

Specimen copy of Application Form (for guidance)

“Scheme for Enhancement of Technical Competence and Manpower”

Government Resolution No.MIS-102020-328011-I, Dated 1st Sept, 2020

Gujarat Industrial Policy, 2020

Application Form for the Scheme 1/2/3/4/5 and 6

Scheme-1: Financial Assistance for Setting up of Anchor Institute Item No. 2, Page 2 in Govt. Resolution

Scheme-2: Short-term Bridge Courses by Industries/Institute Item No. 3, Page 8 in Govt.

Resolution Scheme-3: Specialized Skill Development Centre Item No. 4, Page 11 in Govt. Resolution

Scheme-4: Skill Up-gradation Centers (SUCs) Item No. 5, Page 12 in Govt. Resolution

Scheme -5: Skill Development to MSME Sector Item No. 6, Page 13 in Govt. Resolution

Scheme-6: Assistance for Tuition fees for Enhancement of Skill Item No. 8, Page 14 in Govt. Resolution

Application Submitted to the below Address:

Director,
The Center for Entrepreneurship Development,
Block No.1, 9th Floor, Udyog Bhavan,
Sector 11, Gandhinagar - 382 017

For Further information/queries:

Phone: 079-23247366, 23243847, 23240253

Fax : 079-23256679

E-mail: dir-ced@gujarat.gov.in

Web site: www.ced.gujarat.gov.in

CHECK LIST BEFORE SUBMISSION OF APPLICATION

Sr. No.	Particular	Submitted	Page No.
1	Application in the prescribed format	Yes/No	
2	Registration detail of the applicant Organization	Yes/No	
3	Audited financial report of last 3 years	Yes/No	
4	Proposed courses details (Annexure-A)	Yes/No	
5	Need for conducting courses	Yes/No	
6	Project Cost (Annexure-B, Annexure- C, Annexure-D)	Yes/No	
7	Proposed training center infrastructure photos/lay out/map	Yes/No	
8	Self-declaration on available machinery & infrastructure	Yes/No	
9	Consent/Interest letter	Yes/No	
10	Linkages with Industries	Yes/No	
11	Industries recommendation/demand/support letters	Yes/No	
12	Land: Sale deed/ lease deed for ownership/ long lease	Yes/No	
13	Rent agreement	Yes/No	
14	Pre-feasibility report	Yes/No	
15	Sign & Stamp at each page	Yes/No	
16	Soft copy of application in CD/DVD	Yes/No	
17	Others	Yes/No	

Details of Govt. Dues and Outstanding, if any	
Applicant Organization De-registered/ Black listed by Government/Govt. Bodies, if any	
Other details like Achievement, Award, Certification	

II. DETAILS OF LEGAL CONSTITUTION OF THE ORGANIZATION

Status or Constitution of the University/Institute (<i>Applicant</i>)	<i>Companies Act, University Act, Society Act, Trust Act etc.</i>
Registration Number	<i>, Attach the copies</i>
Registration Type	<i>Sole proprietor, University, Partnership Firm, LLP, Pvt. Ltd. etc.</i>
Date of Registration	<i>(DD/MM/YYYY)</i>
Place of Registration	
PAN	<i>, Attach the copies</i>
Certificate of Incorporation/Registration/ Memorandum of Association & Articles of Association/Trust Deed/Partnership Deed etc.	<i>Attach the copies</i>
Other details	

III. BRIEF HISTORY OF THE UNIVERSITY/INSTITUTE AND CURRENT NATURE OF ACTIVITY

IV. FINANCIAL INFORMATION OF LAST 3 YEARS (*Attach the copies of Audited Financial Report*)

Financial Year	Turnover (in lacs)	Profit (in lacs)

V. MANPOWER DETAILS:

a. Total Manpower: _____

Permanent	
Contractual	

b. Manpower dedicated for Skill Development: _____ (Total number)

Sr. No.	Name	Role	Education	Experience in year	Key achievement

VI. PRIOR EXPERIENCE OF TRAINING AND PLACEMENT ACTIVITY OF THE ORGANIZATION.

Total Experience in training: ___ Years

Experience in terms of Sector Knowledge/Core competence:

- a. Name of Sector:
- b. Name of Training Courses:
- c. Training Details:

Number of Training Centers	Place (City/ Village)	Total No. of Class Room	Total No. of Labs	Intake Capacity	Total No. of person Trained	Total No. of person certified	Total No. of person Placed

d. Placement (including Self employment and Existing Employee) details:

Provide details of trainees name, course name, employer name, salary, appointment letter, contract letter etc.

- e. Name of Major Employers:
- f. Briefly explain the tracking mechanism you have in place for already trained and placed candidates from the organization:
- g. Do you have an online monitoring mechanism for post placement follow up? If yes, provide details and web link:

- h. Industry/Association etc. linkages or recommendation letter:
- i. Any experience/association/tie-up with Government/ Govt. Bodies for training activities, If yes, provide details:
- j. Government/Govt. Bodies supported for the proposed Training center, If yes, provide details
- k. Other Information:

VII. PROPOSED TRAINING INFORMATION

- a. Name of Proposed Sector:
- b. Proposed Courses Details: As per Annexure-A
- c. Training Methodology :
- d. Training Center Location:
 - Name:
 - Address:
 - Layout of proposed land/building:
- e. Photographs of proposed training center: *Attach color copy*
- f. Any other training center located near to proposed training center for the proposed courses:
- g. Land Information for Proposed Training Center:
 - Sale deed: *Attach the copies*
 - Or Lease deed: *Attach the copies*
 - Or Rent Agreement: *Attach the copies*
- h. Training Center infrastructure: *Ownership/Rent/Lease (Attach the copies)*
- i. Yearly projection of number of trainees: _____ **5 years**

	1 st Year	2 nd Year	3 rd Year	4 th Year	5 th Year	Total
No. of Training						
No. of trainees						

J. Proposed plan for the 1st year trainees and total trainees placement:

VIII. PROPOSED PROJECT COST

(Fill the details, only applicable as per Quantum of Assistance mentioned in respective scheme in G.R.)

As per Annexure-B

Project Cost Rs. in Lacs:

Capital Cost	
Recurring Cost	
Grant Total Cost	

Means of Finance Rs. in Lacs:

Applicant's Organization Contribution:	
Govt. Support:	
Others:	
Total	

Existing Purchase Policy of applicant:

IX. NEED FOR CONDUCTING THE COURSE

- a. Justification for running each proposed course:
- b. Demand-Supply Gap Analysis:
- c. Other Information:

X. Recommendation and/or Support and/or Demand letters from Industries for the proposed courses:

XI. SELF-DECLARATION

Available Equipment & Machinery and Infrastructure details of Applicant:

Equipment & Machinery:

Sr. No.	Name of Equipment & Machinery	Quantity

Infrastructure:

Land area	Sq. Ft.
Construction Area	Sq. Ft.

Other:

XII. PRE-FEASIBILITY REPORT

Attach report

XIII. ROAD MAP FOR IMPLEMENTATION

I hereby declare that the information provided in this proposal is true to the best of my knowledge. If any information provided above is found to be false, Industries Commissionerate/The Centre for Entrepreneurship Development reserves the right to reject the proposal.

Signature of Authorized Signatory

Seal/Stamp

Date:

Place:

Proposed Courses Details: *(Submit in Hard Copy as well as Soft copy in Microsoft word format)*

Sr. No.	Name of Subject	Duration of Course in Hrs.	Batches per year	No. of Trainees per Batch	Fees per Trainee in Rs.	Certification (NSDC/ NCVT/ GCVT/SSC/ *Other)	Min. Qualification /Age
1							
2							

1. Break-up for proposed fees per trainees per course in Rupees:

	Course Name	Course Name
Tuition Fees		
Mobilization		
Placement		
Assessment & Certification		
Accommodation		
Food		
Total		

2. Course Curriculum: *Attach the copies*

3. In case of *other in Certification who will provide certification/Skill Assessment.
(Attach Copies)

Annexure-B*(Submit Project Cost in hard copy as well as soft copy in Microsoft Excel Worksheet format)***Estimated Project Cost of Anchor Institute and Nodal Institutes for 5 years****Capital Expenditure:****Cost of New Building/Refurbishing of Existing Building**

Sr. No.	Construction Break-up	Area Sq. Ft.	Price per Sq. Ft.	Total Cost in Rs.
For Anchor Institute				
1				
2				
For Nodal Institute 1, if any				
1				
2				
For Nodal Institute 2, if any				
Grand Total Cost				

Note: 1. Construction Break-up like Classroom, Lab etc.

2. Refurbishing Break-up like cost of building materials, hire of equipment, labour costs, electrification etc.

Cost of New Equipment & Machineries

Sr. No.	Name	Specification	Supplier / Brand	Quantity	Cost per item	Total Cost in Rs.
For Anchor Institute						
1						
2						
For Nodal Institute 1, if any						
1						
2						
For Nodal Institute 2, if any						
1						
2						
Grand Total Cost						

Cost of Tools

Sr. No.	Name	Specification	Supplier / Brand	Quantity	Cost per item	Total Cost in Rs.
For Anchor Institute						
1						
2						
For Nodal Institute 1, if any						
1						

2						
For Nodal Institute 2, if any						
1						
						Grand Total Cost

Cost of Furniture & Fixture

Sr. No.	Name	Description	Supplier / Brand	Quantity	Cost per item	Total Cost in Rs.
For Anchor Institute						
1						
2						
For Nodal Institute 1, if any						
1						
2						
For Nodal Institute 2, if any						
1						
2						
						Grand Total Cost

Cost of Electrification

Sr. No.	Description	Quantity	Cost per item	Total Cost in Rs.
For Anchor Institute				
1				
2				
For Nodal Institute 1, if any				
1				
For Nodal Institute 2, if any				
1				
				Grand Total Cost

Other Related Investment

Sr. No.	Name	Description	Supplier / Brand	Quantity	Cost per item	Total Cost in Rs.
For Anchor Institute						
1						
2						
For Nodal Institute 1, if any						
1						
2						
For Nodal Institute 2, if any						
1						
2						
						Grand Total Cost

Pre-operating Cost:

Sr. No.	Description	Total Cost in Rs.
1		
2		
	Grand Total Cost	

Contingency:

Sr. No.	Description	Total Cost in Rs.
1		
2		
	Grand Total Cost	

Note: Submit supporting documents i.e. comparison statement, quotations etc. for the above estimated project cost.

Operating/Recurring Expenditure:

Sr. No.	Description	For Anchor Institute	For Nodal Institute 1, if any	For Nodal Institute 2, if any	Total Cost in Rs.
1	Administration Expenses (For staff salaries) Details/Justification:				
2	External/Internal Faculty Honorarium Details/Justification:				
3	Cost of office consumables (Stationary/ Printing/Electrical) Details/Justification:				
4	Communication Expenses (Postage/ Telephone Bill/ Internet/ Advertisement/ Website/ Fax) Details/Justification:				
5	TA/DA of Faculty Details/Justification:				
6	Maintenance of training equipment Details/Justification:				
7	Training Expense (Training Material/Training Inauguration/Reasonable Hospitality Expense for training of faculty) Details/Justification:				
8	Meeting Expenses Details/Justification:				
9	Course Development/Up gradation/ Modification Fees, Research work Details/Justification				
10	Miscellaneous Expenses Details/Justification:				
11	Contingency Expenses Details/Justification:				
12	Other Expenses (Mention, if any) Details/Justification:				

Annexure-C

(Submit Project Cost in hard copy as well as soft copy in Microsoft Excel Worksheet format)

Estimated Project Cost for First Year

Capital Expenditure:

Cost of New Building/Refurbishing of Existing Building

Sr. No.	Construction Break-up	Area Sq. Ft.	Price per Sq. Ft.	Total Cost in Rs.
For Anchor Institute				
1				
2				
For Nodal Institute 1, if any				
1				
2				
For Nodal Institute 2, if any				
			Grand Total Cost	

Note: 1. Construction Break-up like Classroom, Lab etc.

2. Refurbishing Break-up like cost of building materials, hire of equipment, labour costs, electrification etc.

Cost of New Equipment & Machineries

Sr. No.	Name	Specification	Supplier / Brand	Quantity	Cost per item	Total Cost in Rs.
For Anchor Institute						
1						
2						
For Nodal Institute 1, if any						
1						
2						
For Nodal Institute 2, if any						
1						
2						
						Grand Total Cost

Cost of Tools

Sr. No.	Name	Specification	Supplier / Brand	Quantity	Cost per item	Total Cost in Rs.
For Anchor Institute						
1						
2						
For Nodal Institute 1, if any						

1						
2						
For Nodal Institute 2, if any						
1						
						Grand Total Cost

Cost of Furniture & Fixture

Sr. No.	Name	Description	Supplier / Brand	Quantity	Cost per item	Total Cost in Rs.
For Anchor Institute						
1						
2						
For Nodal Institute 1, if any						
1						
2						
For Nodal Institute 2, if any						
1						
2						
						Grand Total Cost

Cost of Electrification

Sr. No.	Description	Quantity	Cost per item	Total Cost in Rs.
For Anchor Institute				
1				
2				
For Nodal Institute 1, if any				
1				
For Nodal Institute 2, if any				
1				
				Grand Total Cost

Other Related Investment

Sr. No.	Name	Description	Supplier / Brand	Quantity	Cost per item	Total Cost in Rs.
For Anchor Institute						
1						
2						
For Nodal Institute 1, if any						
1						
2						
For Nodal Institute 2, if any						
1						
2						
						Grand Total Cost

Pre-operating Cost:

Sr. No.	Description	Total Cost in Rs.
1		
2		
	Grand Total Cost	

Contingency:

Sr. No.	Description	Total Cost in Rs.
1		
2		
	Grand Total Cost	

Note: Submit supporting documents i.e. comparison statement, quotations etc. for the above estimated project cost.

Operating/Recurring Expenditure:

Sr. No.	Description	For Anchor Institute	For Nodal Institute 1, if any	For Nodal Institute 2, if any	Total Cost in Rs.
1	Administration Expenses (For staff salaries) Details/Justification:				
2	External/Internal Faculty Honorarium Details/Justification:				
3	Cost of office consumables (Stationary/ Printing/Electrical) Details/Justification:				
4	Communication Expenses (Postage/ Telephone Bill/ Internet/ Advertisement/ Website/ Fax) Details/Justification:				
5	TA/DA of Faculty Details/Justification:				
6	Maintenance of training equipment Details/Justification:				
7	Training Expense (Training Material/Training Inauguration/Reasonable Hospitality Expense for training of faculty) Details/Justification:				
8	Meeting Expenses Details/Justification:				
9	Course Development/Up gradation/ Modification Fees, Research work Details/Justification				
10	Miscellaneous Expenses Details/Justification:				
11	Contingency Expenses Details/Justification:				
12	Other Expenses (Mention, if any) Details/Justification:				

Annexure-D

	1 st Year		2 nd Year		3 rd Year		4 th Year		5 th Year		Total	
Expenditure	Anchor	Nodal	Anchor	Nodal	Anchor	Nodal	Anchor	Nodal	Anchor	Nodal	Anchor	Nodal
Capital												
Recurring												
Total												

Process Flow of Application Received under the Scheme for Enhancement of Technical Competence and Manpower

