



Application No. _____

राष्ट्रीय परिषद की व्यवसायिक परिशिक्षण और अनुसंधान
National Council of Vocational and Research Training

(An Autonomous Body, Department of Vocational Education, Recognized by Government of India)

New Delhi - 110 058

Application for Recognition

Application for New Recognition of Vocational Training Centre 2014 - 2015

(Read the instructions carefully before filling up the Application)

1. Name of the proposed Vocational Training Centre	
2. Postal Address with Pin Code & Telephone Nos. with STD Code	
3. District/Mandal/Town in which situated	
4. Name and address of the Management running the centre and Registration Number of Society	
5. Name and address of the Co-ordinator/Correspondent with qualifications, (Attach Six Copies of the Passport size Photographs)	

6. Details of Vocational Courses Proposed to be offered

Course Code. No	Name of the Course	Duration

<p>7. Infrastructural facilities :</p> <p>a) Whether registered in the name of the Society or the Trust (Produce copy of the Regd. Deed)</p>	
<p>b) Buildings Plinth area of the building, No. of Rooms /sheds /laboratories /workshops with measurements Attach copy of sale/lease deed.</p>	OWNED/RENTAL
<p>c) Equipment Equipment needed suiting to the Syllabus</p>	
<p>d) Furniture: List of furniture required with details and Cost</p>	
<p>e) Library Books</p>	
<p>f) Staff Structure</p>	
<p>g) Number of qualified Vocational Course Teaching Staff proposed with qualifications</p>	
<p>h) Recruitment of Staff on permanent/ part-time basis</p>	
<p>8. Details of Inspection fee paid (Demand Draft) in favour of the NCVRT, NEW DELHI</p>	<p>Amount for each Section as shown in the booklet D.D.No..... Dated..... Name of the Bank.....</p>
<p>(Please attach separate sheet wherever required)</p> <p style="text-align: right;">Signature of the Principal / Centre Co-ordinator of the Institution with Seal</p>	

9) Undertaking :

We have fully understood the conditions prescribed by the NCVRT Executive Board of Vocational Courses and we hereby undertake to fulfill all the conditions within the time limits stipulated and if such fulfillment has not been done, the proposals for opening of Vocational Courses in the NCVRT may be dropped at any stage and the affiliation/recognition sanctioned will be withdrawn. The Management undertakes to pay the salary and other emoluments to the teaching and non-teaching staff without any aid from the NCVRT now as well as in future.

Place :

Date :

Signature of the Principal /
Centre Co-ordinator of the Institution
with Seal

10) Inspection by Three Men Committee:

The Board of NCVRT shall arrange to conduct Inspection of the Proposed centre to examine its viability. The inspection committee shall consist of Regional co-ordinator and any person Appointed by the NCVRT

Additional Accommodation	(in Sq.Ft)
I. Common class rooms	400
ii. Principal's Room	150
iii. Staff Room	200
iv. Office Room	200
v. Girls Waiting Room	150
vi. Library and Reading Room	400
vii) Toilets with flushing ... For Boys 1, For Girls 1 For Staff 1	
viii) Water facility with sump, overhead tank and pump.	
ix) Drinking water facility with proper storage.	

11) Details of the rooms are to be furnished in the following proforma and it shall be enclosed to the building plan to be submitted along with the application.

Sl. No.	Building No.	Room No.	Dimensions (in Sq. Ft)	Carpet (in Sq. Ft)	Purpose for which it is used
	Grand Total				

12) Any other relevant Information :

Declaration

I hereby declare that we will abide the Rules and Regulations/ Instructions prescribed by NCVRT then and there for the conduct of VTC. If any deviation is noticed in my Vocational Training Centre in following the norms prescribed, I accept the Cancellation of Recognition at any time.

Place :

Date :

Signature of the Principal /
Centre Co-ordinator of the Institution
with Seal

Enclosure

1. Inspection fee rs.10,000/- demand draft in favor of NCVRT, payable at New Delhi,
2. Centre co-ordinator resume with photo, centre photos (lab, class room, reception, cabin & front view of the centre photos.
3. Pay a franchisee fee of selected level course and book your slot to ensure that no one else takes your place.
4. Get your proposed premises approved.
5. Need to get, two copies of 50/-Rs plain agreement bond for approval.
6. Copy of the certificate of registration, partnership deed, trust deed and company act.
7. Rules, regulations and bylaws of the organization.
8. List of books in library with relevant sector, if any.
9. Tools and requirements details about relevant sector, if any.
10. Copy of full time and part time staff with relevant details.
11. Title deed of the property or proof of lease or rent with building planning details.
12. Permanent account number under income tax act provision, if any.
13. Power of attorney in case of partnership firm or board resolution in case of company/ trust.
14. Other activities and annul report about your existing students, if any.
15. Power supply should be available as per requirement for the proposed course
16. As far as possible the institute should be in the vicinity of educational environment.

CENTRAL BOARD OF TRAINING
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