**General Instructions:**

The institutions seeking approval under the UGC Scheme for providing Skill based Education under NSQF may consider following Dos and Don’ts while submitting their applications under the scheme:

**Dos:**

i. The Name of Institution provided in application should be exactly same as approved u/s 2(f) and 12B of the UGC Act, 1956. The official letter for recognition u/s 2(f) / 12B of the UGC Act, 1956 should be annexed with the proposal.

ii. In case, if the affiliating university or address of the College has been changed after the UGC approval u/s 2(f) and 12B of the UGC Act, 1956, the institutions have to get that updated from UGC and obtain a letter of approval to this effect from concerned bureau which needs to be annexed with application.

iii. The proposals may be formulated considering the NSQF framework notified by the Govt. of India with appropriate Job Roles, National Occupational Standards and Qualification Packs for the proposed trade(s).

iv. The progressive QPs should be mapped with the multiple exit options at Certificate/Diploma/Advanced Diploma/Degree Level and the respective QP code needs to be indicated in the proposal under the details of the proposed programme.

v. The proposed curriculum for the skill component should be based on the competencies required under QPs of progressive Job Roles mapped with proposed course of study.

vi. The General Education Component may be as per the collegiate education norms and regional requirements however it may, preferably, have the subjects supportive to core trade along with Environmental Studies, Value Education, Computers Proficiency, Language Proficiency and Professional Aptitude etc.

vii. The Industry Partners should be the actual industries engaged in commercial business in identified trade / sector and should be capable of providing jobs to at least some of the learners after the programme. A formal MoU, on the format available on the UGC website, needs to be signed between the institution and Industry Partner. Certified copies of the MoUs should be annexed with the application / proposal.

viii. The courses to be offered should be identified based on the identified skill gaps, availability of availability of industries nearby, resources available with the institution and youth aspirations in the region.

ix. The institutions already approved under the scheme of CC/B.Voc/KAUSHAL may also apply for additional courses and/or increase of intake in approved courses.

x. The institutions which have applied earlier at any point of time for Community Colleges, B.Voc or DDU KAUSHAL should apply again as per the revised guidelines.
Don’ts:

i. Colleges got Autonomous Status should not insert the word ‘Autonomous’ in their name, however, they may indicate the same in parenthesis.

ii. The institutions shall not outsource the training activities to any other training provider.

iii. The NOC from affiliating University should be annexed with the proposal and not to be submitted separately.

iv. The scheme does not provide construction of building, therefore, the proposed budget estimates should not contain expenditure on construction of building.

v. No part of the application proforma should be left black or placed as annexure(s) in a different form unless so provided in the proforma.

Some Important Abbreviations:
- AEC: Ability Enhancement Courses
- AECC: Ability Enhancement Compulsory Courses
- AICTE: All India Council for Technical Education
- BoM: Board of Management
- BoS: Board of Studies
- CBPCS: Choice Based Credit System
- CC: Community Colleges
- COC: Career Oriented Courses
- Credit: Credits of Education / Skills as a recognized component of learning
- DGET: Director General of Employment and Training
- F.Y.: Financial Year
- ILO: International Labour Office
- ISCO: International Standard Classification of Occupations
- KAUSHAL: Deen Dayal Upadhyay Centers for Knowledge Acquisition and Upgradation of Skilled Human Abilities Livelihood
- KRA: Key Responsibility Area
- MHRD: Ministry of Human Resource Development
- MoU: Memorandum of Understanding
- MSDE: Ministry of Skill Development and Entrepreneurship
- N.O.S.: National Occupational Standards
- NAAC: National Assessment and Accreditation Council
- NBA: National Board of Accreditations
- NSDA: National Skill Development Agency
- NSDC: National Skills Development Corporation
- NSQF: National Skills Qualification Framework
- PMKVY: Pradhanmantri Kaushal Vikash Yojna
- Q.P.: Qualification Pack
- QCI: Quality Council of India
- RPL: Recognition of Prior Learning
- SEC: Skill Enhancement Courses
- SoE: Statement of Expenditure
- SSC: Sector Skill Council
- TDP: Training Delivery Plan
- TP: Training Partner
- UC: Utilization Certificate
- UGC: University Grants Commission
- VET: Vocational Education and Training