



SHRI VISHWAKARMA SKILL UNIVERSITY
(1st Government Skill University of India, set up by Government of Haryana)

Affiliation Statues Session 2021-22



PERMANENT CAMPUS:
TRANSIT OFFICE:

DUDHOLA, PALWAL HARYANA
PLOT NO.147, SECTOR-44, GURUGRAM, HARYANA



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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. along with Short Terms Course and Cater the RPL assessment.
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

1. The University shall recognize/affiliate, existing educational Institutes offering courses in ITI/Higher/Technical Education dully 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/inspection to be made by two or more competent persons authorized by the Executive Council in behalf; and make such further inquiry, as may appear to them to be necessary.
 - (b) After such inquiry/inspection, 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 recognized/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 2020-21.
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 recognized, 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 recognized/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) detail of the 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/recognized college/Institute and submitted when required, to the officer nominated by the SVSU :-
- (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, and 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/recognized College/Institute to be inspected from time to time by one or more competent persons authorized 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.

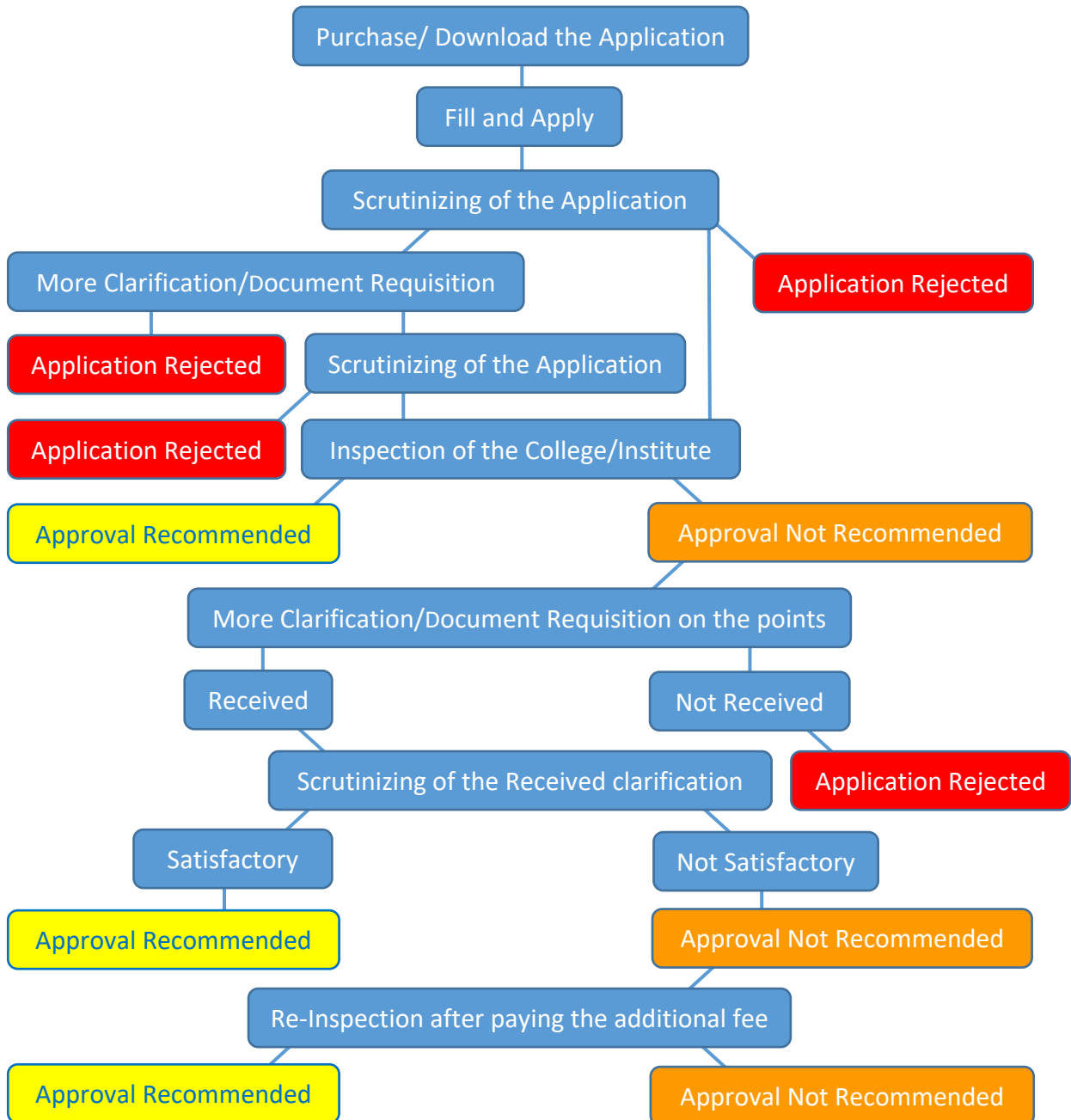


14. An Inspection Committee shall ordinarily consist of two members and no persons ordinarily shall be given more than two inspections. One of the members of the Inspection Committee shall belong to the particular profession/vocation in which the College/Institute is recognized.
15. A Convener of the Inspection Committee shall be appointed by the Executive Council and he will be responsible for arranging the inspection.
16. The 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
 - (ix) Proper maintenance of Accounts, Regular payment of Salary and Provident Fund Contribution.
 - (x) Any violation of rules and instructions.
 - (xi) Other related 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 Inspection Committee will submit the report within 10 days from the date of inspection to the Registrar for consideration of the Executive Council.
17. 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.
18. 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.
- 19.** Where the Executive Council proposes to withdraw the recognition/affiliation of a College, in whole or in part, the information will be send to the Principal of the concerned College 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.
- 20.** On receipt of the representation or on expiration of the period referred to in Clause **19**, the Executive Council shall consider the notice of motion, the statement and representation, if any, and make such order as the circumstances may require.
- 21.** Where, by an order made under Clause **20**, 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.
- 23. Procedure for granting Permanent Affiliation:**
- (i) A college which wishes to get permanent affiliation shall apply to the University any time after completing 5 years of temporary affiliation in the performa along with the prescribed fee as decided by the SVSU in the form of demand draft drawn in favour of the Registrar SVSU.
- (ii) The procedure for according the permanent affiliation shall be same as for granting temporary affiliation given in the regulation.
- (iii) If the University decides not to grant permanent affiliation to the college for reasons to be recorded in writing of its failure to meet the conditions of requirements for getting such affiliation, the college may apply again if it fulfill the conditions requirement subsequently but not earlier than one year from the date of rejection of its earlier application.

10. FLOW DIAGRAM FOR THE AFFILIATION PROCESS



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/-
Revisit Fee, if the institute failed to justify the given statement in the application	Rs. 25,000/-	-

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 SVSU from time to time.

Note: Fee once paid shall be non-refundable.

(b) GENERAL REQUIREMENT FOR RUNNING VOCATIONAL EDUCATION COURSES:

Parameter	Existing approved Institution
Instructional Area	One Classroom / Programme
Administrative Area	No separate requirement, if already available
Amenities area includes separate toilets for males and females	No separate requirement, if already available
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, if already available
Computer Centre	No separate requirement, if already available
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. Revisit criteria:

If the institute failed to justify the claimed made in the application and could not fulfill the minimum standards for the affiliation, the committee may propose a revisit.

However, clarification against the points raised by the committee will be asked from the College/Institute. In case of non-submission of clarification against the points raised within the timelines, the application shall be deemed rejected.

4. Instructors/Trainers Qualification:

- (a) A Graduate Engineer in appropriate branch of engineering /Technology of recognised University or equivalent with minimum 1 year of related Industrial experience from large scale Industries or
- (b) Diploma in the appropriate branch of engineering /Technology from recognized Board/Institution with minimum 2 years of related Industrial experience from large scale Industries or
- (c) ITI in related trade with successfully completed apprenticeship training in relevant field from a reputed industry or ITI in related trade with successful completion of Crafts instructor training scheme from related field / trade and minimum 3 years of industrial experience from large scale industries.

* German Training of Trainer qualification (AdA) certified by DUALpro an added Advantage.

5. Teacher's Qualification: As per the concerned regulatory Authority/ body.

6. While De-Affiliation/ Closure of Institute/ Surrender of Unit(s)/ Trade(s), institute shall ensure that all trainees enrolled complete the training duration and no fresh admissions are made.
7. The change in ownership of the institute such as change in Trust/ Society/ Private/ Public Limited companies/ Companies like Sole Proprietary/ Private Institutions/ Individuals shall not be allowed. Such institutes shall be de-affiliated as per SVSU norms and have to reapply for the affiliation.

8. Inspection Instruction:

- (a) If SVSU committee/Authority denies site visit on the selected date, the applicant can choose another date for the site visit.
- (b) If applicant denies site visit on the selected date, the site visit fee to be repaid and applicant can select a new date. In case of natural calamities like flood & storm, accident on selected date etc. revisit fee may not be charged.

9. De-barring Criteria: The affiliation/applicant can be debarred for a minimum period of three years:

- (b) If there is violation of affiliation norms or any other violation or malpractices.
- (c) If any of the documents submitted for seeking affiliation such as, lease deed/ land ownership, trust, electricity bills, etc. are found forged/ manipulated.
- (d) If any machinery or equipment is found removed/moved to another Institute without following latest SVSU norms or prior written approval from SVSU.
- (e) If any institute is relocated (change in geo-tagged location) to a new place without following latest SVSU norms or prior written approval from SVSU.
- (f) Any other such instances.



10. 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							
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
	Lab. Assistant-cum- Store Keeper							1
(3) With more than two Laboratories	Lab. Assistant-cum- Store Keeper							1
	Lab. Attendant (for each additional Laboratory)							1



11. List of the Courses presently available at SVSU:

Sr. No.	Programme	Areas	Duration (Yr(s))	Min age	Max age
1	Diploma of Vocation (D.Voc.)	Mechanical - Manufacturing	3	18	25
2		Industrial Electronics	3	16	25
3	Diploma	Hospitality-Ethnic Foods and Sweets Processing	1	18	30
4		German Language	1.5	18	30
5		Music (Folk Art-Banchari)	1	18	30
6		Shardha Lipi	1	18	30
7	Bachelor of Vocation (B.Voc.)	Agriculture	3	18	30
8		Management- BPM & Analytics	3	18	30
9		Management - Financial Services	3	18	30
10		Mechanical - Manufacturing	3	18	30
11		Mechatronics	3	18	30
12		Mechanical -Manufacturing	3	18	30
13		Mechanical- Manufacturing	3	18	30
14		Mechanical Manufacturing	3	18	30
15		Public Services	3	18	28
16		Robotics and Automation	3	18	30
17		Production- Tool and Die Manufacturing	3	18	30
18		Medical Laboratory Technology	3	18	30
19		Solar Technology	3	18	30
20	BBA	Retail Management	3	17	25
21	Master of Vocation (M.Voc.)	Agriculture	2	20	35
22		Geo-Informatics	2	20	35
23		Management - Banking and Finance	2	20	30
24		Management HRM	2	20	35
25		Public Health	2	20	35
26		Robotics & Automation	2	20	35
27	MBA	General	2	20	35
28		Business Analytics	2	20	35