

NATIONAL COUNCIL OF VOCATIONAL TRAINING AND EDUCATION BOARD (NCVTEB)

Authorized Center Operation & Training Guidelines Manual

1. Executive Summary & Board Mandate

National Council of Vocational Training and Education Board (NCVTEB) is an autonomous apex body established to streamline, regulate, and promote vocational education, technical skill enhancement, and industrial training across India. This manual serves as the official operational framework and standard operating procedure (SOP) for all authorized training centers, franchise partners, and educational consultants collaborating with the board.

2. Core Objectives for Authorized Centers

- **Infrastructure Compliance:** Maintaining dedicated theory classrooms and well-equipped practical training laboratories as

per specific course norms (e.g., Fire & Safety, Industrial Safety, Technical Trades).

- **Curriculum Delivery:** Executing board-approved syllabi, practical training sessions, and periodic internal evaluations.
- **Transparent Operations:** Directing all student registrations, examination fee submissions, and credential verification through official NCVTEB digital portals.

3. Authorization, Affiliation & Renewal Protocols

Center affiliation is granted based on verification of infrastructure, faculty credentials, and regional documentation. Affiliated centers must ensure annual renewal of their authorization certificates before the commencement of the new academic session. Unauthorized sub-franchising or misrepresentation of board authority will lead to immediate cancellation of affiliation and legal action.

4. Examination, Evaluation & Certification Standards

NCVTEB maintains a strict, transparent examination and certification protocol to ensure that every certified candidate possesses industry-ready skills:

- **Assessments:** Conducted via standardized question banks, practical skill tests, and viva-voce evaluations supervised by authorized center coordinators.
- **Digital Verification:** All issued certificates bear unique registration numbers and QR codes, allowing instant real-time authentication via the central NCVTEB online portal.
- **Zero Tolerance:** Strict adherence to anti-malpractice guidelines during examinations. Any discrepancy reported will result in blacklisting of the center.

5. Administrative Support & Helpdesk

For administrative queries, franchise status upgrades, bulk student verification, or technical support regarding portal management, center heads are advised to contact the NCVTEB Central Administrative Office at Gurugram or reach out through official board communication channels.