

**J-17060/123/2014 Aajeevika Skills
Government of India
Ministry of Rural Development
Department of Rural Development
(Aajeevika Skills Division)**

**New Delhi
Dated 10th July 2014**

Notification no. 15/2014

It is hereby informed that Aajeevika Skills Development & Monitoring System (ASDMS) has been deployed w.e.f from 1st July 2014 at URL: www.asdms.net.in and <http://aajeevikaskills.gov.in/>. All Project Implementing Agencies (PIAs) that are sanctioned projects under Aajeevika Skills Guidelines after 20th September 2013, Central Technical Support Agencies (NABCONS & NIRD), Aajeevika Skills State Missions / State Rural Livelihood Missions (SRLM) or the designated State Agency for Aajeevika Skills shall henceforth input all data relating to the project through ASDMS. Instructions for entering data on Projects are given in the Annexure to Notification.

Encl: as above


(S.B.Tiwari)

Under Secretary to Government of India

Enclosure: Instructions for entering data into ASDMS

To

1. All Project Implementing Agencies having sanctioned Projects
2. All Nodal Agencies in State Government for Aajeevika Skills
3. Project Director, Aajeevika Skills Unit, NIRD, Hyderabad
4. Vice President, Aajeevika Skills, NABCONS, New Delhi
5. Sh.Abu Osama Saifi, for uploading the notification on Aajeevika skills website

Annexure to Notification 15: Instructions for entering data into ASDMS

1. The ASDMS currently can be accessed directly from the url : **www.asdms.net.in** or from the Aajeevika skills website viz. <http://aajeevikaskills.gov.in/> under “ASDMS” tab.
2. The key modules that are available under ASDMS are as below.

User levels	Input form	Fresh entry / Verification
PIA Authorized Person	a) Project target (District wise, trade wise & Monthly projection) : Refer Input form -1	Fresh entry
	b) Training centre basic information including Due diligence and HR details Refer Input form -2	Fresh entry
	c) Batch Information, Refer Input form -3	Fresh entry
	d) Candidate Information, Refer Input form -4	Fresh entry
PIA Q team	Training Centre Due diligence	Verification
Central TSAs for projects sanctioned by MORD	Training Centre Due diligence	Verification
SRLMs for projects sanctioned by State Govt.	Training Centre Due diligence	Verification

3. All registered PIAs who have been sanctioned projects under Aajeevika skills by MoRD shall be allocated usernames and passwords for both PIA authorized person and Q team logins and mailed individually to the registered email ID of PIA Authorized person as given in PRN Registration through asdms.helpdesk@gmail.com
4. The SRLMs of AAP (Annual Action Plan) states shall inform MoRD about the PIAs alongwith the projects sanctioned to them under Aajeevika Skills. Also they will provide the names of the officials designated for the ASDMS work at State level. The usernames and passwords for both PIA authorized person and Q team logins shall be allocated by asdms.helpdesk@gmail.com after verification of the sanction orders.
5. All PIAs shall furnish information on the following items strictly in terms of Sanction and MOU document.

- a. District wise Targets
 - b. Trade wise targets
 - c. Month-wise Project targets
6. The data furnished by the PIAs shall be verified by Central Technical Support Agencies (CTSA) with Sanction Order and MoU documents and in case of data discrepancy or any deviations, the CTSA shall initiate suitable actions against the PIA in terms of MoU.
7. The list of all Input Forms which are part of ASDMS is available at URL www.asdms.net.in and <http://aajeevikaskills.gov.in/>.
8. All PIA shall enter data after verifying and satisfying themselves on correctness of data. Any data once submitted by clicking the "SUBMIT" button will be treated as final. **PIAs are advised to make diligent use of "export to excel" option for verification of data and accurate submission of data. Any request for change subsequent to submission of data shall have to be sent by email to asdms.helpdesk@gmail.com. The decision of asdms.helpdesk shall be final.**
9. Submission of data in ASDMS does not exempt a PIA from maintaining its MIS in terms of section 7.2 of Aajeevika Skills Guidelines or from furnishing information as sought by the State Government from time to time.
10. The SRLMs and the authorized PIAs shall be given access to ASDMS through web services before 31.12.2014 for importing data into their IT systems. Till such time, SRLMs and authorized PIAs may download the relevant data from ASDMS in the form of excel files.
11. For any issues, clarifications and support on ASDMS, please contact @ asdms.helpdesk@gmail.com

Input Form 1: Project Plan & Targets

A) District Wise Targets

Sl.NO	State	District	Target	Total no. of training centres planned
1.				
2.				
3.				
4.				
5.				

B) Course Wise Targets

Course Sl.NO	Assessment/Certification	Sector	Sub-sector /Trade For SSC only)	Course	Course Duration in hrs	Target
1.						
2.						
3.						
4.						
5.						

C) Monthly Physical Target Projection

Month Number	Course Duration in hrs	Training Start Target (# candidates)	Training Completion Target (# candidates)	Cumulative Training Start target	Cumulative Training completion target	Monthly Placement target
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						

* The first month in the Project Target Input form is required to commence within one month from the release of first installment.

C2) Practical Lab Details (Standards should be as per SSC/NCVT norms)								
Cou rse Lab No.	Course Name	Size of the Practical Lab (in Sq. ft)	Area / Candida te in Sq.ft (10 sft)	Maximum Permissible candidates intake per batch	Total CCTV camer as	Total lights	Total Fans	Practic al equipm ents
1								
2								

C3) IT Lab Details (Standards should be as per SSC/NCVT norms)								
IT lab no.	Size of the Practical Lab (in Sq. ft)	Area / Candidate in Sq.ft	Maximum Permissible candidates intake per batch	Total CCTV camer as	Total lights	Total Fans	Total Comp uters	
1								
2								

D) Human Resources Details

Sl. No	Role	Cours e Name (If doma in)	Name of the staff	Highest Qualifica tion	Releva nt experi ence	Phone No.	Ema il Id	Gend er	Do B	Cast e	ToT certi fied
1	Incharge										
2	MIS										
3	English										
4	IT										
5	Domain-1										
6	Domain-2										
7	Domain-3										

E) Training Centre Due Diligence

Sl.No	Head	Sub-Head	Reported by OPS team	Remarks
1.1	Basic Requirements	Separate toilets for male and female candidates		
1.2	Basic Requirements	Number of batches proposed		
1.3	Basic Requirements	Number of domains proposed		
1.4	Basic Requirements	Counselling room area (in Sqft)		
1.5	Basic Requirements	Office area (in Sqft)		
1.6	Basic Requirements	Circulation and movement area (in Sqft)		
1.7	Basic Requirements	Safe drinking water		
1.8	Basic Requirements	Electric supply		
1.9	Basic Requirements	Fire fighting equipment		
1.10	Basic Requirements	First Aid Kit		
1.11	Basic Requirements	Proper Ventilation in the Classrooms		
2.1	Fixed Assets	Number of Genset /power backup system for the center		
2.2	Fixed Assets	Number of Digital projector		
2.3	Fixed Assets	Number of input devices for biometric tool		
2.4	Fixed Assets	Number of office Computers with power backup support		
2.5	Fixed Assets	Number of Printer cum Scanner		
2.6	Fixed Assets	Number of Almirah / Storage space in a secured manner		
2.7	Fixed Assets	Number of CCTV monitor		
2.8	Fixed Assets	Number of digital cameras		
2.9	Fixed Assets	Table for the office computer		
2.10	Fixed Assets	Number of Office table		
2.11	Fixed Assets	Number of office chairs		
2.12	Fixed Assets	Number of CCTV cameras (Installed in each class, domain lab and IT lab)		
2.13	Fixed Assets	Number of Writing board (In class, domain lab and IT lab)		
2.14	Fixed Assets	Number of computers in IT lab only		

2.15	Fixed Assets	Chairs (as per maximum students to be enrolled in a training center)		
2.16	Fixed Assets	Chairs/ stools for practical labs		
2.17	Fixed Assets	Chairs/ stools for IT lab		
2.18	Fixed Assets	Number of tables in the center		
2.19	Fixed Assets	Number of Tubelights(In class, domain lab and IT lab)		
2.20	Fixed Assets	Number of Fans(In class, domain lab and IT lab)		
2.21	Fixed Assets	Availability of Tablets (1:1 ratio of tablet to candidate)		

Sl.No	Head	Sub-Head	Reported by OPS team	Remarks
3.1	Availability of Trainers	Number of domain trainers		
3.2	Availability of Trainers	Number of english trainer		
3.3	Availability of Trainers	Number of IT trainer		
3.4	Availability of Trainers	Number of soft skills trainer		
4.1	Number of support material available and displayed at the centre	Standardised Banner for the center		
4.2	Number of support material available and displayed at the centre	Activity summary and achievement board		
4.3	Number of support material available and displayed at the centre	Student entitlement banner (English/ Vernacular language)		
4.4	Number of support material available and displayed at the centre	Training plan		
4.5	Number of support material available and displayed at the centre	Activity planner in each theory class		
4.6	Number of support material available and displayed at the centre	Contact detail of important people in vernacular language Nos, Functioning status		
5.1	Availability of training material for the trainers and candidates	Trainers manual		
5.2	Availability of training material for the trainers and candidates	Printed course material to be given to candidates		
5.3	Availability of training material for the trainers and candidates	Workbooks		

5.4	Availability of training material for the trainers and candidates	Stationary		
5.5	Availability of training material for the trainers and candidates	Training kit		
6.1	Readiness of practical domain lab	Equipment related for all domains as per third party specifications		
6.2	Readiness of practical domain lab	Display of list of equipments for all domains in the practical lab		
7.1	Readiness of IT lab	Number of computers in IT lab only		
7.2	Readiness of IT lab	1:1 computer and student ratio as per academic plan		
7.3	Readiness of IT lab	Internet connectivity to all computers		
7.4	Readiness of IT lab	Typing tutor software is installed in all the computers		
8.1	Facilities Required For Specific Domains	Some domains like security need open area for training. Minimum space of 3600 sqft should be available within walking distance (<500 m). The space can be either owned or leased but the proof of the same should be available at the training center. If such trades are not proposed mention "NA".		

F) For Residential Centres:

Centre Ownership	Govt / Owned/ Rent
RCC/ Non RCC	

F1) Hostel Room Details

Class Room No.	Size of the class room in Sq.feet	Area / Candidate in Sq.ft (10 sft)	Maximum Permissible candidates per batch
1			
2			
3			

F2) Basic Infrastructure details

Sl.No	Basic Infrastructure	Units	Specified Standards	Reported as per Ops Team
2.1	Maximum number of candidates accommodated in a room/ hall			
2.2	Availability of 25 Sqft area/per candidate			
2.3	Is the residential hostel near to the training center or are the arrangements for pick up and drop of candidates been made?			
2.4	Separate residential premises for male & female candidates			
2.5	Student: Bath room/toilet ratio and well maintained			
2.6	Is safe drinking water available in hostels			
2.7	Is first aid kit available in hostels			
2.8	Separate cot/bed/mat/bed sheet for each candidate			
2.9	Separate warden/care taker(Male &Female) for hostels			
2.10	Arrangements for food cooking or food contracting/Provision of meals(By own/Outsource)			
2.11	Recreation room			
2.12	Number of input devices for biometric tool installed at the residential facility			
2.13	Fan (One fan in a room of approximately175 sq.ft.)			
2.14	Light (One tube light in a room of approximately175 sq.ft.)			
2.15	Ventilation			
2.16	Electric connection			

Input Form 3 : Batch Information

Batch Name		Batch No.	
Batch Size		Batch Duration (No. of days)	
Batch Start Date		Batch Freeze date	
Batch End date			
Sector Name		Trade Name	
Trade Trainer Name			
Is OJT provided?	Yes / No	OJT Duration (No. of days)	
OJT start date			

Input Form 4 : Candidate Information

G) Basic Information

Candidates Name		DOB	
Fathers Name		Mothers Name	
Religion		Category Type	SC/ST/GEN/Minority
Gender	Male/Female	Language (Mother Tongue)	
Highest Education qualification		Marital Status	Unmarried/ Married/ Widow/ Divorced / Separated
Husband Name		PWD	Yes/No
If Yes	Locomotor Disability/ Visually Impaired/Hearing Impaired/ Leprosy Cured/Mentally Retarded/Mental Illness/Multiple Illness/ Cerebral palsy/ Learning Disabilities		
Special Group	Yes/No	If Yes	PVTGs / Manual Scavengers / Human trafficked victims/ Rehabilitated Bonded Labour / Trans-gender
SECC Number		BPL Number	
PIP Number		MNREGA Card Number	
Aadhaar Card/EID available	Yes/No	Aadhaar Card/EID number	
Mobile Number		Alternate Phone Number	
Email ID		Training Type	Residential/ Non Residential

H) Residential Address

House No/Bldg No/Apt No		Street/Road/Lane	
Landmark		Area/Locality/Sector	
Police Station		PIN code	
Town/City		Village	
State		District	
Block		Gram Panchayat	

I) Bank Account Details

Having Bank a/c	Yes/No	
Bank Name		Name appearing as per passbook
Account number as per passbook		Branch Name
Bank State		Bank District
IFSC code		

J) Documents to be Uploaded

Name	Modified on	Comments	
1) Address proof			Upload
2) ID proof			Upload
3) Proof for BPL			Upload
4) Photograph			Upload
5) Bank Passbook			Upload

Input Form 4 : Candidate Information

K) Basic Information

Candidates Name		DOB	
Fathers Name		Mothers Name	
Religion		Category Type	SC/ST/GEN/Minority
Gender	Male/Female	Language (Mother Tongue)	
Highest Education qualification		Marital Status	Unmarried/ Married/ Widow/ Divorced / Separated
Husband Name		PWD	Yes/No
If Yes	Locomotor Disability/ Visually Impaired/Hearing Impaired/ Leprosy Cured/Mentally Retarded/Mental Illness/Multiple Illness/ Cerebral palsy/ Learning Disabilities		
Special Group	Yes/No	If Yes	PVTGs / Manual Scavengers / Human trafficked victims/ Rehabilitated Bonded Labour / Trans-gender

SECC Number		BPL Number	
PIP Number		MNREGA Card Number	
Aadhaar Card/EID available	Yes/No	Aadhaar Card/EID number	
Mobile Number		Alternate Phone Number	
Email ID		Training Type	Residential/ Non Residential

L) Residential Address

House No/Bldg No/Apt No		Street/Road/Lane	
Landmark		Area/Locality/Sector	
Police Station		PIN code	
Town/City		Village	
State		District	
Block		Gram Panchayat	

M) Bank Account Details

**Having Bank a/c
Bank Name**

Yes/No

**Account number as per
passbook
Bank State
IFSC code**

**Name appearing as per
passbook**

Branch Name

Bank District

N) Documents to be Uploaded

Name	Modified on	Comments	
6) Address proof			Upload
7) ID proof			Upload
8) Proof for BPL			Upload
9) Photograph			Upload
10) Bank Passbook			Upload