phone numbers shall be displayed.
- Training should be given to all members of the response teams to perform their duties, and records shall be maintained.
- Provision shall be made to strongly secure all doors, windows and other openings, if any, in closed position.
- Emergency kits containing portable battery radios, torch lights, spare batteries, water container, dry fruits, match boxes, fuel lamps, portable stove, cooking utensil, etc. shall be maintained in cyclone prone areas.
- Low frequency communication devices shall be in place.
- Avoid glass panelling for buildings. However, if provided, shall be protected with metal screens.
- Construction of buildings shall be strong enough to resist collapse during wind.
- Long and continuous structures shall be avoided so as to reduce the effect of wind.

- Deep rooted plants which can resist wind can be planted around but outside the boundary wall to reduce the wind velocity.
- No tall plants shall be present in the compound, especially near any building.

8.11 FLOOD:

General Guidelines:

- Provision for the storage of drinking water at the rate of 4.5 litres/ 1 Day/ person for the total occupants for a minimum of 3 days during impending flood shall be made.
- Provision for storage of non-perishable easy to prepare food for 3 days' supply during impending flood shall be made.
- Flash light for signal (Red cross store) shall be arranged.
- Portable battery Radios (if possible NOAA - National Oceanic and Atmospheric Administration type) shall be arranged.
- Flood rescue equipment like lifeboat, life jacket, and portable boats with oar and out board engine, rope shall be stored and ready for use.
- Occupational Health centre shall be maintained.
- Paramedical team shall be available and trained.
- Provision should be made on top floors of the buildings for shelter in case of flood.
- Insect repellents and sunscreen shall be stored.

LAND SLIDE

General Guidelines:

- Construct retaining walls wherever necessary to prevent erosion.
- Train permanent staff to identify the symptoms of landslide.
- Avoid buildings in steep slope or along natural erosion valleys.

9.0 STANDING FIRE ORDER

(To be displayed at all the floors at suitable visible places with all emergency contact numbers)

9.1 Responsible authorities

- The person who detects the Fire
- Safety Officer
- Maintenance Section

9.2 Detects the fire

- Immediately inform the Safety officer and Head of the section/ division

9.3 Responsibilities of safety officer:

On receipt of information:

- He/ She shall immediately proceed to the scene of incident and assess the situation.
- If considered necessary, he/ she shall raise fire alarm for his/ her zone, and notify the incident to Fire department and the listed emergency services, officer shall have confirmed this action later.
- If necessary, he/she shall direct the Maintenance section to salvage the records and materials from the area.
- If considered necessary, he/ she shall evacuate his/ her zone and/or neighbouring zones.
- At the earliest opportunity he/ she shall inform the incident to the Departmental head.

Duties of maintenance section members:

On receipt of call for emergency in their own zone, all the members of Maintenance section:

- Shall immediately proceed to the place of incident and report to their Duty Officer.
- Shall strictly follow the instructions of Safety Officer and work under him/ her as per his/ her directions.

- Shall, as per the instructions from Duty Officer/Fire Officer, switch off electrical supply to the affected area.
- Shall see that electric supply is restored only on instructions from the Duty Officer/Fire Officer.
- Close the air condition system at the affected area.
- Shall ensure that booster pump located in the building is switched on.
- Shall ensure that all the Hydrants in and around the Building are charged with sufficient pressure.

Duties of other staff from the affected zone/zones:

On hearing the Emergency Alarm, all the other members of staff:

- Are requested not to panic, but to remain calm and follow instructions of the Safety Officer in an orderly and disciplined manner.
- If directed to evacuate, shall ensure that all the electric lights at their workplace are switched off and that all the windows and doors of their area are properly closed before leaving the place.
- During evacuation, shall proceed in an orderly manner to the ground floor by the nearest available staircase/emergency exit.
- Shall not use the lifts.
- Shall see that, persons assigned with specific duties in an emergency are not disturbed or obstruct their work.

Chapter- 02 Procedural Norms

1. Introduction of NCVT Affiliation Processes for Establishing GIIVET

The handbook contains the guidelines, related policy documents and processes for establishing GIIVET.

1.1 General Information

Affiliation is a process for establishing competence in delivering the requisite elements of vocational training with the ability to carry out evaluation of competence acquired by the trainees.

Affiliation is applicable under following scenarios:

CAT 1	New Institutes seeking Affiliation for new trades/new units
CAT 2	Existing Institutes seeking Affiliation for new trades/new units
CAT 3	Change of Name/ Address
CAT 4	Change of Site location
CAT 5	Existing Institutes seeking De-Affiliation/ Surrender trades/ units
CAT 6	Renewal of Affiliation

1.2 Eligibility

1. In order to be eligible to apply for opening an GIIVET, organizations should be either of the following:
 - i) Societies or Trusts
 - ii) Private/Public Limited Companies
 - iii) Companies like Sole Proprietary
 - iv) Private Institutions/ Individual(s)
 - v) Central or State Government/ UT Administered or by a Society or a Trust registered under Indian Trusts Act/ Societies Registration Act

1.3 Concurrent Monitoring

DGT/ NCVT /GIIVET shall have the right to perform concurrent monitoring checks to evaluate the performance of the GIIVET.

1.4 Accreditation Process

DGT/GIIVET will give an advertisement for inviting applications online /off line.

The applications will be processed on a first come first serve basis. Audit trail shall be available for verifying date and time of application submitted by applicants.

Applicant shall pay the fee for processing of application and site visits through payment gateway available on GIIVET Authority's. Affiliation process shall be as under:

Desktop Assessment: The Directorate General of Training will scrutinize the applications submitted online/off line to ensure credentials of applicants like Institute details, Organization details, Authorized persons' details, Trade/ Unit details, Location details, Category of application,

Civil Infrastructure & Equipment Assessment: After completion of desktop assessment applicant will upload civil infrastructure details and equipment /machinery, tools, IT lab, power etc the relevant documents on the web portal. The site visit date will be selected by the applicant at the time of payment of site visit fee. Accordingly, GIIVET site visit committee /Notified Accreditation Authority will undertake the physical verification of land and civil infrastructure, equipment, machinery, tools, IT lab power etc as per the latest GIIVET norms and uploaded details

GIIVET site visit committee / Notified Accreditation Authority shall submit the accreditation report to DGT Headquarters (HQ) for grant of affiliation by NCVT&GIIVET to consider the case. The accreditation report shall comprise geotagged, time-stamped photos, videography of the site visits, all approved documents and affidavits as per formats mentioned in detailed procedural norms, duly endorsed by all members of site visit committee.

Applicants shall upload staff details within 15 days after completing the affiliation process.

Disclaimer:

- i. GIIVET shall comply with all the latest norms. In case of any violation, appropriate action shall be initiated.
- ii. Where local building bye-laws are not available, National Building Code(NBC) of India shall be applicable.
- iii. The norms prescribed in this manual are only illustrative in nature; it has to be ensured that all safety norms shall be adhered to. It has to be ensured that overall aesthetic sense of the building/ plot is maintained.
- iv. The civil structures shall be environmentfriendly and suitable for differently abled individuals. Ramp to be provided at main entrance and other places, wherever necessary.

2. Affiliation Process for Establishing GIIVET Institution.

Expression of Interest

2.1 Advertisement for Inviting GIIVET Applications

SNo	Processes	Responsibility	Timelines	Relevant Documents
2.1.1	<ul style="list-style-type: none"> Publish the advertisement with cut-off dates for a session 	GIIVET	As per requirement	Format- 1

2.2 Submission of Application

SNo	Processes	Responsibility	Timelines	Relevant Documents
2.2.1	<ul style="list-style-type: none"> Submit the application through webportal/Manual (off-line) Pay application processing fee to GIIVET Share the login id and password with the applicant on the registered email id. 	Applicant	As mentioned in Advertisement	Annexure-2 and 2A Annexure-1

Instructions for 2.2.1

- The institute shall follow the prescribed norms as per **Annexures**.
- Once the application details are submitted, the applicant will not be allowed to change the details.
- Applicant shall mention the location details i.e. name of district and revenue village.

Name of GIIVET: The name of a GIIVET shall follow the below pattern:

- “XXXX (Name of Institute)- Government/ Private Industrial Training Institute- XXXX (Name of District)”
 - Name of the institute will be checked for its uniqueness. An applicant applying for a new GIIVET through online application portal will have a system to check and filter the “Name of proposed GIIVET” with the GIIVETs already existing with the same name in that state. System shall reject GIIVET with same name in a state and prompt applicant to change name. If any existing organization which is running GIIVETs applies for a new GIIVET, they can retain the name for a new GIIVET. The applicant shall submit supporting document for the same.
 - Acronyms and abbreviations are not allowed. It should be noted that applicants shall not use their GIIVET name (in any form or common language parlance) in an abbreviated form resembling IIM/ IIT/ IISc/ NIT/ IISER/ IIIT/ IIST/ AICTE/ UGC/ MHRD/ GOI. The applicant shall also not use the word(s) Government, India, Indian, National, All India, All India Council, Commission and other names as prohibited under the Emblems and Names (Prevention of Improper Use Act, 1950) anywhere in the name of the GIIVET. These restrictions shall not be applicable, in the case of Government GIIVETs.
 - Name of the institute shall not be changed without prior approval of NCVT. NCVT may permit the change of name as per procedures laid down in this handbook (Chapter- 1, Section 3.3 Change in name of institute).
- iv. The date of submission of application form will be the date and time when the payment is made after the submission of application on portal.

Note: Similar accreditation procedure is applicable in case of add GIIVET on of new trades/units in existing institutes.

2.3 Initial Scrutiny

SNo.	Processes	Responsibility	Timelines	Relevant Documents
2.3.1	<ul style="list-style-type: none"> Scrutiny of the application(s) <ul style="list-style-type: none"> Assess adequacy and completeness of the documents Assess revenue location of GIIVET Assess compliance with the GIIVET affiliation norms. NOC from State Directorate Give appropriate reasons in case of rejection of the application Raise NCs, if any, to the applicant through web portal/Manual. 	DGT/GIIVET Committee	15 calendar days after receipt of application processing fee	Annexure- 3 Annexure-2A
2.3.2	<ul style="list-style-type: none"> In case of applications where NCs were raised, verify the updated information as per process 2.3.1 	DGT/GIIVET Committee	10 calendar days after clearing NCs, if any	
2.3.3	<ul style="list-style-type: none"> Applications which conform to all the requirements to be processed further Applications which do not conform to the requirements to be rejected. The grounds for rejection shall be duly communicated to the concerned applicant and status to be updated. 	DGT/GIIVET Committee		-

Instructions for 2.3.2:

- i. In case of non-submission of clarification by applicant about NCs raised within the timelines, the application shall be deemed rejected.
- ii. The applicant /Institute must have to submit NOC (No Objection Certificate), If no response is received within 30 days (from date of receipt of application by State Directorate) it will be consider deemed from the respective state Government for setting of GIIVET.

Civil Infrastructure and Equipment/ Machinery Assessment

2.4 Updating Application (Civil Infrastructure, Equipment/Machinery, tools, power IT lab, etc)

SNo.	Processes	Responsibility	Timelines	Relevant Documents
2.4.1	<ul style="list-style-type: none"> Applicant shall submit Civil infrastructure details and all relevant documents on web portal/manual like approved building plan, documents showing ownership of plot and building or registered lease deed, resolution by the applicant as mentioned in Annexure -2as per latest GIIVET norms 	Applicant	Within 30 calendar days after InGIIVETal scrutiny /receipt of Conformation/LoI.	Annexure- 2
2.4.2	<ul style="list-style-type: none"> Update the relevant documents of Machinery, Equipment, Tools, Power Supply etc as per GIIVET norms 	Applicant		Annexure-2 Annexure-2A, 2B, 2C and Chapter of Civil

				Norms
--	--	--	--	-------

Instructions for 2.4.1&2.4.2:

- i. In case of non-updation of civil infrastructure details by applicant within the timelines, the application shall be deemed rejected.
- ii. All the institutes registered shall be “**geo-tagged**” in order to ensure the uniqueness of the GIIVETs.

2.5 Desktop Assessmentfor Civil Infrastructure, Equipment/Machinery, Tools, power etc

SNo.	Processes	Responsibility	Timelines	Relevant Documents
2.5.1	<ul style="list-style-type: none"> • Scrutinize the application <ul style="list-style-type: none"> ○ Assess adequacy and completeness of the documents submitted by the applicant ○ Check the Civil infrastructure details like dimensions of the classrooms, workshops, IT labs, administrative areas, amenities areas with respect to approved building plan and site layout plan ○ Assess adequacy of equipment/machinery, tools, power, IT lab ,furniture etc ○ Assess compliance with the GIIVET affiliation norms • Raise NCs, if any, to the applicant through web portal 	DGT/GIIVET Committee (IGCC representation not required)	Within 20 calendar days from application submission	Annexure- 4 Annexure-2A Refer Chapter - Civil Norms
2.5.2	<ul style="list-style-type: none"> • Clear NCs, in case NCs were raised 	Applicant	Within 15 calendar days of raising NCs	-
2.5.3	<ul style="list-style-type: none"> • In case of applications where NCs were raised, verify updated information as per processand timelines of 2.5.2 • Applications which conform to all the requirements to be processed further • Applications which do not conform to the requirements as per GIIVET norms prescribed in this manual, to be rejected. The grounds for rejection shall be duly communicated to the concerned applicant. 	DGT/GIIVET Committee(IGCC representation not required)	Within 10 calendar days of scrutiny of application or clearing NCs by applicant, if any	-

Instructions for 2.5.2:

- i. In case of non-submission of clarification about NCs raised within the 15 days, the application shall be deemed rejected.

2.6 Site visit

SNo.	Processes	Responsibility	Timelines	Relevant Documents
2.6.1	<ul style="list-style-type: none"> Refer guidelines for preparation of site visit Online selection of site visit date Pay processing fee for site visit to DGT/GIIVET. 	Applicant	Within 20 calendar days after desktop assessment clearance	Annexure-2D Annexure- 1
2.6.2	<ul style="list-style-type: none"> Change of site visit date (refer instructions) 	GIIVET Committee/DGT	As per requirement	Annexure- 1
2.6.3	<ul style="list-style-type: none"> Visit the proposed premises of the institute Verify readiness with respect to latest GIIVET affiliation norms <ul style="list-style-type: none"> Availability and condition/completeness of Civil infrastructure as per GIIVET norms (Verify check list). Adequacy of Machinery, Equipment and Tools as per list mentioned in latest trade syllabus Working condition of Machinery, Equipment and Tools Safe installation procedures of Equipment/Machinery Bureau of Indian Standards (BIS) Certificate of Equipment/Machinery Wiring practices to Machinery/ Equipment Main power supply (3 phase) as prescribed for respective trades and electric meter installation. Backup power supply Availability of signage Exhaust fans at all sides of the walls Ventilation fans for rooftop Take signature of representative(s) of applicant and Site visit committee members during the site visit 	GIIVET Committee/DGT Site visit committee consisting of follows. One Expert from German Side, One technical expert from Industry side & Two technical experts from DGT side.	As per date selected by applicant	Annexure-7 Annexure-2B, 2C, 2D and 2F
2.6.4	<ul style="list-style-type: none"> Arrange geo-tagged, timestamped photos for review of GIIVET committee and upload the same on the portal Arrange videography of the site visit through professional videographer (footage from mobile phone/tablet is not permitted) Send video to DGT/GIIVET committee/Accreditation Authority after completion of site visit 	Applicant	At the time of site visit 5 calendar days	Annexure-2E
2.6.5	<ul style="list-style-type: none"> Raise NCs, if any, to the applicant through web portal 	GIIVET Committee/DGT	10 calendar days of site	

SNo.	Processes	Responsibility	Timelines	Relevant Documents
	<ul style="list-style-type: none"> Intimate the requirement of revisit, if any 		visit	
2.6.6	<ul style="list-style-type: none"> Clear NCs, in case NCs were raised Pay revisit fee and select revisit date, in case need for revisit has been communicated 	Applicant	15 calendar days of raising NCs	Annexure- 1
2.6.7	<ul style="list-style-type: none"> In case of applications where NCs are raised, verify all the additional information submitted by the applicant Revisit the premises as per process and timelines. 	GIIVET Committee/DGT	15 calendar days after submitting relevant information	-
2.6.8	<ul style="list-style-type: none"> Applications which conform to all the requirements as per GIIVET norms will be accredited Applications which do not conform to the requirements as per GIIVET norms prescribed in this manual, to be rejected. The grounds for rejection shall be duly communicated to the concerned applicant . 	GIIVET Committee/DGT	15 calendar days	-
2.6.9	<ul style="list-style-type: none"> Submit the report to DGT/GIIVET committee , duly signed by Site Visit committee comprising the following: <ul style="list-style-type: none"> The verification reports including desktop and site visit reports Geo-tagged and timestamped photographs Video recording for site visit. 	Site Visit Committee	15 calendar days of site visit or clearing NCs by applicant, if any	Annexure- 3,4,5,6,7

Instructions for 2.6.2:

- i. If GIIVET committee/ Accreditation Authority denies site visit on the selected date, the applicant can choose another date for the site visit.
- ii. If applicant denies site visit on the selected date, the site visit fee to be repaid and applicant can select a new date. In case of natural calamities like flood & storm, accident on selected date etc. revisit fee may not be charged.

Revisit criteria:

- i. The criteria for revisit is as follows:
 1. Machine(s)/ equipment/ tools are not as per norms
 2. Machine(s)/ equipment not installed/ not in working condition
 3. Electricity meter not installed/ not in order
 4. 3 phase power supply is not available
 5. Sanctioned power supply load with respect to trades sought for affiliation
 6. No IT connectivity/ IT lab

Instructions:

- i. In case of non-submission of clarification against NCs raised within the timelines, the application shall be deemed rejected.

2.7 Appointment of Staff

S No.	Processes	Responsibility	Timelines	Relevant Documents
2.7.1	<ul style="list-style-type: none"> Appoint Instructors/ Principal/ Superintendent and other technical and administrative staff strictly in accordance with the prescribed norms. 1 Principal and minimum 1 Administrative staff For 1 batch & 1 Trade ratio of Teacher/Trainer : Trainee should be 1 trainer for practical per 16 trainees, and 1 teacher for 30 students. Upload the information about these appointments of staff on the webportal after affiliation The staff appointed at the GIIVET shall not be attached with any other GIIVET. The duplication check will be done through Aadhar No. 	Applicant	Within 15 calendar days of accreditation	Annexure-2F
	<p>Criteria</p> <p>Instructors/Trainers Qualification:</p> <p>i) A Graduate Engineer in appropriate branch of engineering /Technology of recognised university or equivalent with minimum 1 year of related Industrial experience from large scale Industries or</p> <p>Diploma in the appropriate branch of engineering /Technology from recognized Board/Institution with minimum 2 years of related Industrial experience from large scale Industries or</p> <p>ITI in related trade with successfully completed apprenticeship training in relevant field from a reputed industry or ITI in related trade with successful completion of Crafts instructor training scheme from related field / trade and minimum 3 years of industrial experience from large scale industries.</p> <p>It is mandatory to pass skill test to qualify as instructors / Trainers which will be conducted by GIIVET Experts.</p> <p>** German Training of Trainer qualification (AdA) certified by DUALpro an added advantage.</p> <p>ii) Teacher Qualification : Degree in relevant branch of engineering /Technology from recognised university or equivalent with minimum 1 year of related Industrial/ Training experience from large scale Industries/Institutions or</p> <p>Diploma in relevant branch of engineering /Technology from recognised university or equivalent with minimum 2 years of related Industrial/ Training experience from large scale Industries/Institutions</p> <p>It is mandatory to pass the skill&theory test which will be conducted by GIIVET Experts.</p>			

2.8 Issuance of Letter of Affiliation with NCVT/GIIVET

SNo.	Processes	Responsibility	Timelines	Relevant Documents
2.8.2	<ul style="list-style-type: none"> Review the Site visit report/accreditation reports submitted by Site visit committee Submission of accreditation reports which conform to all the requirements as per latest GIIVET norms to NCVT Subcommittee&GIIVET committee for grant of affiliation Communicate the objections raised by sub-committee of NCVT, if any, to the Applicant through web portal/mail. 	DGT/GIIVET committee	1 calendar month	-
2.8.3	<ul style="list-style-type: none"> Submission of clarifications, for objections communicated to Applicant 	Applicant	15 calendar days	-
2.8.4	<ul style="list-style-type: none"> Review the additional information submitted by the Applicant, against objections communicated Communicate regarding rejected application and reasons to applicant through webportal/E-mail. 	DGT/GIIVET committee	15 calendar days	
2.8.5	<ul style="list-style-type: none"> Site visit committee recommendations which conform to GIIVET norms shall be affiliated by NCVT subcommittee&GIIVET committee. The status of the applications affiliated will be duly communicated to the applicants 	NCVT Subcommittee/ GIIVET committee	15 calendar days	-

2.9 GIIVET Website Development

S No.	Processes	Responsibility	Timelines	Relevant Documents
2.9.1	<ul style="list-style-type: none"> Develop website for GIIVET Each GIIVET affiliated GIIVET shall upload annual report containing affiliation status, trade/unit/ shift, details of infrastructure, details of instructors, trainees enrolled (Male/ Female/ Others and Minority/ SC/ST/OBC), training plan, postal address, email id, telephone no. on its website 	GIIVET	Within 6 months of affiliation By 30 th October every year	-
2.9.2	<ul style="list-style-type: none"> GIIVET may also develop social media channels like facebook, twitter and share relevant data related to vocational training 	GIIVET	-	-

3. Change Management

3.1 AddGIIVETon of Trades/ Units in Existing Institute

SNo	Processes	Responsibility	Timelines	Relevant Documents
3.1.1	<ul style="list-style-type: none"> Request for additionof trades/ units in existing institute through webportal using login id and password 	Applicant	As per requirement	Annexure- 2 Annexure- 2A to 2F and Chapter- Civil Norms
3.1.2	<ul style="list-style-type: none"> Follow procedure of approval for new institute as per latest GIIVET norms, if addGIIVETon of Trades/ Units require for additional infrastructure 	-	As per accreditation process	-

Instructions for 3.1.2:

- No increase in intake shall be given to GIIVETs where FIR/ CBI/ CVC/ any other investigation agency/ punitive action is initiated by DGT for any violation in the norms and standards and where enquiries are pending. Applications of such institutes shall be placed before the NCVT Subcommittee/GIIVETcommittee for taking appropriate action.
- Addition of trades/units in existing GIIVETs shall be permitted only if the GIIVETis complying with latest GIIVETnorms at least for additional trades/ units.

3.2 Change in Email ID/ RegisteredMobileNo.

SNo.	Processes	Responsibility	Timelines	Relevant Documents
3.2.1	<ul style="list-style-type: none"> Apply for change in email id through web portal* Submit organization's registration document, alternative email idandresolution by Chairman/ Secretary/ Authorized representative/ Individual for change of email id/ registered mobile no. 	Applicant	As per requirement	-
3.2.2	<ul style="list-style-type: none"> Evaluate details submitted Communicate the objections, if any, to applicant through web portal <u>OR</u> Approve the request for email id/ registered mobile no. 	State Directorate	Within 21 working days	-
3.2.3	<ul style="list-style-type: none"> Submission of clarifications, against objections communicated 	Applicant	Within 05 working days of raising objections	-
3.2.4	<ul style="list-style-type: none"> Update email id in the system and communicate the same to the applicant and other related stakeholders 	Online	As per approval	-

* The webportal will also have the facility to change email id and registered mobile no. using login idandpassword by the applicant as per his/ her requirements by using OTP.

3.3 Change in Name of Institute

S No.	Processes	Responsibility	Timelines	Relevant Documents
3.3.1	<ul style="list-style-type: none"> Request for change in the name of the GIIVET through webportal using login id and password Submit reasons for the change 	Applicant	As per requirement	-
3.3.2	<ul style="list-style-type: none"> Evaluate details submitted Communicate the objections, if any, to applicant through web portal <u>OR</u> Approve change in name of the GIIVET submitted by applicant 	DGT/GIIVET	Within 21 working days	-
3.3.3	<ul style="list-style-type: none"> Submission of clarifications, against objections communicated 	Applicant	Within 05 working days of raising objections	-
3.3.4	<ul style="list-style-type: none"> Evaluate clarifications received and update name of the GIIVET in the system with effect from next session admissions of trainees. Before changing the GIIVET name, take confirmation from Trade Testing cell for declaration of GIIVET results/ issue of mark sheets/ certificates etc. 	DGT/GIIVET	-	-

3.4 Change in Address (without change in geotagging of location) of the Institute

SNo.	Processes	Responsibility	Timelines	Relevant Documents
3.4.1	<ul style="list-style-type: none"> Request for change in the address without any change in geo-tagging of the location through webportal using login id and password Submit government order as a proof indicating change in the address 	Applicant	As per requirement	-
3.4.2	<ul style="list-style-type: none"> Evaluate details submitted Communicate the objections, if any, to applicant through web portal <u>OR</u> Approve change in address submitted by applicant online 	DGT/GIIVET	Within 21 working days	-
3.4.3	<ul style="list-style-type: none"> Submission of clarifications against objections communicated 	Applicant	Within 05 working days of communication of objections	-
3.4.4	<ul style="list-style-type: none"> Evaluate clarifications received and update address in the system 	Online	-	-

Note: If DGT itself comes across any such changes in the address, it shall update in the system accordingly without any request from the applicant.

3.5 Change in Site/ Location of the Institute(change in geotagging location of the Institute)

SNo.	Processes	Responsibility	Timelines	Relevant Documents
3.5.1	<ul style="list-style-type: none"> Request for change in site location through web portal using login id and password. This leads to de-affiliation of the institute. 	Applicant	As per requirement	-
3.5.2	<ul style="list-style-type: none"> De-affiliation of institute/ trade(s) through web portal using login id and password Status of de-affiliated GIIVET/ trade/ units link at NCVT/ MIS portal 	DGT/GIIVET	As per requirement	-
3.5.3	<ul style="list-style-type: none"> Request for re-affiliation of institute/ trade(s) through web portal using login id and password after relocating infrastructure, allequipment, machinery, tools etc. 	Applicant	As per requirement	-
3.5.4	<ul style="list-style-type: none"> Follow affiliation procedure of new institute as per latest GIIVET norms for re-affiliation of institute 	DGT/GIIVET	-	-
3.5.5	<ul style="list-style-type: none"> Applications conforming to latest NCVT norms shall be considered for re-affiliation by NCVT Subcommittee The status of the applications affiliatedGIIVET/trade/ units with new address will be duly communicated to the applicants 	NCVT Subcommittee	1 calendar month	-

Instructions for 3.5

- i) If any existing institute relocatesto a new location without following latest GIIVET norms or without prior written approval of DGT/GIIVET, then institute shall be de-affiliated and shall not be allowed to re-affiliate for a minimum period of 3 years from date of de-affiliation.
- ii) While relocating the institute to a new location, institute shall ensure that all trainees enrolled complete the training duration and no fresh admissions are made.
- iii) If any institute relocates without following GIIVET norms or prior written approval of the DGT/ GIIVET Authority, criminal proceedings may be initiated against the management of the Institute.
- iv) While re-affiliating the institute, they may utilize all movable existing equipment, machinery, tools etc. The exemption will be given for the following condition:
 - a. All the tax invoices of machinery, equipment and tools shall not be older than 6 months from the date of application.

3.6 De-Affiliation/ Closure of Institute/ Surrender of Unit(s)/ Trade(s)

S No.	Processes	Responsibility	Timelines	Relevant Documents
3.6.1	<ul style="list-style-type: none"> Request for de-affiliation of institute/ trade(s) through web portal using login id and password Submit the relevant documents 	Applicant	As per requirement	Format- 6 or Format- 7
3.6.2	<ul style="list-style-type: none"> Evaluate submitted details Verify the appropriateness of the documents 	DGT /GIIVET	Within 20 working days	-

	<ul style="list-style-type: none"> Communicate the objections, if any, to applicant through web portal <u>OR</u> Recommend for de-affiliation of institute/ trade(s) 			
3.6.3	<ul style="list-style-type: none"> Evaluate the recommendation of State Directorate/ Notified Accreditation Authority Communicate the objections, if any, to the applicant through web portal <u>OR</u> No new program/ trade or increase in intake shall be allowed in lieu of closed program/ trade Issue order for De-affiliation/ Closure of Institute/ Surrender of Trades/ Units. The status to be updated on webportal. 	DGT /GIIVET	Within 20 working days	-
3.6.4	<ul style="list-style-type: none"> Submission of clarifications, in case objections have been communicated 	Applicant	Within 5 working days of communication of objections	-
3.6.5	<ul style="list-style-type: none"> Update the information in the system and communicate the same to the applicant and other related stakeholders 	Online	As per approval	-
3.6.6	<ul style="list-style-type: none"> Any institute de-affiliated by DGT shall not be eligible to apply for re-affiliation for a minimum period of 3 years from date of de-affiliation. Exception shall be given for institutes in case of relocating to a new place with prior written approval from DGT. 	DGT /GIIVET	-	-

Instruction for 3.6.1 and 3.6.3:

i. While De-Affiliation/ Closure of Institute/ Surrender of Unit(s)/ Trade(s), institute and DGT shall ensure that all trainees enrolled complete the training duration and no fresh admissions are made.

3.7 Change in Ownership of the GIIVET

The change in ownership of the GIIVET such as change in Trust/ Society/ Private/ Public Limited companies/ Companies like Sole Proprietary/ Private Institutions/ Individuals shall not be allowed.

Such institutes shall be de-affiliated as per GIIVET norms. Follow the procedure for affiliation of the new GIIVETs.

4. Exception Management

4.1 De-barring/ Termination Procedure

SNo	Processes	Responsibility	Timelines	Relevant Documents
4.1.1	<ul style="list-style-type: none"> Issue Show Cause Notice (SCN) to applicant through email followed by speed post with a copy to State Directorate. 	DGT/GIIVET	As per requirement	-
4.1.2	<ul style="list-style-type: none"> Reply to Show Cause Notice 	Applicant	Within 21 calendar days of issue of SCN	-
4.1.3	No reply: <ul style="list-style-type: none"> Issue reminder of Show Cause Notice to applicant 	DGT/GIIVET	As per requirement	-
4.1.4	<ul style="list-style-type: none"> Reply to reminder of Show Cause Notice, if any 	Applicant	Within 15 calendar days of issue of reminder of SCN	-
4.1.5	Review the matter <ul style="list-style-type: none"> GIIVET/NCVT Subcommittee to review the matter 	DGT/GIIVET	As per requirement	-
4.1.6	<ul style="list-style-type: none"> Decision of GIIVET/NCVT Subcommittee Communication of decision on DGT portal and linked with MIS portal 	Authorized Officer	As per subsequent NCVT/GIIVET Subcommittee meeting	-

Instructions for 4.1

- i. **De-barring Criteria:** An application for affiliation would be debarred for a minimum period of three years:
 - a. If there is violation of affiliation norms or any other violation or malpractices.
 - b. If any of the documents submitted for seeking affiliation such as, lease deed/ land ownership, trust, electricity bills, etc. are found forged/ manipulated.
 - c. If any machinery or equipment is found removed/moved to another ITI without following latest GIIVET norms or prior written approval from GIIVET.
 - d. If any institute is relocated (change in geo-tagged location) to a new place without following latest GIIVET norms or prior written approval from GIIVET/DGT.
 - e. Any other such instances

4.2 Transition to New Norms

- 4.2.1 From time to time, GIIVET/ DGT may decide to change the norms/ requirements for machinery/equipment/tools, power supply, staff, etc. Such changes shall be implemented by all existing GIIVET institutes within one year of introduction.
- 4.2.2 All existing GIIVET institutes shall comply with the new norms, particularly those relating to compliance with the statutory requirements concerning safety, etc., within a time frame of two years.
- 4.2.3 Addition of trades/units in existing GIIVET institutes be permitted, only if the Institute is capable to comply with new GIIVET norms at least for additional Trades/ Units.
- 4.2.4 The GIIVET Institute shall comply with the revised norms, submit declaration and update the relevant information on web portal within stipulated time.

4.2.5 On submission of the revised information pertaining to new norms, if any, the details shall be verified in the subsequent regular inspections by GIIVET/DGT/Approved Authority.

On non-receipt of updated information and undertakings pertaining to transition to new norms, the status of such GIIVET Institute shall be updated on the web portal. These Institutes shall be debarred/ de-affiliated/ dealt with penal proceedings as deemed fit by GIIVET/DGT/ NCVT.

Annexure -1

Fee Structure for Accreditation

1. Fee structure has been segregated as per following:

i) GIIVET applying for 2 trades or up to 12 Units

ii) GIIVET applying for more than 2 trades or more than 12 Units

Fee Structure	Up to 2 Trades or up to 12 Units	For more than 2 trades or more than 12 Units
Application Fee	Rs 10,000/- (Rupees ten thousand only)	Additional Rs. 3,000/- (Three thousand only) for every additional trade or addition of every 02 units
Site Visit Fee	As decided by GIIVET committee / / DGT	As decided by GIIVET committee / / DGT
Revisit fee	As decided by GIIVET committee / / DGT	As decided by GIIVET committee / / DGT
Renewal	As decided by GIIVET committee / / DGT	As decided by GIIVET committee / / DGT
Re- affiliation	As decided by GIIVET committee / / DGT	As decided by GIIVET committee / / DGT

* GST, as applicable on date of submission of application will be charged in addition to the above fee.

A. All the payments shall be made only through online payment gateway system provided by DGT/ GIIVET Authority using your institute's login & password details. Only a government institute can submit Account payee draft in favour of either "**DGT**" or "GIIVET", payable at "**mention place**".

B. The application processing fee and site visit fees are non-refundable even if application is rejected at any stage.

C. The rate mentioned above can be revised at any time by DGT/ GIIVET without stating the reasons subject to approval of competent authority, as mentioned on the DGT portal/ website .

Application Format

1. Institute details

Name of Institute _____

Nature of Institute New/ Existing

Category 1 to 6 *(Refer Chapter-1, point 1.1)*

Type of Institute Government/ Private

Institute Location Rural/ Urban

Name of the Institute _____ XXXX (Name of Institute)-
(Display MIS Code for existing institutes) Government/ Private Industrial
Training Institute- XXXX (Name of
District)

Name of the Institute will be checked
for its uniqueness

State _____ District _____

Revenue Village _____ Pin code _____

2. Trust/ Society/ Company/ Sole Proprietary/ Individual/ Organization Details

Name of the Organization _____

Postal address _____

Pin Code _____

Tel No. (With STD Code) _____

Fax No. (With STD Code) _____

Email Address _____

Registered Mobile No. _____

Website Address _____

3. Registration Details

a. Institute owned by registered body

- Trust
 Society
 Company

- Sole Proprietary
- Other (if Other, please specify)

- b. Year of Registration _____
- c. Validity of registration of organization upto _____
- d. Registration document of the Organization/ Trust/ Society/ Company/ Sole Proprietary/ Individual Upload
(indicating its members, objectives and Memorandum of Associations and Rules)
- e. PAN Card Upload
- f. Resolution to start GIIVET(**Format- 2**) Upload
- g. Trustee/Members/Directors/ Owner/ Partners/Principal Details**

S No.	Name	Designation	Email id	Mobile Number	PAN No.	ID Type	ID No.	ID Upload

4. Authorized Person Details

Name of _____ Designation _____
 Authorized Person

Email Id _____ Mobile Number _____

ID Proof Upload Aadhar No. Upload

Resolution pertaining to nominating authorised person Upload

5. Training plan

For each trade a detailed training plan for the whole duration of the training. The training plan has to show the timeline organisational details and the topics following the syllabus.

6. Trades and Units for which Affiliation is Sought

S No.	Trade	Total Units	Units in 1 st Shift	in	Units in 2 nd Shift	Units in 3 rd Shift	in

A Certificate

Trade	Units			No of Trainees		
	I year	II Year	Total	I year	II Year	Total
Tool & Die						
Presstool, Jigs&Fixtures						
Machinist						
Total						

Mechatronics, Industrial mechanics, Electrician and Fitter to be coming up in future.

B Certificate - Trades & Units

Trade	Units			No of Trainees		
	I year	II Year	Total	I year	II Year	Total
Dies and Moulds						
Presstool, Jigs&Fixtures						
Machinist						
Total						

Mechatronics, Industrial mechanics, Electrician and Fitter to be coming up in future.

Additional trades are possible as per industrial demands.

Not Applicable/ Display/ Mention the Details of Trades/ Units already affiliated in case of Existing GIIVETs

S No.	Trade	Total Units	Units in 1 st Shift	Units in 2 nd Shift	Units in 3 rd Shift

7. The details of other NCVT affiliated GIIVETs which are running under the same organization:

DGT File Reference No.	MIS Code	DGT No.	Affiliation

8. Staff Details

- Declaration to recruit minimum technical staff as per norms (mandatory)

S No.	Designation	As per Norms (no.)
1.	Principal/ Head of Institute	<pre-populate> ¹
2.	Vice-Principal/Superintendent	<pre-populate>

¹Pre-populate means online portal will take the data automatically as per NCVT norms prescribed in this manual

3.	Training Officer/ Group Instructor	<pre-populate>
4.	IT Skills Instructor	<pre-populate>
5.	Employability Skill Instructor (If the seating capacity is more than 1000 trainees in the institute)	<pre-populate>
6.	Engineering Drawing Instructor	<pre-populate>

- Declaration to recruit minimum Instructional staff as per norms(*mandatory*)

S No.	Trade Name	Total Post(s)	Theory Instructors required As Per Norms	Theory Instructors actual available	Practical Instructors required - As Per Norms	Practical Instructors actual Available
1	<pre-populate>		<pre-populate>			<pre-populate>
2	<pre-populate>		<pre-populate>			<pre-populate>

9. Declaration

I/we hereby certify and agree:

- I/We have carefully read and understood all criteria for accreditation of Industrial Training Institutes seeking NCVT affiliation. The conformity with requirements of the accreditation criteria has been verified by us at our end. We confirm that the information provided in support of this application is correct to the best of our knowledge and belief.
- That I/ We will comply with all the latest GIIVET norms and if any violation found, appropriate action shall be initiated
- That I/ We are aware that the norms prescribed in this manual are only illustrative in nature, it has to be ensured that all safety norms shall be adhered to. It has to be ensured that overall aesthetic sense of the building/ plot is impressive.
- That I/ We will regularly check DGT/ NCVT web portal and follow the instructions from time to time after submitting the application. I undertake that DGT/ NCVT will not be responsible for negligence on my/our part once any information is updated on the web portal and I fail to check the same.
- That the training imparted in the GIIVET will be as per latest syllabus and GIIVET guidelines.
- Apart from affiliation norms of GIIVET, GIIVETs shall follow all existing statutes/ provisions (related to GIIVETs) in that particular state. The GIIVETs shall also adhere to the latest notifications/ orders/ policies of Central Government/ State Government.
- That I/we have all tools and equipment required for the trades applied for, as per the norms.
- That we will recruit qualified staff/faculty required for the applied trades, as per the norms.
- That the building will be constructed as per local building bye-laws and wherever local building bye-laws are not available, then N.B.C. of India will be followed.
- That civil structure will be suitable for differently abled individuals.
- That no other institute is being run in the same premises where the GIIVET is proposed to be established.

(In a large trust Organization several course could be conducted in the same premises showing separate buildings and facilities, an exception for this has to be given)

- If any information or document submitted by the applicant is false; DGT /GIIVET has a right to cancel my application without notice besides taking appropriate legal action against the applicant including blacklisting the applicant.
- If accredited, we commit to intimate DGT immediately of any changes in the status where information regarding such changes, if not declared may affect the consideration for accreditation of the institute.
- I am aware that 'Application Fee/ the Site Visit Fee/ Revisit fee once paid is 'non-refundable'. In case of surrender of 'Application/Trades/ Units' by applicant after the payment of respective fee, the fee amount shall not be refunded to the applicant.
- I am aware that, mere submission of an application does not ensure 'Accreditation' of the GIIVET. The accreditation of GIIVET for a particular number of trade/ units will depend upon the infrastructural facilities available in the GIIVET as per GIIVET/NCVT/ DGT norms. Similarly, the accreditation of a particular number of trades/units would not imply 'Affiliation' of GIIVET for that many numbers of trades/ units by NCVT.

Note: The declarations shall be ticked mandatorily.

Signature	
Name(Authorized Signatory)	
Designation	
Institute Name	
Date	

LAND & BUILDING INFRASTRUCTURE DETAILS

1. Land Details

a. Address

Name of the Institute _____

Postal Address _____

Pin Code _____

Latitude* (North/South) _____ Longitude* (North/South) _____

Tel No. (With STD Code) _____ Fax No. (With STD Code) _____

Email Id _____ Upload

Registered _____
 Mobile No. _____

*Enter Latitude and Longitude details in Degree, Minute and Seconds. Values should be from 0-59 only

Note: The details filled at stage I shall be pre-populated by the system

b. Other Details

S No.	Particulars	Norms	Availability
1.	Total plot area (sqm)	As mentioned in civil norms	
2.	Possession of the Land	As mentioned in civil norms	Owned/ Registered Live Lease
2.a	Date of commencement of lease		
2.b	Date of expiry of lease		
2.c	Duration of registered Live Lease (in years)	As mentioned in civil norms	(Auto-calculate)
3.	Documents showing ownership in the name of the applicant by the registration department/ concerned competent authority of Government or any other documents issued by the concerned Competent Authority establishing the ownership and possession of the land in the name of the applicant. In case, the land documents are in vernacular language, notarized English translation of the documents shall be produced.	Mandatory	(Upload)

2. Building Details

a. General Details:

S No.	Particulars	Norms	Availability
1.	Building plan shall be approved by Town Planning Department/ District Magistrate (Collector)/ Development Authority/ Municipal Authority/ Any other Competent Authority as per State Government/ UT <ul style="list-style-type: none"> Building plan shall also indicate approach road and facade/ elevation of proposed institute 	Mandatory	(Upload)
2.	Building Completion/ Occupancy Certificate as per Local Building by-laws/ NBC of India duly approved by Municipal Authority/ District Magistrate (Collector) (Shall include certification for Land Use Conversion, Safety of lift wherever applicable)	Mandatory, as mentioned in civil norms (refer chapter 2)	(Upload)
3.	Fire Safety Certificate, duly approved by Authority from Fire and Safety department of the concerned State Government/ UT	Mandatory	Yes/ No (Upload)
4.	Is the building integrated?	As mentioned in civil norms (refer chapter 2, section 1.4)	Yes/ No
5.	Plot Entrance Gate	As mentioned in civil norms	

S No.	Particulars	Norms	Availability
		(refer chapter 2)	
6.	Building Entrance Gate	As mentioned in civil norms (refer chapter 2)	
7.	Open Spaces around the Building	As per local building bye laws/ NBC of India	Yes/ No
8.	Open Spaces Separate for each Building	As per local building bye-laws/ NBC of India	Yes/ No
9.	Ceiling Height of Building	As per local building bye-laws/ NBC of India	Yes/ No
10.	Approach road to the institute	Institute shall have proper approach road as per local building bye-laws/ NBC of India	Yes/ No
11.	Dedicated land/ plot and building	Institute shall have dedicated land/ plot and building as per NCVT norms prescribed in this manual	Yes/ No
12.	Photographs	Mandatory	(Upload)

b. Instructional Area Details:

Classroom Details:

S No.	Name of Trade	Space Norms (in sq.meter)	Actual Area available (in sq.meter)	Width (in m)	Floor Type	Upload Photographs
1.		<pre-populate>			<ul style="list-style-type: none"> Tiled Any other type finished floor 	

Note:

- The minimum size of the classroom shall be 25 sqm.
- The minimum width of the classroom shall be 3 m.
- Floor shall be tiled/ higher specification.

Workshop Area Details

S No.	Name of Trade	Space Norms (in sqm)	Actual Available Area (in sq.meter)	Width (in m)	Workshop Height from Lower End (in ft)	Workshop Roof	Floor Type	Upload Photographs
1.		<pre-populated>				<Flat RCC/ Pitched roof RCC/ Industrial roof sheet with structural support>	<ul style="list-style-type: none"> • Cemented • Tiled • Any other type finished floor 	

Note:

1. The minimum size norms for each trade for the workshop can be seen at **Annexures**
2. The minimum width of the workshop shall be 5 m
3. Tin roof sheets/Asbestos roof sheets for workshops are not allowed
4. Floor shall be cemented/ tiled/ higher specification than cemented

ITLab

Details (other than COPA):

S No.	Space Norms (in sqm)	Actual Available Area (in sq. meter)	Width (in m)	Floor Type	Upload Photographs
1.	As mentioned in civil norms			<ul style="list-style-type: none"> • Tiled • Any other type finished floor 	

Note:

1. The minimum size of the IT lab shall be 25 sq.meter for 10 computers. An additional 2.5 sq.meter shall be made available for each additional computer.
2. The minimum width of the lab shall be 3 m.
3. Floor shall be tiled/ higher specification.

Drawing Hall Details (For Engineering Trade(s)(except Draughtsman (Civil)/ Draughtsman (Mechanical) trades)):

S No.	Space Norms (in sq.meter)	Actual Area Available (in Sq.meter)	Upload Photographs
1.	As mentioned in civil norms		
2.			

c. Administrative Area Details:

S No.	Details	Space Norms (in sq.meter)	Actual Area Available (in sq.meter)	Width (in m)
1.	Reception cum Waiting Lobby	As mentioned in civil norms		
2.	Principal Room	As mentioned in civil norms		
3.	Staff Room	As mentioned in civil norms		

4.	Administrative Hall/ Section	As mentioned in civil norms		
5.	Placement/ Counselling room	As mentioned in civil norms		

Note:

1. The minimum width of the rooms shall be 3 m.

d. AmenitiesArea Details:

S No.	Details	Space Norms (in sq. meter)	Width (in m)	Actual available area (in sq. meter)
1.	Multipurpose Hall/ Courtyard	As mentioned in civil norms (refer chapter 2)		
2.	Library & Reading Room	As mentioned in civil norms (refer chapter 2)		
3.	Canteen (including kitchen & pantry)	Optional Suggestions: Common, clean dining area shall be provided by the institute		
4.	First-Aid Room	As mentioned in civil norms (refer chapter 2)		
5.	Playground	Suggestions: Institute needs to show proof of extracurricular activity (Playground, Sports day, tie-up with any schools etc..)		
6.	Drinking Water Facility	As per local building bye laws/ NBC of India		
7.	Storage Room for raw material and for Gases/ Oil drums etc.	If the institute receives uncut full length 6 Mt raw material then the minimum required area will be 90 Sq Mts and minimum 30 sq. meter for all engineering trades where material is pre cut. Wherever gas/oil storage is required, it should be kept in a separate partitioned area depending on trades.		

Note:

1. The minimum width of the multipurpose hall/ courtyard shall be 5 m.
2. The minimum width of other rooms shall be 3 m.

S No.	Details	Norms	Availability
8.	Availability of staircase as per standards/ Local Building bye-laws or NBC of India	As per local building bye-laws/ NBC of India	Yes/ No
9.	Availability of treated drinking water	As per local building bye-laws/ NBC of India	Yes/ No

	fountains as per standards		
10.	Toilets/ Water Closet details	As per local building bye-laws/ NBC of India	
a.	For Staff		Yes/ No
b.	For Trainees		Yes/ No
11.	Parking Details	As per local building bye-laws/ NBC of India	
a.	Car Parking		Yes/ No
b.	Scooter/ Two-wheeler		Yes/ No
c.	Bicycle		Yes/ No
d.	Ramps and Infrastructure necessary for disabled persons		Yes/ No

e. Finishing Details:

S No	Details	Norms	Availability
1.	Plastering and painting of internal and external walls and ceiling	As mentioned in civil norms (refer chapter 2)	Yes/ No
2.	Painting/ lamination of door, window, ventilator, gate, grill, railing of the institute	As mentioned in civil norms (refer chapter 2)	Yes/ No

3. Declarations

- a. Resolution to allocate resources (**Format- 4**) Upload
- b. Resolution regarding Electrical Connection (**Format- 5**) Upload
- c. **Certificate- 1** issued by an advocate in a Format prescribed regarding authenticity and appropriateness of Trust/Society Registration Documents, Land Documents, Land Use Certificate and Land Conversion Certificate Upload

MACHINERIES, EQUIPMENT, TOOLS AND POWER DETAILS

1. Machineries, Equipment and Tools
(Submit the information trade wise)

Tool List attached

Name of trade: _____

a. Machineries

S No.	Trade Name	Description of Machinery	Qty. Required/ unit as per Norms (no.)	Qty. Required for Total of New Units	Qty. for already Affiliated (no.) (if applicable)	Qty. Required Units for Total Units (inclusive of units already affiliated)	Qty. Actually Available for Sought Affiliation (no.)	Deficiency (if any)
		<Auto-populate>	<Auto-populate>	<Auto-populate>	<Auto-populate>	<Auto-populate>		<Auto-calculate>
		<Auto-populate>	<Auto-populate>	<Auto-populate>	<Auto-populate>	<Auto-populate>		<Auto-calculate>

b. Equipment

S No.	Trade Name	Description of Equipment	Qty. Required/ Unit as per Norms (no.)	Qty. required for Total of New Units	Qty. required for Units Already Affiliated (no.) (if applicable)	Qty. Required for Total units (inclusive of units already affiliated)	Qty. Actually Available for Sought Affiliation (no.)	Deficiency (if any)
		<Auto-populate>	<Auto-populate>	<Auto-populate>	<Auto-populate>	<Auto-populate>		<Auto-calculate>
		<Auto-populate>	<Auto-populate>	<Auto-populate>	<Auto-populate>	<Auto-populate>		<Auto-calculate>

c. Tools

S No.	Trade Name	Description of Tools	Qty. Required / Unit as per Norms (no.)	Qty. Required for Total of New Units	Qty. for Already Affiliated (no.) (if applicable)	Qty. Required for Total Units (inclusive of units already affiliated)	Qty. Actually Available for Sought Affiliation (no.)	Deficiency (if any)
		<Auto-populate>	<Auto-populate>	<Auto-populate>	<Auto-populate>	<Auto-populate>		<Auto-calculate>

		<Auto-populate>	<Auto-populate>	<Auto-populate>	<Auto-populate>	<Auto-populate>		e>
		<Auto-populate>	<Auto-populate>	<Auto-populate>	<Auto-populate>	<Auto-populate>		<Auto-calculat e>

d. Machineries, Equipment and Tools costing above Rs 10,000

S No.	Trade Name	Name of the Machinery, Equipment & Tools	Make	Year of Manu- facturing	Purchased From i.e. Supplier Address Along with Tel. No.	Tax In-voice no.	Inv oice Date	Tin No.	Tax In-voice (uploa d)	Tender Finaliz ation Docum ent (uploa d)	Good s receiv ed Note (uplo ad)	Cop y of Stor e's Inw ard Regi ster (upl oad)	BIS Cert ifi- cati on (upl oad)	Photogr aph (Up loa d)
		<Auto-populate >												
		<Auto-populate >												

e. Machineries, Equipment and Tools costing below Rs 10,000

S No.	Trade Name	Name of the Machinery, Equipment & Tools	Make	Purchased from Supplier Along with Tel. No.	i.e. Address	Tax Invoice No.	Invoice Date	Tin No.	Tax Invoice (Upload)	Photograph (Upload)
		<Auto-populate>								
		<Auto-populate>								

f. Installation of Machineries, Equipment

Machinery and equipment are installed as per supplier manual and ISO safety standards

Machinery and equipment are connected as per electrical safety standards

Machinery and equipment are connected as per Indian standard code of practicing for electrical wiring

Note:

1. The standard machinery, equipment and tools list is included in the syllabus of each trade and is available on the DGT website under the icon 'Craftsmen Training Scheme' (link: <http://dget.nic.in/content/innerpage/new-and-revised-trade.php>)
2. Only new machinery/equipment/ vehicle in running condition is acceptable for granting accreditation. No old machinery, equipment and tools are acceptable for any new trade/unit. All the tax invoices of machinery, equipment and tools shall not be older than six months from the date of application.
3. Vehicle registration certificate should be uploaded.
4. Vehicle registration should be in the name of the institute.

5. The items which are not included in the standard list but are essential for training due to technological development may be procured by the institute.

2. Classroom Furniture Details

S No.	Trade Name	Room No.	Chair for Instructor	Table for Instructor	Chairs/ Desk for Trainees	Black/ White Board 4X6 Feet
1.		<pre-populate>	<yes/ no>	<yes/no>	<yes/ no>	<yes/ no>
2.		<pre-populate>	<yes/ no>	<yes/no>	<yes/ no>	<yes/ no>

Note:

1. Submit the information for each classroom
2. One chair and table for instructor shall be available
3. One chair/ desk for each of the trainees sought affiliation in a shift, shall be available

3. IT Lab Details

S No.	Details	Norms	Actual Qty.	Deficiency, if any
1.	Desktop computer with latest configuration (only LCD or LED monitor to be allowed)	Minimum 20 nos., seating capacity up to 200 trainees per shift For each add GIIIVET on 20 trainees: 2 computers		
2.	Internet connection	Minimum 2 mbps connection	Yes/ No	
3.	Computer with multimedia, anti-virus software, latest operating software (Licenced software) with UPS	Yes	Yes/ No	
4.	LAN Cabling, LAN Switch	As Required	Yes/ No	
5.	Printer (Inkjet, Laser)	As Required	Yes/ No	
6.	Scanner	As Required	Yes/ No	
7.	Server	As Required	Yes/ No	
8.	External Hard Disk -1TB	1 no.		
9.	Instructor/ Office Chair	1 no.		
10.	Instructor/ Office Table	1 no.		
11.	Trainees/Computer Chairs	20 nos.		
12.	Trainees/Computer Tables	10 no.		
13.	Black/ White Board 4X6 Feet	1 no.		

Note:

- i. The requirement of IT lab is over and above the requirements of Trade. The institute does not need a separate IT lab, if the institute is running only COPA trade. If any other trade in addition to COPA is running in the institute, then a separate IT lab is mandatory.
- ii. N-computing system is allowed with standby server and UPS. For every 10 computers, 1 Common CPU is required. Similarly, if N-computing system is used, 1 no. of 5 KVA UPS is required for 10 computers and in case GIIIVET is not having N-computing then each computer should have a separate CPU and common/ separate UPS.
- iii. N-computing Server configuration prevalent at the time of procurement or with the following minimum features: CPU: 32/64 Bit Core 2 Duo/Quad Core/i3/i5, Speed: 3 GHz or Higher. Cache Memory: Minimum 3 MB or better. RAM: 8 GB DDR-III or Higher. Hard Disk Drive:

- 500GB or Higher, 7200 rpm (minimum) or Higher, Wi-Fi Enabled. Network Card: Integrated Gigabit Ethernet (10/100/1000) - Wi-Fi, USB Mouse, USB Keyboard and Monitor (Min. 22 Inch), Standard ports and connectors. DVD Writer, Speakers and Mic. Licensed Windows Operating System/ OEM Pack (Preloaded), Antivirus/ Total Security.
- iv. Every computer should have multimedia, anti-virus software, latest licenced operating software with UPS
 - v. If dongles used, separate dongles for each PC shall be available

4. Drawing Hall Details (Common to all Engineering Trades(s)except Draughtsman (Civil)/ Draughtsman (Mechanical) Trades)

S No.	Name of Tools/ Equipment	Norms	Actual Qty.	Deficiency, if any
1	Drawing Board (Standard Adjustable Type)	Board Size, 20 no. for one unit arrangement		
2	Models: Solid & cut section	as required		
3	Table for Trainees	20 no.		
4	Stool for Trainees (Adjustable Type)	20 no.		
5.	Cupboard (big)	01 no.		
6	White Board (size: 8ft. x 4ft.)	01 no.		
7	Trainer's Table	01 no.		
8	Trainer's Chair	01 no.		

5. Other Requirements

- Biometric machine with GPS connection
- Projector for e-learning classes
- Disaster Management Plan

Note:

1. Availability of biometric machine with GPS connection is mandatory.
2. Availability of projector is mandatory.
3. All the institutes shall have a disaster management plan as prescribed in the general guidelines for Disaster Management at Annexure- 2B, S No. 8 & 9

6. Power Supply:

Date of connection: _____

- The connection is in the name of GIIVET/ Applicant organization at the GIIVET address
- Supply has three phase commercial connection
- Backup electric supply is available as per norms

S No.	Trade Name	No. of Units applied in one shift	Power Required for Unit as per Norms (in KW)	Supply for Each (in KW)	Total Power Supply Required (in KW)

For Sought Trades (New)				
1.	<Auto-populate>	<Auto-populate>	<Auto-populate>	<Auto-calculate>
2.	<Auto-populate>	<Auto-populate>	<Auto-populate>	<Auto-calculate>
3.	<Auto-populate>	<Auto-populate>	<Auto-populate>	<Auto-calculate>
4.	<Auto-populate>	<Auto-populate>	<Auto-populate>	<Auto-calculate>
For Existing Trades				
1	<Auto-populate>	<Auto-populate>	<Auto-populate>	<Auto-calculate>
2	<Auto-populate>	<Auto-populate>	<Auto-populate>	<Auto-calculate>
3	<Auto-populate>	<Auto-populate>	<Auto-populate>	<Auto-calculate>
4	<Auto-populate>	<Auto-populate>	<Auto-populate>	<Auto-calculate>

- a. Total power supply required in the institute in KW: (Including New & Existing Trades/Units): _____
- b. Total power supply available in the institute in KW: Including New & Existing Trades/Units: _____
- c. Deficiency/ Surplus power available in the institute in KW: _____
- d. For existing institute, electricity bill indicating connected load (Upload)
- e. For new institutes: Installation report/ Meter sealing report indicating sanctioned load or if meter sealing report does not have sanctioned load, copy of the sanctioned load, proof of payment of dues for the same along with meter sealing report (Upload)

Note:

- i. The connection shall be in the name of Applicant Trust/ Society/ Company/ Institute.
- ii. Supply shall have three phase commercial connection only.
- iii. Backup electric supply shall be available as per norms. Training equipment/ machinery will not be considered against infrastructure, equipment as per norms.
- iv. Total power supply available/sanctioned in the institute shall not be less than total power supply required in the institute.
- v. The power supply norms for each trade can be seen at **Annexures**.

7. Boards and Signages

Please indicate the availability of the boards:

- Signage board on plot entrance (include GIIVET's name, logo and complete address along with Skill India logo)
- Signage board on institute building (include GIIVET's name and logo along with Skill India logo)
- Emergency Exit Boards
- Board indicating danger signs (Transformer, Generator Set, Heavy Electrical Installation/ Panels)
- Prohibited area indicators (running machinery etc.)
- Signage boards showing directions (include directions showing the different sections of the building like classrooms, workshops, IT lab, admin building etc.)
- Boards indicating firefighting equipment

Trade details board (include list of trades, seating capacity, trainee enrolled and name of machinery and equipment installed)

Staff details board (include staff details with name, qualification/designation and contact numbers at least for Principal and Group Instructor/ Training officer, if any)

Note: All the boards are mandatory. **Institute Sign Board** to be made in English/ Hindi/ Regional language. The signage should be bilingual. The size of the font should be minimum 75 mm. The size of the Board may be 2m x 1.5 m or 3m x 1.5 m or 4m x 2.0 m.

8. Upload Photographs

9. Other Details (optional)

- Rainwater harvesting and augmentation
- Solar energy/Renewal energy source
- Sewage treatment plant
- Announcement system in classrooms, strategic locations for general and emergency announcements
- Enterprise Resource Planning (ERP) software for student-institute-parent interaction
- ATM
- CCTV Security System
- LCD (or similar) projectors in classrooms

Note: i). Rainwater harvesting and augmentation, Solar energy/ Renewable energy source availability and Sewage treatment plant is mandatory for all the GIIVETs with strength more than 500 trainees in each shift.

List of Documents

Application Submission-

1. **Registration document of the organization indicating its members, objectives and Memorandum of Associations and Rules**
2. PAN Card
3. Resolution by the applicant organization/Trust/ Society/Others, pertaining to starting an Industrial Training Institute prescribed in the **Format- 2**.
4. Resolution by the applicant organization, pertaining to Nominating Authorised person prescribed in the **Format-3**.
5. Valid ID Proof i.e. Voter Id Card/ PAN Card/Driving License/Passport/ AadharCard of Trustees/ Members/ Directors/ Owners/ Partners
6. Valid ID proof i.e. voter Id Card/ PAN Card/Driving License/Passport/ Aadhar Card of authorized person

Application Submission (Civil Infrastructure)

1. Documents showing ownership in the name of the applicant in the form of Registered Sale Deed/ Irrevocable Gift Deed (Registered)/ Irrevocable Registered Lease (for a period of minimum 10 years of live lease at the time of submission of application) by the concerned authority of Government or any other documents issued by the concerned competent authority establishing the ownership and possession of the land in the name of the applicant. In case, the land documents are in vernacular language, notarized English translation of the documents shall be uploaded.
2. Building plan shall be approved by Town Planning Department/ District Magistrate (Collector)/ Development Authority/ Municipal Authority/ Any other Competent Authority as per State Government/ UT.
 - Building plan of institutes should clearly indicate the approach road and façade/ elevation of the proposed institute
 - Building plan of institutes should clearly indicate the workshop for all trade/units/modules, classrooms, IT Lab, administrative area, amenities area etc. With its dimensions in MKS System (Units based on measuring lengths in meter)
3. Building Completion/ Occupancy Certificate as per Local Building bye-laws/ NBC of India duly approved by Municipal Authority/ District Magistrate (Collector)(Shall include certification for Land Use, Land Conversion, Safety of lift wherever applicable).
4. Fire Safety Certificate, duly approved by Authority from Fire and Safety department of the concerned state government/ UT.
5. Resolution by the applicant organization, pertaining to adding new program and allocation of land and building specification, machineries/ equipment/ tools, power supply/ backup power supply/ funds for proposed activities etc. as prescribed in **Format-4**.
6. Resolution regarding Electrical Connection as prescribed in **Format-5**.
7. Certificate-1 issued by an advocate in a format prescribed regarding authenticity and appropriateness of Trust/Society Registration Documents, Land Documents, Land Use Certificate and Land Conversion Certificate.

Application Submission- (Equipment / Machinery, power, IT Lab etc)

1. Tax invoices for machineries, equipment and tools. Tax invoices shall not be older than 6 months from the date of application.
2. Vehicle registration certificate should be uploaded.
3. For New Institutes: Installation report/ Meter sealing report indicating sanctioned load or if meter sealing report does not have sanctioned load, copy of the sanctioned load, proof of payment of dues for the same along with meter sealing report.
4. For existing institutes, electricity bill indicating connected load and latest bill of payment made.
5. Details of provision of backup power supply.
6. For machineries, equipment costing above Rs 10,000:

- a. Tender finalization document
- b. Goods received document
- c. Store's inward register
- d. BIS/ ISO/ DIN certificate

Staff Details

1. Valid ID proof i.e. Voter Id Card/ PAN Card/Driving License/Passport of all Staff
2. Aadhar card
3. Photograph
4. High School (10th Standard) certificate needs to be uploaded on website
5. GIIVET/ Diploma/ Degree certificate as applicable
6. Experience certificates of the staff
7. Account details for salary transfer
8. Driving Licence of Instructor for Automobile sector trades

Additional Documents to be submitted for Closure of Trades/ Units in Existing Institutes

1. Resolution by the applicant institute, pertaining to application for Closure of Trades/ Units as prescribed in the **Format- 8**.

Additional Documents to be submitted for Progressive Closure/ Closure of Institute

1. Resolution by the applicant institute, pertaining to application for Closure of Institutes prescribed in **Format- 9**.
2. **Only for Closure of the Institute:** Pending court cases and serious charges, violation of norms against the institute.

Norms for establishing Drawing hall and IT lab

A. Setting up of a Drawing hall for engineering trade(s)

The following items are required for Engineering Drawing subject in Engineering Trade(s) (except Draughtsman (Civil)/ Draughtsman (Mechanical) trades).

S No.	Name of Tools/ Equipment	Norms
1	Drawing Board Standard Size, Adjustable Type	one for each trainee per batch
2	Models: Solid & Cut Section	As required
3	Table for Trainees (Adjustable Type)	As required (training plan)
4	Stool for Trainees	20 no.
5	Cupboard (big)	01 no.
6	White Board (size: 8ft. x 4ft.)	01 no.
7	Trainer's Table	01 no.
8	Trainer's Chair	01 no.

B. Setting Up of IT Lab

The following items are required for IT lab:

S No.	Details	Norms
1.	Desktop computer with latest configuration (only LCD or LED monitor to be allowed)	As required (training plan)
2.	Internet connection	Minimum 2 mbps connection
3.	Licensed multimedia, anti-virus software, operating software with UPS	Mandatory
4.	LAN Cabling, LAN Switch	As required
5.	Printer (Ink jet, Laser)	As required
6.	Scanner	As required
7.	Server	As required
8.	External Hard Disk – 1TB	1 no.
9.	Instructor/ Office Chair	1 no.
10.	Instructor/ Office Table	1 no.
11.	Trainees/Computer Chairs	20 nos.
12.	Trainees/Computer Tables	10 no.
13.	Black/ White Board 4X6 Feet	1 no.

Note:

- The requirement of IT lab is over and above the Trade requirement. The institute does not need a separate IT lab, if the institute is running only COPA trade. If any other trade in addition to COPA is running in the institute, then a separate IT lab is mandatory.
- N-computing system is allowed with standby server and UPS. For every 10 computers, 1 Common CPU is required. Similarly, if N-computing system is used, 1 no. of 5 KVA UPS is required for 10 computers, in case the institute does not have N-computing, then each computer should have a separate CPU and common/ separate UPS.
- N-computing Server configuration prevalent at the time of procurement or with the following minimum features: CPU: 32/64 Bit Core 2 Duo/Quad Core/i3/i5, Speed: 3 GHz or Higher. Cache Memory: Minimum 3 MB or better. RAM: 8 GB DDR-III or higher. Hard Disk Drive: 500GB or higher, 7200 rpm (minimum) or higher, Wi-Fi enabled. Network Card: Integrated Gigabit Ethernet (10/100/1000) - Wi-Fi, USB Mouse, USB Keyboard and Monitor (Min. 22 Inch), Standard ports and connectors. DVD Writer, Speakers and Mic. Licensed Windows Operating System/ OEM Pack (Preloaded) Antivirus/ Total Security.
- Every computer should have multimedia, anti-virus software, latest operating software with UPS.

5. If dongles used, separate dongles for each PC shall be available.

Trade Specific Norms for Machinery/Equipment/ Tools

The list of required Machinery/Equipment/ Tools is available on GIIVET Trade syllabus.

Norms for Site Visit III Preparation

1. All machineries, equipment and tools to be laid out as per following guidelines:

a) Manufacturing packings, instruction booklets must be removed from machineries, equipment, tools, chairs and tables before site assessment.

b) Permanent identification marking/sticker(may be yellow sticker or any one) on all the equipment, machines and tools/items) with identification number as per the scheme followed.

c) Mark numbering starting from 1 to n (n being the nos. of items in a trade applied by GIIVET). For example, for electrician trade as per DGT website, there are 140 items then place mark starting from W1 to W140 (in sequence with DGT List) for workshop items and there are 20 items for Tool Kit so mark T1 to T20 in sequence with DGT list.

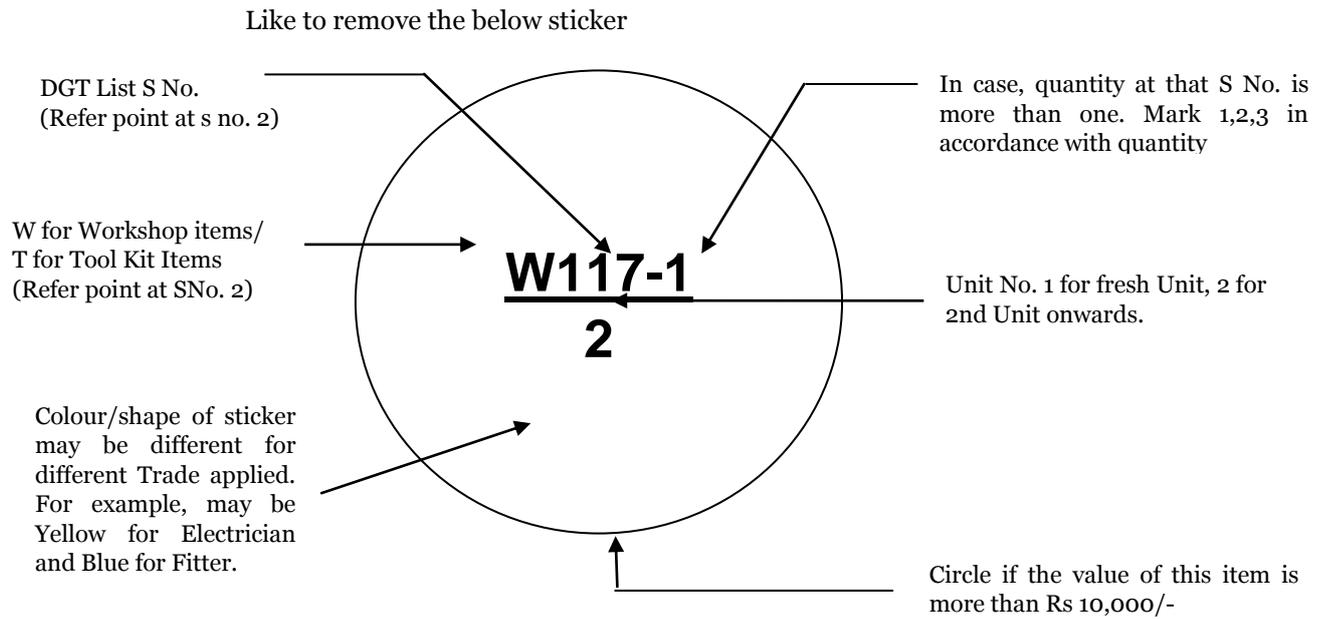
d) In case of items having value more than Rs 10,000/-, please encircle the item number for example: (W2/1)

e) In case the quantity is more than one number of an item at a particular serial number (S No.). In such case, suffix 1, 2 or so on. For example, there are 3 nos. of lathe machines for workshop items at S No.001 for turner trade. Please mark W01-1, W01-2, W01-3.

f) In case GIIVET has applied for more than one unit, mark items for 1st unit as W2/1 or T4/1 for 2nd unit W2/2 or T4/2 and so on as illustrated in following table:

Items as per DGT list			Workshop Items				Tool Kit			
			Value Less than Rs 10,000/-		Value more than Rs 10,000/-		Value Less than Rs 10,000/-		Value more than Rs 10,000/-	
S No.	Description	Qty	1 st Unit	2 nd Unit						
82	Limit Switch	2	-	-	-	-	-	-	-	-
		1 st Pc	<u>W82-1</u> 1	<u>W82-1</u> 2	-	-	-	-	-	-
		2 nd Pc	<u>W82-2</u> 1	<u>W82-2</u> 2	-	-	-	-	-	-
01	Lathe machine	3	-	-	-	-	-	-	-	-
		1 st Pc	-	-	<u>W01-1</u> 1	<u>W01-2</u> 1	-	-	-	-
		2 nd Pc	-	-	<u>W01-1</u> 2	<u>W01-2</u> 2	-	-	-	-
		3 rd Pc	-	-	<u>W01-1</u> 3	<u>W01-2</u> 3	-	-	-	-
4	Screw driver of Toolkit	1 each	-	-	-	-	<u>T4</u> 1	<u>T4</u> 2	-	-

g) In case GIIVET has applied 2 or 3 trades; different coloured/shaped stickers are to be used to identify items trades wise.



2. The main machinery shall be grouted in the ground/ machine foundation

3. All machines and equipment costing >Rs 10,000/- and above shall be hard punched/ engraved with the **Institute Initials/State Code/Application Number** at two places near the foundation.

For E.g.: **ABC Private GIIVET** in **Himachal Pradesh** with Application Number **APP00999**, the hard punching/ engraving is to be done as: **ABCPGIIVET/HP/APP00999**

Guidelines of Videography for Site Visit

The guidelines of videography by the GIIVET applicant are as under:

- Duration of videography must be at least 30 minutes. Videography shall be carried out in proper lighting condition.
- The video should not be in parts. One single video clip of site visit should be sent to State Directorate/ Notified Accreditation Authority.
- The video shall be geotagged and timestamped.
- Videography must be in CD or DVD and should be of very good quality. It must cover the assessors carrying out assessment of infrastructure of institute.

For Civil Infrastructure

- Besides this, it must cover walk through video of all infrastructural facilities.
- It must show sequence along with signage in the following manner:
 - Approach road leading to GIIVET gate and access road from GIIVET gate to GIIVET building
 - Plot's signboard
 - Institute's signboard
 - Front view, around the building, elevation and back view of institute
 - Full view of classrooms, workshops and IT lab
 - View of roof of the workshops
 - View of the floor of the workshops, classrooms, drawing hall
 - View of Administrative areas
 - View of Amenities areas
 - Views of circulation area, details highlighting entrance lobby, passages, escalators, staircases and other common areas.

For Equipment/ Machinery, Power, IT lab etc.

- All the machineries, equipment and tools in working condition.
- Meter connection
- The video should focus on grouting of machineries, installation, wiring, safety measures, running condition and the engraving on all the tools costing more than Rs 10,000/-
- In the case of existing GIIVETs, videography must cover the workshops of new trade/unit sought for affiliation as well as for the existing one for that particular affiliated trade/unit.

Note: If the infrastructure shown in the video is not of the stated institute, then the institute is liable to face action taken by DGT.

Initial Scrutiny Format

S No.	Details	Meets Norms (Yes/No)	Remarks (fill only if norms are not met)	Decision (if does not meet the norms)
1.	Whether applicant has been de-barred/black-listed by DGT/ NCVT	Yes/No	Fill details	Application not to be processed further
2.	Whether NOC from State Directorate received	Yes/ No	Fill details	Application not to be processed further
3.	Registration document of the organization (indicating its members, objectives, MoA and Rules)	Yes/ No	a. Document not legible b. Wrong document c. Incomplete document d. Organization name does not match with theregistration document e. Date of registration does not match with the registration document f. Any other reason, please specify	Raise NC
4.	PAN Card	Yes/ No	a. Document not legible b. Wrong document c. Organization name (Name of Individual for Sole proprietary) does not match with thePAN card d. Any other reason, please specify	Raise NC
5.	Resolution by the applicant organization,pertaining to starting GIIVET in the Format- 2	Yes/ No	a. Document not legible b. Wrong document c. Incomplete document d. Resolution document content not matching e. Any other reason, please specify	Raise NC
6.	Valid ID Proof i.e. Voter Id Card/ PAN Card/ Driving License/ Passport/ Aadhar Card of Trustees/ Members/ Directors/ Owners/ Partners/ Principal Repeat for each individual	Yes/ No	a. Document not legible b. Wrong document c. Name does not match with theID Proof d. Any other reason, please specify	Raise NC
7.	Resolution by the applicant organization, pertaining to nominating Authorised person in the Format-3	Yes/ No	a. Document not legible b. Wrong document c. Incomplete document d. Any other reason, please specify	Raise NC
8.	Valid ID Proof i.e. Voter Id Card/ PAN Card/ Driving License/Passport/Aadharcar	Yes/ No	a. Document not legible b. Wrong document c. Name does not match with	Raise NC

S No.	Details	Meets Norms (Yes/No)	Remarks (fill only if norms are not met)	Decision (if does not meet the norms)
	d of authorized person		theID Proof d. Any other reason, please specify	
9.	Location of the proposed GIIVET/ Revenue village is verified according to NOC from State Directorate	Yes/ No	Fill remarks	Raise NC
10.	Trades/ Units are within the range, as per NCVT norms prescribed in this manual	Yes/ No	Fill remarks	Raise NC
11.	Is website of the organization functional?	Yes/ No	Fill remarks	Raise NC

Desktop Assessment Format for Civil Infrastructure

S No.	Details of Documents	Meets Norms (Yes/No)	Remarks (fill only if norms are not met)	Decision (if does not meet the norms)
1.	Whether documents showing ownership is in the name of the applicant in the form of Registered Sale Deed/ Irrevocable Gift Deed (Registered)/ Irrevocable Registered Lease (for a period of minimum 10 years of live lease at the time of submission of application) by the concerned authority of Government or any other documents issued by the concerned competent authority establishing the ownership and possession of the land in the name of the applicant	Yes/No	a. Document not legible b. Wrong document c. Incomplete document d. Document is not in name of applicant institute or organization e. Documents are in vernacular language, notarized English translation of the documents is not available f. Any other reason, please specify Only for leased building g. Date of commencement of lease does not match with document h. Date of expiry of lease does not match with document i. Date of commencement of lease or expiry of lease does not match with the document and the norm for minimum duration of live lease not met	Raise NC
2.	Whether Building plan is approved by Town Planning Department/ District Magistrate (Collector)/ Development Authority/ Municipal Authority/ Any other Competent Authority as per State Government/ UT • Building plan of Institute should indicate approach road and facade/elevation of the Institute	Yes/No	a. Document not legible b. Wrong document c. Incomplete document d. Document is not approved by the competent authority in the State/ UT e. Address on the document does not match with the proposed land/building address f. Document does not indicate the workshop for all trade/units/modules, classrooms, IT Lab, Administrative area, Amenities are with its dimensions in MKS System g. Document does not indicate the approach road and facade/elevation of the institute h. Any other reason, please specify	Raise NC
3.	Whether Building Completion/ Occupancy Certificate is as per Local Building bye-laws/ NBC of India duly approved by	Yes/No	a. Document not legible b. Wrong document c. Incomplete document d. Address on the document does not match with the proposed	Raise NC

S No.	Details of Documents	Meets Norms (Yes/No)	Remarks (fill only if norms are not met)	Decision (if does not meet the norms)
	Municipal Authority/ District Magistrate (Collector) (Shall include certification for Land Use, Land Conversion, Safety of lift wherever applicable)		land/building address e. Document is not approved by the competent authority in the state/ UT f. The purpose of the building is not specified g. Any other reason, please specify	
4.	Is Fire Safety Certificate, duly approved by Authority from Fire and Safety department of the concerned State Government/ UT	Yes/No	a. Document not legible b. Wrong document c. Incomplete document d. Address on the document does not match with the proposed land/building address e. Document is not approved by the competent authority in the state/ UT f. Any other reason, please specify	Raise NC
5.	Whether Resolution by the applicant organization, pertaining to starting the new Industrial Training Institute or adding new Trade/Units and allocation of land and building specification, machineries/ equipment/ tools, power supply/ backup power supply/ funds to proposed activities etc. are in Format-4	Yes/No	a. Document not legible b. Wrong document c. Incomplete document d. Name and address on the document does not match with the proposed name and address of GIIVET e. Document is not approved by the competent authority f. Trades/Units sought not matching minimum/maximum criteria, existing trade/units/address/any information not matching. g. Any other reason, please specify	Raise NC
6.	Whether Resolution regarding Electrical Connection is as prescribed in Format-5	Yes/No	a. Document not legible b. Wrong document c. Incomplete document d. Name and address of GIIVET on the document does not match with the proposed name and address of GIIVET e. Document is not approved by the competent authority f. Existing GIIVETs sanctioned power or electricity bill name/any other information is not matching g. Any other reason, please specify	Raise NC
7.	Certificate- 1 issued by an advocate in a prescribed Format regarding authenticity and appropriateness of	Yes/No	a. Document not legible b. Wrong document c. Incomplete document d. Registration document is not authenticated	Raise NC

S No.	Details of Documents	Meets Norms (Yes/No)	Remarks (fill only if norms are not met)	Decision (if does not meet the norms)
	Trust/Society Documents, Land Use Certificate and Land Registration Land Use and Land Conversion Certificate		e. Land possession document is not authenticated f. Land Use Certificate is not authenticated g. Land Conversion Certificate is not authenticated h. Name and address of GIIVET on the document does not match with the proposed name and address of GIIVET h. Document is not approved by the competent authority i. Any other reason, please specify	

8. Instructional Area Details

8.1 Classroom Details:

S No.	Existing/ new	Name of Trade	Space Norms (in sq. meter)	Actual Area Available (in sq. meter)		Width (in m)		Decision
				Claimed	Verified	Claimed	Verified	
1.		<pre-populate>	<pre-populate>					Raise NC/ Do not raise NC
2.								

Note: The details shall be verified against building plan and if any inconsistency is found, NC shall be raised.

8.2 Workshop Details:

S No.	Existing/ new	Name of Trade	Space Norms (in sq. meter)	Actual Area Available (in sq. meter)		Width (in m)		Decision
				Claimed	Verified	Claimed	Verified	
1.		<pre-populate>	<pre-populate>	<pre-populate>		<pre-populate>		Raise NC/ Do not raise NC
2.								
3.								

Note: The details shall be verified against building plan and if any inconsistency is found, NC shall be raised.

8.3 IT Lab Details (other than COPA):

S No.	Existing/ new	Name of Trade	Space Norms (in sq. meter)	Actual Area Available (in sq. meter)	Width (in m)	Decision

1.		<pre-populate>	<pre-populate>	Claimed		Verified		Raise NC/ Do not raise NC
2.								

Note: The details shall be verified against building plan and if any inconsistency is found, NC shall be raised.

8.4 Drawing Hall Details (for Engineering Trade(s)(except Draughtsman (Civil)/ Draughtsman (Mechanical) trades)):

S No.	Name of Trade	Space Norms (in sq.meter)	Actual Area Available (in sq.meter)		Decision
			Claimed	Verified	
1.	<pre-populate>	<pre-populate>			Raise NC/ Do not raise NC
2.					

Note: The details shall be verified against building plan and if any inconsistency is found, NC shall be raised.

9. AdministrativeAreaDetails:

S No.	Name of Trade	Space Norms (in sq.meter)	Actual available(in sq.meter)		Area Width (in m)		Decision
			Claimed	Verified	Claimed	Verified	
1.	Reception cum waiting lobby		<pre-populate>		<pre-populate>		Raise NC/ Do not raise NC
2.	Principal Room				<pre-populate>		Raise NC/ Do not raise NC
3.	Staff Room		<pre-populate>		<pre-populate>		Raise NC/ Do not raise NC
4.	Administrative Hall/ Section		<pre-populate>		<pre-populate>		Raise NC/ Do not raise NC
5.	Placement/ Counselling Room		<pre-populate>		<pre-populate>		Raise NC/ Do not raise NC

10. AmenitiesArea Details:

S No.	Name of Trade	Space Norms (in Sq.meter)	Actual Available(in sq.meter)		Area Width (in m)		Decision
			Claimed	Verified	Claimed	Verified	
1.	Multipurpose Hall/ Courtyard		<pre-populate>		<pre-populate>		Raise NC/ Do not raise NC
2.	Library &Reading Room		<pre-populate>		<pre-populate>		Raise NC/ Do not raise NC
3.	Canteen (including kitchen &pantry)		<pre-populate>		<pre-populate>		Raise NC/ Do not raise NC

4.	Storage room for raw material and for Gases/Oil drums etc.		<pre-populate>		<pre-populate>		Raise NC/ Do not raise NC
----	------------------------------------------------------------	--	----------------	--	----------------	--	------------------------------

Site Visit format for Civil infrastructure

S No.	Details	Option (Yes/No)	Remarks (fill only if decision is No)	Decision (if does not meet the norms)
1.	Land and Building Details			
1.1	Longitude and latitude details filled are correct	Yes/No	Fill the correct details	Raise NC
1.2	Is the building integrated (Area required shall be in one contiguous plot. The academic, instructional, administrative and amenities area shall be constructed on one plot except hilly state regions. Hilly State regions land may be made available in 02 pieces, which are not away from each other by more than 500 m)	Yes/No	Fill details for deviation. The video shall clearly indicate the deviations.	Raise NC
1.3	Is GIIVET constructed on a distinct plot and an entrance gate clearly depicting the name and logo of the GIIVET	Yes/No	Fill details for deviation. The video shall clearly indicate the deviations.	Raise NC
1.4	Plot entrance gate (Minimum 06 m width, as per local building bye-laws/ NBC of India)	Yes/No	Fill details for deviation. The video shall clearly indicate the deviations.	Raise NC
1.5	Building entrance gate (Minimum 2.4 m width is required, as per local building bye-laws/ NBC of India)	Yes/No	Fill details for deviation. The video shall clearly indicate the deviations.	Raise NC
1.6	Open spaces around the building (as per local building bye-laws/ NBC of India)	Yes/No	Fill details for deviation. The video shall clearly indicate the deviations.	Raise NC
1.7	Open spaces separate for each building (Between different blocks) (as per local building bye laws/ NBC of India)	Yes/No	Fill details for deviation. The video shall clearly indicate the deviations.	Raise NC
1.8	Ceiling Height of Building (As per National Building Code of India part 3-	Yes/ No	Fill details for deviation. The video shall clearly indicate the deviations.	Raise NC

	Development control rules and general building, Part 12- Requirements of part of building: 12.2: 12.2.1.1: (a)			
--	----------------------------------------------------------------------------------------------------------------	--	--	--

2. Instructional Area Details

2.1 Classroom Details:

S No.	Name of Trade	Required area. Space Norms (in sq. meter)		Actual Area Available (in sq. meter)		Width (in m)		Floor		Decision
				Claimed	Verified	Claimed	Verified	Claimed	Verified	
1.	Existing/new	<pre-populate>	<pre-populate>	<pre-populate>		<pre-populate>		<pre-populate>		Raise NC/ Do not raise NC
2.										

Note: If any inconsistency found, NC shall be raised.

2.2 Workshop Details:

S No.	Name of Trade	Required area as per Space Norms (in sq. meter)		Actual Area Available (in sq. meter)		Width (in m)		Floor		Decision
				Claimed	Claimed	Claimed	Verified	Claimed	Verified	
1.	<pre-populate>	<pre-populate>	<pre-populate>	<pre-populate>	<pre-populate>	<pre-populate>		<pre-populate>		Raise NC/ Do not raise NC
2.										

Note: If any inconsistency found, NC shall be raised.

2.3 IT Lab Details (other than COPA):

S No.	Name of Trade	Required area as per Space Norms (in sq. meter)		Actual Area Available (in sq. meter)		Width (in m)		Floor		Decision
				Claimed	Claimed	Claimed	Verified	Claimed	Verified	
1.	<pre-populate>	<pre-populate>	<pre-populate>	<pre-populate>	<pre-populate>	<pre-populate>		<pre-populate>		Raise NC/ Do not raise NC
2.										

Note: If any inconsistency found, NC shall be raised.

2.4 Drawing Hall Details (for engineering trade(s)(except Draughtsman (Civil)/ Draughtsman (Mechanical) trades)):

S No.	Existing / new	Name of Trade	Required area as per Space Norms (in sq.meter)	Actual Area Available (in sq.meter)		Decision
				Claimed	Verified	
1.		<pre-populate>	<pre-populate>	<pre-populate>		Raise NC/ Do not raise NC
2.						

Note: If any inconsistency found, NC shall be raised.

3. Administrative Area Details:

S No.	Existing / new	Description	Required area as per Space Norms (in sq.meter)	Actual Available (in sq.meter)		Area Width (in m)		Decision
				Claimed	Verified	Claimed	Verified	
1.		Reception cum Waiting Lobby	Minimum 40 sq.meter up to 200 trainees per shift	<pre-populate>		<pre-populate>		Raise NC/ Do not raise NC
2.		Principal's Room	Minimum 20 sq.meter	<pre-populate>		<pre-populate>		Raise NC/ Do not raise NC
3.		Staff Room	Minimum 20 sq.meter up to 200 trainees per shift	<pre-populate>		<pre-populate>		Raise NC/ Do not raise NC
4.		Administrative Hall/ Section	Minimum 50 sq.meter up to 200 trainees per shift	<pre-populate>		<pre-populate>		Raise NC/ Do not raise NC
5.		Placement/ Counselling Room	Minimum 20 sq.meter up to 200 trainees per shift	<pre-populate>		<pre-populate>		Raise NC/ Do not raise NC

4. Amenities Area Details:

S No.	Description	Space Norms (in sq.meter)	Actual Available (in sq.meter)	Area		Width (in m)		Decision
				Claimed	Verified	Claimed	Verified	
1.	Multipurpose Hall/	Minimum sq.meter	110	<pre-populate>		<pre-populate>		Raise NC/ Do not

	Courtyard						raise NC
2.	Library & Reading Room	40 sq. meter up to 200 trainees and then 10 sq. meter for every additional 40 seats	<pre-populate>		<pre-populate>		Raise NC/ Do not raise NC
3.	Canteen (including kitchen & pantry)	Optional Suggestions: Common, clean dining area shall be provided by the institute	<pre-populate>		<pre-populate>		Raise NC/ Do not raise NC
4.	Storage Room for Raw Material and for Gases/Oil drums etc.	If the institute receives uncut full length 6 Mt raw material then the minimum required area will be 90 Sq Mts and minimum 30 sq. meter for all engineering trades where material is pre cut. Wherever gas/oil storage is required, it should be kept in a separate partitioned area depending on trades.	<pre-populate>		<pre-populate>		Raise NC/ Do not raise NC

S No.	Description	Option (Yes/ No)	Remarks (fill only if decision is No)	Decision
5.	Availability of staircase as per standards/ local building bye-laws	Yes/ No/ NA	a. Minimum width of stair is less than 2.0 m b. Minimum width of tread is less than 0.3 m c. Minimum height of riser is less than 0.15 m d. Riser is not limited to 12 per flight e. Minimum height of head room is less than 2.2 m f. Any other reason, please specify	Raise NC
6.	Availability of treated drinking water fountains as per standards (Floor wise)	Yes/ No	Fill the correct details	Raise NC
7.	Availability of toilets/ water closets for staff, as per standards (Floor wise)	Yes/ No	a. Water closets are not as per standards b. Urinals are not as per standards c. Washbasins are not as per standards	Raise NC

			d. Any other reason, please specify	
8.	Availability of toilets/ water closets available for trainees, as per standards (Floor wise)	Yes/ No	a. Water closets are not as per standards b. Urinals are not as per standards c. Washbasins are not as per standards d. Any other reason, please specify	Raise NC
9.	Car Parking (as per local building bye-laws/ NBC of India)	Yes/ No	Fill the correct details	Raise NC
10.	Scooter/ Two-Wheeler (as per local building bye-laws/ NBC of India)	Yes/ No	Fill the correct details	Raise NC
11.	Bicycle (as per local building bye-laws/ NBC of India)	Yes/ No	Fill the correct details	Raise NC

5. Finishing Details:

S No.	Details	Option (Yes/ No)	Remarks (fill only if decision is No)	Decision
5.1	Are internal and external walls and ceilings plastered and coloured /distempered	Yes/ No	Fill remarks	Raise NC
5.2	Are door, window, ventilator, gate, grill, railing of the institute painted/ polished/ laminated	Yes/ No	Fill remarks	Raise NC

Desktop Assessment Format for equipment/machinery,tools,IT lab ,Power etc.

S No.	Details	Meets Norms (Yes/No)	Remarks (fill only if norms are not met)	Decision (if does not meet the norms)
1.	Tax Invoices for Machineries, Equipment and Tools (Verify all Machineries, Equipment and Tools)	Yes/No	a. Document not legible b. Wrong document c. Incomplete document d. Date on the tax invoice does not match with the document e. Document is not in name of applicant institute or organization f. Any other reason, please specify	Raise NC
2.	Tender Finalization Document (Verify all Machineries, Equipment costing above Rs 10,000)	Yes/No	a. Document not legible b. Wrong document c. Incomplete document d. Any other reason, please specify	Raise NC
3.	Goods received note (Verify all Machineries, Equipment costing above Rs 10,000)	Yes/No	a. Document not legible b. Wrong document c. Incomplete document d. Any other reason, please specify	Raise NC
4.	Copy of Store's own register/ stock entry register (Verify all Machineries, Equipment costing above Rs 10,000)	Yes/No	a. Document not legible b. Wrong document c. Incomplete document d. Any other reason, please specify	Raise NC
5.	BSI Certification (Verify all Machineries, Equipment costing above Rs 10,000)	Yes/No	a. Document not legible b. Wrong document c. Incomplete document d. Any other reason, please specify	Raise NC
6.	Vehicle Registration Certificate (if any)	Yes/No	a. Document not legible b. Wrong document c. Incomplete document d. Document is not in name of applicant institute or organization e. Any other reason, please specify	Raise NC
7.	Power Supply (Existing & additional)	Yes/No	a. Document not legible b. Wrong document c. Incomplete document d. Document is not in name of applicant Institute or organization e. Supply does not have 3 phase commercial connection f. Supply available on the	Raise NC

S No.	Details	Meets Norms (Yes/No)	Remarks (fill only if norms are not met)	Decision (if does not meet the norms)
			document does not match with the details filled g. Any other reason, please specify	
8.	Backup Power Supply	Yes/No	<ul style="list-style-type: none"> a. Document not legible b. Wrong document c. Incomplete document d. Document is not in name of applicant institute or organization e. Supply available on the document does not match with the details filled f. Any other reason, please specify 	Raise NC

Site Visit Format for machinery/Equipment,Tools,power IT lab etc.

S No.	Details	Meets Norms (Yes/No)	Remarks (fill only if norms are not met)	Decision (if does not meet the norms)
1	Machinery Details (fill for core machinery)			
1.1	Availability of required quantity	Yes/ No	Fill the quantity actually available	Raise NC
1.2	Whether machinery is installed as per supplier manual and ISO safety standards	Yes/ No	Fill remarks	Raise NC
1.3	Whether machinery is connected as per electrical safety standards	Yes/ No	Fill remarks	Raise NC
1.4	Whether machinery is connected as per Indian standard code of practicing for electrical wiring	Yes/ No	Fill remarks	Raise NC
1.5	Whether machinery is in working condition	Yes/ No	Fill remarks	Raise NC
2	Equipment Details (fill for core equipment)			
2.1	Availability of required quantity	Yes/ No	Fill the quantity actually available	Raise NC
2.2	Whether equipment is installed as per supplier manual and ISO safety standards	Yes/ No	Fill remarks	Raise NC
2.3	Whether equipment is connected as per electrical safety standards	Yes/ No	Fill remarks	Raise NC
2.4	Whether equipment is connected as per Indian standard code of practicing for electrical wiring	Yes/ No	Fill remarks	Raise NC
2.5	Whether equipment is in working condition	Yes/ No	Fill remarks	Raise NC
3	Tools Details (fill for core tools)			
3.1	Availability of required quantity & condition of the tools	Yes/ No	Fill the quantity actually available	Yes/ No
4	Classroom Furniture Details (for each classroom)			
4.1	Availability of chairs for instructor	Yes/ No	NA	Raise NC
4.2	Availability of tables for instructor available	Yes/ No	NA	Raise NC
4.3	Are no. of chairs/ desk for trainees filled correct	Yes/ No	Fill the quantity actually available	Raise NC

S No.	Details	Meets Norms (Yes/No)	Remarks (fill only if norms are not met)	Decision (if does not meet the norms)
4.4	Availability of black/ white board (4X6 Feet)	Yes/ No	NA	Raise NC
5	IT Lab Details			
5.1	Are the details of desktop computer with latest configuration (only LCD or LED monitor to be allowed) filled correctly	Yes/ No	Fill the quantity actually available	Raise NC
5.2	Internet connectivity	Yes/ No	Fill the details actually available	Raise NC
5.3	Computer with multimedia, anti-virus software, latest operating software with UPS	Yes/ No	Fill the details actually available	Raise NC
5.4	LAN Cabling, LAN Switch	Yes/ No	NA	Raise NC
5.5	Printer (Inkjet, Laser)	Yes/ No	NA	Raise NC
5.6	Scanner	Yes/ No	NA	Raise NC
5.7	Server	Yes/ No	NA	Raise NC
5.8	External Hard Disk – 1TB	Yes/ No	NA	Raise NC
5.9	Availability of instructor/ office chair	Yes/ No	NA	Raise NC
5.10	Availability of instructor/ office table	Yes/ No	NA	Raise NC
5.11	Are the details of Trainees/ Computer Chairs filled correctly	Yes/ No	Fill the quantity actually available	Raise NC
5.12	Are the details of trainees/ computer tables filled correctly	Yes/ No	Fill the quantity actually available	Raise NC
5.13	Availability of black/ white board (4X6 Feet)	Yes/ No	NA	Raise NC
6	Other Equipment			
6.1	Availability of biometric machine with GPS connection	Yes/ No	NA	Raise NC
6.2	Availability of project for e-learning classes	Yes/ No	NA	Raise NC
7	Power Supply			
7.1	If supply has three phase commercial connection	Yes/ No	Fill the connection actually available	Raise NC
7.2	Power supply availability as per the required total power supply for all the trades	Yes/ No	Fill the deficiency in power supply	Raise NC
7.3	Availability of backup electric supply as per norms	Yes/ No	Fill the deficiency in backup electric supply	Raise NC
8	Boards and Signages			
8.1	Signage Board on plot entrance (include GIIVET's name, logo and full address along with Skill India logo)	Yes/No	Fill remarks	Raise NC
8.2	Signage Board on Institute building (include GIIVET's name	Yes/No	Fill remarks	Raise NC

S No.	Details	Meets Norms (Yes/No)	Remarks (fill only if norms are not met)	Decision (if does not meet the norms)
	and logo along with Skill India logo)			
8.3	Exit board for emergencies	Yes/No	Fill remarks	Raise NC
8.4	Board indicating danger signs near transformer, generator set, heavy electrical installation/ panels	Yes/No	Fill remarks	Raise NC
8.5	Prohibited area indicators near running machinery, etc.	Yes/No	Fill remarks	Raise NC
8.6	Signage Boards showing directions indicating the different sections of the building like workshop, administrative building etc.	Yes/No	Fill remarks	Raise NC
8.7	Boards indicating firefighting equipment	Yes/No	Fill remarks	Raise NC
8.8	Prohibited area indicators near running machinery etc.	Yes/No	Fill remarks	Raise NC
8.9	Trade details board (include list of trades, seating capacity, and trainee enrolled and name of machinery and equipment installed)	Yes/No	Fill remarks	Raise NC
8.10	Staff details board (include staff details with name, qualification and contact numbers at least for Principal and Public Relations Officer, if any)	Yes/No	Fill remarks	Raise NC
9	Disaster Management Plan (The institute shall have a disaster management plan as prescribed in the general guidelines for Disaster Management in chapter 2)	Yes/No	Fill details for deviation	Raise NC
10	Other details (optional, but Rainwater Harvesting and Augmentation, Solar Energy/ Renewable Energy Source availability and Sewage Treatment Plant is mandatory for all the GIIVETs with strength more than 500 trainees in each shift)			
10.1	Rainwater harvesting and augmentation	Yes/No	Fill remarks	Not Applicable/ Raise NC
10.2	Solar energy/renewable energy source	Yes/No	Fill remarks	Not Applicable/ Raise NC
10.3	Sewage treatment plant	Yes/No	Fill remarks	Not Applicable/ Raise NC
10.4	Announcement system in classrooms, strategic locations for general and emergency announcements	Yes/No	Fill remarks	Not Applicable
10.5	Enterprise Resource Planning (ERP) Software for student-institute-parent interaction	Yes/No	Fill remarks	Not Applicable
10.6	ATM	Yes/No	Fill remarks	Not

S No.	Details	Meets Norms (Yes/No)	Remarks (fill only if norms are not met)	Decision (if does not meet the norms)
				Applicable
10.7	CCTV Security System	Yes/No	Fill remarks	Not Applicable
10.8	LCD (or similar) projectors in classrooms	Yes/No	Fill remarks	Not Applicable

Staff Details Verification Format

S No.	Details	Meets Norms (Yes/No)	Remarks (fill only if norms are not met)	Decision (if does not meet the norms)
1.	Adequacy of the staff members as per NCVT norms prescribed in GIVET Training Manual 2014, Section 03	Yes/No	Fill details	
	Repeat for each staff member			
2.	ID proof (i.e. Voter Id Card/ PAN Card/Driving License/Passport)	Yes/No	a. Document not legible b. Wrong document c. Incomplete document d. Name mentioned on the document does not match with the details filled e. Any other reason, please specify	Raise NC
3.	AadharCard	Yes/No	a. Document not legible b. Wrong document c. Name mentioned on the document does not match with the details filled d. Aadhar no. mentioned on the document does not match with the details filled e. Any other reason, please specify	Raise NC
4.	Educational Background	Yes/No	a. Document(s) not legible b. Wrong document(s) c. Name mentioned on the document(s) does not match with the details filled d. Educational background does not meet with NCVT norms e. Any other reason, please specify	Raise NC
5.	Experience	Yes/No	a. Document(s) not legible b. Wrong document(s) c. Name mentioned on the document(s) does not match with the details filled d. Experience does not meet with NCVT norms e. Any other reason, please specify	Raise NC

Resolution for Establishment of New Industrial Training Institute (GIIVET)

That the Trust/ Society/ Company/ Institute vide its meeting held onat vide item no.has resolved that,<Name of the Trust/ Society/ Company/ Institute> shall apply to DGT for approval to start <Name of the GIIVET> to offer skill development and vocational training,shall allocate required funds for procurement of building, equipment, furniture and other required entities for smooth functioning of the same.

(Signature and Name of Chairman/ Secretary/ Member/ Trustee/ Director/ Proprietor of Trust/
Society/ Company/ Institute)
(Designation)
(Name of the Organization)

Resolution regarding Authorized Person

I/We,

- i) <Name>Chairman / Secretary/ Member/ Trustee/ Director/ Proprietor<Name of the Trust /Society/Company/ Institute>, son ofaged..... years and resident of,
- ii) <Name> Principal <Name of the institute>, son of.....aged..... years and resident of,

hereby declare that the Trust/ Society/ Company/ Institute vide its meeting held onat vide item no. has resolved that “**Name of Authorized Person**”, will be the authorized person to sign and communicate all the matters on behalf of <Name of the institute>

This is for your kind information and necessary action.

(Name of Chairman / Secretary/ Member/ Trustee/ Director/ Proprietor of Trust/ Society/ Company/ Institute)
Signature
(Designation)
(Name of the organization)

Accepted

Authorized Signatory
Signature
(Designation)
(Name of the GIIVET)

Resolution regarding Earmarking of Land, Building and Other Resources for GIIVET

I/We,

- i) <Name>²Chairman/ Secretary/ Member/ Trustee/ Director/ Proprietor/Authorized representative of <Name of the Trust/Society/Company/ Institute>, son ofaged..... years and resident of,
- ii) <Name >³ Principal <Name of the institute>, son ofaged..... years and resident of,

hereby declare that the Trust/ Society/ Company/ Institute vide its meeting held onat vide item no. has resolved to earmark the **land & building** located at <address of the GIIVET> exclusively for the proposed GIIVETnamely <Name of GIIVET>. The Trust/Society/ Company/ Institute reaffirms that it shall not utilise the said premises for any other purpose except the proposed GIIVETnamely <Name of GIIVET>.

The Trust/ Society/ Company/ Institute also resolved to provide the infrastructural facilities (detailed below) as per the DGT norms/guidelines in <Name & address of GIIVET for the smooth functioning of <Name of GIIVET>:

- 1. Machines, equipments and tools in workshops
- 2. Computers & peripherals in IT lab
- 3. Furniture in classrooms, labs and workshops
- 4. Power connection of capacity as per norms
- 5. Staff as per norms
- 6. Other required entities such as water, power backup etc.

In the event of non-compliance with regard to guidelines, norms and conditions prescribed by DGT, as also in the event of violation of any of the undertaking mentioned herein, DGT shall be free to take appropriate action against <Name of the GIIVET> without consideration of any related issues and that all liabilities arising out of such action shall solely be that of the (Society/ Trust/ Company/ Institute).

That the facts stated in this declaration are true to my/ our knowledge. No part of the same is false and nothing material has been concealed therefrom.

Name of the Chairman/ Secretary/ Member/ Trustee/ Director/ Proprietor
Signature
Designation
Name of the Organization

Name of the Principal
Signature
Designation
Name of the GIIVET

²For private GIIVET's, Chairman/ Secretary/ Member/ Trustee/ Director/ Proprietor/ Authorized Representative's signature will be required

³For governmentGIIVET's, principal's signature will be required

Resolution regarding Electrical Connection

I/We,

- i) <Name>⁴Chairman/ Secretary/ Member/ Trustee/ Director/ Proprietor/ Authorized representative of <Name of the Trust/Society/Company>, son of aged..... years and resident of,
- ii) <Name>⁵ Principal <Name of the institute>, son of..... aged..... years and resident of,

hereby declare that the Trust/ Society/ Company vide its executive meeting held onat vide item no. has resolved to establish the proposed GIIVETNamely <Name of the GIIVET> at <location of the GIIVET> in a building (please ✓ the appropriate):

- a. having ownership in the Name of Trust/ Society/GIIVET and exclusively earmarked for <Name & address of GIIVET> with separate electrical connection as per norms,
- b. having ownership in the Name of Trust/ Society/GIIVET but the building is shared with (Name of the Institute with which shared)sq.meter of area is exclusively earmarked for <Name & address of GIIVET> providing separate entrance and separate electrical connection as per norms,
- c. leased for years vide lease deed no. and exclusively earmarked for <Name & address of GIIVET> with separate electrical connection as per norms.
- d. Leased for years vide lease deed no. but the building is shared with (Name of the Institute) andsq.meter of area is exclusively earmarked for <Name & address of GIIVET> providing separate entrance and separate electrical connection as per norms.

In the event of non-compliance with regard to guidelines, norms and conditions prescribed by DGT, as also in the event of violation of any of the undertaking mentioned herein, DGT shall be free to take appropriate action against the <Name of GIIVET> without consideration of any related issues and that all liabilities arising out of such action shall solely be that of the (Society/ Trust /GIIVET).

That the facts stated in this declaration are true to my/ our knowledge. No part of the same is false and nothing material has been concealed therefrom.

Name of the Chairman/ Secretary/ Member/ Trustee/ Director/ Proprietor/Authorized representative
Signature
Designation
Name of the Organization

Name of the Principal
Signature
Designation
Name of the GIIVET

⁴For private GIIVET’s, Chairman/ Secretary/ Member/ Trustee/ Director/ Proprietor/Authorized Representative’s signature will be required

⁵For governmentGIIVET’ s, principal’s signature will be required

Resolution for dropping/ surrender of Trades/Units

I/We,

(i) <Name>⁶Chairman/ Secretary/ Member/ Trustee/ Director/ Proprietor/ Authorized representative of <Name of the Trust /Society/Company/Institute>,son of, aged..... years and resident of,

(i) <Name>⁷ Principal <Name of the institute>, son of.....,aged..... years and resident of,

hereby declare that the Trust/ Society/ Company/ Institute vide its meeting held onat vide item no. has resolved to drop/surrender the Trades & Units (detailed below) presently being conducted/ proposed to be conducted at <Name & address of GIIVET> from the academic year

Trades & Units being Dropped/ Surrendered						
S No.	Name of the Trade	New/ Existing	Shift--1	Shift--2	Shift--3	Total

It is further certified that no claim in respect to the above mentioned trade(s) & units dropped/surrendered shall be made by the Trust/Society/GIIVET in future.

Further, the Trust/ Society/ Company/ Institute is fully aware that in case it desires to start the above mentioned trade(s)/units in future, it shall have to apply afresh as per the DGT guidelines.

Name of the Chairman/ Secretary/ Member/ Trustee/ Director/ Proprietor/ Authorized Representative
 Signature
 Designation
 Name of the Organization

Name of the Principal
 Signature
 Designation
 Name of the GIIVET

⁶For private GIIVET's, Chairman/ Secretary/ Member/ Trustee/ Director/ Proprietor/Authorized Representative's signature will be required

⁷For government GIIVET's, principal's signature will be required

Resolution for Closure of the Institute

I/ We,

(i) <Name>⁸Chairman/ Secretary/ Member/ Trustee/ Director/ Proprietor/ Authorized Representative of <Name of the Trust/Society/Company/Institute>, son of, aged..... years and resident of,

(ii)<Name>⁹ Principal <Name of the institute>, son of, aged years and resident of,

hereby solemnly affirm, state and undertake to comply with the following in connection with my/ our application <application number> to DGT for the closure of our institute<Name and address of institute>,

That the institute has applied for closure on DGT’s web portal. Further, it is submitted that there exists **NO LIABILITY** as on date with respect to “Trainees” who have taken admission to the institute. The institute also undertakes to submit that no admission will be made during the academic year ____ in lieu of the institute application for closure. In case the trainees fail, the institute undertakes to provide all facilities towards tuition and other facilities till they pass out from the institute.

Name of the Chairman/ Secretary/ Member/ Trustee/ Director/ Proprietor/ Authorized Representative
Signature
Designation
Name of the Organization

Name of the Principal
Signature
Designation
Name of the GIIVET

⁸For private GIIVET’s, Chairman/ Secretary/ Member/ Trustee/ Director/ Proprietor/Authorized Representative’s signature will be required

⁹For government GIIVET’s, principal’s signature will be required

Certificate from Advocate for Registration Documents, Land documents, Land Use Certificate, Land Conversion Certificate

To be produced on advocate's letter head

The copies of <Trust/Society> Registration documents, Land documents, Land Use Certificate, Land Conversion Certificate with respect to application submitted by <Name and address of the applicant> who is an applicant for establishment of new technical institute offering technical education programs were provided to me by <Name and address of the applicant>for verification regarding their authenticity and appropriateness.

A. Trust/Society Registration Documents:

Registration Certificate No.	
Date of Registration	
Registered at	
Registered under Act	

1. I have verified the abovementioned Trust/Society registration documents from the office of <Competent Authority>
2. The abovementioned Trust/Society registration documents are/are not registered at the office of <Competent Authority>
3. The abovementioned Trust/Society Registration Documents are/are not authentic

B. Land Documents:

S No.	Document No.	Survey No.	Registration No. and Date	Land Area (in acres)
			Total Area (in acres)	

I hereby certify that:

1. I have verified the abovementioned land documents from the Sub Registrar's Office <place>
2. The abovementioned land documents are/are not registered at Sub Registrar's Office <place>
3. The abovementioned land documents are/are not authentic
4. The abovementioned land documents are/ are not in the name of the applicant
5. The title of the land pertaining to the abovementioned land documents is/ is not clear
6. The applicant is/ is not in lawful possession of the land pertaining to the abovementioned land documents

C. Land Use Certificate:

Letter No.	
Letter dated	
Issued by	
Extent of Land	

I hereby certify that:

1. The Competent Authority to issue the Land Use Certificate with respect to land under reference and for the proposed institute mentioned above is _____

2. It has/ has not been approved by the Competent Authority
3. I verified the abovementioned Land Use Certificate from the Office of <Competent Authority>
4. The abovementioned land use Certificate is/ is not authentic
5. It has been/ not been issued for the full extent of land

D. Land Conversion Certificate:

Letter No.	
Letter dated	
Issued by	
Extent of land	

I hereby certify that:

1. The Competent Authority to issue the Land Conversion Certificate with respect to land under reference and for the proposed institute mentioned above is _____
2. It has/ has not been approved by the Competent Authority
3. I verified the abovementioned Land Conversion Certificate from the Office of <Competent Authority>
4. The above-mentioned Land Conversion Certificate is/ is not authentic
5. It has been/ not been issued for the full extent of land

Signature of the _____ Seal/ Stamp of the _____
Advocate Advocate

Name of the Advocate _____ Practicing at _____

Registration No. _____

Date _____ Place _____

Chapter- 03 General Guidelines of Equipment Standards for GIIVETs

GENERAL GUIDELINES OF EQUIPMENT STANDARDS FOR GIIVETs

General Guidelines

1. All equipment/ machinery shall have certification of BIS/ISO/DIN .
2. The standard machinery, equipment and tools list given in the syllabus of each trade approved by GIIVETCommittee and NCVT.
3. Equipment/Machinery shall be installed as per standard instructions given by the manufacturers.
4. Machinery and equipment are connected as per electrical safety standards.
5. Ensure working condition of Machinery, Equipment.
6. Machinery and equipment are connected as per Indian standard code of practicing for electrical wiring.
7. Only new machinery/ equipment/ vehicle in running condition is acceptable for granting accreditation& affiliation. No old machinery, equipment and tools are acceptable for any new trade/ unit. All the tax invoices of machinery, equipment and tools shall not be older than 6 months from the date of application. (Except change in geo-tagging location of the institute – refer section 3.5 of chapter 1)
8. The items which are not included in the standard list but are essential for training due to technological development may be procured by the institute.
9. According to life cycle of equipment/ machinery, the existing equipment shall be upgraded