

**J-17060/6/2014- Aajeevika Skills
Government of India
Ministry of Rural Development
Department of Rural Development
(Skills Division)**

New Delhi, dated 15TH June 2015

Notification No 26 /2015

Sub: Modifications in Standard Operating Procedures for DDU-GKY projects-reg

With reference to Notification no 17/2014, dated 11th July 2014 regarding notification of Standard Operating Procedures for DDU-GKY projects (including Roshni projects), it is hereby stated that taking into account the operational learning and suggestions from the state governments as well as the Project Implementation Agencies the following additions/ modifications in SOP have been approved:

(a) Additions in SOP

Sl.No	Chapter no.	Section	SF	Additions
1.	5			Hybrid Centres: Running DDU-GKY trainings along with training programmes of other Ministries in the same centre.
2.	5.			Operating multiple shifts in a training centre
3.	5	-	-	Closing of a training centre
4.	5	-	-	Hygienic conditions in training centre
5.	6	-	-	Food menu to be incorporated
6.	6	-	-	Candidate attendance and dropouts
7.	6	-	-	Candidate code of conduct
8.	Relevant Chapter	-	-	Incorporation of Notifications issued by the Ministry.

(b) Modifications in the SOP

Sl.No	Chapter no.	Section	SF	Changes to be made
1.	Relevant areas			Replace Aajeevika Skills with DDU-GKY
2.	Relevant areas			Improvement in presentation and readability
3.	1	1.4	-	Clarification on working / calendar days
4.	3	3.3	-	Project Execution Readiness (PER) verification
5.	3	-	-	Checklist for release of installments
6.	4	4.7	-	Clarification of assessment and certification to be

Sl.No	Chapter no.	Section	SF	Changes to be made
				strictly compliant with NSQF regime w.e.f 2016 in terms of the NSQF Notification. Any course which is not NSQF compliant would have to do so before being allowed for DDU-GKY projects.
7.	4	4.8	-	Clarification on treatment of tablet computer
8.	3	3.2	-	Definition of Project Commencement Order
9.	5	-	SF 5.3A	Specifications for uniform

(c) Modifications in the Training Centre norms

Clause no	Parameter	Existing norms	Proposed norms
1	Protection of balconies and stairs	All areas should be protected with railings or walls (Even if one place is not protected the centre should not be commissioned).	No change
		Nil	Railing or wall height: 3 feet or above with 16.7% relaxation (6 inches)
2	Height of ceiling: From floor to ceiling Roof	9 ft	Non hilly areas: a) Academic rooms: Minimum of 9 feet with 5.6% relaxation (6 inches) where false ceiling is not provided If false ceiling is provided height can be reduced by 1 foot i.e. a minimum of 8 feet. b) 7 feet 6 inches for other areas.
			Hilly areas (areas with elevation more than 3000 feet above mean sea level) 7 feet 6 inches for all areas. Elevation can be relaxed by 5% (150 feet). Ceiling height can be relaxed by 6.67% (6 inches)
3	The circulating area	12 % or more	12 % or more. Relaxation of 2 %.
4	Corridor	4 ft	No entry to or exit from an academic area to another academic area
5	Sound in	75 decibels (A) or less	75 decibels (A) or less

Clause no	Parameter	Existing norms	Proposed norms
	decibels:		6.7% relaxation (5 more decibels)
6	Combining of theory and practical class room	10 sq.ft	15 sq.ft
7	Ventilation (includes all open spaces):	12% area of the class room	12% area of the class room 2 % relaxation
8	Demarcated Counselling area	Mandatory	Not mandatory
9	Emergency power supply.	Gensets	Gensets/UPS or Inverter/ Solar power backup / any other non grid based power systems which can work for emergency power supply.
10	Office table	3*4 ft	Atleast 1 table to be provided.
11	Office computer table	2*3 ft	Either an independent table or to be placed on the office table
12	Ceiling fan	1 ceiling fan for 175 sq.ft. or part thereof per room.	1 ceiling fan for 150 sq.ft. or part thereof per room.
13	Light	1 tube light for 175 sq.ft. or part thereof per room.	1 tube light for 150 sq.ft. or part thereof per room.

2. This order shall come into effect from 15th May 2015.
3. This issues with the approval of Empowered Committee of NRLM.


(S.B. Tiwari)

Under Secretary to the Government of India
Tel: 23743626

To

1. All Secretaries (in-charge) of Rural Development in State Governments.
2. All State Nodal Agencies for Skill/ SRLM
3. Central Technical Support Agencies (NIRD &PR and NABCONS)
4. All Registered Project Implementing Agencies
5. All officials in DDU-GKY, MoRD
6. All officials in Rural Livelihoods Division, MoRD
7. Guard File
8. Shri Osama S. Abu- with a request to ensure that this notification is uploaded on the website, DDUGKY division Group and circulated to all PIAs.