

# Rubber Skill Development Council

## Affiliation & Training Process

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## **Introduction**

This affiliation and training process document outlines generic framework for affiliation of training partner and delivery of training at the training centres on the courses aligned to National Occupational Standards as designed by Rubber Skill Development Council (RSDC). This document should be used as a reference reading material to understand and follow the affiliation and training process.

This document should be used by training institutions, industry bodies, corporate, government affiliated bodies and others as guiding tool of assessment process being followed.

The protocol that will be followed to conduct the assessments consists of the following:

1. Affiliation
  - 1.1 Institutions Eligible to Affiliate to RSDC
  - 1.2 Affiliation Process
2. Training Process Flow
  - 2.1 Centre Accreditation
  - 2.2 Mobilization
  - 2.3 Enrolment
  - 2.4 Curriculum & Content
  - 2.5 Trainer eligibility and specifications
  - 2.6 Assessment and Certification
3. Training Partner Deliverables and Timelines
4. Placements

## 1. Affiliation – Reference to Context

The term Affiliation is used to define a process of establishing competence of any institution desiring of delivering vocational training from NVEQF/NVQF/NSQF level 1 to 10 which is based on National Occupational Standards (NOS) created by a Sector Skill Council (SSC) constituted by NSDC.

Any Education Body/ Vocational Training provider (VTP) can seek affiliation from a Sector Skill Council in delivering the requisite elements of a NOS based vocational training. The affiliation process conducted by an SSC will carry out evaluation of competence and availability of the desired infrastructure/ capability of creating the desired infrastructure matching the needs/ requirements of delivering NOS based training.

The alignment of an SSC and a VTP/ Education Body through the process of Affiliation will focus on learning and development of the learners so that they are easily employable in the sector. The process is also expected to encourage VTP/Education Body to pursue continual excellence so that they are always in tune with the requirements of the sector. Thus the purpose of Affiliation is to maintain high standards of quality in delivering NOS based vocational training.

### 1.1 Institutions Eligible to Affiliate to RSDC

1. Training Organizations/Institutions set up by NSDC funding
2. Training Institutions set up/affiliated by Government of India
  - a. ITIs/ITCs affiliated to NCVT
  - b. Institutions approved by Councils under Central Government like AICTE
  - c. College/ Institutes affiliated to a University set by Central or State/ UT Government or recognized by UGC
  - d. Schools / Institutes approved by Central or State Boards of Secondary Education (or equivalent) or Boards of Technical Education.
  - e. Any other institute set up by Central or State/ UT government
3. Private Training Institutions independently operating in Vocational Space
4. Training institutions set up by private companies to meet the skilled manpower requirement for in-house needs or for the sector
5. Company/Firm/Society/Trust - Any of the above fulfilling any of the following criteria:
  - a. An organization providing training under Apprentices Act, 1961 for last one year from the date of submission of the application.
  - b. An organization registered in India, conducting business in the domain of skill development & training, having Permanent Income Tax Account Number (PAN) and Service Tax Registration Number and audited accounts of statements at least for last one year.

### 1.2 Affiliation Process

**Section 1: All documents' hardcopy to be submitted to RSDC head office for filing & Records**

S. No.	Stage	Steps Involved	Responsibility	Timeline	Parallel/Alternate Action	Timeline
1	Application	Affiliation form to be submitted	TP	Anytime in the year		
		Affiliation application onetime fee to be submitted	TP	Along with application/within 2 days of application has been completed		
2	Document Assessment	Assessment of Application & Documents submitted by TP	RSDC	1 day from application		
		Feedback on Application and documents	RSDC	2 days from receipt of application		
		Corrective action by TP	TP	2 days from feedback		
		Trainers' Profile to be shared with RSDC	TP	Along with application		
		Pre Assessment of Trainers	RSDC	2 days from receipt of trainers' profile		
		Conduct TOT	RSDC			
		Final Assessment & Certification of Trainers	RSDC	On final day of TOT		
3	Compliance Assessment	Schedule visit of SME to the affiliating TP centre if required	RSDC	within 2 days of receiving TP details from RSDC	Undertaking from industry partner to be submitted by TP	At least 5 days before launch of training
		Submit report on validation of TP's centre and Industry details	RSDC	within 2 days of compliance assessment	Due Diligence to be done by RSDC	2 days from receiving Undertaking
		Feedback for corrective action based on Compliance report to be shared by RSDC with TP	RSDC	On receiving Compliance Report		
		Corrective action to be taken by TP	RSDC	As per the activity required/ Timeline to be informed by RSDC		
		Validation of compliance report of TP	RSDC	within 3 days of receiving compliance report		

4	<b>Affiliation</b>	Affiliation letter to be issued to TP for institute	RSDC	2 days post Validation of Compliance Assessment by Affiliation Committee		
		Signing of Undertaking from TP	RSDC	Within 2 days post issuance of affiliation certificate		
		Batch launch date & Day wise Training schedule to be submitted to RSDC	TP	Post issuance of affiliation letter- at least 5 days before batch launch		
		Assessment fee to be submitted to RSDC	TP	On batch launch date		
		Trainee details to be uploaded on SDMS	TP	Before batch launch		
5	<b>Quality Assurance</b>	Closely monitor the trainings and activities of TPs in their respective regions	RSDC	Post start of training batches		
		Plan surprise visits to TPs centres where trainings are getting conducted	RSDC	within 10 days from start date of trainings		
		Prepare each visit report and checklist. Share the same to HQ	RSDC	within 1 day from the visit		
		Collect weekly report from TPs and validate the data	RSDC	Inform HQ in case of any alarming issues or inform TP for any kind of improvisation required		

**\*\*Application start date will be considered when all above mention document are submitted as per RSDC and NSDC guideline.**

### **Section 2: Issuance of Affiliation certificate**

2.1. Due diligence which RSDC will conduct feedback shall be shared with the TP.

2.2. Affiliation certificate will be issued after due diligence done by RSDC and approved by RSDC affiliation subcommittee.

2.3. Submit the action plan in below format quarterly/yearly

Sr. No.	Location	Job Role	No. of Trainees	Placement Plan	Scheme if Any

2.4. Affiliation certificate will be issued to TP post validation of all above mentioned document.

**\*\* If TP is unable to start the batch within 2 month after obtaining affiliation certificate the certificate will stand as auto cancelled, which may be further renewed on basis of mutual discussion with RSDC and TP.**

**Refer RSDC affiliation protocol for more details and application form.**

## **2. Training Process Flow**

### **2.1 Centre Accreditation**

#### **A. Infrastructure for Setting up Model Training Centres**

Centres shall have to maintain minimum infrastructural as specified for different job roles.

Minimum space requirement for each Classroom is 200 square feet. Minimum space requirement per trainee in each Classroom is 10 Square Feet.

#### **B. Branding:**

Each centre shall be required to have standard dimensions, design and branding as per guidelines of the scheme, if required.

#### **C. Bio Metric & CCTVs**

All centres shall have mandatory CCTV and biometric attendance of all trainees and trainers as per the practice, process and biometric device specifications mandated by applicable training scheme.

#### **D. Location**

Training Centre shall ideally be located nearby (at walking distance) a major approach road (highway/main market road), close to public transport facility (Bus stand/Railway station/Metro station), and with adequate street lights and public movement.

#### **E. Equipment**

Establishment of practical labs to be set up for the various job roles for the practical training of the students along with exposure to industrial machinery would be mandatory for practical exposure of the students so as to prepare them for the world of work. The list of tools and equipment required for the set-up of labs as mentioned in the appended table:

Details of some of the popular job roles are shared below, please connect with RSDC officials for more details:

##### **I. Dry Rubber Processing Lab**

###### **A) List of Instrument required**

S. No.	Machine	Size/ Qty	Cost	Electric Motor Cost (If Required)	Switch & Starter (If Required)
1	Mixing Mill	16x42	1,360,000	200,000	90,000
			1,530,000	200,000	90,000
2	Kneader Machine	35 ltr	1,210,000		
3	Extruder Machine	4.5 inch	250,000	55,000	
			490,000	70,000	
4	Calendar (3 roll) Machine	16x48	2,960,000	175,000	90,000
5	Hydraulic Press	1340 x 1220 mm	200,000		
6	Injection Moulding	3.3 x 2 x 2.7 m	680,000		

**B) Consumables**

- Electricity
- Oil
- Water
- Grease
- Raw materials

**C) Area / Space required**

- 1500 Sq feet

**II. Computer Lab**

- 10 No.s computer systems
- 01 Printer
- 01 Scanner
- Internet service
- Area / space required – 500 sq. feet

**III. Office**

- 02 No.s computer systems

- 02 Printer
- 01 Scanner
- Internet service
- Area / space required – 500 sq. feet

#### **F. Room for counselling, mobilization and placement**

Separate counselling, mobilization and placement cell (at least one dedicated room), used for tests, counselling of parents and aspirants, placement coordination with industry/ employers etc.

#### **G. Smart Classrooms**

Every training centre will have one classroom equipped with audio-visual facilities to conduct:

- Virtual training
- Interactive sessions
- Industry seminars/webinars
- To make it aspirational job role

#### **H. Centre Inspection**

Before a training centre becomes operational/ commences with the first batch, each training centre shall be validated for compliance against the mandatory infrastructure and branding guidelines.

All the TCs will be required to undergo the centre accreditation and affiliation process as defined in RSDC's Affiliation Process.

### **2.2 Mobilisation**

- TCs shall conduct various outreach campaigns across the districts in which they are located.
- The out-reach campaign may comprise a combination of door-to-door visits, mobile vans, and interaction with community-based groups and local leadership.
- All outreach efforts are to target school drop-outs and undergraduate college drop-outs.
- Mass enrollment of students shall not be allowed under any of the Scheme.

### **2.3 Enrollments**

- Training would be imparted as per National Skill Qualification Framework (NSQF). It is mandatory for the candidates to have an Aadhaar ID during the enrollment process; the bank account details however can be uploaded later.
- TP to mobilize students for fresh trainings with minimum batch size of 10 students and maximum batch size of 30 students.
- It is mandatory for the students to maintain 70% attendance to be eligible to appear in the assessments.
- System of recording the trainees' and trainers' attendance through Biometric attendance system would be made mandatory.
- One week after the commencement of the training, ensure that all students have downloaded the RSDC Mobile App.



- Training Partner (TP) has to ensure that all courses being offered are aligned to NSQF QP NOS.
- RSDC shall support the TP with detailed content, pedagogy, and practical material created with inputs of several subject and pedagogy experts wherever available.
- As per the approved model curriculum candidates would also undergo entrepreneurship and financial and digital literacy modules during their trainings.
- All training content circulated to students as study material, tests, and practical material and trainer guides should be in a proper printed template and no photocopy material to be allowed at the centre.
- The content will be provided by RSDC in the regional languages as applicable to the location of the centre.
- All candidates have to be provided the course curriculum booklet along with the Induction kit.

## **2.5 Trainer eligibility and specifications**

Every trainer engaged for a particular course shall have knowledge of rubber sector with experience of 5 years and above, qualification of Diploma in Engineering, B.E./B.Tech.

### **Trainer Evaluation**

For the trainer to impart knowledge effectively, s/he should be competent in two key areas: Subject Knowledge and Delivery. Effective assessments of trainers are required to ensure that the right trainers are deployed for delivery of the defined curriculum.

Trainer Assessments are conducted basis of his/her education, training and experience. These skills of the trainers needs to be evaluated as per the following methods

1. Technical knowledge assessment – Technology enabled assessment of the trainer to evaluate his technical knowledge and the same will act as an objective benchmark which needs to be cleared by the trainer to move to the next stage. Trainer will also be evaluated through situational judgment questions giving him real life situational problems to solve.
2. Interview –SSC to hold the formal interview and evaluate the assessor to bring the assessor on-board

### **Training of Trainer and certification**

- Post trainer empanelment trainers would need to undergo training of trainer by RSDC.
- Post the selection process that trainer needs to clear and on completion of TOT, an trainer will be certified and allocated a unique identification number by RSDC.
- The total number of trainers in a centre should be sufficient to ensure trainer trainee ratio of 1:30 and every lab has to be have a demonstrator/trainer to manage practical training.
- In addition, centre shall have one faculty for Soft Skills and employment preparedness.
- SSCs are mandated to conduct Training of Trainers (ToT) for certification of trainers.

## 2.6 Assessments and Certifications

- Assessment Agencies (AAs) empanelled by the RSDC will conduct the assessment of the trained trainees.
- Aadhaar number is mandatory for all the assessors and they will be required to present a suitable ID (preferably Aadhaar card and an additional photo ID) at the time of assessments.
- Video recordings and photographs of assessments are mandatory.
- The assessment shall be completed within a week of training completion; results shall be declared and certificates shall be issued in the next 7 days.
- Soft copies of the certificates shall be maintained with each Training Centre for a period of 5 years.

## 3. Training Partner Deliverables and Timelines

Process description	Stakeholder	Timelines	Remarks
Share the batch start, end and assessment date with no. of trainees with RSDC	TP	On the day of commencement of Batch	Assessment date can end day of training + 7 days
Ensure all students download the RSDC Mobile App on their smart phones. It is free of cost	TP	After one week of commencement of Training	It can be downloaded from google play store or App Store for iOS
Create the centre on SDMS for RSDC approval	TP	On approval of training centre from RSDC post inspection	
Upload the batch on SDMS and report to RSDC	TP	Within 3 days from the day of batch start	
Share batch report in the prescribed format shared by RSDC	TP	Within 5 days from the day of batch start	Annexure I
Share student report	TP	Weekly report to be sent every Friday	Annexure II
Share Biometric attendance report	TP	Weekly report to be sent every Friday	
Surprise visits will be conducted	RSDC	Anytime during training period	
Share photos and videos of training	TP	Weekly report to be sent every Friday	
Share centre SPOC details and language preference for assessments with RSDC	TP	15 days before the assessment date	
Ensure all students are registered on the RSDC Job Portal, which is again free of cost	TP	10 days before the assessment date	Aadhaar Number and phone number should be valid <a href="http://www.placements.rsdcindia.in">www.placements.rsdcindia.in</a>

RSDC accept the assessment date and confirm to TP	RSDC	10 days before the assessment date	
Operational Plan will be shared with TP	RSDC	3 days before assessments	
A joint con-call between Assessment Agency, TP and RSDC if required	RSDC	2 days before the assessment date	
TP make necessary arrangements for assessments according to the operational plan shared by RSDC	TP		
On the day of assessment, batches will be divided in two i.e. one for theoretical test suite and second for practical knowledge. Both the batches will run parallel to each other.			
Capture Student Case study	TP	Change in trainees life after going through skill training	Annexure III
Results & certificates to be shared with TP	RSDC	on or before 7th day after the assessments	
Share trainee feedback	TP	Within 7 days from the completion of assessment	

#### 4. Placements

TPs are encouraged to register trained trainees on RSDC's job portal and also organize Placement/ Rozgar Melas.

- TP should place at least 70% of the successfully certified candidates within three months of completion of the training, with at least 50% of the total placed candidates in wage employment.
- Candidates should be placed in jobs that provide wages at least equal to the minimum wages prescribed as per Minimum Wage Act.
- TP should make provision for post-placement support/tracking for the candidates placed.
- Candidates should continue to be in jobs for a minimum period of three months from the date of placement in the same or a higher level with the same or any other employer.

In case of wage employment, TPs need to provide a valid proof of placement. The following documents are considered valid proof of employment:

- Appointment letter issued by the employer
- A letter issued by the employer with details like the placed candidate name, date of joining and
- cost to company (CTC)
- Salary certificate
- Salary slips issued by the employer

In case of self-employment, TCs are required to provide a self-declaration letter issued by the candidate. In addition, the centre must provide a proof that candidates have been employed gainfully in livelihood enhancement occupations, which may include the following: •

- Trade license •
- Proof of enterprise set up •
- Proof authenticating that the candidate is part of the producer group •
- Proof of additional earnings (bank statement) •
- Any other suitable and verifiable document, as prescribed by the respective Ministry/Department •
- Proof of the Mudra Loan availed

### **Rozgar Mela:**

TPs have to organize Rozgar Mela for facilitating the placement of the students. Following are the protocol that needs to be followed for the same:

- Rozgar Mela should be organized within one week after the assessments of the students
- Tentative date for Rozgar Mela should be intimated to RSDC SPOC, at least three weeks prior to the assessments of the students.
- Proper branding of the venue should be arranged. RSDC can provide support in the form of creatives required for the branding.
- TP's are encouraged to invite local MP or MLA along with industry partner for the inauguration ceremony of the Mela, this gives mileage to the event and attracts more candidates for future trainings
- Gather all Rubber Sector trained and certified students at the venue one hour prior to the inauguration ceremony
- Students should first register at the registration desk where they will be handed a copy of the Registration form with their details on it.
- RSDC will invite industry partners to join the Rozgar Mela.
- Pre-placed students can be handed out placement letters during the ceremony, from the esteemed dignitaries
- Employer will only interview those candidates who have the Registration form.
- Registration Forms of those candidates who are shortlisted, will be retained by the employer.
- Employer will award the shortlisted candidates with the Interview Letter for further rounds of Interview, if required.
- Collect the registration forms from the Employers and compile the data, industry wise, and share the detail with RSDC SPOC and the respective industry within two days of the Rozgar Mela.
- Get confirmation from industry for the candidates hired by the industry and update on SDMS and send the details to RSDC SPOC.
- Collect case study of the students who are placed within 15 days of the Rozgar Mela
- Collect Employer feedback within one month of the Rozgar Mela





Annexure III

# My Journey

<Name of Candidate>

<Job Role>

<Location>

Please write story of candidate here

Picture of candidate

Training pictures of  
candidate

Training pictures of  
candidate