



SHRI VISHWAKARMA SKILL UNIVERSITY

(State University enacted under the Government of Haryana Act 25, 2016)

Affiliation Statues

Session 2020-21

PERMANENT COMPUS: DUDHOLA, PALWAL
HARYANA
TRANSIT OFFICE: PLOT NO.147, SECTOR-44,
GURUGRAM, HARYANA

1. Introduction

Presently, the country faces a demand – supply mismatch, as the economy needs more ‘skilled’ workforce and also the managers and entrepreneurs than created annually. But, majority of the contemporary institutions of higher learning remain almost disconnected with the requirements of the workplace. On the other hand, the skill oriented courses available in the market have low credibility and acceptability with the employers, low aspirational value and are perceived as a measure of last resort. Further, the existence of a large, disaggregated base of training providers and the need for recognition of prior learning, competency-based modular courses & credit framework across educational streams for transferability of learning, has highlighted the requirement of a University-based system to lend credibility to the skills framework.

Shri Vishwakarma Skill University, established by the Government of Haryana has conceived and constructed differently, with a clear mandate for skills education to create a vocational counterpart for general education and offer practical training in real-world, industrial setting with industry linkage as the driver of skill education. The skill courses are not only by industry/OJT aligned but OJT pivoted. The course curriculum has been designed around the OJT functionalities/functional areas of the industry concerned.

The University is providing structured skill qualification programmes, aligned with existing and emerging job roles in the industry and other sectors. The programmes are mapped with National Skills Qualifications Framework (NSQF) to facilitate upward mobility of the students from Certification to Doctoral level. The University is being built on 82.7 acres of land with a state-of-the-art infrastructure, at the Project Cost about 980 Crores, having capacity to train 12,000 students per year, as part of its Master Plan.

2. Vision

1. To emerge as one of the foremost institution of quality in skill education, acknowledged by the Industry - Nationally and Internationally.
2. Leverage digital technology for scale, sustainability and quality deployment.
3. Design a modular skill education model that provides mobility and career advancement.
4. Provide integrated skill education from Class 9th onwards on an equivalent model.

3. Mission

1. Try to change the prevailing social perception about the low esteem of vocational education and bring it at par with other education streams.
2. Make education more relevant to employment and employability.
3. Bring industry closer to talent by bridging the gap of both quality and quantity of manpower.
4. Build a pipeline of talent for future as well as building the means for this.

5. Improve employability of the existing workforce through skills upgradation.
6. Nurture talent for local, national and international requirements.
7. Create a platform for self-employment and entrepreneurship capability.
8. SVSU endeavours to build a strong partnership with Industry to facilitate student employability and self-employability resulting in restoring the respect for a skill professional.
9. To set up a world class institute having sustainable environmental and energy efficient green campus, minimising carbon footprint and protecting the flora and fauna.

4. Key Features

1. SVSU offers Skills related programmes, at a level starting from 9th standard onwards up to Ph.D; short terms course and cater the RPL assessment also.
2. Higher “On the Job training” component conducted largely in the industry premises (on shop floor) or live laboratory at campus with Apprenticeship training being an integral part. The OJT component carry’s 60% weightage, but by including the practical in lab, projects, workshops, the experiential component should be 70% and balance theory being 30%.
3. Industry connect are the main pillar of SVSU for drawing up the course curriculum, apprenticeship, on job training, etc.
4. SVSU in association with NITTTR has created the capacity building mechanism for the State, which will impart training and development to the faculty, trainer, skill instructors and assessors.
5. Entrepreneurial skill development is integral part of curriculum.
6. Mobility and flexibility for multiple entry and exit options

5. Current Academic Structure

The university has Four Skill Faculty for coordinated teaching in particular and effective governance in general namely:

1. Skill Faculty of Engineering & Technology,
2. Skill Faculty of Management Studies & Research,
3. Skill Faculty of Applied Sciences & Humanities
4. Skill Faculty of Agriculture

5.1. Skill Faculty of Engineering & Technology

The University offers Certificate/ Diploma/ Degree level programs in collaboration with the industry in sectors like Automobile, IT/ ITeS, Construction, Textile and Apparel and Green Jobs, conforming to NSQF levels L3 to L10. The Skill Departments are:

1. Skill Department of Automotive Studies
2. Skill Department of Construction Management and Technology

3. Skill Department of Green Technology
4. Skill Department of CS/IT & Computers
5. Skill Department of Industry 4.0
6. Skill Department of Plastic Technology
7. Skill Department of Textile and Apparel Design

5.2. Skill Faculty of Applied Sciences & Humanities

The University proposes to commence programs in applied science subjects like Geophysics, Analytical Chemistry, Environmental Science, Biodiversity, Climate Change, Pollution Control, Sustainable Development and Geo-informatics, Remote Sensing, and Industrial Safety and Management etc. Under the Social Sciences the disciplines of History, Political Science, Sociology, Economics, Anthropology, Public Administration, Psychology, Rural Development, Tribal Studies, Women & Gender Studies, Library and Information Sciences, Yoga and Fitness, Population Studies etc. shall be introduced both at under-graduate as well as post-graduate levels. The Skill Departments are:

1. Skill Department of Life Sciences & Health Care
2. Skill Department of Psychology and Behavioral Sciences
3. Skill Department of Science and Computation
4. Skill Department of Sports and Yoga
5. Skill Department of Languages & Culture

5.3. Skill Faculty of Management Studies & Research

This Skill Faculty is involved in offering professional programs in Business Management and Commerce, Healthcare, Tourism and Hospitality, Retail, etc. Diploma/Degree programs will be offered with specialization in Human Resource Management, Marketing Management, Financial Management, Supply-Chain-Management and Operation Management.

The Skill Departments are:

1. Skill Department of Banking & Finance
2. Skill Department of Management Studies
3. Skill Department of Tourism & Hospitality

5.4. Skill Faculty of Agriculture

In the field of agriculture, the Skill faculty will offer Certificate and Diploma, Degree programs in Dairy Technology, Organic Farming, Food Processing and Preservation, Water Harvesting and Management, Biomass Management, Farm Technology, Food Services & Quality Management, Poultry Farming, Marketing of Agriculture Products etc.

The Skill Departments is:

1. Skill Department of Agriculture

6. Programme Model & Pedagogy

SVSU has built a strong partnership with the Industry to facilitate students' employability and entrepreneurship through the On-the-Job Training (OJT).

The University has designed, developed and deployed Industry Integrated Dual Education Model (IIDEM) that facilitates "Earn-while-Learn" and provides the students with the opportunity to enhance their qualification with flexibility of entry and exit into a programme.

SVSU has conceptualized IIDEM programme with various Industry Partners, which is designed in such a manner where 60 % of the credits are earned while working on the OJT, integrated with National Apprenticeship Promotion Scheme (NAPS), offering stipend.

The classroom training is imparted by the SVSU faculty and other industry experts. Practical & workshop experience are the key components of the overall training methodology. 40% of the credits shall come from the theoretical and conceptual training. The entire pedagogy is designed to develop application-based experiential learning that will make students job-ready from day one.

7. On-the-Job Training (OJT)

The OJT is a mandatory constituent of the programmes offered by SVSU. The University has signed MOUs with different industries/organization for the students to get OJT across different job-roles in each semester. As a part of programme's training delivery, all students will have to undergo OJT schedule at the industry partner's shop floor/workplace to work on the actual machines/ business processes. OJT working hours are linked to the required credits for the programme. The daily duration of OJT shall be a maximum of nine (09) hours. The OJT shall be carried out under the supervision of supervisor-cum-trainer nominated by industry partner industry.

The students during their OJT shall:

1. Work in the OJT areas as assigned by SVSU/ industry mentors.
2. Observe the industry's occupational health and safety rules and processes.
3. Follow the rules and instructions of SVSU
4. Abide by the rules and standard operating procedures of the industry as applicable to working on the shop floor/ work place
5. Be in the uniform of University/ industry as applicable.
6. Maintain their daily OJT diaries as allotted to them at commencement of each semester filling the details about:
 - (a) One Observation of the day
 - (b) Job Assigned
 - (c) Machines/SOPs used
 - (d) Skill learnt
 - (e) Challenges faced and overcome

(f) Ideation, if any

8. Why to affiliate with SVSU

- The SVSU is in process to become an aggregator of all efforts in the skills landscape along with uniform implementation of the National Skills Qualification Framework (NSQF);
- Emerged as one amongst the foremost institutions of quality in skills education recognised by industry, nationally and internationally;
- Promoted skills education in an integrated and holistic manner with higher education so as to ensure pathways for progression and mobility across forms of education and skills;
- Developed skill based curriculum aligned to NSQF. Qualification files submitted to NSQC for approval;
- In place examination ordinance for skill assessment and certification;
- SVSU is in process to become assessment body for assessment of skill competency in all skill sectors;
- A very strong Skill Council with representative's from industries;
- All Board of Studies have experts from industry and academics;
- System for recognition of prior learning and competency-based modular courses & credit framework across educational streams for transferability of learning recognised;
- Engaged and promoted constant engagement with industry to understand the skilled manpower needs of industry and build partnerships for youth to learn in a practical and real-world environment;
- Developed competent, skilled and capable youth imbued with skills, learning and the spirit of entrepreneurship to meet the skilled employment needs of the country and the world;

9. PROCESS OF AFFILIATION /RECOGNITION TO RUN VOCATIONAL COURSES

1. The University shall recognize/affiliate, existing educational Institutes offering courses in Higher/Technical Education duly approved/affiliated by designated statutory body of Government for admission to Vocational Courses at the Level of Diploma, Advance Diploma, B.Voc. PG Diploma or M.Voc. as may be decided upon by the Executive Council from time to time. Programmes to be offered under industry integrated dual education model
2. On receipt of a letter of application, the Executive Council shall :-
 - (a) direct a local inquiry to be made by two or more competent persons authorised by the Executive Council in behalf; and
 - (b) make such further inquiry, as may appear to them to be necessary.

After such further inquiry, if any, the Executive Council may grant or refuse the application or part thereof or may grant provisional affiliation for a year subject to specific conditions.
3. Where an application, or any part thereof, is granted, the resolution of the Executive Council shall specify the courses of instruction in respect of which the College/Institute is recognised/affiliated; and, where the application or any part thereof is refused, the grounds of such refusal shall be stated.
4. Any application may be withdrawn at any time before a resolution is passed by the Executive Council in terms of Clause 3 above.
5. In the current session affiliation will be granted only to start those programs which are approved by the Skill Council of University for the Academic Session 2019-20.
6. A College/Institute shall pay application and affiliation fee as given in Appendix-I for affiliation
7. If a College /Institute fails to start classes during the Academic year for which permission has been given, the recognition/affiliation for the course(s) concerned shall stand cancelled.
- 7.1.No College /Institute affiliated to the University shall discontinue instruction in any Faculty/Course/Subject without the prior permission of the University.
- 7.2.If the Governing Body of a College /Institute proposes to discontinue a particular Course/Subject in the College, it shall seek the prior permission of the University and a formal application giving sound reasons in support of the proposal shall be made not later than the 31st October of the year, preceding the year in which the discontinuance is proposed.
- 7.3.The discontinuation in respect of each integrated Course of Study/Subject for which it is affiliated shall be in stages as under :-
 - (i) In the First Year, admissions to Part I Classes will be discontinued and admissions to the Part II/III will continue.
 - (ii) In the Second Year, admissions to Part II Class will be discontinued and Class for Part III, if any, will continue.
 - (iii) In the Third Year, there may be no admissions.
8. If a College does not provide instruction in the course(s) for which recognition had been granted, for three years continuously, the recognition for such course(s) shall stand cancelled.
9. Where a college desires to add to the course(s) of instruction in respect of which it is recognised, the procedure prescribed above shall, so far as may be, followed.

Provided that in such cases as the Executive Council deems fit the condition of inquiry may be dispensed with.

10. Every College/Institute shall also furnish such reports, returns and other information as the Executive Council may require from time to time to enable it to judge the efficiency of the College.
11. The Principal of every recognised/affiliated College/Institute shall submit to the Registrar, before the 31st August each year, a report indicating :—
 - (a) the changes in the management;
 - (b) changes in :
 - (i) the teaching staff and qualifications of new members;
 - (ii) other staff;
 - (c) number and distribution of students;
 - (d) income and expenditure of the previous financial year;
 - (e) results of examinations;
 - (f) scholarships;
 - (g) condition of library;
 - (h) number of students in the College hostel; and
 - (i) payment of salary and Provident Fund contribution.
12. The following record must be kept by every affiliated/recognised college/Institute and submitted when required, to the officer nominated by the Vice-Chancellor :—
 - (a) A register of admissions and withdrawal. The register will give, in the case of every student, the date of admission, date of birth, name of birth place, parentage, attendance at College examinations and results of such examinations, a record of University career, and date of withdrawal.
 - (b) Registers of daily attendance of students at lectures.
 - (c) A register of fees.
 - (d) A time-table.
13. The Executive Council, on the recommendation of the Vice-Chancellor shall cause every affiliated/recognised College/Institute to be inspected from time to time by one or more competent persons authorised by it in this behalf.

Provided that each College shall be inspected ordinarily once in every three years, and at other times where in the opinion of the Executive Council such inspection is necessary.
14. An Inspection Committee shall ordinarily consist of two members and no persons ordinarily shall be given more than two inspections. One of the members of the Inspection Committee shall belong to the particular profession/vocation in which the College/Institute is recognised.
15. A Convener of the Inspection Committee shall be appointed by the Executive Council and he will be responsible for arranging the inspection.
16. The members of an Inspection Committee shall be paid travelling and halting allowance of the class to which they are entitled according to normal rules, and, in addition, an inspection fee of Rs.2000/- per College/Institute.
17. The inspection will be directed primarily to the purpose of ascertaining: -
 - (a) if the conditions of recognition prescribed by and under the Ordinance are being complied with;
 - (b) that adequate measures are taken to ensure efficiency as regards —
 - (i) qualifications of, and duties performed by, members of the staff;

- (ii) instruction, residence and supervision of students;
- (iii) accommodation for classes and administrative offices;
- (iv) furniture, apparatus and sanitary arrangements;
- (v) Laboratory / Workshops;
- (vi) Industrial MOU for training of students;
- (vii) library;
- (viii) registers for various purposes; and
- (ix) proper maintenance of Accounts, Regular payment of Salary and Provident Fund Contribution.
- (x) any violation of rules and instructions.
- (xi) other similar matters.

- (c) If the rules concerning the On the Job Training (OJT) are being complied with and identified industries have sufficient areas/processes for offering OJT to students.

The report of the Inspection Committee shall be submitted in printed form within 10 days of the date of inspection to the Registrar for consideration of the Executive Council.

- 18.** If the report calls for any action by the Executive Council, the Executive Council shall specify the points on which it considers the College deficient and fix time, which may be extended for sufficient reasons, within which the College shall take action necessary to comply with the directions of the Executive Council.
- 19.** If at any time the Executive Council finds that a College is not complying with the requirements of the Act, Statutes, Ordinances or Regulations of the University, or any instructions issued by it or on its behalf, the Executive Council will have the authority to impose any one or more of the following penalties :-
- (a) students of the College concerned shall not be accepted for the University Examination;
 - (b) the College staff shall be debarred from University work such as appointment as examiners, superintendents of examination centres etc.;
 - (c) the Principal or the teacher concerned shall be debarred from seeking election or nomination to a University body or his name shall be removed from the list of members of the University bodies;
 - (d) the approval of the Principal and the recognition of the Governing Body of the College shall be withdrawn;
 - (e) the recognition, granted to the College, shall be withdrawn in part or in whole.
- 20.** Where the Executive Council proposes to withdraw the recognition/affiliation of a College, in whole or in part, the Executive Council shall send, to the Principal of the College concerned, a registered notice stating therein the grounds on which the action is proposed to be taken together with an indication that any representation in writing submitted on behalf of the college, within a specific period, shall be considered by the Executive Council. The period may, if considered necessary by the Executive Council, be extended.
- 21.** On receipt of the representation or on expiration of the period referred to in Clause **22**, the Executive Council shall consider the notice of motion, the statement and representation, if any, and make such order as the circumstances may require.
- 22.** Where, by an order made under Clause **23**, the rights conferred by recognition/affiliation are withdrawn in whole or in part, the grounds for such withdrawal shall be stated in the order and communicated to the Head of the College concerned.

APPENDIX-I

1. An application for affiliation shall be made in the case of a Government College by the Higher Education Commissioner or the Head of the Education Department, and in the case of a non-government institution by the Chairman or any other authority appointed for the purpose by the Governing Body of the College.
2. Application for grant of recognition accompanied by the fee as under and other documents must reach the Registrar by 30th of June of the year in which it is proposed to start programme:

(a) *OPENING OF NEW VOCATIONAL PROGRAMME (S)*

Programme	Application Fee (One time)	Affiliation Fee/Annum
1. D.Voc	Rs.10, 000/-	Rs.,50, 000/-
2. B.Voc/ PG Diploma/ M.Voc	Rs. 25,000/-	Rs. 1,00,000/-

College/Institutes shall pay an annual Inspection Fee of Rs 25,000/- in addition to annual affiliation fee.

Fee for any other category shall be decided by the Vice-Chancellor from time to time.

(b). Norms for running Vocational Education Courses :

Parameter	Existing approved Institution
Instructional Area	One Classroom / Programme
Administrative Area	No separate requirement
Amenities area includes separate toilets for males and females	No separate requirement
Laboratory/Workshop and other infrastructural requirements	As per the curriculum of applied programme
Library	2 books per student relevant to field of study/ Study material developed by NSDC/ TISS any other Govt. Agency (minimum of 10 titles)
Reading Room	No separate requirement
Computer Centre	No separate requirement
Teachers / Instructors	Teacher student Ratio as prescribed by respective regulatory body

Note :-

- (a) No separate requirement means requirement shall be met with existing infrastructure/ facilities in the Institution for conduct of Programmes under consideration without disturbing any of the ongoing programme or violation of norms of Regulatory Body/Affiliating University for other programmes.
- (b) All the rooms should be furnished with necessary furniture and equipment.

3. The application shall be accompanied by the following statements, in addition to other particulars expressly required by the Ordinance : –
- (a) a statement containing full information regarding the Constitution of the Governing Body and the names of its members.
 - (b) a statement showing the staff of teachers employed, or proposed to be employed, their qualifications, the subject or subjects proposed to be taught by each of them, their salaries, grades of pay, and the conditions governing their tenure of office.
 - (c) a complete plan to scale of the building and grounds.
 - (d) statements indicating: –
 - (1) the number of students attending the College ;
 - (2) the number of students proposed to be admitted in the College;
 - (3) the arrangements made or proposed to be made for the residence in the College, or lodging approved by the College of students not residing with their parents or guardians;
 - (4) the arrangements made or proposed to be made for :
 - (a) the supervision of students; and
 - (b) physical welfare of students including arrangements for games, physical training, play grounds, and medical assistance;
 - (5) the arrangements made or proposed to be made for the benefit of girl students if the College provides co-education.
 - (e) a statement showing the number and character of the books composing the library, and the expenditure annually provided or proposed to be provided for the improvement of the library.
 - (f) a statement, showing the appliances (including laboratory equipment's, apparatus and chemicals, etc.) provided or proposed to be provided for teaching the subjects in which recognition is sought and amount to be annually expended on such appliances.
 - (h) a statement showing the financial resources of the College, including a statement of the annual income and expenditure.
 - (i) a statement with proof that they possess –
 - (1) An Endowment Fund as required under the rules of the University.
 - (2) Adequate building, equipment, furniture, MOU with Industry and library books or adequate funds, as determined by the Executive Council for the purpose.
 - (j) an assurance that after the College is recognised any transference of Management shall be reported to the Vice-Chancellor. Any change in the Teaching staff shall be made with the prior approval of the Vice-Chancellor and that the institution shall faithfully observe the provisions of the Act, Statutes, Ordinances and Regulations of the University or any instructions issued by the Executive Council or on its behalf, from time to time.
4. Requirements for Admission of Colleges to the Privileges of the University.
- (1) The College should possess adequate buildings, equipment and furniture or adequate funds to be determined in each case by the Executive Council for the construction of necessary buildings and for the purchase of necessary equipment and furniture.

5. Every College will have the following minimum Ministerial, Technical & Supporting Staff :-

	Upto 300	301 to 800	801 to 1200	1201 to 1500	1501 to 2000	2001 to 2500	2501 to 3000	REMARKS
Ministerial Staff :								
Head Clerk-cum-Accountant	1	1	1	1	1	1	1	*One additional post of clerk will be provided for every 500 additional strength of students after 3001.
Clerks	2	3	3	4	4	5	6	
Steno Typist	1	1	1	1	2	1	1	
Scholarship Clerk	-	-	1	1	1	1	1	
Assistant	-	-	1	1	1	1	1	
Superintendent-cum-Accounts Officer/ Superintendent	-	-	-	-	1	1	1	
Accounts Officer	-	-	-	-	-	1	1	
Jr. Scale Stenographer	-	-	-	-	1	-	-	
Sr. Scale Stenographer	-	-	-	-	-	1	1	
Peon 1 No.								
Laboratory/Workshop Staff for each Department :								
(1) With one Laboratory	Skill Instructor		1					
	Lab. Attendant		1					
(2) With two Laboratories	Skill Instructor		2					
	Lab. Attendant		2					
	Lecture Assistant-cum-Store Keeper		1					
(3) With more than two Laboratories	Store Keeper		1					
	Lab. Attendant (for each additional Laboratory)		1					

10. Equipment (whether applicable):

- (i) Has the College purchased apparatus, Chemicals, etc., according to the requirement?
- (ii) How much money has been spent on the purchase of apparatus?
- (iii) How much additional amount is the College required to spend on the purchase of equipment, etc.?

11. Library books concerning the subject(s) for which recognition is sought.

- (i) Has the College purchased Library books according to the standard lists?
- (ii) Number of books at present in the Library of the College.
- (iii) How much amount has been spent on the purchase of books?
- (iv) How much additional amount is the College required to spend on the purchase of more Library books for the subject(s)/ Course(s) for which recognition is sought?

12. Staff requirement and availability for proposed courses:

- (i) Teaching
- (ii) Non-Teaching

*Exclusive for the programme or start with other programmes. In case start with other programmes inform the available load of faculty by enclosing time table of existing programme where the faculty/staff is engaged.

(Copy of documents of staff to be enclosed).

13. Does the Committee recommend recognition for the additional subject(s)/Course(s)? If so, what is the maximum number of the students for which recognition be granted?

14. Any additional information. _____

15. Session from which affiliation is recommended.

16. Summary of Recommendations.

Date :

Signatures of the members of the Committee

- 1.
- 2.
- 3.