



## USER MANUAL

Website: [www.smartnsdc.org](http://www.smartnsdc.org)

Version 1.0

# About Smart



- Skill Management and Accreditation of Training Centres (SMART) is one such Information Technology (IT) initiative that aims to synergize the efforts of all the stakeholders in the skill ecosystem, and streamline the skill development initiatives.
- SMART provides a single window application that focuses on the Accreditation, Affiliation and Continuous Monitoring of the Training Centres in the Skill Ecosystem and intends to address the important issues like evaluating skill providers in an objective manner, fostering excellence in Training Centres, enabling trainees to make informed choices with regard to Training Centres etc.
- SMART facilitates standardized and effective processes with respect to Accreditation, Affiliation, and Continuous Monitoring of the Training Centres, which shall play a significant role in achieving the desired quality standards across various schemes.

**Purpose of the Website** - SMART provides a single window clearance system to the Training Providers (TPs), the main features of the SMART are as below:

- Providing a transparent, unified, one-stop solution to the Training Providers, mandating time-bound delivery of Accreditation and Affiliation of Training Centers;
- Enabling Training Providers to have a single front-end portal interface across multiple Sector Skill Councils (SSCs) and Schemes;
- Providing opportunity to the stakeholders to perform technology driven Continuous Monitoring of the Training Centres , evaluate performance of the skill development programmes in an objective manner, to foster excellence in Training Centres, building effectiveness in delivering competency based training;
- Enabling the trainees and other stakeholders to make informed choices with regard to Training Centres.
- This initiative is enabled by Ministry of Skill Development & Entrepreneurship (MSDE) and National Skill Development Corporation (NSDC).

# Ministry of Skill Development & Entrepreneurship (MSDE)

- MSDE aims to Skill on a large Scale with Speed and high Standards in order to achieve its vision of a 'Skilled India'. MSDE is responsible for co-ordination of all skill development efforts across the country, removal of disconnect between demand and supply of skilled manpower, building the vocational and technical training framework, skill up-gradation, building of new skills, and innovative thinking not only for existing jobs but also jobs that are to be created. The Ministry aims to Skill on a large Scale with Speed and high Standards in order to achieve its vision of a Skilled India.
- The Skill Mission launched by the Prime Minister on 15 July 2015, has gathered tremendous steam under the guidance of the Union Minister of State for Skill Development and Entrepreneurship, Shri Rajiv Pratap Rudy.
- For more details on MSDE, go to <http://www.skilldevelopment.gov.in/>

# National Skill Development Corporation (NSDC)

- The National Skill Development Corporation (NSDC) is one of its kind Public Private Partnership, under MSDE, Government of India.
- It aims to promote Skill Development by catalysing creation of large, quality, vocational skill training institutions. NSDC was set up as part of a National Skill Development Mission to fulfill the growing need in India for skilled manpower across sectors and narrow the existing gap between the demand and supply of skills.
- NSDC acts as a catalyst in Skill Development by providing funding to enterprises, companies and organisations that provide skill training. It will also develop appropriate models to enhance, support and coordinate private sector initiatives.
- For more details on NSDC, go to <http://www.nsdcindia.org/>

# Important Links to Read before you begin



Users of website are suggested to go through the following links available on home page of [www.smartnsdc.org](http://www.smartnsdc.org) before you begin

- About Smart
- Accreditation
- Affiliation
- Continuous Monitoring
- Knowledge Bank
- FAQ

Download detailed guidelines in the link “Knowledge Bank” as given below:

- Accreditation, Affiliation & Continuous Monitoring of Training Centre Metrics
- Accreditation Standards Grading Metrics
- Sample Center Accreditation and Affiliation Form (CAAF)
- SC and Job Role-wise Equipment List
- SSC and Job Role-wise Trainer Qualification Criteria
- SSC and Job Role-wise Lab and Classroom Specification

***In the upcoming pages the screen shots are given wherein the above mentioned details are provided.***

# About Centre Accreditation, Why Get Accredited, Process of Centre Accreditation, Accreditation Standards, How to Apply, Accreditation Fee, De-accreditation of a training centre, Sector Skill Councils

SMART - Skill Management & Accreditation of Training Centres

www.smartnsdc.org/accreditation.aspx

Home | Accreditation

## About Centre Accreditation

**About Centre Accreditation**

**Why get accredited?**

**Process of Centre Accreditation**

**Accreditation Standards**

**How to apply**

**Accreditation Fee**

**De-accreditation of a Training Centre**

**Sector Skill Councils**

### About Centre Accreditation

Centre Accreditation is a quality assurance process for evaluation of the required parameters of the Training Centres. It is of key importance to ensure that the trainees are provided quality training, thereby creating the requirement to have a well-defined validation process of the Training Centres, creating the need of accreditation of Centres. Accreditation focuses on learning and self-development, and encourages the Training Centres to pursue continual excellence.

The Centre Accreditation process helps in effective management and delivery of the competency-based training, aimed at overall development of the trainees. Accreditation ensures that a Training Centre has met the prescribed qualitative standards, pre-set by the respective Sector Skill Councils (SSCs). With this aim, it is imperative that the trainees have confidence in the quality of the training provided by the Training Centres.

Though Centre Accreditation is a voluntary process, it is mandatory for a Training Centre that wishes to impart training aligned to National Skills Qualification Framework (NSQF) to go through the accreditation process.

### Why get accredited?

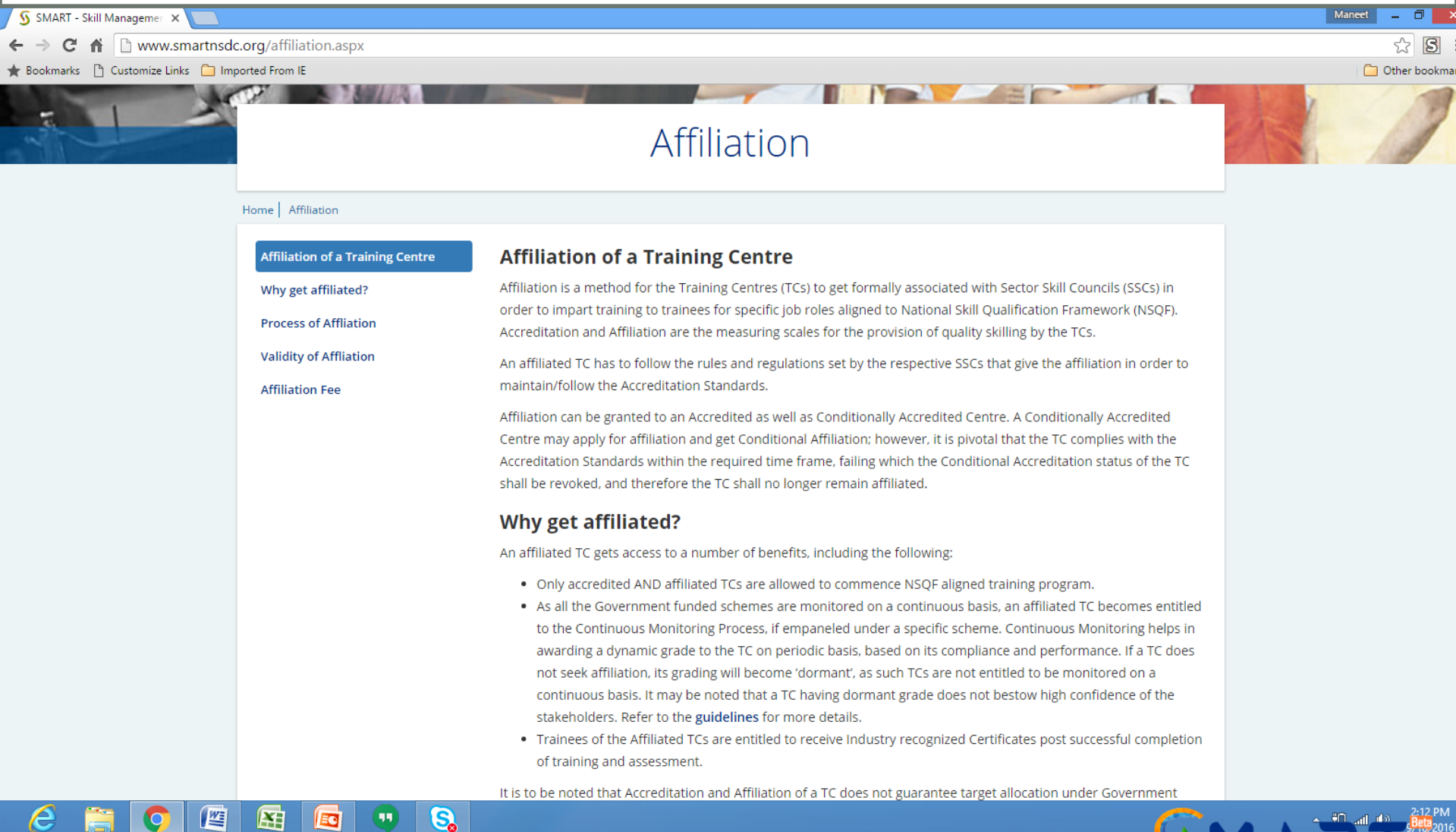
- An Accredited Centre provides assurance to a number of vital stakeholders, such as the trainees, the employers, and the public in general, that the Training Centre has met the established standards necessary to impart training for the specific job roles.
- Centre Accreditation also results in awarding an Accreditation Grade to the Training Centre.
- An Accredited Training Centre becomes eligible for affiliation by the SSC with respect to specific job roles. Accreditation and Affiliation are mandatory steps to be followed in order to execute any Training Program aligned to NSQF.

### Process of Center Accreditation

The process of Centre Accreditation involves a combined mechanism of self-evaluation by the Training Centres and an external evaluation by a Third Party Inspection Agency to determine if the prescribed qualitative standards are



# Read Guidelines regarding Affiliation of Training Centre, Why get affiliated, Process of affiliation, Validity of Affiliation and Affiliation Fee



The screenshot shows a web browser window with the address bar displaying [www.smartnsdc.org/affiliation.aspx](http://www.smartnsdc.org/affiliation.aspx). The page title is "Affiliation". The main content area is titled "Affiliation of a Training Centre" and contains the following sections:

- Affiliation of a Training Centre**

Affiliation is a method for the Training Centres (TCs) to get formally associated with Sector Skill Councils (SSCs) in order to impart training to trainees for specific job roles aligned to National Skill Qualification Framework (NSQF). Accreditation and Affiliation are the measuring scales for the provision of quality skilling by the TCs.

An affiliated TC has to follow the rules and regulations set by the respective SSCs that give the affiliation in order to maintain/follow the Accreditation Standards.

Affiliation can be granted to an Accredited as well as Conditionally Accredited Centre. A Conditionally Accredited Centre may apply for affiliation and get Conditional Affiliation; however, it is pivotal that the TC complies with the Accreditation Standards within the required time frame, failing which the Conditional Accreditation status of the TC shall be revoked, and therefore the TC shall no longer remain affiliated.
- Why get affiliated?**

An affiliated TC gets access to a number of benefits, including the following:

  - Only accredited AND affiliated TCs are allowed to commence NSQF aligned training program.
  - As all the Government funded schemes are monitored on a continuous basis, an affiliated TC becomes entitled to the Continuous Monitoring Process, if empaneled under a specific scheme. Continuous Monitoring helps in awarding a dynamic grade to the TC on periodic basis, based on its compliance and performance. If a TC does not seek affiliation, its grading will become 'dormant', as such TCs are not entitled to be monitored on a continuous basis. It may be noted that a TC having dormant grade does not bestow high confidence of the stakeholders. Refer to the [guidelines](#) for more details.
  - Trainees of the Affiliated TCs are entitled to receive Industry recognized Certificates post successful completion of training and assessment.

It is to be noted that Accreditation and Affiliation of a TC does not guarantee target allocation under Government

Read the Guidelines regarding Continuous Monitoring, Mechanism, Outcome, Significance, Grading Methodology, Consequence Management system carefully

SMART - Skill Management

www.smartnsdc.org/continuous-monitoring.aspx

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# Continuous Monitoring

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Continuous Monitoring

Mechanism

Outcome

Significance

Grading Methodology

Consequence Management System

## Continuous Monitoring

Effective and Continuous Monitoring of the Training Centre is considered crucial for efficient delivery of the training for all the skill development schemes. Continuous Monitoring is envisaged to regularly assess the effectiveness of various processes at the Training Centres (TCs). In order to overcome significant challenges that remain with regards to the delivery of quality of training, Continuous Monitoring of the TC is crucial.

### Mechanism to ensure Continuous Monitoring

Continuous Monitoring is based on certain standards pertaining to **Accreditation, Compliance and Performance Grading Metrics**. The Inspection Agency, along with the monitoring team of the scheme shall be responsible to continuously monitor all the TCs based on the above-mentioned three Standards Grading Metrics.

The Continuous Monitoring process involves a combined mechanism of self-evaluation by the TC and other relevant sources to evaluate its performance. Refer to the [guidelines](#) to know more details.

### Centre Grading- Outcome of Continuous Monitoring

As multiple modes of imparting the skills training are observed in a TC, it is essential to identify a standardized system to benchmark the TCs across the country. The major outcome of Continuous Monitoring is grading of the TCs, based on which actions may be taken on a TC for non-compliance and/or non-performance.

Based on the Continuous Monitoring for Compliance and Performance Standards, the TCs shall be graded. Grading will play a pivotal role in benchmarking the TCs. The grading is applicable only to the Accredited TCs. Consequently, if any TC that loses its accreditation status at any point of time, also loses its grade.

### Significance of Centre Grading

The grade of a TC determines its quality and its ability to impart skills training. Grading of TCs would contribute to the skills ecosystem in a number of ways, including the following:

- Enabling the stakeholders to compare the TCs and identifying the TCs incorporating the best practices. A higher

Knowledge bank is available regarding Guidelines, Accreditation Standard Grading Metrics, Centre Accreditation Affiliation form (CAAF), Equipment Specification, Classroom / Laboratory specification, Trainer's specification

SMART - Skill Manager x

www.smartnsdc.org/knowledge-bank.aspx

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Other bookmarks

# Knowledge Bank

Home | Knowledge Bank

- Guidelines**
- Accreditation Standards Grading Metrics
- Center Accreditation Affiliation Form (CAAF)
- Equipment specification
- Classroom/Laboratory Specification
- Trainers' Specification

## Guidelines for Accreditation, Affiliation and Continuous Monitoring of Training Centres for Skills Ecosystem

It is highly recommended to read the [guidelines](#) first before applying for the Accreditation of the Centres.

## Accreditation Standards Grading Metrics

It is strongly recommended to read the revised [Accreditation Standards Grading Metrics](#) before registering as a Training Provider or creating a new Training Centre.

## Center Accreditation Affiliation Form (CAAF)

Download the static [CAAF](#) to understand the details / documents required before you start filling the online CAAF .  
**Please use only the online form to apply for accreditation.**

## Equipment specification

Download the [Equipment specification](#) as required to be available at the Training Centre. The list provided is as specified by the Sector Skill Councils( SSCs) for the job roles. Contact the concerned SSC for clarification if any.

## Classroom/Laboratory Specification

Download the [Classroom /Laboratory specification](#) as required to be available at the Training Centre. The list provided is as specified by the Sector Skill Councils( SSCs) for the job roles. Contact the concerned SSC for clarification if any.

## Trainers' Specification

Download the [Trainers' Specification](#) as required to be available at the Training Centre. The list provided is as specified by the Sector Skill Councils( SSCs) for the job roles. Contact the concerned SSC for clarification if any.

Download detailed documents regarding Guidelines for Accreditation, Affiliation & Continuous Monitoring of Training Centres for the Skill Ecosystem, Revised Accreditation Standards Grading Metrics, Sample Centre Accreditation and Affiliation Form (CAAF), SSC and Job Role-wise equipment list, SSC and Job Role-wise trainer qualification criteria, SSC and Job role wise Lab and Classroom Specifications

SMART - Skill Management & Accreditation of Training Centres

www.smartnsdc.org/knowledge-bank.aspx

Guidelines

Accreditation Standards

Grading Metrics

Center Accreditation Affiliation Form (CAAF)

Equipment specification

**Classroom/Laboratory Specification**

Trainers' Specification

Trainers' Specification

Download the **Trainers' Specification** as required to be available at the Training Centre. The list provided is as specified by the Sector Skill Councils( SSCs) for the job roles. Contact the concerned SSC for clarification if any.

Guidelines for Accreditation, Affiliation & Continuous Monitoring of Training Centres for the Skill Ecosystem

View PDF

Revised Accreditation Standards Grading Metrics

View PDF

Sample Center Accreditation and Affiliation Form (CAAF)

View XLSX

SSC and Job Role-wise Equipment List

View PDF

SSC and Job Role-wise Trainer Qualification Criteria

View PDF

SSC and Job Role-wise Lab and Classroom Specification

View PDF

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# Do you want to register as a Training Provider?

After going through detailed documentation if you understand that:

- you qualify all the norms as per details provided
- have all the necessary documents readily available with you
- and want to register as a Training Provider

**follow the procedure explained in following pages with screen shots**

To start the registration process click on the “Register as Training Provider”

SMART - Skill Management & Accreditation of Training Centres

www.smartnsdc.org/index.aspx

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MINISTRY OF SKILL DEVELOPMENT & ENTREPRENEURSHIP

N-S-D-C  
National Skill Development Corporation  
Transforming the skill landscape

Skill India  
कौशल भारत-कुशल भारत

Helpline Number : 120-6723206

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search..

» Login as Training Provider  
» Login as Training Centre

» Register as Training Provider

» Download Android App

“ Skilling is building a better India. If we have to move India towards development then Skill Development should be our mission.”

Red Fort, Delhi 15th August 2014  
Shri Narendra Modi  
Prime Minister of India

News and Events

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Rs 32,000 crore for skill development in next 3 years: Rajiv Pratap Rudy

SMART <sup>Beta</sup>  
Skill Management & Accreditation of Training Centres

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When clicked on “Register as Training Provider” you will see pre-requisites and documents required for registration in soft-copy so as to complete the registration process smoothly and then click on “Proceed to Registration Form”

The screenshot shows a web browser window with the URL [www.smartnsdc.org/before\\_you\\_begin.aspx](http://www.smartnsdc.org/before_you_begin.aspx). The page title is "Register as Training Provider". Below the title, there is a navigation bar with "Home" and "Before You Begin". The main content area is titled "Before you Begin" and contains a list of instructions for registration. At the bottom of the content area is a blue button labeled "Proceed to Registration Form". The footer of the page includes contact information, social media links, and app download instructions.

## Register as Training Provider

Home | Before You Begin

### Before you Begin

1. Please note that the Accreditation & Affiliation awarded to a Training Centre does not make it auto eligible for PMKVY targets.
2. Please ensure that you have uninterrupted Internet connection while you are filling this online application.
3. You will need to upload certain documents as proof of the data provided. Please ensure that the soft copies of these are readily available with you, self-attested by the authorized person of your organization (Training Provider):
  1. Certificate of Incorporation/ Registration of your organization (from the Registrar of firms/ companies/ society/trust, whichever is applicable)
  2. Proof of turnover of your organization during the last two years, such as Income Tax Return for last two years, Chartered Accountant Certificate, Audited Profit & Loss (P&L) statements and balance sheets
  3. Permanent Account Number (PAN) of your organization
  4. Tax Deduction and Collection Account Number (TAN) of your organization
  5. Address proof of your Head/Registered office along with photograph of the office with clearly visible name board/signage
4. You will also need to provide the following details:
  1. Background of the organization
  2. E-mail and mobile number of authorized person of your organization
  3. Past performance of your organization in training (if any), such as years of operations in training, number of trainees trained, certified, and placed in the last three financial years
5. You will need to make the online payment of INR 10,000 for Application Registration Fee. Please ensure you have details of the Credit Card/Debit Card/Net Banking ready with you.

[Proceed to Registration Form](#)

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Click on “I Agree” if you are agree with the statement



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1. General Details

2. Contact Person

3. Financial

4. Address

5. Skilling Experience

6. Submit

Please fill all the details carefully. No information can be changed once the form is submitted

#### General Details

Name of the Training Provider (TP) \*

### Alert

Please note that the Accreditation & Affiliation awarded to a Training Centre does not make it auto eligible for PMKVY target.

I Agree

Type

Main Business/

Past Experience in Training \*

Select

Current States of Operation\*

☐ Select All





Fill in the Name of the Training Partner which should match with the certificate of incorporation, whether funding partner or non funding partner, type of incorporation, background of the TP, whether new or old TP, area of operation, select sectors in which worked previously and click on next

SMART - Skill Management & Accreditation of Training Centres

www.smartnsdc.org/TP\_Registration.aspx#step11

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MINISTRY OF SKILL DEVELOPMENT & ENTREPRENEURSHIP

N-S-D-G  
National Skill Development Corporation  
Transforming the skill landscape

Skill India  
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search...

1. General Details 2. Contact Person 3. Financial 4. Address 5. Skilling Experience 6. Submit

Please fill all the details carefully. No information can be changed once the form is submitted

General Details

Name of the Training Provider (TP) \*   
Name of the TP should match with Certificate of Incorporation

Type of Funding \*   
Funding refers to NSDC funding

Type of Training Provider \*

Main Business/ Background of the TP

Past Experience in Training \*

Current States of Operation \* ☐ Select All  
☐ Andaman & Nicobar

Fill in detail of CEO/MD/Head, Authorized Signatory and Single Point of Contact (SPOC) and click on next

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www.smartnsdc.org/TP\_Registration.aspx#step21

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1. General Details 2. Contact Person 3. Financial 4. Address 5. Skilling Experience 6. Submit

Please fill all the details carefully. No information can be changed once the form is submitted

Contact Person Details

Name of CEO/ MD / Head \*

Email of CEO/ MD/ Head \*

Mobile No. of CEO/ MD / Head \*

Name of the Authorized Signatory \*

Email ID of the Authorized Signatory \*

Mobile Number of Authorized Signatory \*

Name of the Single Point of Contact (SPOC) \*

Email ID of SPOC \*

Mobile number of SPOC \*

Landline No. of the TP \*

Website \*

http://www.

URL of TP website like http://www.abc.com

Fill year of incorporation, click on “choose files” to attach PAN, TIN and TAN and click on “upload” against each head to attach respective file as per file format mentioned against each head. Click on next to proceed further

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www.smartnsdc.org/TP\_Registration.aspx#step31

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1. General Details 2. Contact Person 3. Financial 4. Address 5. Skilling Experience 6. Submit

Please fill all the details carefully. No information can be changed once the form is submitted

Financial

Year of Incorporation \*

Please specify year in YYYY format

Certificate of Incorporation of the TP \* ?

Choose file Upload

Allowed File Type JPG | JPEG | PNG | GIF | BMP | PDF. Allowed File Size 5MB Max.

Permanent Account Number (PAN) of the TP \*

(Eg. ABCDR1222)

PAN Proof \*

Choose file Upload

Self-attested by the Authorized Signatory of the TP  
Allowed File Type JPG | JPEG | PNG | GIF | BMP | PDF. Allowed File Size 5MB Max.

Taxpayer Identification Number (TIN) of the TP

Provide valid TIN Number

TIN Proof

Choose file Upload

Self-attested by the Authorized Signatory of the TP  
Allowed File Type JPG | JPEG | PNG | GIF | BMP | PDF. Allowed File Size 5MB Max.

Tax Deduction Account Number (TAN) of the TP

(Provide valid TAN Number)

TAN Proof

Choose file Upload

Self-attested by the Authorized Signatory of the TP  
Allowed File Type JPG | JPEG | PNG | GIF | BMP | PDF. Allowed File Size 5MB Max.

www.smartnsdc.org/TP\_Registration.aspx#step3

Fill in complete address of the TP as mentioned on incorporation certificate OR Telephone bill OR Electricity Bill  
OR Service Tax Registration Certificate

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www.smartnsdc.org/TP\_Registration.aspx#step41

1. General Details 2. Contact Person 3. Financial 4. Address 5. Skilling Experience 6. Submit

Please fill all the details carefully. No information can be changed once the form is submitted

Address of the Head Office/Registered Office

Address Line 1 \*

Address Line 2 \*

State/UT \*

District/City \*

Sub district (Tehsil/Mandal)

Parliamentary Constituency

Landmark

Pin code \*

Address Proof \*

Self-attested by the Authorized Signatory of the TP

Prev Next

Mention no. of years of experience in skill development, no. of trainees trained, certified and placed in Govt. Funded, CSR, Self Paid in last 3 years.

1. General Details

2. Contact Person

3. Financial

4. Address

5. Skilling Experience

6. Submit

Please fill all the details carefully. No information can be changed once the form is submitted

Experience in Skilling

Number of Years of Experience in Skill Development

**Total Number of Trainees Trained**

Financial Year	Govt Funded Count	Corporate Social Responsibility(CSR) Count	Self Paid Count
2015-16	<input type="text"/>	<input type="text"/>	<input type="text"/>
2014-15	<input type="text"/>	<input type="text"/>	<input type="text"/>
2013-14	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Total Number of Trainees Certified**

Financial Year	Govt Funded Count	Corporate Social Responsibility(CSR) Count	Self Paid Count
2015-16	<input type="text"/>	<input type="text"/>	<input type="text"/>
2014-15	<input type="text"/>	<input type="text"/>	<input type="text"/>
2013-14	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Total Number of Trainees Placed**

## Mention detail of recognition and Accolades along with relevant proof

### Total Number of Trainees Placed

Financial Year	Govt Funded Count	Corporate Social Responsibility(CSR) Count	Self Paid Count
2015-16	<input type="text"/>	<input type="text"/>	<input type="text"/>
2014-15	<input type="text"/>	<input type="text"/>	<input type="text"/>
2013-14	<input type="text"/>	<input type="text"/>	<input type="text"/>

### Recognition and Accolades

Recognitions/Accolades Type

--Select--

Brief

Upload File

Choose file

Allowed File Type: JPG | JPEG | PNG | GIF | BMP | PDF. Allowed File Size: 5MB Max.  
Please upload the related document(s)

Add File

Prev

Next

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Read the declaration text carefully and click on the text box, enter the CAPTCHA text in the box provided and click on submit button to submit your application.

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www.smartnsdc.org/TP\_Registration.aspx#step61

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1. General Details | 2. Contact Person | 3. Financial | 4. Address | 5. Skilling Experience | 6. Submit

Please fill all the details carefully. No information can be changed once the form is submitted

Declaration

☐ The applicant entity registering as Training Provider shall ensure the veracity of the information being provided through this form. It is attested by the applicant entity that the applicant entity has never been blacklisted or suspended by the Government of India, or any State Government or by any of its agencies, be it affiliated or autonomous. In case the information given here is found to be incorrect / misrepresented or misleading in any respect, National Skill Development Corporation (NSDC) shall have the right to initiate appropriate legal proceedings against the applicant entity and its director(s)/ proprietor(s)/ partners/ members of Managing Committee / officers. In such case, the applicant entity agrees to indemnify NSDC and its directors /officers for the same.  
Further, NSDC shall have the authority to suspend or blacklist the applicant entity from participating in Accreditation, Affiliation, Continuous Monitoring and any other process. It is also agreed that the information about the suspension/ blacklisting would be made public and provided to all the Ministries implementing the Skill Development Schemes along with other relevant stakeholders.



Enter Text

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After successful registration you will get notification of the same and also get login id and password details on the mobile no. and email id of SPOC

Apps Login Page | Talisma Electronics System De How to Custo

www.smartnsdc.org says:  
Congratulations. Your Registration is successful. Please check your registered email / mobile for login details.  
OK

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Home About SMART Accreditation

1. General Details 2. Contact Person 3. Financial 4. Address 5. Skilling Experience 6. Submit

Please fill all the details carefully. No information can be changed once the form is submitted

General Details

Name of the Training Provider (TP) \*  
Test TP  
Name of the TP should match with Certificate of Incorporation

Type of Funding \*  
Non Funded Training Provider (NFTP)  
Funding refers to NSDC funding

Type of Training Provider \*  
Company

Main Business/ Background of the TP



Once the TP creates an account for a TP log in details are sent to the email ID and mobile number of the SPOC

NSDC Application Alert - x

://mail.google.com/mail/u/0/?tab=wm#inbox/1573c88268098d17

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Other bookmarks

1 of 12,596

NSDC Application Alert

Inbox x

no-reply-alerts@smartnsdc.org

2:32 PM (3 minutes ago)

to me

Dear Applicant,  
Greetings!!!

Congratulations!!! You have successfully registered your Training Centre on [www.smartnsdc.org](http://www.smartnsdc.org). Your Training Centre Log-in Details are given below:

Login ID : TC007578  
Password : [4310914](#)  
Please log in to continue filling the Centre Accreditation and Affiliation Form (CAAF).

In case of any query, please write to us at [support@smartnsdc.org](mailto:support@smartnsdc.org).

From  
Smart Admin  
Date :18/09/2016

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Last account activity: 0 minutes ago  
[Details](#)

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Skill Management & Accreditation of Training Centres

TC should use this login details for the first time log where he will be asked to change his password using the allotted password





SMART - Skill Management & Accreditation of Training Centres

Flight Split Listing View

Maneet

www.smartnsdc.org/User-Dashboard/User\_ChangePassword.aspx

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Welcome KUSHAL BHARAT  
Sunday, September 18, 2016  
Training Centre Dashboard

Payment History

Change Password

Logout

Change Password

Existing Password\*


New Password\*


Confirm Password \*

Save

Reset

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 3:47 PM  
9/18/2016

TC will automatically land up at the Accreditation Instructions page which should be read properly before starting filling the application which is called CAAF (Centre Accreditation Affiliation Form)

SMART - Skill Management & Accreditation of Training Centres

NSDC Application Alert -

Maneet

www.smartnsdc.org/before\_you\_login.aspx

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## Applying for Accreditation of your Training Centre?

[Home](#) | [Before you Login](#)

### Please read the instructions first

1. Please ensure that you have uninterrupted Internet connection while you are filling the online application
2. Please download the **"SMART" Mobile Application** from the Android Play Store. You will need to upload the geo tagged and time stamped pictures while using the Mobile Application against the information submitted by you in the Centre Accreditation Affiliation Form (CAAF). The pictures captured will get automatically synced to the Portal (SMART) and will be visible to you under 'Photograph Upload' Tab
3. Please download the static format of **CAAF** to know all the details / fields you need to feed in the online form
4. You will need to make online payment of Accreditation Application Fee (INR 12,000 + INR 1,000 for each Job Role you are applying for). Please ensure that you have details of the Credit Card/Debit Card/Net Banking ready with you. Please download the **Guidelines for Accreditation, Affiliation and Continuous Monitoring of Training Centres for Skills Ecosystem** for more details

[I am ready to fill CAAF →](#)

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**SMART**  
Skill Management & Accreditation of Training Centres

2:55 PM  
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Click on “I am ready to fill the CAAF” and you will land up the Centre Accreditation Affiliation Form (CAAF) in which you have to fill the application and complete details under sections of General Details> Job Roles> Classrooms Details> Laboratories Details> Centre Area> Residential Facilities> Facilities> Trainers> Centre Staff> Equipment> Photograph Upload> Submit the CAAF

## Centre Accreditation Affiliation Form (CAAF)

General Details	Job Roles	Classrooms Details	Laboratories Details	Centre Area	Residential Facilities
Facilities	Trainers	Centre Staff	Equipment	Photograph Upload	Submit the CAAF

### Training Centre Details

Name of the Training Provider \*

seven techies

Training Centre Name \*

Kushal Bharat

Type of Training Centre \*

Select

Website (If Any)

http://www.xyz.com

Social Media Link (If Any)

Enter your Facebook / Twitter or any other social media site URL

Availability of Security / Security Guards at The Centre \*

Select

Availability of Biometric Attendance System\*

Select

Aadhaar Enabled Biometric System is not mandatory for Training Centres located in North East (NE) & Jammu & Kashmir (JK). For Rest of India Aadhaar Enabled Biometric System is a mandatory requirement.

Fill the fields as navigated by the website or chose the best option applicable to you

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Maneet

www.smartnsdc.org/User-Dashboard/User\_Gen\_Info.aspx

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Availability of Greenery ☐ Yes ☐ No

Proximity to Public Transport System\*

Name of Nearest Bus/Metro/Railway Station\*

Building Status\* ☐ Stand Alone Building ☐ Industrial/Commercial Building ☐ Educational Institute/Residential Building

Type of Construction of Building\* ☐ Pre Fabricated ☐ Not Pre Fabricated

Approach Road to the Centre\*

Is the Centre Easily Accessible?\*

Previous State of the Building\* ☐ School ☐ College ☐ University ☐ Private Institute ☐ ITI ☐ Polytechnic ☐ Any Other

Is the TC Currently Functional?\* ☐ Yes ☐ No

Categories of other Programs offered by TC\* ☒ Click Here If Not Applicable

*mandatory requirement.*

*Proximity to Public Transport System (i.e. Bus Stand / Metro Station / Railway Station etc)*

*Please mention the width of the Approach Road in feet*

*Is there an easy approach to the Centre. Please upload the pictures showing the access to the Centre*

**Contact Details**

SPOC Name\*

SPOC Mobile\*

SPOC Email\*

Fill up the Contact Details of the SPOC- Single Point of Contact. SPOC is the person who must have knowledge of the complete project and can be contacted for any purpose relating to Application, Seat Allocation, Events, Infra, Training, Placement etc

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www.smartnsdc.org/User-Dashboard/User\_Gen\_Info.aspx

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### Contact Details

SPOC Name *	Maneet Dewan
SPOC Mobile *	9815166979
SPOC Alternate Number	
SPOC Email ID *	mdewan8@gmail.com
Name of Centre Principal/ Director *	Maneet Dewan
Contact Number of Principal/ Director *	9815166979
Email Address of Principal/ Director *	mdewan8@gmail.com

### Commendations and International Affiliations

Do you want to add more details of Commendations and International Affiliations? [Click Here](#)

Affiliation Name *		
Type of Affiliation *	Select ▼	
Date of Affiliation *	From Date *	To Date *

In the Commendations Section add past activities, photos, press coverage along with brief of each and dates applicable

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### Commendations and International Affiliations

Do you want to add more details of Commendations and International Affiliations? [Click Here](#)

Affiliation Name\*

Type of Affiliation\*

Date of Affiliation\* From Date\*  To Date\*

Brief Description of the Affiliation\*

[Add](#)

### Centre Address

Address Line 1\*

Address Line 2\*

State/UT\*

District/City\*

Fill up the Centre Address and upload the copy of address proof that may be incorporation certificate, phone or electricity bill. Ensure that the name of the applicant organization and the name mentioned on the address proof should exactly be same

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www.smartnsdc.org/User-Dashboard/User\_Gen\_Info.aspx

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Centre Address

Address Line 1 \*

201 DLF Complex

Address Line 2 \*

Gold Link II

State/UT \*

Haryana

District/City \*

Gurgaon

Sub District (Tehsil/Mandal)

NA

Parliamentary Constituency \*

Faridabad

Landmark \*

Not Applicable

Pin Code

110010

Area Classification of Centre

☒Urban ☐Rural

Is Entire Centre Situated at the Ground Floor?

☒Yes ☐No

Address Proof\*

Telephone Bill

Self-attested by the Authorized Signatory of the TC

Choose File

No file chosen

Change File

View

Allowed File Type JPG | JPEG | PNG | GIF | BMP | PDF

Save

Next



Click to Add Job Roles and punch in details asked for

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Sunday, September 18, 2016  
Training Centre Dashboard

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### Centre Accreditation Affiliation Form (CAAF)

General Details	<b>Job Roles</b>	Classrooms Details	Laboratories Details	Centre Area	Residential Facilities
Facilities	Trainers	Centre Staff	Equipment	Photograph Upload	Submit the CAAF

#### Add New Job Roles

Want to add new Job Role ?


Click Here

Note: All job roles you want to offer should be applied for at this stage. You can add any new job role only after 6 months of the submission of the CAAF, which shall levy fresh Centre Accreditation fee.

Back

Next

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You can chose one Skill Sector at a time

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### Centre Accreditation Affiliation Form (CAAF)

General Details	<b>Job Roles</b>	Classrooms Details	Laboratories Details	Centre Area	Residential Facilities
Facilities	Trainers	Centre Staff	Equipment	Photograph Upload	Submit the CAAF

#### Add New Job Roles

Skill Sector \*

Job Role \*

Is the Trainee to Trainer Ratio in the Range of 10:1 to 30:1? \*

Total Number of Parallel Batches you plan to run for this Job Role at a given point of time. \*

Remarks

Select

Select

Agriculture

Apparel, Made-ups & Home Furnishing

Automotive

Beauty & Wellness

BFSI

Capital Goods

Construction

Domestic Workers

Electronics

Food Processing

Furniture & Fittings

Gems & Jewellery

Green Jobs

Handicrafts and Carpet

Healthcare

Infrastructure Equipment

Iron & Steel

IT-ITES

Leather

Note: All job roles you want to offer should be applied for at this stage. of the CAAF, which shall levy fresh Centre Accreditation fee.

Back Save Next

You can chose one Job Role at a time and for any additional job role you will be asked for once you save details of one job role

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www.smartnsdc.org/User-Dashboard/User\_JobApplied.aspx

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Centre Accreditation Affiliation Form (CAAF)

General Details

Job Roles

Classrooms Details

Laboratories Details

Centre Area

Residential Facilities

Facilities

Trainers

Centre Staff

Equipment

Photograph Upload

Submit the CAAF

Add New Job Roles

Skill Sector \*

Automotive

Job Role \*

Select

Select

Territory Sales Manager (Retail)

Key Accounts Sales Manager

Regional Sales Manager

Sales Training Manager

Commercial Executive / Officer

"Commercial Manager (Zonal/ Regional)"

Product / Brand Manager

Area Parts Manager

Service Office Executive

Sales Consultant (Pre-Owned Vehicles)

Sales Consultant (Retail)

Automotive Sales Lead (Retail )

Accessory Fitter

Pdi Supervisor

Auto Body Technician Level 4

Repair Painter Auto Body L 4

Repair Painter- Auto Body L 3

Automotive Electrician Level 4

Automotive Engine Repair Technician Level 4

Is the Trainee to Trainer Ratio in the Range of 10:1 to 30:1? \*

Total Number of Parallel Batches you plan to run for this Job Role at a given point of time. \*


Remarks

Note: All job roles you want to offer should be applied for at this stage. You will be asked for details of the CAAF, which shall levy a fee of Rs. 10,000/- per job role.

Back

Save

Next

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2:27 PM

Beta

9/18/2016

Chose the number of parallel batches that you plan to run for this job role

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### Centre Accreditation Affiliation Form (CAAF)

General Details	<b>Job Roles</b>	Classrooms Details	Laboratories Details	Centre Area	Residential Facilities
Facilities	Trainers	Centre Staff	Equipment	Photograph Upload	Submit the CAAF

#### Add New Job Roles

Skill Sector \*

Job Role \*

Is the Trainee to Trainer Ratio in the Range of 10:1 to 30:1? \* ☐ Yes ☐ No

The Above Answer should be Applicable for All the Batches at any Given Point of time.

Total Number of Parallel Batches you plan to run for this Job Role at a given point of time. \*

Remarks

Note: All job roles you want to offer should be applied for at this stage. Y of the CAAF, which shall levy fresh Centre Accreditation fee.

Press the Save Button once all details of the chosen Job Role are filled in

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### Centre Accreditation Affiliation Form (CAAF)

General Details	<b>Job Roles</b>	Classrooms Details	Laboratories Details	Centre Area	Residential Facilities
Facilities	Trainers	Centre Staff	Equipment	Photograph Upload	Submit the CAAF

#### Add New Job Roles

Skill Sector \*

Job Role \*

Is the Trainee to Trainer Ratio in the Range of 10:1 to 30:1? \* ☒ Yes ☐ No

The Above Answer should be Applicable for All the Batches at any Given Point of time.

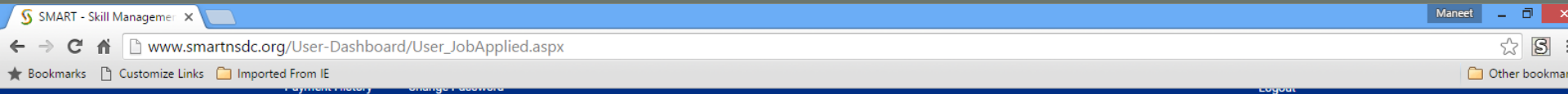
Total Number of Parallel Batches you plan to run for this Job Role at a given point of time. \*

The allowed Batch duration can only be either 4 Hours or 8 Hours per day.

Remarks

Note: All job roles you want to offer should be applied for at this stage. You can add any new job role only after 6 months of the submission of the CAAF, which shall levy fresh Centre Accreditation fee.

Once you saved the details of Job Role, you will be asked if you want to add another Job Role. Below this button you will find details of the Job Role (s) you have already filled in. It is **STRONGLY** recommended that you Chose ALL the Job Roles you are interested in at this stage only.



## Centre Accreditation Affiliation Form (CAAF)

General Details	<b>Job Roles</b>	Classrooms Details	Laboratories Details	Centre Area	Residential Facilities
Facilities	Trainers	Centre Staff	Equipment	Photograph Upload	Submit the CAAF

### Add New Job Roles

Do You Want to Add More Job Roles ?

[Click Here](#)

Note: All job roles you want to offer should be applied for at this stage. You can add any new job role only after 6 months of the submission of the CAAF, which shall levy fresh Centre Accreditation fee.

[Back](#)

[Next](#)

### Selected Job Roles

Delete	S. No.	Job Role	Skill Sector	Is the Trainee to Trainer Ratio in the Range of 10:1 to 30:1?	The Above Answer should be Applicable for All the Batches at any Given Point of time.	Remarks
<a href="#">Delete</a>	1	Key Accounts Sales Manager	Automotive	Yes	1	Collaboration with Mahindra & Mahindra Ltd



Once you Chose all the desired Job Roles move on to the next Tab of Class Room Details and start filling the application. Ensure that each class room is allotted a serial number that will be mentioned here and should be put up as a name plate on the entrance door of the class room

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www.smartnsdc.org/User-Dashboard/User\_Classroom.aspx

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## Centre Accreditation Affiliation Form (CAAF)

General Details	Job Roles	Classrooms Details	Laboratories Details	Centre Area	Residential Facilities
Facilities	Trainers	Centre Staff	Equipment	Photograph Upload	Submit the CAAF

### Add Classrooms Details

Classroom Serial Number \*

Clearly assign a number to each Classroom. Example Classroom 1, Classroom 2. The Classroom Numbers should not change. During inspection if it is found that the Classroom Number is changed, the results of inspection may be affected.

Carpet Area (In Sq.Ft) \*

Please ensure compliance with SSC specified Classroom Area as per the job role. If the SSC has not specified the area, Pls note that minimum area of the Classroom is 200 Sq ft.

Adequate Power Backup (UPS/GenSet/Inverter) \*

☐ Yes ☐ No

Availability of any Type of Projector \*

☐ Yes ☐ No

Availability of Air Conditioner \*

☐ Yes ☐ No

Availability of CCTV Camera with Recording Facility \*

☐ Yes ☐ No

Availability of Internet \*

Select

Availability of internet is must in the classroom, in case the classroom is used for IT/ITeS Sector or where Internet is vital

Proposed Batch Size (for this Class Room) \*

Minimum space requirement per trainee in each Classroom is 10 Square Feet.

Chose the Internet available in your institute. Ensure that the speed chosen is the one that is mentioned on the bill/plan of your data

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www.smartnsdc.org/User-Dashboard/User\_Classroom.aspx

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### Centre Accreditation Affiliation Form (CAAF)

General Details	Job Roles	<b>Classrooms Details</b>	Laboratories Details	Centre Area	Residential Facilities
Facilities	Trainers	Centre Staff	Equipment	Photograph Upload	Submit the CAAF

#### Add Classrooms Details

Classroom Serial Number \*

Clearly assign a number to each Classroom. Example Classroom 1, Classroom 2. The Classroom Numbers should not change. During inspection if it is found that the Classroom Number is changed, the results of inspection may be affected.

Carpet Area (In Sq.Ft) \*

Please ensure compliance with SSC specified Classroom Area as per the job role. If the SSC has not specified the area, Pls note that minimum area of the Classroom is 200 Sq ft.

Adequate Power Backup (UPS/GenSet/Inverter) \* ☒ Yes ☐ No

Availability of any Type of Projector \* ☒ Yes ☐ No

Availability of Air Conditioner \* ☒ Yes ☐ No

Availability of CCTV Camera with Recording Facility \* ☐ Yes ☒ No

Availability of Internet \* 

Select

Select

Speed of 1 MBPS And Above

Speed of Less Than 1 MBPS & Greater Than 512 KBPS

Speed of Less Than 512 KBPS

Internet Not Available

Proposed Batch Size (for this Class Room) \*

Minimum space requirement per trainee in each Classroom is 10 Square Feet.



Fill up all the details being asked for. The Job Roles chosen previously will be listed here which should be linked to the relevant Class Room

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www.smartnsdc.org/User-Dashboard/User\_Classroom.aspx

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Sector or where Internet is vital

Proposed Batch Size (for this Class Room) \* 30

Minimum space requirement per trainee in each Classroom is 10 Square Feet.

Proposed Number of Parallel Batches per day in this Classroom \*

Availability of Adequate Light in the Classroom \* ☒ Yes ☐ No

Is the Classroom well lit ?

Availability of Exhaust Fan \* ☒ Yes ☐ No

Electrical Wires and Switchboard Secured\* ☒ Yes ☐ No

Classroom Well Ventilated\* ☒ Yes ☐ No

Availability of Dustbin in the Classroom\* ☒ Yes ☐ No

Is the Classroom Clean and Hygienic? ☒ Yes ☐ No \*

Contact of Fire Brigade, Ambulance, Hospital Emergency Numbers displayed in the Classroom \* ☒ Yes ☐ No

Classroom used for which Job Roles ☒ KEY ACCOUNTS SALES MANAGER

Remark (If Any)

Back Save Next

Once the TP creates an account for a TP log in details are sent to the email ID and mobile number of the SPOC. All mandatory fields are marked as \* and the data on that page cannot be saved till you fill all such fields

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www.smartnsdc.org/User-Dashboard/User\_Classroom.aspx

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Other bookmark

Sector or where Internet is vital

Proposed Batch Size (for this Class Room) \*

Minimum space requirement per trainee in each Classroom is 10 Square Feet.

Proposed Number of Parallel Batches per day in this Classroom \*

Please Enter No. of Batches Taught Per Day

Availability of Adequate Light in the Classroom \* ☒ Yes ☐ No

Is the Classroom well lit ?

Availability of Exhaust Fan \* ☒ Yes ☐ No

Electrical Wires and Switchboard Secured\* ☒ Yes ☐ No

Classroom Well Ventilated\* ☒ Yes ☐ No

Availability of Dustbin in the Classroom\* ☒ Yes ☐ No

Is the Classroom Clean and Hygienic? ☒ Yes ☐ No \*

Contact of Fire Brigade, Ambulance, Hospital Emergency Numbers displayed in the Classroom \* ☒ Yes ☐ No

Classroom used for which Job Roles ☒ KEY ACCOUNTS SALES MANAGER

Remark (If Any)

Back Save Next

Once you have Saved the details of one Class Room you will be asked for adding an additional Class Room and the details of the earlier class rooms added will be displayed below

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www.smartnsdc.org/User-Dashboard/User\_Classroom.aspx

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Skill Management & Accreditation of Training Centres

GOVERNMENT OF INDIA  
MINISTRY OF SKILL DEVELOPMENT & ENTREPRENEURSHIP

N-S-D-C  
National Skill Development Corporation  
Transforming the skill landscape

Skill India  
कौशल भारत-कुशल भारत

Welcome KUSHAL BHARAT  
Sunday, September 18, 2016  
Training Centre Dashboard

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### Centre Accreditation Affiliation Form (CAAF)

General Details	Job Roles	<b>Classrooms Details</b>	Laboratories Details	Centre Area	Residential Facilities
Facilities	Trainers	Centre Staff	Equipment	Photograph Upload	Submit the CAAF

#### Add Classrooms Details

Do You Want to Add More Classrooms Details ? [Click Here](#)

[Back](#) [Next](#)

#### Available Classroom Details

Delete	S.No.	Classroom Serial Number	Carpet Area (In Sq.Ft)	Proposed Batch Size (for this Class Room)	Proposed Number of Parallel Batches per day in this Classroom	Availability of Air Conditioner	Adequate Power Backup (UPS/GenSet/Inverter)	CCTV with Recording Facility	Availability of any Type of Projector	Availability of Internet	Availability of Adequate Light in the Classroom	Availab of Exha Fan
[Empty Row]												

javascript:\_doPostBack('ctl00\$ContentPlaceHolder1\$Button1','')

2:41 PM 9/18/2016

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Skill Management & Accreditation of Training Centres

Once all Class Rooms are filled up move on to the next tab and add details of Laboratories. Each Lab should be given a serial number that should be displayed on the entrance door of the lab.

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www.smartnsdc.org/User-Dashboard/User\_LAB.aspx

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### Centre Accreditation Affiliation Form (CAAF)

General Details	Job Roles	Classrooms Details	<b>Laboratories Details</b>	Centre Area	Residential Facilities
Facilities	Trainers	Centre Staff	Equipment	Photograph Upload	Submit the CAAF

#### Add Laboratories Details

Lab Type

Is the Lab Same as the Classroom? \*

Lab Serial Number \*

Availability of Internet \*

Availability of Air Conditioner \*

Carpet Area (In Sq.ft) \*

Proposed Batch Size for this Lab \*

Proposed Number of parallel Batches per day in this Lab \*

Other

Other

IT / Computer Lab

Lab and Classroom may or may not be combined for specific job roles . Please contact the SSC to know

Clearly Number each Lab. Example Lab 1, Lab 2. The Numbers should not change. Physical Inspection and Continuous Monitoring results will be affected if Lab is not numbered or Lab Number is changed

Select

In case the Lab is used for any job role for IT/ITES Sector or where the internet is vital, availability of Internet is must in the Lab in such cases.

☐ Yes ☐ No

Please ensure compliance with SSC specified Lab Area as per the job role.

Minimum space requirement per trainee in each Laboratory is 10 Square Feet.

You should have read the guidelines and the grading matrix properly so that your application is not rejected due to any pendency. Use the remarks column if you want to add any clarification, subjectivity or additional information regarding the particular section

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www.smartnsdc.org/User-Dashboard/User\_LAB.aspx

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carpet 1 of 1

Proposed Number of parallel Batches per day in this Lab \*

3

Remark (If Any)

Availability of Power Back Up (UPS/Genset/Inverter) \*

☒ Yes ☐ No

Availability of CCTV Camera with Recording Facility \*

☒ Yes ☐ No

Lab is used for which Job Roles? \*

☒ Key Accounts Sales Manager

Availability of Adequate Light in the Lab \*

☐ Yes ☐ No

Is the Lab well lit

Availability of Exhaust Fan \*

☐ Yes ☐ No

Electrical Wires and Switchboard Secured \*

☐ Yes ☐ No

All the wires and switchboards in the Lab should be properly covered and secured.

Lab Well Ventilated \*

☐ Yes ☐ No

Availability of Dustbin in The Lab \*

☐ Yes ☐ No

Is the lab Clean and Hygienic? \*

☐ Yes ☐ No

Contact of Fire Brigade, Ambulance, Hospital Emergency Numbers Displayed in The Lab \*

☐ Yes ☐ No

Remarks (If Any)

Once you have Saved the details of one Laboratory you will be asked for adding an additional Laboratory and the details of the earlier Laboratory added will be displayed below

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www.smartnsdc.org/User-Dashboard/User\_LAB.aspx

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www.smartnsdc.org says:  
Laboratory Details Entered Successfully.

OK

Welcome KUSHAL BHARAT  
Sunday, September 18, 2016  
Training Centre Dashboard

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### Centre Accreditation Affiliation Form (CAAF)

General Details	Job Roles	Classrooms Details	Laboratories Details	Centre Area	Residential Facilities
Facilities	Trainers	Centre Staff	Equipment	Photograph Upload	Submit the CAAF

#### Add Laboratories Details

Do You Want to Add More Laboratories Details? [Click Here](#)

[Back](#) [Next](#)

#### Available Laboratories Details

Delete	S. No.	Lab Type	Is the Lab Same as the Classroom	Lab Serial Number	Carpet Area (In Sq.Ft)	Proposed Batch Size	Proposed Number of Batches in this Lab Per	Total Number of Computers / Laptops in IT Labs	Lab is used for which Job	Internet	Air Conditioner	Availability of Power Backup (UPS/ Genset/ Inverter)	CCTV Recording Facility	Availabil of Adequat Light in the Lab
--------	--------	----------	----------------------------------	-------------------	------------------------	---------------------	--	--	---------------------------	----------	-----------------	--	-------------------------	---------------------------------------

Waiting for www.smartnsdc.org...

SMART Skill Management & Accreditation of Training Centres

2:43 PM 2016

Once you have added details of all Laboratories move on to the next tab of “Centre Areas”. Here you have to mark the availability of different facilities in each relevant area such as Counseling Area, Reception Area, Library, Washrooms etc as given in the drop down menu

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www.smartnsdc.org/User-Dashboard/User\_OfficeArea.aspx

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## Centre Accreditation Affiliation Form (CAAF)

General Details	Job Roles	Classrooms Details	Laboratories Details	<b>Centre Area</b>	Residential Facilities
Facilities	Trainers	Centre Staff	Equipment	Photograph Upload	Submit the CAAF

### Add Centre Area Details

Select the Area \*

- Select
- Counselling Area
- Reception Area
- Library
- Office Space (For Trainers and Staff)
- Placement And Entrepreneurship Cell
- Pantry
- Washrooms
- Playground if any
- Parking if any
- Any Outside Area which is a part of the Centre.

Availability of Internet \*

Availability of Air-Conditioning \*

Availability of Power Back Up ( UPS/Genset/Inverter) \* ☐ Yes ☐ No

Availability of CCTV Camera with Recording Facility \* ☐ Yes ☐ No

Availability of Exhaust Fan\* ☐ Yes ☐ No

Electrical Wires and Switchboard Secured\* ☐ Yes ☐ No

Room is well Ventilated \* ☐ Yes ☐ No

Availability of Dustbin in the Room\* ☐ Yes ☐ No

Is the Room Clean and Hygienic? \* ☐ Yes ☐ No

Remarks

After saving the details of one area please SAVE the information

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www.smartnsdc.org/User-Dashboard/User\_OfficeArea.aspx

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General Details	Job Roles	Classrooms Details	Laboratories Details	<b>Centre Area</b>	Residential Facilities
Facilities	Trainers	Centre Staff	Equipment	Photograph Upload	Submit the CAAF

### Add Centre Area Details

Select the Area \*

Select one Area and complete the details. Post Completion add details of other areas. Please do not leave details of any area, else it may affect the information of total area of your Centre

Carpet Area (In Sq.Ft) \*

Availability of Internet \*

Availability of Air-Conditioning \* ☒ Yes ☐ No

Availability of Power Back Up ( UPS/Genset/Inverter) \* ☒ Yes ☐ No

Availability of Exhaust Fan \* ☐ Yes ☒ No

Electrical Wires and Switchboard Secured \* ☒ Yes ☐ No

Room is well Ventilated \* ☒ Yes ☐ No

Availability of Dustbin in the Room \* ☒ Yes ☐ No

Is the Room Clean and Hygienic? \* ☒ Yes ☐ No

Remarks

Note: Please enter the Area details of all the Rooms other than Classrooms and Labs. This will enable to capture the total area of the Centre in square foot.

Back Save Next



Answer the relevant questions in Yes or No for each of the listed areas

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www.smartnsdc.org/User-Dashboard/User\_OfficeArea.aspx

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www.smartnsdc.org says:  
Centre Area Details Entered Successfully.  
OK

### Centre Accreditation Affiliation Form (CAAF)

General Details	Job Roles	Classrooms Details	Laboratories Details	<b>Centre Area</b>	Residential Facilities
Facilities	Trainers	Centre Staff	Equipment	Photograph Upload	Submit the CAAF

#### Add Centre Area Details

Select the Area \*  
Counselling Area  
Select one Area and complete the details. Post Completion add details of other areas. Please do not leave details of any area, else it may affect the information of total area of your Centre

Carpet Area (In Sq.Ft) \*  
150

Availability of Internet \*  
Speed

Waiting for www.smartnsdc.org...

2:45 PM 07/09/2016

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Click the next tab only if you have an existing Residential Facility else move on to the next tab of Facilities

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### Centre Accreditation Affiliation Form (CAAF)

General Details	Job Roles	Classrooms Details	Laboratories Details	Centre Area	<b>Residential Facilities</b>
Facilities	Trainers	Centre Staff	Equipment	Photograph Upload	Submit the CAAF

**Add Residential Area**

Do You have Residential Area Available?

**Available Residential Area**

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Chose all relevant options and add details where asked for

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### Centre Accreditation Affiliation Form (CAAF)

General Details	Job Roles	Classrooms Details	Laboratories Details	Centre Area	<b>Residential Facilities</b>
Facilities	Trainers	Centre Staff	Equipment	Photograph Upload	Submit the CAAF

#### Add Residential Area

Residential Facility \*

Total Area (In Sq.Ft) \*

Number of Rooms \*

Residential Capacity \*

Availability of Power Back Up (UPS/Genset/Inverter) \* ☐ Yes ☐ No

Availability of CCTV Camera with Recording Facility in Residential Facility \* ☐ Yes ☐ No

Availability of Warden \* ☐ Yes ☐ No

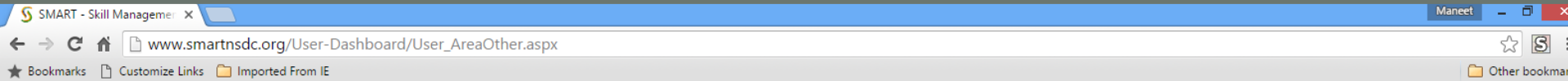
For Female Hostel/ Residential facility, Female Warden is must

Availability of Mess \* ☐ Yes ☐ No

Availability of 24 Hour Security \* ☐ Yes ☐ No

Remarks (If Any)

Scroll down to fill up the sections of Differently Abled friendliness and Hygienic and Sanitation



## Centre Accreditation Affiliation Form (CAAF)

General Details	Job Roles	Classrooms Details	Laboratories Details	Centre Area	Residential Facilities
<b>Facilities</b>	Trainers	Centre Staff	Equipment	Photograph Upload	Submit the CAAF

### Differently Abled Friendly Details

Availability of a Functional Washroom for Differently Abled \* ☐ Yes ☐ No

Availability of Ramps at the Entrance of the Centre \* ☐ Yes ☐ No

Availability of Lifts in Case the Centre is Extended to Other Floors  
(Besides Ground Floor) \* ☐ Yes ☐ No

### Hygienic and Sanitation

Availability of Functional Male Washroom \* ☐ Yes ☐ No

Availability of Functional Female Washroom \* ☐ Yes ☐ No

*Please Answer the Below Questions which are Applicable for both Male and Female Washroom.*

Availability of a Dedicated Housekeeping Staff \* ☐ Yes ☐ No

Washroom is Clean and Hygienic \* ☐ Yes ☐ No

Availability of Daily Inspection Card/Checklist in the Washroom \* ☐ Yes ☐ No

Availability of Safe Drinking Water \*



Fill up the details asked for or chose the applicable options

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### Centre Accreditation Affiliation Form (CAAF)

General Details	Job Roles	Classrooms Details	Laboratories Details	Centre Area	Residential Facilities
<b>Facilities</b>	Trainers	Centre Staff	Equipment	Photograph Upload	Submit the CAAF

#### Differently Abled Friendly Details

Availability of a Functional Washroom for Differently Abled \* ☒ Yes ☐ No

Availability of Ramps at the Entrance of the Centre \* ☒ Yes ☐ No

Availability of Lifts in Case the Centre is Extended to Other Floors (Besides Ground Floor) \* ☒ Yes ☐ No

#### Hygienic and Sanitation

Availability of Functional Male Washroom \* ☒ Yes ☐ No

Availability of Functional Female Washroom \* ☒ Yes ☐ No

Please Answer the Below Questions which are Applicable for both Male and Female Washroom.

Availability of a Dedicated Housekeeping Staff \* ☒ Yes ☐ No

Washroom is Clean and Hygienic \* ☒ Yes ☐ No

Availability of Daily Inspection Card/Checklist in the Washroom \* ☒ Yes ☐ No

Availability of Safe Drinking Water \* ☒ Yes ☐ No

Select

- Reverse Osmosis (RO)
- Water Purifier
- Packaged Drinking Water Dispenser
- None

Select

2:46 PM 6/10/2016

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# Read the guidelines for provisions of Medical and Safety as they are an important criterion of your approval and grading

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## Medical & Safety

Availability of Fire Fighting Equipment \*

- ☐ Water based Fire Extinguisher
- ☐ Foam Based Fire Extinguisher
- ☐ Dry Powder based Fire Extinguisher
- ☐ Carbon Dioxide based Fire Extinguisher

Any one of the Equipment lists is required. User may select multiple options

Contact of Fire Brigade Displayed in all Classrooms \*

☐ Yes ☐ No

Contact of Fire Brigade Displayed in all Labs \*

☐ Yes ☐ No

Contact of Fire Brigade Displayed in Reception \*

☐ Yes ☐ No

Fire Safety Instructions Displayed at the Centre \*

☐ Yes ☐ No

Availability of First Aid Kit \*

☐ Yes ☐ No

First Aid Kit should contain the following items: 1. Emergency telephone numbers for emergency medical services 2. Sterile gauze pads (dressings) in small and large squares to place over wounds 3. Disinfectants like Dettol or Savlon 4. Medicines like pain killers and antibiotics 5. Roller bandages to hold dressings in place 6. Adhesive tape / Adhesive bandages in assorted sizes 7. Scissors and Tweezers 8. Antiseptic wipes or soap 9. Thermometer

Is the First Aid Kit Wall Mounted at the Centre? \*

☐ Yes ☐ No

Contact No. of Fire Brigade , Ambulance, Hospital, Emergency Numbers Displayed in all Classroom \*

☐ Yes ☐ No

Contact No. of Fire Brigade, Ambulance, Hospital, Emergency Numbers Displayed in all Labs \*

☐ Yes ☐ No

Contact of Fire Brigade, Ambulance, Hospital, Emergency Numbers Displayed in the Reception Area \*

☐ Yes ☐ No

After completing this section save the information and move ahead to the next tab

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Contact No. of Fire Brigade , Ambulance, Hospital, Emergency Numbers Displayed in all Classroom \*

☒ Yes ☐ No

Contact No. of Fire Brigade, Ambulance, Hospital, Emergency Numbers Displayed in all Labs \*

☒ Yes ☐ No

Contact of Fire Brigade, Ambulance, Hospital, Emergency Numbers Displayed in the Reception Area \*

☒ Yes ☐ No

**Other Facilities**

Availability of Pantry \*

☐ Yes ☒ No

Availability of Photocopier \*

☒ Yes ☐ No

Availability of Printer \*

☒ Yes ☐ No

Availability of Self Owned Parking Facility \*

☐ Yes ☒ No

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Click the tab of Trainers and start adding the information of each trainer one by one. Each trainer must have an Aadhar Card as their Aadhar linked attendance has to be marked during training

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### Centre Accreditation Affiliation Form (CAAF)

General Details	Job Roles	Classrooms Details	Laboratories Details	Centre Area	Residential Facilities
Facilities	<b>Trainers</b>	Centre Staff	Equipment	Photograph Upload	Submit the CAAF

#### Add Trainer's Detail

Trainer Name \* Paramjit Singh

Aadhaar Number \* 90981023912392

Aadhaar no. is not mandatory in NE and J&K area, but desirable

Trainer Identified for Job Role \* Select

Trainer's Certified for which SSC Select  
Key Accounts Sales Manager

Do you have the document to Upload the Certificate of TOT as issued by the SSC by APP?

Highest Qualification \* Select

Does the Trainer have Minimum Qualification as per SSC Criteria? \* ☐ Yes ☐ No

Trainer should be qualified as per SSC's criteria. Maximum of six month relaxation allowed in experience but No relaxation allowed in qualification.

Trainer Certified in Entrepreneurship by NIESBUD or Similar Agency ☐ Yes ☐ No

Windows taskbar: e, File Explorer, Chrome, Word, Excel, PowerPoint, Teams, S, 2:48 PM, Beta 2016

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Once the TP creates an account for a TP log in details are sent to the email ID and mobile number of the SPOC

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### Centre Accreditation Affiliation Form (CAAF)

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Facilities	<b>Trainers</b>	Centre Staff	Equipment	Photograph Upload	Submit the CAAF

#### Add Trainer's Detail

Trainer Name \* Paramjit Singh

Aadhaar Number \* 90981023912392  
Aadhaar no. is not mandatory in NE and J&K area, but desirable

Trainer Identified for Job Role \* Key Accounts Sales Manager

Trainer's Certified for which SSC  
None  
None  
Automotive Skills Development Council

Highest Qualification \* Select

Does the Trainer have Minimum Qualification as per SSC Criteria? \* ☐ Yes ☐ No  
Trainer should be qualified as per SSC's criteria. Maximum of six month relaxation allowed in experience but No relaxation allowed in qualification.

Trainer Certified in Entrepreneurship by NIESBUD or Similar Agency ☐ Yes ☐ No

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Trainer may have multiple qualifications but here you have the option to chose only the **HIGHEST** and **RELEVANT QUALIFICATION**. Eg If the Trainer is B.Tech Mechanical and MBA but the Job Role demands the minimum qualification to be B.Tech then chose B.Tech here. But if this trainer is being used for Retail Courses where the minimum qualification is BBA then chose MBA here which is most **RELEVANT & HEIGHEST**

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### Centre Accreditation Affiliation Form (CAAF)

General Details	Job Roles	Classrooms Details	Laboratories Details	Centre Area	Residential Facilities
Facilities	<b>Trainers</b>	Centre S			Submit the CAAF

#### Add Trainer's Detail

Trainer Name \*

Aadhaar Number \*

Trainer Identified for Job Role \*

Trainer's Certified for which SSC

Highest Qualification \*

Does the Trainer have Minimum Qualification as per SSC Criteria? \*

Trainer Certified in Entrepreneurship by NIESBUD or Similar Agency

Select

10 + 2 Pass

10th Pass

7th Pass

8th Pass

B.Agri

B. Arch

B.E

B.Ed

B.Sc

B.Tech

BA

Bachelor of Optometry

Bachelor of Psychology

Bachelor of Ayurvedic Medicine and Surgery - BAMS

Bachelor of Fire Engineering

Bachelor of Homoeopathic Medicine and Surgery (BHMS)

Bachelor of Law

BCA

BSW

Select

☐ Yes ☐ No

Trainer should be qualified as per SSC's criteria. Maximum of six month relaxation allowed in experience but No relaxation allowed in qualification.

☐ Yes ☐ No

## Fill up details asked for

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Trainer Certified in Entrepreneurship by NIESBUD or Similar Agency \*

☒ Yes ☐ No

Trainer should be qualified as per SSC's criteria. Maximum of six month relaxation allowed in experience but No relaxation allowed in qualification.

Name of Agency from which Entrepreneurship Certification Obtained \*

NEISBUD

Trainer is Full Time/Part Time Basis \*

☐ Part Time ☒ Full Time

Type of Resource \*

☒ Dedicated Resource ☐ Shared Resource

Trainer Mobile Number \*

9815166979

Total Years of Experience \*

10

Out of Total Experience, Sector Related Experience (In Years) \*

4

Out of Total Experience, Teaching Industry Experience (In Years) \*

Select

Remarks

Back Save Next

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Save the information of each trainer and you will be asked to add information of the next trainer where the previously added details of trainers will be displayed below

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### Centre Accreditation Affiliation Form (CAAF)

General Details	Job Roles	Classrooms Details	Laboratories Details	Centre Area	Residential Facilities
Facilities	<b>Trainers</b>	Centre Staff	Equipment	Photograph Upload	Submit the CAAF

#### Add Trainer's Detail

Do You Want to Add More Trainer's Detail ? [Click Here](#)

[Back](#) [Next](#)

#### Available Trainer's Detail

Delete	S. No.	Trainer Name	Aadhaar Number	Trainer's Certified for which SSC	Trainer Identified for Job Role	Does the Trainer have Minimum Qualification as per SSC	Certified in Entrepreneurship by NIESBUD or Similar Agency	Name of Agency from Which Entrepreneurship Certification Obtained	Trainer is Full Time/Part Time Basis	Type of Resource	Highest Qualification
--------	--------	--------------	----------------	-----------------------------------	---------------------------------	--	--	---	--------------------------------------	------------------	-----------------------

javascript:\_\_doPostBack('ctl00\$ContentPlaceHolder1\$Button1','')

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After filling the details of all trainers move on to the next tab of Centre Staff

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### Centre Accreditation Affiliation Form (CAAF)

General Details	Job Roles	Classrooms Details	Laboratories Details	Centre Area	Residential Facilities
Facilities	Trainers	<b>Centre Staff</b>	Equipment	Photograph Upload	Submit the CAAF

#### Centre Staff Details

Type of Support Staff \*

Name \*

Highest Qualification \*

Highest Experience (In Years) \*

Shared or Dedicated Resource \* ☐ Dedicated Resource ☐ Shared Resource

Remarks

MIS Coordinator

Mobiliser

Select

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Chose the Centre Staff one by one and fill up their relevant details as asked for

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### Centre Accreditation Affiliation Form (CAAF)

General Details	Job Roles	Classrooms	Residential Facilities
Facilities	Trainers	<b>Centre Staff</b>	Submit the CAAF

#### Centre Staff Details

Type of Support Staff \*

Name \*

Highest Qualification \*

Highest Experience (In Years) \*

Shared or Dedicated Resource \*  
☐ Dedicated Resource ☐ Shared Resource

Remarks

Select

- 10 + 2 Pass
- 10th Pass
- 7th Pass
- 8th Pass
- B.Agri
- B. Arch
- B.E
- B.Ed
- B.Sc
- B.Tech
- BA
- Bachelor of Optometry
- Bachelor of Psychology
- Bachelor of Ayurvedic Medicine and Surgery - BAMS
- Bachelor of Fire Engineering
- Bachelor of Homoeopathic Medicine and Surgery (BHMS)
- Bachelor of Law
- BCA
- BSW

Select

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Add detail of the staff, their highest qualification, experience, whether working dedicatedly for PMKVY or shared for any other project

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### Centre Accreditation Affiliation Form (CAAF)

General Details	Job Roles	Classrooms Details	Laboratories Details	Centre Area	Residential Facilities
Facilities	Trainers	<b>Centre Staff</b>	Equipment	Photograph Upload	Submit the CAAF

#### Centre Staff Details

Type of Support Staff \*

Ensure to enter the details of all the staff

Name \*

Placement Coordinator can be dedicated or shared resource.

Highest Qualification \*

Highest Experience (In Years) \*

Shared or Dedicated Resource \* ☒ Dedicated Resource ☐ Shared Resource

Remarks

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Click on “Click here” to add all staff members available in Training Centre for ex. Receptionist/ Front Office Coordinator, Placement Coordinator, Counsellors, Administration Officer, MIS Coordinator, Mobiliser one by one

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### Centre Accreditation Affiliation Form (CAAF)

General Details	Job Roles	Classrooms Details	Laboratories Details	Centre Area	Residential Facilities
Facilities	Trainers	Centre Staff	Equipment	Photograph Upload	Submit the CAAF


#### Centre Staff Details


Do you want to add more details of your Centre Staff? [Click Here](#)

[Back](#) [Next](#)

#### Available Centre Staff Details

Delete	S.No.	Type of Support Staff	Name	Highest Qualification	Highest Experience (In Years)	Shared or Dedicated Resource	Remarks
<a href="#">Delete</a>	1	Receptionist/ Front Office	Renu Gupta	Bachelor of Psychology	3	Dedicated Resource	



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Select the Job Role added previously to add equipment details related to that job role and click on next

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### Centre Accreditation Affiliation Form (CAAF)

General Details	Job Roles	Classrooms Details	Laboratories Details	Centre Area	Residential Facilities
Facilities	Trainers	Centre Staff	<b>Equipment</b>	Photograph Upload	Submit the CAAF

#### Equipment Details

Job Name

Select  
Select  
Key Accounts Sales Manager

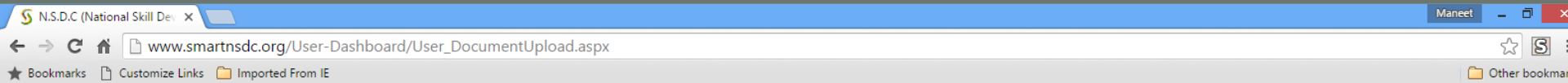
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Click on relevant link to download Application App for Android or I-Phone and upload photos of the Training Centre



#### Photograph of General Details

##### Please First Download The Application From The Following Link

[Click Here to Download NSDC Applicant App For Android](#)

[Click Here to Download NSDC Applicant App For IOS](#)

Photograph of Training Centre

Photograph of Biometric Device

Photograph of Internet Bill

Photograph of Front View

Photograph of Back View

Photograph of Left Side View

Photograph of Right Side View

Photograph of Centre Outside Area Pic 1

Photograph of Centre Outside Area Pic 2

Photograph of Approach Road to the Centre Pic 1

#### Photograph of Trainers

Sr. No.	Trainer Details	Highest Qualification Certificate	SSC TOT Certificate
1	Paramjit Singh		

#### Photograph of Classrooms Details (Complete View)



Add Photographs of Classroom, laboratories, Centre area etc.

www.smartnsdc.org/User-Dashboard/User\_DocumentUpload.aspx

Maneet

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#### Photograph of Classrooms Details (Complete View)

Sr. No.	Class Name	Photo 1 Uploaded	Photo 2 Uploaded
1	1		

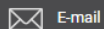
#### Photograph of Laboratories Details (Complete View)

Sr. No.	Lab Name	Photo 1 Uploaded	Photo 2 Uploaded
1	1		

#### Photograph of Centre Area

Sr. No.	Office Area	Photo Uploaded
1	Counseling Area (Complete View)	

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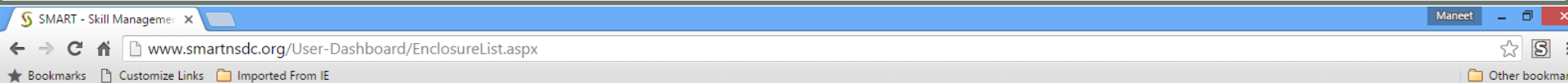
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Before submission of CAAF, you will be shown pendency, if any, to submit your application. Fill the pending details to click on respective link



## Centre Accreditation Affiliation Form (CAAF)

General Details	Job Roles	Classrooms Details	Laboratories Details	Centre Area	Residential Facilities
Facilities	Trainers	Centre Staff	Equipment	Photograph Upload	Submit the CAAF

### Final Submission

Dear Applicant,

You are not able to submit your application because of following reasons. Kindly complete the below information in order to proceed further.

Reason	Page Link
Please Enter 'Placement and Entrepreneurship Cell' in Centre area.	<a href="#">Click Here</a>
Please Answer Mandatory Question in General Details.	<a href="#">Click Here</a>
Please Enter 'Placement Coordinator' in Centre Staff.	<a href="#">Click Here</a>
Photo of Trainer's SSC Certificate is not uploaded	<a href="#">Click Here</a>

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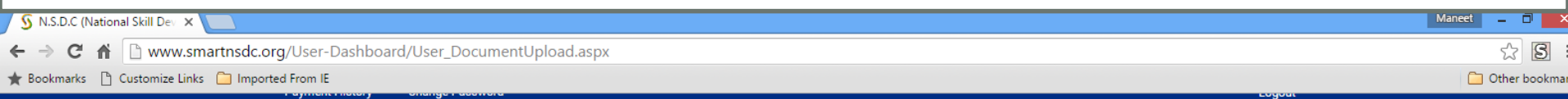
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## Centre Accreditation Affiliation Form (CAAF)

General Details	Job Roles	Classrooms Details	Laboratories Details	Centre Area	Residential Facilities
Facilities	Trainers	Centre Staff	Equipment	Photograph Upload	Submit the CAAF

### Photograph of General Details

#### Please First Download The Application From The Following Link

[Click Here to Download NSDC Applicant App For Android](#)

[Click Here to Download NSDC Applicant App For IOS](#)

Photograph of Training Centre

Photograph of Biometric Device

Photograph of Internet Bill

Photograph of Front View

Photograph of Back View

Photograph of Left Side View

Photograph of Right Side View

Photograph of Centre Outside Area Pic 1

Photograph of Centre Outside Area Pic 2

Photograph of Approach Road to the Centre Pic 1

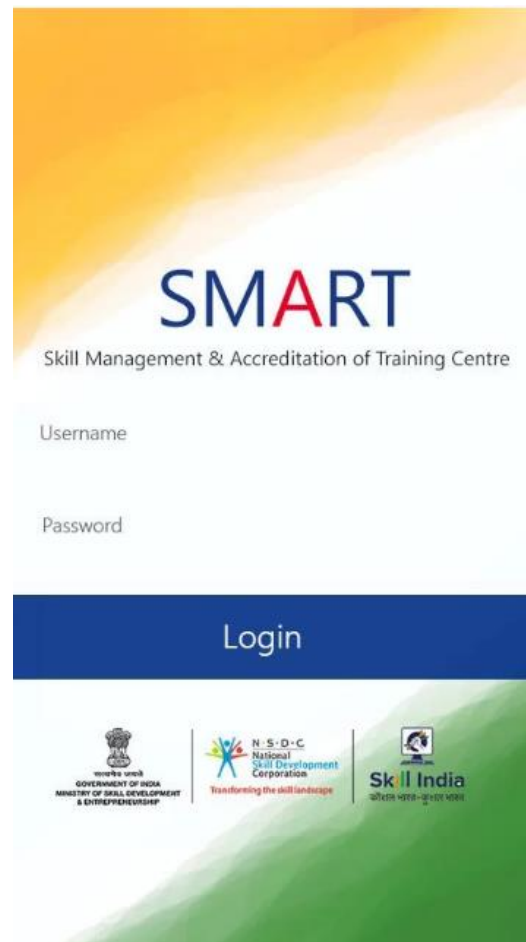
### Photograph of Trainers



- How to use Mobile App?



Use the same user id and password received through email



The image shows the login page for the SMART (Skill Management & Accreditation of Training Centre) system. The page has a white background with a yellow and orange gradient at the top. The SMART logo is prominently displayed in the center, with the text "Skill Management & Accreditation of Training Centre" below it. Below the logo, there are two input fields labeled "Username" and "Password". A blue "Login" button is positioned below these fields. At the bottom of the page, there are three logos: the Government of India logo, the N-S-D-C National Skill Development Corporation logo with the tagline "Transforming the skill landscape", and the Skill India logo with the tagline "वीरता भाव-वृत्त भाव".

SMART

Skill Management & Accreditation of Training Centre

Username

Password

Login

GOVERNMENT OF INDIA  
MINISTRY OF SKILL DEVELOPMENT  
& ENTREPRENEURSHIP

N-S-D-C  
National Skill Development  
Corporation  
Transforming the skill landscape

Skill India  
वीरता भाव-वृत्त भाव

Make sure to enable Location/ GPS and click photos of various area of centres which will be geo-tagged

### CAAF Categories

Select the relevant category to upload geotagged photographs of your training centre.

Note: Please make sure your GPS and internet are enabled.

Center Details

Trainers, Curriculum & Capacity



Classrooms

Labs

Office Areas

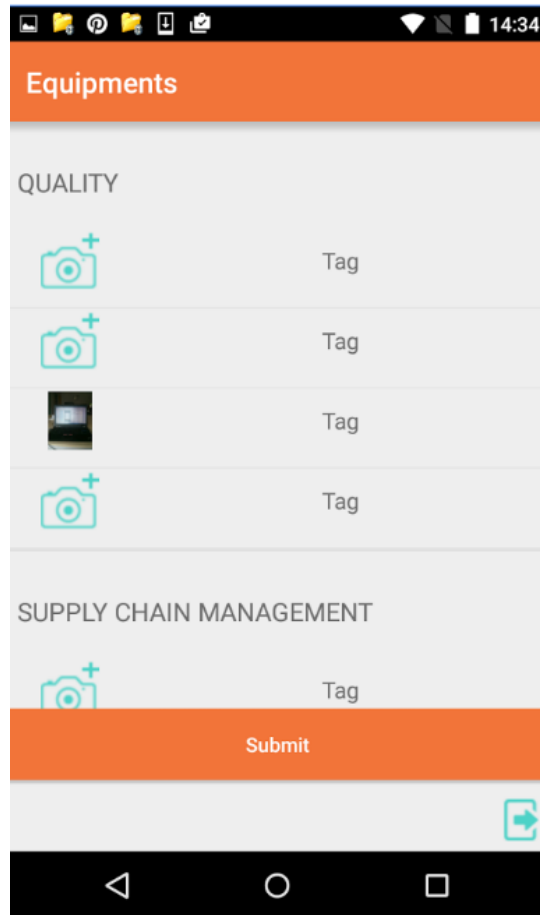
Equipments

Others

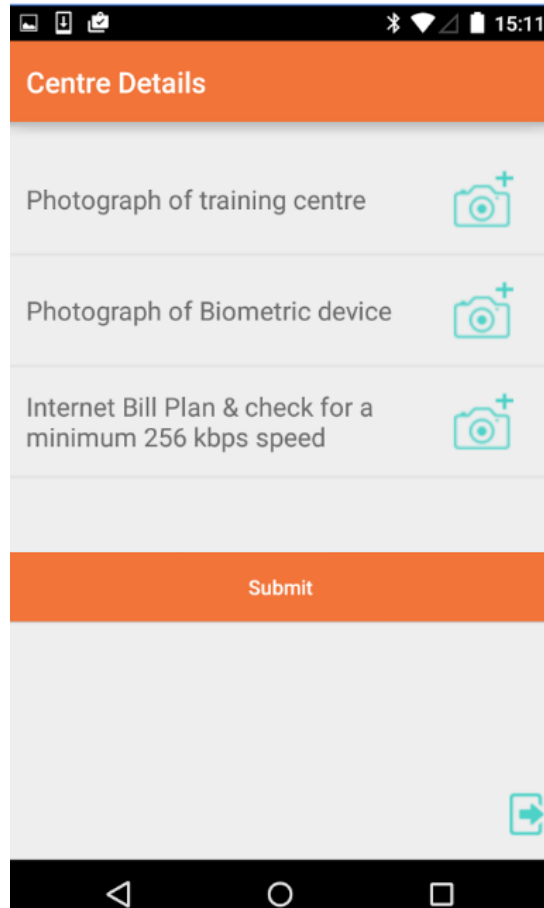




Click Photographs of the equipment



Click photographs of biometric device, internet bill plan and submit



The image shows a mobile application interface for 'Centre Details'. At the top, there is an orange header bar with the text 'Centre Details'. Below this, there are three rows, each with a text label and a camera icon with a plus sign. The first row is 'Photograph of training centre', the second is 'Photograph of Biometric device', and the third is 'Internet Bill Plan & check for a minimum 256 kbps speed'. Below these rows is an orange 'Submit' button. At the bottom right of the form area, there is a green icon of a document with an arrow pointing out. The entire interface is set against a light gray background. The top status bar shows icons for photo gallery, app drawer, and notifications, along with Bluetooth, Wi-Fi, and battery status, and the time 15:11. The bottom navigation bar shows the standard Android back, home, and recent apps buttons.

Centre Details

Photograph of training centre

Photograph of Biometric device

Internet Bill Plan & check for a minimum 256 kbps speed

Submit

