

National Film Development Corporation

Standard Operating Procedure

Affiliation of Training Partner

1.1 Definition of a Training Partner:

A "training partner" typically refers to an individual or entity that engages in collaborative learning or skill development activities with another person or organization. This partnership involves working together to enhance one's knowledge, abilities, or competencies in a particular area.

1.2 Definition of a Training Centre:

A "training center" is a physical or virtual facility specifically designed and equipped to provide various types of training, education, and skill development to individuals or groups. These centers offer structured programs, resources, and expertise to help participants acquire new knowledge, enhance existing skills, or develop competencies in specific areas.

1.3 Definition of a regulatory body (NCVET):

"NCVET" stands for the "National Council for Vocational Education and Training." It is an Indian regulatory body responsible for regulating and standardizing vocational education and training in the country. NCVET was established to oversee and monitor various aspects of vocational education and training institutes, ensuring quality and consistency in the delivery of vocational programs.

1.4 Definition of a Awarding Body:

An "awarding body" is an organization, institution, or authority that is responsible for designing, developing, and issuing certifications, qualifications, or awards to individuals who have successfully completed training programs offered by Training Providers (TPs).

1.5 Definition of Affiliation:

An "affiliation partner" typically refers to an organization, institution, or entity that collaborates with another entity through an affiliation or partnership arrangement. This partnership can be established for various purposes, such as educational collaboration, business expansion, marketing initiatives, research endeavors, and more.

1.6. About NFDC:

The National Film Development Corporation (NFDC), incorporated in the year 1975, is a wholly owned Public Sector Undertaking formed by Government of India under the aegis of Ministry of Information and Broadcasting with the primary objective of planning, promoting and organizing an integrated and efficient development of the Indian Film Industry. In addition to promoting and funding independent films in India and in international markets, NFDC develops new talent and facilitates the growth of Indian Entertainment Industry in all languages through productions and co-productions, script development, best in class scriptwriting labs and need based workshops.

With the changing evolution in Skill Development space and committed efforts, **NFDC has now been recognized as an Awarding Body by National Council of Vocational Education and Training (NCVET) under the aegis of Ministry of Skill Development & Entrepreneurship (MSDE) for the Media & Entertainment sector.** In addition to the same, NFDC can now offer Affiliations to the new Training and Assessment Agencies along with the Training of Master Trainers, Trainers and Assessors, Assessment & Certification of the professionals and candidates under various schemes in Media & Entertainment domain.

Salient features for Affiliation with NFDC as a Training Provider:

- I. Trainees/students on successful assessment will be awarded with a government certificate recognized in India & also in the international markets.
- II. Alignment of the training curriculum with aligned course curriculum.
- III. Access to 'Training of Trainers' program for empaneled Training Partners.
- IV. Assistance for Apprenticeship and / or Placements of the students/trainees of empaneled Training Partner.
- V. Assessment of trainees on NOS based curriculum.
- VI. Trainees/students certified by NFDC can avail benefits of various Central & State Govt. schemes including subsidized loans from banks.
- VII. Participation in Government led programs at institutional and state level, aligned to NSQF.
- VIII. Participation in the various workshops/seminars/film festivals.

1.7 Institutions eligible to empanel with NFDC:

- I. Training Partner/Industry Partner/ Training organizations /Institutions /ITIs /Colleges /Schools /any other institute working in vocational space.
- II. Training Institutions independently operating in vocational space.
- III. Training institutions set up by private companies to meet the skilled manpower requirement for in-house needs or for the sector.
- IV. Any company/firm/society/Trust/Foundation working in skill development in CSR.

1.8 Benefits of affiliated Training Partner of NFDC:

- I. Ratification of NOS based curriculum
- II. Access to Master Trainers of NFDC and certification of the trainers nominated by the affiliating training provider
- III. Facilitate On the Job Training (OJT) and/or Placements of the affiliating partner trainees
- IV. Assessment of trainees on sectoral curriculums
- V. Industry recognized certification of the successful trainees.
- VI. Participation in Government led programs at institutional and state level, aligned to NSQF
- VII. Participation in the various Sector Specific Seminars
- VIII. Access to International bodies available in similar space.
- IX. Trainees/students on successful assessment will be awarded with a government certificate recognized nationally & the international markets.
- X. Alignment of the training curriculum aligned with National Skills Qualification Framework with course curriculum.
- XI. Access to 'Training of Trainers' program for empanelled Training Partners.
- XII. Assistance for Apprenticeship and / or Placements of the students/trainees of empanelled Training Partner.
- XIII. Assessment of trainees on National Occupational Standard based curriculum.
- XIV. Trainees/students can avail benefits of various Central & State Govt. schemes including subsidized loans from banks.
- XV. Participation in Government led programs at institutional and state level, aligned to NSQF.
- XVI. Students will be credited with Participation in the various sector specific workshops/seminars.

1.9 General Guidelines for Affiliation:

- I. This Affiliation process is valid for paid courses, CSR, state funded schemes & for non-PMKVY schemes.
- II. Application form duly filled should be submitted to National Film Development Corporation with supporting documents and enclosures.
- III. The fees for the Affiliation should be deposited to NFDC along with the hard copy of the form. (Fee details are attached as Annexure- A)
- IV. The turnaround time to complete the Affiliation process is 30 days, subject to the Training Partner responding within the stipulated time.

2.0 The Due diligence will include the following details of the Training Partner or an entity:

Organization and Management Details:

- I. Name of the Organization:
- II. Name of the CEO/COO/MD/Entrepreneur/Partner/ Proprietor:
- III. Registered Address:
- IV. City/State:
- V. Pin code:
- VI. Telephone no (Prefix STD/ISD Code):
- VII. Mobile No:

- VIII. Email Address:
IX. Ownership Pattern (Please highlight as applicable): Under Central Government/ State Government/
Public Limited/ Private Ltd. /Autonomous/ Trust/ Society/ Proprietary/ Partnership/Any other
X. Nature of Operation (Please highlight as applicable): Manufacturing/Service/Others
XI. Annual Turnover of the institution:
XII. Net Profit of the institution:

2.1. List of Documents required to be enclosed with the Training Partner:

- a) Signed and stamped Declaration Letter (Refer Annexure 1)
b) Signed and stamped letter for Training Facilities Details (Refer Annexure 2) along with below mentioned pictures.
- Pictures of Training center facilities like Classrooms, Computer/equipment lab facilities, Washroom(s), Drinking Facilities, Health and Safety/First aid, Library (If any)
 - Pictures of Ground/Obstacle course/firing range (for Job role(s) of security sector)
- c) Signed and stamped Terms & Conditions for Affiliation (Refer Annexure 3)
d) Latest Annual Report, Balance Sheet, Audit report and ITR.
e) Corporate Profile, including the experience of implementing Skill development programs
f) Copy of Registration Certificate
g) Copy of GST certificate
h) Proof of payment (IMPS/NEFT/RTGS) in favor of National Film Development Corporation.

*All the above documents/details to be submitted as a separate individual file in PDF format and the **hard copy of the same has to be couriered to NFDC, Delhi Regional Office.**

Office Address: National Film Development Corporation Ltd.
4th Floor, Soohna Bhawan, CGO Complex, Phase-I, Lodi Road, New Delhi-110003

In addition to the above, Training partner needs to abide by the following:

1. **Applying Job role:** Each applicant has to specify clearly the name of the skill center(s) along with the job roles (except the Master Trainer and Lead Assessor job roles) for which they are applying for each center. For this, they can refer to the list of job roles available on NFDC Website.
2. **Physical Inspection/ Training Centre Audit:** Once the Training application is processed, a physical inspection/ audit will be done within maximum of 3 months of the affiliation by NFDC. If during the physical inspection, the training center is found non-compliant then the Training partner affiliation of that partner will be revoked with immediate effect. However, on request Training partner will be shared the deficit requirements on fulfilment of the desired infra and others will be shared by NFDC, further to this a reinspection fee will be applicable.
3. **Faculty:** Each applicant Training Partner has to employ at least one on roll trainer/job role/batch/skill center as per the qualification standards laid down by NFDC.

4. **Infrastructure facility:** Each applicant Training Partner has to comply with infrastructure facility standards laid down by NFDC. NFDC reserves the right to get the Training center inspected during the tenure of the affiliation at its cost.
5. **Equipment:** Training partner has to deploy the minimum essential requisite equipment at each skill center for each applied job role as per the list laid down NFDC.
6. **Application Form and Annexures:** Each applicant Training Partner has to submit the Application form along with the required Annexures and documents as mentioned in the Application Form in both soft and hard copy.
7. **Training Centre Pictures:** Each applicant Training Partner has to share the pictures of the applied Training Centre as a mandatory part of the application.
8. **Courses other than NFDC Affiliated Job Roles:** Applicant who want to run their own designed curriculums other than NFDC affiliated job roles, need to share their course curriculum and content with NFDC first for approval. Only after NFDC's approval, they will be allowed to use these courses in NFDC affiliated Centre.
9. **Remittance of Affiliation Fee:** Each applicant Training Partner has to remit the fees to NFDC as per fees structure laid down by NFDC given in the application form. Without the remittance of the Affiliation Fee, the application will not be considered for the second level scrutiny.
10. **Sign and Stamp of the training institutes:** Each applicant Training Partner has to submit the application form, all of the listed documents/details, annexures & terms and conditions duly signed and stamped by the training institute at each and every page.
11. **Awarding the Training Partner Status:** The applicant training partner will be awarded with Status only after it clears both the Scrutiny rounds adhering to the defined parameters and complete submission of the desired documents as well as the Physical Inspections. In case, the Affiliation is declined after the screening, then the applicant can apply for fresh affiliation after 6 months of the previously applied application.
12. **Validity of Affiliation:** The Affiliation is valid for a period of 2 years only and if the partner fails to get it renewed, due to any circumstances, then his/her status will be put "On- Hold/Temporary Suspension" for 3 months from the date of expiry with no further reminder mails/calls from the council. If the partner wants to revoke his/her application, then they can do it within the given time frame of 3 months. After that, their application will be considered under Fresh application.
13. **Addition/Swapping of new Training Centre:** If the existing Training Partner wants to add or swap his/her Training Centre during the affiliated period or at the time of renewal then they will be charged the applicable fee of a new Training Centre.
14. **Contact Details:** For any queries, please feel free to reach NFDC Support- arushi@nfdcindia.com, vaishali@nfdcindia.com

Training partner Affiliation fee structure- **enclosed as Annexure A.**

NFDC Bank Details:

Account Name: National Film Development Corporation Ltd.

Bank Name: Bank of India

Bank Account No.: 604820110000137

Branch: CGO Complex, Electronic Niketan , Plot No. 6,Lodhi Road, New Delhi-110003

Delhi MICR Code: 110013052

IFSC Code: BKID0006048

For Affiliation of each additional Training center other than the parent center for which the due inspection has already been done, Fee would be Rs.50,000/-

Application Process **enclosed as Annexure B.**

2.2. Evaluation Matrix for Training Partner Affiliation:

Evaluation Criteria/ Definition Point	Maximum Marks
Experience in Skilling	
Training conducted in past 3 years including experience in skill vertical related trainings	15
Total Number of Trainees Trained (Govt Funded Count, Corporate Social Responsibility Count, Self-paid count)	5
Total Number of Trainees Certified (Govt Funded Count, Corporate Social Responsibility Count, Self-paid count)	10
Total Number of Trainees Placed (Govt Funded Count, Corporate Social Responsibility Count, Self-paid count)	15
Company/Firm/Society/trust/Training Institution Setup/ affiliated with Government of India the areas-ITI/ITC, AICTE, Central or State Govt, UGC, CBSE etc. Private training Institutions setup by Pvt Companies	5
Affiliation with NSDC, NCVET, MSDE, SSDM	10
Recognition and Accolades received from Industry in Training and Skilling Segment	5
Spread & Reach	
Presence of Training Centers/ operations across states/regions	5
Self-Owned/ Franchisees Training Centers	5
Number of Training Centres	5
Readiness of Infrastructure	

No. of labs and Equipment's	10
Hygiene and classroom facilitation	10
Total	100

Please Note: Applicants need to score minimum of 50 marks for successful completion of the Final round

Please Note:

- 1) Non-compliance of any of the above parameters may lead to disaffiliation of an Training Partner. Though, the partners have the chance to apply for a fresh membership post 6 months of the disaffiliation process.
- 2) The final decision to renew the application or not will be of the NFDC Affiliation Committee.
- 3) The Renewal Parameters are subject to change/update basis the decision of the committee.

Annexure- A
Fees Structure for Affiliation Process

Fees Structure for Affiliation Process				
Pre---Affiliation---Due Diligence				
S. No.	Category	Unit	Fees (In Rs)	
			NSDC/NCVET Funded Partners and Government Institutions	Non---NSDC/NCVET Funded Partners
1	Application form	Per Centre/one time	Nil	20,000
2	Compliance Check	Per Centre/one time	Nil	20,000
3	Physical Inspection (In one visit)	Per Centre	Nil	65,000
4	Centre Validation of Key Infrastructure and Equipment	Per Centre	Nil	25,000
5	(i) First Job role	Per Centre	Nil	15,000
		Total		1,45,000/-
	(ii) Additional Job role	Per centre	Nil	15,000/-
Post---Affiliation*				
6	Annual Renewal affiliation Fee (per TC)	FY 2022---23	Nil	50000
7	Training of Trainer	Mandatory for all training partners/training centres to send trainers for training workshops. Does not include cost of	As per NFDC norms	As per NFDC norms

		travel and stay of the trainer.		
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Note :

1. All fees are non---refundable***

2. Affiliation will be granted when the applicant fulfils all the requirements as per NFDC affiliation protocol

Only for TPs/TCs who are interested in delivering training as per transnational standards.

All cheques should be payable to “National Film Development Corporation” at New Delhi. Confirmation mail of the payment to vaishali@nfdcindia.com, arushi@nfdcindia.com



Annexure B

APPLICATION FORM

FOR

AFFILIATION TO

NATIONAL FILM DEVELOPMENT CORPORATION

PROCESS OF AFFILIATION

- a) All forms duly filled as mentioned should be submitted to NFDC with supporting documents and attachments.
- b) The fees for the Pre-assessment activities should be deposited upfront with the application form.
- c) NFDC on receiving the application form and the required fees and carry out the due diligence process.

i. Due diligence for affiliation of Training Partner

A complete evidence-based check of the documents, process, equipment, trainers and supporting hard and soft infrastructure at the training centre will be carried out in two steps:

1. Offsite due diligence
2. Onsite due diligence (Only if required)

The due diligence will include but not necessarily be limited to the following tasks:

1. Management & Administrative Setup
2. Availability of Trainers and Master Trainers
3. Training Infrastructure (Hard & Soft Elements)
4. Environment, Health and Safety
5. Placement and Industry Connect
6. Human Resource Policy
7. Management Information System
8. Feedback & Grievance Handling

Based on the evidence collected during the due diligence process, the training centres will be graded as A/B/C/D.

ii. Capacity Building of the Affiliated Training Partner

The following capacity building interventions will be offered to all affiliated training providers/centres based on the above due-diligence process. NFDC follow the process driven by NSDC

1. Training/ Re-Orientation of Trainers to deliver competency-based training
2. Strengthen the internal assessment system

These will be mandatory to all training centres in B, C and D category and optional for Category A.

- d) Feedback on due diligence will be shared with the training centre/partner.
- e) The affiliation will be for two years during which both NFDC and the training institute will strive to improve the output. The affiliation may be extended twice for one year based on the guidelines introduced by NFDC from time to time.
- f) The affiliation will be applicable for training at the training centre, training centre and Institute workshop area and Recognition of Prior Learning (RPL).

GENERAL INSTRUCTIONS

1. The application must be applied by the Vocational Training Providers (VTP) /Institution interested in affiliation to NFDC for the NFDC Qualification
2. The Affiliation Form is provided in the Microsoft Word format. Deletion or Amendment to the master form may result in rejection of the application form.
3. The copy of the affiliation application form would be made available by NFDC. The form may be revised from time to time. The same can be checked from its version number mentioned at the bottom of each page.
4. Copies of all the relevant documents should be scanned and sent along with the application form as enclosures.
5. For different centres and courses selected, kindly attached/include additional Part B as per the requirement in the application form.
6. For numbering the attachments, please use point number as the first digit and followed by an alphabet/name of the document. Example if an attachment corresponds to the point 22 then the annexure number will be 21.a or 21.b or 21.c or 21. Registration Certificate or 22. Trainee Manual.....
7. The guidelines, processes, report, and other documents mentioned in the form needs to be made available to the NFDC team during the centre visit.
8. Insert more rows or table, if required
9. The details of availability of equipment's and trainers are requested for each selected job role
10. Details of trainers with respect to Qualifications are primary requirement. Point 17.
11. Details of tools & equipment's with respect to Qualifications. Point 31

(General Information)

APPLICATION FOR AFFILIATING FOR THE FOLLOWING COURSE(S)
(AS PER QUALIFICATION)

S. No.	Qualification Reference Number	Job Roles	Number of Training Centres Proposed
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			

(More columns will get added, if required)

Section 1: Institution and Management Profile

1. Name of the VTP/Institution:

2. Whether Government or Private (Please tick the appropriate box)

- Government
- Private
- Company/Firm
- Society
- Trust
- Any other, please specify _____

3. Whether existing NCVET Partner for Media and entertainment sector (Please tick the appropriate box)

- Yes
- No

4. Prior experience in skill Development of the VTP/Institution in Skill Development Space – (Provide Details of affiliation with government scheme/NCVET/CSR/Paid Program.) (Please attach relevant proof as Enclosure)

5. List of Training Centres for Affiliation on the above-mentioned Job Roles.

S. No.	Name & Address of Training Centre	Qualification Reference Number (Use comma for more than one course)	Contact Details (Name, Designation, Mobile Number and Email ID)
1			
2			
3			
4			
5			

6. Name(s) of all Director(s) / Owner(s) as on date:

S. No.	Names
1.	
2.	

3.	
4.	

Postal Address:	
Pin Code	
Phone Number with STD Code	
Fax No:	

7. Contact Details of the Institution:

8. Year of Establishment/Incorporation: _____

9. Medium of instructions in Institute (Please tick the appropriate box):

English Hindi Any Other

Any other, please specify: _____

10. Does the Institute have branches? (Please tick the appropriate box)

Yes No

(If Yes, attach the list of all Branches as Enclosure)

11. PAN No: _____

12. TAN No: _____

(Attach photocopy of the PAN and TAN card as Enclosure)

13. Audited Turnover of the VTP/Institute _____ (Last Financial Year)

(Attach Copy as Enclosure)

14. Provide your bank details:

Name of the Beneficiary	
A/C Number	
Bank Name	

Branch Address	
IFSC Code	

15. Educational Qualifications, Experience and Contact Details of the Director(s), Management Team members, Operational Head(s) and Affiliation Coordinator(s) for VTP/Institution:

Name & Designation of Director(s), Management Team members and Operational Head(s) of the Training Provider	Education al Qualificati ons	Overall Work Experie nce (in years)	Prior Experience in the Skills Training Space	Key Achievement s in the Skills Development. If available, in Media & Entertainment Space.	Contact Details including Mobile Number and Email ID

PART-B
Centre Specific Information

(Different Part-B form for each training centres is required)

1	Name & Address of the Training Centre	
2	Name & Contact Details of the Co-ordinator for Centre	
3	Course and Qualification Code	

16. Training Institutions set up/affiliated by Government (Please tick the appropriate box)

- Government/Private ITI affiliated to NCVT
- Institutions approved by Central Government agencies like AICTE, please mention the details and attach relevant proof.
- College/Institutes affiliated to a university set by Central or State/UT Government or recognized by UGC
- Schools/Institutes approved by Central or State Board of Secondary Education (or equivalent) or Boards of Technical Education.
- Private Institutions independently operating in Vocational Space
- Training Institution setup by private companies

Any other, please mention details.....

If any one of the above is Yes, please mention the following:

Name of the Body with which recognized or affiliated Regulatory Body		
Recognition No./ Affiliation Number		
Trades or Courses of Affiliation		
Year of Recognition/Affiliation		
Validity of Recognition/ Affiliation		
Any other information, that may be of relevance		
Certificate/Proof of affiliation/recognition enclosed with annexure number		

Section 2: Training Operations - Processes

18. Details of documented process for management of Human Resources. (Enclose supporting documents and mention in remarks)

Aspect	Yes/No	Remarks
Recruitment guidelines and criteria based on required competencies		
Training and professional development plan and processes		
Maintaining records of qualifications and experience		

19. Has the trainer certified or has undergone any specialized training?

Yes No

(If yes, please provide the details including where, by whom, duration, date etc. in the table below)

20. Details of the Trade/Training Staff, Lab Attendants & Curriculum/Content Development Team

21. Administrative Support Staff of Training Centre

S. No.	Staff	Permanent/Temporary/Part-time	Total
1.	Office Manager		
2.	Office Staff		
3.	Accountant		
4.	Support Staff		
5.	Others		
6.	Total		

22. Details of the Courseware (Enclose supporting documents and mention in remarks)

Aspect	Yes/No	Remarks
Process of adoption and/or development of courseware on the basis of Qualification based curriculum approved by NFDC		
Existence of Trainee, Trainer & Assessment Guides		
Review process to gauge the effectiveness of the courseware developed		
Process of SME engagement in courseware design and development		

23. Details of the Training Process (Enclose supporting documents and mention in remarks)

Aspect	Yes/No	Remarks
Existence of Training Delivery Plans including weekly plan and time table		
Monitoring and evaluation process of trainees – continuous assessments, tests, examination etc.		
Management of Trainees evaluation records		
Lab/ workshop exposure and its linkage to theoretical delivery		
Industry visits for trainees		

24. Details of Methodology adopted for trainees Development. (Enclose supporting documents and mention in remarks)

Aspect	Yes/No	Remarks
Documented process and plan for imparting soft skills training		
Documented process of providing guidance to trainees on placements		
Documented process on OJT/ Placement facilitation		

25. Details on Trainee Admissions. (Enclose supporting documents and mention in remarks)

Aspect	Yes/No	Remarks
Availability of printed brochure/ prospectus		
Documented policy and procedures for admissions		
Availability of concessions policy		
Process of keeping the safe custody of trainee documents		
trainee agreement with the institution at the time of admission		

26. Layout and Learning Environment: (Enclose supporting documents and mention in remarks)

Aspect	Yes/No	Remarks
Availability of proper layout		Please attach the layout with dimensions
Availability of well-developed space for Classroom, Library and Audio Visual Room etc.		Please attach atleast 5 photographs
Availability of well-developed and planned space for the workshop activities		Please attach atleast 10 photographs
Proper foundation of the machines and equipment's		
Sufficient Illumination and Ventilation of the classrooms and workshop		

Cleanliness and Weather protection of the centre		
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27. Power Connection (Enclose supporting documents and mention in remarks)

Aspect	Details	Remarks
Does the institute have adequate power connection?		
Please mention the sanctioned load and attach the last paid bill.		
Does the institute have Power Backup?		
Please mention the make and rating of the Generator Set.		

28. Details of Equipment (as per requirement of QP) that are more extensively used for Trade Training in the Workshop

PLEASE SEE ANNEXURE-A2 ATTACHED AT THE END

29. Does the institute have Simulator/learning software for the Trainings in the workshop?

Yes No

If yes, please mention the details _____

30. Details on Health and Safety of the learners. (Enclose supporting documents and mention in remarks)

Aspect	Yes/No	Remarks
Availability of equipment required for covering indoor and outdoor emergencies		
Documented process and providing training on the equipment on indoor & outdoor emergencies		
Availability of equipment required for fire safety		
Documented process and providing training on the fire safety equipment		
Health policy including collection of required medical record of staff and trainees		
Compliance to the government regulatory norms related to health and sanitary conditions		
Documentary proof of compliances certified by the competent authority		

31. Details of the Industry Linkages

S. No.	Name and Address of the Organization	Contact Details (Name, phone number and email ID)	Scale (Small/Medium/Large)	Number of trainees placed in past one year	Remarks (If any)
1.					
2.					
3.					
4.					
5.					
6.					

32. Details of Industrial Interface. (Enclose supporting documents and mention in remarks)

Aspect	Yes/No	Remarks
Documentation process of engagement of experts from the industry		
Industry engagement for course curriculum development		
Does the institute provide/support On-Job Training for the Course		
Does the institute organize guest faculty from the industry for the course		



I(Name & Designation)

..... on behalf of (Name of training centre).....hereby declare that all the information and

enclosures mentioned above are correct. The training centre mentioned above is used for training and it meets the specifications for becoming a NFDC Affiliated Training Partner as per the Qualification defined by NFDC and NCVET.

I on behalf of the training centre and training partner confirm that we will abide by the terms, condition, decisions, fees, and guidelines introduced by NFDC & NCVET from time to time. I understand that the affiliation form can be rejected in case of any false information. I also understand that the affiliation can be terminated without any refunds in case of unethical practices, if any, found after affiliation.

Date:.....

Name: Designation:

Stamp:

21. Details of the Trade/Teaching Staff, Lab Attendants & Curriculum/Content Development team

S.No	Name & Designation	Degree/ Diploma/CTI etc. (Trade)	QP Name	Training Certificate	Instruction experience (Yrs)	Instruction Experience (Yrs)	Specialized Training details (Refer Point 20)	Full Time/ Part Time
Qualification Name (To select only one Qualification as mentioned at point 3 above):								
1.								
2.								
3.								
4.								
Qualification Name (To select only one Q as mentioned at point 3 above):								
1.								
2.								
3.								
4.								

Please increase columns as per requirement.



Annexure- 1

Declaration Letter

(Training partners Letterhead)

To,

National Film Development Corporation (NFDC)

4th Floor, Soचना Bhawan, CGO Complex, Phase-1,

Lodhi Road, New Delhi-110003

Dear Sir/Madam,

I/We wish to apply at NFDC as a Training Partner. We are submitting the details of our organization along with relevant supporting documents. We declare that the information furnished herein is correct to best of our knowledge and we agree to be governed by the rules and regulations of National Film Development Corporation (NFDC). I/We understand that our Partnership with NFDC is subject to approval of this application by the NFDC Executive Board. I/We understand and accept that in the case of evidence being found of any unethical activity, NFDC reserves the right to unconditionally terminate this Affiliation.

We attach herewith the copy of documents required along with the filled application Form & Declaration letter

(Enclosed as Annexure- I).

Name:

Designation:

Email:

Contact No.:

Signature and Stamp:

Annexure-2

Declaration: Training center Details

Date:

To,

National Film Development Corporation (NFDC)
4th Floor, Soochna Bhawan, CGO Complex, Phase-1,
Lodhi Road, New Delhi-110003

Sub: Undertaking for Training Centre(s) details and Job Role(s) applied for Training Partner with NFDC

Respected Sir,

This is to declare that we operate from the below given center(s): -

- Associated training Partner Name-
- Training Centre Address with Pin Code-
- Training center manager/SPOC Name-
- SPOC E-Mail ID/ Mobile number-
- Job role(s) applied-

We confirm that all the details provided in the declaration and the relevant documents shared by us are correct, updated and are true to best of our knowledge.

Thank you.

Name:

Designation:

Email:

Contact No.:

Signature and Stamp:

Annexure - 3

Terms & Conditions for Affiliation by NFDC

(To be submitted along with the application form)

Training Partner hereby declare that you are aware of the below terms and conditions for Affiliation:

1. The Training Partner and their respective applicant Training Centre(s) will provide the trainings as per approved QPs/curriculum prepared by NFDC or has been approved by NFDC to run a batch.
2. The Training Partner and their respective applicant Training Centre(s) should ensure that admission of students is as per the eligibility conditions prescribed in the NOS for the applied job role.
3. The Training Partner and their respective applicant Training Centre(s) should ensure that Counsellors, Training Centre Manager, Trainers or facilitators are NFDC trained and certified.
4. Affiliation is subject to the approval of NFDC affiliation committee. Provisional Approval may be provided to the Training Partner upon recommendations by the affiliation committee.
5. The affiliation shall be granted for period of one year and shall be subject to an on-site surprise inspection, which may be conducted by NFDC anytime during the validity of affiliation. The renewal of affiliation shall also depend on satisfactory performance of Training Center.
6. The Training Partner shall offer to NFDC or its representative, cooperation during physical inspection in:
 - a. Access to the facility
 - b. Access to the attached/associated facility relevant for training
 - c. Access of all relevant information and documentation
 - d. Access to all records and relevant personnel
7. The Training Partner and their respective applicant Training Centre(s) shall provide well equipped facilities for Training of Trainees and also for theory and practical assessment of the trainees.
8. On grant of affiliation, the Training Institute shall:
 - a. claim affiliation in only those training centers, which have been affiliated by NFDC (and for which the training Centre fees has been paid)
 - b. not state its affiliation in a manner as to be considered misleading or unauthorized and bring NFDC to disrepute
 - c. make reference to affiliation in its documents, brochures or advertising only in compliance with the requirements of NFDC.
9. The applicant Training Partner shall pay the fee (for new application or during renewal) as per fees structure laid down by NFDC
10. The Affiliated Training Partner is eligible to use the logo of NFDC in its promotional material only after the written approval of the competent authority of the Corporation. Usage of MSDE, NCVET, NSDC and Skill India's logo is not permissible under the ambit of the affiliation.

11. The training Institute shall inform NFDC within 15 days of significant changes affecting the operation of the Institute/center relevant to affiliation, such as:
 - a. its legal, commercial, ownership or organizational status
 - b. the organization, top management and key personnel
 - c. main policies
 - d. addition of new job role in the affiliated skill center
 - e. the Training institute shall continuously keep in touch with NFDC to keep itself updated.
 12. The applicant/affiliated Training Partner shall respond promptly to the changes initiated by NFDC in its affiliation criteria, policies and procedures. However, they will be given sufficient notice and time, as in the opinion of NFDC is found reasonable, to carry out adjustments in its system. The applicant/affiliated Training Partner shall inform NFDC when such adjustments have been completed.
 13. NFDC may suspend or withdraw affiliation of the Training Partner /stop processing application of an applicant institute, as per NFDC policy, on one or more of the following grounds but not limited to:
 - a. during a physical inspection/audit, applicant training Institute does not comply with the affiliation requirements
 - b. non-payment of pre and post affiliation fees
 - c. non-cooperation with NFDC
 - d. refusal to allow examination of relevant skill center, documents and records by NFDC & its appointed representative
 - e. result of compliant analysis or any other information, which indicates that the training institute no longer complies with requirements of NFDC.
- Note: In case of non- compliance the fees paid will not be refunded.
14. The affiliated Training Partner and its respective skill center upon suspension or withdrawal of its affiliation shall immediately cease its use of all promotion material that contains any reference to the affiliation status.
 15. Affiliated Training Partner shall indemnify NFDC against any legal or financial liability arising out of any act involving any accidental or consequential damages to personnel/equipment/reputation etc. at any time.
 16. By signing this document, it is implied that the Training Partner as an applicant and after affiliation agrees to comply at all times with all Terms and Conditions for affiliation by NFDC.

Name:

Designation:

Email:

Contact No.:

Signature and Stamp: