

REGISTERED

From

The Director,
Industrial Training & Vocational Education Haryana,
Chandigarh

To

Memo No. T-11/VTP/MES/2010

Dated: 19.4.2010

Subject: Regarding the re-submitting of new proposal for registration as Vocational Training Providers (VTPs).

Kindly refer to your application no. _____ dated _____ for registration as Vocational Training Providers (VTPs) under Skill Development Initiative Scheme.

With reference to above cited subject, it is requested to re-submit the proposal for registration as Vocational Training Providers (VTPs) as per the eligibility criteria as mentioned in para no. 2 and as per the registration procedure as mentioned in para no. 3.2 of guidelines for selection of Vocational Training Providers under Skill Development Initiative Scheme of DGE&T, GOI within a week so that the case may be placed in the VEC meeting. The guidelines are available of the DGE&T website www.dget.nic.in

It is also requested to include index page in the revised proposal as per format given below.

INDEX

S.No.	Contents	Page No.
1	Application Form	
2	Documentary proofs of eligibility to apply as VTP in accordance with relevant provisions under para 2.0.	
3	Goals and objectives of the organization.	
4	Details of its promoters including their background.	
5	Background of the organization with reference to its experience in promoting, managing and operating skill development programmes. Its activities in the training domain related to the sectors / trades in which it proposes to impart the training since its inception and its growth plan.	
6	Details of tie-up with industry for imparting training to staff and students, etc.	
7	Training Infrastructure and amenities (equipment, space, power, instructional staff, etc.) available at its centres and methodology of training.	
8	Detailed plan of the organization for conducting training including sectors/trades, onsite/ offsite, mobilization of resources (financial, instructional, administrative and physical equipment, raw-material, space, etc.), on-the-job training organizing post training support for employment of students, etc.	
9	Policy and practices with regards to Trainers recruitment, retention and development.	
10	Policy and practices for selection of trainees and vocational guidance and counseling	
11	Policies and practices for on-the-job training and production cum training.	
12	Industry tie-ups for post-training support in the form of providing employment (wage employment/ self employment / any other).	

Further, it is also requested that each page of the proposal must be signed by the authorized signature of the Institute/ Society/Trust.

Assistant Director(Trg.-II)
for Director, Industrial Training &
Vocational Education Deptt.,
Haryana, Chandigarh

CC to PS to DIT