Application Invited for Affiliation as

Vocational Training Institute

for imparting training under Courses Approved / Deemed to be Approved by
Maharashtra State Council of Vocation Training

MAHARASHTRA STATE COUNCIL OF VOCATION TRAINING

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1   Abbreviations & Acronyms

DGT	Directorate General of Training, New Delhi
GOI	Government of India
GOM	Government of Maharashtra
GR	Government Resolution
IA	Inspecting Agency
INR	Indian Rupee
LoI	Letter of Intent
MES	Modular Employable Scheme of Governmen of India
MIS	Management Information System
MSBVEE	Maharashtra State Board of Vocational Education Examination
MSCVT	Maharashtra State Council of Vocational Training
MSDE	Ministry of Skill Development & Entrepreneurship, Government of India
MSSDS	Maharashtra State Skill Development Society
NCVT	National Council for Vocational Training
NSDA	National Skill Development Authority
NSDC	National Skill Development Corporation
PSU	Public Sector Undertaking
QA	Quality Assurance
QP	Qualification Pack
S.N.	Serial Number
SAA	Skill Assessment Agency
SDED	Skill Development and Entrepreneurship Department, Government of Maharashtra
SMS	Short Messaging Service
SOP	Standard Operating Procedure
SoW	Scope of Work
SSC	Sector Skill Council
SSDM	State Skill Development Mission
ToA	Training of Assessor
TP	Training Partner
VTI	Vocational Training Institute
VTP	Vocational Training Provider

2   About MSCVT

Government of India (GoI) through their flagship schemes as "Make in India" and "Skill India" have decided to skill 50 crore youth by 2022. In line with this objective Government of Maharashtra (GoM) have decided to skill 4.5 crore youth by 2022 through its aggressive "Skilled Maharashtra - Employable Maharashtra" policy.

There are large number of unrecognized institutes imparting skill based training however the courses are unapproved, unorganized and many a times not recognized by Industries. Further, there are various Government organizations working in skill domain but their activities remain isolated and duplicating, which lacks coordination.

Understanding this loop hole, Government of Maharashtra vide its Resolution dated 26th December, 2017 came up with the concept of "Vocational Training Institute" under Maharashtra State Council of Vocational Training (MSCVT). MSCVT is a society registered under Society Registration Act 1860 and setup in line with National Council for Vocational Training (NCVT) as per Directorate General of Training (DGT), New Delhi directives.

The said Government Resolution gives the detailed functioning of MSCVT, that are broadly classified into following 4 functions:

2.1   Course Approval

2.2   Empanelling Inspecting Agency (IA)

2.3   Affiliation of Vocational Training Institute (VTI)

2.4   Empanelling Skill Assessment Agency (SAA)

3   Reference Government Resolution

The process of Course Approval, Institute Affiliation and Empanelment are defined by Government Resolution No. KVU-2017 / P.K.237 / Abhiyan-1 Dated 26th December 2017 and shall be amended subsequently as amended by Government Resolution (GR) and decision of Governing Council and / or General Body as the case may be.

4   Official website of MSCVT

All the information, documents and processes of approval, affiliation and empanelment are available on MSCVT's official website https://vti.dvet.gov.in

5   Designated Nodal Officer of MSCVT

For the purpose of addressing all the queries related to this application, following has been designated as the nodal officer of MSCVT:

Administrative Officer

Maharashtra State Council of Vocational Training,

1st Floor, Directorate of Vocational Education and Training,

3, Mahapalika Road, Post Box No. 10036,

Elphinstone Technical High School Campus,

Mumbai - 400 001

Website: www.vti.dvet.gov.in

E-Mail: mscvt@dvet.gov.in

Phone: 022-22620603 / 4 Ext:1203

6   Courses approved by MSCVT

6.1   **Approved Courses**:

MSCVT approves courses as per the process laid by referred GR dated 26th December 2018. Syllabus of such MSCVT approved courses are available on the official website

6.2   **Deemed to be Approved Courses**:

Courses Approved by various agency and under various schemes are considered as Deemed to be Approved Courses by MSCVT

6.2.1   National Skill Development Corporation (NSDC)

6.2.2   Sector Skill Councils (SSCs)

6.2.3   National Council of Vocational Training (NCVT)

6.2.4   Modular Employability Scheme (MES)

6.2.5   Maharashtra State Board of Vocational Education Examination (MSBVEE)

7 **Purpose for Call of Application for Affiliation as Vocational Training Institute**

Maharashtra State Council of Vocational Training is entrusted with the responsibility for granting of Affiliation to the Vocational Training Institutes for imparting training in Approved and Deemed to be Approved Trades / Courses / Qualification Packs (QP).

MSCVT hence calls for Application from interested, eligible and qualified Vocational Training Institute (VTI) for imparting training for an initial period of 3 years and to be renewed every 5 years thereafter.

8 **Scope of Work**

The scope of work of VTI includes training, maintenance of Training records and getting the candidates assessed through empanelled Skill Assessment Agency (SAA). The indicative activities are:

8.1   VTI shall have the required number of eligible, qualified and certified Trainers for training in specified Trade / Course / QPs.

8.2   VTI shall ensure that the Trainer meet the basic qualification as prescribed and amended by Final Certifying Agency depending upon the scheme.

8.3   VTI shall shortlist Trainers for specific job roles, in consultation with MSCVT and / or Final Certifying Agency.

8.4   VTI shall nominate shortlisted Trainers for "Training of Trainers" (ToT) program and complete the Training of the Trainers and get them certified from MSCVT and / or Final Certifying Agency.

8.5   VTI shall bear the cost towards training and certification of their Trainers.

8.6   VTI shall register all its Certified Trainers on the portal as prescribed by MSCVT and / or Final Certifying Agency. VTI shall at any point of time maintain the minimum number of Certified Trainers on the specified Portal.

8.7   VTI shall have in house capability to translate the course material as per local requirements of the Candidates.

8.8   VTI shall have its own training tools both electronic and paper media. The electronic training tool shall be both in form of Online and Offline mode. Thus, VTI shall incorporate Technology based / Online Training Techniques to the extent possible / viable to ensure scalability, cost reduction and non- subjectivity to the highest extent and that if required VTI shall partner with an appropriate agency as evaluated and approved by MSCVT and / or Final Certifying Agency.

8.9   VTI shall provide support in pre-screening tasks and work with MSCVT and / or Final Certifying Agency to update trainee details on to the respective portal/s as specified and recommended by MSCVT and / or Final Certifying Agency.

8.10   VTI shall admit candidates only to the affiliated number of Units of Trade/ Course/ QP through the specified portal

8.11   VTI shall integrate the biometric attendance with the specified portal and shall maintain it on regular basis

8.12   Candidates with minimum prescribed attendance shall only be eligible for assessment

8.13   VTI shall co-ordinate and Liaise with Skill Assessment Agency (SAA) post nomination for the conduct of assessments.

8.14   Within 2 (two) working days on nomination of SAA for the conduct of assessment for any batch, SAA shall intimate acceptance for assessment of that batch / related tasks.

8.15   Within 2(two) working days of acceptance for conducting the assessment, SAA shall confirm availability of assessor to carry out assessments on the due date, time and location.

8.16   SAA shall inform VTI about the facilities (Lab / Test equipment etc.) required to be provided for assessments minimum 3 days prior to the assessment date.

8.17   VTI shall ensure that the required Infrastructure is available for assessment purpose.

8.18   Assessors shall verify the Aadhar Number & maintain an independent record of all candidates undergoing assessments.

8.19   SAA shall ensure that the candidate being assessed is the actual candidate as per documentary proof of his UID.

8.20   VTI shall ensure that only certified Assessors are have been assigned for assessment. VTI shall adhere to Assessment Schedule and inform all the candidates being assessed well in advance. However, if such assessor is not available SAA shall arrange for alternatives through their resource pool.

8.21   VTI shall ensure that the assessment exercise happens within the stipulated timeline.

8.22   MSCVT and / or Final Certifying Agency shall also conduct on-site visits during the assessment for quality check purpose at its own cost.

8.23   VTI shall ensure that copies of the original documents of the candidates and training related documents are documented, collated, filed as per MSCVT and / or Final Certifying Agency guidelines and submitted to MSCVT and / or Final Certifying Agency so as to be retained for a minimum period of 10 (ten) years.

8.24   VTI shall agree that MSCVT and / or Final Certifying Agency shall validate the results of the assessment undertaken by assessors as per the Trade / Course / QP and share the results, as per the discretion of MSCVT and / or Final Certifying Agency.

8.25   Training shall be guided by the Training criteria designed & approved by MSCVT and / or Final Certifying Agency. VTI shall ensure that all training conform to training guidelines and that these are undertaken as per the predefined format and in accordance with each of the performance criteria outlined in respective Trade/ Course / QP.

9   Qualification Criteria

S.N.	Pre-Qualification Criteria	Documents Required
8.1	The Applicant must be a Government Organization / Institution or any legal entity registered as Company / Firm / Trust / Society / Limited Liability Partnership / Partnership constituted with the objective of conducting Training in Skill/ Vocational Courses	• Certificate from Head of the Department declaring the nature & scope of organization / institution • Self-certified copy of the registration certificate issued by the relevant competent authority • Self-certified copy of the MOA / Trust deed / Partnership Deed / Shop & Establishment Certificate etc.
8.2	The Applicant must be registered in Maharashtra and should have the complete office setup in the State of Maharashtra	• Self-certified copy of the registration certificate issued by the relevant competent authority with the complete address • Self-certified copy of the Address Proof of the office issued by the relevant competent authority
8.3	The Applicant must have required Infrastructure and Man Power as per norms for the applied Trade/ Course/ QP	• Online Information
8.4	The Applicant is not debarred, suspended, black listed, declared defaulter by any Government / Government Entity (Central or State Government or PSU) in India or is under a declaration of ineligibility for fraudulent or corrupt practices by any Government / Government Entity (Central or State Government or PSU) in India.	• Affidavit on 100 Rs. Non-Judicial Stamp Paper signed by Authorized signatory with seal and stamp as per **Annexure A**
8.9	The Applicant must not have been Empaneled with MSCVT as SAA	• Online Self-Declaration
8.10	The bidder must have a valid PAN and GST Number	• Copy of the PAN and GST Number to be uploaded

10   Application Process:

The complete process for affiliation as Vocational Training Institute is annexed here as **Annexure B**. Applicant shall submit the online application, relevant supporting documents and Application Fees, Empanelment Fees and Security Deposits.

11   Affiliation Fees

11.1   Application Fees: Rs. 2,000 per Application
11.2   Affiliation Fees: Rs. 10,000 per Trade/ Course / QP for new affiliation
         Rs. 5,000 per Trade/ Course/ QP for Deemed to be Affiliated
11.3   The Application and Affiliation Fees are non-refundable and to be paid online.
11.4   The Applicant is responsible for all costs incurred in connection with application including, but not limited to, costs incurred in conduct of informative and other due diligence activities, participation in meetings / discussions / presentations, preparation of documents, providing any additional information and document as required by MSCVT to facilitate the evaluation process.
11.5   MSCVT shall in no case be responsible or liable for any such cost, regardless of the conduct or outcome of the online application process.
11.6   MSCVT shall not entertain any request for reimbursement of any cost incurred by the applicant in connection with application process under any circumstances.

12   Security Deposit:

12.1   Security Deposit: Rs. 25,000 per Trade/ Course / QP
12.2   Security Deposit is to be deposited by VTI within a period of 30 days from being informed by MSCVT as fit for affiliation.
12.3   VTI shall not demand for any interest on the Security Deposit.

13   Complete Response

13.1   Applicants are advised to study all instructions, forms, terms, project requirements, documents and other information prescribed in this document carefully.
13.2   Applicant to submit complete Application Form online on https://vti.dvet.gov.in with all relevant supporting documents. Online Submission of Application form shall be deemed to have been done after careful study and examination of this document with full understanding of its implications.
13.3   The application must be complete in respect of submission of information strictly in accordance with the formats prescribed in this document as well as Online submission of application and all relevant supporting documents
13.4   Failure to furnish any information, non-submission of supporting relevant documents or any deviation from the format as prescribed in this document shall make the Application to be rejected.
13.5   All documents submitted online shall be only in Marathi, Hindi or English Language and be legible. For any document other than Marathi, Hindi or English Language, applicant has to submit certified translated copy.
13.6   Application for the Applicant falling to present original documents and non-compliance of the training infrastructure and man power norms during inspection/ evaluation shall be treated as rejected.

14   Amendment of Scope of Work, Eligibility Criteria and Application Process

14.1   MSCVT may, for any reason, whether at its own initiative, GoI / GoM / Final Certifying Agency's Policies / Directives / Guidelines or in response to a clarification requested by Applicants modify the Scope of Work, Eligibility Criteria, Application, Affiliation Process and / or requirement of documents.

14.2   MSCVT reserves the right to terminate permanently or suspend temporarily the Affiliation Process at any time and without assigning any reason for any particular Trade/ Course / QP / Sector or for all Trades / Courses / QPs / Sectors.

15   Training Fees

15.1   All the courses Approved / Deemed to be Approved by MSCVT shall be divided in 4 categories and the Rate in Rs. per Trainee per Hour shall be declared accordingly for each category.

15.2   MSCVT shall not provide any sort of funding, fee reimbursement, scholarship, sponsorship or any sort of benefits to any of its empanelled VTI.

15.3   For VTI availing the benefit of any Central or State Schemes of Fee Reimbursement, sponsorship, scholarship, etc. shall be entitled for the prevailing Training Fees and payment norms as per the selected scheme.

15.4   VTI shall not charge training fees more than the prescribed fees for the category, however, VTI shall have liberty to charge training fees less than the prescribed fees.

15.5   VTI affiliated to MSCVT shall be eligible to avail the benefit under available schemes and funds through Maharashtra State Skill Development Society (MSSDS)

15.6   VTI shall deposit the prescribed Assessment Fees to MSCVT Account atleast 7 days prior to assessment. MSCVT shall initiate the assessment activity only on receipt of assessment fees.

15.7   VTI shall not pay any additional fees, any form of gifts or any kind of favour both in kind or cash to SAA.

16   Admission of Candidates

16.1   Candidates has to register on prescribed portal for admission. Candidates has to apply for admission to selected VTI

16.2   The Candidates shall be admitted by VTI through the prescribed portal

16.3   VTI shall allocate certified Trainer to the batch

16.4   VTI shall integrate their Biometric Attendance system with the prescribed portal and register the attendance on the regular basis

16.5   Candidates have to maintain the minimum percentage of attendance so as to qualify for assessment

16.6   The SAA shall be allotted for assessment 15 days prior to completion of training. The VTI shall deposit assessment fees minimum 7 days prior to assessment.

16.7   The detailed Admission, Training and Assessment Process shall be provided in separate User Manual.

17   Application Evaluation Process

17.1   MSCVT reserves the right to decide upon the timeline for all stages of evaluation

17.2   Application Evaluation Process is based upon the verification of Documents to substantiate Eligibility and physical verification of the infrastructure as per Norms of the applied Trade/ Course/ QP

17.3   The Eligibility Criteria, Infrastructure Norms and Evaluation Process shall be amended as per Government Resolution, Government Policy, Decision of General Body and Governing Council.

17.4   Institute already affiliated to/ approved by NCVT, NSDC, SSC, MSSDS or MSBVEE are treated as deemed to be affiliated to MSCVT. However, these institute have to register themselves on MSCVT official website. Such institutes are exempted from physical inspection and given 50% concession in Affiliation Fees.

18   IPR and Ownership rights

18.1   All the data, material, information and documents collected / generated during the training shall be exclusive "Intellectual Property" of MSCVT and Final Certifying Agency.

18.2   VTI shall handover all data, material, information and documents etc. collected / generated during of the training process to MSCVT and Final Certifying Agency in the prescribed form and manner.

19   Patent rights

19.1   The Selected Agency shall indemnify MSCVT against any claim asserted by a third party of infringement of copyright, patent, trademark or industrial design rights arising from the use of the Goods or any part thereof by the VTI during and after the affiliation period.

19.2   MSCVT shall not be liable for any claim asserted by a third party of infringement of copyright, patent, trademark or industrial design rights arising from the use of the Goods or any part thereof by the VTI in course of providing requisite services during the affiliated period.

20   General Conditions

20.1   MSCVT makes no commitments, express or implied, that the Affiliation Process will result in a business transaction with anyone.

20.2   MSCVT does not assure allotment of any minimum or maximum number of batches for training in any financial year to any of its affiliated VTI.

20.3   MSCVT has the full authority to decide upon the maximum number of VTI to be affiliated for training in any particular Trade / Course / QP / Sector.

20.4   All data collected; created, processed and stored anywhere during training shall be the sole property of MSCVT.

20.5   Affiliation of VTI to MSCVT shall not restrict it from applying for affiliation as Training Partner to any other Agency and thus carrying out training activities.

21   Confidentiality

21.1   VTI shall not use for purpose other than training or disseminate the candidate information, training records, Question Bank, Question Paper, etc. to any other party other than MSCVT and Final Certifying Agency.

21.2   VTI shall maintain confidentiality during assessment.

21.3   VTI shall not contact any SAA on its own without being allotted for assessment.

21.4   VTI shall not declare result on its own.

22   Standards of Performance

The Selected Institute shall perform the Services and carry out its obligations under the Contract with due diligence, efficiency and economy, in accordance with best set of accepted techniques and practices used in the industry and shall observe sound management practices. The Selected Institute shall always act, in respect of any matter relating to this Contract, as faithful advisors to the Client and shall, at all times, support and safeguard the Client's legitimate interests in any dealings with Third Parties.

23   De-affiliation and forfeit of Security Deposit

23.1   The affiliation of VTI shall be terminated and the Security Deposit shall be forfeited in case if:

23.1.1   Document and Information submitted during application found to be false / forged.

23.1.2   VTI terminated the training and leaves the admitted candidates unattended.

23.1.3   VTI collects the training fees more than the prescribed training fees.

23.1.4   VTI avails the benefit of sponsorship/ scholarship/ funding for training and even collects the fees from the candidates without reimbursing fees to the benefited candidates.

23.1.5   VTI admits ineligible candidates.

23.1.6   VTI claims for the benefits through various schemes without actual conduction of training.

23.1.7   VTI adopts unlawful and unethical practices in the training

23.1.8   VTI breaches the conditions of confidentiality and other conditions as specified and amended by MSCVT from time to time

23.2   MSCVT shall issue notice to the VTI regarding termination of affiliation to submit its explanation to MSCVT within 15 days.

23.3   The Member Secretary, MSCVT shall decide on termination of empanelment.

23.4   VTI can approach MSCVT for appeal and the appeal can be heard and decided by the Chairman, Governing Council of MSCVT.

23.5   VTI on its own can apply for de-affiliation. In such case the Security Deposit shall be returned to VTI once their request for de-affiliation is accepted by MSCVT and no dues are pending against VTI

Annexure A - Self Declaration

(On `100 Non-Judicial Stamp Paper)

I _____ (Name of Authorized Representative) as an Authorized Representative(s) of _____ (Name of the organization), having registered office at _____ (Address of the registered office) have applied for Affiliation as Vocational Training Institute in the name of _____ (Name of Proposed Institute) with Temporary Registration Number _____. I hereby declare that

1. Our organization is having unblemished past record and was not declared as debarred, suspended, black listed, declared defaulter by any Government / Government Entity (Central or State Government or PSU) in India or is under a declaration of ineligibility for fraudulent or corrupt practices by any Government / Government Entity (Central or State Government or PSU) in India.
2. I / We have carefully read and understood all the criteria for affiliation as Vocational Training Institute.
3. I / We have verified the conformity with requirements of the affiliation criteria.
4. I / We here by assure that the information provided in support of this application is correct to the best of my knowledge and belief.
5. I / We shall produce all the Original Documents to substantiate the uploaded information and documents to the Inspection Committee and MSCVT whenever asked for.
6. I / We hereby assure that the institute abide to all the safety norms
7. I / We shall regularly check DVET and MSCVT website and follow the instructions from time to time after submitting the application.
8. I / We undertake that DVET/ MSCVT shall not be responsible for negligence on my/our part once any information is updated on the website and I / We fail to check the same.
9. Apart from affiliation norms, I / We shall follow all existing statues/ provisions/ notifications/ orders/ policies of Central and State Government issued in respect to Training.
10. I / We shall appoint adequate number of staff, both training and supporting, with requisite qualification and update their information on portal before admitting the Trainees.
11. I / We hereby assure that we shall admit the trainees only to approved and affiliated Units.
12. I / We hereby assure that we shall verify the entry qualification of the trainees and produce trainee documents for verification.
13. I / We hereby assure that we are not blacklisted by Central/ State Government or any of its organization for any reason.
14. I / We hereby assure that we shall not use the Training Infrastructure for any other purpose other than Training for affiliated units.
15. I / We are aware that I / We shall be prosecuted under the Law, application shall be cancelled and all the fees paid shall be ceased for
    15.1. information furnished by us is proved to be false, incorrect or incomplete
    15.2. documents uploaded is proved to be fake/ manipulated/ forged,
    15.3. photos uploaded are not as actual and have been manipulated,
    15.4. influence or threaten inspection committee or approving/ affiliating authorities
16. I / We are aware that Application Fee/ Inspection Fees/ Revisit Fees once paid is 'non-refundable'.
17. I / We are aware that I / We are entitled only for refund of Deposit/ Caution Money less the dues, if any, on surrender/ de-affiliate/ closure of Institute/ Courses/ Trades/ Units on our request.
18. I / We are aware that the affiliation granted is not permanent and I / We shall regularly renew it.
19. I / We are also aware that this application does not mean grant of affiliation, but shall be validated by the authorities and approve/ affiliated / reject either in part or complete depending upon the Training Infrastructure requirement and availability.
20. I / We are not empanelled as Skill Assessment Agency (SAA) with Maharashtra State Council of Vocational Training (MSCVT). I / We also declare that neither of our any sister concern, partner,

subsidiary organization or other organization having common stakeholders are empanelled as SAA with MSCVT.

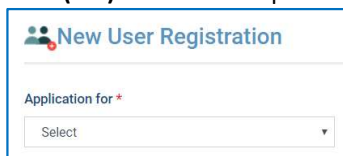
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Name of the Authorized Signatory:
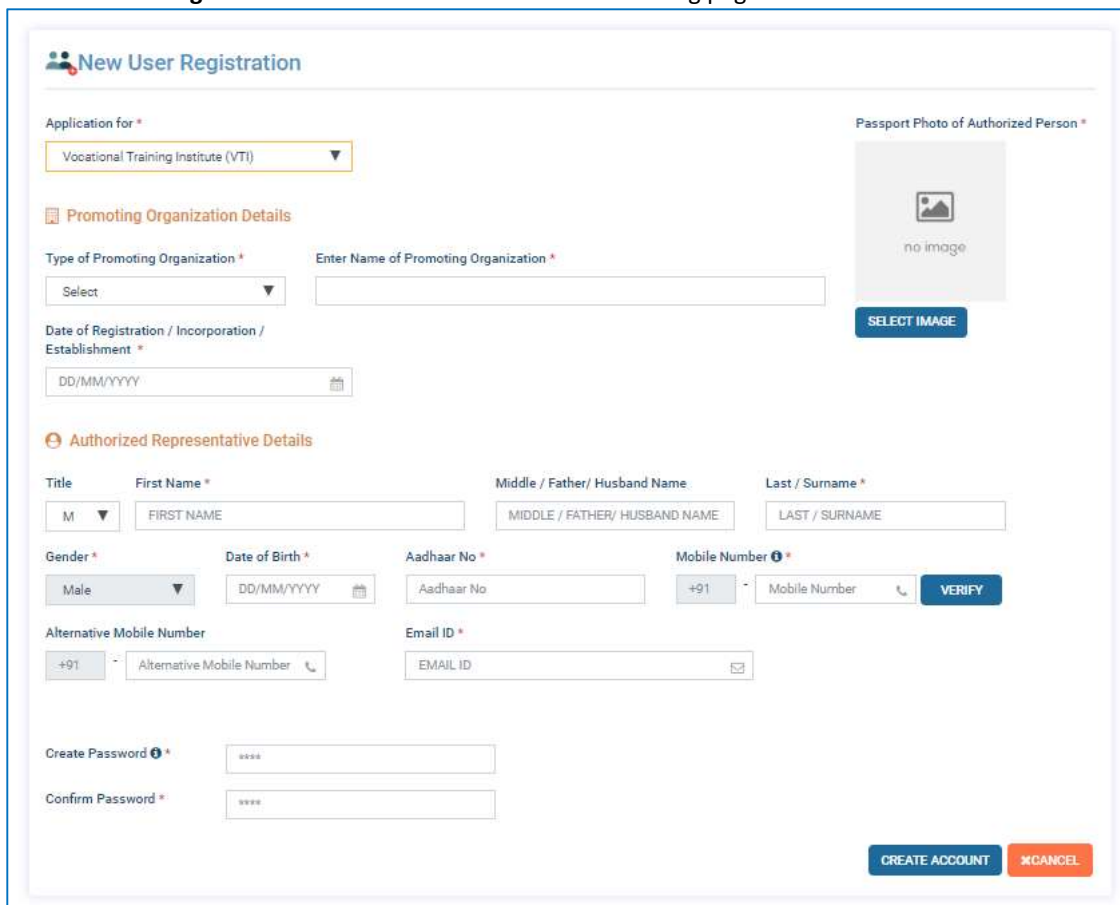Designation:
Office Seal:

Date:
Place:

<div align="center">**Annexure B - Application Process**</div>

1. Visit **https://vti.dvet.gov.in** for Application for Empanelment as Skill Assessment Agency
2. Click on "**Institutes**" Tab on the right-hand side of the header bar and then select "**New Institute Registration**"
3. Select "**Vocational Training Institute (VTI)**" from the drop down

4. **New User Registration**: Enter all the details on the following page

    4.1.   **Application for**: Auto Selected as "**Vocational Training Institute (VTI)**"
    4.2.   **Promoting Organization Details**:
        4.2.1.   **Type of Promoting Organization**: Select from Drop Down
        4.2.2.   **Enter Name of Promoting Organization**: Enter the Name as per Registration Certificate
        4.2.3.   **Date of Registration / Incorporation / Establishment**: Select Date
    4.3.   **Authorized Representative Details**: Authorized Representative is a person who is authorized by the Promoting Organization for submitting Application Form. The Authorized Representative shall be required to provide the Authorization Certificate during inspection.
        4.3.1.   **Title**: Select Title
        4.3.2.   **First Name**: Enter First Name
        4.3.3.   **Middle / Father / Husband Name**: Enter Name. If not applicable then enter space
        4.3.4.   **Last / Surname**: Enter Surname. If not applicable then enter space
        4.3.5.   **Gender**: Auto selected with reference to Title
        4.3.6.   **Date of Birth**: Select Date of Birth
        4.3.7.   **Aadhar No.**: Enter Aadhar Number
        4.3.8.   **Mobile Number**: Enter the Mobile Number. All the communication through SMS shall be sent on this Mobile Number. Click on "**VERIFY**" to verify the number through OTP sent on the entered Mobile Number

      4.3.9. **Alternative Mobile Number**: Enter Alternative Mobile Number

      4.3.10. **Email ID**: Enter Email ID. All communication shall be sent on this Email ID

      4.3.11. **Passport Photo of Authorized Person**: Upload the recent colour Passport Photo

  4.4. **Create Password**: Create Password of the New Registration. The Password shall contain minimum 8 characters containing atleast 1 Capital Alphabet, 1 Special Character and 1 Number e.g. "Test#123". The Registration ID which shall be used as User ID to login to the Online Account shall be created by the System.

  4.5. **Confirm Password**: Re-enter the Password to confirm

5. Account shall be created and **Temporary Registration Number** shall be generated. Applicant shall login with the Temporary Registration Number and complete the application process.
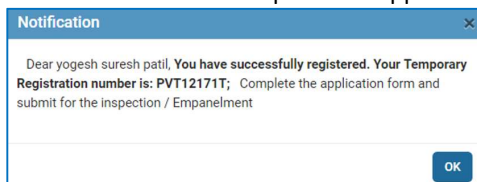
6. Visit https://vti.dvet.gov.in for completing and submitting the Application for Empanelment as Skill Assessment Agency

7. Click on "**Institutes**" Tab on the right-hand side of the header bar and then select "**Already Registered Institute Login**"

8. Enter the Registration Number, Password and Captcha and click on "**LOGIN**".

9. Applicant can click on "**Forgot Password**" to get the Password through SMS on the registered Mobile Number of Authorized Representative.

10. Applicant has to pay the Registration Fees of Rs. 2,000 through Payment Gateway.

11. **Application Form – Dashboard**: After the Applicant Logs in then following dashboard shall be displayed.

The Application is divided in various sections for ease of filling of Application Form. The "**Application Form – Dashboard**" gives brief status of completion in percentage. Once all sections are filled 100% the Application shall be eligible for submission. Click on any section to fill up the information.

12.   **Promoting Organization Details**: Fill up the Promoting Organization Details on following page:

12.1.   **Type of Promoting Organization**: Information entered during registration shall be displayed in non-editable form

12.2.   **Name of Society / Trust / Company / Partnership (As appeared on Registration Certificate)**: Information entered during registration shall be displayed in non-editable form

12.3.   **Date of Registration**: Information entered during registration shall be displayed in non-editable form

12.4.   **Registration / Incorporation Number**: Enter Registration / Incorporation Number as per document

12.5.   **Address as mentioned during Registration**: Enter the Address of Promoting Organization as per as Registration / Incorporation Certificate. If the present address is different than the address on Registration / Incorporation Certificate, then the applicant has to provide a separate documentary evidence to substantiate the entered information.

12.6.   **Pin Code**: Enter Pin Code

12.7.   **State**: Auto Displayed on basis of entered Pin Code

12.8.   **District**: Auto Displayed on basis of entered Pin Code

12.9.   **Taluka**: Auto Displayed on basis of entered Pin Code

12.10.   **City / Village**: Select City / Village depending upon the entered Pin Code

12.11.   **Phone Number**: Enter Phone Number of the Promoting Organization

12.12.   **Email ID**: Enter Email ID of the Promoting Organization

12.13.   **Upload Registration / Incorporation Certificate**: Upload the Certificate in Pdf Format. If the present address is different than the address on Registration / Incorporation Certificate, then upload the respective document along with Registration / Incorporation Certificate to substantiate the entered information.

12.14.   **Upload PAN Card of the Organization**: Upload the PAN Card copy of the Promoting Organization in Pdf Format.

12.15.   **Save and Next**: Click to Save the filled information and go to the next page

12.16.   **Cancel**: Click to cancel all filled information

13. **Promoters Details**: Fill up the Promoters Details on following page:

13.1. **Chairman / President / Signatory Partner / Proprietor Details**: If the Authorized Representative is himself / herself the Chairman / President / Signatory Partner / Proprietor then select "**Yes**" else select "**No**". If "Yes" selected

   13.1.1. Are the details same as that of Authorized Representative: If "**Yes**" then the details as entered for Authorized Representative shall be displayed in non-editable format

   13.1.2. If selected "**No**", then the details have to be entered and Passport Photo to be uploaded

13.2. **Trustee / Director / Member / Partner Details**: Enter the details of all the members. Click on "**ADD NEW MEMBER**" to add new row.

13.3. **Save and Next**: Click to Save the filled information and go to the next page

13.4. **Cancel**: Click to cancel all filled information

14. **Proposed Institute Details**: Enter all the details regarding Proposed Institute

14.1. **Name of Institute**: Enter the name of Proposed Institute. MSCVT reserves the right to change the Proposed Institute Name in mutual consent.

14.2. **Address**: Enter the Address of Proposed Institute

14.3. **Pin Code**: Enter Pin Code

14.4. **State**: Auto Displayed on basis of entered Pin Code

14.5. **District**: Auto Displayed on basis of entered Pin Code

14.6. **Taluka**: Auto Displayed on basis of entered Pin Code

14.7. **City / Village**: Select City / Village depending upon the entered Pin Code

14.8. **Phone Number**: Enter Phone Number of the Promoting Organization

14.9. **Location**: Select the Location Category as per recent census

14.10. **Email ID**: Enter Email ID of the Promoting Organization

14.11. **Upload Resolution to Start Institute**: Upload the board resolution of Promoting Organization to start the institute

14.12. **Save and Next**: Click to Save the filled information and go to the next page

14.13. **Cancel**: Click to cancel all filled information

15. **Proposed Trade – Unit Details**
    15.1. **Add New Trade Row**: Click to add New Trade – Unit to enter the details.

15.2. Following Pop-up window shall be displayed to enter the details of Trade / Course / Qualification Pack

15.3. **Course Approved by**: To select the Trade, select the Course Approval Authority as
    15.3.1. Maharashtra State Council of Vocational Training
    15.3.2. National Council of Vocational Training
    15.3.3. National Skill Development Corporation
    15.3.4. Sector Skill Council
    15.3.5. Maharashtra State Board of Vocational Education Examination
    15.3.6. Other
15.4. **Sector**: Select the Sector of the Course
15.5. **Name of Trade**: Select the Trade/ Course
15.6. **Course Code**: Respective Course Code shall be displayed
15.7. **Trade / Course Duration in Hours**: Shall be displayed
15.8. **Trade / Course Type**: Shall be displayed
15.9. **Affiliation / Approval Details**:
    15.9.1. Whether the Trade/ Course already Affiliated/ Approved: Select "**Yes**" or "**No**" as per status
    15.9.2. If "**Yes**" then enter "**No. of Concurrent Units Already Affiliated/ Approved**" Upload Affiliation / Approval Copy in Pdf Format. Units already Affiliated/ Approved by specified agency shall be exempted from inspection and given 50% concession in Inspection Fees.

15.10. **Intake**
    15.10.1. **Intake Per Unit**: Shall be displayed
    15.10.2. **Intake for Proposed "X" Unit/s**: Shall be displayed for number of Units applied for affiliation

15.10.3. **Intake for Total "X" Unit/s**: Shall be displayed for Total number of Units applied and already affiliated

15.11. **Space Norms**

15.11.1. **Workshop Space Required Per Unit/ Batch in Sq.M.**: Shall be displayed

15.11.2. **Workshop Space Required for "X" Unit/ Batch in Sq.M.**: Shall be displayed for number of Units applied for affiliation

15.11.3. **Floor Preference:** Shall be displayed as "**Ground**" or "**Any**"

15.12. **Funds Required**

15.12.1. **Civil Work @ Rs.150000 per Unit:** Shall be displayed for number of Units applied for affiliation

15.12.2. **Machine Infrastructure @ Rs.150000 per Unit:** Shall be displayed for number of Units applied for affiliation

15.12.3. **Tools @ Rs. 100000 per Unit:** Shall be displayed for number of Units applied for affiliation

15.12.4. **Total Funds Required:** Shall be displayed for number of Units applied for affiliation

15.13. **Power Norms**

15.13.1. **Power Required Per Unit in KW**: Shall be displayed

15.13.2. **Power Required for "X" Unit/ Batch in KW**: Shall be displayed for number of Units applied for affiliation

15.14. **Save**: Save the entries and return to main page

15.15. **Close**: Return to main page without saving the entries

15.16. **Action**: Select Action as "**View**", "**Edit**" or "**Delete**" the entry

15.17. **Next**: Move to the next page

16. **Land Details**: Enter details of the Land on which the Institute is to be established

16.1. **Total Land Required as per Norms**: Total Land Required as per norms shall be displayed

16.2. **Total Land Available in Sq. Meter**: Enter Available Land in Square Meters

16.3. **Variation**: Shall be displayed by the System. Negative value represents deficiency

16.4. **Whether Land is Shared or Dedicated for Proposed Institute**: Select whether the Land is Shared with other entities or Dedicated for the setting up Proposed Institute

16.5. **Google Map**: Click on "**Go to Map**", click on the exact Location on Google Map, copy the URL and paste in the Text Box.

16.6. **Land Map Document**: Upload the Land Map Document as available with Revenue Department or equivalent map showing the Location of the Land with directions

16.7. **Ownership Type**: Select the Ownership as "**Owned**" or "**Rented**"

16.7.1. **Owned**: Upload 7 / 12 document / property card / other relevant document if the Land is Owned

16.7.2. **Rented**: If the Land is Rented then select the **Date of Lease** and **Expiry of Lease**. The Expiry of Lease shall be minimum 3 years from the date of Application. **Upload**

Registered Lease Dead in Pdf format. The Lease Dead shall be registered with Sub-Registrar.

Ownership Type	Rented ▼
Date of Lease	DD/MM/YYYY
Expiry of Lease ❶	DD/MM/YYYY
Upload registered lease deed ❶	SELECT FILE

16.8. **Save and Next**: Click to Save the filled information and go to the next page

16.9. **Cancel**: Click to cancel all filled information

17. **Fund Availability and Requirement Details**: Details regarding funds required for setting up the Institute and funds available with the Applicant are to be provided here.

   17.1. **Civil Work**: Details of funds required and available for Civil Work shall be entered here.

🏠 Home / Funds Availability and Requirement Details	
❶ All areas are in Sq M.	
Civil Work	
Funds required for Civil work (Z)	₹ 150000
Total Available space for Proposed Units in Sq. Meter	1500
Total Amount already spent on Building @ Rs. 10000 per Sq.Meter (R)	₹ 15000000
Balance Funds required for Civil Work for proposed units (C = Z-R)	₹ 0

   17.1.1. **Funds required for Civil work (Z)**: Funds required @ Rs. 150000 per Units shall be displayed

   17.1.2. **Total Available space for Proposed Units in Sq. Meter**: Enter Total Space available in Sq. Meter

   17.1.3. **Total Amount already spent on Building @ Rs. 10000 per Sq. Meter (R)**: Shall be calculated

   17.1.4. **Balance Funds required for Civil Work for proposed Units (C=Z-R)**: Balance Funds to be available with applicant shall be displayed

   17.2. **Machine Infrastructure**: Details of funds required and available for procurement of Machines shall be entered here.

Machine InfraStrucure	
Funds Required for Machine Infrastructure Facility for proposed units (X)	₹ 150000
Amount already invested in Machine Infrastructure for proposed Units (P)	₹ 2500000
Upload List of Machine infrastructure ❶	SELECT FILE / Download
Balance Funds required to acquire Machine Infrastructure (A = X - P)	₹ 0

   17.2.1. **Funds Required for Machine Infrastructure Facility for proposed Units (X)**: Funds required @ Rs. 150000 per Units shall be displayed

   17.2.2. **Amount already invested in Machine Infrastructure for proposed Units (P)**: Enter the Amount for Machines already procured by the Applicant for the applied Trades/ Units

   17.2.3. **Upload List of Machine Infrastructure**: Upload the List of Machines procured by Applicant for the Trades/Units along with Invoice copies

   17.2.4. **Balance Funds required to acquire Machine Infrastructure (A=X-P)**: Balance Fund to be available with applicant shall be displayed

   17.3. **Tools**: Details of funds required and available for procurement of Tools shall be entered here.

Tools	
Funds Required for Tools for proposed units (Y)	₹ 100000
Amount already invested in Tools for proposed Units ₹ (Q)	₹ 110000
Upload List of Tools along ❶	SELECT FILE
Balance Funds required to acquire Infrastructure (B = Y - Q)	₹ 0

17.3.1. **Funds Required for Tools for proposed units (Y)**: Funds required @ Rs. 100000 per Units shall be displayed

17.3.2. **Amount already invested in Tools for proposed Units (Q)**: Enter the Amount for Tools already procured by the Applicant for the applied Trades/ Units

17.3.3. **Upload List of Tools along**: Upload the List of Tools procured by Applicant for the Trades/Units along with Invoice copies

17.3.4. **Balance Funds required to acquire infrastructure (B=Y-Q)**: Balance Fund to be available with applicant shall be displayed

17.4. **Total Funds Requirement**:Details of funds required, available and balance funds required are displayed here

Total Funds Requirement	
Total Funds Required for proposed Units (X + Y + Z)	₹ 400000
Total Funds Available with Promoting Organization (P + Q + R)	₹ 17610000
Balance Funds Required for proposed units (D = A + B + C)	₹ 0

17.5. **Total Funds available with Promoter**

17.5.1. Enter the Bank Account Details for the Account in name of the Promoting Organization where all financial transactions of the Proposed Institute shall happen.

Type of Account	IFSC	Name and Branch of Bank	Account Number	Amount in Account (E)	Upload last 6 months Bank Statement ℹ	
Saving ▼	CORP0000432	CORPORATION BANK, AMBOLI- MUME	12311134543	5000000	SELECT FILE	✖DELETE
			Total Amount in Account (E)	₹ 5000000		

+ADD BANK ACCOUNT

17.5.1.1. **Type of Account**: Select the Type of Account as "**Saving**" or "**Current**"

17.5.1.2. **IFSC**: Enter the IFS Code

17.5.1.3. **Name and Branch of Bank**: Auto Displayed on basis of entered IFSC

17.5.1.4. **Account Number**: Enter Account Number

17.5.1.5. **Upload last 6 months Bank Statement**: Upload Document in Pdf Format

17.5.1.6. **ADD BANK ACCOUNT**: Click to add additional Bank Accounts

17.5.2. Other Investment details to substantiate the financial capacity of the Applicant to raise the required funds for establishing Institute

Total Amount in Fixed Deposit (F)	₹ 2200000
Upload Fixed Deposit Certificate ℹ	SELECT FILE
Total Amount in Mutual Funds/ Shares/ etc (G)	₹ 300000
Upload Certificates ℹ	SELECT FILE
Total Amount available with Promoter (H = E + F + G)	₹ 7500000
Balance Funds Required for proposed units (D - H) ℹ	₹ -7500000

17.5.2.1. **Total Amount in Fixed Deposit (F)**: Enter amount in Fixed Deposit in the name of Promoting Organization

17.5.2.2. **Upload Fixed Deposit Certificate**: Upload all copies in Pdf format

17.5.2.3. **Total Amount in Mutual Funds/ Shares/ etc (G)**: Enter amount invested in Mutual Funds/ Shares/ etc in the name of Promoting Organization

17.5.2.4. **Upload Certificates**: Upload all copies

17.5.2.5. **Total Amount available with Promoter (H=E+F+G)**: Shall be displayed

17.5.2.6. **Balance Funds Required for proposed units (D-H)**: Shall be displayed. Negative value denotes excess funds with the Applicant.

18. **Workshop Space Details**: Workshop space required and availability details shall be entered here

18.1. **Name of Trade**: Name of the Trade applied for affiliation shall be displayed here in tabular form
18.2. **Course Code**: Shall be displayed according to the selected Trade
18.3. **Trade Type**: Shall be displayed according to the selected Trade
18.4. **No. of Concurrent Units**: Shall be displayed according to the selected Trade
18.5. **No. of concurrent units already affiliated/ approved**: Shall be displayed according to the selected Trade
18.6. **Total concurrent Units**: Shall be displayed according to the selected Trade
18.7. **Workshop Space Required in Sq.M.**: Shall be displayed according to the selected Trade
18.8. **Floor Preference**: Shall be displayed according to the selected Trade
18.9. **Available**: Enter the available Workshop Space for the specified Trade and Units in Sq. Meter
18.10. **Remark Ground/First/ Second to Tenth Floor**: Select the floor on which Workshop Space is available
18.11. **Space Variation**: Shall be displayed accordingly. "-ve" means excess space available.
18.12. **Floor Variation**: Floor Variation as "Acceptable" or "Not Acceptable" shall be displayed depending upon the floor requirement and availability.
18.13. **Upload Workshop**: Upload Workshop Photo clearing showing the floor space availability.
18.14. **Save and Next**: Click to Save the filled information and go to the next page
18.15. **Cancel**: Click to cancel all filled information
19. **Common Facility Type Wise List & Details**: Enter details Common Facilities available with the Proposed Institute

19.1. Administrative Office Space
19.1.1. Principal Cabin: Enter available number and space for Principal/ Institute Head
19.1.2. Office: Enter available number and Office space
19.2. Toilets
19.2.1. Gents Toilet: Enter available number and space for Gents Toilet
19.2.2. Ladies Toilet: Enter available number and space for Ladies Toilet
19.3. Class Room and Common Lab
19.3.1. Class Room: Enter available number and space for Class Room
20. **Building Details**: Enter the details of the Proposed Institute Building
20.1. Click on "**Add Building**" to enter the details of Building. Multiple Building can be added.

20.2. Following Pop-up window shall be displayed to enter the details of Building

20.3. **Name of Building**: Administrative, Workshop, Integrated
20.4. **Building Ownership**: Select as "**Owned**" or "**Rented**"
    20.4.1. **Owned**: If the Building is Owned then Upload the Relevant Document to substantiate ownership

    20.4.2. **Rented**: If the Building is Rented then select the Date of Lease and Expiry of Lease. The Expiry of Lease shall be minimum 3 years from the date of Application. **Upload Lease Document** in Pdf format. The Lease Document shall be a registered Lease Document with appropriate authority.

20.5. **Whether Building Ready**: Select "**Yes**" or "**No**" as per status
20.6. **Whether Building is Dedicated for Proposed Institute**: Select "**Yes**" or "**No**" as per status
20.7. **Whether Approachable Road Available**: Select "**Yes**" or "**No**" as per status
20.8. **Type of Construction**: Select as "**RCC**", "**Load Bearing**" or "**Fabrication**"
20.9. **Number of Stories**: Select as per status
20.10. **Area on Ground Floor in Sq. M.**: Enter Area on Ground Floor in Square Meter available for Institute's operation
20.11. **Area other than Ground Floor in Sq.M.**: Enter Area other than Ground Floor in Square Meter available for Institute's operation
20.12. **Total Area in Sq.M.**: Auto calculated
20.13. **Average Height between Ceiling and Flooring in Feets**: Enter as per status
20.14. **Year of Construction**: Select as per status
20.15. **Upload Floor wise Plan demarcating existing and proposed Trades / Units and Common Facilities**: Upload the Plan in Pdf format clearly demarcating the purpose and duly certified by Architecture
20.16. **Upload Building Photo**: Upload Photo
20.17. **Save**: Save the entries and return to main page
20.18. **Close**: Return to main page without saving the entries
20.19. **Action**: Select Action as View, Edit or Delete the entry
20.20. **Next**: Move to the next page

21. **Power Details**: Enter the Power Supply details

21.1. **Name of Trade**: Name of the Trade applied for affiliation shall be displayed here in tabular form
21.2. **Course Code**: Shall be displayed according to the selected Trade
21.3. **Required per unit as per norms**: Power Required per unit as per norms shall be displayed
21.4. **Type**: Type of Power supply as Single or Three Phase shall be displayed
21.5. **Required for Existing Units**: Power required for existing affiliated units shall be displayed
21.6. **Required for Proposed Units**: Power required for proposed units for affiliation shall be displayed
21.7. **Total Required**: Total Power required including existing and proposed units shall be displayed
21.8. **Total Required**: Total Power required for all applied Trades and Units shall be displayed
21.9. **Total Available**: Enter the Supply Rating in Kilo Watt
21.10. **Available Type**: Enter the Type of Supply as "**Single Phase**" or "**Three Phase**"
21.11. **Upload Latest Electricity Bill Copy**: Upload the document in Pdf format
21.12. **Upload NOC from Building Owner**: Upload signed No Objection Certificate from the Building Owner regarding usage of the Power Supply
21.13. **Save and Next**: Click to Save the filled information and go to the next page
21.14. **Cancel**: Click to cancel all filled information

22. **Infrastructure Details**: Enter the Infrastructure Details available with the Proposed Institute for applied Trades and Units

22.1. **Name of Trade**: All the Trades applied for Affiliation shall be displayed in tabular form.
22.2. **Course Code**: Shall be displayed accordingly
22.3. **Existing/ Affiliated**: Number of Existing affiliated Units shall be displayed
22.4. **Proposed**: Number of Proposed Units for affiliation shall be displayed
22.5. **SUBMIT AVAILABILITY**: Click to submit the details of infrastructure available for the specific Trade.
22.6. **Status of Submission**: The Status of availability of Infrastructure in percentage shall be displayed. Application can be submitted only when "**Status of Submission**" is **100%**
22.7. **Save**: Save the entries and return to main page0
22.8. **Close**: Return to main page without saving the entries
22.9. Following Pop-up Window shall be displayed when clicked on "**SUBMIT AVAILABILITY**" to enter the details:

Infrastructure Details ✕

☰ Item List - Infrastructure Details

Name of Trade	BASIC CULTIVATION OF CEREAL CROPS
Number of Existing Units	0
Number of Proposed Units	1
Total Units	1

Percentage Availability
100%

S.N.	Name of Item	Required per unit as per DGT Norms	Remark for Utilization	Required as	Required for Existing Units	Required for Proposed Units	Total Required	Total Available	Action	Status
1	Drill electric hand 6-12 mm	1	Per 1 Unit in Shift	Mandatory	0	1	1	1	SUBMIT DETAILS	Complete ▾
2	Stud remover	1	Per 1 Unit in Shift	Mandatory	0	1	1	1	SUBMIT DETAILS	Complete ▾
3	Ball peen Hammer 0.5 Kg.	1	Per 1 Unit in Shift	Mandatory	0	1	1	1	SUBMIT DETAILS	Complete ▾
4	Spanner adjustable (pipe wrench) 350 mm	1	Per 1 Unit in Shift	Mandatory	0	1	1	2	SUBMIT DETAILS	Complete ▾
5	Reaper/Reaper winder	1	Per 1 Unit in Shift	Mandatory	0	1	1	1	SUBMIT DETAILS	Complete ▾
6	Drill Twist (assorted)	1	Per 1 Unit in Shift	Mandatory	0	1	1	1	SUBMIT DETAILS	Complete ▾

All the Machine, Tools, Equipments, Furniture, Software, etc. required for the selected Trade shall be displayed in a tabular form.

22.9.1. **Name of Trade**: Name of the selected trade shall be displayed

22.9.2. **Number of Existing Units**: Number of Existing affiliated Units shall be displayed

22.9.3. **Number of Proposed Units**: Number of Proposed Units for affiliation shall be displayed

22.9.4. **Total Units**: Total Units including Existing and Proposed shall be displayed

22.9.5. **Percentage Availability**: Percentage Availability of infrastructure as per the entered details shall be displayed. Application can be submitted only when the "**Percentage Availability**" is **100%**.

22.9.6. **Name of Item**: Name of the Item shall be displayed

22.9.7. **Required per Unit as per Norms**: Shall be displayed

22.9.8. **Remark for Utilization**: Shall be displayed

22.9.9. **Required as**: Shall be displayed as "Mandatory" or "Non-Mandatory"

22.9.10. **Required for Existing Units**: Shall be displayed

22.9.11. **Required for Proposed Units**: Shall be displayed

22.9.12. **Total Required**: Shall be displayed

22.9.13. **Total Available**: Enter the available Quantity

22.9.14. **Action**: Click on "**SUBMIT DETAILS**" to submit the details of items

22.9.15. **Status**: Status as "**Complete**" or "**Incomplete**" as per details provided shall be displayed

22.9.16. **Save**: Save the entries and return to main page

22.9.17. **Close**: Return to main page without saving the entries

22.9.18. Following Pop-up Window shall be displayed when clicked on "**SUBMIT DETAILS**" to enter the details:

Infrastructure Details - Applicable only for Machines / Equipments costing more than Rs. 10,000 ✕

ⓘ Applicable only for Machines / Equipments costing more than Rs. 10,000

☰ Item Details - Infrastructure

Name of Item	Steel Rule - 300 mm, Graduated both in Metric and English Unit
Category	
Total Available	15

S.N.	DSR/ Reference Number	Make	Model	Present Status
1				Select ▾
2				Select ▾
3				Select ▾
4				Select ▾

22.9.18.1. **Name of Item**: Shall be displayed

22.9.18.2. **Category**: Shall be displayed

22.9.18.3. **Total Available**: Shall be displayed as entered in "Total Available".

22.9.18.4. Number of Rows equal to "**Total Available**" quantity shall be displayed to enter Item wise details

22.9.18.5. **DSR/ Reference Number**: Enter DSR Number of the item

22.9.18.6. **Make**: Enter the Make i.e. Original Equipment Manufacturer of the Item

22.9.18.7. **Model**: Enter the Model of the Item

22.9.18.8. **Present Status**: Select present status of the item as following

Present Status

Select ▾
Select
Working
Minor Fault
Major Fault
Non-Repairable
Proposed for Writeup

22.9.18.9. **Save**: Save the entries and return to main page

22.9.18.10. **Close**: Return to main page without saving the entries

23. **Other Infrastructure Details**: Enter the details regarding Other Infrastructure available in the Proposed Institute

23.1. **Whether Water Supply is available**: Select as "Yes" or "No" as per status

23.2. **Source of Water Supply**: Select Source of Water Supply as "Local Body", "Well", "Bore Well" or "Other" as per status

23.3. **Skill India Logo Displayed**: Select as "Yes" or "No" as per status

23.4. **MSCVT** Logo Displayed: Select as "Yes" or "No" as per status

23.5. **Upload Photo showing Skill India Logo displayed in the Institute**: Upload Photo showing Skill India Logo displayed in Institute

23.6. **Upload Photo showing MSCVT Logo displayed in the Institute:** Upload MSCVT Logo: Upload Photo showing MSCVT Logo displayed in Institute

24. **Self Declaration**: Read the Self Declaration carefully.

24.1. **Upload Annexure A - Self Declaration**: Print the Self Declaration on Rs. 100 Judicial Stamp Paper as per Annexure C of this document and Upload this Document in Pdf Format. Submit the Original Document to MSCVT through the Inspecting Agency.

24.2. **I ACCEPT THE ABOVE DELARATION**: Click to accept the application. Once the Self Declaration is accepted the Application cannot be edited.

25. **Inspection Fees**: Applicant has to pay Inspection Fees for the Proposed Trades / Courses / QP through Payment Gateway

25.1. **Total Concurrent Units Proposed:** Shall be displayed as applied

25.2. **Total Concurrent Units for Inspection:** Shall be displayed as applied

25.3. **Total Concurrent Units exempted from Inspection:** Shall be displayed as applied

25.4. **Fees per Unit for Inspection:** Fees per Unit for Inspection is Rs. 10000

25.5. **Fees per Unit for Units exempted from Inspection:** Fees is Rs. 5000 per Unit

25.6. **Total Applicable Inspection Fees:** Shall be displayed accordingly

25.7. **Pay Inspection Fees:** Once information in all the sections is filled up 100% then this tab shall be activated. Applicant has to Pay Inspection Fees through Payment Gateway

25.8. Following Payment Gateway shall be displayed to make the payment for Inspection Fees

26. **Submit Details and Request for Inspection**: Select the date range for Inspection and submit the application

26.1. **Select Inspection Date**:
26.1.1. **From**: Select Date. From date shall be 15 days later from the date of submission
26.1.2. **To**: Select Date. To date shall not be more than 60 days from the date of submission
26.2. **Submit**: This tab shall be activated once the Inspection Fees is paid. System shall ask for OTP verification. On verification the application shall be submitted for Inspection.

26.3. **Print Report**: The complete Application Form can be downloaded in Pdf format.

27. Once all the sections of the Applications are completed the Application Form dashboard shall display as 100% in all the section.

28. The Application shall be diverted to Inspecting Agency for Inspection. The Inspecting Agency shall convey the date of Inspection within the range as requested by the Applicant.
29. Inspecting Agency shall verify the Infrastructure requirement as per norms and eligibility criteria and validate all the documents uploaded during Application and any other supporting documents. All the Original Documents have to be presented to the Inspecting Agency.
30. Inspecting Agency shall conduct physical inspection of institute and verify all documents and submit its report with recommendation
31. The Inspection Report shall be diverted to Administrator for final verification and Approval.
32. Once Administrator approves, system shall generate the Letter for Affiliation
33. Institutes Rejected during Inspection:
    33.1. Institute rejected on basis of document verification and non-compliance of infrastructure, can submit their Grievances to MSCVT. MSCVT shall decide on acceptance of the explanation or reinspection.
    33.2. Institute can apply for reinspection within 1 year by paying the requisite reinspection fees.
34. Affiliation Order:
    34.1. Institutes clearing the document verification and physical inspection shall be Affiliated with MSCVT and shall be issued with **Affiliation Order**
    34.2. The Affiliation shall be valid initially for a period of 3. Institute has to apply for renewal of Affiliation thereafter.
    34.3. Institute has to renew their Affiliation after every 5 years after the first renewal.
35. Affiliated VTI has to deposit Security Deposit and submit details of Trainers and Support Staff.
36. Training Batches shall be allotted only when the requisite number of qualified/ certified Trainers are available with the VTI