

# Training Provider Affiliation Procedure

**TP Affiliation is a three stage process**

**Processing time is 4 weeks (after receiving complete information).**

**1. Preliminary Information:** - share the following information for our review,

- Institute Profile
- List of job role to be trained ([www.essc-india.org](http://www.essc-india.org) – NOS – TOP 25 Courses)
- Master trainer CV for each job role – with at least 5 years of industry experience (Not academic or Training exp.) for the same job role and min. educational qualification Diploma
- List of companies for placement

**2. Filled Affiliation Form :** -

- a. One should have to fill both the form completely (Protocol Form and Training provider Assessment Procedure Form).
- b. One should fill all Annexures (Annexure-II, III, and VI in Training Provider Assessment Procedure Form) separately for each job role.

**3. Institute Audit:** -Refer below agenda for the institute audit,

- Interaction with Master trainer for his / her Qualification, Experience and exposure to QP.
- Lab tool availability verification as per the tool list given in the affiliation form.
- Institute infra available for training mapping to QP and affiliation form.
- Placement tie-up with industry verification.

**4. Fee Structure: Fee to be submitted at the MoU Stage.**

1. No Affiliation Fee for NSDC Partner. Curriculum Alignment Fee is applicable.
2. Application fee : Rs.5000 /-
3. Affiliation fee :
  - a. Rs.20,000/- for single center or
  - b. Rs.45,000/- for multiple centers ( upto 5 Centers verification)
  - c. Additional Center Verification :-
    - Centers in Metro and Category A cities: Rs. 2000/-
    - Other training centers: Rs.4000/-
4. Curriculum alignment fee: Rs.7,000/- per job role
5. The certificate will be valid for 1 year from the date of issue

## **5. Evaluation**

The evaluation of the training provider is done by ESSCI is based on a number of factors as given below:

1. Number of years in operations .
2. Experience in Electronics training in currently defined job roles (Min. 3-4 year exp.)
3. Experience in Training (Similar to 3 but non- electronics)
4. Pan India reach in terms of number and spread of centers.
5. Industry Tie-up for Training
6. Industry Tie-up for Placement
7. Placement Record
8. In-house content development
9. In-house system for periodic train the trainer program & assessment of in-house master trainers
10. Availability of In-house Master Trainers
11. Activity to mobilize trainees
12. Track record in facilitating on-the-job training

## **6. Suspension or Cancellation of Affiliation**

ESSCI may suspend or cancel an affiliation of the course because of any of the followings, but not be limited to,

1. Non-compliance or violation of the ESSCI requirement
2. Providing insufficient or incorrect information to ESSCI
3. Failure to report any major changes in the training methodology
4. Non-payment of ESSCI fees, assessment fees and agreed upon expenses
5. Any other condition deemed appropriate by ESSCI
6. Failure to maintain confidential information as agreed
7. Influencing Assessment partner on the assessment question, results and any other relationship with Assessment partner