

**APPLICATION FORM FOR
AFFILIATION WITH
GEM & JEWELLERY
SKILL COUNCIL OF
INDIA
AS A TRAINING
PARTNER**

GENERAL INSTRUCTIONS

1. It is mandatory to fill all the columns of the Affiliation form
2. The application has to be applied offline by the training providers interested for affiliation to GJSCI
3. In addition to online application, a self-attested print-out of this application form along with self-attested hard copies of the relevant documents has to be sent to GJSCI by the VTP/ Institution
4. Attach supporting documents wherever required. Please sign and stamp every page of the document
5. VTPs applying for Technical QPs must declare availability of equipment along with this application. List of equipment is available on website separately.
6. You may use extra sheet to provide additional information, if required.
7. The progress on application shall be provided by GJSCI to Applicant VTP through mails
8. For all the enquiries and clarifications from please contact:
Name: Ms. Tanvi Shah
Designation: Head Affiliations and Assessments
Mobile: 9820726702 **Office:** 91 22 28293940
Email: affiliations@gjsci.org
9. Training Partner Affiliation Fees Structure

GJSCI AFFILIATION FEE STRUCTURE		
ITEM	AMOUNT	REMARKS
Affiliation Fees	Rs. 15,000	Annual
Processing Fees	Rs. 5,000	Annual
Per centre fees for Centre Validation	Rs. 2,000 for metro cities and Rs. 4,000 for all other cities	Annual
Online Trainer Certification	Rs. 1500 for Technical Job Roles and Rs. 1000 for Non-Technical Job Roles	Per QP/ Per Trainer

Note:

- 1) Affiliation fees are refundable subject to deduction of processing fees
- 2) All fees are subject to change with prior notice of 7 days
- 3) All payments have to be made strictly from TP official bank account as intimated in the affiliation document.
- 4) Please remit Affiliation Fees via NEFT / RTGS details as under and send confirmation mail of the payment to affiliations@gjsci.org, accounts@gjsci.org
- 5) Affiliation Fees are non-transferable
- 6) All the final decisions related to VTP affiliation lies with GJSCI

GJSCI Bank Account Details:

Bank name and Branch: State Bank of India, SEEPZ SEZ,

Account number: 32495879044

Account name: Gem & Jewellery Skill Council of India

RTGS/NEFT, IFSC Code: SBIN0003473

List of Qualification Packs for PMKVY

Sr. No	Qualification Pack	Qualification Pack No.	NSQF Level
1	Cast and diamonds-set jewellery - CAD Designer	G&J/Q2303	4
2	Cast and diamonds-set jewellery - Hand Sketch Designer (Basic)	G&J/Q2301	3
3	Cast and diamonds-set jewellery - Jewellery Polisher	G&J/Q3001	3
4	Cast and diamonds-set jewellery - Merchandiser Design	G&J/Q2302	6
5	Cast and diamonds-set jewellery - Metal Setter (Basic)	G&J/Q3103	3
6	Cast and diamonds-set jewellery - Rubber Mould Maker	G&J/Q2603	4
7	Cast and diamonds-set jewellery - Wax Piece Maker	G&J/Q2602	4
8	Cast and diamonds-set jewellery - Wax Setter (Basic)	G&J/Q2703	3
9	Cast and diamonds-set jewellery - Wax Tree Maker	G&J/Q2601	3
10	Diamond Processing - Auto Bruter	G&J/Q4502	3
11	Diamond Processing - Bottom Polisher	G&J/Q4703	3
12	Diamond Processing - Polished Grader and Assorter (Advanced)	G&J/Q4902	4
13	Diamond Processing - Polished Grader and Assorter (Basic)	G&J/Q4903	3
14	Gemstone Processing - Facet Maker	G&J/Q6704	3
15	Gemstone Processing - Polisher	G&J/Q6701	3
16	Handmade Gold and Gems-set Jewellery - Goldsmith - Components	G&J/Q0603	3
17	Handmade Gold and Gems-set Jewellery - Goldsmith - Frame	G&J/Q0604	4
18	Handmade Gold and Gems-set Jewellery - Polisher and Cleaner	G&J/Q0701	3
19	Handmade Gold and Gems-set Jewellery - Setter	G&J/Q0802	3
20	Jewellery Retail - Appraiser and Valuer	G&J/Q8502	5
21	Jewellery Retail - Jewellery Retail Sales Associate (Basic)	G&J/Q8302	4

Application for Affiliation for the following Job Role(s):

Sr.No.	Job Roles	QP No.	NSQF Level
1.			
2.			
3.			
4.			
5.			
6.			
7.			

(More columns may be added, as required)

Section 1: Institution and Management Profile

1. Name of the Training Provider:

Gem & Jewellery Skill Council of India

2. Whether NSDC or others:

NSDC

Others

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

Sr. No.	Names	Designation	DIN No.
1.			
2.			
3.			
4.			

4. Contact Details of the Institution:

Postal Address of Corporate Office	
Pin Code	
Land Line Number with STD Code	
Fax No.	
Website	

5. Year of Establishment: _____

6. Is there any prior exposure of the TP in Skill Development Space?

Yes

No

(If yes, Attach relevant supporting documents)

7. Institute's Medium of Instruction: _____

English Hindi Any Other

Please specify: _____

8. Does the Institute have branches?

Yes No

(If yes, attach the list of Branches as Enclosure 1)

9. PAN: _____

10. TAN: _____

(Attach photocopy of the PAN and TAN card as Enclosure 2)

11. Turnover of the TP: _____ (Last Financial Year)

12. Is the Institute recognized with any bodies or affiliated with any Regulatory body?

Yes No

13. If yes, please mention the following:

Name of the body with which recognized or affiliated regulatory body	
Recognition no./ affiliation number	
Year of recognition/ affiliation	
Validity of recognition/ affiliation	

(Attach recognition and/or affiliation certificate as Enclosure 3)

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

Name of Director(s), Management Team members, Operational Head(s) & Affiliation Coordinator(s)	Designation	Educational Qualifications	Overall Work Experience (in years)	Prior Experience in the Skills Training Space (in years)	Key Achievements in the Skills Development

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

Name	Designation	Contact Address	Contact Numbers – Both Land Line and Mobile	Email-ids

16. Provide your bank details:

A/C Number	
Bank Name	
IFSC Code	

Section 2: Training Operations - Processes

17. Details of documented process for management of Human Resources.

Aspect	Yes/No
Recruitment guidelines and criteria based on required competencies	
Training and professional development plan and processes	
Maintaining records of qualifications and experience	
SSC Specific add-ons	

18. Details of the Teaching Staff/ Trainers

S. No	Name	Designation	Degree/ Diploma	Training Certificate	Sector Experience (Years)	Instruction Experience (Years)	Regular / Visiting	SSC Trained/ Certified
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
11.								
12.								
13.								
14.								
15.								

Gem & Jewellery Skill Council of India

19. Administrative support staff

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

20. Details of the curriculum of the all the courses offered

Aspect	Yes/No	Remarks
Process of adoption and/or development of curriculum on the basis of QP and NOS developed by the SSC		
Review process to gauge the effectiveness of the curriculum developed		
Clear demarcation of time to theory and practical as per the criteria set by regulatory bodies		
Activity based pedagogy inclusive of time schedule and lesson plan		
Process of SME engagement in curriculum design and development		
Review process for approval of curriculum from the SSC		
SSC specific inputs (if any)		

21. Details of the courseware of all the courses offered.

Aspect	Yes/ No	Remarks
Process of adoption and/or development of courseware on the basis of QP and NOS based curriculum approved by SSC		
Existence of Facilitators Guide		
Existence of Trainer Guide		
Existence of Participant Manuals		
Existence of Assessment Guides		
Existence of participant feedback forms		
Existence of Training Delivery Plans		
Review process to gauge the effectiveness of the courseware developed		
Process of SME engagement in courseware design and development		
SSC specific inputs (if any)		

22. Details of the Training Process for the courses offered.

Aspect	Yes/ No	Remarks
Time table		
Delivery plan		
Monitoring and evaluation process of students – continuous assessments, tests, examination etc.		
Management of student evaluation records		
Lab/ workshop exposure and its linkage to theoretical delivery		
Industry visits		
SSC specific inputs (if any)		

23. Details of Methodology adopted for Continuous Evaluation.

Aspect	Yes/ No	Remarks
Documentation process of Continuous Evaluation		
Documented process on student monitoring on learning		
SSC specific		

24. Details of Methodology adopted for Industrial Interface.

Aspect	Yes/No	Remarks
Documentation process of engagement of experts from the industry		
SSC Specific		

25. Details of Methodology adopted for Student Development.

Aspect	Yes/No	Remarks
Documented process of imparting soft skills training		
Documented process of providing guidance to students on placements		
Documented process on OJT/ Placement facilitation		
SSC Specific		

26. Details on Student Admissions.

Aspect	Yes/No	Remarks
Printed brochure/ prospectus		
Documented policy and procedures for admissions		
Concessions policy		
Process of keeping the safe custody of student documents		
Student agreement with the institution at the time of admission		
SSC Specific		

27. Details on Health and Safety of the learners.

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

Section 3: Performance Measurement and Improvement

28. Documentary evidences of suitable indicators to monitor and measure the performance.

Key aspects that need to be certified by the applicant are:

Aspect	Yes/No	Remarks
Documented process of trade learning progress		
Documented processes of workshop upkeep and modernization		
Documented process on tracking health and safety incidences		
Documented process on gathering feedback of placed students with the employers		
Documented process of tracking trends in employability and placement record		
SSC specific		

29. Documentary evidences of practicing continual improvement. Key aspects that need to be certified by the applicant are:

Aspect	Yes/No	Remarks
Documented process of taking student feedback on curriculum		
Documented processes of taking student attendance		
Documented process on tracking student dropouts		
Documented process on tracking student performance on tests		
Documented process of tracking teacher attendance		
Documented process of tracking placement patterns		
SSC Specific		

30. Documentary evidences of mechanism on Complaint Handling. Key aspects that need to be certified by the applicant are:

Aspect	Yes/No	Remarks
Documented process on Information Sharing on complaints with all stakeholders		
Documented processes of acknowledgement of receipt of complaint		
Documented process on investigation of the complaint		
Documented process on tracking training needs of the faculty by the management		
Documented process of tracking student complaints and redress of the same		
Documented process of investigating the student complaints		
Documented process of closure of the student complaint		
Documented process of keeping record of student complaint		
SSC specific		

Gem & Jewellery Skill Council of India

Other Relevant Information

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

(Attach details of grants received in last 3 years as Enclosure 4)

Performance Review (Overall)

S. No.	Performance Criteria	Unit of Measurement	2014-15	2013-14	2012-13	Remarks
1.	Utilization of Students seating capacity	%				
2.	Retention Rate (Of students admitted)	%				
3.	Students/Teaching Staff	Ratio				
4.	Pass out (Of students appeared)	%				
5.	Students on completion got jobs	%				
6.	Total yearly expenditure / Initial budget sanctioned	%				
9.	SSC specific					

I _____ (Name) _____ (Designation)
confirm that my training center, used in the training of trainee meets the specifications for becoming
an Affiliated Training Partner as per the standards defined by GJSCI and NSDC. After successful
affiliation, any changes taking place in management, registered address, ownership, center address
or status, legal status of the company or any other matter which affects the affiliation requirement
will be informed to the council within 15 days of the change taking place.

I Declare that the information furnished in the application form is true & take complete
responsibility of the authenticity of all the information.

Any information submitted herewith, if proven false, the necessary action taken by GJSCI/NSDC will
be valid and non-contested.

Signature: _____

Date: _____

Place: _____

Stamp / Seal of the Institute

