



सत्यमेव जयते

# INDIA NON JUDICIAL

## Government of National Capital Territory of Delhi

### e-Stamp

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Certificate Issued Date	: 09-Sep-2021 01:13 PM
Account Reference	: IMPACC (IV)/ dl787703/ DELHI/ DL-DLH
Unique Doc. Reference	: SUBIN-DL21310399885549T
Purchased by	: NCVRT NEW DELHI
Description of Document	: Article 5 General Agreement
Property Description	: Not Applicable
Consideration Price (Rs.)	: 0 (Zero)
First Party	: NCVRT NEW DELHI
Second Party	: VOCATIONAL TRAINING CENTRE
Stamp Duty Paid By	: NCVRT NEW DELHI
Stamp Duty Amount(Rs.)	: 50 (Fifty only)



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#### AGREEMENT

#### NCVRT NEWDELHI - VOCATIONAL TRAINING CENTRE

This agreement is hereby made on 05<sup>th</sup> October 2021 and entered into between The CENTRAL BOARD OF TRAINING, National Council of Vocational and Research Training, located at 720-B, Jaina Tower II, District Center, Janakpuri, New Delhi -110058., herein afterwards referred as NCVRT on the one hand and Dr. P. Iswarya, Centre Coordinator, Dr. N. G. P – Kalapatti Road, Kalapatti (PO), Coimbatore (DT), PIN – 641048, Tamil Nadu state on behalf of Dr.N.G.P College Vocational Training Centre (Affiliation No. REG/NCVRT/TN/2322/VTC) herein afterwards referred as VTC on the other hand for the conduct of Vocational Training Courses under 'Additional Skill Qualification Training Programme (ASQTP)' offered by NCVRT Vocational Education Council, established under article. 29 & 30(1) Constitution of India and Incorporated under the legislation of Ministry of Corporate Affairs, Section (8), Act – 2013. Government of India.

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#### Statutory Alert:

1. The authenticity of this Stamp certificate should be verified at 'www.shcilestamp.com' or using e-Stamp Mobile App of Stock Holding. Any discrepancy in the details on this Certificate and as available on the website / Mobile App renders it invalid.
2. The onus of checking the legitimacy is on the users of the certificate.
3. In case of any discrepancy please inform the Competent Authority.



The details of the courses to be offered by Vocational Training Centre are as follows,

Computer and Information Technology		
Course Code	Courses	Duration
COM - 469	Diploma in computer Hardware and Networking	Six Months
COM - 471	Diploma in Computer Application	Six Months
COM - 477	Diploma in Multimedia Animation	Six Months
COM - 472	Diploma in Interactive Web Designing	Six Months
COM - 1304	Certificate In Cloud Computing	Three Months
COM - 1305	Certificate In Python	Three Months
COM - 1306	Diploma In Artificial Intelligence And Machine Learning	Six Months
COM - 1307	Diploma In Python With Raspberry PI	Six Months
COM - 1308	Diploma In Big Data Analytics	Six Months
Cookery, Bakery, Confectionary and Food Processing		
COO - 496	Certificate in Preparation of Jam, Juices & Jellies	One Month
COO - 498	Certificate in Pickle Making	One Month
COO - 502	Certificate in North Indian Dishes	One Month
Cutting Tailoring, Dress Making & Fashion Designing		
CUT - 552	Certificate in Dress Designing	Three Months
CUT - 555	Certificate in Garment Production Technology & Apparel Design	One Year
Secretarial Practice		
SEC - 1032	Certificate in Personality Development	Six Months
SEC - 1035	Certificate in Secretarial Practice	Six Months
SEC - 1038	Certificate in Basic Financial Services	Six Months
SEC - 1048	Certificate in Computerized Financial Management	Six Months
NGO		
NGO - 1167	Certificate in Office Administration	Six Months

Whereas, NCVRT herein appointing Dr. P. Iswarya as Centre Co-ordinator for Dr.N.G.P College Vocational Training Centre, Tamil Nadu State on behalf of NCVRT and Whereas both parties have agreed to abide by the terms and conditions as hereunder.

#### Article I - Programmes on Offer

- 0.1 The programmes offered are as notified by NCVRT in the website [www.ncvrtindia.org](http://www.ncvrtindia.org) from time – to-time. The VTC has to choose/apply the necessary programme with additional course fee of Rs. 3,000/- Per course for the approval of additional course by the NCVRT.
- 0.2 VTC shall conduct NCVRT approved courses only, not conduct similar courses or some other courses approved by any other board/University.
- 0.3 NCVRT has the right to restrict the number/type of programmes to be offered through the VTC.

#### Article II - Programme Fee Structure

- 0.4 The prescribed fee structure for each programme is found in the website [www.ncvrtindia.org](http://www.ncvrtindia.org). It is the Sole responsibility of the VTC to abide by the Rules and Regulations framed by the NCVRT in respect of the fee structure and also abide by any change in the fee structure which shall be duly intimated by NCVRT to VTC as and when it happens.

#### Article III - Admission Procedure

- 0.5 Admission and Exam Application forms for Certificate and Diploma courses will be issued every year in August Month. National Council of Vocational and Research Training will send notification for obtaining the application forms for admission.



- 0.6 Application forms for Admission & Exam can be obtained on the payment of Rs. 25/- per Candidate by Demand Draft drawn in favour of "National Council of Vocational and Research Training", payable at New Delhi.
- 0.7 Admission can be sought only through original application form. Xerox copy will not be accepted. The application form shall be filled in English only. The candidate herself/ himself shall fill it in her/his own handwriting.
- 0.8 Name of the candidate and the address to which communication is to be sent should be writing in BLOCK LETTERS in the appropriate column in the application form. A passport size photo shall be affixed in the due place in the application form.
- 0.9 The filled-in application form shall be submitted at the Head Office, NCVRT New Delhi on or before the Circular date. When Admission & Exam Application form is submitted, the following items shall be enclosed with it.
- Admission / Exam Application: D.D Rs. 25/-per Candidate.
  - Certificate Courses: D.D Rs.1400/- per Candidate.
  - Diploma Courses: D.D Rs.1500/- per Candidate drawn in favour of "National Council of Vocational and Research Training", payable at New Delhi.
  - A Xerox copy of 10th or equivalent examination marks statement, Transfer Certificate, Aadhar card, 4 Passport Size photo & Community Certificate.
  - Student name list in Alphabetical order.
- 0.10 The fees once paid will not be refunded or adjusted under any circumstance.
- 0.11 To regulate the eligibility for the purpose of examination, the cut-off dates will be:

Sl. No	Duration	Cut – off Dates
1.	≤ 3 Months	March 31 <sup>st</sup> , June 30 <sup>th</sup> , September 30 <sup>th</sup> , December 31 <sup>st</sup>
2.	4 Months	April 30 <sup>th</sup> , August 31 <sup>st</sup> , December 31 <sup>st</sup>
3.	6 Months	June 30 <sup>th</sup> , December 31 <sup>st</sup>
4.	1 year	July 31 <sup>st</sup>
5.	2 year	July 31 <sup>st</sup>

#### Article IV - Curriculum /Syllabus and Scheme of Examinations

- 0.12 NCVRT shall be solely responsible for curricula/syllabi scheme of examination course structure, and the other modalities including evaluation, conduct of examination and award of certificates/Diploma, as the case may be. Any violation of the clause set out herein shall entitle NCVRT to terminate the agreement.

#### Article V - Conduct of Counseling Sessions

- 0.13 VTC shall conduct, at its own cost and expenses, practical/ counseling sessions for the students, as per the prescribed terms and conditions by utilizing the services of qualified members of faculty approved by NCVRT.
- 0.14 VTC shall arrange for mandatory counseling classes as per the prescribed norms stipulated by NCVRT. The schedule of the counseling sessions should be intimated to the NCVRT well in advance in case of any deviation/violation, it leads to Termination of the Affiliation of the VTC.



## **Article VI - Mode of Payment**

0.15 The VTC shall collect the prescribed fee from the students in the form of Demand Drafts in any nationalized bank in favour of "National Council of Vocational and Research Training" payable at New Delhi. No other charges over and above the amount specified by the board shall be collected from the students by the VTC.

## **Article VII - Conduct of Examination**

0.16 NCVRT has the sole right to fix the dates and venue of examinations and intimate to VTC through the Controller of Examinations, NCVRT well in advance.

0.17 VTC shall collect examination fee from the students and the same shall be sent to the NCVRT immediately by the VTC through DD in favour of "National Council of Vocational and Research Training" payable at New Delhi along with filled in applications within the stipulated date and time.

0.18 The Hall Tickets, Question Papers, Answer Sheets, Invigilator ID, Student Registration Form, Internal Assessment Report and Practical Report and other required stationery items for the conduct of examinations shall be sent by NCVRT.

0.19 NCVRT shall arrange to conduct the examinations as per the regulations and get the performance of the students evaluated and award the Diploma or Certificate to the successful candidates.

0.20 NCVRT has the right to prescribe, from time-to-time, the examination fee payable by the candidates along with the Examination Applications. VTC shall collect the Examinations fee, which is payable in full to the NCVRT, from the candidates in the form of DDs and forward the same with the Examination Application of the respective candidate to the NCVRT.

## **Article VIII - Advertisement Standards**

0.21 VTC shall advertise only for those Vocational Diploma/certificate Programmes which are offered, recognized and permitted from NCVRT and the same shall be offered without any hidden/addition/deletion/modification in the course name and its features. Advertisement for the NCVRT programmes should not be mixed with other programmes.

0.22 VTC must use the centre name, approved address, approval number, recognition and other details as mentioned in this agreement while advertising the courses.

0.23 VTC shall send the advertisement file for the approval before releasing the advertisement. In case any deviation/violation is committed relating to the above, Board will not be liable for any causes and issues raised for the advertisement published and VTC is said to be liable or responsible for it. It leads to cancellation of the affiliation of the VTC as the board discretions are final.

## **Article IX - Validity of Agreement**

0.24 This Agreement shall in force for two years and effect from the year 2021 to 2023.

0.25 During the subsistence of this Agreement, NCVRT shall have the right to terminate this Agreement at any moment without assigning any reasons whatsoever, if any action of VTC is found to be unsatisfactory in the opinion of NCVRT.

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## Article X - General

- 0.26 In case the board wants to withdraw the recognition due to the issue of students/public, the board shall shift the students to the nearest VTC.
- 0.27 The VTC shall strictly adhere to the provisions of the academic calendar of NCVRT.
- 0.28 Vocational Training Centre name must end as VTC. The VTC should act as Vocational Training Center of the NCVRT.
- 0.29 The VTC must use the Institution Display Board, Letter Head, Course name in notice/brochure and Rubber stamp as prescribed by the Head Office.
- 0.30 The VTC shall strictly follow the Schedule and time table given by NCVRT and classes will be conducted for covering the entire syllabus of the specified course by employing qualified teacher as per NCVRT norms. Practical training should cover the period of three months in concern industry.
- 0.31 The Centre Co-ordinator shall shoulder their own responsibility in running their centre without creating any unwanted situation for the NCVRT.
- 0.32 The centre Co-ordinator shall be responsible, in case any dispute raised by the student with regard to conducting classes and collecting fees, etc. Any liability created by the centre Coordinator in this regard will be exclusively his/her own and will not be carried forward to NCVRT.
- 0.33 The VTC shall maintain proper attendance register for Students and Staff (Teaching/Non teaching) and will be produced for inspection team whenever necessary.
- 0.34 The VTC shall arrange to admit a Minimum number of 15 students per course and maximum number of 30 (Thirty) Students per batch per course.
- 0.35 The NCVRT has all rights to monitor the VTC by sending Inspection teams whenever necessary.
- 0.36 The classrooms that you are conducting must have minimum strength of 15 students and Maximum 20 students per class. This is the Rules & Regulations fixed by the NCVRT New Delhi.
- 0.37 The NCVRT reserves all rights to cancel the agreement if the Facilities of Infrastructure is insufficient to run the affiliated Course and on observation of violation of norms and can appoint Another Centre in the same district at any time.
- 0.38 VTC should enroll the students every year by renewing the VTC. If any violation, it leads to Termination of the Affiliation of the VTC.
- 0.39 VTC shall intimate to NCVRT if any change in Name of the centre Co-ordinator, Name of the centre and address of the centre.
- 0.40 NCVRT Vocational Education Council is an Autonomous Body to provide Self Employment Vocational Training Courses under Additional Skill Qualification Training Programme (ASQTP) for the rural/urban people.
- 0.41 NCVRT is a central board established under article. 29 & 30(1) Constitution of India and Incorporated under the legislation of Ministry of Corporate Affairs, Section (8), Act- 2013. Government of India. NCVRT PG Diploma/ Advanced Diploma/ Diploma/ Certificate are recognized/accredited by all the members of International Quality Standards for Vocational Education Council (IQSVEC) as per the rule of National Vocational Education qualification Framework (NVEQF) under Ministry of Human Resource Development, Government of India.
- 0.42 The VTC should celebrate the important days and should send the photographs and Evidences to the Zonal Office.



In witness whereof between Dr. P. Iswarya, The Centre Co-ordinator, Dr.N.G.P College Vocational Training Centre and the General Secretary, National Council of Vocational and Research Training, herein to set their Hands on the Date .....

For NCVRT	For VTC
<p>Signature <u>[Signature]</u></p> <p></p> <p>The General Secretary Board Of NCVRT, 720 – B, Jaina Tower II, District center, Janakpuri, New Delhi – 110058.</p>	<p>Signature <u>[Signature]</u></p> <p>The Centre Co – ordinator Dr.N.G.P College Vocational Training Centre, Dr. N. G. P – Kalapatti Road, Kalapatti (PO), Coimbatore (DT), PIN – 641048, Tamil Nadu.</p>
<p><b>For Vocational Training Centre</b></p> <p><b>Witnesses</b></p> <p>a) Signature <u>[Signature]</u> Name : <u>S. SARAVANAN</u> Address: <u>Dr. N. G. P Arts &amp; Science College</u> <u>Coimbatore.</u></p> <p>a) Signature <u>[Signature]</u> Name : <u>D. Geethasamani</u> Address: <u>Dr. N. G. P Arts and Science college</u> <u>Coimbatore</u></p>	