

भारतीय गैर न्यायिक

बीस रुपये

रु.20



Rs.20

TWENTY  
RUPEES

INDIA NON JUDICIAL

கடல்புறாடு தமில்நாடு TAMIL NADU

30-10-2023 CVESD

25AC 109068

J. VIJAYALAKSHMI  
STAMP VENDOR

L.No. 20/B3/2000

No. 1, 2nd Street, Dayala Nagar,  
Madambakkam, Chennai-600 024  
Cely 98418 18278

ARTICLES OF AGREEMENT MADE THIS DATE 30.10.2023 Between GRT VOCATIONAL INSTITUTE, GRT MAHALAKSHMI NAGAR, CHENNAI, TIRUPPATHI HIGHWAY, THIRUVALLUR DISTRICT, TIRUTTANI, TAMILNADU - 631 209. The first part.

AND

Council for Vocational Education and Skill Development having its registered office at No.17/9, Loganathan Nagar, 3rd Street, Choolaimedu, Chennai - 600 094. (Hereinafter referred to in short as CVESD) of the Other Part

Whereas the CVESD has engaged the party of GRT VOCATIONAL INSTITUTE, GRT MAHALAKSHMI NAGAR, CHENNAI, TIRUPPATHI HIGHWAY, THIRUVALLUR DISTRICT, TIRUTTANI, TAMILNADU - 631 209. who has agreed to affiliate this institutes to the Council for Vocational Education and Skill Development, for conducting courses as per the list in the Annexure under category 1. CVCHE - "CHILD EDUCATION" 2. CVCOE - "COMPUTER EDUCATION" 3. CVYNS - "YOGA EDUCATION" the conditions hereafter contained.

NOW THESE PRESENT WITNESS AS FOLLOWS:

The party of the first party will remit Rs. 2500/- (Two Thousand Five Hundred Rupees only) as affiliation/recognition fee to obtain the status of an affiliated/recognized Institute of CVESD before enrolling trainees. Their admission will be approved only after remitting the prescribed fee for each trainee.

For Council for Vocational Education  
and Skill Development

J. M. J.

Director

CVESD Director

Institute Head

**PRINCIPAL**  
GRT College of Education  
Tiruttani - 631 209.

# CVESD – TERMS AND CONDITIONS

## I. General

- a. Trust/society/Individual seeking permission to initiate the CVESD courses in their Institute should apply in the prescribed application form with all the necessary enclosures.
- b. Institute already recognized by CVESD, if applied for renewal, should enclose the copy/ copies of the authorized certificate already obtained from CVESD.
- c. The powers to accept or reject the application for starting a new course/ new Institute shall exclusively rest with CVESD.
- d. CVESD MOU and approval is valid for one year. Approval of the institute should be renewed each year. The renewal fees is Rs.2500/-
- e. The trainees admitted to the course and the institute should follow all the Terms and Conditions prescribed by the CVESD from time to time.
- f. The CVESD has full authority to cancel the Affiliation/Recognition without any prior notice if the affiliated Centre / institute shall be guilty of any deviation or impropriety of any of the CVESD Terms and Conditions
- g. The rules & regulations/Terms and conditions must be followed strictly by the affiliated institute. All disputes are subject to the jurisdiction of Chennai Metropolitan only
- h. The affiliated institutes must mention affiliation details in their name board

## II Promotion of Programmes

1. The Centre/Institute shall have to take up the responsibility of Promoting the Programmes of CVESD by advertising and publicity. The Centre/Institute shall have to get prior approval of the contents before issue of advertisement/publicity materials through any media, from CVESD
2. The Centre/Institute is restrained from using the name of the Council for Vocational Education and Skill Development and/or logo in any of its documents except stating that the Centre/Institute is the Authorized Collaborative Institution of Council for Vocational Education and Skill Development.

For Council for Vocational Education  
and Skill Development



Director

CVESD Director

  
Institute Head  
**PRINCIPAL**  
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## II. Infrastructure and Building

- a. Minimum infrastructure facilities as prescribed by CVESD is essential for conducting CVESD courses. The Institute infrastructure should be enhanced as per the students strength and requirements.
- b. Approval from CVESD is valid for the premises for which the approval is sought. Shifting of the existing premises of the institute should be done only with the consent of the CVESD. Shifting should be made before the commencement of the academic year without affecting the students, it should be obtained from CVESD Chennai. The name of the institution should be suffixed with academy/Institute/Centre/Institution.
- c. The classroom/practical workshop should be at least in the R.C Building/ Building with asbestos roof and it should have adequate space.
- d. Proper and adequate ventilation and lighting should be provided for theory and practical class rooms.
- e. Adequate drinking, water and sanitation facilities should be provided at the institute.
- f. CVESD vigilance committee will inspect the facilities that are made available to the students at the institute, at any time without prior notice.

## II. Fees pattern

- a. Fees once remitted to CVESD will not be refunded under any circumstances.
- b. The course fees charged by the institute should be commensurate with the facilities provided to the students. Tuition fees and other charges may be collected on a monthly, quarterly or annual basis.
- c. Registration of students can be made only at CVESD office, Chennai. The registration and examination fee per student is Rs.500/-

  
Institute Head  
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For Council for Vocational Education  
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CVESD Director

Director

### III. Staff pattern

- a. Minimum qualification for teaching staff should be Diploma/ degree/ Masters Degree of the subject Concerned.
- b. Teaching staff must be properly qualified and trained. Detailed bio-data of teaching staff should be sent to CVESD office, Chennai before 30<sup>th</sup> of August, every year.

### IV. Curriculum

The Management of the institute after getting the approval from CVESD should conduct classes as per CVESD norms.

The CVESD courses offered in the Institute should be full time courses.

Course name and duration should not be changed by the Institute.

Medium of instruction may be English, Hindi or Mother tongue of the students.

Adequate theory and practical hours should be maintained in the Institute, as per the course curriculum.

If the Institute is not having hospitals, laboratories and other kinds of workshops for imparting practical training to the students, they should make tie-ups with existing hospitals, laboratories and other kinds of workshops and the details of the same should be submitted along with the renewal forms.


CVESD prescribes syllabus for all the courses. This syllabus should be strictly followed and are subject to revision whenever necessary and as desired by CVESD.

A copy of the MOU or Letter of consent for the tie up made should be submitted.

  
Institute Head  
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Page No 4 of 7

For Council for Vocational Education  
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CVESD Director

Director

## V. Institution Management

- a. Any advertisement using the Government of India Emblem, giving false information to the public is punishable. It will even lead to the cancellation of the approval of the institute.
- b. No parallel classes/sections shall be conducted in any complex/building other than the premises for which approval was granted.
- c. The Institute should maintain records of attendance of students and teaching staff.
- d. Number of students in one batch should not exceed 50.
- e. Students can be admitted throughout the year for all short term courses
- f. All advertisements or promotional activities must be approved by CVESD Office, Chennai.
- g. Examination will be normally conducted in the Institute where approval was granted. CVESD will nominate the examiners. Examination can be written in any language.
- h. Institutes which run other Certificate, Diploma or Degree courses should not award any certificate merging the same with the CVESD courses conducted in the Institute.

  
Institute Head  
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Page No 5 of 7

For Council for Vocational Education  
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CVESD Director

Director

## ANNEXURE

## CVCHE - CHILD EDUCATION

S. NO.	COURSE CODE	COURSE NAME	DURATION
1	CVCHE12	CVESD DIPLOMA IN PRIMARY EDUCATION	1 YEAR
2	CVCHE04	CVESD DIPLOMA IN MONTESSORI AND CHILD EDUCATION	1 YEAR
3	CVCHE05	CVESD DIPLOMA IN CRECHE AND PRE - SCHOOL MANAGEMENT	1 YEAR
4	CVCHE08	CVESD DIPLOMA IN ANGANWADI SUPERVISOR	1 YEAR
5	CVCHE09	CVESD DIPLOMA IN EARLY CHILDHOOD CARE AND EDUCATION	1 YEAR

## CVCOE - COMPUTER EDUCATION

S. NO.	COURSE CODE	COURSE NAME	DURATION
1	CVCOE13	CVESD CRAFTMANSHIP COURSE IN COMPUTER SCIENCE	6 MONTHS
2	CVCOE20	CVESD CRAFTMANSHIP COURSE IN LAPTOP HARDWARE MAINTENANCE	6 MONTHS
3	CVCOE28	CVESD CERTIFICATION COURSE IN OFFICE AUTOMATION	4 MONTHS
4	CVCOE29	CVESD CERTIFICATION COURSE IN MULTIMEDIA	3 MONTHS
5	CVCOE34	CVESD CERTIFICATION COURSE IN INFORMATION TECHNOLOGY	3 MONTHS

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 Director

CVESD Director



Institute Head

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CVYS - YOGA EDUCATION


S. NO.	COURSE CODE	COURSE NAME	DURATION
1	CVYNS024	CVESD CRAFTMANSHIP COURSE IN PRACTICAL YOGA	6 MONTHS
2	CVYNS026	CVESD CRAFTMANSHIP COURSE IN YOGIC SCIENCE	6 MONTHS
3	CVYNS43	CVESD CRAFTMANSHIP COURSE IN BREATHING TECHNIQUES BY YOGA	6 MONTHS
4	CVYNS48	CVESD CRAFTMANSHIP COURSE IN FASTING AND NATUROPATHY	6 MONTHS
5	CVYNS07	CVESD DIPLOMA IN YOGA	1 YEAR

**MODEL NAME BOARD OF AFFILIATED INSTITUTE**

**GRT VOCATIONAL INSTITUTE**

(FILIATED WITH COUNCIL FOR VOCATIONAL EDUCATION AND SKILL DEVELOPMENT)

For Council for Vocational Education  
and Skill Development

 Director

CVESD Director



Institute Head

**PRINCIPAL**

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