

Application No

Application Form For  
**NEW VOCATIONAL TRAINING CENTRE**



**OM INSTITUTE OF VOCATIONAL  
EDUCATION & TRAINING (OIVET)**

(An ISO 9001 : 2015 Certified Vocational Institute)

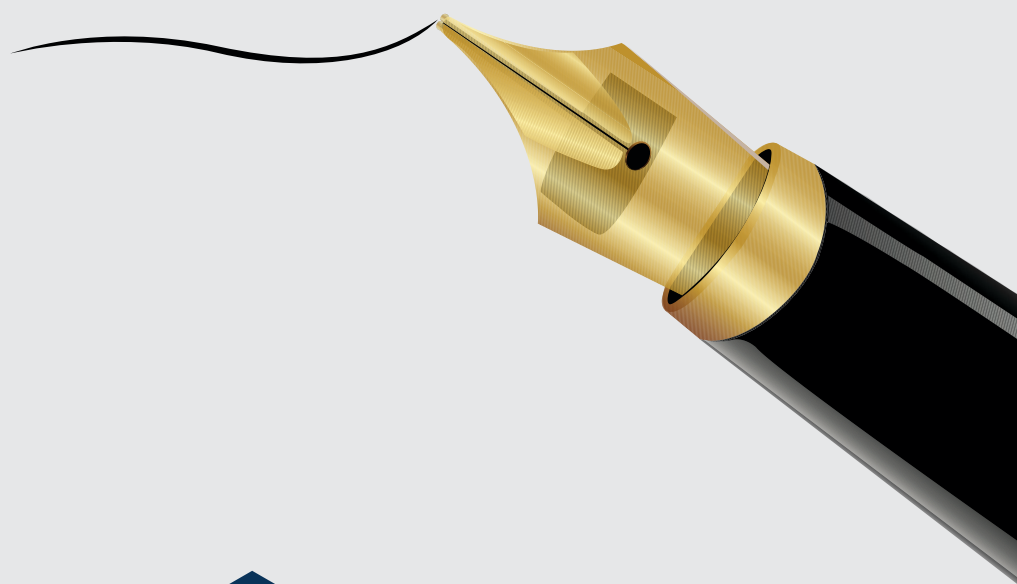


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# OM INSTITUTE OF VOCATIONAL EDUCATION & TRAINING

## INVITES APPLICATION FOR NEW VOCATIONAL TRAINING CENTRE





# OM INSTITUTE OF VOCATIONAL EDUCATION & TRAINING

(An ISO 9001 : 2015 Certified Vocational Institute)

Run By: Om Education & Welfare Society (Regd.)

Registered With: MHRD (Under C.R. Act) | Ministry of MSME | NITI Aayog | ECOSOC | NORRAG | CVAACEP | UNESCO - UNEVOC

Member of: CII | UN Global Compact | National Safety Council | Quality Council of India | INA | IVETA | British Safety Council | ITAA | AIM-IT | COSIA



Approved By: **MINISTRY OF LABOUR & EMPLOYMENT (DGE&T) GOVT. OF INDIA (Vide Letter No.: DGE-U-11011/21/2016-EE-1)**

## Instructions :

- Please refer the guidelines and instructions carefully.
- Fill all the relevant details in the sections below.
- Enclose all the documents as stated in the application form for becoming training partner.
- All pages of the application form should be sign and stamp by the center head.
- Kindly ensure that your centre fulfills all the requirements as stated in the norms for becoming study centre as per the program(s) selected.

01.	Name of the Vocational Training Centre	
	a) Address	
	b) Village / Town	
	c) Post Office	
	d) District	
	e) Pincode	
	f) State	
	g) Phone No	
	h) Fax No.	
	l) E-mail	
	j) Website	
	k) Nearest Railway Station & Distance in (Kms) from Institute	
	l) Nearest Bus Stop & Distance in (Kms)	
	m) Mobile No. of the Centre Co-ordinator	
02.	Name of the Centre Co-ordinator	
03.	Name of the Trust / Society / Pvt. Ltd Company	
04.	Registration Certificate No. (Attach Proof)	



05.	Name and address of the Co-ordinator/Correspondent with qualifications, (Attach Six Copies of the Passport size Photographs)	(Enclosed)
06.	Pan No. of the Centre	
07.	Details of Vocational Training Courses Propose to be offered	
COURSE CODE	NAME OF THE COURSE	DURATION
08.	Buildings Plinth area of the building, No. of Rooms /sheds /laboratories /workshops with measurements Attach copy of sale/lease deed.	(Enclosed)
09.	Equipment needed suiting to the Syllabus	(Enclosed)
10.	Furniture: List of furniture required with details and Cost	(Enclosed)
11.	Library Books	(Enclosed)
12.	Staff Structure	(Enclosed)
13.	Number of qualified Vocational Course Teaching Staff proposed with qualifications	(Enclosed)
14.	Recruitment of Staff on permanent/part-time basis	(Enclosed)
15.	<p>Details of Affiliation fee paid (Demand Draft) in favour of  <b>Om Education &amp; Welfare Society</b>  Payable at <b>Panchkula</b></p>	<p>Amount for each Section as shown in the booklet  D.D.No.....  Dated.....  Name of the Bank.....</p>
(Please attach separate sheet wherever required)		
Signature of the Principal / Centre Co-ordinator of the Institution with Seal		



15.

**UNDERTAKING**

We have fully understood the conditions prescribed by the OIVET Executive Board of Vocational Courses and we hereby undertake to fulfill all the conditions within the time limits stipulated and if such fulfillment has not been done, the proposals for opening of Vocational Courses in the OIVET may be dropped at any stage and the affiliation/recognition sanctioned will be withdrawn. The Management undertakes to pay the salary and other emoluments to the teaching and non-teaching staff without any aid from the OIVET now as well as in future.

Place :

Date :

Signature of the Principal /  
Centre Co-ordinator of the Institution with Seal

**16. Inspection by OIVET Committee:**

The Board of OIVET shall arrange to conduct Inspection of the Proposed centre to examine its viability. The inspection committee shall consist of Regional co-ordinator and any person Appointed by the OIVET.

**ADDITIONAL ACCOMMODATION**

(in Sq.Ft)

16.	Principal's Room	200
17.	Office Room	200
18.	Staff Room	200
19.	Library and Reading Room	350
20.	Common class rooms	400
21.	Practical Rooms	400
22.	Toilets with flushing ... For Boys 2, .... For Girls 2 ..... For Staff 1	
23.	Water facility with sump, overhead tank and pump.	
24.	Drinking water facility with proper storage.	

**ADMINISTRATIVE AND MINISTERIAL STAFF**

Sl.No.	Name of the Staff Member	Age	Designation	Qualification



## DECLARATION

I hereby declare that we will abide the Rules and Regulations/ Instructions prescribed by OIVET then and there for the conduct of VTC. If any deviation is noticed in my Vocational Training Centre in following the norms prescribed. I accept the Cancellation of Recognition at any time.

Place :

Date :

Signature of the Principal /

Centre Co-ordinator of the Institution with Seal

## LIST OF ENCLOSURES

1. Affiliation fees should be accept in D.D. only.  
(Please refer website or OIVET brochure for membership category)
2. CentreCo-ordinator's(VTC) resume with Passport size photo-5,
3. Centre photos (lab, class room, reception, cabin & front view of the centre photos)
- 3.Copy of the certificate of registration, trust deed, society, Pvt. ltd company act.
4. List of books in library with relevant sector, if any.
5. Tools and requirements details about relevant sector, if any.
6. Copy of full time and part time staff with relevant details.
7. Title deed of the property or proof of lease or building agreement.
8. Permanent account number under income tax act provision, if any.
9. Power of attorney in case of partnership firm or board resolution in case of company/ trust.
10. Other activities and annul report about your existing students, if any.
11. Electricity Consumption bill (Recent one) for Institution.
12. Institution building stability with planning details.
13. Fire and safety certificate in the name of Institution.
14. Health and sanitary Certificate in the name of Institution.
15. Fifty Rupees stamp paper (2 No's) with Institution / Applicant name for Memorandum of Understanding (MOU). For other countries, two Government Stamp Paper equivalent of 2 USD each.

## ADDRESS FOR THE PROPOSAL TO BE SEND

The hard copy of this proposal can send by registered post/Courier to below mentioned address.



## OM INSTITUTE OF VOCATIONAL EDUCATION & TRAINING

SCO-133, 2nd Floor, Sector-25, Panchkula - 134116 (Haryana)

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