



GUIDELINES AND PROCEDURE TO REGISTER
INSTITUTE UNDER
HUMAN RESOURCE DEVELOPMENT FOUNDATION

A) Application in prescribed format (enclosed) to be submitted addressed to the Chairman, Human Resource Development Foundation, C/o. State Directorate of Craftsmen Training, 3rd Floor, Shrama-shakti Bhavan, Patto Plaza, Panaji – Goa 403 001 giving following information:-

01. Courses to be offered by the Institute.
02. List of Tools, Equipments & Machinery required as per prescribed syllabus of HRDF Society for each course and availability of the same.
03. Building Plan of the Institute indicating Classroom, Workshops and Office.
04. Course wise Time table of the Institute.

B) Provisional Registration for two years under Human Resource Development Foundation will be given on payment of Rs.16000/- (Rupees Sixteen thousand only) subject to the following conditions:-

01. The inspection will be carried-out by the inspecting committee / officials of the Human Resource Development Foundation. The Registration will be granted subject to the fulfillment of required infrastructure, machinery, tools and equipments by the Institute.
02. Duration of Course for which affiliation is sought should be of minimum 6 months duration on the lower side, while and being less than 03 years duration on the higher side.
03. These Courses should be conducted on full time basis (i.e. 2 hours theory class and 4 hours practical class, per day, should be conducted each working day of the week), for at least six days per week.
04. No student shall be allowed to undergo training in two different courses during the same training period.

05. Maximum 05 no. of attempts would be allowed to a Trainee, within a period of 05 years, to pass / clear the concerned examination, for award of related passing certificate.
06. Each Institute has to submit the resume/s of its teaching faculty / staff members. Training Faculty will have to compulsorily possess at least 3 years experience in the relevant industry / field in addition to Technical qualification.
07. Every Institute has to apply afresh for affiliation, in the event of the Institution is de-affiliated by the HRDF Society either due to the expiry of validity of the existing affiliation period or for any other reason.
08. Affiliation fee of **Rs.16000/-** (Rupees sixteen thousand only) to be paid by crossed demand draft drawn in favors of **Human Resource Development Foundation, Panaji – Goa.**
09. Provisional affiliation will be valid only for two years.
10. Affiliation of Institutes to be renewed after every two years on payment of stipulated fees prescribed from time to time by HRDF.
11. Inspections of the institutes will be carried-out by the Governing / Affiliation Committee in consultation with the Institute once in every six months.
12. Institutes shall follow uniform syllabi approved by the HRDF Society for the similar courses.
13. List of tools, machinery and equipments required for the course and available with the Institute is to be forwarded to the Society for approval prior to the date of Inspection.
14. The courses of six months duration will tentatively start in the month of January and July and those of one year duration and above will commence in the month of July every year.
15. In case of courses of six months duration the details of students admitted in January and July is to be forwarded to the Society before 1st March and 1st September respectively and that of one year and above by before 1st October; every year.
16. New courses will be affiliated at the beginning of the academic year without any additional levy during the validity of registration.

17. Intake capacity per course (per batch) is 20 students. Additional quota of 10 students per course will be permitted provisionally by the Governing Committee only if the required infrastructure is available to cater to the additional intake. However, prior approval of the Governing Committee is to be obtained to admit additional students.
18. Fees charged from the candidates shall be reasonable.
19. Appointment of required faculty shall be made on the date of commencement of academic session.
20. The affiliated Institute will be required to provide placement to the trained student and shall maintain records of employment of each trainee for a period of 3 Years after the first placement.

21. Details of students admitted is to be forwarded in two hard copies and one soft copy (on CD) in the below mentioned formats:-

(i) NAME AND ADDRESS OF THE INSTITUTE: - _____

Sr. No.	Name of the Course	Duration of the Course/s	Minimum Entry Qualification for admission to the course	No. of Trainees Admitted to the course

(ii) NAME AND ADDRESS OF THE INSTITUTE _____

NOTE:-DATA SHOULD BE TYPED IN CAPITAL LETTERS ONLY AND IN EXCEL FORMAT

<i>NAME OF THE INSTITUTE :-</i>	<i>MINIMUM QUALIFICATION :-</i>
<i>NAME OF THE COURSE :-</i>	<i>CODE NO. OF INSTITUE :-</i>
<i>DURATION OF THE COURSE :-</i>	<i>PERIOD OF TRAINING :-</i>

PERFORMA

SR. NO	NAME OF THE ADMITTED TRAINEE	NAME OF TRAINEE'S FATHER	BIRTH DATE (DD.MM.YYYY) E.G (14TH JANUARY 2012)	EDUCATIONAL QUALIFICATION	TRAINEE'S RESIDENTIAL ADDRESS	TRAINEE'S CONTACT NUMBER
1						
2						
3						
4						
5						

Institute Stamp/Seal: -

Signature of the Institute Principal / Authorized In-Charge

**PARTICULARS TO BE FURNISHED BY THE MANAGEMENT OF THE
PRIVATE INSTITUTE / CENTRE SEEKING PERMISSION TO
CONDUCT TRAINING COURSES AFFILIATED TO THE HUMAN
RESOURCE DEVELOPMENT FOUNDATION
(Regd. Society of Govt. of Goa)**

I. Particulars of the Proposed Institute.

1. Name / Proposed name of the Institute.
2. Full address of the Institute.
3. Proposed date of start.
4. Particulars of the courses / units proposed to be started on the pattern of HRDF.

Sr. No.	Name of the Course	No. of Units	Proposed date of start

5. Staff proposed to be appointed:-

Sr. No.	Designation	No. proposed to be appointed	Proposed date of appointment

6. Infrastructure proposed to be provided:-

Sr. No.	Nature of room/workshop/ laboratory	Area proposed to be provided	Owned or hired

II. Particulars of the Management of the Proposed Institute / Centre.

1. Name and address of the Individual / Organization / society controlling / managing the Institute.
2. Quantum of monthly tuition fees, etc. proposed to be collected from the trainees.
3. Any other information about the management of the proposed Institute.

Date:-

Stamp of the Institute:-

(Name and the signature of the Head of the Institute)

22. Minimum marks required to pass in different subjects will be:
Practical – 60% and Theory – 40%.
23. Institute will be required to follow the guidelines framed by the Society from time to time.
24. All the State Council for Vocational Training (SCVT) Guidelines are to be adopted and made applicable to the HRDF Society w.r.t. affiliation and related matters.

HRDF SOCIETY