



NORTH EAST SKILL CENTRE

A Joint Initiative of



Contents

1. ABOUT ASSAM SKILL DEVELOPMENT MISSION

1.1 Vision and mission of ASDM 5

2. ABOUT NORTH EAST SKILL CENTRE

2.1 Key differentiators 7

2.2 Courses outline and intake capacity at NESC 8

2.3 Collaboration with ITEES, Singapore 10

2.4 Why ITEES, Singapore? 11

3. BEAUTY & WELLNESS

3.1 Course at a glance 12

3.2 Course objective 13

3.3 Internship 13

3.4 Structure of the course 14

3.5 Eligibility 14

4. FOOD & BEVERAGE SERVICE

4.1 Course at glance 15

4.2 Course objective 16

4.3 Structure of the course 16

4.4 Eligibility 17

5. HOSPITALITY OPERATIONS – HOUSEKEEPING

5.1 Course at a glance 17

5.2 Course objective 19

5.3 Structure of the course 20

5.4 Eligibility 20

6. RETAIL SERVICES

6.1 Course at a glance 21

6.2 Course objective 22

6.3 Structure of the course 23

6.4 Eligibility 23

7. ELIGIBILITY CRITERIA

8. PHYSICAL FITNESS

9. ADMISSION PROCESS

10. REGISTRATION, CAUTION MONEY & TUITION FEE

11. INSTRUCTION TO THE CANDIDATES TO BE FOLLOWED

AT THE TIME OF ADMISSION 26

12. DOCUMENTS TO BE SUBMITTED (ORIGINAL) AT THE 26

TIME OF ADMISSION

13. GENERAL RULES & INFORMATION FOR CANDIDATES 27

14. PLACEMENT AND INDUSTRIAL EXPOSURE 28

MESSAGE FROM THE DESK OF THE MISSION DIRECTOR

Skill Development is the cornerstone of all the developmental activities of the Government of Assam. Assam Skill Development Mission (ASDM) was formed under the aegis of Department of Skill, Employment & Entrepreneurship with the aim to provide quality skill training to the youth leading to meaningful employment. We here at ASDM are committed to take forward, our Hon'ble Prime Minister of India and Hon'ble Chief Minister of Assam's vision of 'Skill India' and create a pool of skilled manpower who will become successful professionals or entrepreneurs. ASDM is currently running the state funded Placement Linked Skill Development Training Program (PLSDTP) and Pradhan Mantri Kaushal Vikas Yojana 2.0 (PMKVY 2.0) – a flagship program under Ministry of Skill Development.

As a stride towards promoting skill development in the state, ASDM has established the North East Skill Centre which will take skill development training to a new zenith. The North East Skill Centre (NESC) is established in collaboration with ITEES, Singapore at Guwahati. At NESC, we aim to provide quality skill training at par with international standard to the youth of the state. We aspire to develop a capacity which can meet the demand for skilled manpower not only in the state but also in the international market. NESC will create a pool of competent workforce who will be appreciated as an asset by various industries.

With the recent changes in the population matrix there is a window of opportunity to utilize the demographic dividend of the state. ASDM has taken multifaceted initiatives to reap the outcomes of the demographic dividend. NESC is one such initiative which is established as a premier institute to impart skill training.

Shri. Ankur Jain, IPS
Mission Director
Assam Skill Development Mission

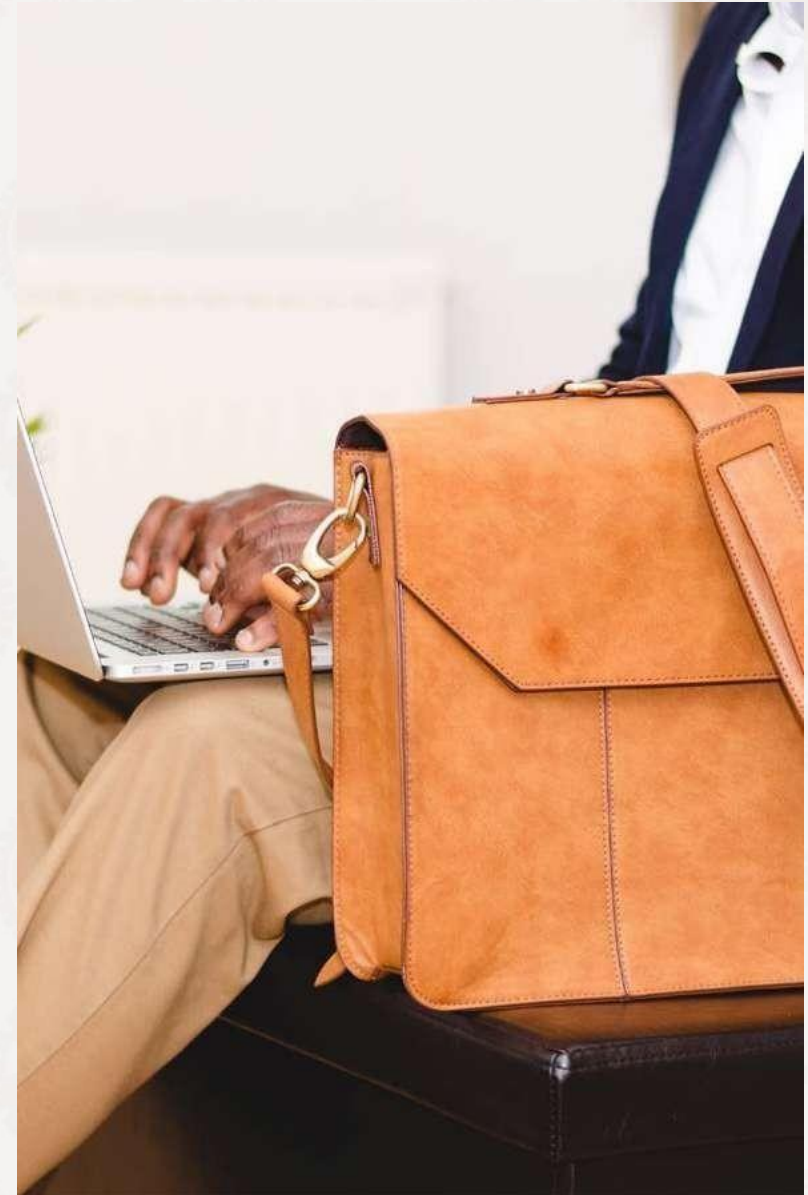
A Joint Initiative of



1. ABOUT ASSAM SKILL DEVELOPMENT MISSION

Assam Skill Development Mission (ASDM) was registered in the year 2015 under the Societies Registration Act, 1860 and is working under newly created Skill, Employment & Entrepreneurship Department (SEED), and Government of Assam. ASDM aims at creating a sustainable skill ecosystem for convergence of quality skills training and also encourage budding entrepreneurs in different sectors.

A Joint Initiative of



1.1 VISION AND MISSION OF ASDM



VISION

Capacity building of unemployed youth and to deliver quality skill training leading to meaningful employment



A Joint Initiative of



2. ABOUT NORTH EAST SKILL CENTRE

North East Skill Centre (NESC) is envisioned to become a premier institute in the field of skill development in Assam. NESC will provide specialised skill development training in the following sectors:



**BEAUTY &
WELLNESS**



**RETAIL
SERVICES**



FOOD & BEVERAGE SERVICE



**HOSPITALITY OPERATIONS-
HOUSEKEEPING**

To address the need of a high quality Technical & Vocational Education Training (TVET) in North-East, the North East Skill Centre will be established in collaboration with Institute of Technical Educational Services (ITEES), Singapore. The NESC will be well equipped to address the dynamic needs of industries and support the social and economic growth in the region.



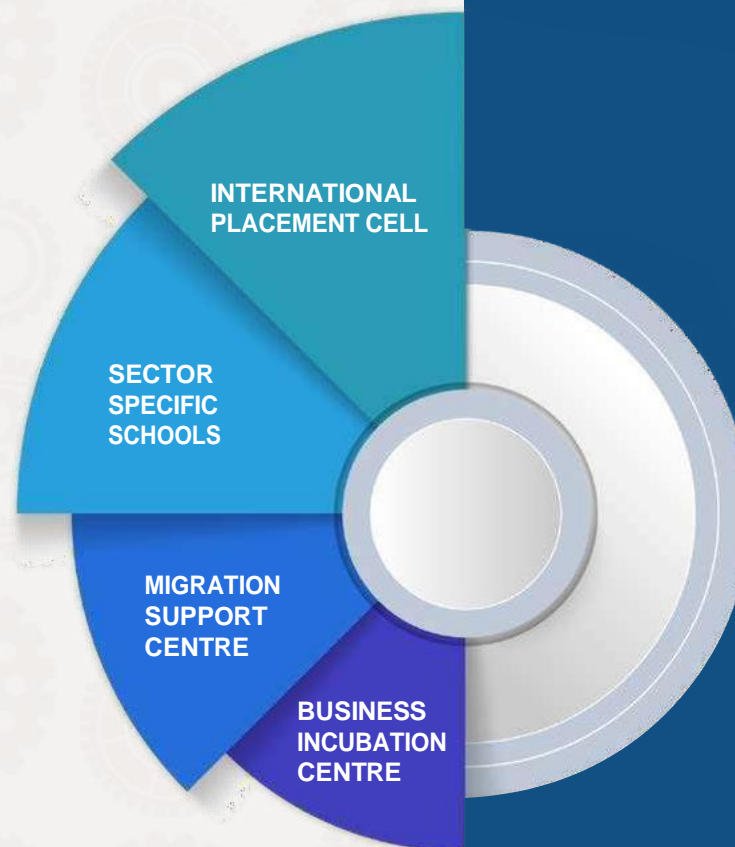
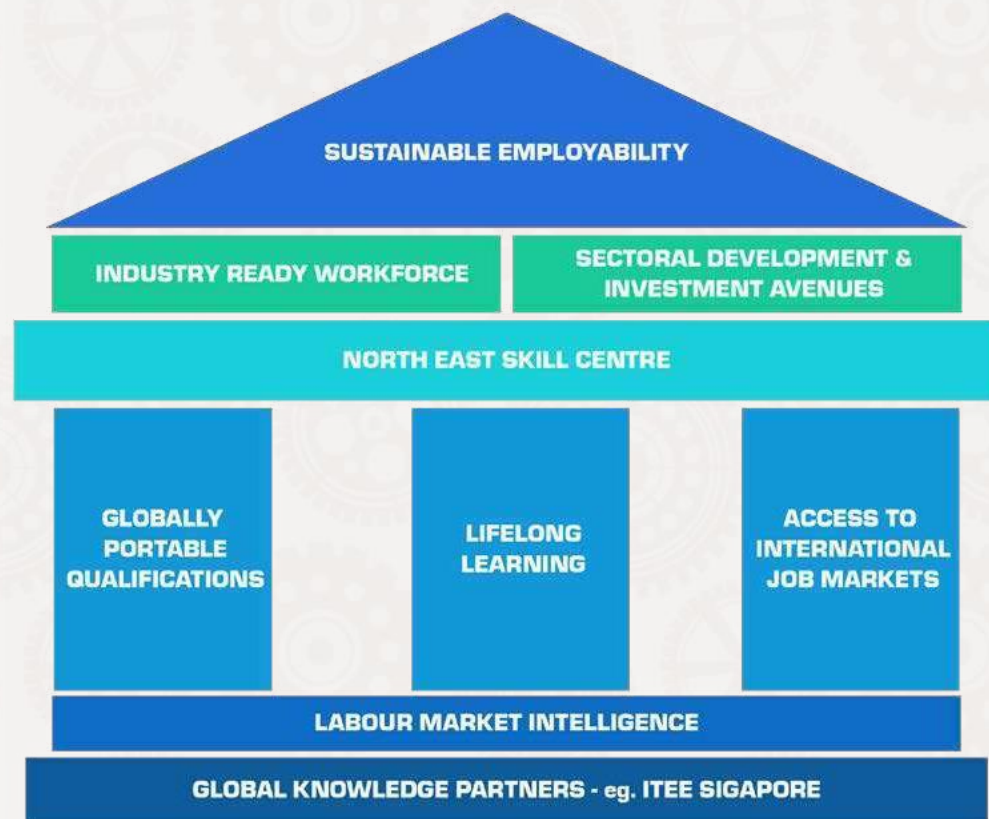
A Joint Initiative of

21 KEY DIFFERENTIATORS

- **STATE OF THE ART INFRASTRUCTURE:** The North East Skill Centre will have a state of the art infrastructure facility. The skill training centre is opened in a sprawling campus located on the National Highway No. 37. The skill centre will have well equipped domain lab for practical training across the four sectors with necessary equipment and consumables. The campus will have an advanced IT lab with internet connection for the use of the students.
- **SECTOR SPECIFIC SCHOOL:** NESC will focus on imparting training across four sectors viz. Beauty & Wellness, Hospitality – F&B Service, Hospitality – Housekeeping and Retail Service. The campus will have four sector specific school with both theory and practical classrooms. The sectors for training have been selected after meticulous analysis of the sectoral demand in the country.
- **COURSE CURRICULUM:** The course curriculum has been designed in collaboration with ITEES, Singapore is set to meet the prevalent international standards. The course curriculum has also been aligned with National Skill Qualification Framework (NSQF). The specially designed curriculum will be globally portable which will provide the students with additional advantage of accessing the international job markets.
- **TRAINING BY PROFESSIONAL:** The training will be imparted through professionals who have got an extensive knowledge of the industry. The trainers have undergone specialised Train the Trainer Program at Singapore delivered by resource person from ITEES, Singapore.
- **INDUSTRIAL COLLABORATION:** NESC has collaborated with leading industrial partners to facilitate the training of the students in numerous ways such as guest lectures, industrial visits, on the job training etc. Further, this association with the industry partners can be leveraged upon for placement of the successfully trained candidates.
- **INCLUSIVE DEVELOPMENT:** NESC will focus on all-inclusive development of the candidates. Along with the domain skills additional classes to develop soft skills and communication skills will also be conducted. Recognizing the need of communication skills at work place special emphasis has been given to develop the same among the students and make them job ready.

A Joint Initiative of

North East Skill Centre (NESC) at Guwahati. The objective of establishing a NESC is to offer high quality skills training for the masses especially the rural youth



A Joint Initiative of

22 COURSES OUTLINE AND INTAKE CAPACITY AT NESC

COURSES	NO. OF TRAINEES PER CLASS	NO OF BATCHES	TOTAL NO. OF TRAINEES	PROGRAM	DURATION OF COURSE
BEAUTY & WELLNESS	20	4	80	Certificate Program	1 Year (1500 hours)
FOOD & BEVERAGE SERVICE	20	6	120	Certificate Program	1 Year (1500 hours)
HOSPITALITY-HOUSEKEEPING	20	4	80	Certificate Program	1 Year (1500 hours)
RETAIL SERVICE	20	6	120	Certificate Program	1 Year (1500 hours)
TOTAL NUMBER OF SEATS			400		

23 COLLABORATION WITH ITEES, SINGAPORE

ITEES, Singapore is the knowledge partner for establishing North East Skill Centre at Guwahati. NESC plans to impart training of international standard with quality assurance and benchmarking. To formalize the collaboration for the establishment of the NESC in Assam, a Memorandum of Understanding (MOU) was signed between ITEES and the Government of Assam in Oct 2016 witnessed by both Prime Ministers of Singapore and India. ITEES, Singapore will support NESC by providing technical assistance on:

- NESC Campus Design and Building Works
- Design of Facilities in NESC
- Procurement of Training Equipment and Commissioning of Workshops
- Curriculum Design and Development
- Training of the Trainers
- Training of Centre Management Staff
- Training, Supervision
- Inspection

A Joint Initiative of



24 WHY ITEES, SINGAPORE?

The Institute of Technical Education (ITE) was established as a post-secondary institution in 1992 under the Ministry of Education (MOE), Singapore. ITE is the principal provider of career technical education in Singapore at the technician or semi-professional level, and the principal authority for national occupational skills certification and standards. ITE is guided by its current five-year roadmap, the ITE innovate (2010-2014), to propel ITE to be A Global Leader for Innovations in Technical Education. ITE takes pride in its unique brand of college Education that is based on a holistic **“Hands-on, Minds-on, Hearts-on”**

“Hands-on” training to equip ITE students with the required skills-set for employment.

“Minds-on” learning to develop them into independent- thinking and flexible practitioners, equipped to manage rapid changes in the environment.

“Hearts-on” learning to develop “complete” ITE students, who have the passion for what they do, self-belief and care for the community and society.

Through the internationally-recognized DACUM (Developing A Curriculum) process, ITE ensures that its candidates are equipped with skills needed by Industry. NESC has adopted all the best practices offered by ITE, Singapore through MOU for technical assistance.

A Joint Initiative of

3. BEAUTY AND WELLNESS



31 COURSE AT A GLANCE

COURSE NAME	DURATION	AWARD	MODULES	WEIGHTAGE PER MODULE	INTAKE CAPACITY BATCHES	ELIGIBILITY CRITERIA
BEAUTY AND SPA THERAPIST	One Year	Certificate	Core module Employability & Life skill Module	60% 40%	80 (20 per batch , total 4 batches)	Age: Minimum 17 years Educational qualification : 12th pass

32 COURSE OBJECTIVE

This course provides trainees with the skills and knowledge

- To carry out the services in salon and spa such as a beauty therapist, spa therapist, manicurist/ pedicurist, nail artist.
- Ensure the efficient delivery of quality service to the customers.
- To conduct client consultation, handle salon operations, perform inventory control, handle payment, and display merchandise so as to satisfy the customer.
- Understanding Foreign Cultures to ensure excellent delivery of services to guests.
- Conversational English
- Software Applications
- Entrepreneurship

33 INTERNSHIP

Industrial training of one month duration, to have hands-on experience in beauty industry in all major beauty salon and Spas. The training would work on live project to gain the understanding of working methodology of the industry. The trainee would maintain a weekly log of the work done by him/her during the internship. Weekly log should also carry comments from the Supervisor/ Manager of the organization. He/ She would submit a project report after the completion of the internship.

A Joint Initiative of

34 STRUCTURE OF THE COURSE

SL. NO	NAME OF THE MODULE	(LEARNING HRS)	THEORY (HRS)	PRACTICAL (HRS)
(i)	Salon Procedures (*Trade specific)	60	20	40
(ii)	Basic facial treatments (*Trade specific)	140	40	100
(iii)	Manicure, Pedicure, Nail Art (*Trade specific)	140	40	100
(iv)	Customer service in the salon (*Trade specific)	60	30	30
(v)	Aesthetic Therapy (*Trade specific)	140	30	110
(vi)	Massage Therapy (*Trade specific)	140	30	110
(vii)	Spa Treatments (*Trade specific)	120	40	80
(viii)	Conversational English (*Employability and life skill specific)	325	103	222
(ix)	Software Applications (*Employability and life skill specific)	125	0	125
(x)	Understanding Foreign Cultures (*Employability and life skill specific)	125	75	50
(xi)	Entrepreneurship (*Employability and life skill specific)	125	50	75
	TOTAL	1500	458	1042

35 ELIGIBILITY

The minimum entry qualification for admission in Beauty & Wellness course:- Passed Class XII under 10+2 system of education or its equivalent with English as a subject and with at least minimum passing marks in English and Knowledge of Microsoft Office, Equipped with at least basic communication and analytical skills.

A Joint Initiative of



4. HOSPITALITY – FOOD & BEVERAGE SERVICE

41 COURSE AT GLANCE

COURSE NAME	DURATION	AWARD	MODULES	WEIGHTAGE PER MODULE	INTAKE CAPACITY BATCHES	ELIGIBILITY CRITERIA
Food & Beverage Chamberlain	One Year	Certificate	Core module	50 %	120 (20 per batch, total 6 batches)	Age: Minimum 17 years Educational qualification : 12th pass
			Common Module	20 %		
			Employability & Life skill Module	30%		

42 COURSE OBJECTIVE

The certification in Food and Beverage Chamberlain will provide trainees with

- Skill and knowledge of Core operational functions such as Essentials of Food and Beverage Skills, Beverage Service, Food and Beverage Service and Operations, Integrated Food and Beverage Operations.
- Customer Service
- Effective Communication techniques
- Professional Image and Etiquettes
- Understanding Foreign Cultures to ensure excellent delivery of services to guests.
- Conversational English
- Software Applications
- Entrepreneurship

A Joint Initiative of

43 STRUCTURE OF THE COURSE

SL. NO	MODULE NAME	TOTAL LEARNING HOURS	THEORY	PRACTICAL
(i)	Essentials of Food and Beverage Skills (*Trade specific)	125	50	75
(ii)	Beverage Service (*Trade specific)	100	50	50
(iii)	Food and Beverage Service and Operations (*Trade specific)	125	50	75
(iv)	Integrated Food and Beverage Operations (*Trade specific)	100	50	50
(v)	Effective Communication (* Trade / Course specific)	125	75	50
(vi)	Professional Image and Etiquette (*Trade / Course)	100	25	75
(vii)	Customer Service (*Trade / Course specific)	125	50	75
(viii)	Conversational English (*Employability and life skill specific)	325	103	222
(ix)	Software Applications (*Employability and life skill specific)	125	0	125
(x)	Understanding Foreign Cultures (Employability and life skill specific)	125	75	50
(xi)	Entrepreneurship (*Employability and life skill specific)	125	50	75
TOTAL		1500	578	922

44 ELIGIBILITY

The minimum entry qualification for admission in Food and Beverage Service course:- Passed Class XII under 10+2 system of education or its equivalent with English as a subject and with at least minimum passing marks in English and Knowledge of Microsoft Office, Equipped with at least basic communication and analytical skills.

A Joint Initiative of



5. HOSPITALITY HOUSEKEEPING

51 COURSE AT A GLANCE

COURSE NAME	DURATION	AWARD	MODULES	WEIGHTAGE PER MODULE	INTAKE CAPACITY BATCHES	ELIGIBILITY CRITERIA
Guest Service Associate (Housekeeping)	One Year	Certificate	Core module	50 %	80 (20 per batch , total 4 batches)	Age: Minimum 17 years Educational qualification : 12th pass
			Course Specific Module	20 %		
			Employability & Life skill Module	30%		

52 COURSE OBJECTIVE

The certification in Guest Service Associate (Housekeeping) will provide trainees with

- An opportunity to perform a range of housekeeping operations within any accommodation establishment by providing services to guests for a comfortable and enjoyable stay.
- Provide guests with luxury safety and security during their stay in hotels.
- Understand the changing trends and need of the industry.
- Customer Service
- Effective Communication techniques
- Professional Image and Etiquettes
- Understanding Foreign Cultures to ensure excellent delivery of services to guests.
- Conversational English
- Software Applications
- Entrepreneurship

A Joint Initiative of

53 STRUCTURE OF THE COURSE

SL. NO	MODULE NAME	TOTAL LEARNING HOURS	THEORY	PRACTICAL
(i)	Basic Housekeeping Operations *(Trade specific)	100	50	50
(ii)	Public area and Laundry Services *(Trade specific)	125	75	50
(iii)	Housekeeping Services *(Trade specific)	125	75	50
(iv)	Introduction to Hospitality and Tourism *(Trade specific)	100	75	25
(v)	Effective Communication *(Trade/Course specific)	125	75	50
(vi)	Professional Image and Etiquette *(Trade/Course specific)	100	25	75
(vii)	Customer Service *(Trade/Course specific)	125	50	75
(viii)	Conversational English *(Employability and life skill specific)	325	103	222
(ix)	Software Applications *(Employability and life skill specific)	125	0	125
(x)	Understanding Foreign Cultures *(Employability and life skill specific)	125	75	50
(xi)	Entrepreneurship *(Employability and life skill specific)	125	50	75
SUB TOTAL (A)		1500	653	847

54 ELIGIBILITY

The minimum entry qualification for admission in Hospitality (Housekeeping) course:- Passed Class XII under 10+2 system of education or its equivalent with English as a subject and with at least minimum passing marks in English and Knowledge of Microsoft Office, Equipped with at least basic communication and analytical skills.

A Joint Initiative of

6. RETAIL SERVICES



61 COURSE AT A GLANCE

COURSE NAME	DURATION	AWARD	MODULES	WEIGHTAGE PER MODULE	INTAKE CAPACITY BATCHES	ELIGIBILITY CRITERIA
Retail Sales Personnel	One Year	Certificate	Core module	50 %	120 (20 per batch , total 6 batches)	Age: Minimum 17 years
			Course Specific Module	20 %		Educational
			Employability & Lifeskill Module	30%		qualification : 12th pass

62 COURSE OBJECTIVE

This course provides trainees with the skills and knowledge:

- To carry out the operations in retail outlet, such as handle merchandise, perform cashiering and customer service.
- To ensure the efficient delivery of quality service to customers.
- To enhance visual appeal of merchandise display in retail outlet, such as prepare merchandise, props and point-of-purchase display, so as to uplift the store's image and customer's satisfaction.
- Customer Service
- Effective Communication techniques
- Professional Image and Etiquettes
- Understanding Foreign Cultures to ensure excellent delivery of services to guests.
- Conversational English
- Software Applications
- Entrepreneurship

A Joint Initiative of

63 STRUCTURE OF THE COURSE

SL. NO	MODULE NAME	TOTAL HRS	THEORY	PRACTICAL
(i)	Retail Selling (*Trade specific)	100	50	50
(ii)	Retail Operations (*Trade specific)	125	50	75
(iii)	Retail Promotions (*Trade specific)	125	50	75
(iv)	Store Display/ Visual Merchandise (*Trade specific)	100	50	50
(v)	Effective Communication (*Trade/Course specific)	125	75	50
(vi)	Professional Image and Etiquette (* Trade/Course specific)	100	25	75
(vii)	Customer Service (* Trade/Course specific)	125	50	75
(viii)	Conversational English (*Employability and life skill specific)	325	103	222
(ix)	Software Applications (*Employability and life skill specific)	125	0	125
(x)	Understanding Foreign Cultures (*Employability and life skill specific)	125	75	50
(xi)	Entrepreneurship (*Employability and life skill specific)	125	50	75
SUB TOTAL (A)		1500	578	922

64 ELIGIBILITY

The minimum entry qualification for admission in Retail Services course:- Passed Class XII under 10+2 system of education or its equivalent with English as a subject and with at least minimum passing marks in English and Knowledge of Microsoft Office, Equipped with at least basic communication and analytical skills.

A Joint Initiative of

7. ELIGIBILITY CRITERIA

NAME OF THE COURSE	QUALIFICATION	AGE-LIMIT
Beauty & Wellness	12th Pass	17 years and above
Retail Services	12th Pass	17 years and above
Hospitality – Food & Beverage Service	12th Pass	17 years and above
Hospitality - Housekeeping	12th Pass	17 years and above

**** 80% of the seats will be reserved for domiciles of Assam. However, in case the seats reserved for the domiciles of Assam remain vacant then the vacant seats may be allotted to students of other states.**

8. PHYSICAL FITNESS

All the Candidates shall be required to submit a Medical Fitness Certificate from a Registered Medical Practitioner at the time of admission.

9. ADMISSION PROCESS

Admissions shall be on first come first serve basis. Admissions to specific courses to be done after counselling of candidate by the Counsellors and Course Managers/ Principal.

A Joint Initiative of

10. REGISTRATION, CAUTION MONEY & TUITIONFEE

1. Total Tuition Fee Rs. 16,200/- (Non-Refundable) per candidate has to be deposited on quarterly basis (@ Rs. 4050/- x 4).
2. Caution money Rs. 1000/- per candidate (one time) has to be deposited at the time of admission. This amount is refundable after completion of the training.
3. Pupil Fund Rs.500/- (Non-Refundable) per candidate has to be deposited at the time of admission.
4. Training Fee will be deposited on quarterly basis as per follows:

FEES STRUCTURE		
1	FOR ALL COURSES (BOYS & GIRLS)	Rs 16200/- * (Tuition Fees, Non Refundable) +
		Rs 1000/-(One time Caution Money, Refundable) +
		Pupil fund Rs500 (Non refundable)
2	REMARKS	Total Tuition Fee of 16,200/- (Non-Refundable) has to be deposited on quarterly basis (@ 4,050/- x 4)

Note:

1. Any kind of fee paid will not be refunded at any stage of training.
2. The applicant has to apply online on the website www.asdm.assam.gov.in & www.skillmissionassam.org and printout has to be deposited to the institute duly signed by the candidate before the due date as published yearly.

A Joint Initiative of



11. INSTRUCTION TO THE CANDIDATES TO BE FOLLOWED AT THE TIME OF ADMISSION

- The candidate has to produce/keep ready all originals & other documents.
- Self-attested photocopies of the documents submitted along with the application shall be checked and compared with the original documents before the admission is finalized. If original documents are not produced, no seat will be offered.
- Candidate must report to the admission In-charge along with print out of online fee payment receipt received by them on the mobile number mentioned by them during fee payment.
- They would be enrolled only after producing fee receipt to the admission in-charge.

12. DOCUMENTS TO BE SUBMITTED (ORIGINAL) AT THE TIME OF ADMISSION:

1. Medical fitness certificate from Registered Medical Practitioner.
2. Character certificate from Principal of the school last attended/ Gazetted Officer issued with-in last six months.
3. The candidates are to produce all the original documents and submit the self attached documents for the same.

A Joint Initiative of

13. GENERAL RULES & INFORMATION FOR CANDIDATES

1. UNIFORM: - Candidates shall have to get two sets of prescribed uniform stitched from market for respective Sector within 10 days from the date of admission and shall wear the same daily. The colour code prescribed for the each course/sector may be confirmed from the respective Course Manager prior to stitching of the Uniform. The Uniform consists of Trouser, White Shirt, Coat, Tie, Lab coat (for Houskeeping, Beauty & Wellness), Black Shoes and White Socks to wear compulsorily during training. Candidates are required to adhere to Industry prescribed grooming standards

2. HOLIDAYS/LEAVE ADMISSIBLE TO CANDIDATES:- Candidates are allowed the same holidays as fixed by Assam Government for its staff. There will be no summer or winter holidays.

2.1 Casual Leave:- In addition to usual holidays, candidates are admissible to avail casual leave @ 8 days per year, 5 days at any one time subject to the sanctioning of leave by competent authority. Casual leave can't be combined with another kind of leaves.

2.2 Medical Leave:- Medical Leave up to 15 days subject to production of Medical Certificate from a Medical Officer may be granted. Leave for a further period of not exceeding 3 weeks may be granted as special leaves. This leave can be granted only once in the training period on recommendations of medical officer acceptable to competent authority.

2.3 Unauthorized Absence:- For unauthorized absence up to 5 consecutive days at a time, Candidate will be issued a written warning for first occasion. If the same is repeated, Candidate will be discharged from the roll of the Institute.

3. SUSPENSION, DISCHARGE

1. Candidates are liable for discharge on account of unsatisfactory progress in training.
2. For acts of indiscipline, ragging activity and misconduct.
3. If attendance percentage falls below 60%.
4. The pending investigation of allegations against him/her

4. MINIMUM COMPULSORY ATTENDANCE FOR CANDIDATE

The minimum compulsory attendance in each subject for candidates in regard to their eligibility for Final Sector Examination is 80% of the actual number of working days.

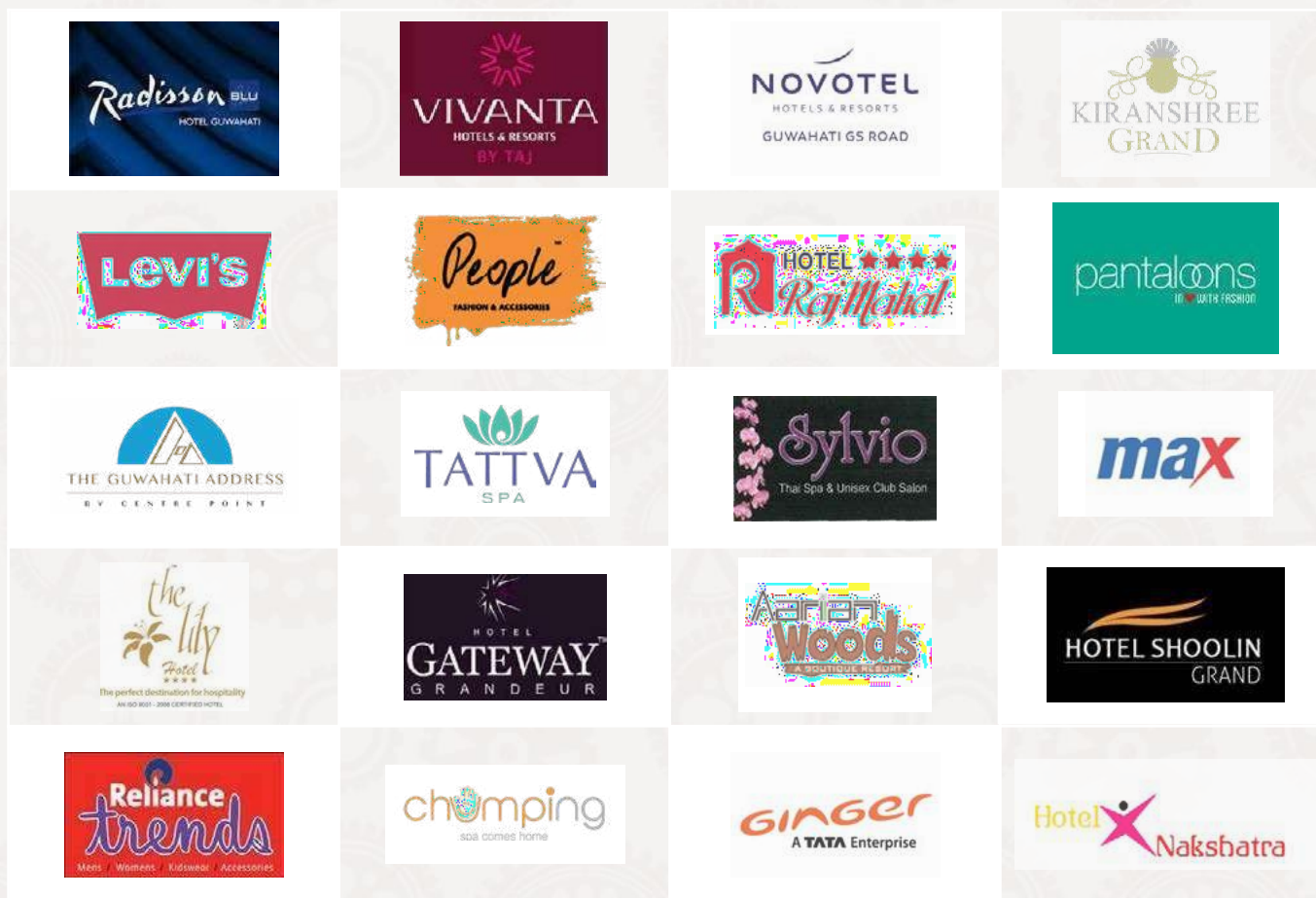


A Joint Initiative of

14. PLACEMENT AND INDUSTRIAL EXPOSURE :

At NORTH EAST SKILL CENTRE we firmly believe that the linkage with the industry is of prime requisite in order to update, upgrade and make the education more relevant to the actual need of the industry. In this regard NESC has tied up with all the major International, National and Regional Brands that are available in Assam for all the four trades.

Some of the organizations that NESC has connected with are given below :



A Joint Initiative of





A Joint Initiative of

CONTACT US

Assam Skill Development Mission | Katabari

DPS Road,NH- 37 | Garchuk

Guwahati-781035

Phone: 6901743926