

CBSS – TERMS AND CONDITIONS

I. General

- a) Trust/society/Individual seeking permission to initiate the CBSS Skill courses in their Institution and become Institutional Member should apply in the prescribed application form with all the necessary enclosures.
- b) Institution already authorized by CBSS as Institutional Member, if applies for any new category / new skill courses in the same category or renewal should enclose the copy / copies of the authorized certificate already obtained from CBSS.
- c) The powers to accept or reject the application for starting new skill course/ new Institutional Membership / Renewal shall exclusively rest with CBSS.
- d) CBSS Agreement and authorization is valid for only one academic year (1st June to May 31st) Authorization of the institution should be renewed each year, before May 30 with Central Bharat Sevak Samaj and World Skill Council.
- e) The Members admitted to the Skill course and the institution should follow all the Terms and conditions prescribed by the CBSS from time to time regarding the conduct of the above Skill courses.
- f) CBSS has associated with World Skill Council for better employment opportunities to CBSS candidates across the world. So, Institutional member should follow the terms and conditions of World Skill Council
- g) The CBSS has full authority to cancel the affiliation/Authorization Without any previous notice if the Institutional Member shall be guilty of any Deviation or impropriety of any of the CBSS Terms and conditions.
- h) This Agreement and authorization is valid up to -----.
- i) The authorized Institute should not do any alteration in candidate Id card, Marksheet, Certificate & Affiliation order of CBSS. If found guilty the Institute affiliation will be cancelled immediately and legal action will be initiated.

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- j) The authorized Institute should not do any alteration in Id card, Certificate & Affiliation order of WSC. If found guilty the Institute affiliation will be cancelled immediately and legal action will be initiated.
- k) CBSS & WSC is not giving any assurance to government jobs for its skill courses. Providing jobs are based on concerned Government Discretion.
- l) The Institutional Member (first part) should explain to all students about the Non-eligibility of Government Job. BSS does not guarantee Government employment to any student of BSS Certificate holders. No assurance, guarantee or representation to be given to any student regarding eligibility for government jobs (state or central) or semi-government positions based on BSS & WSC certificates.
- m) The Institute authority faculty should verify the skill of the student for minimum 9 days. After that, a 10 minutes video of each student should be submitted to WSC office for WSC certification.
- n) We the authorized institute won't engage in any conduct that would cause harm, inconvenience or reputational damage to BSS employees.

II. Infrastructure and Building

- a) Necessary infrastructure facilities as prescribed by CBSS are essential for running CBSS Skill courses. The Institution infrastructure should be enhanced as per the student's strength and requirements.
- b) Authorization from CBSS is valid for the premises for which the Authorization is sought. Shifting of the existing premises of the institution should be done only with Consent of the Central BSS Chennai / New Delhi. Shifting should be made before the Commencement of the concerned academic year without affecting the Candidates / Registered Members of the Institution. Separate application by submitting the required fee, should be obtained from Central BSS Office Chennai / New Delhi for this purpose.
- c) The class room/practical workshop should be at least in the R.C Building/ Building with asbestos roof and it should have adequate space.

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- d) Proper and adequate ventilation, lighting should be provided for theory and practical class rooms.
- e) Adequate drinking, water and sanitation facilities should be provided at the institution.
- f) CBSS vigilance committee will inspect the facilities which are made available to the Candidates/ Registered Members at the institution, at any time without Prior Notice if necessary.
- g) Live video will be recorded by CBSS officials for verifying the infrastructure facilities and same will be uploaded in the CBSS official youtube channel every year.

III. Fees pattern

- a) The institution can charge maximum fee of Rs.25,000/- (Tuition Fee) or equivalent amount in other countries per Candidate/per Skill course/ per year.
- b) Membership Fee, Other Programmes Fee, certification fee and any other fee once remitted to CBSS & WSC will not be refunded under any circumstances.
- c) The course fees charged by the institution should be commensurate with the facilities provided to the candidates. Tuition fees and other charges may be collected on a monthly, quarterly or annual basis.
- d) Registration of Candidates/ Members can be made at Central BSS office, Chennai / New Delhi. The registration and other Programmes fee per candidate is Rs.1500/- and both Registration and Other Programmes fee (one time payment) Rs.1500/- to World Skill Council should be remitted before 30th September with registration and examination forms. The same fee can be Remitted up to 30th October with late fee Rs.100/- per candidate.
- e) The fee remitted by Institute via online (or) DD should be materialized within 15 days.

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IV. Staff pattern

- a) Minimum qualification for teaching staff should be Degree/ Masters Degree of concerned subject.
- b) Teaching staff must be properly qualified and trained. Detailed bio-data of teaching staff should be uploaded in Institute login as per CBSS norms.
- c) Every year, two faculty members from the Institution should undergo **compulsory** one day faculty and Management Training Programme at Central BSS office, Chennai / New Delhi.

V. Curriculum

- a) The Management of the institution after getting the authorisation from CBSS should conduct classes as per CBSS norms.
- b) The CBSS Skill courses offered in the Institution should be full time courses.
- c) Skill Course name and duration should not be changed by the Institution.
- d) Medium of instruction may be English, Hindi or Mother tongue of the candidates of Registered candidates.
- e) Adequate theory and practical hours should be maintained in the Institution, as per the course curriculum.
- f) If the Institution is not having hospital, laboratories and other kind of workshop for imparting practical training to the candidates, they should make tie-up with existing hospitals, laboratories and other kind of workshop and the details of the same should be uploaded into the Institute login.
- g) CBSS prescribes syllabus for all the Skill courses. This syllabus should be strictly followed and are subject to revision whenever necessary and as desired by CBSS.
- h) For One Year and less than One Year Skill Courses, Tenth Std (Pass / Fail) is eligible. For Two Year Skill Courses, Tenth Pass is eligible.
- i) Examiners list to be uploaded into the Institute login as per the CBSS norms.

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VI. Institution Management

- a) Any advertisement using Government of India Emblem, giving false information to public is punishable. It will lead to the cancellation of the authorisation of the institution and other legal prosecution.
- b) No parallel classes/sections shall be conducted in any complex/building other than the premises for which authorization was granted.
- c) Institution should strictly follow the SOP (Standard Operating Procedures) given by the CBSS.
- d) The Institution should maintain records of attendance of candidates and teaching staff.
- e) The academic year should be from June to May every year.
- f) The calendar year should be from January to December every year.
- g) Number of Candidates/ Members in one class room should not exceed 50.
- h) For all short term Skill courses (less than one year duration) Candidates / Members can be admitted throughout the year with previous written Approval of CBSS.
- i) All advertisements or promotional activities must be approved by Central BSS office, Chennai / New Delhi.
- j) Record note, ID card, is **compulsory** to all Candidates It is also **Compulsory** for those who are undergoing short term Skill courses.
- k) Examination will be normally conducted in the Institution where authorisation was granted. The concerned Institution should arrange examiner itself and details to be uploaded in to the Institute login. Examination can be written by the Candidates in any Language.
- l) Institution which runs other Certificate, Diploma or Degree courses should not award any certificate merging the same with the CBSS skill courses conducting in the Institution.

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- m) If the institution is violating the terms and conditions of CBSS & WSC, affiliation /authorization will be terminated and same will be notified in leading newspaper without prior Intimation. Also legal action will be initiated.
- n) The management can start maximum four institution in the same name with same Skill courses. If the management wants to start same Skill courses more than four institution they can open only with another name.

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