## CONTENTS

<table>
<thead>
<tr>
<th>No.</th>
<th>Particulars</th>
<th>Page No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Background</td>
<td>3</td>
</tr>
<tr>
<td>2</td>
<td>Introduction</td>
<td>3</td>
</tr>
<tr>
<td>3</td>
<td>Scope</td>
<td>4</td>
</tr>
<tr>
<td>4</td>
<td>Glossary</td>
<td>5</td>
</tr>
</tbody>
</table>

Requirements for Accreditation

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
<th>Page No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Governance of the Institution</td>
<td>11</td>
</tr>
<tr>
<td>2</td>
<td>Training and Support Processes</td>
<td>16</td>
</tr>
<tr>
<td>3</td>
<td>Performance, Measurement and Improvement</td>
<td>23</td>
</tr>
<tr>
<td>5</td>
<td>Annexure –I: Application flow</td>
<td>25</td>
</tr>
</tbody>
</table>
1. Background

Quality Council of India is a nonprofit, autonomous body set up jointly by Government of India & Indian Industry, to establish & operate national accreditation structure and to promote Quality for National Well Being. Quality in vocational training has been chosen as one of the focus area under overall mission of National Well Being.

In view of this, Quality Council of India (QCI) has developed the Accreditation Criteria for Quality Governance of Vocational Training Institutions. The Accreditation criteria provides framework for the effective management and delivery of the competency based Vocational Education and Training (VET) aimed at overall development of the students. Vocational Education and Training (VET) includes affiliated Industrial Training Institutes (ITIs), Industrial Training Centers (ITCs) and Vocational Training Providers (VTPs).

2. Introduction

Accreditation is a process of establishing competence of VET in delivering the requisite elements of vocational training and its ability to carry out evaluation of competence acquired by the students, so as to make professional judgment. Accreditation focuses on learning, self development and encourages VET to pursue continual excellence. Accreditation helps in recognizing VET and professional programs affiliated with these institutions for a level of performance, integrity and quality which entitles them to the confidence of the stakeholders and community they serve.

The purpose of introducing accreditation program for VET is to uphold high standard of quality and expectation of the various stakeholders of the VET system. Some of the salient objectives include;

- To assess institutions and their programs that meet defined quality standards;
- To foster excellence in VET institutions building effectiveness in delivering competency based education and training
Accreditation Criteria

- To establish framework for continuous improvement and provide opportunity to benchmark with other institutions
- To facilitate developing professional competency of the students
- To provide basis for determining eligibility for assistance and investment of public funds by regulatory/affiliating agencies

Under the vocational stream a wide range of courses pertaining to different trades and vocations are offered. This set of criteria is equally applicable covering such a range of sectors and trades i.e.,

- Engineering and Technology
- Agriculture and Rural Development
- Business and Commerce
- Home Science and Hospitality Services
- Health and Para-medical
- Computer Science & Information Technology
- Library & Information Science
- General & Life Enrichment Courses.

(Note: The above list is an illustrative one only)

3. Scope

This criteria specifies requirements for accreditation of an Institution which:

a) needs to demonstrate its ability to consistently provide competency based vocational Training that meets interested party requirements and facilitate overall development of students,

b) aims to enhance interested party satisfaction through the effective application of process approach for continual improvement of the system.

All requirements of this criteria are generic in nature and are intended to be applicable to all Institutions, regardless of type, size and nature of Vocational Training service provided.
This criteria provides framework to plan, establish, operate, monitor and improve vocational training service. This criteria is non prescriptive in nature. Institutions may determine the extent of prescriptions which shall be governed by

i) applicable statutory / regulatory requirements

ii) their policies and objectives

iii) resources required for effective implementation of the criteria

The criteria can be adapted;

a) as a self improvement tool, and where needed to work out overall rating within group of Institutions

b) for third party accreditation/certification,

4 Processing of Application

A typical processing cycle of Application is given in Annexure-9.

5 Glossary

For the purpose of this criteria, the following terms have specific meanings as defined here:

i) Interested party/ Stakeholder

Person or group having an interest in the performance or success of an Institution including the recipient of a training service

Note: An interested party can be a student, parent/guardian, parents’ association, potential employers, other Institutions, society or statutory and regulatory authorities.

Note: A group can comprise an organization, a part thereof, or more than one organization.

ii) Training

The act or process of imparting or acquiring knowledge, skill or judgment.

iii) Training process

Process resulting in providing of educational / Training service

iv) Training service

Service concerned with training.
Accreditation Criteria

v) Training Institution/ Centre
An organization that provides training services for any vocational trade

vi) Management committee
Committee which includes board of trustees or directors, head of the Institution, individual owners or others, exercising an effective control on the Institution for making it relevant, efficient and effective and thereby excellent one.

vii) Management system
System to establish policy and objectives and to achieve those objectives

viii) Quality
• Quality is the degree of excellence and distinguishing nature of attributes of Training programme.

• Quality is the ongoing process of building and sustaining relationships by assessing, anticipating, and fulfilling stated and implied needs.

• Quality is the customers’ perception of the value of the suppliers’ work output

ix) Mission
Statement which conveys the purpose of the Institution’s training programs, expresses expectations for quality and serves as the basis for daily operational and instructional decision making as well as long range planning.

x) Accreditation manual
Document specifying the management system of the Institution based on requirements of accreditation criteria

xi) Preventive action
Action to eliminate the cause of potential non-conformity or other undesirable potential situation

xii) Corrective action
Action to eliminate the cause of a detected non-conformity or other undesirable situation
xiii) Process Approach

Any activity or set of activities that uses resources to transform inputs to outputs can be considered as a process.

For organizations to function effectively, they have to identify and manage numerous interrelated and interacting processes. Often, the output from one process will directly form the input into the next process. The systematic identification and management of the processes employed within an organization and particularly the interactions between such processes is referred to as the “process approach”.

xiv) Document

Document is an instruction or procedure format for information and its supporting medium.

Example: procedure, drawing, report, standard

xv) Record

Record is a document stating results achieved or providing evidence of activities performed.

xvi) Competence

It denotes a combination of knowledge, demonstrable skill and displayed attitude as possessed by a person.
Requirements for Accreditation
SECTION 1: GOVERNANCE OF THE INSTITUTION

1.1 General

The Management Committee of the Institution shall establish and maintain a formal Training management system and continually improve its effectiveness in accordance with the requirements of this criteria.

The Institution shall:

a) have a written mission statement that reflects the collaborative effort of stakeholders and describes the expectations for student learning. The mission shall guide establishment of the training management system and the general operation of the institution. The mission shall be reviewed periodically, revised when needed, and disseminated to interested parties.

b) determine

i) the processes needed for establishing the training system and their application throughout the Institution.

ii) methods and procedures needed to ensure that the operation, control and continual improvement of these processes are effective in realizing the objectives set by the Institution.

c) ensure the availability of resources necessary to support the operation and control of these processes.

d) review and analyze these processes for improvement.

e) implement actions necessary to achieve planned results and continual improvement of these processes.

f) where an Institution chooses to outsource any process that affects conformance with the requirements of this criteria, the Institution shall ensure control over such processes too.
Accreditation Criteria

1.2 Leadership

Management Committee shall establish and follow formal methods to determine the needs and expectations of the interested parties with regard to effective delivery of curriculum and varied development of the students.

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

The Management committee shall:

a) 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.

b) identify and plan for resources necessary for achieving the Institution's objectives.

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

d) measure the performance of the Institution in order to monitor the fulfillment of the mission and quality objectives.

1.3 Responsibility and authority

1.3.1 Head of the VET (Vocational Education & Training) and Key Personnel

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 institution shall decide and implement the processes which support the development and deployment of the VET system. The responsibility and authority for all personnel involved in key functional areas shall be defined and communicated within the Institution.

Head of Institution may be designated as Director/Principal, howsoever, named.
1.3.2 Accreditation Coordinator

Management committee shall appoint a senior staff member who, irrespective of other responsibilities, shall monitor to ensure that the requirements of this 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 liaison with Accreditation Body.

1.4 Accreditation Document(s)

1.4.1 Accreditation Manual

The Institution shall develop an accreditation manual describing:

i) background of the Institution/ Centre.

ii) organization structure.

iii) linkages / affiliations / recognitions.

iv) profile of senior management and trainers.

v) facilities with respect to condition of teaching and access to learning and meeting the requirements of stakeholders.

vi) scope of training services such as internal evaluation, placement services etc.

vii) the details of infrastructure including workshop stores etc. required for the courses conducted by the VET as per the requirements of regulatory body like NCVT.

The manual shall describe the training and related support processes including their interactions. It shall include or provide references to all documented procedures and other applicable criteria upon which the training system is based.
Accreditation Criteria

The manual shall also include:

i) Mission

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.

ii) Quality Objectives

The Institution shall establish objectives that are measurable and derived from training and support processes of the Institution. The objectives shall be aligned with the Institution’s mission.

1.4.2 Control of documents

The Institution shall establish a documented procedure describing the arrangements for:

a) preparing, reviewing and approving internal documents including their identification, and revision.

b) controlling external documents, including the relevant regulations that should be continuously kept updated.

c) ensuring that relevant documents are available to all concerned within the Institution and to the interested parties.

1.4.3 Control of records

The Institution shall identify and maintain records to provide evidence of conformity to this criteria. A documented procedure shall be established to define control of records providing for identification, indexing, storage, retention time and disposal. In addition, the Institution shall also identify and maintain records based on the applicable statutory and regulatory requirements.
1.5 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.

1.6 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 2: TRAINING AND SUPPORT PROCESSES

The VET shall determine and provide resources required for the effective delivery of curriculum along with the support services such as human resources, infrastructure, health & safety and work environment.

2.1 Human resources

2.1.1 The VET shall have adequate management, teaching/training and support staff, with appropriate qualifications and competencies to carry out the VET program, services and activities.

The VET shall.

a) meet the applicable statutory and regulatory requirements related to adequacy and competency of managerial, teaching and support staff.

b) carry out regular reviews for identifying competency, changing needs with respect to technical and pedagogical requirements for effective delivery of curriculum.

c) enable staff to conduct regular self appraisal of their performance and to project their professional development needs.

d) provide necessary training or recruit to meet the competency gaps (refer b & c).

d) maintain records of qualification and experience, continual professional development activities of staff through education and training including attending seminars, workshops etc.

e) developing a suitable mechanism to maintain higher level of motivation and esteem to meet the standards of excellence.

2.2 Curriculum

The VET shall.
a) Adopt/develop course curriculums with provision of multiple trades simultaneously whenever provided, based on requirements specified by state and/or national vocational educational bodies like NCVT (National Council of Vocational Training), Govt. of India.

b) Ensure that the curriculum meets the various developmental needs of students and contemporary industrial/sectoral requirements.

c) Review the enabling requirements for effective delivery of curriculum keeping in view the current vocational educational thinking and pedagogy including time schedule, lesson plan and demonstrational plan by trainers.

d) Ensure that the total time to be devoted to classroom lectures, practical, experiments etc. shall not be less than that prescribed by relevant regulatory bodies for various trades.

e) Follow the guidelines and requirements as specified in training manual of regulatory bodies.

2.2.1 Training - learning process

The Institution shall provide appropriate support and resources to implement and deliver the course curriculum. The teaching staff shall implement the course curriculum through a range of approaches and teaching strategies that recognize diverse learning style relevant to the learning needs. The delivery among others shall include the following:

a) course planning and development.

b) development of course time table and delivery of curriculum.

c) monitoring and evaluation of learning of students by way of continuous assessment, tests, examinations, feedbacks as appropriate.

d) records of the stage wise course delivery and student evaluation shall be maintained. Records of students leaving course mid-way should also be maintained.

e) practice in workshops / laboratories shall be carried out in proper sequence and in harmony with progress in classroom sessions.
Workshops / laboratories should be laid out with necessary equipment, instruments, tools etc. in a way so as to help the students undertaking various experiments systematically and accurately for acquiring exposure in actual job situation.

### 2.2.2 Training Methods

#### 2.2.2.1 Training methods shall be designed to have a high degree of interaction between students and Faculty members/ Resource persons in order to meet the objective of the course. Training methods shall seek to involve and engage students throughout the duration of the course/program with a focus on active learning environment.

#### 2.2.2.2 The training methods shall include both knowledge based (to facilitate understanding of concepts) and skill based sessions (application of knowledge and skills in practical activities).

#### 2.2.2.3 Training aids such as videos that are directly relevant may be used to supplement the training by the Faculty members/ Resource persons. These may be commercial training videos or videos produced during the course/program to record and review the performance of students.

#### 2.2.2.4 Students shall be required to attend at least the stipulated number of sessions in the course/program to make them eligible to appear in the examination as per statutory and / or regulatory requirements if there is any.

#### 2.2.2.5 Each student should be provided with a necessary set of course notes to supplement, the text books as recommended.

### 2.2.3 Continuous Evaluations

The VET shall.

a) analyze student performance through a variety of methods that will include formal testing, project/ experimental work, or any other
means as deemed fit and use the results for improvement of students performance.

b) use the result of student assessment to evaluate and suggest revision of curriculum and methodology of delivery on a continuing basis to the competent authority.

c) ensure appropriate confidentiality of various tests and assessments and their results.

d) regularly monitor the student assessment procedures so as to ensure the adequacy and accuracy.

2.2.4 Industrial Interface and Student Development

2.2.4.1 The VET should make necessary arrangement wherever applicable for having certain classroom sessions taken up by suitable faculty / experts from industries. It should arrange periodic industry visits.

2.2.4.2 The VET should encourage Faculty members along with students to take up real life problems from industries for problem solving and application of principles taught as a part of course work.

2.2.4.3 The VET shall encourage students to develop necessary soft skills and attitudes so as to enable them getting suitable placements in the industry.

2.2.4.4 The VET should provide necessary guidance to students for getting placements.

2.3 Admissions policy

The VET shall.

a) establish documented policy and procedures for admissions including policy on concessions. The admission policy and procedure shall comply with the applicable statutory and regulatory requirements.

b) prepare information brochure/prospectus, describing the information on Institution’s policies and programs. It shall provide for easy and un-
Accreditation Criteria

ambiguous understanding of rules and regulations concerning conduct/discipline, attendance norms, financial obligation assessment / qualifying criteria etc. on part of students/parents.

c) provide for safe custody of the documents submitted by the students including birth certificates, certificates of previous Institution and deposits, if any.

Note:- The brochure may form part of formal agreement between Institution and student/parent at the time of admission.

2.4 Learning environment

The VET shall provide conditions to facilitate learning environment for both indoor and outdoor activities. The learning environment shall include safe class rooms, offices, workshops, laboratories, common spaces and other facilities.

As a prelude to learning environment, the Institution shall monitor and address issues relating to environmental conditions including:

a) adequate illumination.
b) adequate ventilation.
c) housekeeping and cleanliness.
d) safeguard against excessive weather conditions like dust, cold, heat and rain.
e) controlling noise and distractions.

2.5 Infrastructure

The Institution shall identify, provide and maintain the specific infrastructure and equipments to support the training and related support processes. These shall be safe, clean and well maintained. Hand tools and equipments to be used for training purposes shall be periodically updated by periodical replacement of obsolete equipments and supplies in consonance with updation of syllabi.
The Institution shall define responsibilities and authorities for carrying out purchase, storage, safeguarding, installation, usage and maintenance activities, and for analyzing the associated risks regarding human security and hygiene.

The institution shall define the process of phasing out old and unused furniture, machines, tools and equipments. Process of upgrading the machines, tools and equipment as well as bringing latest technology should also be defined by the institute.

Infrastructure and equipment shall include as appropriate:

a) land and buildings, working space, class rooms, laboratories, workshops, computational and networking facilities, libraries, hostel, playground, canteens.

b) associated facilities such as safe drinking water, diesel generating sets, gases and fuels, health and sanitation services.

c) equipment for training-learning process including accessories, supplies and consumables, hand tools and equipments and audio visual aids.

d) support services such as transport, communication.

e) meet the applicable statutory and regulatory requirements.

Where appropriate, the Institution shall meet applicable standards of nutrition, safety and hygiene (preparing, storing & serving) for facilities like canteen, hostels etc.

2.6 Health and safety

The Institution shall determine, maintain and comply with health, safety and security norms including:

a) appropriate procedures and training for all staff members to implement emergency and crisis plans & handle accident.

b) applicable statutory and regulatory requirements.
c) provision for emergency situations covering both indoor and outdoor activities.

d) health policies which include collection of medical information for all staff and students, immunization against common diseases and maintenance of comprehensive records.
SECTION 3: PERFORMANCE MEASUREMENT AND IMPROVEMENT

3.1 General

The Institution shall periodically monitor and measure the effectiveness of the training and support processes as required in the respective clauses of the standard.

Note:

The Institution may identify suitable indicators to monitor and measure its performance.

Few suggested examples are:

a) trade learning progress.

b) workshop upkeep and modernizations.

c) health and safety incidences.

d) feedback from employers.

e) trend of employability and placement record.

3.2 Continual Improvement

The Institution shall regularly assess the effectiveness of training and learning. The Institution shall identify and initiate continual improvement projects through involvement of students, teachers and other interested parties. It shall implement suitable corrective and preventive actions at various levels.

The Institution's management shall ensure effective management, collection, validation and analysis of data to monitor the Institution's performance as well as the satisfaction of interested parties.

Where possible, Institution shall collect/share data from/with other Institutions and benchmark with its own data to improve upon in deficient areas.

Few suggested sources of data are:

a) student and interested party(s) feedback on elements of curriculum(2.2).

b) student attendance and student drop out rate.
c) student performance by way of result etc.
d) teacher turnover ratio.
e) placement.

3.3 Management Review

The management shall review the following at least annually for effectiveness and conformity:

a) actions outstanding from previous management review meetings.
b) actions resulting from surveillance by the approval body.
c) administrative procedures.
d) course/programme design.
e) course/programme presentation.
f) performance of Faculty members/Resource persons and future training required for the Faculty members/Resource persons.
g) complaints and appeals.
h) analysis of student feedback.
i) analysis on results of students in skill assessment and certification process by assessing bodies and NCVT.

3.4 Complaint Handling

The Institution shall establish a documented procedure for complaint handling process. Various steps in the complaint handling process shall include the following:

a) providing information regarding complaint handling process to all interested parties.
b) acknowledgement of the complaint.
c) investigation for redress of the complaint.
d) communication with the complainant for satisfactorily closure of the complaint.

Records of all complaints and actions taken for the above shall be maintained by the Institution.
APPLICATION FLOW

Receipt of Application

Administrative Verification of Documents

Result of Verification of Documents

Yes

Proceed for Stage I
Assessment - Document Assessment (Adequacy)

Desktop Assessment of Documents by NABET Assessor

Non-conformances and Observations raised during the assessment to be closed by VET

Additional Clarification sought from VET

No

Verification of Closure action by NABET Assessor

No

Verification of Closure action by NABET Assessor

Yes

Proceed for Stage II
Compliance Assessment

Conduct of Compliance Assessment by NBET Assessor

A
Accreditation Process

Total time taken for the Accreditation process will be 60-90 days. This is subject to no inordinate delay taking place at the Applicant’s end in submitting the clarifications/additional information sought by NABET and in closure of Non Conformances and observations raised by NABET.

Important:

In case the applicant does not respond within 90 days for any additional information or closure actions for the NC’s and Observations, the application shall be deemed closed. The applicant will have to re-submit the application for accreditation with all applicable fees.
METHODOLOGY OF ACCREDITATION ASSESSMENT

National Accreditation Board for Education and Training

2nd Floor, Institution of Engineers Building
Bahadur Shah Zafar Marg, New Delhi -110 002
Tel : 011 2337 9321, 8056, Fax : 011 2337 9621
www.qcin.org
1.1 Authority

NABET Secretariat is the sole authority for coordinating, on behalf of the Board, assessment of the VET applying for accreditation.

1.2 Initial Assessment

1.2.1 Documentation assessment (Adequacy)

NABET shall evaluate the documented system including (but not limited to):

i) accreditation Manual

ii) the course/program material, including the subjects to be covered, the time schedule for the various activities, and all the student and Faculty members / Resource persons materials such as course / program notes, student reading materials, case studies, simulations, tutor notes.

iii) the examination format, questions and answers, time allotted, grading procedure, pass/fail requirements, policy and procedures for re-examination, techniques for evaluation on the basis of Project work, case study presentation and practice in documentations etc.

iv) the criteria for selecting Faculty members / Resource persons, procedures for assessing their performance and a current list of Faculty members / Resource persons, their resumes and regulatory body requirements.

v) course/program administration documents including policies for admission of participants, course/program registration forms, fee schedules, course/program Certificate and promotional material.

After the evaluation, NABET will inform the organization / Institution of the non-conformities and / or observations if any. The VET shall be required to close all observations and non-conformities before the next stage of assessment.
1.2.2 Compliance Assessment

1.2.2.1 Following review and acceptance of documentation procedures, NABET shall undertake assessment of the office and the facilities intended for use for the course/program. The duration of the same shall be decided by NABET.

1.2.2.2 Course/program Assessment

a) following review and acceptance of the documentation procedures, NABET shall undertake at least one full assessment of the presentation of the course/program. NABET shall evaluate all aspects of the course/program and all activities of the Faculty members/Resource persons for conformance to the applicable NABET criteria and Institution/Centre procedures, and evaluation of students for effective delivery of the course/program.

b) the VET shall be informed of the findings and non-conformities, if any.

c) in case any corrective action is required, the VET shall make the necessary corrections & improvements and submit the appropriate documentation within a defined time schedule to NABET. The corrective action may be submitted within 90 days from the date of assessment.

d) an additional full or partial evaluation of a course/program offering may be done by NABET to verify the compliance of corrective actions.

e) the NABET Accreditation Committee will take the decision on NABET Accreditation for the course/program depending on the Course/program Assessment Report.

f) when NABET Accreditation Committee determines that the Institution’s presentation is acceptable, NABET shall inform its approval to the VET.
Accreditation Criteria

g) the annual fee shall be paid by the Institution/ Centre on receipt of invoice from NABET.

h) subsequently for every year the Organization / Institution will have to clear the surveillance assessment and pay the requisite fee for the renewal of accreditation.

i) a Certificate of Accreditation will be issued by NABET on receipt of fees.

j) accreditation committee may award provisional accreditation in cases where corrective action may take longer duration.

1.3 Surveillance Assessment

1.3.1 To assess VET continuing conformance to NABET criteria and the effective implementation of the Institution/ Centre procedures, NABET shall normally conduct an annual surveillance for:

a. administrative procedures, practices and records.

b. a minimum (but not limited to) 2-3 days surveillance of a course / program offering.

1.3.2 Course/program surveillance and assessment of administrative procedures shall be planned to ensure that different aspects of the course/program and the Institution/ Centre system are regularly reviewed.

1.3.3 Course/program surveillance shall also review different Faculty members / Resource person’s course/program offerings. NABET reserves the right to demand witness of a specific Faculty members / Resource persons.

1.3.4 Assessors shall have necessary qualifications and experiences related to the category of Trades/ Crafts covered in the Institute/ Centre and have the adequate requisite training to undertake NABET Assessment. The Assessment shall be made in terms of both processes and results i.e Efficiency and Effectiveness of Training.
Accreditation Criteria

1.3.5 NABET reserves the right to carry out more frequent or longer surveillance as necessary for specific Institution/ Centre in case of complaints / concerns against the delivery or administration of the course / program. Cost for the same shall be borne by the VET.

1.3.6 NABET may conduct surprise surveillance of the course/trade offerings.

1.4 Extension of Scope

Any VET can request for extension of its scope of Accreditation to cover additional course/ trades by making a written request to NABET. In case changes are to be made to the Accreditation Manual, the revised Manual shall also be submitted.

1.5 Renewal of Accreditation

1.5.1 Any Accreditation granted automatically expires at the end of the period of its validity. A renewal notice will be issued for the recognized course /trade to VET by NABET before expiry of validity. However the responsibility for applying for renewal in time shall be that of the VET concerned.

1.5.2 The VET shall submit the renewal application along with the prescribed fee at least three months in advance of the expiry of the current Accreditation period. A renewal assessment, similar to the initial assessment, shall be carried out for considering further renewal.

1.5.3 If any non-conformity is found during the renewal assessment, the VET shall have to take necessary corrective actions, which may need to be verified by NABET before the Accreditation is renewed for a further period of maximum of four years.

1.5.4 The renewal shall be based on assessment of performance during the previous validity period and report of renewal assessment. Any complaints received during the period shall also be duly considered.
1.6 Suspension or Cancellation of Accreditation

NABET may suspend or cancel the accreditation of the Institute / Trade because of any of the following but not be limited to.

i) non-compliance or violation of the NABET requirements.

ii) providing insufficient or incorrect information to NABET.

iii) improper use of NABET Accreditation Mark.

iv) changes in the Certificate format without NABET approval.

v) changes in the course / trade material without the concerned regulatory approval.

vi) failure to report any major changes in the course / trade to NABET.

vii) any other condition deemed appropriate by NABET.

viii) non payment of fees.

1.7 Expiry of Accreditation

The Accreditation of a Institute / Course shall automatically expire at the end of its validity unless renewal is sought by the Institution/ Centre concerned along with the prescribed fees.

The Accreditation of the Institute / Course shall also expire if the renewal is not agreed to by NABET.

1.8 Appeals

Appeal against the decision of NABET can be made in writing to the Chairman, NABET Board. It will be processed in accordance with the appeals procedures:

1.9 Schedule of Fee

Kindly refer to attached Annexure.
1.10 Terms & Conditions

1.10.1 The Accreditation to an Institute / Course shall be granted for a period of four years which shall be renewed for maximum of four years at a time, before expiry of earlier approval, subject to satisfactory performance based on surveillance report at least once a year.

1.10.2 The Institution/ Centre providing the course / trade shall conduct the course / trade on its own and shall not sub-contract it in part or full.

1.10.3 The Institution/ Centre providing the course / trade shall not make any change in the Certificate format and the course / trade materials which form the basis for the grant of Accreditation without prior approval of NABET.

1.10.4 In the case of having multiple branches or centers of the same Institution, the Institution will not be required to pay the Application fee again. Only partial annual fee and assessment/surveillance fee and actual expenses will be charged from the Institution/ Centre.
## FEES STRUCTURE

<table>
<thead>
<tr>
<th>Details</th>
<th>Assessment fees</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>I. Application Fee</strong></td>
<td>Rs. 20,000/-</td>
</tr>
<tr>
<td><strong>II. Assessment Fees</strong></td>
<td></td>
</tr>
<tr>
<td>a. Document Assessment (2 mandays)</td>
<td></td>
</tr>
<tr>
<td>b. Compliance Assessment (2-4 mandays)</td>
<td>Rs. 40,000/-</td>
</tr>
<tr>
<td><strong>III. Annual Assessment Fees</strong></td>
<td>Rs. 20,000/-</td>
</tr>
<tr>
<td>(Surveillance for I, II, IIIrd and IVth Year)</td>
<td></td>
</tr>
</tbody>
</table>

**Note:**

1) Travel, Boarding and Lodging will be charged at actuals. Local / Regional based Assessors will be deployed for the assessments wherever possible to reduce these expenses.

2) Economy Class Air Fare/ 1st/ 2nd AC Train Fare/ Assessing Bodies Guest House or 3 Star (Minimum) Hotel (boarding and lodging), local travel by AC car/ taxis. Assessing Body may also make the ticketing and other arrangements as per the requirements.

3) In case the verification of the documents requires more than 3 hours of work, an additional man day fees will be charged.

4) NABET will charge 50% of the total estimated cost of assessment where assessment is short closed due to concerns regarding – Competence of Examiners, administrative procedures or any other reason.

5) The fee is to be paid by a Demand Draft payable at Delhi or a local Cheque of Delhi in favor of “Quality Council of India”.

---
Accreditation Criteria

6) Only the Application fee is to be sent along with the application. Applications not accompanied by the application fee will not be considered.

7) Certificate will be sent after receipt of full fees and expenses.

8) All fees are non-refundable.
APPLICATION
FOR
ACCREDITATION OF VOCATIONAL TRAINING INSTITUTIONS

National Accreditation Board for Education and Training
Quality Council of India

2nd Floor, Institution of Engineers Building
Bahadurshah Zafar Marg, New Delhi 110 002
Tel; +91-11-23379321, 23378057, Fax: +91-11 23379621
E-mail: nrbpt@qcin.org; nabet@qcin.org
GENERAL INSTRUCTIONS

1. All columns must be filled up in legible handwriting or by printing.
2. Copies of all the relevant documents should be enclosed with the application form.

A. General information about the school
1. Name of Institute __________________________________________________
2. Postal Address _____________________________________________________
_______________________________________________________________
________________________________________ City __________________
Pin Code __________________________ State __________________________
2 a. Please tick the appropriate Category
   I) Industrial Training Institute (ITI) [ ]
   II) Industrial Training Centre (ITC) [ ]
   III) Vocational Training Providers (VTP) [ ]
3. Phone No. with STD Code: _________________________________________
4. Fax No.: _________________________ Email: ________________________
5. Name of the Director/Principal: ______________________________________
6. Year of Establishment _______________ 6 a. Total No. Of Students __________
7.a) The Institute is imparting Training under following schemes.
   [ ] Craftsman Training Scheme
   [ ] Apprentice Training Scheme
   [ ] Basic Training Centre
   [ ] Related Instruction Training
   [ ] Centre of Excellence
   [ ] Any other (Please specify)
Accreditation Criteria

(b) Scheme wise Batches.

<table>
<thead>
<tr>
<th>Schemes</th>
<th>No. of Trades</th>
<th>No. of Batches</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

8. Is the Institute for

[ ] Boys [ ] Girls [ ] Co-educational

9. Medium of instruction in the Institute:

[ ] English [ ] Hindi [ ] Any Other (please specify)

10. Does Institute has its own hostel facilities? Please tick appropriate box.

[ ] For all opting [ ] Limited hostel facility available

[ ] Institute does not provide hostel facilities

B. Details of VTP’S Governance

11) Institute owned by.

   a) [ ] Government [ ] Pvt.

   b) [ ] Trust [ ] Society

12. Is the Trust/ Society registered? YES/NO

13. If yes, under which Act? _____________________________________________

14. Year of Registration ____________________ Registration No. ______________

15. Period up to which Registration of Trust/ Society is valid ________________

16. Name & official address of the Owner/ President/Chairman/Trustee of the Institute.
Name: _____________________________________________
Designation: _____________________________________________
Address:   _____________________________________________

Phone No. with STD Code: ________________________________________
Email address __________________________________________________

(Note: Attach Registration Certificate as Enclosure -1)

C. Details of Recognition and Affiliation

17. Is the Institute Affiliated with any Regulatory Body?: ______________________
18. If YES, please mention the following:
   a). Name of the Body (s) with which affiliated: ___________________________
   b). Affiliation No.:       ____________________________________________
   c). Year of affiliation: ______________________________________________
   d). Is the affiliation permanent or temporary?: __________________________
   e). If the affiliation is temporary, up to what period?: ______________________
19. State if there is any condition for affiliation?
   (Note: Attach affiliation certificate as Enclosure-2)
............................................................................................................................
............................................................................................................................

D. Details of Infrastructural & Academic Facilities

20. Is the Institute located in a rented building or own building? _________________
21. Physical Size

   a) Area of Institute Campus __________ (in Acres.)

   b) Built up Area (in sq. Mtrs.) ______________________________

   c) Workshop area (in sq. mts)______________________________

(Note: Attach Building approval document from competent Authority in Enclosure -3):

22.(a) Infrastructure Details

Educational Facilities (Rooms, Library, workshops and Laboratories, etc.)

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Item</th>
<th>Number of Rooms</th>
<th>Area (in s. mts)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Classrooms</td>
<td></td>
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<tr>
<td>2.</td>
<td>Staff Rooms</td>
<td></td>
<td></td>
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<tr>
<td>3.</td>
<td>Computer Lab</td>
<td></td>
<td></td>
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<tr>
<td>4.</td>
<td>Workshop -1 (Pl. specify)</td>
<td></td>
<td></td>
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<tr>
<td>5.</td>
<td>Workshop -2 (Pl. specify)</td>
<td></td>
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<td>6.</td>
<td>Workshop -3 (Pl. specify)</td>
<td></td>
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<tr>
<td>7.</td>
<td>Workshop -4 (Pl. specify)</td>
<td></td>
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<tr>
<td>8.</td>
<td>Library</td>
<td></td>
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<tr>
<td>9.</td>
<td>Other Rooms/Hall</td>
<td></td>
<td></td>
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<tr>
<td>10.</td>
<td>Auditorium</td>
<td></td>
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<tr>
<td>11.</td>
<td>Principal’s Room</td>
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<td></td>
</tr>
</tbody>
</table>

(b) Ages of Critical Equipments that are more extensively used for Trade Training in the workshop

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Trade</th>
<th>Facilities</th>
<th>No.</th>
<th>Average Age in No. of years</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>
23. Summary of Teaching Staff.

(Note: Attach detailed list of staff particulars in Enclosure-4)

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name</th>
<th>Designation</th>
<th>Degree / Diploma</th>
<th>Training Certificate</th>
<th>Industry Experience</th>
<th>Instruction Experience</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

24. Administrative support staff.

(Enclose list of staff indicating qualification, experience in Enclosure -5)

<table>
<thead>
<tr>
<th>S. No</th>
<th>Staff</th>
<th>Permanent</th>
<th>Temporarily / Part-Time</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Office Managers</td>
<td></td>
<td></td>
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<tr>
<td>2.</td>
<td>Clerks</td>
<td></td>
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<tr>
<td>3.</td>
<td>Lab Attendants</td>
<td></td>
<td></td>
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<tr>
<td>4.</td>
<td>Accountant</td>
<td></td>
<td></td>
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<tr>
<td>5.</td>
<td>Peons</td>
<td></td>
<td></td>
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<tr>
<td>6.</td>
<td>Others</td>
<td></td>
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</tbody>
</table>

25. Other Facilities:

a) Number of Toilets:  
- [ ] For Boys  
- [ ] For Girls  
- [ ] For Staff

b) Facility of Drinking Water – Yes/ No  
Number of Points Available.........

c) Is Institute complying with regulatory norm for health and sanitary conditions, drinking water and fire safety?  
YES/NO
d) Are compliance to the above (c) certificated by the competent authority (Please provide proof.) YES/NO

(Attach Enclosure -6: Drinking Water; Enclosure 7: Health and Sanitary Conditions; Enclosure 8: Fire Safety)

e) Facility of Institute bus Available Not Available
If yes, what are its uses?

________________________________________________________________________

26. Library Facilities

a). Total no. of Books ____________ b). No. of Magazine ____________

c). No. of Dailies (newspapers) __________________________________________________________________________

27. Other Facilities available in the Institute

Sports & Game Dance Room Gymnasium
Music Room Health and Medical Check up

28. Audio-Video facilities available in the Institute

Television VCR/VCP Tape Recorder
Multimedia Computer

E. Other Relevant Information

29. Does the Institute receive any grant from Govt. of India / State Government / Union Territory or any other source?

(Attach – Enclosure -9: Details of grants received in last 3 years; Enclosure 10: Audited financial reports of last 3 years)

30. What are the working hours of the Institute? (Summer/Winter)

________________________________________________________________________

________________________________________________________________________
31. Have you developed an Accreditation Manual? Yes/ No

(Attach Accreditation Manual, Institute Brochure and Associated Documents as Enclosure- 11 A, 11 B, etc.)


_________________________________________________________________
_________________________________________________________________

Declaration

I hereby declare the above information is true and correct as per my knowledge.

Authorised Signatory

Name: ___________________________________

Designation: ______________________________

Date: ______________________________

Place: ______________________________

33. Please find enclosed the Demand Draft/ Cheque (Delhi only) no.......................... for Rs......................... dated ................. drawn on.................. in favour of Quality Council of India, payable at New Delhi towards the application fees.
## PERFORMANCE REVIEW

### A) OVERALL

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Performance Criteria</th>
<th>UOM*</th>
<th>2007-08</th>
<th>2008-09</th>
<th>2009-10</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Utilization of students seating capacity</td>
<td>%</td>
<td></td>
<td></td>
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<tr>
<td>2</td>
<td>Retention Rate (of students admitted)</td>
<td>%</td>
<td></td>
<td></td>
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<tr>
<td>3</td>
<td>Students of all courses on short term ones (of durations of 2 months or less)</td>
<td>%</td>
<td></td>
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<tr>
<td>4</td>
<td>Students/ All staff</td>
<td>Ratio</td>
<td></td>
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<tr>
<td>5</td>
<td>Students/ Teaching staff</td>
<td>Ratio</td>
<td></td>
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<tr>
<td>6</td>
<td>Pass out (of students appeared)</td>
<td>%</td>
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<tr>
<td>7</td>
<td>Students on completion got jobs (excluding Apprentices and sponsored candidates)</td>
<td>%</td>
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<tr>
<td>8</td>
<td>Total yearly expenditure/Initial budget sanctioned</td>
<td>%</td>
<td></td>
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<tr>
<td>9</td>
<td>Students on completion expressing satisfaction on quality of training</td>
<td>%</td>
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<tr>
<td>10</td>
<td>Teachers expressing satisfaction on all round conditions of the VTP</td>
<td>%</td>
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</tbody>
</table>

**UOM** – units of measurement
### B) TRADEWISE

B1) Utilization of capacity in the latest completed Batches (in terms of number of trainees)

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Scheme</th>
<th>Trade</th>
<th>Duration</th>
<th>Intake Capacity</th>
<th>Trainees admitted</th>
<th>Trainees completed</th>
<th>Remarks</th>
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</table>

B2) Statistics on the latest batches that had passed out/ received certificates (in terms of number of trainees)

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Scheme</th>
<th>Trade</th>
<th>Trainees appeared</th>
<th>Trainees passed/ certified</th>
<th>Remarks</th>
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</table>
B3) Statistics on the latest completed batches that got engaged as apprentices or as employees or otherwise (in terms of number of trainees)

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Scheme</th>
<th>Trade</th>
<th>Trainees completed</th>
<th>Apprentices</th>
<th>Employment</th>
<th>Any other engagement</th>
<th>Remarks</th>
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</tbody>
</table>
List of Enclosures

<table>
<thead>
<tr>
<th>Enclosed</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes / No</td>
<td>1. Registration Certificate of Trust/ Society</td>
</tr>
<tr>
<td>Yes / No</td>
<td>2. Copy of Affiliation Certificate</td>
</tr>
<tr>
<td>Yes / No</td>
<td>3. Building Approval Document</td>
</tr>
<tr>
<td>Yes / No</td>
<td>4. List of Teaching Staff —</td>
</tr>
<tr>
<td>Yes / No</td>
<td>5. Administrative Support Staff (indicating qualification and Experience)</td>
</tr>
<tr>
<td>Yes / No</td>
<td>6. Drinking Water</td>
</tr>
<tr>
<td>Yes / No</td>
<td>7. Health and Sanitary Conditions</td>
</tr>
<tr>
<td>Yes / No</td>
<td>8. Fire Safety</td>
</tr>
<tr>
<td>Yes / No</td>
<td>9. Details of Grants received in last 3 years</td>
</tr>
<tr>
<td>Yes / No</td>
<td>10. Details of Audited Financial Reports of last 3 years</td>
</tr>
<tr>
<td>Yes / No</td>
<td>11. Accreditation Manual, Institute Brochure and Associated Documents</td>
</tr>
<tr>
<td>Yes / No</td>
<td>12. Performance Review</td>
</tr>
</tbody>
</table>