

**THE PUNJAB STATE BOARD OF TECHNICAL
EDUCATION & INDUSTRIAL TRAINING
CHANDIGARH**

**GUIDELINES FOR AFFILIATION
OF INSTITUTES CONDUCTING VOCATIONAL COURSES,
COMMUNITY COLLEGE COURSES & TRAINING AS PER
NATIONAL SKILL QUALIFICATION FRAMEWORK (NSQF) GUIDELINES**

1) **Area of Operation**

- (i) These guidelines are specific for NSQF aligned courses that are approved/ registered by All India Council for Technical Education (AICTE) for imparting specific skills.
- (ii) Any technical institute approved by AICTE to conduct NSQF aligned courses will be eligible to apply for affiliation with Punjab State Board of Technical Education and Industrial Training (here in after referred as 'Board').

2) **Roles of Board and Institute/Skill Knowledge Provider (SKP)**

- (i) The Board will register the students admitted by the institute/SKP and after submission of awards by the institute/SKP. The Board will issue the NSQF level certificates to the successful candidates.
- (ii) The Board will monitor the courses running at the institutes.
- (iii) The institute will admit student for different NSQF levels as per eligibility criteria prescribed by the Board.
- (iv) The institute will ensure the completion of syllabus of concerned NSQF level duly approved by the Board/National Skill Development Agency (NSDA).
- (v) The institute will appoint teaching/ supporting/ administrative staff as per guidelines prescribed by AICTE/Board.
- (vi) The vocational component can be completed at the institute level if the requisite infrastructure is available otherwise the students will be sent to SKP duly approved by AICTE/ Board.

3) **Guidelines for Affiliation**

The Institution/SKP that intends to be affiliated to the Board should follow the following procedure:

- (i) An application on prescribed performa can be submitted to the Board for seeking affiliation for NSQF aligned courses.
- (ii) The application must be accompanied with the following:
 - A undertaking that current courses wouldn't get affected and institute has required infrastructure and facilities to run the courses (In case of existing Institute).
 - Affiliation fee Prescribed by the Board.
- (iii) After receiving the application, an inspection/expert committee will visit the Institution/SKP.
- (iv) The committee will submit its report to the Board for taking decision on grant of affiliation.
- (v) Requirements of Reserve Fund, Working Fund, Buildings, Library, Laboratory, Workshop, Teaching and Non-Teaching Staff including Head of the Institution, enrolment etc. shall be as per AICTE norms.
- (vi) No management of an affiliated Institution/SKP shall be allowed to close an affiliated institute/course without prior permission of the Board.
- (vii) The management desirous of closing down such affiliated Institution/SKP shall apply to the Board subject to the condition that all the ongoing courses will be duly completed.

- (viii) The affiliated Institution/SKP may apply for continuation of affiliation for the courses of study for which affiliation was granted ordinarily six months prior to the date of expiry of such affiliation.
- (ix) The Board may cause inspection of the Institution/SKP at any time suo moto as a measure for monitoring the functioning of the Institution/SKP and maintenance of proper academic standards.
- (x) Notwithstanding anything contained herein above, the Board reserves the right to incorporate addition or alteration or effect deletion of all or any of the above clauses as it may deem fit and proper. These will be duly communicated on website of the Board.

4) **Guidelines for Curriculum Design and Implementation**

- (i) The institute will prepare the course curriculum in consultation with Industry and Skill Knowledge Provider, while preparing curriculum it should be ensured that curriculum provided by AICTE under NSQF is bare minimum and under no circumstances the course contents are to be reduced. However course contents can be modified as per specific need of industry/ skill sector to enhance the employability of the candidates, and it has to be got approved from NSDA.
- (ii) The institute will submit the course contents to the Board and that will be approved by the the Board/NSDA. Any approval of New curriculum/revision of curriculum required to be submitted to Board six months prior to the start of a session in which it has to be implemented.

- (iii) The implementation of curricula will be ensured by institute keeping in view the learning outcome of the courses as well as programmes.

5) **Guidelines for Admission**

- (i) Admission to the course will be done at institute level as per the guidelines issued by the Board from time to time.
- (ii) The admission to the course will be based on a criteria prescribed by Board. There is no age bar for the entry at any certification level. The reservation policy may also be followed as per the Punjab Govt. instructions. If enough number of candidates are not available from any category, the resultant vacant seats may be offered under General Category.
- (iii) Institute will submit the complete detail of admitted students as per prescribed format to the Board within 15 days of completion of admission process and thereafter the Board will issue registration number to the students within a month.
- (iv) Institute will also submit an undertaking that the admitted students fulfil the eligibility criteria of admission as per guidelines issued by AICTE/Board from time to time.
- (v) The admission on the basis of Recognition of Prior Learning (RPL) will be regulated as per norms laid down by the AICTE/NSQF.
- (vi) Before start of each session, institute will submit the academic calendar in respect of schedule of admission, assessment etc. to the Board.

6) **Guidelines for Assessment**

A) **Continuous Assessment**

Continuous Assessment will be conducted by Institute/SKP while imparting training to the candidates as per assessment tools defined in qualification file. The necessary record will be made available to the assessor in the final assessment. It will have a specific weightage as per the curriculum.

b) **Comprehensive /Final Assessment**

- i) Board will conduct the final assessment through its own mechanism or empanelled assessing bodies.
- ii) The defined assessment tools will be used for final assessment.
- iii) The institute will submit the undertaking that all the students fulfil the conditions (attendance etc) for the assessment.
- iv) The institute will submit an undertaking that the classes have been conducted as per the time table by the eligible faculty.
- v) The students can avail any number of chances to successfully complete each level course.

7) **Guidelines for Certification**

- (i) The Board after receiving the compiled result from the institute and assessing bodies will issue the NSQF level certificate within one month to the successful students.

8) **Guidelines for Placement Monitoring**

- (i) The institute shall constitute a placement cell to ensure 70% placement of the successfully pass out students.

- (ii) If the percentage of placement falls below 60% a Show Cause Notice will be issued to institute and if it further falls below 40% the Board may disaffiliate the concerned course/institute.
- (iii) The institute will submit the placement record to Board within six month after declaration of the result.
- (iv) The institute placement cell will monitor the feedback from students regarding their placement, submit it to Board biannually.

9) **Guidelines for Fees**

- (i) **Course/ Tuition Fee:-** The fee to be charged by institute from the students for each level will be recommended by Board of Management of institute and approved by Board keeping in view the common cost norms of Ministry of Skill Development and Entrepreneurship (MoSDE) Govt. of India.
- (ii) **Registration Fee:-** @ Rs.500/- per student per course at the time of registration with the Board.
- (iii) Certification Fee : @ Rs. 500/- per Certificate
- (iv) Affiliation Fees : As in the Diploma Courses

The Board may make amendments in any of these guidelines to meet the standards of quality training.

For any interpretation in respect of any word/line/clause, the clarification of the Board shall be final.

In case of any conflict regarding any issue related with the guidelines, the decision of the Board shall be final.