

Institute of Entrepreneurship Development Uttar Pradesh Vocational Education

(A Statutory body under Department of MSME & Export Promotion, Govt. of Uttar Pradesh)

A - 1 & 2, Industrial Area, Sarojini Nagar Kanpur Road,
Lucknow (U.P.) 226008 Website: www.iedupve.in



Affiliation Process Hand Book

Background

The Institute of Entrepreneurship Development, U.P. (IEDUP), Lucknow is a premier Institute and Center of Excellence in the field of entrepreneurship promotion and Human Resource Development. IEDUP was established as the first state level institution for entrepreneurship development by the Government of U.P. with initial support of IDBI, IFCI, ICICI, SBI & PNB in 1986. It is an autonomous organization registered under the Societies Registration Act, 1860 and governed by its own Board of Governors comprising senior bureaucrats, bankers, academicians and eminent professionals headed by the Principal Secretary / Secretary, MSME & Export Promotion, Govt. of U.P. IEDUP's work areas include entrepreneurship, industrial development, skill development, education, environment, and corporate social responsibility. Institute achieves its objectives through a well-designed interventions, i.e. Training, Capacity building, Research studies, Survey, Monitoring & Evaluation, Workshops, Seminars, Awareness programmes, Sensitization and publication etc. Our team of experts and trainers along with well-experienced visiting resource persons has been making significant contribution to the professional accomplishments. IEDUP is well equipped with the training and research facilities comprising well-furnished classrooms, conference hall, syndicate rooms, library, computer lab and hostel etc. along with the latest training aids and equipments including ICT facilities for on-line learning. IEDUP enjoys goodwill and trust of a large number of state level, national level and international organizations as well as professional institutions. IEDUP has, since its inception, organized more than 6,500 Professional Activities and trained about 5.50 lakh persons comprising officers, staff, teachers, trainers, NGOs, unemployed youth, women and adolescent girls.

1.1 Role of IEDUPVE

Institute of Entrepreneurship & Development Uttar Pradesh Vocational Education (IEDUPVE) shall operate as a Vocational Board .IEDUPVE shall strive to provide the necessary support system in training partner empanelment, assessment, certification, MIS and other support like branding, content, etc. The TP involved shall take care of mobilization, training, placement and post placement activities.

The guidelines provide a framework for major processes such as TP eligibility and selection, centre specifications, funding support, operational protocols, etc. These guidelines need to be adhered to in concurrence with the training scheme guidelines being implemented at the centre by Govt of UP or IEDUPVE. Many of these processes shall further be elaborated in the project interventions/schemes to be notified from time to time. This guideline shall be referred to by the stakeholders like IEDUPVE, training Provider (TP) etc. to effectively collaborate and create a network of Vocational Education across the nation.

2. Project Components

2.1 Coverage

A. Cluster of Districts

Cluster based approach is being followed by IEDUPVE for allocation of districts. Clustering has been done using the socio-economic, demographic and skills training coverage indicators to ensure that each

cluster gets a mix of districts with varying levels of skill development activities. This is to ensure better geographic and demographic coverage across the country. List of clusters along with current status with respect to allocation and open for proposals is attached.

B. Non Cluster States and Union Territory’s

Districts in the North Eastern States, Jammu and Kashmir and Union Territories have not been clustered on account of the challenges in these regions and in order to increase the level of participation of skill development Providers. List of districts along with current status with respect to allocation and open for proposals is attached as Annexure -4.

UTs		States	
1.	Andaman & Nicobar	1.	Arunachal Pradesh
2.	Chandigarh	2.	Jammu & Kashmir
3.	Dadra & Nagar Haveli	3.	Manipur
4.	Daman & Diu	4.	Meghalaya
5.	Lakshadweep	5.	Mizoram
6.	Puducherry	6.	Nagaland
		7.	Sikkim
		8.	Tripura

2.2 Infrastructure

A. Biometric Attendance

All centers shall have mandatory biometric attendance of all trainees and trainers as per the practice, process and biometric device specifications mandated by applicable training scheme.

B. Location

Training Centre shall ideally be located nearby (at walking distance) a major approach road (highway/main market road), close to public transport facility (Bus stand/Railway station/Metro station), and with adequate street lights and public movement. IEDUPVE shall reserve the final right to accept or reject the proposed location on location sign-off visit.

C. Equipment

Centre shall deploy latest training equipment & tools as per IEDUPVE specifications. Smart classrooms, biometric attendance, etc. to be used as training aid and equipment.

D. Hostel facilities (Desirable)

To be determined as per the guidelines of IEDUPVE and shall be compliant accordingly.

E. Room for counselling, mobilization and placement

Separate counseling, mobilization and placement cell (at least one dedicated room), used for tests,

counseling of parents and aspirants, placement coordination with industry/ employers etc.

F. Smart Classrooms

Every Institute/Centre is required to have at least one classroom equipped with audio-visual facilities to conduct:

- Virtual training
- Interactive sessions
- Industry seminars/webinar's

G. Centre Inspection

Before a training centre becomes operational/ commences with the first batch, each training centre shall be validated for compliance against the mandatory infrastructure and branding guidelines. In case of no adverse reporting the centre shall be recommended to IEDUPVE for allocations under Institute/Centre.

PROCEDURE FOR APPLYING VOCATIONAL COURSES UNDER IEDUPVE

Procedure for processing online applications for seeking approval for introduction of Vocational Education programmes leading to Diploma in Vocational Education under Institute of Entrepreneurship & Development Vocational Education.

1. An organization registered in India, conducting business in the domain of skill development & training, having Permanent Income Tax Account Number (PAN) and Service Tax Registration Number and audited accounts of statements at least for last one year.
2. Private Training Institutions independently operating in Vocational Space.
3. Training Organizations/Institutions set up by IEDUPVE funding.
4. Company/Firm/Society/Trust - Any of the above fulfilling any of the following criteria:
 - An organization providing training under Apprentices Act, 1961 for last one year from the date of submission of the application.
5. Training Institutions set up/affiliated by Government of India
 - ITIs/ITCs affiliated to NCVT
 - Institutions approved by Councils under Central Government like AICTE
 - College/ Institutes affiliated to a University set by Central or State/ UT Government or recognized by UGC
 - Schools / Institutes approved by Central or State Boards of Secondary Education (or equivalent) or Boards of Technical Education.
 - Any other institute set up by Central or State/ UT government
6. Institution willing to run Vocational Education Courses should have 05 year experience in relevant area or teaching / training experience of 07 years.
7. Training institutions set up by private companies to meet the skilled manpower requirement for in-house needs or for the sector
8. In the AY 2020-21 institute can apply upto 480 seats from given specialization, with a division size of 60 each. Institute may choose one specialization with 08 division OR 02 specializations with 04

division of each specialization OR any other similar combination.

9. Start-up Institution willing to run Vocational Education Courses also considered.

5. Available Courses:

Courses	Eligibility	Awarding Body
Diploma of Vocation (D.Voc)	Class XII Passed	MSME, Govt of UP

6. Available Specialization:

S.No	Specialization	Course
1	Fire & Safety Management	1 Year Diploma
2	Computer Application	1 Year Diploma

- Allied Branches as prescribed by IEDUPVE may be seen at IEDUPVE website :www.iedupve.in

7. Procedure for processing application

- Existing Institution will apply for VE programme on IEDUPVE Portal and select the available Sectors/Specialization from Portal.
- A two members Scrutiny Committee shall verify the eligibility of Institution for the programme and give its recommendation for intake in applied sector and specialization based on available facility in the Institution. Copy of Scrutiny Sheet is attached .
- Opportunity will be given for re-scrutiny, in case of deficiency noted by the scrutiny Committee. Institution have to pay a fee of Rs. 10000/- (Ten Thousands Only) For re-scrutiny process, within 7 days.
- The composition of Scrutiny Committee shall be one member from IEDUP/ Industrial Association and one academician.
- Regional Scrutiny Committee report will be placed before the respective Regional Committee at IEDUPVE Lucknow.
- Recommendation of Regional Committee shall be forwarded to HQ's for further processing.
- The final approval of Council will be communicated along with the EOA for 2020-21.

8. Admission Procedure, Curriculum and Fees:

- The Institution shall publish in their brochure & website the details of this scheme and the specialization offered along with the approved intake.
- The institute shall also display the tuition and other fees charged by the institute for these specialization on their brochure & website.
- The Institution can invite applications by giving advertisement in newspapers and publishing the same in the Institution's website.
- The Procedure, Rules and Regulations for admission shall be as prescribed by the IEDUPVE.
- The Institution shall display information regarding admitted candidates in their website for information to the students and other stakeholders.
- Admission of students to these seats shall be done on merit basis as per the State Reservation Policy. Admissions will be done as per the academic calendar prescribed by IEDUPVE.
- Unfilled seats of reserve category may be converted to open category.
- Curriculum for such courses will be as prescribed by IEDUPVE/Board of Technical Education.

Model curriculum is given by IEDUPVE.

- The classes may be offered in flexi hours by the institute.
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9. Assessment and Certification

- IEDUPVE Board will conduct examination for Education Component.
- IEDUPVE/Training Provider will do assessment for Practical skill competency.
- Both these credits will be transferred to the IEDUPVE Board as the case may be, which compiles the Vocational Skill credits and the formal education credits and if all such credits are available as required by the certification level, then the IEDUPVE Board shall award the Diploma certification of that level.

10. Norms for running Vocational Education Courses :

Parameter	Existing AICTE approved Institution
Instructional Area	One Classroom# / Division
Administrative Area	As per requirement
Amenities area includes separate toilets for males and females	As per requirement
Laboratory/Workshop and other infrastructural requirements	As per requirement
Library	2 books per student relevant to field of study/ Study material developed by IEDUPVE/ TISS any other Govt. Agency (minimum of 10 titles)
Reading Room	As per requirement
Computer Centre	As per requirement
Teachers / Instructors	As per requirement

may be shared with existing classrooms in the Institution

As per requirement means :- requirement shall be met with existing infrastructure/ facilities in the Institution for conduct of Programmes under consideration.

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PERFORMA OF SCRUTINY COMMITTEE

INSTITUTION DETAILS:

Region	
Application Id	
Permanent Institute Id	
Name of the Institute	
Address	
State	

APPLICATION FOR:

Vocational Courses	Specialization 1	Specialization 2	Specialization 3	Specialization 4
Diploma of Vocation (D.Voc)				

MEMBERS OF SCRUTINY COMMITTEE:

Name	Designation	Phone Number	Signature (with date)

REPRESENTATIVE FROM INSTITUTE

Name	Designation	Phone Number

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APPROVED COURSES

S. No	Approved Branch (All Existing Courses)	Level of course	Approved Intake		Remarks
			2019-20	2020-21	
1					
2					
3					
4					

DETAILS OF MOU WITH INDUSTRY / TECHNICAL PARTNER (TP)

Name of Company	MoU Area	MoU Date

ANY OTHER INFORMATION FROM INSTITUTE

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INFORMATION IN THE BASIS OF APPLICATION

S.No.	Does the Institute have	Remarks	Comments
1.	One Classroom per Division (may be shared with existing Classrooms in the Institution)	Yes / No	
2.	Basic branch to run the applied sector	Yes / No	
3.	Faculty / Instructors in the applied stream	Yes / No	
4.	Lab/ Equipment / Machine in the applied sector	Yes / No	
5.	Industrial tie-ups for hands on training	Yes / No	
6.	Any MoU with Industrial Association / SKP/ TP	Yes / No	

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ADDITIONAL INFORMATION

S.No.	Does the Institute have	Remarks	Comments
1	Library- 2 Books per student relevant to field of study (minimum of 10 titles)	Yes / No	
2	Drinking water	Yes / No	
3	Motorized road	Yes / No	
4	Community Service	Yes / No	
5	Accessibility to PwDs	Yes / No	

APPLIED SECTOR/SPECIALIZATION DETAILS AND RECOMMENDED INTAKE

S.No.	Specialization	Applied Intake	Availability of Relevant Branch (Yes/No)	Recommended Intake by Committee

- Maximum batch size should be 60.
- Maximum intake to be approved per institute should be 480

GENERAL OBSERVATION

(Name and Signature of Expert)	(Name and Signature of Expert)
Institute Name:	Institute Name:
Contact No.	Contact No.

11. Requirements for Affiliation

The requirements for affiliation for a Vocational Training Provider (VTP)/ Education Body are classified into 4 components:

Section 1: Institution and Management Profile

Section 2: Quality Aspects in Institution Governance

Section 3: Training Operations – Processes

Section 4: Performance, Measurement and Improvement

A. Generic guidelines about the kind of the Institution which can be affiliated

1.1. GENERAL:

The organization which requires affiliation from IEDUPVE should have a written mission statement. The mission shall guide establishment of the training management system and the general operation of the organization.

The affiliating organization should:

Have clearly defined **objectives** that are helpful in establishing a vocational training system.

Have documented **processes and procedures** covering the entire gamut of vocational training including the ones relating to continual improvement of these processes and procedures.

Physically **possess the resources** or have a documented plan of owning the resources required to run and operate a vocational training system.

Have documented processes that will help the **management** to **review** and analyse the operational processes and procedures.

Have a documented mechanism to ensure the applicability of the **processes and procedures to the work that has been outsourced to a third party**.

B. Organization Details/ Profile of the Management Team

1.2. GENERAL:

In this section, the factual information needs to be gathered of the affiliating VTP and its management team:

Details of the organization applying for the proposal

Prior exposure of the affiliating organization in skill development space

Educational qualification and experience of the management team

Key achievements of the management team/ project team in the area of skill development

Management committee shall identify all statutory and regulatory requirements for compliance.

The Management committee of the VTP shall:

Involve all members of the Institution in understanding and implementing the mission and quality objectives that are measurable and derived from core training and support processes of the Institution.

Identify and plan for resources necessary for achieving the Institution's objectives.

Communicate to all members of Institution the importance of meeting the requirements of interested parties as well as the applicable statutory and regulatory requirements.

Measure the performance of the Institution in order to monitor the fulfillment of the mission and quality objectives.

C. Responsibilities and the Authority of the Operational Teams

1.3. GENERAL:

Head of the VTP (Vocational Training Provider) and Key Personnel

Head of Institution may be designated as Director/ Principal. The head of Institution shall be empowered by the management committee to carry out day to day functioning of the Institution. The management committee shall clearly describe the management structure. The head of the institution shall decide and implement the processes which support the development and deployment of the VTP system. The responsibility and authority for all personnel involved in key functional areas shall be defined and communicated within the Institution.

Affiliation Coordinator

Management committee shall appoint an existing senior staff member who, irrespective of other responsibilities, shall monitor to ensure that the requirements of these criteria are being implemented. The coordinator shall periodically report to management committee on the compliance of criteria and the need for improvement.

The coordinator shall ensure communication within the Institution on the information related to the application and relevance of the criteria in Training and support processes. The coordinator shall liaise with the affiliating IEDUPVE on all relevant matters.

2.1. GENERAL:

✓ MISSION STATEMENT

The Institution's mission shall be documented. This shall be consistent with needs & expectations of interested parties and applicable statutory & regulatory requirements and commitment in delivering excellence.

✓ EXISTENCE OF OPERATIONS MANUAL COVERING THE FOLLOWING

The institution applying for affiliation should have an Operations Document covering the following aspects:

- ✓ Background of the Institution
- ✓ Organization Structure
- ✓ Details of other affiliations, if applicable
- ✓ Industry Linkages
- ✓ Profile for senior and middle management
- ✓ Profile of trainers
- ✓ Details of infrastructure, workshop, store etc.
- ✓ Process of internal evaluation
- ✓ Placement cell and its placement record

- ✓ Training Courses/ Programs offered including a list of content and training material available
- ✓ Quality assurance mechanism

➤ **FINANCIAL RESOURCES**

The Institution shall provide financial resources which shall be capable of sustaining a sound vocational educational program consistent with its stated mission and objectives for long term stability.

➤ **COMPLIANCE TO STATUTORY AND REGULATORY REQUIREMENTS**

The Institution shall identify and comply with the applicable statutory and regulatory requirements pertaining to the services provided.

SECTION 3: Training Operations - Processes

A. Documented Process for Management of Human Resources

3.1. GENERAL:

- ✓ Recruitment guidelines and criteria based on required competencies
- ✓ Process of reviews to identify competency gaps vis-à-vis requirement in the in-house talent
- ✓ Training and professional development plan and processes
- ✓ Maintaining records of qualifications and experience
- ✓ Motivation and enhancement of self-esteem amongst the staff

B. Curriculum

3.2. GENERAL:

- ✓ Process of adoption and/or development of curriculum on the basis of QP and NOS developed by the NITTTR
- ✓ Review process to gauge the effectiveness of the curriculum developed
- ✓ Clear demarcation of time to theory and practical as per the criteria set by regulatory bodies
- ✓ Pedagogy inclusive of time schedule and lesson plan
- ✓ Process of SME engagement in curriculum design and development
- ✓ Review process for approval of curriculum from the NITTTR.

C. Courseware and other Documents

3.3. GENERAL:

- ✓ Process of adoption and/or development of courseware on the basis of QP and NOS based curriculum approved by NITTTR.
- ✓ Following needs to be available confirming to the requirements mentioned in the IEDUPVE website : www.iedupve.in
 - Train the Trainer Program
 - Modules on Soft Skills/ Health/ Hygiene and Safety – both generic and program specific
 - Syllabus/ Curriculum outline
 - Training Delivery Plan
 - Facilitators Guide (Generic Training Skills)
 - Trainer Guide (Program Specific)
 - Participant Manuals
 - Assessment
 - Participant Feedback forms
- ✓ Review process to gauge the effectiveness of the courseware developed
- ✓ Process of SME engagement in courseware design and development
- ✓ Review process for approval of courseware by the SSC

D. Teaching process

3.4. GENERAL:

- ✓ Time table
- ✓ Delivery plan
- ✓ Monitoring and evaluation process of students – continuous assessments, tests, examination etc.
- ✓ Management of student evaluation records
- ✓ Lab/ workshop exposure and its linkage to theoretical delivery
- ✓ Industry visits

E. Training methodology

3.5. GENERAL:

- ✓ Documented Processes for Training
- ✓ Training aids

F. Continuous Evaluation

3.6. GENERAL:

- ✓ Methodology
- ✓ Student monitoring on learning

G. Industrial Interface

3.7. GENERAL:

- ✓ Engagement of experts from the industry (guest faculty)
- ✓ Integration of real life problems from industry and exposing it with sample solutions to the students

H. Student Development

3.8. GENERAL:

- ✓ Imparting required soft skills training
- ✓ Guidance to students on getting placements
- ✓ Assistance/ Facilitation for OJT/ Placements

I. Admissions

3.9. GENERAL:

- ✓ Printed brochure/ prospectus covering
- Documented policy and procedures for admissions

- Concessions policy
- Process of keeping safe custody of students documents
- Student agreement with the institution at the time of admission

J. Learning Environment

3.10. GENERAL:

- ✓ Classroom and lab aesthetics and ambience
- 1. Illumination levels
- 2. Ventilation requirements
- 3. Housekeeping and cleanliness
- 4. Weather protected

K. Infrastructure

3.11. GENERAL:

- ✓ Land and building requirements – (either own/rented/ on lease)
- ✓ Working space requirements
- ✓ Sizes of classrooms, labs and workshops
- ✓ Associated facilities like safe drinking water, power backup etc.
- ✓ Transport facilities, if applicable

L. Health and safety

3.12. GENERAL:

- ✓ Staff training on crisis handling
- ✓ Equipment required for covering indoor and outdoor emergencies
- ✓ Fire safety
- ✓ Health policy including collection of required medical record of staff and students
- ✓ Compliance to the regulatory norms of health and sanitary conditions
- ✓ Availability of the compliance certificate from the competent authority

14. Performance Measurement and Improvement

A. Identification of suitable indicators to monitor and measure performance such as:

4.1. GENERAL:

- ✓ Trade Learning progress
- ✓ Workshop upkeep and modernization
- ✓ Health and safety incidences
- ✓ Feedback from employers
- ✓ Trend of employability and placement record

B. Continual Improvement on the basis of:

4.2. GENERAL:

- ✓ Student feedback on curriculum
- ✓ Student attendance
- ✓ Drop out monitoring
- ✓ Student performance on tests
- ✓ Teacher attendance
- ✓ Placement patterns

C. Management Review

4.3. GENERAL:

- ✓ Management review meetings (MRM)
- ✓ Actions implementation on the basis of MRM
- ✓ Performance review of faculty
- ✓ Assessment of training needs of faculty by the management
- ✓ Handling of student complaint by the management and redress of the same
- ✓ Analysis of student feedback
- ✓ Analysis of results in skills assessments

D. Documented procedure on Complaint/Feedback Handling

4.4. GENERAL:

- ✓ Information sharing on complaint with all the stakeholders
- ✓ Acknowledgment of receipt of complaint
- ✓ Investigation process
- ✓ Closure with the complainant
- ✓ Keeping record of complaints

Schedule of Various Charges under Affiliation and Applicability

S.no.	Charges (All Charges are non- refundable)	IEDUPVE Funded Partners Differential for IEDUPVE funded Centers and Government Institutions (Should cover the Operating Cost only)
1.	Application Fee	₹ 2000/-
2.	Affiliation Fee	₹ 1500000/-
3.	Annual Affiliation fee	₹ 10000/-

Schedule of Various Charges under Admission

S.no.	Particulars	Charge / Students
1.	Registration Fee	₹ 500/-
2.	Enrollment Fee	₹ 650/-
3.	Examination fee	₹ 850/-

List of Enclosures

- | | |
|--|----------|
| 1. List of Courses | Yes / No |
| 2. PAN and IT Return | Yes / No |
| 3. Audited Balance Sheet | Yes / No |
| 4. Registration Certificate of Trust/ Society | Yes / No |
| 5. Memorandum of Trust/ Society | Yes / No |
| 6. Approved Building Map | Yes / No |
| 7. Staff Particulars | Yes / No |
| 8. Training detail of Staff | Yes / No |
| 9. Drinking Water | Yes / No |
| 10. Health and Sanitary Conditions | Yes / No |
| 11. Fire Safety NOC | Yes / No |
| 12. Bus Service details | Yes / No |
| 13. Details of Grants received in last 3 years | Yes / No |