

NATIONAL CENTRE FOR VOCATIONAL AND TECHNICAL EDUCATION

APPROVAL PROCESS CHART

Step 1: Download SPO approval application form.

Step 2: Fill up the Application completely and send it to Central Programme Office, Shakarpur,
New Delhi - 110 092.INDIA

The following documents are to be enclosed with the approval application :

1. Payment should be made either Demand Draft (or) Deposit (or) Fund Transfer.
2. For Demand Draft of Rs 2,00,000/- in favour of (NATIONAL CENTRE FOR VOCATIONAL AND TECHNICAL EDUCATION) can be taken from any Nationalized Bank.
2. All documents mentioned in application form.
3. Photograph of infrastructure facilities like building, class rooms, and other facilities.

Note: Cheques are not accepted.

Step 3:Scrutiny of application by the Academic Committee if required inspection will be conducted at of the Institution.
No need to pay any extra charges. Inspection Committee Member should be treated well. Printed MOU will be sent to the institute. The Institution can start the courses by placing advertisement.

Step 4:Signed MOUs should be send to NCVTE Programme Office, New Delhi, India along with the copy of the prepared advertisement matter.

Step 5: Affiliation Certificate along with signed MOU will be sent to the Institution.

Step 6: All Advertisement Material shall be get prior approval from NCVTE programme office, new Delhi

Step 7: The Institute should follow the "Academic Year Chart" strictly.

Date :

Signature of Applicant & Seal

UNDERTAKING

We are keen to establish the **NATIONAL CENTRE FOR VOCATIONAL AND TECHNICAL EDUCATION**

Vocational Training Center and if selected we will leave no stone unturned to make this project a grand success.

We also certify that the information furnished above are true the best of my knowledge and belief.

Date :

Signature of Applicant

List of Documents to be attached.

1. Attested Copy of School / College / Institution / Centre Documents.

2. Attested Copy of Firm, Society, NGO etc.

3. Building & Infrastructure Photographs.

4. Blue Print of Institute Building.

5. Photographs of Centre Head or Member/Partner (PP Set, 4X6 & Group)

6. ID Proof like. Pan Card / DL / Voter Card/ Adhaar Card / Passport. Etc
(Attested)

7. Last Years Experience in Educational Service.

Date :

Signature of Applicant & Seal