

Process for Center Accreditation and Affiliation of Government Institutes in states through SMART

As per the current policy decision centre accreditation and affiliation of the Government institutes will be done basis institute's application on SMART (CAAF submission) and endorsement letter from Gazetted Officer from the holding department (state skill mission). For the time being physical inspection of these institutes are exempted as the endorsement letter from Gazetted Officer, will be considered as the proof of the quality (compliance to SMART grading metrics and SSC norms) of such institutes.

In line with the policy decision the following process is recommended for Government Institutes:

A. Creation of SMART ID for Government Institutes

1. Holding department in states issues a letter as per the prescribed format in Annexure 1 and fill out the details of these Government institutes and submit to NSDC.
2. The Details should be submitted to NSDC by the competent authority on the letterhead of holding department in states and addressed as follows:

Ajay Kumar

Head – Centre Accreditation & Affiliation

National Skill Development Corporation

301-306, 3rd Floor, West Wing, Worldmark 1, Aerocity, New Delhi-110037

smartrecommendations@nsdcindia.org

3. Upon submission, NSDC shall update these details on the portal and the required profiles of the institutes will be created on SMART.
4. After creating these profiles, NSDC will inform the log in credentials to the holding department issuing the letter
5. Holding department can thereby communicate the institutes to register on SMART using the provided credentials.

B. Process on SMART

1. With the received credentials Government Institutes will log into SMART as a Training Provider (TP).
2. These institutes will complete the TP registration process using the credentials shared to them by the state department. The TP form will have few prefilled information as per the details provided by the holding department for creation of credentials on SMART
3. Post these TPs successfully completes the TP registration process on SMART, they will be given the option to create Training Centres (TCs) under them. The TP will only be able to create a fixed number of training centers as specified by the holding department in the letter format of Annexure 1.
4. Once Training Centers have been created, the TP can start filling the Center Accreditation and Application Form (CAAF), and will submit the photographs using the mobile application. For detailed understanding of the process please refer to https://smart.nsdccindia.org/knowledge_bank.aspx
5. After the TCs complete the CAAF filling process on SMART, the Holding department will issue an endorsement letter as per Annexure 2 format, duly signed and sealed by Gazetted Officer from the Holding department
6. This endorsement letter can be signed and sealed by Class I or Group A rank officer of the holding department of the state. The letter should be issued on the official letter head of the officer duly signed and stamped by the officer carrying its official "seal".

7. The endorsement letter should be submitted to NSDC by the holding department in hard and soft copy format, addressed as follows:

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8. Upon receipt of the endorsement letter at NSDC the TC ids will be considered to have successfully completed the SMART accreditation and affiliation process. The tentative grading and marks of the respective centres at the time of CAAF submission will be deemed final.
- C. Government institutes already registered on SMART
1. Government institutes who are already resisted on SMART, will complete the CAAF submission process as mentioned above
 2. After completion of the CAAF submission process they should follow the steps mentioned above under B.5, B.6 & B.7
 3. Upon completion of all the steps and receipt of the endorsement letter at NSDC the TC ids will be considered to have successfully completed the SMART accreditation and affiliation process. The tentative grading and marks of the respective centres at the time of CAAF submission will be deemed final.

Please note that being accredited and affiliated in no way means that a Training Provider and Training centres under them shall receive targets under PMKVY (CSCM component) or any other government schemes. Target allocation for these recommended centres is at the sole discretion of the holding department. NSDC is not liable for any claims, losses, liabilities, damages or costs of any nature whatsoever to these Training Providers who completes the process on SMART.

Annexure 1- Format for Recommending Government Institutes for creation of login credentials on SMART by Government Department in States.

Date:

State:

Recommending Department/Agency:

This is to notify National Skill Development Corporation (NSDC), that the _____ Skill Development Mission/<Name of the department>, Government of <State>, hereby recommends the following Government Institutes as Training Providers for Accreditation and Affiliation (A&A) on SMART.

This recommendation is made with the clear understanding that accreditation and affiliation in no way binds NSDC to allocate targets to any Training Provider / Institute listed herein under any scheme (including but not limited to PMKVY) or otherwise:

Name of Training Provider (TP)*	TP ID (if existing TP)	Name of Point of Contact	Email ID of Point of Contact	Mobile No. of Point of Contact	Proposed No. of TCs	TC ID (if existing TC)	Proposed districts of TCs	Proposed sectors of TCs	Job role for the TC	IS Government Institute (Y/N)	Reason for Recommendation

(Additional names can be added in an additional A4 sheet that is stamped and signed)

***Name of Training Provider:** Complete registered name of Training Provider (TP);

****Name of Point of Contact:** Complete name of the Single Point of Contact (SPOC) for the TP;

*****Email Address of Point of Contact:** Email address of SPOC that shall be used for registration of TP account on SMART portal;

Proposed Number of Training Centers: Number of Training Centers that TP proposes to register on SMART;

Proposed Locations of Training Centers: Locations of Training Centers that TP proposes to register on SMART

Purpose for recommending for A&A: Please specify the purpose for recommending the TP in question, for e.g. Shortlisted for state component of PMKVY for the state.

Authorized signatory

Name:

Designation:

Annexure 2- Format for Endorsement Letter from Gazetted Officer of the holding Government Department in States.

Date:

State:

Recommending Department/Agency:

I, do hereby declare, state and confirm that following Institutes as Training Providers & Training Centres have successfully completed the Centre Accreditation and Application Form (CAAF) submission process for accreditation and affiliation (A&A) of centre on SMART portal.

I, also, certify that the below mentioned Training Centers are in full compliance with centre accreditation and affiliation guidelines and centre accreditation grading metrics. The corresponding job roles mentioned below also adhere to the Sector Skill Council (SSC) norms on SMART.

TP ID	TC ID	Training Provider Name	Name of Training Centre	Address	SSC Name	**Job role	Approx. centre area	Self-assessed star rating
							<i>Must be more than 1500 sq. ft. for PMKVY target eligibility</i>	<i>Self-assessed star rating on CAAF</i>

** Please create a new row for every job role

Purpose for recommending for A&A: Please specify the purpose for recommending the TP in question, for e.g. Shortlisted for PMKVY state component

Gazetted officer

Name:

Designation: