



Standard Operating Procedures

Part - I

21st September, 2015

Version 2.0.0



**“Transforming rural youth
into an economically
independent and globally
relevant workforce”**



PREFACE

The manuals on Standard Operating Procedures (SOPs) are intended to be used as a supplement to the Deen Dayal Upadhyaya Grameen Kaushal Yojana (DDU-GKY) Guidelines. The primary purpose of the manuals is to detail the minimum common protocols to be followed by stakeholders in implementation of placement linked skill development projects under DDU-GKY. Stakeholders here are the registered Project Implementing Agencies, State Rural Livelihoods Mission /State Nodal Skill Mission, Central Technical Support Agencies, any Central or State Government functionary/department involved in project management or monitoring of DDU-GKY projects, including Roshni projects, in the country.

It is assumed that readers of SOPs are aware of National Policy for Skill Development and Entrepreneurship, 2015, DDU-GKY Guidelines and have some familiarity with elementary concepts of skill development, training and placement in jobs.

DDU-GKY is implemented in a PPP mode by Project Implementing Agencies (PIAs) selected through a process of appraisal of their capacities and capabilities. This model has been tried and tested in more than 190 special projects for placement linked skill development under Swarnjayanti Gram Swarozgar Yojana (which was subsequently renamed as National Rural Livelihood Mission) during the years 2004 till 2013.

One of the important learning from the implementation of SGSY/NRLM special projects, inter-alia, was that inadequate or lack of clear operational protocols translated into deliverables without any standards. Project implementation became a factor of a process of negotiated agreements in each training center between the Project Implementing Agency and the officer from Monitoring Agencies (State as well as Central). Such agreements were not formal in nature and were often transient. They were subject to the interpretations of monitoring officer checking the Training Center. This led to variations in appraisal and monitoring process across training centers.

While it can be said that variations in projects allowed for flexibility in implementation of a project on the basis of local requirement, Quality & Assurance in training infrastructure, course content, training delivery, trainers, and quality of skills and attitude imparted to candidates was negatively impacted. It also led to discretion and delay in fund release to the PIAs, mostly as a result of failure in negotiated agreements between the stakeholders that were poorly documented. This caused great inconvenience to the Project Implementing Agencies, whose cash-flow for a project was most often disrupted. But greater loss lay for the rural poor undertaking the course, since the stalled or poor quality training projects impacted them the most by denying them opportunity to come out of poverty.

DDU-GKY follows a three-tier level of concurrent monitoring, i.e. Monitoring by an internal Quality Team (Q-Team) of Project Implementing Agency (PIA), State Government on the basis of inspection reports of the Q-Team of the PIA, and Central Technical Support Agencies on the basis of State reports and data available through MIS. In order to bring in standardization, remove discretion in monitoring and encourage quality Project Implementing Agencies to participate in the program, the Ministry has notified SOPs in 2 parts.

SOP-I was launched vide Notification no. 17/2014 dated 11th July 2014. It contains six chapters. Chapter 1 introduces SOPs, timelines, protocols for dealing with delays and default, approach to quality and related forms. Chapter 2 is on protocols for PIA registration and Project sanction process. While the Ministry has issued procedure for PIA registration vide Notification No.

44/2015 dated 12th August 2015, and has also notified the weights and criteria for project appraisal vide notification no. 28/2015 dated 15th June 2015, complete chapter 2 would be issued separately by the Ministry. Chapter 3 details the procedure for implementing DDU-GKY projects. Protocols for Training design and Planning of training schedules is given in Chapter 4. In Chapter 5, Training Center infrastructure and protocol for inspection of Training Center has been provided. Protocols for initiating batch-wise training and completion of training are given in Chapter 6. Based on implementation experience of one year, SOP-I has been updated vide Notification No. 28/2015 dated 15th June 2015.

SOP-II has been issued vide Notification No. 39/2015 dated 3rd August 2015. It contains three chapters. Protocols for Tracking and Placement of candidates trained under DDU-GKY are defined in Chapter 7. Project Financial Procedures, which are critical for ensuring transparent and efficient fund-flow for DDU-GKY projects, are detailed in chapter 8.

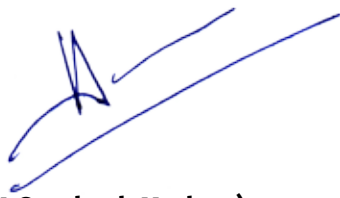
Grading of Projects and Project Implementing Agencies under DDU-GKY, which is one of the important indicators of Quality & Assurance process, is dealt in chapter 9 of SOP-II.

All the Notifications mentioned above and their updated versions are available for reference at <http://ddugky.gov.in>.

In order to enable increased awareness and usage of SOPs, the Ministry has launched an online assessment and certification tool called E-SOP for all stakeholders to evaluate and certify themselves on SOP provisions. The E-SOP module is available on <http://ddugky.gov.in>. This Certification has been made mandatory vide Notification No.15/2015 dated 21st April 2015 for all stakeholders directly involved with the implementation of projects under DDU-GKY. All readers of SOPs are also invited to undertake the assessment and certification through the online E-SOP.

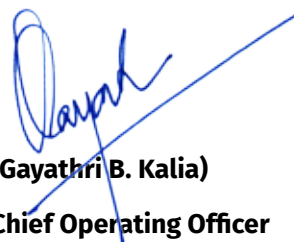
The SOPs are the result of two years of consultations with Central Government Ministries/Departments, State Governments, NSDC, NSDA, UNDP, Industry Associations, Sector Skills Councils, Project Implementing Agencies and officials at NIRD &PR and NABCONS. We would take this opportunity to thank them for their valuable guidance and support. Much of the credit for drafting of the SOPs goes to the DDU-GKY Division in NIRD &PR which anchored and led the process.

While the Ministry is working towards improving the SOPs, feedback for further improvements are welcome at sgsyspnird@gmail.com.



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Abbreviations and Acronyms

AAP State	Annual action plan State (applies to APS)	NOS	National Occupational Standards
APS	Action Plan State	NRLM	National Rural Livelihood Mission
ASDMS	Name of ERP system to be developed for DDU-GKY	OBC	Other Backward Class
BPL	Below Poverty Line	OJT	On the Job Training
COO	Chief Operating Officer	OP	Operations Team
CTSA	Central Technical Support Agency	PAC	Project Approval Committee
DMMU	District Mission Management Unit	PFMS	Public Finance Management System ¹
DDU-GKY	Deen Dayal Upadhyaya – Grameen Kaushalya Yojana	PIAs	Project Implementing Agencies
DRDA	District Rural Development Authority	PIP	Participatory Identification of Poor
EC	Empowered Committee	PPS	Post Placement Support
ERP	Enterprise Resource Planning	PWD	Persons with Disability
GP	Gram Panchayat	Q TEAM	Quality Team
IEC	Information Education and Communication	QP	Qualifications Pack
IFD	Integrated Finance Division	SC/ST	Scheduled Castes /Scheduled Tribes
IT	Information Technology Literacy Trainer	SECC	Socio Economic and Caste Census
MES	Modular Employable Skills	SF	Standard Form
MIS	Management Information Systems	SGSY	Swarnajayanti Gram Swarojgar Yojana
MoRD	Ministry of Rural Development	SGSY (SP)	Swarnajayanti Gram Swarojgar Yojana (Special Projects)
MoU	Memorandum of Understanding	SHG	Self Help Group
MPR	Monthly Progress Report	SoE	Statement of Expenditure
NABCONS	NABARD Consultancy Services	SRLM	State Rural Livelihood Mission (equivalent agency in the State assigned the task to administer DDU-GKY)
NCVT	National Council for Vocational Training	SSC	Sector Skill Council
NIRD&PR	National Institute of Rural Development and Panchayati Raj	TSA	Technical Support Agency
Non AAP State	Non Annual Action Plan State (applied to YPS)	UC	Utilization Certificate
		VLO	Village Level Organisations
		YP	Year Programme (applies to YPS)
		YPS	Yearly Plan State

¹Central Plan Scheme Monitoring System (CPSMS) is renamed as Public Finance Management System (PFMS)

1. INTRODUCTION



1. INTRODUCTION

This manual of Standard Operating Procedures (SOPs) is a handbook provided to the various functionaries for the implementation of the DDU-GKY. The starting point of the manual is the guidelines and the related policy documents. The manual is an outcome of a number of discussions held in National Institute of Rural Development and Panchayati Raj (NIRD&PR), Hyderabad and other places involving different stakeholders at various levels. In addition, consultations were also held with experts in different areas who are not part of the programme but are keen to ensure its success.

1.1 Outline of the Manual of Standard Operating Procedures

Every item of work in the life cycle of a DDU-GKY project has been grouped into several modules. Every module is assigned a chapter and every item of the module has been detailed in separate sub-sections of the chapter. Most sub-sections have been divided into two tables. The first table gives the overview of the item of work and the second table details activities, actors and timelines. Most sub sections refer to several standard forms (SFs). These SFs are the instruments through which all items of work are to be undertaken and monitored. However, a few sub sections are written in the normal narrative form.

A breakup of the contents of each chapter and its overall thrust is given in Table 1.1.

Table 1-1 Contents of SOP and the overall thrust of each chapter

Chapter number and title	Thrust of the chapter
1 Introduction	The chapter deals with basic introduction of the SOP, procedures to make changes in guidelines and SOP, applicability of the SOP and important timelines in a project. It also covers roles of district administration, village level organisations and panchayats, and approach to quality.
2 PIA registration and project sanction	Covers the registration procedures currently under vogue.
3 Project implementation procedures	Covers financial and non-financial aspects of a project.
4 Training design and planning	Discusses the academic planning of a project
5 Training centres	Training centres, infrastructure and due diligence of a training centre is discussed here. Checks on quality of training to be initiated are also discussed here.
6 Training initiation	Starts with mobilisation and ends with freezing of a batch and dealing with screening and aptitude test.

1.1.1 Navigation of document

As explained earlier, most sub-sections are presented in two table format; the first table is titled “Overview” and gives a basic understanding of the procedure and the second table is titled “Activities” which brings out how the work is to be completed. In addition, most sub sections have standard forms to be filled which are mentioned in appropriate locations in the tables.

The best way to use the SOP is to:

- Locate the sub section for the appropriate procedure from the SOP contents page
- Go to the relevant page
- Review the overview table in the sub section to get an understanding of the procedure and then go to the activities table.
- Most of the overview and activities tables have a number of SFs mentioned in them.
- All the SFs are listed and located at the end of each chapter as per sequence of appearance in the chapter. They can also be located by referring to the list of standard forms available after the contents page. SFs are assigned section numbers suffixed with A, B and so on. Thus if Section 5.1 has three forms they would be called SF 5.1A, SF 5.1B and SF 5.1C. Further, if a form has more than one sub-form they are numbered with a numeral after alphabet. For example, sub-forms under SF 5.1B are numbered as SF5.1B1, SF 5.1B2, etc.

As an example we have reproduced the overview Table and activities Table of a subsection below:

3.2: Release of 1st instalment

Overview

Item	Description
Purpose	To lay down the fund release process for 1 st instalment and issue of Project commencement order to PIA
Reference to Guidelines	Row 1, Instalment 1, table 6, para 5.9, page 56
Prerequisite/s	Uploading of executed MoU
Time for completion	10 working days after signing the MoU (MoU execution day is coded as I ₃)
Resource/s	As per SF 3.2A: Bank account details and SF 3.2B: Project commencement order
Process owner:	For APS: SRLM For YPS: CTSA

Activities

Actor	Action	Time for completion	Relevant Documents
PIA	i. Opening dedicated bank account ² for the project and linking it to Public Finance Monitoring System (PFMS) ii. Filling up the bank account details if PFMS is not operational.	To be completed at least 5 days before signing of MoU ($I_3 - 5$ days)	SF 3.2A: Bank account details
SRLM (For APS)/ CTSA (For YPS)	Release the first instalment amount of central & State shares and updating the status on designated web-link (It is mandatory central and state shares are released together This should be followed meticulously by fund releasing agencies)	latest by I_3+10 days	Nil
SRLM (For APS)/ CTSA (For YPS)	Issue of Project commencement order	latest by I_3+10 days	SF 3.2B: Project commencement order
Note: The project commencement date of the project will be from 30 days from the date release of central and state share from CTSA for YPS/ SRLM for APS			

1.2 Applicability of SOP

This SOP will be applicable to all the DDU-GKY and Roshni projects operational in APS and YPS. Hence, the SOP delineates the procedures for APS and YPS when they are different. Similarly, processes which are common to both APS and YPS, they are stated without specifying the status of the states. It is reiterated that in all such cases where a distinction has not been made, the SOP would be applicable to all the states.

If an APS would like to amplify, modify or develop a particular set of protocols or develop its own set of protocols it can do so with prior approval of MoRD provided it is consistent with the guidelines. The state should make the revised SOP and forward a copy to MoRD and NIRD&PR. NIRD&PR will consider the proposal and forward it to MoRD with its comments for a final decision by MoRD. Till MoRD approves the changes this SOP should be adhered to.

1.3 Changes in guidelines and SOP

1.3.1 Version control

All changes in guidelines and SOP will be systematically tracked and monitored through a version control system. Each version will have a three digit number(like X.Y.Z) with the following meaning:

²If consortium partners are going to implement any activities and any outsourcing partner is engaged in training and placement towards the project, they have to open a dedicated bank account. All the project bank account needs to be mapped into PFMS, whenever the system becomes functional.

- First digit (X) will indicate major changes in the document
- Second digit (Y) will indicate minor changes in the document
- Third digit (Z) will indicate insignificant changes in the document

The changes in the document from previous version to the current one will be provided as per SF1.3A: Document and change history, which will be last page of the document. The latest document will be uploaded on the designated web-link.

1.3.2 Implementation process

PIA shall be required to adhere to DDU-GKY guidelines and the standard operating procedures (SOPs) as notified by the MoRD from time to time. These include changes in guidelines and modifications in procedures as notified by MoRD from time to time. Where a PIA is not able to implement the project as per the revised guidelines/SOPs, it shall notify the MoRD in case of YPS and SRLM in case of APS within 10 working days of notification of revision by MoRD to initiate the process of mutual discussion as per section 4.3 (ii) of MoU, which reads as follows:

The PIA and the lead partner shall comply with all terms and conditions (generally given as annexure to the sanction order), in addition to the norms specified under DDU-GKY Guidelines, 2013 (and any additional requirements arising out of revision in guidelines there to as may be mutually agreed upon).

1.4 Important events in a project and their Timelines

A project is divided into two phases; inception phase and execution phase. Important events in each of the phase and the related timelines are given in the Table below. However, the times are indicative and some of the events may happen earlier or later. If events happen earlier than that indicated in the timeline then the rest of the timeline gets adjusted accordingly. However, if delays occur and times get extended remedial action as proposed elsewhere in the manual would get invoked.

An important point to note is the sequencing of inception and execution phases. While these events are shown as sequential for reckoning of timelines, it is stated that a PIA can take up execution of the project 15 working days after fulfilling the project execution readiness conditions by submitting the project execution readiness form through the system. Details of project readiness conditions and the procedure for ensuring them are dealt in the manual separately.

Table 1-2 Timeline of major events

Phase	Code	Major Event	Indicative time gap between the events
Inception phase	I ₁	Uploading of approved EC minutes ³	0 day
	I ₂	Uploading of Sanction order	15 working days after I ₁
	I ₃	Execution of Memorandum of Understanding (MoU)	20 working days after I ₂
	I ₄	Release of 1 st instalment and issue of Project commencement order	10 working days after I ₃
	I ₅	Submission of project execution readiness form	After I ₁ to a maximum of 15 working days after I ₄
Execution phase	E ₁	Commencement of project	30 calendar days after I ₄ .
	E ₂	Notification for release of 2 nd instalment	As per prospective work schedul E ₄
	E ₃	Release of 2 nd instalment	60 working days after E ₂
	E ₄	Notification for release of 3 rd instalment	As per prospective work schedule
	E ₅	Release of 3 rd instalment	60 working days after E ₄
	E ₆	Completion of training	As per prospective work schedule
	E ₇	Completion of placement	As per prospective work schedule but not later than 4 calendar months after E ₆
	E ₈	Release of 4 th instalment and official closure of the project	14 calendar months after E ₇

1.5 Remedy for Delay

For smooth implementation of a project it is important that all tasks are completed within the time allocated for it. Accordingly most tasks have been assigned a specific time to complete the task. This section deals with the procedures to be followed if a task is not completed within the time allocated to it. Action to be taken in case of delays is summarised as per agencies involved in the process.

1.5.1 Delay by PIA in YPS

Steps to be taken are as follows:

- Notice 1: CTSA will generate a notice to the concerned agency with copy to MoRD giving five working days for completing the process.
- Notice 2: If the process is not completed within five working days of target date CTSA

³Based on past experience it is assumed that at-least 15 working days gap will be available between release of EC minutes and issue of Sanction order. However, if the gap is less than 15 days, time for to trigger event I₃ will increase correspondingly.

⁴Prepared at the MoU stage and amended time to time as per the procedures laid out in SOP manual.

will initiate a second notice and advise MoRD to take action as per the process. Notice 3: After waiting for twenty working days after issue of first notice if PIA does not complete the process MoRD will initiate either of the following steps:

- If the process can be completed by a different agency (e.g. tracking by PIA Q-team of PIA can be replaced with CTSA team) MoRD will ask the agency to undertake the task. PIA will be imposed a suitable penalty for not completing the task along with recovery of actual cost incurred for implementing the task. For imposing this penalty no notice is required under the conditions of default discussed later. In addition MoRD will also initiate action under conditions of default.
- If the process has to be completed by PIA (e.g. signing of MoU) and the PIA is not responding, MoRD will issue notice under conditions of default and take appropriate action.

Note: All notices and penalties will be compiled and will become part of PIA performance evaluation module.

1.5.2 Delay by PIA in APS

In case of APS the duties of CTSA and MoRD will devolve onto the SRLM and action will be taken as per section above. The system will also be programmed to inform MoRD from notice 2 onwards.

1.5.3 Delay by CTSA for YPS/SRLM for APS

- **Notice 1:** Notice will be issued by MoRD giving 5 working days to take further action.
- **Notice 2:** If the first notice is not adhered, a second notice will be issued giving 5 working days to take further action in the process.
- **Notice 3:** After waiting for twenty working days after issue of first notice if CTSA has not completed the action MoRD will take suitable steps for getting the work done. It will also initiate penal action against the CTSA for YPS. Similarly for APS if state does not respond MoRD will regulate the flow of funds based on the project progress. If delays occur frequently APS status of the state will also be reviewed.

Note: All such notices will be compiled and will become part of CTSA/SRLM performance evaluation.

1.6 Action for default

While the Guidelines and SOP seek to facilitate PIAs in achieving programme objectives, the PIA can default for a variety of reasons. Some of the reasons for default are:

- Shortfall in achievement of target
- Non compliance
- Fraudulent Practices

First level of safeguard against default by PIA is the concurrent monitoring and advisory system to be put in place through the ERP based interactive workflow system. Advisories shall be issued to the PIAs through the system regarding deficiencies noticed at various times.

However, if a PIA persists and does not perform/take remedial action, it can lead to penal action under this section against the PIA for default. The penal actions are categorized into two: minor and major. A classification of penalties under each category is given in the table below.

Table 1-3 Classification of penalties to be imposed

Category	Penalty (indicative list)
Minor	Fine up to ₹. 25,000 per occasion Retraining candidates without any additional payment to PIA Closing of training centre/s Reduction of targets
Major	Closure of the project Black listing of PIA in the state Black listing of PIA in the country
Note: While imposing the penalties a competent authority can impose any of the penalties listed above that penalty. E.g. - While imposing major penalty of closure of the project a fine also can be imposed.	

The imposition of the penalty would involve two stages as given below:

- Imposing of penalty would be done by the Imposing Officer.
- Appeal against the penalty can be made to the Appellate Officer.

The levels of officers who can take action are given in the table below **for APS**.

Table 1-4 Powers of officers to impose penalty for APS

Category	Imposing Authority	Appellate Authority
Minor	COO/Skills, SRLM	Head, SRLM
Major	Head, SRLM	- Principal Secretary, RD, State Government - However for blacklisting across the country prior approval of MoRD will be required

In case of YPS the competent authority to impose penalty will be Joint Secretary (Skills), MoRD and appellate authority is Additional Secretary incharge of Skills in MoRD.

1.6.1 Procedure to be followed to impose the penalty

A show cause should be served by the nominated officers and PIA should be given 15 working days to submit the explanation. Based on the explanation, the Imposing Authority will impose punishment and communicate the same to the PIA.

PIA can file an appeal in 30 days to the Appellate Authority. The Appellate Authority can dispose the case in 30 days.

1.7 Role of District Administration

Notification would be sent to the respective SRLM by MoRD marking a copy of Sanction Order. Within 15 days of receipt of sanction order or uploading of sanction order on the website, SRLM must provide necessary information to the district authorities immediately. The District Administration headed by the District Collector plays a key role in implementation of DDU-GKY projects. In the districts where the NRLM is launched and in all APS formation of District Mission Management Unit (DMMU) is mandatory. In all other districts, where DMMU has not been constituted, the District

Collector will form a DMMU by designating a key person as DMMU coordinator and nominating a team of officers to support the coordinator. For these appointments, the Collector will be guided by the instructions, if any, issued by SRLM. However, in the absence of any such instructions the Collector will act as per the local conditions.

The District Administration and DMMU will broadly have the following 3 functions:

A. Mobilization

- i. The PIA will appraise the DMMU about the mobilization plan and its execution plan as finalized with SRLM indicated in section 6.1 along-with the list of Gram panchayats for mobilization of candidates.
- ii. The PIA will also brief the DMMU on the screening methodology to be adopted by them and the domain training they intend to offer to the candidates from that block. The PIA shall share their activity plan, mobilization calendar, entitlement chart and any other relevant information useful for the candidates with the DMMU so that transparency is established and maintained in implementing the scheme.
- iii. The DMMU will facilitate mobilization of the candidates with the right aptitude and necessary qualifications for the domain. In the mobilization process DMMU will actively engage Village Level Organizations (VLOs).
- iv. The PIA's shall inform the DMMU in advance about the scheduled dates for Parent – Trainer interaction, so that the DMMU team can plan its participation in advance.
- v. It is further clarified that role of DMMU and other Government functionaries is that of facilitating the PIA's in targeting the youth for mobilization and in ensuring that the candidates and parents are informed about the scheme. The government functionaries are not expected to do selection of candidates or finalizing the list of candidates etc. These activities are within the purview of PIA as their payments are linked to training and placing the candidates.
- vi. The process should be repeated till all the eligible candidates in the village are mobilized and screened.
- vii. The DMMU will identify potential centres for job fairs and submit a budget to SRLM to be included in their budget. This will be based on the information collected from the VLOs.

B. Placement and Tracking

- i. PIA shall submit list of youth who have been placed from the district along with details of placement, geographical distribution (i.e. - within district domicile, within state domicile, outside state domicile and outside the country) and gender break-up to the DMMU. PIA should provide contact numbers of the coordinator, training centre in charge and the employers. The DMMU will in turn pass these details to the VLOs.
- ii. In case of female candidates DMMU will track them for 6 months. It will make a total of 3 calls to each candidate, i.e. - in 1st, 3rd and 6th month. The tracking details have to be uploaded on the designated web-link by DMMU. DMMU will be given an id and password for uploading the tracking data. The data will be shared with government functionaries as per situational needs but will not be available for public view.

C. Capacity building for Sub district functionaries

- i. Dissemination of knowledge to key field officials of government departments is of vital importance for successful implementation of DDU-GKY. DMMU should organize

periodic workshops for the VLOs and BDOs about DDU-GKY. This shall be done on a quarterly basis.

- ii. Workshops will be organized with modules on a) basics of DDU-GKY and its importance, b) mobilization, screening and identification of youth, c) placement and tracking and d) role of district and sub district functionaries, PRIs and VLOs in the programme.

1.8 Role of Village level organization (VLOs) formed under DDU-GKY & Gram Panchayat (GP)

As the mobilization procedure is based on panchayat saturation approach, the success of the programme hinges on active participation of VLOs and GPs.

The role of VLOs and GPs in implementation of DDU-GKY projects is as follows:

- a. Identify and develop a database of eligible candidates as per conditions specified in the guidelines, which should be shared with the DMMU.
- b. VLOs will help PIA contact candidates and their parents and take active participation in the counselling and screening process.
- c. PIA/DMMU should share the details of the candidates placed in the village and the contact information of concerned official of the PIA or the call centre of the PIA with the VLOs.
- d. VLOs should regularly monitor and track the placed candidates either directly or through the family members.
- e. They should inform the PIA/DMMU whenever candidates need support at the place of work.
- f. Feedback from the candidates should be informed to the PIA/DMMU.

1.9 Approach to quality

Quality is treated as an all pervading talisman in the programme and the PIA is given the central role to ensure quality of the programme. At the PIA level, two checks are envisaged; first being the PIA operations team (OP team) who have to ensure that its members do a good quality job at all times and at all levels. This is supplemented by the PIA quality team (PIA Q-team) who will further check the quality of outcomes and report the results. The TSA/SRLM will further check the quality of the programme based on the PIA Q-team checks.

SOP does not give a specific composition of a PIA Q-team. However, the works to be undertaken by PIA Q-team are indicated in various processes given in SOP and PIA should plan PIA Q-team accordingly. It is reiterated that the primary responsibility for maintaining quality is that of the PIA and its PIA Q-team. Keeping this in spirit the PIA Q-team of PIA, though it works under PIA umbrella, should be the primary watchdog to maintain the quality at all level. It should report all deficiencies in quality to the PIA management, and SRLM for APS and CTSA for YPS. The PIA management team should correct the deficiencies and send its compliance report not later than 10 days. Such a self-correcting mechanism is highly encouraged. However if it is observed that the PIA Q-team is not performing its duty properly then serious action will be taken against the PIA. Such an assessment of non-performance would become part of checks by SRLM and CTSA.

It is clarified that PIA OP team will verify and certify all the records at all times. The rest of the teams PIA Q-team, TSA and SRLM, will verify a 100% of some items/records and some items on a sample basis. Table 1.2 gives a breakup of the units to be assessed 100% and the items to be checked on a sample basis.

Table 1-5 List of items verified 100% and by sample

Sampling	Items
100%	a. Project related records kept at headquarters/regional office, Training centres, Residential centres, b. Course curriculum and contents - c. Verification of candidates by PIA OP team, d. PPS payment – documentary evidence like bank transfers etc.
By sample	a. Candidate documentation, b. Assessment of training quality through prescribed methods, c. Watching of CCTV modules for various aspects of training quality, d. Placement and tracking, e. PPS payment – physical verification along with placement and tracking, f. Incentive - career progression, one year retention, foreign placement.

The samples will be randomly generated and controlled through an automated process. Neither the CTSA/SRLM, who normally draw the samples, nor the PIA Q-team will know about the samples to be checked in advance. The conclusions to be drawn from assessment of samples and action to be taken are context sensitive, and will be explained at each stage accordingly.

1.10 Enterprise Resource Planning (ERP) platform and interim arrangements

ERP platform, titled ASDMS, is under development and once it is functional it will be the platform on which DDU-GKY Programme will be implemented. All the entities in the system are required to update the data on the platform and this would be the basis for monitoring of PIAs performance and release of funds. The PIAs, however, have to maintain their MIS systems as it is a mandatory requirement.

When the ERP Platform of MoRD is fully functional, the system will have provision for handshake with the PIAs and State's computer systems. Till the complete version of the ERP system is in place, the data has to be entered multiple times.

As the ASDMS system is under development, transition arrangements will be made and instructions on switch over to ASDMS will be given separately. In the interim all the standard forms are included in the manual for reference and to be used till the forms are developed in ASDMS. Once the forms are developed in ASDMS they will be adapted as the standard forms. The alerts will also be auto generated by the ERP System.

The manual also refers to the various web links to be used once ASDMS is functional. These web links will be listed when ASDMS is functional.

List of standard forms in Chapter 1

SF 1.3A: Document and change history

SF 1.3A: Document and change history

Document history

TITLE	Standard Operating Procedures/Guidelines (delete whichever is not applicable)
Applicability (Please mention whether it is applicable all over India or is specific to a state/s)	
Version no.	
Effective date	
Document owner	
Policy owner	
Approved by/date	
File no.	

Change history

CHANGE APPROVED BY (Please give name & designation of the approving authority)	DATE	SECTIONS CHANGED	REASON FOR CHANGE



2. PIA REGISTRATION AND PROJECT SANCTION

2. PIA REGISTRATION AND PROJECT SANCTION

Note: As the appraisal process is under review with the Ministry, SOP for the chapter will be issued separately.



3. PROJECT IMPLEMENTATION PROCEDURES

3. PROJECT IMPLEMENTATION PROCEDURES

3.1 MoU execution

Overview

Item	Description
Purpose	To lay down MoU execution process and related timelines
Reference to Guidelines	Step 6 & 7, table 4, Para 4.1, pages 36 and 45
Prerequisite/s	Uploading of approved empowered committee (EC) minutes and sanction order
Time for completion	20 working days from uploading of sanction order on the nominated website (Sanction order uploading day is referred as 'I ₂ ')
Resource/s	As per SF 3.1A: Prospective project work schedule, SF 3.1B: Standard terms & condition, SF 3.1C: Special terms & conditions and SF 3.1D: Power of Attorney (PoA)
Process owner	For APS: SRLM For YPS: CTSA

3.1.1 Preparatory work for execution of MoU

Overview

Item	Description
Purpose	To delineate the preparatory work for MoU execution and related timelines
Prerequisite/s	Uploading of EC minutes on the nominated website
Time for completion	15 days of time gap between I ₁ and I ₂ and 2 days after I ₂ (I ₁ : Uploading of approved EC minutes and I ₂ : Uploading of Sanction order)
Resource/s	As per SF 3.1A: Prospective project work schedule, SF 3.1B: Standard terms & condition, 3.1.1C: Special terms & conditions and 3.1.1D: Power of Attorney (PoA)
Process owner	For APS: SRLM For YPS: CTSA

Activities

S.No	Action	Actor	Time for completion	Relevant documents
For YPS				
1	Filling up "Prospective project work schedule"	PIA	I ₁ + 10days	SF 3.1A: Prospective project work schedule

S.No	Action	Actor	Time for completion	Relevant documents
2	Review of “Prospective project work schedule” ⁵	SRLM	I ₁ + 15 days	Review and validate SF 3.1A as per 3.1.1.1 of SOP
3	Validation of “Prospective project work schedule”	CTSA	I ₁ + 17days	validate and freeze SF 3.1A as per 3.1.1.1 of SOP
4	Preparation of MoU annexures	PIA	I ₁ + 3 days	SF 3.1B: Standard terms & condition, 3.1.1C: Special terms & conditions and 3.1.1D: Power of Attorney (PoA)
5	Filling up MoU signatory by name & designation	PIA, SRLM & CTSA	I ₁ + 3 days	On the designated website
6	Review fund position and advise MoRD and/or SRLM if funds are likely to fall short with a copy to PIA	CTSA	I ₁ + 3 days	As per data given in ERP system.
For APS				
1	Filling up “Prospective project work schedule”	PIA	I ₁ + 10 days	SF 3.1A
2	Validation of “Prospective project work schedule”	SRLM	I ₁ + 17 days	validate and freeze SF 3.1A as per 3.1.1.1 of SOP below
3	Preparation of MoU annexures	PIA	I ₁ + 3 days	SF 3.1B, 3.1.1C and 3.1.1D
4	Filling of MoU signatory by name & designation	PIA and SRLM	I ₁ + 3 days	On the designated website
5	Review fund position and advise MoRD or take internal action if funds are likely to fall short with a copy to PIA.	SRLM	I ₁ + 3 days	As per data given in ERP system.

3.1.1.1. Prospective work schedule for the project: Contents and relevance⁵

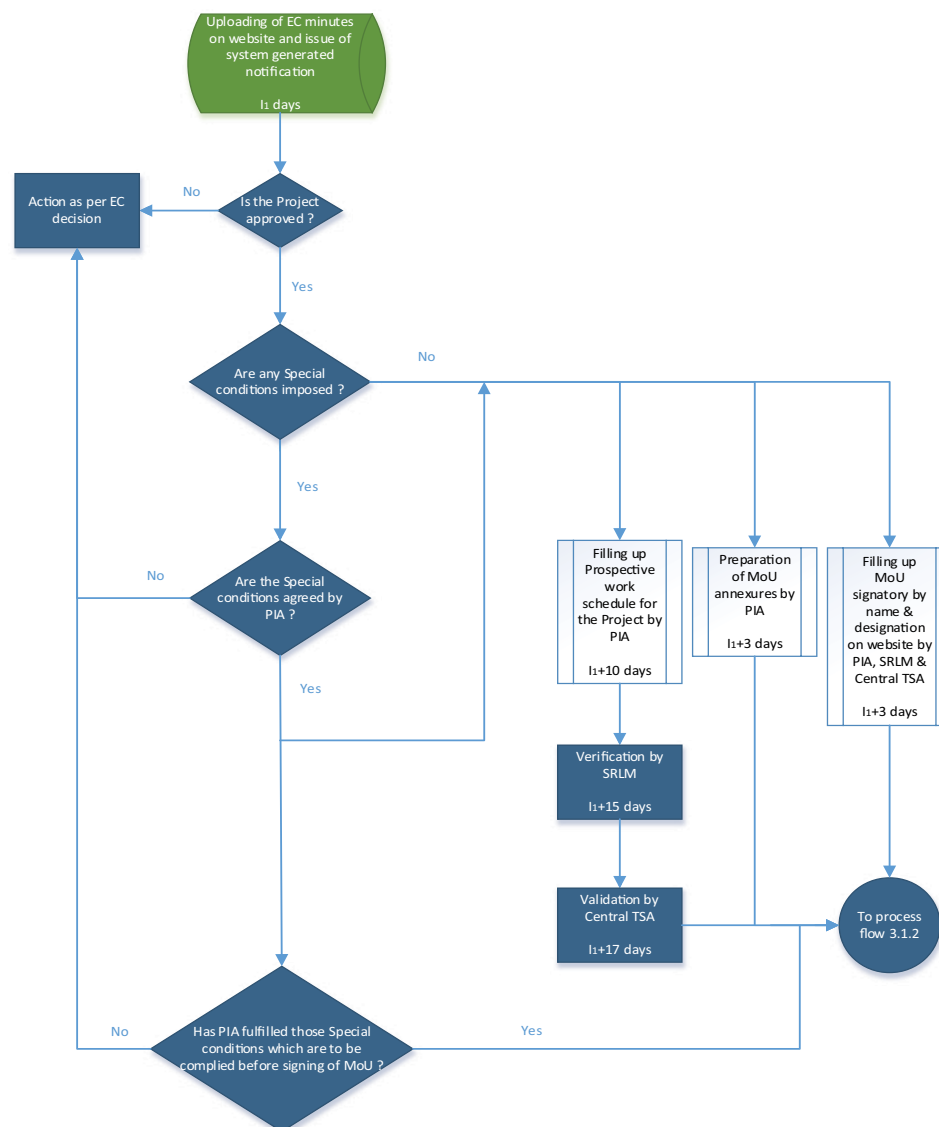
The prospective work schedule for the project should give a comprehensive picture of PIA's plan of action for implementing the project. The details are to be filled in a web form as per SF 3.1A and would include the following:

- a. Monthly training commencement schedule for the complete project duration.

⁵If any changes suggests during the review, shall be incorporated by PIA and get it approved by SRLM on the date of review itself.

- b. Monthly training completion schedule for the complete project duration.
- c. Training of candidates should commence within 90 days of project commencement date.

Figure 3.1-1 Preparatory steps in execution of MoU for YPS



- i. 'I1' refers to date of EC minutes getting uploaded on website
- ii. Day refers to working day only
- iii. Based on past experience it is assumed that at-least 15 working days gap will be available between release of EC minutes and issue of sanction order. However, if the gap is less than 15 days then 20 working days period for execution of MoU will be increased correspondingly. However in no case will the execution period should be more than 35 working days

- d. Minimum trainings to be initiated in a year as per the project duration is given below:
 - In case the project duration is 2 years or less but more than 1 year, at least 35% of training of the total project target should commence within 12 months of the effective date of commencement of the project.
 - In case the project duration is 3 years or less but more than 2 years, at least 30% of training

- should commence within 12 months, at least 65% training should commence within 24 months, of the effective date of commencement of the project.
- In case the project duration is 4 years or less but more than 3 years, at least 20% of training should commence within 12 months, at least 40% training should commence within 24 months, at least 75% training should commence within 36 months of the effective date of commencement of the project.
 - In case the project duration is 5 years or less but more than 4 years, at least 15% of training should commence within 12 months, at least 40% training should commence within 24 months, at least 60% training should commence within 36 months, at least 85% training should commence within 48 months of the effective date of commencement of the project.
- e. Within the minimum targets prescribed above the PIA has flexibility to vary the training quantum across different months of the year, across different geographical locations, across different trades and training centres.
- f. Within the minimum yearly targets prescribed above the PIAs has flexibility to revise the PPWS as per the conditions prescribed below:
- A PIA may revise the PPWS once in the project duration subject to the condition that the annual targets approved in the original PPWS shall not be modified and the PIA has to achieve the annual target for that year by rescheduling its batches.
 - The revised PWS shall come into effect with the approval of respective SRLMs (in Action Plan States) or CTSAs (in Year Programme States)
 - Where a PIA has been served with an Yellow alert, by SRLMs (in Action Plan States) or CTSAs (in Year Programme States) and thereafter the revised PWS has been duly approved for a PIA, the Yellow alert issued prior to the revision shall be deemed closed.
 - In case where a revised PPWS has been duly approved for a PIA, all previous alerts or non-performance of PIA with reference to the original PPWS, shall be deemed to be cancelled/ closed.
 - Under no circumstances revision in PPWS shall be allowed as a ground for extension in project duration.

3.1.1.2 Monitoring of the prospective work schedule and penal clauses for failure

- a. PIA should report the number of candidates in a batch after a batch is frozen. This will be treated as number of candidates for whom training is initiated.
- b. Similarly the PIA should report the number of candidates who complete the training on a continual basis.
- c. The number of candidates for whom the training is initiated should be at least the number indicated in the corresponding month of prospective work schedule.
- d. Similarly the number of candidates trained should be at least the number indicated in the prospective work schedule.
- e. Cumulative training achievement will be reviewed by SRLM/CTSA as follows:
 - i. Shortfall in the cumulative total should not be more than 10% of the cumulative target in first 6 months of commencement of project execution
 - ii. Shortfall in the cumulative total should not be more than 5% of the cumulative target from 7th month to till 6 months before completion of the project. (this clause is not applicable for 1 year project)

- iii. There should not be any shortfall in the cumulative target for the last 6 months' of the project duration
- f. Any deviation from steps will lead to the following:
 - i. Issue of notices serially numbered 1 of 3, 2 of 3 and 3 of 3. The first notice will be called yellow alert, and the second will be called red alert. The third notice will be a show cause notice under conditions of default as discussed in Chapter 1. All the notices will be addressed to the Authorised Signatory (or to any other entity to whom notices have to be served as per MoU) with copies to project head and organisation CEO (or person of equivalent responsibility).
 - ii. The notice will be issued by 8th of the following month and the PIA should reply by 13th.
 - iii. In addition a review meeting will be held with MoRD on the 3rd Monday of the following month consisting of PIA representative(s), SRLM and CTSA.
 - iv. Representatives from the PIA side for the meeting will be based on the type of notice issued. The list as per the type of notice is given below:
 - a. Yellow alert: Project head
 - b. Red alert: Project head and Authorised signatory
 - c. Notice of default: Project head, Authorised signatory and CEO of the organisation
 - iv. MoRD will consider the reply and also give weight to the oral representation in the meeting and decide on further action
 - v. All notices which are not closed will be counted cumulatively and third unclosed notice will lead to action under default.
 - vi. In case the default is by the consortium then all the members of the consortiums should be represented as per levels specified above.
 - vii. In case of absence or if the representation is not as per the level specified it will be treated as a separate default and action under the section on remedy for default will be invoked.
- g. After issue of a notice under default (i.e. after issue of yellow and red alerts) any shortfall in cumulative totals will lead to issue of notices under default directly.
- h. On issue of notice of 4th default and having considered both the written and oral evidence, if an action is found desirable then the minimum penalty shall be termination of the project and recovery of money for unachieved portion of the targets.

3.1.2 Signing of MoU

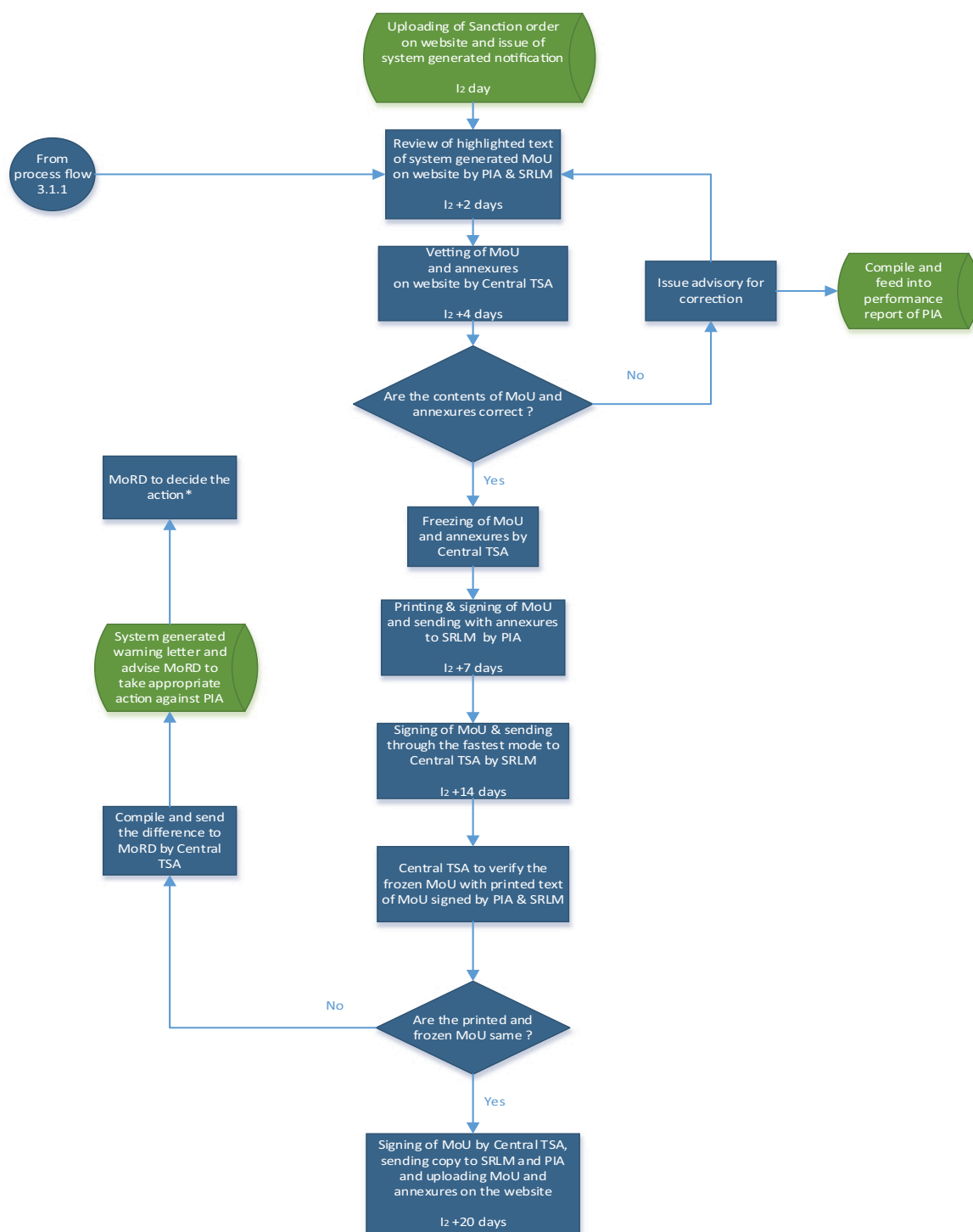
Overview

Item	Description
Purpose	To delineate the steps/actions to be taken in signing MoU
Prerequisite/s	Uploading of sanction order on the nominated website
Time for completion	20 working days from uploading of sanction order (start from 1 st day)
Resource/s	MoU
Process owner	For APS: SRLM For YPS: CTSA

Activities

S.No	Action	Actor	Time for completion	Relevant Documents
For YPS				
1	Review highlighted text of system generated MoU	PIA & SRLM	I ₂ +2 days	MoU
2	Vetting and freezing of MoU and annexures thereof	CTSA	I ₂ +4 days	MoU
3	Printing and signing of MoU and annexures, and ensure that it reaches SRLM	PIA	I ₂ +7 days	From the above source
4	Signing of MoU and ensuring that it reaches CTSA	SRLM	I ₂ +14 days	MoU
5	Signing of MoU and ensuring that copies reach SRLM and PIA Uploading of MoU and annexures on the web-link	CTSA	I ₂ +20 days	MoU and uploading on the designated website
For APS				
1	Review highlighted text of system generated MoU	PIA	I ₂ +2 days	MoU
2	Vetting and freezing of MoU and annexures thereof	SRLM	I ₂ +4 days	MoU
3	Printing and signing of MoU and annexures, which should reach at SRLM	PIA	I ₂ +7 days	From the above source
4	Signing of MoU sending a copy to PIA and informing CTSA about the event completion Uploading MoU and annexures on the web-link	SRLM	I ₂ +14 days	Project MoU and uploading on the designated website

Figure 3.1-2 Execution of MoU for YPS



*The project will go bottom of the queue of approved Project. No further action will be taken on revival of the project till receipt of further direction from MoRD

3.2 Release of 1st instalment

Overview

Item	Description
Purpose	To lay down the fund release process for 1 st instalment and issue of Project commencement order to PIA
Reference to Guidelines	Row 1, Instalment 1, table 6, para 5.9, page 56
Prerequisite/s	Uploading of executed MoU
Time for completion	10 working days after signing the MoU (MoU execution day is coded as I ₃)
Resource/s	As per SF 3.2A: Bank account details and SF 3.2B: Project commencement order
Process owner:	For APS: SRLM For YPS: CTSA

Activities

Actor	Action	Time for completion	Relevant Documents
PIA	- Opening dedicated bank account⁶ for the project and linking it to Public Finance Monitoring System (PFMS) - Filling up the bank account details if PFMS is not operational.	To be completed at least 5 days before signing of MoU (I ₃ -5days)	SF 3.2A: Bank account details
SRLM (For APS)/ CTSA (For YPS)	Release the first instalment amount of central & State shares and updating the status on designated web-link (It is mandatory central and state shares are released together This should be followed meticulously by fund releasing agencies)	latest by I ₃ +10 days	Nil
SRLM (For APS)/ CTSA (For YPS)	Issue of Project commencement order	latest by I ₃ +10 days	SF 3.2B: Project commencement order
Note: The project commencement date of the project will be from 30 days from the date release of central and state share from CTSA for YPS/ SRLM for APS			

CTSA must release funds to the PIAs only after it receives both the central and state shares. In some cases the central share was released before the SOP was issued with the instructions that PIA should not spend any money till SOP is released. Now it is reiterated that PIA should not spend any money till state share is released.

⁶If consortium partners are going to implement any activities and any outsourcing partner is engaged in training and placement towards the project, they have to open a dedicated bank account. All the project bank account needs to be mapped into PFMS, whenever the system becomes functional.

3.3 Project Execution Readiness Assessment

Overview

Item	Description
Purpose	To ensure availability of basic core team for implementing the project and sensitize them in implementation procedures
Reference to Guidelines	NA
Prerequisite/s	Uploading of sanction order on the designated website
Time for completion	Any time after issue of sanction order but not later than 30 days from release of 1 st Instalment (not later than $I_4 + 30$)
Resource/s	SF 3.3A: Project execution readiness form
Process owner	PIA for all states

Activities

Actor	Action	Time for completion	Relevant Documents
PIA	Filling up all the details	Not later than $I_4 + 15$ days	SF 3.3A: Project execution readiness form
SRLM (for APS)/ CTSA (for YPS)	Validation of data filled in SF: 3.3 A by inspecting the Project Headquarters.	Complete by $I_4 + 30$ days	SF 3.3A

3.4 Release of 2nd instalment

Overview

Item	Description
Purpose	To specify activities for release of 2 nd instalment of funds to PIA
Reference to Guidelines	Row 2, instalment 2, table 6, para 5.9, page 56
Prerequisite/s	System generated notification for fulfilment of condition as per above reference to guidelines
Time for completion	60 working days for YPS (40 working days for APS) from eligibility day (notification date of eligibility for 2 nd instalment is coded as E_2) provided all conditions are fulfilled by the PIA.
Resource/s	SF 3.4A: Checklist for release of 2 nd instalment updated through the system (accessed from the web-link)

Item	Description
Process owner	for APS: SRLM for YPS i. CTSA till dispatch of recommendation to MoRD and also for release of funds after MoRD issues release order ii. MoRD after receipt of recommendation and till issue of release order

Activities

Actor	Action	Time for completion	Relevant Documents
PIA	Submission of checklist and annexures for release of 2 nd instalment to SRLM for APS/CTSA for YPS	E ₂ +3 days	SF 3.4A: Checklist for release of 2 nd instalment updated through the system
SRLM for APS/CTSA for YPS	Ensure all advisories are complied with CTSA to SRLM for APS and vice-versa for YPS. Validate the checklist, annexures and upload on designated web-link. ⁷	E ₂ +10 days	Inspection reports of PIA Q-team, SRLM/CTSA
For APS			
SRLM (APS)	Issue of release order & upload on the designated web-link Release 2 nd instalment amount of Central and State share to PIA's designated bank account for the project Update fund release status on the designated web-link	Before E ₂ +40 days	Nil
For YPS			
CTSA	Recommendation for release of 2 nd instalment to MoRD	E ₂ +12 days	SF 3.4A
MoRD	Issue of release order and upload on the designated web-link	E ₂ + 52 days	Nil
CTSA	Release of 2 nd instalment to PIA and upload the status on the designated web-link	E ₂ +60 days	Nil

⁷If a PIA fails to comply with the conditions for release of instalment then the request for release will be sent to the bottom of queue.

3.5 Release of 3rd instalment

Overview

Item	Description
Purpose	To delineate steps in release of 3 rd instalment to PIA
Reference to Guidelines	Row 3, instalment 3, table 6, para 5.9, page 56
Prerequisite/s	System generated notification for fulfilment of condition as per above reference to guidelines
Time for completion	60 working days for YPS (40 working days for APS) from eligibility day (notification date of eligibility for 3 rd instalment is referred as 'E ₄ ' day) provided all conditions are fulfilled by the PIA.
Resource/s	SF 3.5A: Checklist for release of 3 rd instalment
Process owner	for APS: SRLM for YPS i. CTSA till dispatch of recommendation to MoRD and also for release of funds after MoRD issues release order. ii. MoRD after receipt of recommendation and till issue of release order

Activities⁸

Actor	Action	Time for completion	Relevant Documents
PIA	Submission of checklist and annexures for release of 3 rd instalment to SRLM for APS/CTSA for YPS	E ₄ +3 days	SF 3.5A: Checklist for release of 3 rd instalment
SRLM for APS/ CTSA for YPS	Ensure all advisories are compiled by CTSA to SRLM for APS and vice-versa for YPS. Validate the checklist, annexures and upload on designated web-link ⁸ .	E ₄ +10 days	Inspection report of SRLM/CTSA
For APS			

⁸If it is found that, the PIA has fail to comply the Guidelines condition then the proposal for release will be sent back to the queue and the process will start afresh from the beginning

Actor	Action	Time for completion	Relevant Documents
SRLM (APS)	i. Issue of release order & upload on the designated web-link ii. Release 3 rd instalment amount of Central and State share to PIA's designated bank account for the project iii. Update fund release status on the designated web-link	E ₄ +40 days	Nil
For YPS			
CTSA	Recommendation for release of 3 rd instalment to MoRD	E ₄ +12 days	SF 3.5A
MoRD	Issue of release order and upload on the designated web-link	E ₄ +52 days	Nil
CTSA	Release of 3 rd instalment to PIA and upload the status on the designated web-link	E ₄ +60 days	Nil

3.6 completion of project training and placement – issue Project Completion Report

Overview

Item	Description
Purpose	To verify and close the training and placement component of the project
Reference to Guidelines	NA
Prerequisite/s	Completion of project training and placement activities
Time for completion	Complete within 70 days after the PIA completes the project training and placement process. (Date of completion of placement for the project is referred as 'E ₇ ' day).
Resource/s	SF 3.7B Project completion report
Process owner	For APS: SRLM/For YPS: CTSA

Activities

Actor	Action	Time for completion	Relevant Documents
PIA OP team	i. Complete last batch of training and place minimum 75% of candidates thereof. System will freeze the training and placement data on the designated website ii. Provide the checklist as per standard format	E_6 for training and E_7 for placement completion	Nil
PIA Q-team	Complete the verification of training and placement	$E_7 + 20$ days	Nil
SRLM (For APS)/ CTSA (For YPS)	Complete the verification of training and placement	$E_7 + 20$ days	Nil
SRLM (For APS)/ CTSA (For YPS)	Validate the training and placement data on the designated website	$E_7 + 35$ day	Nil
SRLM/CTSA	Ensure all advisories are complied with – advisories from CTSA to SRLM for APS and vice-versa for YPS.	$E_7 + 40$ days	Inspection report of PIA Q-team of SRLM/ CTSA
For APS			
SRLM	Verify the check list and finalise the total training and placement	$E_7 + 45$ days	SF 3.7B Project completion report
SRLM	Issue Project completion report	$E_7 + 70$ days	Nil
For YPS			
CTSA	Verify the check list and finalise the total training and placement	$E_7 + 45$ days	SF 3.7B Project completion report
CTSA	Advise MoRD about the project closure of training and placement	$E_7 + 50$ days	Nil
MoRD	Issue project completion report	$E_7 + 70$ days	Nil

3.7 Release of 4th instalment & closure of project

Overview

Item	Description
Purpose	To lay down the fund release process of 4 th instalment to PIA & closure of the project
Reference to Guidelines	Row 4, instalment 4, table 6, para 5.9, page 56

Item	Description
Prerequisite/s	Fulfilment of condition as per reference to guidelines and notification for data freezing on the web-link
Time for completion	14 months from 'E ₇ ' day ⁹
Resource/s	SF 3.7A: Checklist for release of 4 th instalment and SF 3.7B Project completion report
Process owner	SRLM for APS/CTSA for YPS

Activities

Actor	Action	Time for completion	Relevant Documents
PIA OP team	Submission of project closure report and checklist and annexures for release of 4 th instalment to SRLM and CTSA	E ₇ +10 months	SF 3.7A: Checklist for release of 4 th instalment and SF 3.7B Project completion report
SRLM for APS/CTSA for YPS	Completing the retention verification process	E ₇ +10 months 9 days	Inspection report of SRLM/CTSA
SRLM for APS/CTSA for YPS	Verification and comments on Project closure report. Validate the checklist, annexures and upload on designated web-link.	E ₇ +10 months 14 days	SF 3.7A & SF 3.7B
PIA	Changes as per the comments of SRLM/CTSA (if any)	E ₇ +10 months 24 days	SF 3.7B
SRLM for APS/CTSA for YPS	Freezing and uploading of Project closure report on the designated web-link	E ₇ + 11 months 8 days	SF 3.7B
For APS			

⁹References to months and days in this process are to calendar months and days.

Actor	Action	Time for completion	Relevant Documents
SRLM	i. Issue of release order & upload on the designated web-link ii. Release 4 th instalment amount of Central and State share to PIA's designated bank account for the project iii. Update fund release status on the designated web-link iv. Issue of final closure report	• E7+12 months • E7+12 months 7 days • E7+12 months 15 days • E7+13 months	Nil
For YPS			
CTSA	Recommendation for release of 4 th instalment to MoRD	E ₇ +11 months 20 days	SF 3.7A
MoRD	Issue of release order and upload on the designated web-link	E ₇ +13 months	Nil
CTSA	Release of 4 th instalment to PIA and upload the status on the designated web-link	E ₇ +13 months 15 days	Nil
MoRD	Issue of final closure report	E ₇ +14 months	

3.8 Consortium arrangements & outsourcing of activities

The basic conditions to be fulfilled for participation of a consortium in DDU-GKY and/or franchising/outsourcing of some activities to other agencies will be as per conditions specified in the guidelines (refer section v and vi, para 4.7 pages 49, 50 and 47 respectively). These conditions will be enforced at the application stage. Following arrangements enable implementation of these conditions:

i. Consortium

- All the partners are jointly and severally responsible for the project, if consortium members default and are unable to fulfil the obligations as defined in the application form, the lead partner should inform SRLM for APS and CTSA for YPS within 10 days of the default. The Lead partner should also undertake the task assigned to defaulting members directly or through any of the consortium partners. These arrangements should also be specified by the lead partner.
- Failure to comply with this condition will lead to termination of the project. The condition for termination will be assessed as per the project status by the SRLM for APS and MoRD for YPS.

ii. Outsourcing / Franchisee arrangement

- Outsourcing of training and placement activities should be undertaken in consonance with information provided in the application form. If there is failure in the outsourcing

arrangement, the PIA should undertake the activity directly. In no case is change of outsourcing partner permitted for training and placement.

- b. For outsourcing of other activities, PIA should provide information of the outsourcing partner along with the financial and legal terms of arrangement. The information should be conveyed at least 10 days before commencement of the activity to SRLMs for APS and CTSA for YPS.
- c. Once the outsourcing partner is chosen for an activity, a PIA will not be permitted to change the partner under any circumstances. The PIA should take up the activity directly if the arrangement fails.

The financial transactions will be transparent and done through PFMS. Till such time PFMS is in place all transactions between various agencies in the project should be done through the banking system only.

If these conditions are not met, a PIA is deemed to have defaulted and action can be initiated as per the rules.

3.9 Orderly closure of a project

A project can be closed/terminated under the following conditions:

- i. Under conditions of default: The project will be terminated as per conditions of default.
- ii. When PIA requests for project closure:
 - When it is unable to execute the project: In this condition the PIA should give written request for closure of the project. In such a case an audit will be completed and as per the audit conditions the project will be closed.
 - When it is unable to abide by modifications incorporated in guidelines and SOP: This will be closed after mutual consultation. If the project has to be closed an audit will be conducted to close the project.
- iii. Under any other condition not envisaged above: This will be dealt case by case and no general guidelines can be issued in this case.

3.10 Project manpower plan: Ring fencing PIA Q-team from operations

Project manpower is broadly divided into the following three categories:

- i. The management (including PIA Q-team head)
- ii. Operations team and
- iii. PIA Q-team

A PIA will have absolute discretion for recruitment of the project management team (other than PIA Q-team head) and operations team. However, each month he should inform the total number of people working in each category on a project. CTSA/SRLM will have the discretion to verify these details as per situational exigencies. These will be as per SF 3.10A: Details of centre in-charge and trainers.

PIA Q-team head and its composition should be as per agreed plan and the PIA should update the details on the web-link. Similarly changes in the composition of the team should be informed without fail. These should be reported as per SF 3.10B: Details of PIA Q-team members.

The PIA Q-team should be ring fenced from the PIA operational team and managerial team.

Mechanism for ring fencing a PIA Q-team is given as SF 3.10C: Ring fencing of PIA Q-team from operations – Compliances report from the management. PIA should comply with this procedure before the project is initiated..

3.11 Recovery of dues from a PIA

If a PIA defaults in implementing a project, recovering government money paid to PIA after adjusting for expenses incurred as per guidelines and SOP is a critical activity. If the PIA fails to repay the amount it is necessary to invoke the revenue recovery act 1890 or other applicable Revenue Recovery or Public Demands Recovery Act of the state/UT.

The procedure to recover the Government dues is as follows:

- i. All SRLMs, i.e. both APS and YPS, should issue procedural orders on how the recovery would be made as per the relevant act in the state.
- ii. All efforts will be made to recover the money from the PIA by SRLMs in case of APS and by MoRD through the CTSA for YPS.
- iii. If all efforts to recover the dues fail the procedural order for recovery of dues will be invoked by:
 - SRLM in case of APS with information to MoRD
 - SRLM on the recommendation of MoRD in case of YPS
- iv. MoRD will maintain a list of such PIAs and also circulate the same to all SRLMs and CSAAs. This would also be updated on the designated website.

List of standard forms in Chapter 3

List of standard forms in chapter 3

SL	PARTICULAR	PAGES
SF 3.1A:	Prospective project work schedule	43
SF 3.1B:	Standard terms & conditions	44
SF 3.1C:	Special terms & conditions	44
SF 3.1D:	Power of Attorney	44
SF 3.2A:	Bank account details	45
SF 3.2B:	Project commencement order	46
SF 3.3A:	Project execution readiness assessment	47
SF 3.4A:	Checklist for release of 2 nd instalment	51
SF 3.5A:	Checklist for release of 3 rd instalment	51
SF 3.7A:	Checklist for release of 4 th instalment	51
SF 3.7B:	Project closure report on the completion of project	51
SF 3.10A:	Details of Centre in-charge and trainers	52
SF 3.10B:	Details of PIA Q-team members	53
SF 3.10C:	Ring fencing of PIA Q-team from operations – Compliance report from the management	54

SF 3.1A: Prospective project work schedule

Template for the schedule is given below and a signed copy should be attached to the MoU as Annexure.

Month no.	Course Duration	No. of candidates for whom training will be started	No. of candidates for whom training will be completed	Cumulative no. of candidates for whom trainings will be started	Cumulative no. of candidates for whom trainings will be completed	Monthly placement target	SC	ST	Minority	Women
1	2	3	4	5	6	7	8	9	10	11
1	3 month	100	0							
1	6 month	600								
1	9 month	40								
1	Total	200								
2	3 month									
2	6 month									
2	9 month									
3	3 month									
3	6 month									
3	9 month									
10										
11										
12										
Total first										

Note: 1. The above template reflects training target for 1 year and it can be repeated till the end of the project.

- Cumulative monthly target: Will be the sum total of the previous months
- SC, ST, Minority, Women and PwD: Will be as per Sanctioned project percentage for the mentioned categories

SF 3.1B: Standard terms & conditions

This will be provided as annexure to MoU.
A copy will be printed, signed and attached to the MoU as Annexure.

SF 3.1C: Special terms & conditions

This will be provided as annexure to MoU.
As per EC minutes (if any).

SF 3.1D: Power of Attorney

This has to be submitted as annexure to MoU by PIA.

SF 3.2A: Bank account details

01	Name of the payee (as in bank account):																		
02	Full address of the payee:																		
03	District:																		
04	Pin Code:																		
05	State:																		
06	Telephone Number with STD code:																		
07	Fax No.:																		
08	E-mail address:																		
09	Name of the Bank:																		
11	Bank Account No.:																		
12	Type of Account (Saving/Current) :																		
13	Mode of electronic transfer: available in bank (RTGS/NEFT/ECS/CBS)																		
14	IFSC Code:																		
15	MICR Code:																		
16	Please enclose last page of bank pass book/statement:																		

SF 3.2B: Project Commencement Order

To be issued on the release of 1st instalment by CTSA for YPS and SRLM for APS

Note: The order will be system generated, however a print version is given below.

Order No:...../...../.....

Order Date:...../...../.....

Ref Sanction Order No:/...../.....

PROJECT COMMENCEMENT ORDER

The Ministry of Rural Development, GoI/..... (name of SRLM) has sanctioned the DDU-GKY project to M/s., having registered office at
....., vide the reference sanction order number, dated Accordingly the MoU has been executed among/between(name of CTSA – to be struck out **for APS**),(name of SRLM) and (name of PIA) on(date).

The Project shall be deemed to have commenced fromday of, 20..... (herein after referred as the “Project commencement date”). The training and placement shall be completed within years and month (the “Completion date”), unless further extension order/s are issued by the MoRD (to be deleted **for APS**/..... (name of SRLM to be deleted for YPS). All trainings and placements should be completed by this date.

The project shall be closed within 14 (fourteen) months from placement completion date. No training and placement activities shall be carried out during these 14 months.

The PIA shall abide by the conditions as specified in the sanction order and MoU executed for the project.

.....

(Signature)

Full name:

Designation:

To: (the concerned PIA)

Copy to: (the CTSA for APS/the concerned SRLM for YPS)

Copy for information: (Ministry of Rural Development, GoI)

SF 3.3A: Project Execution Readiness Assessment

Note: To be filled by PIA not later than 15 days from release of 1st instalment ($I_2 + 15$)

The form will be available on the ERP system to be filled and monitored online. A print version is given below.

1. Name of the project implementing Agency: (auto filled by system)
2. Project code: (auto filled by system)
3. State office along with address¹⁰
4. Address for all official communication (preferably same as state office address or PIA if wants a different address the same can be indicated here.)
5. Primary email id for all communication¹¹
6. Organisation management team

S. NO	Designation	Name	Email Id	Contact No.
1	Project head			
2	Authorised signatory			
3	CEO			

7. Heads of core project functions

Functionary	Employee details			DDU-GKY training details		
	Id	Name	Date of appointment	Id	Date of training	Certificate details
Project head						
PIA Q-team head						
MIS head						
Note; 1. The three functional heads must compulsorily been in place before a project is initiated. 2. Appointment letter should be uploaded to the web-link 3. DDU-GKY training certificate should be uploaded on to the web-link						

8. Other PIA Q-team members

- a. Existing

S. NO.	Employee details			DDU-GKY training details		
	Id	Name	Date of appointment	Id	Date of training	Certificate details

¹⁰Opening an office in a state is compulsory and it becomes the nodal office for the project.

¹¹All email communication will be sent to this id.

S. NO.	Employee details			DDU-GKY training details		
	Id	Name	Date of appointment	Id	Date of training	Certificate details

b. To be recruited

Additional number to be recruited	
Start date of recruitment	
End date of recruitment	
Note; Indicative plans to be given here.	

9. Manpower details (other than PIA Q-team):

Project operations team	Existing	To be recruited	Total
Placement			
Master Trainers			
Trainers for each of the proposed trades (use as many rows the number of trades)			
English skills			
Computer skills			
Soft skills			
Centre in charges			
Regional coordinators			
Post Placement tracking head			
Mobilisation			
Finance			
MIS			
Note: The number should match with the minimum prescribed for the project as per size			

10. Did the PIA ensure ring fencing of PIA Q-team from operations team and comply with SF 3.10C (without complying with these conditions the project cannot be commenced)

YES ☐ NO ☐

11. Are the course curriculum aligned with NCVT/SSC/MoRD?

S. NO.	Domain	Aligned to NCVT/SSC	Name of modules*	Hours of training**	Remarks

Note: * If it is under NCVT, MES course number should be mentioned along with total hours of training. If it is under SSC, NOS QP code should be mentioned along with hours of teaching. Copies of curriculum should be uploaded and also shared along with the document. As some SSC's do not provide course curriculum the PIA should get the course curriculum (repeat only course curriculum) approved by an SSC accredited assessment agency.

** In both cases the training hours should equal the hours specified for the course less the hours earmarked for non-domain skills.

12. Details of certification of trainees

S. NO.	Name of the domain	Module for which certificate is issued	Name of the Certifying agency (NCVT/SSC)	Assessment agency* (if shared by NCVT/SSC or write NA)	
				Agency name	Proof of tie-up with the agency (write NA if it is not required)
1					
2					

Note: * Currently the certifying and assessment processes under NCVT/SSC are in a transition. While in in due course the assessment agencies would be automatically assigned to batches it is still not the case on hand. Till such time the automatic process is instituted by SSC/NCVT the details in the column would be required.

All proofs should be uploaded on the ERP system.

13. Availability of different forms to initiate the project

• Registration form for mobilized candidates	YES	☐	NO	☐
• Tools for trade wise screening of the candidates	YES	☐	NO	☐
• Entitlement form	YES	☐	NO	☐
• Parent consent form	YES	☐	NO	☐
• Feedback form	YES	☐	NO	☐
• Trade wise activity cum lesson planner	YES	☐	NO	☐
• Trade and batch wise enrolment form	YES	☐	NO	☐
• Template for various boards	YES	☐	NO	☐
• Outsourcing of activities	YES	☐	NO	☐

14. Outsourced core activities as per application

Name of the Activity	Agency name	Is it same as given in the application	Details of agreement – areas covered and periods (copies to be uploaded)
Training			
Placement			

15. Outsourcing of non-core activities

Activity	Is it outsourced Yes/No	Agency	Details of agreement – areas covered and periods (copies to be uploaded)
Mobilization			
Selection & screening of candidates			
Tracking			
Others			

The representative of TSA will have an interactive session with the core project team of the PIA. During the session, the team will be sensitized through a power point presentation about the project deliverables.

Signature of project head

Nominated representatives for the project from SRLM and CTSA

Agency	Name	Designation	Email	Phone
SRLM				
CTSA				

Signature of representative

SRLM for APS/CTSA for YPS

Note for online deployment of the form:

- i. PIA will upload the form
- ii. CTSA/SRLM authenticate after visit to the PIA designated office.

SF 3.4A: Checklist for release of 2nd instalment

MoRD will issue the checklist through a separate notification.

SF 3.5A: Checklist for release of 3rd instalment

MoRD will issue the checklist through a separate notification.

SF 3.7A: Checklist for release of 4th instalment

MoRD will issue the checklist through a separate notification.

SF 3.7B: Project closure report on the completion of project

MoRD will issue the checklist through a separate notification.

SF 3.10A: Details of Centre in-charge and trainers

A print version is given below

Manpower at the beginning of the project

Manpower at the beginning of the project will be reported as per SF 3.3A: Project execution readiness assessment, which will be reproduced here.

Changes in project manpower

In addition by the 5th every month PIA will report data on changes in manpower in the previous month as per format given below:

As on: (last date of the month)

S.NO.	Category of staff	No. staffs available at the beginning of month	Accretion	Deletion	Staffs available at the closing of month
1	Centre in-charge				
2	Trainers				

SF 3.10B: Details of PIA Q-team members

A print version is given below

The changes to be reviewed and uploaded by 5th of next month by PIA

S. NO.	Employee ID	Name	Designation	Reporting office	Email id	Contact no.
1			PIA Q-team head			
2						

SF 3.10C: Ring fencing of PIA Q-team from operations – Compliance report from the management

- The following steps are prescribed for separating the quality (PIA Q-team) team from Operations (OP) team:
- The PIA Q-team head will report to the management and not to the project operations head
- PIA Q-team members will report only to the PIA Q-team head.
 - a. Appointments should be regulated such that: PIA Q-team personnel and operations personnel should not be interchanged in a project
 - b. No PIA Q-team members should be posted to the OP team of the same project within 15 months of completing the PIA Q-team assignment and vice versa. However the movement within the PIA Q-team and to OP team of other projects is permitted.
 - c. All changes in PIA Q-team should be brought to the notice of CTSA/SRLM. All planned changes should be informed 15 days before. However, in case of unplanned changes it should be reported within 48 hours. Any deviation from this will be treated as violation and will be reflected in the PIA grading.
 - d. The salary and structure of PIA Q-team should not be changed to PIA Q-team members disadvantage without approval of CTSA/SRLM.
- Performance appraisals of the PIA Q-team should be sent to the CTSA /SRLM
- Performance of PIA Q-team will be reviewed by CTSA/SRLM along with the management whenever required by CTSA/SRLM.



4. TRAINING DESIGN AND PLANNING

4. TRAINING DESIGN AND PLANNING

4.1 Training plan

Overview

Item	Description
Purpose	To create an aggregate hourly plan for domain and non-domain skills and their distribution between class room and on the job training which totals to the mandated number of hours. The training in non-domain should be allocated between PIAs normal training centre and finishing and work readiness centres located at the places of concentrated high employment ¹² .
Reference to guidelines	No specific provision
Prerequisite	Any time after uploading of Sanction order (I ₂) and 15 days before commencement of training in the particular trade
Time for completion	15 days before commencement of training in the particular trade
Resource/s	As per SF 4.1A: Plan of training
Process owner/s:	PIA OP team

Activities

Actor	Action	Time for completion	Relevant Documents
PIA OP team	To submit aggregate plan of hourly distribution of training, giving break up of domain and non-domain skills spread over class room and on the job training	To be submitted 15 days before commencement of the training in the trade	SF 4.1A: Plan of Training
PIA Q-team	Verify and certify that the course content is uploaded at the web site for all domains	Verified within 3 days and issue compliance	
For APS			
SRLM	Verify and certify that the course content is uploaded at the web site	Within 7 working days of receipt of information	
For YPS			

¹²Training plan should match with the daily training hours indicated in the project application form of the PIA. Residential courses should mandatorily be held for eight hours in a day. Daily training hours for non-residential courses are flexible and PIA can teach them for any duration less than eight hours provided it is indicated in the application form and approved by the empowered committee.

Actor	Action	Time for completion	Relevant Documents
CTSA	Verify and certify that the course content is uploaded at the web site.	Within 7 working days of receipt of information	

4.2 Domain curriculum

Overview

Item	Description
Purpose	To ensure that the domain curriculum is: - As per modules prescribed by NCVT - Either aligned as per SSC prescribed NOS-QP module or the proposed module has prior approval of SSC
Reference to guidelines	Para 3.2.2.2.3, page 29
Prerequisite	Any time after uploading of Sanction order (I ₂) and 15 days before commencement of training in the particular trade
Time for completion	15 days before commencement of training in the particular trade
Resources	As per SF 4.2A: Domain curriculum content and equipment
Process owner:	PIA OP team

Activities

Actor	Action	Time for completion	Relevant Documents
PIA OP team	To submit an approved course plan as per procedures followed by NCVT/SSC	To be submitted 15 days before commencement of training program	SF 4.2A: Domain curriculum content and equipment
PIA Q-team	Verify and certify that the course content is uploaded at the web site for all domains	Verified within 3 days and issue compliance	
For APS			
SRLM	Verify and certify that the 3 rd party certified course content is uploaded at the web site for all domains	Within 7 working days from the time programme is uploaded	
For YPS			

Actor	Action	Time for completion	Relevant Documents
CTSA	Verify and certify that the 3 rd party certified course content is uploaded at the web site for all domains	Within 7 working days from the time programme is uploaded	

4.3 Non domain curriculum

Overview

Item	Description
Purpose	To develop enforceable standards for curriculum for Soft skills, Computer skills and English skills
Reference to guidelines	Para 3.2.2.2.3, page 29
Prerequisite	Any time after uploading of Sanction order (I ₂) and 15 days before commencement of first training
Time for completion	15 days before commencement of training in the particular trade
Resources	As per SF 4.3A: English skills content, SF 4.3B: Computer skills content and SF 4.3C: Soft skills content
Process owner:	PIA OP team

Activities

Actor	Action	Time for completion	Relevant Documents
PIA OP team	To submit a course plan as per standards prescribed by DDU-GKY for English, Computer and Soft skills	To be submitted 15 days before commencement of training program	SF 4.3A: English skills content, SF 4.3B: Computer skills content and SF 4.3C: Soft skills content
PIA Q-team	Verify and certify that the course content is uploaded at the web site for all domains.	Verified within 3 days and issue compliance	
For APS			
SRLM	Verify and certify that the course content is uploaded at the web site for all domains.	Within 7 working days of receipt of information.	
For YPS			

Actor	Action	Time for completion	Relevant Documents
CTSA	Verify and certify that the course content is uploaded at the web site for all domains.	Within 7 working days of receipt of information.	

4.4 Finishing and work readiness module

Overview

Item	Description
Purpose	To ensure high rate of success in placement and retention
Reference to guidelines	Para 3.2.2.2.5, page 29
Prerequisite	Any time after uploading of Sanction order (I ₂) and 15 days before start of training.
Time for completion	15 days before start of first training
Resources	As per SF 4.4A:Finishing and work readiness module
Process owner:	PIA OP team

Activities

Actor	Action	Time for completion	Relevant Documents
PIA OP team	To submit a course plan as per standards prescribed by DDU-GKY for finishing and work readiness curriculum content	To be submitted 15 days before commencement of training program.	SF 4.4A: Finishing and work readiness module
PIA Q-team	i. Verify and certify that the course content is uploaded at the web site for all domains. ii. Check whether schedule is followed during centre visits	Verified within 3 days and issue compliance	
For APS			
SRLM	i. Verify and certify that the course content is uploaded at the web site for all domains. ii. Check whether schedule is followed during centre visits	Within 7 working days of receipt of information.	
For YPS			

Actor	Action	Time for completion	Relevant Documents
CTSA	i. Verify and certify that the course content is uploaded at the web site for all domains. ii. Check whether schedule is followed during centre visits	Within 7 working days of receipt of information.	

4.5 Activity cum lesson planner

Overview

Item	Description
Purpose	Daily activity plan for entire course duration including class room and on the job training
Reference to guidelines	No specific provision
Prerequisite	Any time after uploading of Sanction order (I ₂) and 15 days before commencement of training in the particular trade
Time for completion	15 days before commencement of training in the particular trade
Resources	As per SF 4.5A: Activity cum lesson planner
Process owner:	PIA OP team

Activities

Actor	Action	Time for completion	Relevant Documents
PIA OP team	To submit activity cum lesson planner	15 days before commencement of the training programme	SF 4.5A: Activity cum lesson planner
PIA Q-team	Verify and certify that the course content is uploaded at the web site for all domains.	Verified within 3 days and issue compliance	
For APS			
SRLM	Verify and certify that the course content is uploaded at the web site for all domains.	Within 7 working days of receipt of information.	
For YPS			
CTSA	Verify and certify that the course content is uploaded at the web site for all domains.	Within 7 working days of receipt of information.	

4.6 On the Job Training (OJT) plan

Overview

Item	Description
Purpose	To acclimatise a trainee to actual job conditions
Reference to guidelines	Para 3.2.2.4, page 29
Prerequisite	Should be part of the activity cum lesson planner for the domain. Candidate should have completed the class room training as per activity cum lesson planner
Time for completion	Before placements
Resources	SF 4.6A: On the job training plan for the batch, SF 4.6B: On the job training confirmation letter for candidates, SF 4.6C: OJT completion certificate for candidates and SF 4.6D: Verification for OJT
Process owner:	PIA OP team

Activities

Actor	Action	Time for completion	Relevant Documents
PIA OP Team	- Prepare an OJT plan along with potential employers - Collect OJT letter from the industry/ company - Collect certificate of employer on successful completion of OJT To ensure the coverage of OJT topics in the class room for the candidates who could not get OJT offer	- Submit within 20 days of batch freezing day OJT plan for each candidate - Update the web-link with candidate details within 2 days of joining OJT	SF 4.6A: On the job training plan for the batch, SF 4.6B: On the job training confirmation letter for candidates and SF 4.6C: OJT completion certificate for candidates
PIA Q-team	- Ensure and certify that candidates data is correctly uploaded - Verify OJT as per sample checks	Start inspections after 4 days of joining OJT	SF 4.6D: Verification for OJT
For APS			
SRLM	- Check on PIA Q-team certification - Verify PIA Q-team checks on sample basis (Mode of check)	To verify that the PIA has uploaded the programme correctly.	SF 4.6D
For YPS			

Actor	Action	Time for completion	Relevant Documents
CTSA	- Check on PIA Q-team certification - Verify PIA Q-team checks on sample basis (Mode of check)	To verify that the PIA has uploaded the programme correctly.	SF 4.6D

4.7 Outline of Assessment and certification

PIA will have to conduct internal and external assessment of the candidates (please refer to chapter 5 for details). PIA should ensure that all the eligible candidates appear for external assessment and at least 80% of candidates clear the assessment test and become eligible for certification by NCVT/SSC. PIA should provide another chance to the failed candidates to appear for assessment test at its own cost.

It may, however, be noted that pass percentage has no bearing on instalment release as instalment release is linked to training and placement. Success in assessment will only be used for grading the PIAs and not for release of instalment.

Candidates who are not eligible for certification as per rules of the certifying body (NCVT/SSC) should also be assessed. The assessment should be conducted by agencies empanelled with NCVT/SSC and follow the same assessment procedure as followed for assessment of NCVT/SSC candidates. If these candidates clear the assessment test PIA should arrange certification from the assessment body. This will be of help to the candidates in their future endeavours.

The PIA can change the certifying body with prior approval of MoRD (Please refer to MoRD notification no. 19/2014 dated 19th August 2014)

4.8 Protocol for managing tablets and electronic content

Overview

Item	Description
Purpose	To increase the interest among candidates towards self-learning modules
Reference to guidelines	Para 3.2.2.5, page 33
Prerequisite	Should be part of approved application form
Time for completion	Continuous process
Resources	SF 4.8A: Protocol for distribution of tablets and SF 5.2A: Training centre inspection form
Process owner	PIA OP team

Activities

Actor	Action	Time for completion	Relevant Documents
PIA OP Team	- To maintain tablets along with electronic content as per standards prescribed by DDU-GKY - To issue separate tablet to each candidate every day	Before start of training Daily	SF 5.1D1: Due diligence of a training centre SF 4.8A: Daily distribution of Tablets
PIA Q-team	- Ensure that electronic content has been uploaded as per sample checks - Confirmation of distribution of tablets	As per the inspection schedule	SF 5.1D1
For APS			
SRLM	- Check on PIA Q-team certification - Verify PIA Q-team checks	As per the inspection schedule	SF 5.1D1
For YPS			
CTSA	- Check on PIA Q-team and SRLM certification - Verify PIA Q-team and SRLM checks	As per the inspection schedule	SF 5.1D1

4.9 Distance education using live studio based broadcasts

Overview

Item	Description
Purpose	To train candidates in topics that are difficult to teach by developing good quality course content that can be standardized and replicated
Reference to guidelines	Para 3.2.2.11, page 34
Prerequisite	Should be part of approved application form and the activity cum lesson planner for the domain
Time for completion	As per the activity cum lesson planner
Resources	SF 4.5A: Activity cum lesson planner
Process owner	PIA OP team

Activities

Actor	Action	Time for completion	Relevant Documents
PIA OP Team	To maintain online system with projector/TV-screen for the classroom To deploy relevant teaching software To maintain summary report of lectures delivered using live studio based broadcast by master trainers	Daily	SF 4.5A: activity cum lesson planner
PIA Q-team	Ensure and certify that at least 30% training has been provided through broadcasts by master trainers/ training has been provided as per activity cum lesson planner To be verified on the basis of summary report	As per the inspection schedule	SF 4.5A
For APS			
SRLM	Check and verify as per requirement.	As per the inspection schedule	SF 4.5A
For YPS			
CTSA	Check on PIA Q-team and SRLM certification Verify PIA Q-team and SRLM checks	As per the inspection schedule	SF 4.5A

List of standard forms in Chapter 4

List of standard forms in Chapter 4

SL	PARTICULAR	PAGES
SF 4.1A:	Plan of training	71
SF 4.2A:	Domain curriculum content and equipment	72
SF 4.3A:	English skills content	73
SF 4.3B:	Computer skill content	75
SF 4.3C:	Soft skills content	77
SF 4.4A:	Finishing and work readiness module	79
SF 4.5A:	Activity cum lesson planner	80
SF 4.6A:	On the job training plan for the batch	81
SF4.6B:	On the job training confirmation letter for candidates	82
SF 4.6C:	OJT completion certificate for candidates	83
SF 4.6D:	Verification for OJT	84
SF 4.8A:	Protocol of Tablets	85

SF 4.1A: Plan of training

PIA components

S. NO.	Trade	Training duration (In months)	Particulars	Training duration (In days)	Core domain (Hrs.)	Non domain		
						English skill (Hrs.)	Computer skill (Hrs.)	Soft skill (Hrs.)
1.			Classroom					
			OJT					
2.			Classroom					
			OJT					

Prescription as per DDU-GKY Guidelines:

Training duration (In months)	Training duration (In days)			Training duration (Hrs.)	Core domain (Hrs.)	Non domain		
	Total	Minimum classroom days	Maximum OJT days			English skill (Hrs.)	Computer skill (Hrs.)	Soft skill (Hrs.)
3	90	60	30	576	416	60	80	20
6	180	120	60	1152	832	120	160	40
9	270	180	90	1728	1248	180	240	60
12	360	330	30	2304	Should be atleast 576 hours with rest being part of school syllabus for clearing board examination.			

SF 4.2A: Domain curriculum content and equipment

PIA name:

Project name:

Domain name:

Aligned with:

If the courses are aligned with NCVT, please provide the following details:

S. NO.	Domain	Code of the modules to be used	Name of the modules to be used	No. of hours*	Whether certificate is being issued?**	Equipment to be used
* Number of hours should be (576-160) 416 hours for class room, practical and on the job training ** At least one module under each domain is to be certified						

If the course aligned with SSC, please provide the following details:

S.NO	Domain	NOS-QP code	No. of hours*	Whether certificate is being issued?**	Equipment to be used
* Number of hours should be (576-160) 416 hours for class room, practical and on the job training ** At least one module under each domain is to be certified					

SF 4.3A: English skills content

This is indicative and minimum. However, a PIA can add additional topics or change the schedule within the overall time period. The schedule has to be in the activity cum lesson plan. Include video and audio based teaching methods to improve content delivery.

S. NO.	Topic and sub topic	Expected outcomes
1	Introduction Introduction to the course Why learning English is important. Learning basic English sentences. Include parts of speech	Enable the candidate to understand basic English sentences and use it in their daily life. The trainer should first gauge the candidates' level of understanding and teach the candidate accordingly.
2	Greeting Face to face interaction (Formal and informal interaction)	Enable the candidates to interact by greeting his/her peers, elders and neighbours formally and informally.
3	Reading Include a list of frequently used English words according to Indian context like Dolch List ¹³ . Reading Activity like reading simple sentences, paragraphs, poems etc. Review Evaluation Discussion on evaluation	Enable him/her to read and follow basic domain related instruction, and learn basic English sentence formation.
4	Speaking Becoming a good communicator. Speaking Activity like play a small skit, debate, extempore speech etc.	Enable him/her to understand and start a basic English conversation or to understand and answer basic queries from the customer in case of BPO & hospitality trade
5	Listening Listening is important Listening Activity like paragraph dictation, storytelling, quiz etc.	The candidate should develop a good listening skill to understand what the other person wants to convey.
6	Listening, Speaking, Reading (LSR) Role Play Practicing LSR 1 and 2 Role play-banking, restaurant, ticketing, interview Review Evaluation Discussion on evaluation	Enable the candidate to listen, speak and write about any situation in his/her daily life, enable him/her to deposit/withdraw money from the bank, how to order for food and eat in restaurant, book a ticket. Also prepare him/her to face an interview.
7	Message Taking/Writing Taking down messages Practice message writing	Enable him/her to read or write emails and text messages

¹³The Dolch high frequency list consisting of 220 English words, prepared by Edward William Dolch in 1948, is the commonly used list of words for teaching of English. Details and the list can be sourced from: <http://theschoolbell.com/Links/Dolch/Dolch.html> and <http://bogglesworldesl.com/dolch/lists.htm>.

S. NO.	Topic and sub topic	Expected outcomes
8	Social Communication Introduction to conversation Conversation between small groups and large groups Interpersonal communication Word Grouping Shopping vocabulary and conversation Complimenting Small talk Crossword Comparatives	Enable him/her to develop good conversation and communication skills in English and ability to use basic English words while speaking. He/she should also be able to communicate about the future workplace.
9	Form Filling Writing application letter Interview Etiquette Filling forms Review Evaluation Discussion on evaluation	He/she should be able to fill forms, know the basic etiquette for interview and write an application letter. He/she should be able to fill forms related to the core domain.
10	Final Evaluation and Conclusion Evaluation Discussion on evaluation	At the end of 60 hours session the candidates should be comfortable with basic English conversation and reading or writing simple English sentences.

SF 4.3B: Computer skill content

This is indicative and minimum. However, the PIA can add additional topics or change the schedule within the overall time period. The schedule has to be in the activity cum lesson plan. Include video and audio based teaching methods to improve content delivery.

S. No.	Topic and sub topic	Expected outcomes
1	Computer fundamentals Why use computers What is in a computer Computer architecture- h/w, s/w, peripherals, OS Create, update, delete files; file structure Using, installing applications	Ability to start a computer, use a mouse and/or touchpad, recognize software applications/ programs. Understand PC configurations, Locate, open, update and save a file. Understand types of files, create file names and folders, take printouts
2	Typing Tutor (Either English or any Indian language as per market demand)	Average typing speed of 20 words per minute with a minimum 80% accuracy
3	Internet Internet fundamental Ways of connecting to internet Use of browsers How to open websites Using search engines to find information Creating mail IDs Password and security Composing, checking and sending emails Email etiquette	Understanding of basic terms, connecting to the internet, recognize and launch a web browser, Search for a given keyword. Ability to create an email account, logging in, composing a mail, uploading and downloading attachments. Ability to recognize security threats
4	Security Awareness Need for antivirus tools Running scans every week Email and password security Awareness of possibility of spam mails and phishing	Ability to schedule antivirus scans, address threats, create appropriate passwords for email accounts, detect spam mails
5	Productivity Tools Why use tools Spread sheet software Word processing software - Creating, editing, formatting documents, spell check PowerPoint software - Data entry tabulation, calculations Picture editor software - Picture upload, Case study	Basic Word processing skills, ability to use basic functions in Excel. Create a report, formatting a document, creating a PowerPoint presentation

S. No.	Topic and sub topic	Expected outcomes
6	Technology Trends Mobile technology: smart phones Using massive open online courses (MOOCs) for self-learning Using e-commerce sites Online professional networking Online banking and Online reservations	Features and utilities of smart phones. Use an online learning course, make an online reservation, and check bank account online. Have a web presence in security networking or job sites. Awareness about using e-commerce sites.

SF 4.3C: Soft skills content

This is indicative and minimum. However, the PIA can add additional topics or change the schedule within the overall time period. The schedule has to be in the activity cum lesson plan. Include video and audio based teaching methods to improve content delivery.

S. NO.	Topic and sub topic	Expected outcomes
1	Module 1 - Introduction to the Course What is a soft skill? What are the components of soft skill? Benefits of soft skill training.	The candidates should understand the basic meaning of soft skills, their components and their benefits.
2	Effective Communication An Introduction Communicating Effectively - Identifying Barriers and Minimizing Effective Communication - Practice Evaluation Discussion on evaluation	Public speaking, describing his/her likes and dislikes for five minutes in the classroom, basic etiquettes used during a conversation with another person, overcome shyness etc.
3	Grooming including topics on personal hygiene Importance of cleanliness and sanitation in and around the centre First Impression Dress to Impress Body Language Habits Do's and Don'ts Review Evaluation Discussion on evaluation	Candidates should have knowledge on upkeep of surroundings and should be trained on how to maintain it. They should also know about the individual upkeep and trained to.
4	Interpersonal Skill Development Positive attitude Decision Making Listening Skills Negotiation Skills Creative thinking Empathise Review	The candidates should develop a positive attitude and behaviour, they should be motivated for team participation at work, anger management skills and leadership quality should also be developed.

S. NO.	Topic and sub topic	Expected outcomes
5	Social interaction Self-Introduction Talking about Family & Friends Family Tree – Activity Greetings & Polite Phrases Role play - Greetings and Polite Phrases Daily Routine Review Evaluation Discussion on evaluation	To enable the candidate to give a brief description about himself/herself in public. To enable him/her to follow his/her daily duties and to cooperate with his/her peers, family and other members in society
6	Group Interaction Group Discussion Free Speech Team building Team Activity - Train travel, Jungle safari, Marriage, Exhibition Review Evaluation Discussion on evaluation	Enable him/her to participate in any group discussion in the class, give a speech in public, and understand the importance of team building and team work.
7	Time Management Time Management Concept and Activity Attendance Discipline & Punctuality Review	Development of time management skills
8	Resume Preparation What is a resume and its format Do's and Don'ts in a resume Activity - Preparation of resume, Audio, Video resume. Review	Enable the candidate to understand and prepare a resume
9	Interview Preparation Getting a job Interview questions to think about Dressing Arriving on time Develop confidence/Motivation Techniques Role play - Interview	The candidate should be motivated to work after the training period is over, internal interview for the candidates should be conducted, candidates should adapt punctuality, they should know how to present themselves during an interview etc.

SF 4.4A: Finishing and work readiness module

Guidelines prescribe that:

“PIAs should mandatorily have a finishing and work readiness module as a part of curriculum. It should preferably be done in PIA established finishing and work readiness centres located in places with high concentration of job opportunities”.

In the module the PIA should ensure the following:

- Arrange high quality trainers who are adept at providing inputs that ensure high success rates at placement interviews and post placement retention.
- Arrange at least two alumni meets – first at the beginning of the training and the second at the end of the training to motivate the trainees
- The last few days should be used to bring prospective employers to the centre for oncampus recruitment.
- Provide support for finding alternate jobs in case the initial placement is not successful

The lesson plan given at 4.5A should indicate when the first three activities would be taken up.

SF 4.5A: Activity cum lesson planner

Gol Logo		AS/ Roshni logo		PIA logo		SRLM logo	
Name of the PIA							
DDU-GKY Ministry of Rural Development, Government Of India							
Activity cum lesson planner							
	Period 1 (mention the period start and end time)			Period 2 (mention the period start and end time)			Repeat for other periods
Day	Subject	Topic	Instructional mode (see codes below)	Subject	Topic	Instructional mode	
1							
2							
3							
4							
5							
6							
..							
..							
71							
72							
Codes for mode of Instruction: i. Traditional Class room, ii. Traditional class room with tablet iii. With Tablet under a trainer's guidance iv. Distance education using live studio instruction assisted by a trainer in the class room v. Others (please specify) vi. Others (please specify)							

Instruction:

- Schedules for the fortnightly, middle of the course and end of the course test will be indicated in the planner appropriately.
- The periods for OJT and items to be learned during OJT should also be indicated.

Note: Information regarding split batches (If any) should also be reflected in the activity cum lesson planner. Minor deviations are permitted in the activity cum lesson planner

SF 4.6A: On the job Training plan for the batch

Batch No.:		Name of the domain:		Training start day:		Training end date:	
S.NO.	Company name and address	Department name	Supervisor name and contact no.	No. of candidates required	Nature of OJT*	Stipend to be paid (if any)	Duration

Note: *Daily OJT plan should be uploaded along with these details.

SF4.6B: On the Job Training confirmation letter for candidates

On the Job Training offer letter from (Name of the employer)

To

.....

.....

.....

(Mention name of the candidate, training centre address, residential address and mobile number)

Dear.....

It gives me great pleasure to inform you that you have been selected by M/s.....
 (Name of the company) as a (Designation) to be located at.....
 (Location of OJT).

You will be paid a stipend of Per month (.....
In words).

ours sincerely,
 (Signature and name of authorised signatory)

(Seal of the company)

Candidates declaration and acceptance of offer:

I have read the terms and conditions and information regarding my OJT offer letter. I affirm that I accept the offer and will join the above mentioned company.

Signature:

Date:/...../

SF 4.6C: OJT completion certificate for candidates

COMPANY LETTER HEAD
On the Job Training certificate

Issued on:

Id No:

This is to certify that Ms/Mr
 D/o, W/o, S/o..... has successfully completed on
 the job training course with grade for (Course name)
 conducted by..... (Company name) facilitated by..... (PIA name)
 from..... (DD/MM/YY) to..... (DD/MM/YY) at.....
 (Name of company, address).

Certified by:
 (Company name)

Sign and seal
 (Designation)

Grading for performance are as follows:

Grade A : Outstanding

Grade B : Very good

Grade C : Good

Grade D : Average

SF 4.6D: Verification for OJT

Basic Information (to be pre populated)	
Month	
Candidate ID	
Trainee Name	
Father's Name	
Block	
District	
Centre Name	
Training start date	
Training end date	
OJT start date	
OJT end date	

Date of verification	
Verification time	
Is the candidate available on the day of visit to the OJT location?	Yes ☐ No ☐ N/A ☐
If no, reasons	
If yes, Interview of the candidate with a time stamped, geo tagged video device (it could be mobile, Tablet etc.) for the following;	
When did you start your OJT?	
What activity are you doing today?	
What activity did you do(A random day to be chosen by the system from last 6 days)?	
Whether the field level supervisor is nominated for the OJT?	
How many times during the day did the supervisor interact with you?	
Are you given sufficient instruments to work during OJT (tools, machinery, computers etc.)?	
Are you given enough materials to work upon?	
How much stipend are you eligible for?	
How much stipend are you getting?	
Are boarding & lodging facilities provided?	

SF 4.8A: Daily distribution of Tablets

Date:/...../.....

S. NO.	Tablet code	Name of the candidate	Receiving signature	Returning signature



5. TRAINING CENTRES

5. TRAINING CENTRES

5.1 Opening of a training centre

5.1.1 Look and feel of a training centre

Overview

Item	Description
Purpose	To ensure that all the DDU-GKY training centres across India have distinctive look
Reference to Guidelines	Para 3.2.2.2.1, page 27
Prerequisite/s	After signing of MoU and locating training centre.
Time for completion	As per training plan
Resource/s	SF 5.1A1: Look and feel of a training centre, SF 5.1A2: Training centre name board, SF 5.1A3: Hostel centre name board, SF 5.1B1: Activity summary and achievement board, SF 5.1B2: Contact details of important people, SF 5.1B3: Basic Information Board (Training Centre), SF 5.1B4: Basic Information Board (Residential Centre), SF 5.1B5: Academic Information Board, SF 5.1B6: Living Area Information Board, SF 5.1B7: Code of conduct for candidates, SF 5.1B8: Food menu (residential centre), SF 5.1C1: Student entitlement board and responsibilities board, SF 5.1C1 A: Student Attendance and Entitlement Summary Information Board
Process owner	PIA OP team

Activities

Actor	Action	Time for completion	Relevant documents
PIA OP Team	To ensure that the training centre conforms to DDU-GKY standards on furniture, layout, and colour scheme	As per training plan	SF 5.1A1: Look and feel of a training centre, SF 5.1A2: Training centre name board, SF 5.1A3: Hostel centre name board, SF 5.1B1: Activity summary and achievement board, SF 5.1B2: Contact details of important people, SF 5.1B3: Basic Information Board (Training Centre), SF 5.1B4: Basic Information Board (Residential Centre), SF 5.1B5: Academic Information Board, SF 5.1B6: Living Area Information Board, SF 5.1B7: Code of conduct for candidates, SF 5.1B8: Food menu (residential center), SF 5.1C1: Student entitlement board and responsibilities board, SF 5.1C1 A: Student Attendance and Entitlement Summary Information Board
PIA Q-team	To ensure that the training centre conforms to DDU-GKY standards on furniture, layout, and colour scheme	At the time of due diligence, as per 5.1.3	SF5.1A1, SF5.1A2, SF5.1A3, SF5.1B1, SF5.1B2, SF5.1B3, SF5.1B4, SF5.1B5, SF5.1B6, SF5.1B7, SF5.1B8, SF5.1C1, SF5.1C1 A
For APS			
SRLM	To ensure that the training centre conforms to DDU-GKY standards on furniture, layout, and colour scheme	At the time of due diligence, as per 5.1.3	SF5.1A1, SF5.1A2, SF5.1A3, SF5.1B1, SF5.1B2, SF5.1B3, SF5.1B4, SF5.1B5, SF5.1B6, SF5.1B7, SF5.1B8, SF5.1C1, SF5.1C1 A
CTSA	Check on PIA Q-team and SRLM reports	As per inspection schedule	SF5.1A1, SF5.1A2, SF5.1A3, SF5.1B1, SF5.1B2, SF5.1B3, SF5.1B4, SF5.1B5, SF5.1B6, SF5.1B7, SF5.1B8, SF5.1C1, SF5.1C1 A
For YPS			

Actor	Action	Time for completion	Relevant documents
CTSA	- To ensure that the training centre conforms to DDU-GKY standards on furniture, layout, and colour scheme. - Check on PIA Q-team reports and also follow up on compliance of SRLM's observations.	At the time of due diligence, as per 5.1.3	SF5.1A1, SF5.1A2, SF5.1A3, SF5.1B1, SF5.1B2, SF5.1B3, SF5.1B4, SF5.1B5, SF5.1B6, SF5.1B7, SF5.1B8, SF5.1C1, SF5.1C1 A

5.1.2 Due diligence before opening of a training centre

Overview

Item	Description
Purpose	To verify availability of minimum infrastructure before a training centre opens
Reference to Guidelines	Para 3.2.2.2.1, page 27
Prerequisite/s	Signing of MoU. Training, however, can only start after PER approval.
Time for completion	Due diligence is required before: - opening of a training centre - increasing single shift capacity of a training centre above that approved in due diligence, - addition of a new trade/domain in training centre - converting a DDU-GKY centre into a hybrid centre
Resources/s	SF 5.1D1: Due diligence of training centre (excluding residential facilities), SF 5.1D2: Due diligence of residential facilities and all the forms mentioned in SF 5.1D1 and SF 5.1D2, SF 5.1S: Bare minimum items to be ensured to start training pending CTSA/SRLM due diligence visit
Process owner	CTSA for YPS/SRLM for APS

Activities

Actor	Action	Time for completion	Relevant documents
PIA OP Team	- To ensure that the centre is as per SF 5.1D1 and SF 5.1D2 at training centre - To revise the due diligence in case PIA Q-team/ SRLM/ CTSA points out deficiencies/ incompleteness - Permitted to start training if CTSA/SRLM visit does not happen in 10 working days of approval of due diligence by PIA Q-team	As per training plan	SF 5.1D1: Due diligence of training centre (excluding residential facilities), SF 5.1D2: Due diligence of residential facilities SF 5.1S: Bare minimum items to be ensured to start training pending CTSA/ SRLM due diligence visit
PIA Q-team	- To check and certify particulars of SF 5.1D1 and SF 5.1D2 at training centre - To upload results from the due diligence onto a designated web site	As per training plan	SF 5.1D1 and SF 5.1D2
For APS			
SRLM	- Check on PIA Q-team's report - To upload results from the due diligence onto a designated web site	Within 10 working days of receipt of information from PIA Q-team If the above is not possible due diligence should be done within 20 working days of start of training. Delaying it will impact the performance grading of the SRLM	SF 5.1D1, SF 5.1D2 and 5.1S

Actor	Action	Time for completion	Relevant documents
CTSA	- Check on PIA Q-team and SRLM reports - To upload results from the due diligence onto a designated web site	As per inspection schedule	SF 5.1D1, SF 5.1D2 and 5.1S
For YPS			
CTSA	- Check on PIA Q-team's report - To upload results from the due diligence onto a designated web site - Follow up compliance of SRLM observations	Within 10 working days of receipt of information from PIA Q-team If the above is not possible it should be done within 20 working days of start of training Delaying it will impact the performance grading of the CTSA.	SF 5.1D1, SF 5.1D2 and SF 5.1S

5.1.3 Opening and Managing of Hybrid¹⁴ training centres

Overview

Item	Description
Purpose	To lay down procedures for opening and running hybrid training centres.
Reference to guidelines	No specific reference
Prerequisite/s	Any time after signing of MoU
Time for completion	As per due diligence process
Resource/s	SF 5.1R: Instructions for opening and running hybrid training centres and introducing multiple shifts and double shift batches in a training centre
Process owner	SRLM for APS/CTSA for YPS

¹⁴See SF 5.1 R for definition of a hybrid centre

Activities

Actor	Action	Time for completion	Relevant Documents
PIA OP team	To ensure the following: • New centre: ensure compliance to 5.1 R in addition to those specified in due diligence. • Existing DDU-GKY centre: Suggest changes and ensure compliance to 5.1 R in addition to those specified in due diligence.	As per training plan	SF 5.1D1, SF 5.2D2, SF 5.1R: Instructions for opening and running hybrid training centres and introducing multiple shifts and double shift batches in a training centre
PIA Q-team	• To follow due diligence process • To verify the capacity of the training centre as per plan for hybrid centre.	As per training plan	SF 5.1D1, SF 5.2D2, SF 5.1R
For APS			
SRLM	• To follow due diligence process and certify the centre capacity	As per due diligence process	SF 5.1D1, SF 5.2D2, SF 5.1R
For YPS			
CTSA	• To follow due diligence process and certify the centre capacity	As per due diligence process	SF 5.1D1, SF 5.2D2, SF 5.1R

5.1.4 Introduction and running of multiple shifts and double shift batches¹⁵ in a centre

Overview

Item	Description
Purpose	To lay down procedures for introducing multiple shifts and double shift batches in a centre.
Reference to guidelines	No specific reference
Prerequisite/s	Training centres where due diligence is approved
Time for completion	5 working days in advance of commencement of training

¹⁵For definitions see SF 5.1R

Item	Description
Resource/s	SF 5.1R: Instructions for opening and running hybrid training centres and introducing multiple shifts and double shift batches in a training centre
Process owner	PIA OP team

Activities

Actor	Action	Time for completion	Relevant Documents
PIA OP team	- To communicate their plan for running multiple shifts or double shift batches - To verify the capacity of the training centre to accommodate the multiple shifts or double shift batches	As per training plan at the centre	SF 5.1D1, SF 5.2D2, SF 5.1R: Instructions for opening and running hybrid training centres and introducing multiple shifts and double shift batches in a training centre
PIA Q-team	To verify the capacity of the training centre to accommodate the multiple shifts or double shift batches	At least 5 working days in advance of commencement of training	SF 5.1D1, SF 5.2D2, SF 5.1R
For APS			
SRLM	To certify the submitted information at the time of centre inspection	As per the inspection schedule	SF 5.1D1, SF 5.2D2, SF 5.1R
For YPS			
CTSA	To certify the submitted information at the time of centre inspection	As per the inspection schedule	SF 5.1D1, SF 5.2D2, SF 5.1R
If a PIA plans to introduce multiple shifts and/or double shift batches in a training centre at the time of due diligence all the timelines prescribed in due diligence will be applicable.			

5.1.5 Daily monitoring of the training centres

Overview

Item	Description
Purpose	To ensure proper functioning of training centre and capture details of non-functional equipment, trainer and trainee attendance, and deviations if any from the notified training plan
Reference to Guidelines	No specific reference
Prerequisite/s	Filing due diligence report by PIA Q-team
Time for completion	On all days when the trainings are scheduled in the centre
Resource/s	SF 5.1T: Daily failure items report and SF 5.1U: 15 day summary of centre status
Process owner	PIA OP team

Activities

Actor	Action	Time for completion	Relevant documents
PIA OP team	To check and report on non-functional training equipment, and trainee and trainer attendance and upload the results on the designated web-link	Daily when the centre opens	Daily report as per SF 5.1T: Daily report on centre status
	Summarise data for 15 days and upload results on the designated web-link	Summarise by 16 th of the month for first fortnight and by 1 st of next month for the second fortnight and the complete month	Summary as per SF 5.1U: 15 day summary of centre status

Actor	Action	Time for completion	Relevant documents
PIA Q-team	- Checks from HQs on - daily entry of data and - trend of failures - On the day of inspection of the centre - Check the accuracy of data reported with the actual condition on the day of inspection. - Verify from the candidates the accuracy of data reported for a random day (to be picked by the system from last 6 working days). - To analyse the results and match with reported data.	Fortnightly and monthly review As per the inspection schedule	SF 5.1T and SF 5.1U
For APS			
SRLM	- Checks from HQs on i) daily entry of data and ii) trend of failures - Same functions under taken by PIA Q-team above - To verify randomly generated samples verified by PIA Q-team including the inspection notes and compliance to the PIAs PIA Q-team observations.	Fortnightly and monthly review As per the inspection schedule	SF 5.1T and SF 5.1U

Actor	Action	Time for completion	Relevant documents
CTSA	- Checks from HQs on i) daily entry of data and ii) trend of failures - Check on PIA Q-team and SRLM reports	Fortnightly and monthly review As per the inspection schedule	
For YPS			
CTSA	- Checks from HQs on i) daily entry of data and ii) trend of failures - Same functions under taken by PIA Q-team above - To verify randomly generated samples verified by PIA Q-team including the inspection notes and compliance to the PIAs Q-team observations. - Follow up on SRLM's observations	Fortnightly and monthly review As per the inspection schedule	SF 5.1T and SF 5.1U

5.2 Inspection of training center

Overview

Item	Description
Purpose	To describe inspection procedures to: - ensure compliance of earlier checks - check the documentation - assess the quality of training and - overall performance of training centres
Reference to guidelines	Para 3.2.1.7, page 23

Item	Description
Prerequisite/s	Access to completed: - SF 5.1D1: Due diligence of training centre (excluding residential facilities) - SF 5.1D2: Due diligence of residential facilities - SF 5.1H1: Batch summary as on day of batch freezing - SF 5.1H2: List of candidates in the batch and their profile - SF 5.1I: Attendance registers for candidates (as per biometric) - SF 5.1J: Attendance registers for trainers (as per biometric) - SF 5.1P: List of equipment in the training centre - SF 5.1Q: List of equipment in the trainees' accommodation facilities (applicable for residential training only) - SF 5.1T : Daily failure items report - SF 5.1U: 15 day summary of centre status
Time for completion	As per the inspection schedule
Resource/s	SF 5.2A: Training centre inspection and as per the SFs listed after the activities table below
Process owner	PIA OP team

Activities

Actor	Action	Time for completion	Relevant documents
PIA OP team	To ensure - Availability of all records as per list given in due diligence - Proper functioning of the training centre	Duration varies as per each activity and time for completion is shown against the activity	SF 5.2A: Training centre inspection and as per forms listed in due diligence list.
PIA Q-team	Carry out the inspection as detailed in SF: 5.2A	As per the inspection schedule	Same as above
For APS			
SRLM	- Carry out the inspection as detailed in SF: 5.2A - To verify randomly selected items verified by PIA Q-team including the inspection notes and compliance of the PIAs Q-team	As per the inspection schedule	Same as row 1 above
CTSA	Check on PIA Q-team and SRLM reports		
For YPS			

Actor	Action	Time for completion	Relevant documents
CTSA	- Carry out the inspection as detailed in SF: 5.2A - To verify randomly selected items verified by PIA Q-team including the inspection notes and compliance of the PIAs Q-team - Ensure follow up on compliance of SRLM's observations	As per the inspection schedule	Same as row 1 above

5.2.1 Protocol for inspection of a training centre

All training centres will be inspected by persons trained in DDU-GKY processes. In emergencies if inspections are done by SRLM/CTSA/MoRD personnel not trained in DDU-GKY processes the same should be reviewed and ratified by personnel trained in DDU-GKY.

(If the centre does not run throughout the year, the number of inspections will be reduced proportionately but there should be at least one inspection by PIA Q-team in a year).

5.2.1.1 Deleted

Content of the section is deleted, however the section is retained to maintain the number continuity

5.2.1.2 PIA Q-team

- PIA Q-team will inspect a training centre at least 6 times in a year of which at least 4 will be planned inspections. These inspections should be staggered such that a centre is inspected around 40 days after a batch starts.
- Remaining inspections will be surprise. During surprise visits the team should check 2 modules randomly picked by the system. In addition the team can choose two more modules as per the situational needs.

5.2.1.3 SRLM (or its TSA) for APS/CTSA for YPS

- SRLM/CTSA will undertake around 4 inspections of a training centre per annum of which two will be detailed and two will be surprise. The inspections should be so staggered to cover all the batches trained in a centre.
- Modules to be inspected during surprise check will be randomly generated by the ERP system. SRLM/CTSA can also choose additional items to be inspected as per their choice.
- In addition to their regular inspections they will audit PIA Q-team inspections.
- CTSA inspections for YPS would be of the same nature as the SRLM of an APS.

5.2.1.4 CTSA (for APS and YPS)

- CTSA will conduct the inspections to audit inspections of PIA Q-team and the SRLM
- In this role CTSA will undertake at least 3 visits to a training centre - 2 surprise and 1 detailed
- It will ensure that each centre will undergo due diligence inspection before initiation of training.

- For APS SRLM will ensure compliance of its reports and CTSA reports.
- For YPS CTSA will take corrective action based on its inspections and those undertaken by the SRLM.

5.2.1.5 Role of SRLMs in YPS

SRLM in an YPS can play an active role in ensuring quality of the programme. However, as SRLM team is not strengthened no schedules are prescribed for their inspections. Depending on the staff availability, SRLM is encouraged to get its personnel trained in DDU-GKY procedures and to enable monitoring by its team.

All inspection reports of SRLM of YPS should be sent to CTSA, PIA and MoRD. It is the responsibility of the PIA to comply with items and send a compliance report through the PIA Q-team to SRLM and CTSA. CTSA will monitor and ensure proper compliance.

5.2.2 Protocol for CCTV

Overview

Item	Description
Purpose	To ensure that a training centre performs as per procedures in guidelines and the SOP by review of CCTV footage
Reference to Guidelines	Para 3.2.2.2.1, page 27
Prerequisite/s	Start of training centre
Time for completion	Continuous process when the training is going on
Resource/s	As per SF 5.2B: CCTV - Specifications, location and recording, review and storage
Process owner	PIA OP team

Activities

Actor	Action	Time for completion	Relevant documents
PIA OP team	• To ensure that the daily activities are being captured through CCTV. • Storage of sampled video footage after completion of each batch	Daily	SF 5.2B: CCTV - Specifications, location and recording, review and storage
PIA Q-team	To review CCTV footage as per the instruction given in SF 5.2A: Training centre inspection	As per the inspection schedule	SF 5.2B
For APS			

Actor	Action	Time for completion	Relevant documents
SRLM	- To review CCTV footage as per the instruction given in SF 5.2A: Training centre inspection - To verify randomly generated samples verified by PIA Q-team including the inspection notes and compliance of the PIA Q-team	As per the inspection schedule	SF 5.2B
CTSA	Check on PIA Q-team and SRLM reports	As per the inspection schedule	SF 5.2B
For YPS			
CTSA	- To review CCTV footage as per the instructions given in SF 5.2A - To verify randomly generated samples verified by PIA Q-team including the inspection notes and compliance of the PIAs Q-team - Follow up on compliance of SRLM's observations.	As per the inspection schedule	SF 5.2B

5.3 Protocol for uniform distribution

Overview

Item	Description
Reference to guidelines	Row 11, sl no. 5, table 1, para 3.2.2.4, page 32
Prerequisite	Freezing of batch
Purpose	To generate a distinct identity and a sense oneness amongst the candidates
Time for completion	To be distributed with the welcome kit
Resources	As per SF 5.3A: Specifications for uniform and SF 5.1K: Checklist of items given to candidates
Process owner	PIA OP team

Activities

Actor	Action	Time for completion	Relevant documents
PIA OP team	- To distribute uniform to candidates - Maintain the record of distribution of uniform	Measurements: At the time of batch freezing Distribution: Along with welcome kit	SF 5.3A Specifications for uniform SF 5.1K: Checklist of items given to candidates
PIA Q-team	- Verification during training centre inspection visit as per randomly selected candidates - Review of CCTV footage	As per the inspection schedule	SF 5.2A training centre inspection
For APS			
SRLM	- Verification during training centre inspection visit as per randomly selected candidates - Review of CCTV footage - To verify randomly selected candidates verified by PIA Q-team	As per the inspection schedule	SF 5.2A training centre inspection
CTSA	Check on PIA Q-team and SRLM reports		
For YPS			
CTSA	- Verification during training centre inspection visit as per randomly selected candidates - Review of CCTV footage - To verify randomly selected candidates verified by PIA Q-team - Follow up on compliance of SRLM's observations.	As per the inspection schedule	SF 5.2A

5.4 Assessment and certification of candidates

Overview

Item	Description
Purpose	Outline procedures for assessment and certification of candidates
Reference to Guidelines	Para 3.2.2.2.3, page 29
Prerequisite/s	Admission of a candidate to a batch
Time for completion	1. Internal assessment: Continuous during the training 2. External assessment: Assessment to be done in the last ten days of training by an agency accredited by NCVT/SSC
Resource/s	SF 5.4A: Assessment and certification of candidates, assessment tests and question banks
Process owner	PIA OP team

Activities

Actor	Action	Time for completion	Relevant Documents
PIA OP team	Internal assessment: - Hold tests, save the tests in candidates' personal dossier and upload them to a nominated website. - External assessment: Fixing the date and completing the processes related to assessment by the accredited assessment agency	To be done continuously Assessment to be done in the last 10 days of a training schedule (If candidates have OJT PIA has an option to complete the assessment either before or after the OJT. This should be indicated in the lesson planner).	SF 5.4A: Assessment and certification of candidates
PIA Q-team	Internal assessments: Verify - CCTV samples of tests being conducted on the examination process - Retest candidates and compare performance External assessments: Check CCTV samples of tests being conducted	As per inspection schedule For internal assessments - Check randomly selected candidates and randomly selected videos during a centre visit. Inspect videos of assessment process on the first visit after the batch is trained.	SF 5.4A and 5.2A: Training centre inspection
For APS			
SRLM	- Same checks as PIA Q-team but on a different set of randomly selected candidates. - To verify randomly generated samples verified by PIA Q-team including the inspection notes and compliance to the PIAs Q-team observations.	As per inspection schedule .	SF 5.4A and 5.2A: Training centre inspection

Actor	Action	Time for completion	Relevant Documents
CTSA	Check on PIA Q-team and SRLM reports	As per inspection schedule	SF 5.4A and 5.2A: Training centre inspection
For YPS			
CTSA	Same checks as PIA Q-team but on a different set of randomly selected candidates. In addition check one randomly selected candidate from amongst the candidates verified by the PIA Q-team.	As per inspection schedule	SF 5.4A and 5.2A: Training centre inspection
SRLM	- Same checks as PIA Q-team but on a different set of randomly selected candidates. - To verify randomly generated samples verified by PIA Q-team including the inspection notes and compliance to the PIAs Q-team observations. - Follow up on compliance of SRLM's observations.	As per inspection schedule	SF 5.4A and 5.2A: Training centre inspection

5.5 Conducting training outside a state

Earlier sections prescribe checks to be done by an SRLM/CTSA within the state geographical boundaries. In a project while the prospective candidates should be residents of the state to which the project is sanctioned, the training of the candidates can be imparted anywhere in the country. The following steps should be followed if a training centre is outside the state to which the project is assigned:

PIA should train at least 200 candidates in all the training centres located in a contiguous geographical location (say a city or a district)

- PIA should give the list of training centres and their addresses along with a trade wise break up of number of candidates to be trained in each centre to SRLM and MoRD **for APS** and CTSA SRLM and MoRD for YPS at least 60 days before the training of the candidates commences.
- PIA should also state whether the proposed training centre and trade is already part of the DDU-GKY system of the state along with proofs of due diligence carried out already.

Agency to monitor the training would be as follows:

- The proposed training centre is within 100 km of state boundary to which project is assigned: In this scenario monitoring agency will not change – i.e. it will be SRLM of the state for APS and CTSA in case of YPS. They continue to perform all the activities envisaged in the guidelines and SOP.
- In all other cases: CTSA of the state where the training centre is located will be the monitoring agency whether the state is an APS or otherwise. However, in case of APS If the proposed training centre and trade (or trades) are part of DDU-GKY projects in the state where training centre is located, CTSA will consider the SRLM reports of due diligence but will not conduct separate due diligence. Barring this difference, the CTSA will monitor the training of the candidates as is done by it in case of an YPS. For the monitoring of the training CTSA will get 1% of the training and residential cost incurred per candidate. In case of APS this will be deducted from the monitoring fee of the SRLM and in case of YPS from that of the CTSA.
- The fee to be transferred will be generated from the ASDMS and MoRD will adjust amount while releasing the monitoring fee for states and CTSA.

List of standard forms in Chapter 5

List of standard forms in chapter 5

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SF 5.1A1: Look and feel of a training centre

Details of how a training centre should look and feel are posted at <http://ddugky.gov.in/> and specified after chapter 6 at “Annexure 5.1A1: DDU-GKY brand manual – Training centres” in this SOP.

SF 5.1A2: Training centre name board

As given in SF 5.1A1: Look and feel of training centre



SF 5.1A3: Hostel centre name board

As given in SF 5.1A1: Look and feel of centre

Gol Logo	DDU-GKY Logo	SRLM Logo
Name of the PIA		
DDU-GKY Ministry of Rural Development, Government of India		
Residential centre name Name of PIA Address of residential centre		
PIA's help line no. / Residential centre no.		

SF 5.1B1: Activity summary and achievement board

As given in SF 5.1A1: Look and feel of training centre

Achievements	Inspiring message	Current activities
	Press coverage	

SF 5.1B2: Contact details of important people

As given in SF 5.1A1: Look and feel of training centre

Gol Logo	DDU-GKY/ Roshni	SRLM logo
Name of the PIA		
DDU-GKY		
Ministry of Rural Development, Government of India		
Training centre no. PIA project in charge no. PIA toll free no. /Finishing centre no. Migration support centre No.		

SF 5.1B3: Basic Information Board (Training Centre)

As given in SF 5.1A1: Look and feel of training centre

Gol Logo		DDU-GKY/ Roshni	SRLM logo
Name of the PIA			
DDU-GKY Ministry of Rural Development, Government of India			
S.NO.	Particulars	Number	
1	Number of class rooms only		
2	Number of Domain Labs only		
3	Rooms combined for classroom and Domain Lab		
4	Number of IT labs		
5	Number of Toilets Male		
6	Number of Urinals Male		
7	Number of Toilets Female		
8	Number of Urinals Female		
9			
10			

SF 5.1B4: Basic Information Board (Residential Centre)

As given in SF 5.1A1: Look and feel of training centre

GoI Logo		DDU-GKY/ Roshni	SRLM logo
Name of the PIA			
DDU-GKY Ministry of Rural Development, Government of India			
S.NO.	Particulars	Number	
1	Number of Living rooms		
2	Dining area in Sq ft.		
3	Recreation area in Sq ft.		
4	If Dining and Recreation area are combined in Sq ft.		
5	Number of Toilets for Male		
6	Number of Bath Rooms for Male		
7	Number of Urinals for Male		
8	Number of Toilets for Female		
9	Number of Bath Rooms for Female		
10	Number of Urinals for Female		
11			
12			
13			

SF 5.1B5: Academic Information Board

As given in SF 5.1A1: Look and feel of training centre

GoI Logo	DDU-GKY/ Roshni	SRLM logo
Name of the PIA		
DDU-GKY		
Ministry of Rural Development, Government of India		
Name of the Class: (Theory/Combined with Domain Lab / Domain Lab/IT Lab)		
S.NO.	Particulars	Number
1	Area	
2	Benches/Chairs	
3	White Board	
4	Trainer Table	
5	Trainer Chair	
6	Lights	
7	Fans	
8	LCD/ Digital Projector	
9	Domain Specific Equipment	
10		
11		
12		
13		

SF 5.1B6: Living Area Information Board

As given in SF 5.1A1: Look and feel of training centre

Gol Logo		DDU-GKY/ Roshni	SRLM logo
Name of the PIA			
DDU-GKY Ministry of Rural Development, Government of India			
Room No:			
S.NO.	Particulars	Number	
1	Area		
2	Beds		
3	Cots		
4	Bed sheets		
5	Cupboard/Almirah/Trunk		
6	Locker Facility		
7	Lights		
8	Fans		

SF 5.1B7: Code of conduct for candidates

As given in SF 5.1A1: Look and feel of training centre

(To be printed in candidates readable language, distributed as an item of Welcome kit and to be kept as information board at the place visible to all candidates in the centre)

I am aware that, this is the programme being conducted under the DDU-GKY/Roshni scheme administered by Ministry of Rural Development, Government of India. I understand that, this initiative is to support me for acquiring skills and facilitate employment opportunity. To make the programme successful I undertake the following:

- i. I will cooperate with all my trainers, fellow trainees, centre in charge, hostel warden and other people available in the centre
- ii. I will come to the class on time and try to learn as much as possible from the class
- iii. I will do all my homework and submit to my trainers on time
- iv. I will try to attend each and every class. Further, I am aware that if my attendance is counted less than 75% then I will be debarred from the training programme
- v. This training centre is mine, I will protect and maintain the cleanliness in the centre and hostel facilities (strike through if not applicable) provided to me
- vi. I shall not use the mobile phone or such equipment which may cause interruption in the training and affect others
- vii. I will share all the documents/information required by the programme
- viii. My ultimate object to enter in the programme is getting placement. However, There is not guarantee that I must get placement
- ix. I may not get employment near to my home
- x. I will not misbehave with my employer and I will report all of my problem to my training provider
- xi. I may not get same kind of facilities during training and employment
- xii. I will try to get employed for atleast 3 months to success the programme
- xiii. I understand that the organization can drop me from training programme if found guilty of any theft or breakage to the infrastructure or any inappropriate behavior with the classmates, faculties, administrative staff and other stakeholders

SF 5.1B8: Food specifications (residential centre)

As given in SF 5.1A1: Look and feel of training centre

Terms and conditions:

Meal Serving Time :-

Breakfast	07:30 – 9:30 HRS
Lunch	12:00 – 14:30 HRS
Dinner	19:30 – 23:30 HRS

Timings can be changed by the PIA in consultation with candidates but duration of service should not be reduced.

- The menu shall be displayed in the dining area as per table given below. Menu will be revised every fortnight jointly by PIA representative and candidate's representative.
- PIA shall fill the checklist of served food on daily basis.
- PIA shall be providing "Full Diet/Stomach meal" for lunch and dinner with at least one cereal unlimited.
- Meals should be cooked with freshest possible ingredients.

Menu Specification

MENU ITEMS	
Lunch/Dinner	Dal/ Sambhar/ Rasam
	Seasonal vegetable
	Rice/ pulao
	Chappatis/Parathas/Puris
Breakfast	Continental as well as Indian foods.
	Tea/ Coffee/ Milk/ Curd or any other milk product
Note: If the local cuisine is different the same can be provided in consultation with the students instead of what is given above.	

Note:

- The meal will be provided "Full Diet/Stomach" basis for lunch and dinner with at least one cereal unlimited
- Egg should be served once a week.
- Once a week non-vegetarians should be served with mutton/Chicken/any other local non vegetarian item and vegetarians should be served special vegetarian items such as Paneer/ Mushroom/any other local special vegetarian item.

Checklist

	Breakfast	Lunch	Dinner
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

SF 5.1C1: Student entitlement board and responsibilities board

As given in SF 5.1A1: Look and feel of training centre

GoI Logo	DDU-GKY/ Roshni logo	SRML Logo
Name of the PIA		
DDU-GKY		
Ministry of Rural Development, Government of India		
Candidate entitlements		
i. All candidates will receive training free of cost. ii. All residential trainees will be given free boarding and lodging. Non residential trainees will be provided allowances as per entitlement. The amount will depend on attendance and will be displayed periodically along with attendance of the candidate. iii. Candidates who complete their training and get placed will receive post placement support of ● 1,000 per month for 2 months for the Placement within District of domicile ● 1,000 per month for 3 months for the Placement within State of domicile ● 1,000 per month for 6 months for the Placement outside State of domicile iv. All candidates will get uniform within one month of training duration. ● One pair in case of 3 month or 6 month course ● Two pairs in case of 9 month or 12 month course v. A bank account will be opened by the PIA for all candidates on or before freezing date of the batch. vi. All candidates will get DDU-GKY Skills Training Certificate on completion of training. vii. All candidates will receive training material free of cost including work books, note books and other study materials. viii. At the time of placement, candidate will be given a Preliminary Offer Letter from the PIA which lists down the expected remuneration and terms and conditions of employment. The candidate will receive this before leaving his/her native place for the job. ix. If a candidate is not receiving the above entitlements, he/she can call or SMS the Helpline at @@ or email to @@ to register their complaints.		
<i>Fill up PIA helpline number and email ID.</i>		

As given in SF 5.1A1: Look and feel of training center

SF 5.1C1A: Student Attendance and To and Fro Entitlement Summary Information Board

GoI Logo		DDU-GKY/ Roshni		SRLM logo
Name of the PIA				
DDU-GKY				
Ministry of Rural Development, Government of India				
Batch ID				
Batch Start Date			Batch End date	
Sl No.	Name of the Student	Number of days Present	Date of Payment (DD/MM/YY)	Amount Paid to the Student
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

Information Board

As given in SF 5.1A1: Look and feel of training centre

SF 5.1C2: Welcome kit to trainees

Welcome kit should comprise of following

- Needs to be distributed within 2 days of batch freezing date
- Jute bag/cloth bag which should have TLM (Teaching and learning material) for domain and non-domain subjects (Material for Domain and Non Domain subjects should be bilingual in vernacular and English - preferably in diglot format.), stationery including writing note books, practical tool kit if applicable, etc.
- Background of DDU-GKY
- Do's and Don'ts for Candidates and their entitlements
- Information regarding the trade and training plan
- Uniform for candidates
- Contact details of Training centre in charge, trainers, mobilizer and other staff

SF 5.1C3: First-aid kit

S.No.	Instrument	Bandages	Medication	Miscellaneous items	Doctors on call – 2
1.	Syringe-	Adhesive tape-	Antacid-	First Aid book	General Physician – 1 (if not a lady doctor) lady doctor - 1
2.	Scissors-	Elastic Bandages-	Antibiotic ointment	Note Pad	
3.	Thermometer (Oral)-	Sterile Cotton Balls-	Antiseptic ointment-	Pen	
4.	Tweezers	Water Proof Bandages	Insect repellent-	Flash fluorescent light with batteries	
5.			Anti-allergic Tablet	Tissue Pack	
6.			Anti-Pyretic (Paracetamol)	Disposal gloves	
7.			Anti-Emetics	Soap (Dettol)	
8.			Rehydrants	Dettol (Liquid)	
9.			Anti-Biotic (Motion)	At least Ice Pouch	
10			Anti-Spasmodic	water bottle	
11			Muscle Relaxant	Tissue Pack	
12				On Call Doctors available near to the Centre – 2	
13					

Checklist for first-aid kit

To be verified and signed for each month														
S.NO.	ITEMS	Nos.	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
A Instrument														
1	Syringe	2												
2	Scissors	2												
3	Thermometer (Oral)	1												
4	Tweezers	2												
B Bandages														
1	Adhesive tape-	5												
2	Elastic Bandages-	5												
3	Sterile Cotton Balls-	4												
4	Water Proof Bandages -	5												
C Medication														
1	Antacid-	5 Strips												
2	Antibiotic ointment	4												
3	Antiseptic ointment-	4												
4	Insect repellent-	2												
5.	Anti-allergic Tablet	2 Strips												
6.	Anti-Pyretic (Paracetamol)	2 Strips												
7.	Anti-Emetics	2 Strips												
8.	Rehydrants	5												
9.	Anti-Biotic (Motion)	2 Strips												
10	Anti-Spasmodic	2 Strips												
D	Miscellaneous items													

To be verified and signed for each month														
S.NO.	ITEMS	Nos.	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1	First Aid book													
2	Note Pad	1												
3	Pen-	1												
4	Flash fluorescent light with batteries	1												
5	Tissue Pack	1												
6	Disposal gloves-	1 Pair												
7	Soap (Dettol)	1												
8	Dettol (Liquid)	1												
9	At least Ice Pouch	2												
10	water bottle	2												
11	Tissue Pack	2												
12	On Call Doctors available near to the Centre – 2 (one female and one male) Doctor 1: Name, address and phone number Doctor 2: Name, address and phone number													

SF 5.1 D1: Due diligence of a training centre (excluding residential facilities)

Format of the form

The form is divided into 8 sections. Into the following sections:

Section 1: Basic Information

Section 2: Physical Infrastructure

- 2.1. Basic Information
- 2.2. Conformance to the Standards

Section 3: Physical Infrastructure and Equipment for Non Academic and Academic Area

Section 4: Common Equipment

Section 5: Teaching Learning Materials

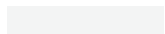
- 5.1. Information available at the training Centre
- 5.2. Details of the Course Content, Trainers Kit and Assessment Material
- 5.3. Availability of Trainers

Section 6: Others

Section 7: Standard Forms and Registers available at the centre

Section 8: Annexure:

- I: Specifications for Toilets
- II: Specification for Biometric based attendance system for DDU-GKY
- III: Description about the Standard, Instructions and Maintenance
- IV: Proforma of Self Declaration Statement

At places where data is not required then column need not be filled and it is shaded like this: 

On standard

- Minimum standards along with relaxations, if any, are specified for each item.
- All the relaxations are permitted by competent authority of CTSA/SRLM.
- If the training centre is already approved by CTSA/SRLM, the increased standards will not be applicable till centre is closed for the project. However, MoRD can modify this provision through a notification. Augmentation, if any, of the centre will be as per the new standards.

Note: These standards are minimum prescribed for DDU-GKY purposes. These do not replace any standards prescribed by statutory bodies as per the acts, rules and codes in force.

Presentation of evidence

All proofs should be sorted out and prefixed as:

- T.D for Documents,
- T.P for Photographs and
- T. V for Videos.
- T. M If evidence consists of a combination of documents, photographs and videos

Multiple evidences of photographs and documents for an item should be combined to into one pdf file. If there are more than one video graphic evidence for an item they may be joined into one video file. While one file format is mandatory for photos and documents if videos cannot be merged then separate files should be generated with alphabetical suffixes A, B, C etc. to the document number.

Availability of items to be distributed to the students and the trainers at the time of due diligence of CTSA/SRLM

- If a PIA plans to commence training within ten days of due diligence by CTSA/SRLM:
 - a. All the items to be distributed to the students should be available as per the sanctioned strength of the students in the domains where training is planned to be started.
 - b. Similarly, at least 75% per cent of the trainers should be on the rolls of the organisation on the day of due diligence.
- If PIA does not plan to commence training within ten days of due diligence by CTSA/SRLM:
 - a. All the items to be distributed to the students should be available on sample basis (Note: Some of the items like TLM may be shared as soft copies).
 - b. Availability of the trainers need not be insisted upon.
 - c. equipmentPIA Q-team should verify the availability of the items before start of training and confirm the same to CTSA/SRLM. After PIA Q-team verifies then the PIA can start the training at the centre. CTSA/SRLM has an option of verification immediately after receiving the PIA Q-team report or during the time of their inspection.

1. Basic information of a Training Centre:

S.NO.	Particulars	Details
1	Name of PIA	To be pre populated
2	Name of Project	To be pre populated
3	MoRD sanction letter No. and date	To be pre populated
4	Name of training centre	
5	Online platform/Web link (All the Proofs should be uploaded to online platform/Web link)	
6	Address	Building no
		Street 1
		Street 2
		City/District
		State
		Pin code
		Latitude
		Longitude
7	Training centre in charge	Name
		Employee id
		Profile: provide web link and take photo copy
		Address
		Email id
		Mobile
		Skype Id

2. Physical Infrastructure

2.1 Basic Information

S.NO.	Particulars	Standards and Relaxations (Relaxation permitted with permission of competent authority of CTSA/SRLM)	Instructions and Description about Proof	Relevant data at the item	Does it conform to standards (Yes/No)	Proof/ Evidence Status
Basic details						
1	Ownership of the building (Own(O), Rent(R), Govt. (G))	Standard: A self-declaration statement from the PIA that the PIA has necessary permissions and authority to occupy the premises to open the training centre Relaxation: Nil	Instruction: Proforma for self-declaration statement is given as Annexure IV on letter head Proof: Scanned copy of self-declaration statement			
2	Area of the building (Sq ft.) (Including corridors but excluding spaces open to sky such as court yards etc.)	Standard: No specific standards	Instruction: Schematic of the building plan with clear marking of dimensions of the training centre To be noted: Separate measurements should be taken for individual areas for Office Room, Class Rooms, Domain Labs, IT Lab, etc., Proof: Scanned copy of the schematic plan from PIA on with seal and signature			

S.NO.	Particulars	Standards and Relaxations (Relaxation permitted with permission of competent authority of CTSA/SRLM)	Instructions and Description about Proof	Relevant data at the item	Does it conform to standards (Yes/No)	Proof/ Evidence Status
3	Is the roof RCC/ Non RCC	Standard: No specific standards	Proof: Photographs of Building, Ceiling and Roof of the training Centre			
4	If it is non RCC, Whether it is structurally sound on visual inspection					
5	Plastering and painting of internal and external walls and ceiling	Standard: The training centre should be plastered and painted or white washed. Preferably the colour scheme of DDU-GKY should be used. Relaxation: 100%	Instruction: To be used for the grading purpose. For the Training centre with Inner wall theme as per the Notification 31 will be given high rating. If building have other aesthetic finishes PIA may request CTSA for considering this aspect while grading the training centre			
Description of rooms						
6	Class rooms (in number)		Total Number of class rooms for imparting Training Program as per Schematic plan			
7	Domain labs (in number)		Total Number of Domain Lab Rooms for imparting Training Program as per Schematic plan (If Domain lab is combined with Class Room then it is counted as a Class Room)			
8	IT labs (in number)		Total Number of IT Labs for imparting Training Program as per Schematic plan			
9	Reception Area		If reception area is available then mention as 1 else 0 as per Schematic plan			

S.NO.	Particulars	Standards and Relaxations (Relaxation permitted with permission of competent authority of CTSA/SRLM)	Instructions and Description about Proof	Relevant data at the item	Does it conform to standards (Yes/No)	Proof/ Evidence Status
10	Office room		If office room is available then mention as 1 else 0 as per Schematic plan			
11	Counselling Area		If Counselling area is available indicate it as 1 else 0 as per Schematic plan			

2.2 Conformance of centre to standards.

S.NO.	Particulars	Standards and Relaxations (Relaxation permitted with permission of competent authority of CTSA/SRLM)	Instructions and Description about Proof	Relevant data as men- tioned at the item	Does it conform to standards (Yes/No)	Proof / Evidence Status
1	Visible signs of leakages from walls and roof - applicable for both RCC and Non RCC structures	Standard: There should not be any visible marks of leakages from walls and ceiling.	Proof: At least one photograph for each academic room (One File)			
2	Protection of stairs, balconies, and other locations	Standard: All areas should be protected with railings or walls (Even if one place is not protected the centre should not be commissioned). Railing or wall height: 3 feet or above Relaxation: 16.7% relaxation (6 inches)	Proof: A photograph of the railings and stairs			
3	Conformance to DDU-GKY look and feel standards as per sub section 5.1.1	The training centre should conform to DDU-GKY look and feel standards as per section 5.1.1 of SOP				
Corridors and circulation area						

S.NO.	Particulars	Standards and Relaxations (Relaxation permitted with permission of competent authority of CTSA/SRLM)	Instructions and Description about Proof	Relevant data as men- tioned at the item	Does it conform to standards (Yes/No)	Proof / Evidence Status
4	Circulating area (in Sq ft.)	Standard: 12% of the Total Area Relaxation: A relaxation of 2% is permitted.	Instructions: Instructions for calculating the circulating area is given at the s.no 1 of Annexure – III Proof: Scanned copy of the Schematic floor plan with clear marking of dimensions of Circulating area along with seal and signature			
5	Corridor	Standard: No entry to or exit from an academic area should be through another academic area.	Proof: Scanned copy of the Schematic floor plan with clear marking of Entry and Exit to all academic areas			
Toilets						
6	Is toilet area included in schematic plan of the building	Standard: No specific standard				
	Male Toilet Signage	Standard: 1feet x 1 feet	Instruction: Photographs after installing the Signage			
	Female Toilet Signage					

S.NO.	Particulars	Standards and Relaxations (Relaxation permitted with permission of competent authority of CTSA/SRLM)	Instructions and Description about Proof	Relevant data as men- tioned at the item	Does it conform to standards (Yes/No)	Proof / Evidence Status
7	Toilets for Male (in number)	Standard: The number of toilets for the candidates should be calculated as given in the annexure - I to the standards. Toilet maintenance details is given at the s.no 2 of Annexure - III	Instruction: Toilets for males and females should be segregated with appropriate partition. Proof: Schematic plan & Photographs of toilets Note: As toilets are approved for a maximum number of male and female students, any increase in candidates beyond the approved maximum male and female students can only be done in the following ways: By reallocating the toilets: The toilets can be reallocated but after ensuring a proper segregation of male and female toilets. This can be certified by PIA Q-team and will be verified by CTSA/ SRLM during centre inspection. By increasing the number of toilets: Which will go for a normal due diligence process			
	Urinals for Male (in number)					
	Toilets for Female (in number)					
	Urinals for Female (in number)					
	Washbasins for Male (in number)	Standard: The number of washbasins for the candidates should be calculated as given in the annexure - I to the standards	Proof: A Photograph after installing the wash basins for Male and Female			
	Wash Basins for Female (in Number)					

S.NO.	Particulars	Standards and Relaxations (Relaxation permitted with permission of competent authority of CTSA/SRLM)	Instructions and Description about Proof	Relevant data as men- tioned at the item	Does it conform to standards (Yes/No)	Proof / Evidence Status
8	Type of Flooring (write whether it is tiled, cemented etc.)	Standard: Flooring should be provided with cement/tiles/polished stones Relaxation : Neatly made mud flooring as a part of aesthetic building design can be permitted.	Proof: Photograph of the Flooring			
9	Over Head Tank	Standard: There should be an Over Head Tank (OHT) for a training centre. The water connection in the taps and toilets should connect to the OHT.	Instruction: Water should be available during the working hours of the training centre. The water source must be thoroughly disinfected once every 30 days. Proof: Photograph of OHT			
Location						

S.NO.	Particulars	Standards and Relaxations (Relaxation permitted with permission of competent authority of CTSA/SRLM)	Instructions and Description about Proof	Relevant data as men- tioned at the item	Does it conform to standards (Yes/No)	Proof / Evidence Status
10	Distance from the training centre in Kms. to various transport locations:	Standard: No specific standards.	Instruction : It is advisable to be well connected to different transport locations. Proof: Snapshot of the Google map showing distance			
	Bus stand (in meters)					
	Railway station (in meters)					
	Auto stand (in meters)					
11	Is the training centre easily accessible to the trainees		Instruction: Quality auditors to use their judgement based on city conditions			
	Can the candidates safely come to the centre when training is conducted	Standard: No specific standards.	Instruction: Establish the centre in a safe and easily accessible place. To be used for rating purpose			
Open space						

S.NO.	Particulars	Standards and Relaxations (Relaxation permitted with permission of competent authority of CTSA/SRLM)	Instructions and Description about Proof	Relevant data as men- tioned at the item	Does it conform to standards (Yes/No)	Proof / Evidence Status
12	Open space for people to gather and interact (in Sq ft)	Standard: 100 Sq ft. recommended but not mandatory centres with open spaces will get better rating Relaxation: Nil	Instruction: However, where domain training requires open space the prescribed minimum should be followed as per the needs of the domain Proof: A photograph of open space			
13	Parking space (number in terms of bicycle parking slots)	Standard: No minimum is prescribed. However, 5 bicycle parking slots for every 100 non-residential trainees is recommended Relaxation: Nil	Instruction : These can also be used for staff parking. Proof: A photograph of parking space			
Electrical wiring and standards						
14	Securing of wires	Standard: All the wires should be properly secured and taped. Relaxation : Nil	Instruction : Concealed wiring is not mandatory. Proof: A photograph of wiring at the training centre on sample basis			
15	Switch boards and panel boards	Standard: Fully covered. Relaxation: Nil	Proof: A photographs of switch board and panel boards on sample basis			
Signages and information Boards						

S.NO.	Particulars	Standards and Relaxations (Relaxation permitted with permission of competent authority of CTSA/SRLM)	Instructions and Description about Proof	Relevant data as men- tioned at the item	Does it conform to standards (Yes/No)	Proof / Evidence Status
16	Training centre name board	Instruction: Conform with SF-5.1A2 Relaxation : Nil	Instruction: For Sizes and Fixtures please refer to s.no 3 of the Annexure – III Proof: A photograph after installing the board			
17	Activity summary and achievement board	Standard: Conform with SF-5.1B1 Relaxation : Nil	Proof: A photograph after installing the pin board with the minimum dimensions of 4 feet X 3 Feet with proper fixtures			
18	Contact detail of important people	Standard: Conform with standard form SF-5.1B2 Relaxation : Nil	Proof: A photograph after installing the board with proper fixtures			
19	Basic Information board	Standard: Conform with standard form SF-5.1B3 Relaxation : Nil	Instruction The board should contain the centre level information and common equipment. Proof: A photograph after installing the board with proper fixtures			
20	Code of conduct board for candidates	Standard: Conform with standard form SF-5.1B7 Relaxation : Nil	Proof: A photograph after installing the board with proper fixtures			

S.NO.	Particulars	Standards and Relaxations (Relaxation permitted with permission of competent authority of CTSA/SRLM)	Instructions and Description about Proof	Relevant data as men- tioned at the item	Does it conform to standards (Yes/No)	Proof / Evidence Status
21	Student entitlement and responsibilities board	Standard: Should conform with standard form SF-5.1C1 Relaxation : Nil	Proof: A photograph after installing the board with proper fixtures			
22	Student Attendance and Entitlement Summary Information Board	Standard: Should conform with standard form SF-5.1C1 A Relaxation : Nil	Proof: A photograph after installing the pin board with the minimum dimensions of 4 feet X 3 Feet with proper fixtures			
CCTV						
23	Central monitor easily accessible to centre incharge	Standard: No specific standards Relaxation : Nil	Proof: Photographs of the Central Monitor after commissioned which should cover Monitor and Centre Incharge			
24	Conformance of CCTV to DDU-GKY as provided in chapter 5 of SOP	Standard: As per SF 5.2B Relaxation: Nil	Proof: A photograph of the CCTV monitor after commissioned			

S.NO.	Particulars	Standards and Relaxations (Relaxation permitted with permission of competent authority of CTSA/SRLM)	Instructions and Description about Proof	Relevant data as men- tioned at the item	Does it conform to standards (Yes/No)	Proof / Evidence Status
25	Storage of the CCTV recorded material	Standard: The training centre should have proper and secluded place to store the recorded data of CCTV Relaxation: Nil	Instruction : 1. The recorded material should be under exclusive charge of centre in-charge till they are erased or transferred to head quarter. 2.CCTV console should be visible to centre in charge from the place where he sits 3. Only centre in charge should have ready access to the CCTV system. Proof: A photograph of the storage device			

3 Physical Infrastructure and Equipment : Non Academic & Academic Area

3.1 Non Academic and Equipment related to Office

S.NO.	Particulars	Standards and Relaxation (Relaxation permitted with permission of competent authority of CTSA/SRLM)	Instructions and Description about Proof	Relevant data as men- tioned at the item	Does it conform to standards (Yes/No)	Proof / Evidence Status
1	Office room					
a.	Type of roof (RCC/ Non RCC)	Standard: No specific standards	Proof: Photographs of Office room Centre Roof of the training			
b.	False ceiling provided	Standard: Mandatory for Non RCC roof	Proof: Photographs of Ceiling of training Centre			

S.NO.	Particulars	Standards and Relaxation (Relaxation permitted with permission of competent authority of CTSA/SRLM)	Instructions and Description about Proof	Relevant data as men- tioned at the item	Does it conform to standards (Yes/No)	Proof / Evidence Status
c.	Height of Ceiling (state in feet)	Standard: Non Hilly Areas: Academic rooms: Minimum of 9 feet. If false ceiling is provided height can be reduced by 1 foot i.e. a minimum of 8 feet. 7 feet 6 inches for other areas Relaxation for Non Hilly areas: In item (a) 5.6% relaxation (6 inches) where false ceiling is not provided Hilly Areas: Hilly areas (areas with elevation more than 3,000 feet above mean sea level) 7 feet 6 inches for all areas Relaxation for Hilly areas: a. Elevation can be relaxed by 5% (150 feet) b. Ceiling height can be relaxed by 6.67% (6 inches)	Instruction: If the height is not uniform then the minimum ceiling height in the room has to be taken into consideration. Only the part of the room is used for instruction then the area for instruction should be 9 feet or above. If it is a false ceiling then 8 feet for Non Hilly areas. If it is a hilly area 7 feet 6 inches In non-hilly areas if non RCC roofs are provided with metal/tin/asbestos covering then false ceiling is required. Proof: A photograph while measuring the ceiling height in such a way that it should show us the ceiling measurement			
d.	Area (in Sq ft)	Standard: No minimum area is prescribed; however, the equipment specified for the office room should fit into the office room. Relaxation Nil	Proof: A Photograph of office room after arranging all the equipments as per sop			
e.	Length (in ft.)					
f.	Width (in ft.)					

S.NO.	Particulars	Standards and Relaxation (Relaxation permitted with permission of competent authority of CTSA/SRLM)	Instructions and Description about Proof	Relevant data as men- tioned at the item	Does it conform to standards (Yes/No)	Proof / Evidence Status
2	Counselling area					
a.	Area (in Sq ft)	Standard: Demarcated room is not mandatory	Proof: A Photograph of counselling area			
b.	Length (in ft.)					
c.	Width (in ft.)	Relaxation : Nil				
3	Reception Area					
a.	Area (in Sq ft)	Standard: Reception area has to be located in the prominent place preferably at the entrance of the training centre. Relaxation : Nil	Instruction : Reception area should preferably be located in niche areas. Proof: A Photograph of reception area			
b.	Length (in ft.)					
c.	Width (in ft.)					
4	Storage place for securing documents	Standard: An almirah/cub boards to be procured. Relaxation : Nil	Instruction: The size and shape is entirely left to PIA. However, if PIA fails to store the documents properly or unable to produce the document whenever asked for it will be treated as if the documents are not maintained by PIA. Consequential action will be depending on the kind of documents which are not available. Proof: A Photograph of the storage place			

S.NO.	Particulars	Standards and Relaxation (Relaxation permitted with permission of competent authority of CTSA/SRLM)	Instructions and Description about Proof	Relevant data as men- tioned at the item	Does it conform to standards (Yes/No)	Proof / Evidence Status
5	An office table (in number)	Standard: At least 1 table to be provided. Relaxation: 100% relaxation	Instruction: No size or shape of the table is prescribed. However, PIA should ensure the following: All the equipment should be properly placed in office area. 2. The table should have Sufficient working space. Proof: A Photograph of office table			
6	Chairs (in number)	Standard: Office staff should have sufficient chairs to sit. In addition, six chairs will be kept for the visitors. Relaxation: Nil	Proof: A Photograph after installing the chairs at office.			
7	Table for office computer	Standard: Either an independent table or to be placed on the office table Relaxation: 100% relaxation	Instruction: No size or shape of the table is prescribed. However, PIA should ensure that the space is sufficient for the computers. Proof: A Photograph of office computer table			

S.NO.	Particulars	Standards and Relaxation (Relaxation permitted with permission of competent authority of CTSA/SRLM)	Instructions and Description about Proof	Relevant data as men- tioned at the item	Does it conform to standards (Yes/No)	Proof / Evidence Status
8	Office computer (in number)	Standard: No specific standards Relaxation: Nil	Proof: A Photograph of office computer after commissioned			
9	Printer cum scanner (in number)	Standard: No specific standards Relaxation: Nil	Proof: A Photograph of printer cum scanner			
10	Digital camera (in number)	Standard: No specific standards Relaxation: Nil	Proof: A Photograph of digital camera			
11	Electrical Power Back up for office room	Standard: Are given at s.no: 8 of Annexure - III	Instruction: Power Back up should have connection to: All electrical items relating to monitoring of centre activities such as CCTV monitor, CC cameras, bio metric device, office computers, at least 1 Ceiling fan or 2 wall mount fans and 1 fluorescent light (2400 Lumens) per every 150 Sq ft. etc. Proof: A photograph of power back up unit after commissioned			

3.2 Is the following equipment available in the IT lab?

S.NO.	Particulars	Standards and Relaxation (Relaxation permitted with permission of competent authority of CTSA/SRLM)	Instructions and Description about Proof	Relevant data as men- tioned at the item	Does it conform to standards (Yes/No)	Proof / Evidence Status
1	IT Lab					
a.	Type of roof (RCC / Non RCC)	Standard: No specific standards	Proof: Photograph of Roof of IT Lab room of the training Centre			
b.	False ceiling provided	Standard: Mandatory for Non RCC roof	Proof: Photograph of Ceiling of IT Lab of the training Centre			

S.NO.	Particulars	Standards and Relaxation (Relaxation permitted with permission of competent authority of CTSA/SRLM)	Instructions and Description about Proof	Relevant data as men- tioned at the item	Does it conform to standards (Yes/No)	Proof / Evidence Status
c.	Height of Ceiling (state in feet)	Standard: Non Hilly Areas: Academic rooms: Minimum of 9 feet. If false ceiling is provided height can be reduced by 1 foot i.e. a minimum of 8 feet. 7 feet 6 inches for other areas Relaxation for Non Hilly areas: In item (a) 5.6% relaxation (6 inches) where false ceiling is not provided Hilly Areas: Hilly areas (areas with elevation more than 3,000 feet above mean sea level) 7 feet 6 inches for all areas Relaxation for Hilly areas: a. Elevation can be relaxed by 5% (150 feet) b. Ceiling height can be relaxed by 6.67% (6 inches)	Instruction: If the height is not uniform then the minimum ceiling height in the room has to be taken into consideration. Only the part of the room is used for instruction then the area for instruction should be 9 feet or above. If it is a false ceiling then 8 feet for Non Hilly areas. If it is a hilly area 7 feet 6 inches In non-hilly areas if non RCC roofs are provided with metal/tin/asbestos covering then false ceiling is required. Proof: A photograph while measuring the ceiling height in such a way that it should show us the ceiling measurement			

S.NO.	Particulars	Standards and Relaxation (Relaxation permitted with permission of competent authority of CTSA/SRLM)	Instructions and Description about Proof	Relevant data as men- tioned at the item	Does it conform to standards (Yes/No)	Proof / Evidence Status
d.	Area (in Sq ft)	Standard: 1. Area per student in all academic rooms is 10 Sq ft. 2. Combining of theory and IT lab is permitted to only for ITES based trade is permissible and area per student is 15 Sq ft. 3. Area for the irregular shapes must be calculated as per the schematic diagram	Instruction: All academic rooms where theory classes are held should meet the following criteria 1.unobstructed view of the trainer to each student 2. unobstructed view of the writing board and projector to each student 3.In addition it is recommended that each student should have unobstructed view of every other student in the class (Not mandatory used for grading purpose) Proof: 1. A photograph of the class room after installing the equipment as per SOP 2. For irregular shape the schematic diagram of the room			
e.	Length (in ft.)					
f.	Width (in ft.)					
2	Ventilation area (in Sq ft.)	Standard: 12% area of the class room Relaxation: 2% relaxation	Instruction: Instructions for calculating the ventilation area is given at the s.no 4 of Annexure – III			

S.NO.	Particulars	Standards and Relaxation (Relaxation permitted with permission of competent authority of CTSA/SRLM)	Instructions and Description about Proof	Relevant data as men- tioned at the item	Does it conform to standards (Yes/No)	Proof / Evidence Status
3 a	Sound level (in dBA)	Standard: 75 decibels (A) or less Relaxation : 6.7% relaxation (5 more decibels)	Instruction: Provision for air conditioning in absence of required ventilation area is permitted. However the following conditions have to be met. The air conditioning should be such that it should be possible to maintain the temperature in the room at 26 °C or less at any point of time when the room is in use. (Note: Load of AC is not specified as it depends on number of factors which cannot be factored in at this juncture). The temperature should be recorded with a thermometer which should be fixed at least 6 ft away from the AC. Temperature should be recorded in a register twice a day when room is in use; first time at the start of training and second time in the middle of training duration in the day). This should be counter signed by one student and trainer every day. However, if students want to set a higher temperature they are at liberty to do so by regulating the working of AC. If the AC is regulated allowing higher temperature then the words "AC regulated by the students" should be entered in the temperature register. As there would be less natural light one tube light of 40 watts (2800 lumens) should be provided for each 125 Sq ft.			

S.NO.	Particulars	Standards and Relaxation (Relaxation permitted with permission of competent authority of CTSA/SRLM)	Instructions and Description about Proof	Relevant data as men- tioned at the item	Does it conform to standards (Yes/No)	Proof / Evidence Status
b	If response to clause 3 .a (above) is NO, whether all the academic centres have been sound proofed with air conditioning	Standard: Sound proofing with air conditioning is prescribed. Else the centre cannot be used as a training centre Relaxation : Nil				
4	Academic room information board	Standard: It should conform with SF 5.1 B4	Proof: A Photograph after installing in the academic room			
5	Internal Signage	Standard: A flex/ Vinyl banner with (3x3) Sq ft. and it should be placed in front of the every academic room with proper fixtures	Instruction: For design Refer to Notification No.31. Images can be changed as per the specific trade and requirement. The colour and design theme should remain the same. Proof: A photograph after installing in front of the class room			

S.NO.	Particulars	Standards and Relaxation (Relaxation permitted with permission of competent authority of CTSA/SRLM)	Instructions and Description about Proof	Relevant data as men- tioned at the item	Does it conform to standards (Yes/No)	Proof / Evidence Status
6	CCTV cameras with audio facility	Standard: As per SF 5.2B Relaxation: Nil	Instruction: Ensure cameras are well connected and are configured for maximum and optimal coverage. Angles are appropriate for your site and camera specifications should ensure that the target area is covered with clarity so that people are visible. Proof: A photograph of CC Camera after commissioned			
7	LAN enabled computers(in number)	Standard: No specific standards	Instructions: Laptops can be installed instead of desktop computers in the IT lab. Proof: A Photograph of the LAN after commissioned			

S.NO.	Particulars	Standards and Relaxation (Relaxation permitted with permission of competent authority of CTSA/SRLM)	Instructions and Description about Proof	Relevant data as men- tioned at the item	Does it conform to standards (Yes/No)	Proof / Evidence Status
8	Internet connections	Standard: The centre should have at least two internet connections. If it is networked, the primary internet connections should have 1 mbps for 10 computers on the LAN. If it is non-networked, then each computer should have 512 kbps connection. Secondary connection should be 512 kbps per computer.	Proof: A Screenshot which shows the internet speed in the IT Lab of the proposed training centre.			
9	Do all computers have typing tutor	Standard: All the computers should be installed with typing tutor software	Proof: A Screenshot of the typing master after initialisation in the IT lab.			
10	Tablets (in number)	Standard: As per SF 4.8B. The number of tablets must be equal to the maximum number of trainees at the training centre at a time	Proof: A photograph of the Tablet and specifications			

S.NO.	Particulars	Standards and Relaxation (Relaxation permitted with permission of competent authority of CTSA/SRLM)	Instructions and Description about Proof	Relevant data as men- tioned at the item	Does it conform to standards (Yes/No)	Proof / Evidence Status
11	Stools/ chairs (in number)	Standard: One per candidate Relaxation: Nil	Instruction: No specific standards Proof: A photograph of the IT lab after setting up of all the stools/chairs			
12	Trainer chair (in number)	Standard: No specific standards	Proof: A photograph of the trainer chair after installed in it lab			
13	Trainer Table (in number)	Standard: 2 feet by 3 feet. Relaxation: Nil	Instruction: The table can deviate from above dimensions, but should at least have 6 Sq ft area. Proof: A photograph of the trainer table after installed in IT lab			
14	Lights(in number)	Standard: 1 fluorescent light (2400 Lumens) for each 150 Sq ft. or part thereof per room.	Proof: A photograph after installing the fluorescent lights			
15	Fans (in number)	Standard: 1 ceiling fan for each 150Sq ft. or part thereof per room.	Instruction: If it is wall mounted fan, the number of fans should be doubled. Proof: A photograph after installing the fans			

S.NO.	Particulars	Standards and Relaxation (Relaxation permitted with permission of competent authority of CTSA/SRLM)	Instructions and Description about Proof	Relevant data as men- tioned at the item	Does it conform to standards (Yes/No)	Proof / Evidence Status
16	Electrical Power back-up for lab	Standard: Are given at s.no: 8 of Annexure – III	Instruction: All computers in IT lab, equipment for doing practical. At least 1 ceiling fan or 2 wall mount fans and 1 fluorescent light (2400 Lumens) per every 150 Sq ft. Proof: A photograph of power back up unit after commissioned			

3.3 Academic and Equipment related to class room/ Domain lab

S. NO.	Particulars	Standards and Relaxation (Relaxation permitted with permission of competent authority of CTSA/SRLM)	Instructions and Description about Proof	Relevant data as mentioned at the item	Does it conform to standards (Yes/No)	Proof / Evidence Status
1	Academic Area					
a.	Type of academic room	Standard: No specific standards	Instruction: Please select any one option from the below list: 1. Theory class room 2. Theory class room combined with domain lab 3. Theory class room used for multiple domains Domain lab			
b.	Trade for academic area, if applicable	Standard: No specific standards	Instruction: It is not applicable if type of academic room is Theory class room used for multiple domains			
c.	Type of roof (RCC/ Non RCC)	Standard: No specific standards	Proof: Photograph of Roof of academic room of the training Centre			
d.	False ceiling provided	Standard: Mandatory for Non RCC roof	Proof: Photograph of Ceiling of academic room of the training Centre			

S. NO.	Particulars	Standards and Relaxation (Relaxation permitted with permission of competent authority of CTSA/SRLM)	Instructions and Description about Proof	Relevant data as mentioned at the item	Does it conform to standards (Yes/No)	Proof / Evidence Status
e.	Height of Ceiling (state in feet)	Standard: Non Hilly Areas: Academic rooms: Minimum of 9 feet. If false ceiling is provided height can be reduced by 1 foot i.e. a minimum of 8 feet. 7 feet 6 inches for other areas Relaxation for Non Hilly areas: In item (a) 5.6% relaxation (6 inches) where false ceiling is not provided Hilly Areas: Hilly areas (areas with elevation more than 3,000 feet above mean sea level) 7 feet 6 inches for all areas Relaxation for Hilly areas: a. Elevation can be relaxed by 5% (150 feet) b. Ceiling height can be relaxed by 6.67% (6 inches)	Instruction: If the height is not uniform then the minimum ceiling height in the room has to be taken into consideration. Only the part of the room is used for instruction then the area for instruction should be 9 feet or above. If it is a false ceiling then 8 feet for Non Hilly areas. If it is a hilly area 7 feet 6 inches In non-hilly areas if non RCC roofs are provided with metal/tin/asbestos covering then false ceiling is required. Proof: A photograph while measuring the ceiling height in such a way that it should show us the ceiling measurement			

S. NO.	Particulars	Standards and Relaxation (Relaxation permitted with permission of competent authority of CTSA/SRLM)	Instructions and Description about Proof	Relevant data as men- tioned at the item	Does it conform to standards (Yes/No)	Proof / Evidence Status
f.	Area (in Sq ft.)	Standard: 1. Area per student in all academic rooms is 10 Sq ft. 2. Combining of theory and practical class room is permissible and area per student is 15 Sq ft. 3. Area for the irregular shapes must be calculated as per the schematic diagram	Instruction: All academic rooms where theory classes are held should meet the following criteria 1.unobstructed view of the trainer to each student 2. unobstructed view of the writing board and projector to each student 3.In addition it is recommended that each student should have unobstructed view of every other student in the class (Not mandatory but used for grading purpose) Proof: 1.A photograph of the class room after installing the equipment as per SOP 2. For irregular shape the schematic diagram of the room			
g.	Length (in ft.)					
h.	Width (in ft.)					
2	Ventilation area (in Sq ft.)	Standard: 12% area of the class room Relaxation: 2% relaxation	Instruction: Instructions for calculating the ventilation area is given at the s.no 4 of Annexure – III			

S. NO.	Particulars	Standards and Relaxation (Relaxation permitted with permission of competent authority of CTSA/SRLM)	Instructions and Description about Proof	Relevant data as men- tioned at the item	Does it conform to standards (Yes/No)	Proof / Evidence Status
3	Sound level (in dBA)	Standard: 75 decibels (A) or less Relaxation : 6.7% relaxation (5 more decibels)	Instruction: Provision for air conditioning in absence of required ventilation area is permitted. However the following conditions have to be met. The air conditioning should be such that it should be possible to maintain the temperature in the room at 26 °C or less at any point of time when the room is in use. (Note: Load of AC is not specified as it depends on number of factors which cannot be factored in at this juncture). The temperature should be recorded with a thermometer which should be fixed at least 6 ft away from the AC. Temperature should be recorded in a register twice a day when room is in use; first time at the start of training and second time in the middle of training duration in the day). This should be counter signed by one student and trainer every day. However, if students want to set a higher temperature they are at liberty to do so by regulating the working of AC. If the AC is regulated allowing higher temperature then the words "AC regulated by the students" should be entered in the temperature register. As there would be less natural light one tube light of 40 watts (2800 lumens) should be provided for each 125 Sq ft.			

S. NO.	Particulars	Standards and Relaxation (Relaxation permitted with permission of competent authority of CTSA/SRLM)	Instructions and Description about Proof	Relevant data as men- tioned at the item	Does it conform to standards (Yes/No)	Proof / Evidence Status
b	If response to clause 3 (above) is NO, whether all the academic centres have been sound proofed with air conditioning	Standard: Sound proofing with air conditioning is prescribed. Else the centre cannot be used as a training centre Relaxation : Nil				
4	Academic room information board	Standard: It should conform with SF 5.1 B4	Proof: A Photograph after installing in the academic room			
5	Internal Signage	Standard: A flex/ Vinyl banner with (3X3) Sq ft. and it should be placed in front of the every academic room with proper fixtures	Instruction: Refer to Notification No.31 for design. Images can be changed as per the specific trade and requirement. The colour and design theme should remain the same. Proof: A photograph after installing in front of the class room			

S. NO.	Particulars	Standards and Relaxation (Relaxation permitted with permission of competent authority of CTSA/SRLM)	Instructions and Description about Proof	Relevant data as men- tioned at the item	Does it conform to standards (Yes/No)	Proof / Evidence Status
6	CCTV cameras with audio facility	Standard: As per SF 5.2B Relaxation: Nil	Instruction: Ensure cameras are well connected and are configured for maximum and optimal coverage. Angles are appropriate for your site and camera specifications should ensure that the target area is covered with clarity so that people are visible. Proof: A photograph of CC Camera after commissioned			
7	LCD / Digital Projector	Standard: LCD displays: 1 LCD screen of 50" per class room with a dedicated desktop computer. However, if a laptop or tablet is to be connected then they can be at least one for two class rooms (assuming that the classes will be staggered appropriately). Digital Projector: There should be at least 1 projector for two class rooms. Relaxation: Nil	Instruction: A centre can have either of them or both of them. Proof: A photograph of the Digital Projector /LCD after commissioned			

S. NO.	Particulars	Standards and Relaxation (Relaxation permitted with permission of competent authority of CTSA/SRLM)	Instructions and Description about Proof	Relevant data as men- tioned at the item	Does it conform to standards (Yes/No)	Proof / Evidence Status
8	Chair for candidates (in number)	Standard: One chair for one candidate	Instruction: It should have enough space for sitting along with arm for writing and space. In case of Table-bench arrangement, at least 2 ft. space of bench should be available to each trainee Proof: A photograph of the class room after setting up of all the chairs/ benches, if training centre is using the benches then another photograph which should show us the length of the bench			
9	Trainer's chair	Standard: No specific standards	Proof: A photograph of the trainer chair after installed in class room / domain lab			
10	Trainer's Table	Standard: 2 feet by 3 feet. Relaxation: Nil	Instruction: The table can deviate from above dimensions, but should at least have 6 Sq ft. area Proof: A photograph of the trainer table after installed in class room / domain lab			
11	Writing board	Standard: 5 feet X 3 feet. Relaxation: Nil	Instruction: If it is two boards, each board should have 3 feet by 3 feet Proof: A photograph after installing white board in class room / domain lab			

S. NO.	Particulars	Standards and Relaxation (Relaxation permitted with permission of competent authority of CTSA/SRLM)	Instructions and Description about Proof	Relevant data as men- tioned at the item	Does it conform to standards (Yes/No)	Proof / Evidence Status
12	Lights (in number)	Standard: 1 fluorescent light (2400 Lumens) for each 150Sq ft. Or part thereof per room.	Instruction: If a PIA is having a room size of 450 Sq ft. but they are using only 300 Sq ft. then the PIA can install only 2 fluorescent lights. Proof: A photograph after installing the fluorescent lights			
13	Fans (in number)	Standard: 1 ceiling fan for each 150 Sq ft. or part thereof per room.	Instruction: If it is wall mounted fan, the number of fans should be doubled. If a PIA is having a room size of 450 Sq ft. but they are using only 300 Sq ft. then the PIA can install only 2 fans. Proof: A photograph after installing the fans			
14	Electrical Power Back up for the room	Standard: Are given at s.no: 8 of Annexure – III	Instruction: All domain specific lab equipment for doing practical's. At least 1 Ceiling fan or 2 wall mount fans and 1 fluorescent light (2400 Lumens) per every 150 Sq ft. for practical rooms, theory class rooms, IT room. Proof: A photograph of power back up unit after commissioned			

S. NO.	Particulars	Standards and Relaxation (Relaxation permitted with permission of competent authority of CTSA/SRLM)	Instructions and Description about Proof	Relevant data as men- tioned at the item	Does it conform to standards (Yes/No)	Proof / Evidence Status
15	List of Domain related equipment as per specifications given by certifying agency	Standard: As per the minimum standards prescribed by the certifying agency. Relaxation: Nil	Instruction: In case of NCVT, all the courses should have equipment as per NCVT specifications. In case of SSC, as SSC has not specified the minimum equipment, they should follow the NCVT specifications till SSC specifies the equipment. Specifications for equipment: 1). If equipment specifications are prescribed by NCVT/SSC: (E.g. – For Module: Electrician Domestic (ELE701) NCVT, requires “Soldering iron 25W, 250V” as domain equipment) In this scenario PIA has to follow and install the equipment as per specifications given by NCVT/SSC. proof: a) equipment manual/ technical literature related to the equipment should be produced at the time of due diligence b) In the absence of ‘a’ above, PIA can produce a statement from any industry expert stating that the equipment is as per specification of NCVT/SSC.			

S. NO.	Particulars	Standards and Relaxation (Relaxation permitted with permission of competent authority of CTSA/SRLM)	Instructions and Description about Proof	Relevant data as men- tioned at the item	Does it conform to standards (Yes/No)	Proof / Evidence Status
			2). If equipment specifications are not prescribed by NCVT/SSC: (E.g. – For Module: Hospitality assistant (HOS 705) NCVT, requires “Ordinary step ladders of different heights” as domain equipment, but heights and loads are not specified by NCVT.) In this scenario PIA has to follow and install the equipment on the basis of following: PIA should obtain a certificate from industry expert (preferred) or a self-certificate stating that the equipment meets industry requirements. The above certificate has to be submitted along with specifications as proofs. The proofs are as mentioned in 1. above. Note: SRLM for APS and CTSA for YPS have an option of calling domain expert to judge the equipment specifications. Inadequacy found, would be considered as default. During due diligence PIA Q-team and SRLM for APS/CTSA for YPS will verify and ensure that all the equipment as given by NCVT/SSC follow the norms described above.			

3.4 Maximum Instantaneous Training Capacity: Defined as maximum number of trainees that can be under training at a given instant and is calculated as a sum of capacity of individual rooms. It will be calculated for each room, for each trade and at the centre level. Data is captured in the table given below:

Maximum Instantaneous Training Capacity of a training centre and its components:

S.NO.	Room Code	Particulars	Total Candidates Permitted as per SOP
Theory Class Room			
1	TH1	Theory Class Room 1	
2	TH2	Theory Class Room 2	
3	TH3	Theory Class Room 3	
Domain Lab			
4	DL1	Doman Lab 1	
5	DL2	Doman Lab 2	
Theory Class Room Combined with Domain Lab			
6	TD1	Theory Class Room Combined with Domain Lab 1	
7	TD2	Theory Class Room Combined with Domain Lab 2	
IT Lab			
8	IT1	IT Lab 1	
9	IT2	IT Lab 2	
IT Domain Lab			
10	ID1	IT Domain Lab 1	
11	ID2	IT Domain Lab 2	
Maximum Instantaneous Training Capacity			

Scheduled Training Capacity: This will be as per a PIAs plan of operations at the centre. It will be submitted by the PIA initially at the time of due diligence and also whenever it is changed.

4. Common Equipment

S.NO.	Particulars	Standards and Relaxation (Relaxation permitted with permission of competent authority of CTSA/SRLM)	Instructions and Description about Proof	Relevant data as mentioned at the item	Does it conform to standards (Yes/No)	Proof / Evidence Status
1	Electrical Power Back-up: Gensets/ UPS or Inverter/ Solar power back-up / any other non-grid based power systems which can work for emergency power supply.	Standard: Are given at s.no: 8 of Annexure – III	Instruction: Electrical Power Back-up should have connection to: All electrical items relating to monitoring of centre activities such as CCTV, bio metric device, office computers etc. All domain specific lab equipment for doing practical's. Atleast 1 Ceiling fan or 2 wall mount fans and 1 fluorescent light (2400 Lumens) per every 150 Sq ft. for practical rooms, theory class rooms, IT room and to all fluorescent lights in the corridor, toilets etc. Proof: 1. A photograph of the Electrical Power back up after commissioned 2. Rental agreement for hire of generator /a letter from authorised person for sharing generator during the training hours.			

S.NO.	Particulars	Standards and Relaxation (Relaxation permitted with permission of competent authority of CTSA/SRLM)	Instructions and Description about Proof	Relevant data as men- tioned at the item	Does it conform to stand- ards (Yes/No)	Proof / Evidence Status
2	Installation of Biometric devices	Standard: It should be as per annexure – II At least 1 device for every 200 candidates CCTV to be so placed to capture the biometric device and attendance marking process including the face of the trainee.	Instruction: Instructions for maintenance of biometric device are given at the s.no 5 of Annexure – III. Fill in the details of biometric devices as per format prescribed in s.no 5 of Annexure – III. Proof: After commissioning a screen shot of the biometric attendance and a screen shot of CCTV Monitor which should capture the trainee's face.			
3	Installation of CCTV Monitor	Standard: As per SF 5.2B	Proof: After commissioned in all areas a screen shot of CCTV Monitor which should show all the channels			
4	Grievance register	Standard: The grievance register should kept in the prominence place of the training centre and accessible to the candidates during all period of the training	Proof: Photograph of Grievance register			

S.NO.	Particulars	Standards and Relaxation (Relaxation permitted with permission of competent authority of CTSA/SRLM)	Instructions and Description about Proof	Relevant data as mentioned at the item	Does it conform to standards (Yes/No)	Proof / Evidence Status
5	Minimum equipment	Standard: As per SF 5.1P	Instruction: List of the Minimum equipment should fill in the Minimum equipment Sheet Proof A screen shot of the minimum equipment list uploaded to online platform/web link			
6	Direction Boards	Standard: As per the Notification 31 the PIA has to install the direction boards	Proof: A photograph after installing all the direction boards			

5 Teaching Learning Materials (TLM)

5.1 Is the following information available at the training centre?

S.NO.	Particulars	Standards and Relaxation (Relaxation permitted with permission of competent authority of CTSA/SRLM)	Instructions and Description about Proof	Relevant data as mentioned at the item	Does it conform to stand- ards (Yes/No)	Proof / Evi- dence Status
1	Training plan (SF- 4.1A)	Standard Should be as per SF 4.1A Relaxation: Nil	Proof: A scanned copy of the Training Plan of all trades			
2	Activity cum lesson planner (SF- 4.5A)	Standard: Should be as per SF 4.5A Relaxation: Nil	Proof: A Photograph of the Activity cum lesson planner after installing in the class room			
3	Welcome Kit (SF- 5.1A)	Standard: Should be as per SF 5.1C2 Relaxation: Nil	Proof: A Photograph of all the items that are placed in the welcome kit – one photograph for each trade			

5.2 Details of course content , trainers kit and assessment material

Availability of course content/training kit and assessment material

S.NO.	Particulars	Standards and Relaxation (Relaxation permitted with permission of competent au- thority of CTSA/SRLM)	Instructions and Description about Proof	Relevant data as men- tioned at the item Yes/No	Does it con- form to stand- ards (Yes/No)	Proof / Evidence Status
1	IT Course Content	Standard: The course content and trainers manual should conform with SF 4.3B	Instruction: Please refer to the Notification 31 of DDU-GKY for designs Proof: A Scanned copy of the material			
	IT Trainers Kit					
	IT Assessment material					
	IT Course Material for candidate					
2	Soft Skills Course Content	Standard: The course content and trainers manual should conform with SF 4.3C	Instruction: Please refer to the Notification 31 of DDU-GKY for designs Proof: A Scanned copy of the material			
	Soft Skills Trainers Kit					
	Soft Skills Assessment material					
	Soft Skills Course Material for candidate					

S.NO.	Particulars	Standards and Relaxation (Relaxation of competent authority of CTSA/SRLM)	Instructions and Description about Proof	Relevant data as men- tioned at the item Yes/No	Does it con- form to stand- ards (Yes/No)	Proof / Evidence Status
3	English Course Content	Standard: The course content and trainers manual should conform with SF 4.3A	Instruction: Please refer to the Notification 31 of DDU-GKY for designs Proof: A Scanned copy of the material			
	English Trainers Kit					
	English Assessment material					
	English Course Material for candidate					
4	Name of the Domain	Standard: The course content and trainers manual should conform with NCVT/SSC standard for the particular domain and Should conform with SF4.2 A	Instruction: Please refer to the Notification 31 of DDU-GKY for designs Proof: A Scanned copy of the material			
	Certifying Agency					
	Domain 1 Course Content***					
	Domain 1 Trainers Kit					
	Domain 1 Assessment material					
	Domain 1 Course Material for candidate					

S.NO.	Particulars	Standards and Relaxation (Relaxation permitted with permission of competent au- thority of CTSA/SRLM)	Instructions and Description about Proof	Relevant data as men- tioned at the item Yes/No	Does it con- form to stand- ards (Yes/No)	Proof / Evidence Status	
5	Name of the Domain 2	Standard: The course content and trainers manual should conform with NCVT/SSC standard for the particular domain and Should conform with SF 4.2 A	Instruction: Please refer to the Notification 31 of DDU-GKY for designs Proof: A Scanned copy of the material				
	Certifying Agency						
	Domain 2 Course Content***						
	Domain 2 Trainers Kit						
	Domain 2 assessment material						
	Domain 3 Course Material for candidate						

S.NO.	Particulars	Standards and Relaxation (Relaxation permitted with permission of competent au- thority of CTSA/SRLM)	Instructions and Description about Proof	Relevant data as men- tioned at the item Yes/No	Does it con- form to stand- ards (Yes/No)	Proof / Evidence Status
6	Name of the Domain 3	Standard: The course content and trainers manual should conform with NCVT/SSC standard for the particular domain and Should conform with SF4.2 A	Instruction: Please refer to the Notification 31 of DDU-GKY for designs Proof: A Scanned copy of the material			
	Certifying Agency					
	Domain 3 Course Content***					
	Domain 3 Trainers Kit					
	Domain 3 Assessment material					
	Domain 3 Course Material for Candidate					
* To be repeated for all domains ** Note: Swachh Bharat Abhiyan Logo to be stamped on all course material for Domain and Non Domain subjects *** Teaching Learning Material (TLM) should be aligned with NCVT/SSC syllabus for domain content and syllabus prescribed by DDU-GKY for non-domain content. TLM should have all the topics covered in the material. At any point of time, CTSA/SRLM may get the curriculum assessed by domain expert.						

5.3 Availability of trainers:

S. NO.	Particulars	Standards and Relaxation (Relaxation permitted with permission of competent authority of CTSA/SRLM)	Instructions and Description about Proof	Relevant data as men- tioned at the item Yes/No	Does it conform to stand- ards (Yes/No)	Proof / Evidence Status
1.	Centre in charge	Standard: Centre in charge can teach a maximum of 4 hours per day	Proof: Joining report/ pay slip to organization and joining report to training centre should be available at the training centre			
2.	IT	Standard: Soft skills, IT and English may have the same trainer	Proof: Joining report/ pay slip to organization and joining report to training centre should be available at the training centre			
3.	Soft skills		Proof: Joining report/ pay slip to organization and joining report to training centre should be available at the training centre			
4.	English		Proof: Joining report/ pay slip to organization and joining report to training centre should be available at the training centre			
5.	Domain 1		Proof: Joining report/ pay slip to organization and joining report to training centre should be available at the training centre			

S. NO.	Particulars	Standards and Relaxation (Relaxation permitted with permission of competent authority of CTSA/SRLM)	Instructions and Description about Proof	Relevant data as men- tioned at the item Yes/No	Does it conform to stand- ards (Yes/No)	Proof / Evidence Status
6.	Domain 2		Proof: Joining report/ pay slip to organization and joining report to training centre should be available at the training centre			
7.	Domain 3		Proof: Joining report/ pay slip to organization and joining report to training centre should be available at the training centre			

6. Others

6.1 Is the following support infrastructure available at training centre

S. NO.	Particulars	Standards and Relaxation (Relaxation permitted with permission of competent authority of CTSA/SRLM)	Instructions and Description about Proof	Relevant data as mentioned at the item	Does it conform to standards (Yes/No)	Proof / Evidence Status
1.	Safe drinking water	Standard: Any one of the following: 1. RO/Ozonised treated 2. Packaged drinking water certified by ISI or BIS	Proof: 1 A photograph of the RO/Ozonisation system. 2. A photograph of the BIS/ISI seal on the bottle or approval letter of ISI or BIS for packaged drinking water from supplier			
2.	First aid kit	Standard: As per 5.1C3	Instruction: Instructions for maintenance of First Aid Kit is given at the s.no 6 of Annexure – III Proof: A screen shot of nline platform/Web link of first aid kit page			
3.	Firefighting equipment	Standard: A Training centre should have at least 2 fire extinguishers	Proof: A Photograph after installing the Fire Equipment in the corridor			

7. Standard Forms:

Are the following standard forms available at the training centre?

Formats to be maintained as File- The centre in charge has to maintain the file as per the prescribed proforma in the standard formats

Formats to be maintained as Register- the Centre incharge has to maintain the register as per the prescribed proforma in the standard formats and the register name has to be the SF number

Nomenclature for File and Register

- TCF – Training Centre File
- BF - Batch File - BF followed by (ID NO OF THE BATCH AS PER ONLINE PLATFORM/WEB LINK)
- BR - Batch Register - BR followed by (ID NO OF THE BATCH AS PER ONLINE PLATFORM/WEB LINK)
- CF- Candidate File – CF followed by (ID NO OF THE CANDIDATE AS PER ONLINE PLATFORM/WEB LINK). For each candidate the PIA has to maintain individual files
- MF – Mobilization File

S.NO.	List of SF	File/ Register	Name of the File / Register	Are they available (Yes/No)
1.	SF 4.1A: Plan of training	File	BF (ID NO OF THE BATCH AS PER ONLINE PLATFORM/ WEB LINK)	
2.	SF 4.5A: Activity cum lesson planner	File	BF (ID NO OF THE BATCH AS PER ONLINE PLATFORM/ WEB LINK)	
3.	SF 4.6A: On the job training plan for the batch	File	BF (ID NO OF THE BATCH AS PER ONLINE PLATFORM/ WEB LINK)	
4.	SF 4.8A: Daily distribution of Tablets	Register	BR1	
5.	SF 5.1C1 A: Student Attendance and Entitlement Summary Information	File	BF (ID NO OF THE BATCH AS PER ONLINE PLATFORM/ WEB LINK)	
6.	SF 5.1D1: (Dully filled and signed form along with proofs)	File	TCF1	
7.	SF 5.1D2: (Dully filled and signed form along with proofs) if applicable	File	TCF1	
8	SF 5.1E1: Summary of staff deployed at the training centre	Online platform/ Web link Snap Shot		

S.NO.	List of SF	File/ Register	Name of the File / Register	Are they available (Yes/No)
9.	SF 5.1E2: Trainers' profile	Online platform/ Web link Snap Shot		
10.	SF 5.1F: Candidate ID template	File	TCF1	
11.	SF 5.1G1: Index of individual candidate dossier	File	CF(ID No of the Candidate as per Online platform/Web link)	
12.	SF 5.1G2: Parents' consent form	File	CF(ID No of the Candidate as per Online platform/Web link)	
13.	SF 5.1H1: Batch summary as on day of batch freezing	Register	BF (ID NO OF THE BATCH AS PER ONLINE PLATFORM/ WEB LINK)	
14.	SF 5.1H2: List of candidates in the batch and their profile	File	BF (ID NO OF THE BATCH AS PER ONLINE PLATFORM/ WEB LINK) & CF1	
15.	SF 5.1I: Attendance registers for candidates (as per biometric)	Register	BR(ID NO OF THE BATCH AS PER ONLINE PLATFORM/ WEB LINK)	
16.	SF 5.1J: Attendance registers for trainers (as per biometric)	Register	TCR1	
17.	SF 5.1K: Checklist of items given to candidates	Register	CF(ID No of the Candidate as per Online platform/Web link)	
18.	SF 5.1L1: Candidate feedback form	File	CF and BF (ID NO OF THE BATCH AS PER ONLINE PLATFORM/ WEB LINK)	
19.	SF 5.1L2: Summary of the feedback given by the candidates in SF 5.1L1: Candidate feedback form	File	BF (ID NO OF THE BATCH AS PER ONLINE PLATFORM/ WEB LINK)	

S.NO.	List of SF	File/ Register	Name of the File / Register	Are they available (Yes/No)
20	SF 5.1M: Summary of evaluation and assessment done	File	CF and BF (ID NO OF THE BATCH AS PER ONLINE PLATFORM/ WEB LINK)	
21.	SF 5.1N: TA/ DA calculation record (batch wise) – To be linked with biometric attendance	File	BF (ID NO OF THE BATCH AS PER ONLINE PLATFORM/ WEB LINK)	
22.	SF 5.1O1: Training certificate	File	CF	
23.	SF 5.1O2: Training completion certificate distribution record	Register	BF (ID NO OF THE BATCH AS PER ONLINE PLATFORM/ WEB LINK)	
24.	SF 5.1P: List of equipment in the training centre	File	Online platform/Web link	
25.	SF 5.1Q: List of equipment in the trainees' accommodation facilities (applicable for residential training only)	File	Online platform/Web link	
26.	SF 5.1T: Daily failure items report	File	Online platform/Web link	
27.	SF 5.1U: 15 day summary of centre status	File	Online platform/Web link	
28.	SF 5.2A: Training centre inspection	File	TCF2	
29.	SF 5.2B: CCTV	File		
30.	SF 5.4A: Assessment and certification of candidates	File	BF (ID NO OF THE BATCH AS PER ONLINE PLATFORM/ WEB LINK)	
31.	SF 6.1A: Letter to SRLM seeking information on mobilization plan	File	MF	
32.	SF 6.1B: Letter from SRLM regarding mobilization plan	File	MF	
33.	SF 6.1C: On field registration of candidates	File	MF	
34.	SF 6.2A1: Overview of aptitude test	File	MF	
36.	SF 6.2A2: Content for counselling for each trade	File	MF	
37	SF 6.2A3: Candidate application form	File	CF	

S.NO.	List of SF	File/ Register	Name of the File / Register	Are they available (Yes/No)
38.	SF 6.2A4: List of candidates who were admitted	Register	BF (ID NO OF THE BATCH AS PER ONLINE PLATFORM/ WEB LINK)	
39.	SF 6.2B: List of candidates in the final batch	Register	BF (ID NO OF THE BATCH AS PER ONLINE PLATFORM/ WEB LINK)	

Inspected by:

PIA Q-team member name:

Date of inspection:

Annexure – I

Specifications for Toilets

Number of toilets and washbasins for female candidates

Number	Number of toilets	Number of washbasins
1-10	1	1
11-50	2	2
51-80	3	3
81-125	4	4
126-175	5	5
For every addition of 40 candidates or less, one toilet and one wash basin should be added.		

Number of toilets and washbasins for male candidates

Number	Number of toilets	Number of urinals	Number of washbasins
1-20	1	1	1
21-50	2	1	1
51-75	2	2	2
76-125	3	2	2
126-150	3	3	2
For every addition of 50 candidates or less, one toilet, one urinal and one wash basin should be added.			

Annexure – II

Specification for Biometric based attendance System for DDU-GKY

1. DDU-GKY Guidelines mandates biometric based systems under sections 3.2.2.4 and 6.5.6 respectively. In order to ensure a standardized system for the program, all PIAs and other relevant stakeholders are required to use fingerprint device as notified by UIDAI from time to time. The specification for the fingerprint device can be accessed at http://uidai.gov.in/images/commdoc/device_specifications.pdf.
2. The fingerprint devices need to be STQC certified devices the details of which are available at http://www.stqc.gov.in/sites/upload_files/stqc/files/UID_Auth_list_040414_alphabetical.pdf
3. The fingerprint devices are required to be attached to a tablet / laptop / desktop system that is GPS enabled to form an integrated attendance system. PIAs are advised to ensure suitability availability of devices to ensure that attendance is recorded within first one hour of the start of the training day and within one hour of the completion of the training day.
4. The tablet/ laptop/ desktop system needs to conform to the following minimal specification to support functioning of a biometric attendance management.

S.NO.	Description	Recommended Specifications
1	Operating system (OS)	Android 4.2 Jelly Bean or Higher, Windows
2	Display size and Technology	Minimum 7 inch Diagonal Size or Higher LCD Panel with Capacitive Multi touch
3	Display resolution	1024 X 600 pixels
4	Processor	1.2 GHz Dual Core or higher
5	USB Host (OTG Support)	Should provide output 5v 500mA of current
6	RAM	1 GB or above
7	Internal Storage	8 GB or above.
8	Internet Connectivity	3G
9	GPS	Enabled
10	Ports	Micro USB with OTG support (For connecting Biometric Device)

S.NO.	Description	Recommended Specifications
11	Wi-Fi	802.11 b/g/n
12	AC Power adapter	Device should have separate power charging port apart from standard Micro USB port

5. The MoRD will issue separate notification on biometric attendance solution, enrolment and attendance tracking separately. Until such time, the PIAs may record attendance manually in their daily attendance registers and upload the same on their websites and on MoRD website as soon as DDU-GKY Development & Monitoring Solutions (ASDMS) is made operational.

6. Please provide the below details for each of the device:

UIDAI Specified Biometric Device Details				Internet Connectivity Details		Power Supply Details	
Type (Desktop/Wall Mounted)	Quantity of Devices	Make & Model of Fingerprint Sensor	STQC Certificate for Fingerprint Sensor	Type (Broad-band/ Leased line/GPRS/ etc.)	Bandwidth (Mbps)	UPS (Yes/ No)	DG (Yes/ No)

Annexure - III

Description about the Standard, Instructions and Maintenance:

S.NO.	Parameter	Clause	Description
1	Circulation Area	2.2.5	Instructions for calculating of Circulation Area: Circulating area will be calculated on the minimum floor area required for academic and non-academic areas of a training centre. The area provided for the toilets is excluded. b) If the rooms are larger than the minimum prescribed, only minimum prescribed area will be used for calculation of circulating area. If the area of academic rooms is more than the minimum prescribed, then 50% of the extra area can be counted towards circulation. For example if the room size is 400 Sq ft. and is being used for 30 students for a theory classroom, then in the circulating area calculations area of the room is 300 Sq ft. (minimum area required for the room) and 50 Sq ft. will be considered as correction factor to escalate the circulation area. Let total area = A (including Academic and Non-Academic calculated internally wall to wall) Remove Toilet area inside the building (T) from total area = $A - T = N$ (If toilets are outside the building, $T=0$) Net area = 'N' Area for wall thickness = 'Z' Academic area = 'X' (As per minimum area estimated from (b) above) Office room = 'Y' = fixed as 125 Sq ft. Wall thickness (Z) = $(5/100) \times N$ Total circulation area = $N - (X + Y + Z)$ + correction factor for additional area in academic area = 'C' Ratio = $C/N = 12\%$
2	Toilets	2.2.7	Toilet Maintenance All toilets must be equipped at all times with the following – soap, clean hand towels, basic mop or swab, western style commode with functioning cistern, regular water supply, and sufficient ventilation. The facility must be cleaned thoroughly at least twice during every eight hour usage cycle or more frequently if required. Records of cleaning activity must be maintained and displayed. A 'Please Wash Hands' sign must be prominently displayed at all times. While it is not mandatory, periodic display of government – approved material encouraging good sanitation practices will be appreciated.

S.NO.	Parameter	Clause	Description
3	Training centre name board	2.2.19	Training centre name board should conform to standard form SF-5.1A2. External signage – any one of the following mentioned dimensions 10'X10' / 10'X15' / 10'X3' / 8'X3' can be installed with a proper rigid frame to wall / vertical poles. However if the PIA installs more than 1 signage it will be considered during the grading of the centre There should not be common open space between the academic rooms. If it is a sliding window, then the full area should be calculated as window area Class room should be calculated as per the minimum area required for a class. If the ventilation area is less than the prescribed than the permitted batch strength is decided by the ventilation area. For example if class room is 350 Sq ft. and ventilation is 36 Sq ft. (less than 42 Sq ft. = 12% of 350 Sq ft.) then the maximum batch strength is 30 students. Provision for air conditioning in absence of required ventilation area is permitted. However the following conditions have to be met. The air conditioning should be such that it should be possible to maintain the temperature in the room at 26 °C or less at any point of time when the room is in use. (Note: Load of AC is not specified as it depends on number of factors which cannot be factored in at this juncture). The temperature should be recorded with a thermometer which should be fixed at least 6 ft. away from the AC. Temperature should be recorded in a register twice a day when room is in use; first time at the start of training and second time in the middle of training duration in the day). This should be counter signed by one student and trainer every day. However, if students want to set a higher temperature they are at liberty to do so by regulating the working of AC. If the AC is regulated allowing higher temperature then the words "AC regulated by the students" should be entered in the temperature register. As there would be less natural light one tube light of 40 watts (2800 lumens) should be provided for each 125 Sq ft. Window area can be calculated for the permitted class room size. For example if demarcated area for class room is 350 Sq ft., window area can be limited to 42 Sq ft. (350*0.12). However the windows should be concentrated in the class room area. The following process will be adapted: 1. First demarcated the class room area - it can be done with paint or any such marker 2. The demarcated area should have the windows as per SOP specifications. 3. The remaining area should have lighting as per SOP specifications for class room.
4	Ventilation area	3.2.2	

S.NO.	Parameter	Clause	Description
5	Biometric Device	4.3	The bio metric device should be regularly maintained and time taken to replace a non-working device should not be more than 24 hours. Failure to report attendance due to non-availability of bio metric device should not be more than 1, 2 and 3 days for the 3, 6 and 9 months training programme respectively. For any additional days of non- reporting of attendance the training duration will get extended by equivalent period.
6	First Aid Kit	6.2	First aid kit should be kept at a prominent location and the availability should be indicated with a standard signage. All the kits in the box are in a clean, waterproof container to keep the contents safe and aseptic. Kits should also be checked regularly and restocked to check if any items are damaged or have expired.
7	Capacity Estimation of a training centre	3.4	At the time of Due Diligence capacity of a training centre for a single shift will be calculated as per SF 5.1D1 Clause 3.4 by Operations team, verified by PIA Q-team and certified by CTSA. This will be the basis for changes in capacity calculation when shifts are introduced or removed.

S.NO.	Parameter	Clause	Description
8	Electrical Power Back up:		Standard: Sources Alternate power supply arrangements in case of a grid failure are compulsory and the following are acceptable alternate sources of power: Generator Inverter or UPS Solar power back up Any other source which can work in case of grid failure Note: To use last three sources of power (i.e. power sources other than a generator) the PIA should provide an authentic information on the number of hours of load shedding in a day based on an average load shedding in peak 3 months (usually summer months) in the preceding 12 months. The authentic information could be in the form of a letter i) from power distribution officials or local administration or ii) any state or central government web source data or report. Alternate power source could be concentrated or distributed. Items to be connected to the alternate power source The following should be connected to the alternate power supply: All electrical items relating to monitoring of centre activities such as CCTV, bio metric devices, office computers etc. All domain specific lab equipment and IT Lab. at least 1 ceiling fan or 2 wall mount fans and 1 tube light or equivalent (2400 Lumens) per every 150 Sq ft. for all academic rooms, academic labs, Sufficient number of lights and fans in living rooms, kitchen, dining and recreation area, corridors and toilets etc. Note: If the average load shedding is less than 2 hours then PIA has an option of not connecting domain labs (only domain labs) to the alternate power source. However PIA has to reschedule the domain lab classes when regular power is available. Testing capacity of alternate power back up Generator: It should be run with all the electrical systems (load as given above) for one hour. Other power supply arrangements - Inverters/UPSs/Solar power supplies etc.: It should be run with all the electrical systems (load as given above) for one hour more than the authenticated load shedding hours. Proof: 1. A photograph of the Electrical Power back up after commissioned 2. Rental agreement for hire of generator /a letter from authorised person for sharing generator during the training hours. 3. Load test
		Training Centre: 3.2.13 3.3.15 Residential Centre: 4.1	

S.NO.	Parameter	Clause	Description
9	Location of the Residential Centre	5.1 D2 Clause 1.6	Definition of State and district headquarter: A state headquarter would include any area that is within the Municipal Corporation limits of the state Headquarters, or Municipalities/Development Areas contiguous to such Municipal Corporation area, or any that is within a City Development Authority in the State Headquarters or any municipalities/Development area contiguous to it. A district headquarter would include any area that is within the Municipal Corporation limits of the District Headquarters or Municipalities/ Development areas contiguous to such Municipal Corporation area, or any that is within a City Development Authority in the State Headquarters or any municipalities/Development area contiguous to it. Any area that the State Government or Central Government may notify to be part of the State or District headquarters on deemed as State or District headquarter for the programme purpose

Annexure – IV

Proforma of Self Declaration Statement

Dt:

To whom ever it may concern

I..... , Authorized Signatory (As per DDU-GKY/Roshni/ Himayat - MoU), (Organization Name) declares that we have occupied the premises Address of training centre:
.....

To conduct the DDU-GKY training program in the centre without any inconvenience during the training program.

I agree on behalf of that the training program will be conducted smoothly in the premises. I also agreed to abide by conditions laid out in the SOP of DDU-GKY to close the training centre.

Authorized Signature

Stamp and Seal of the Organization

SF 5.1D2:Due diligence for residential facilities

Format of the form

The form is divided into 4 sections. Into the following sections:

Section 1: Basic Information

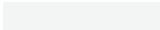
Section 2: Physical Infrastructure

- 2.1. Basic Information
- 2.2. Conformance to the Standards

Section 3: Details of the Residential Facilities

- 3.1. Residential Areas
- 3.2. Assessment of Maximum Number of Candidates permissible
- 3.3. Non Residential areas of the hostel: Kitchen, Dining and Recreation areas.
- 3.4. Facilities available at the centre.

Section 4: Others

At places where data is not required then column need not be filled and it is shaded like this: 

On standards

- Minimum standards along with relaxations, if any, are specified for each item.
- All the relaxations are permitted by competent authority of CTSA/SRLM.
- If the Residential centre is already approved by CTSA/SRLM the increased standards will not be applicable till centre is closed for the project. However, MoRD can modify this provision through a notification.
- Augmentation, if any, of the centre will be as per the new standards.

Note: These standards are minimum prescribed for DDU-GKY purposes. These do not replace any standards prescribed by statutory bodies as per the acts, rules and codes in force.

Presentation of evidence

All proofs should be sorted out and prefixed as:

- R.D for Documents,
- R.P for Photographs and
- R. V for Videos.
- R. M If evidence consists of a combination of documents, photographs and videos

Multiple evidences of photographs and documents for an item should be combined to into one pdf file. If there are more than one video graphic evidence for an item they may be joined into one video file. While one file format is mandatory for photos and documents if videos cannot be merged then separate files should be generated with alphabetical suffixes A, B, C etc. to the document number.

1. Basic information of a Residential Centre

S.NO.	Particulars	Details
1.	Name of PIA	To be pre populated
2.	Name of Project	To be pre populated
3.	MoRD sanction letter No.	To be pre populated
4.	Name of training centre to which residential facility is attached	
5.	Online platform/Web link ** (All the Proofs should be saved in the document and the link has to shared)	
6.	Location of the Residential Centre (State Head Quarters, District Head Quarters, Others) Instruction: For location please refer to s.no 9 of the Annexure – III	
7.	Address (if not same as the training centre otherwise to be pre populated)	Building no Street 1 Street 2 City/District State Pin code Latitude Longitude
8.	Warden (for female hostel, if available)	Name Employee id Profile: provide web link and take photo copy Address Email id Mobile
9.	Warden (for male hostel, if available)	Name Employee id Profile: provide web link and take photo copy Address Email id Mobile

2. Physical Infrastructure

2.1 Basic Information

S.NO.	Particulars	Standards and Relaxation (Relaxation permitted with permission of competent authority of CTSA/SRLM)	Instructions and Description about Proof	Relevant data at the item	Does it conform to standards (Yes/No)	Proof / Evidence Status
Basic details						
1	Ownership of the building (Own(O), Rent(R), Govt.(G))	Standard: A self-declaration statement from the PIA that the premises is under the occupancy of the PIA with legal proceedings Relaxation: Nil	Proof: Scanned copy of self-declaration statement			
2	Area of the building (Sq ft.) (Including corridors but excluding spaces open to sky such as court yards etc.)		Instruction: Schematic of the building plan with clear marking of dimensions for the residential centre. To be noted: Separate measurements should be taken for individual areas for living rooms, kitchen area, dining hall, recreation area, etc., Proof: Scanned copy of the schematic plan from PIA on with seal and signature			

S.NO.	Particulars	Standards and Relaxation (Relaxation permitted with permission of competent authority of CTSA/SRLM)	Instructions and Description about Proof	Relevant data at the item	Does it conform to standards (Yes/No)	Proof / Evidence Status
3	Is it RCC/ Non RCC					
4	If it is non RCC, Whether it is structurally sound on visual inspection		Proof: Photographs of Building, Ceiling and Roof of the residential centre			
5	Plastering and painting of internal and external walls and ceiling	Standard: The training centre should be plastered and painted or white washed. Preferably the colour scheme of DDU-GKY should be used. Relaxation: 100%	Instruction: To be used for the grading purpose. For the Training centre with Inner wall theme as per the Notification 31 will be given high rating. If building have other aesthetic finishes PIA may request CTSA for considering this aspect while grading the training centre			

2.2 Conformance of centre to standards.

S.NO.	Particulars	Standards and Relaxation (Relaxation permitted with permission of competent authority of CTSA/SRLM)	Instructions Remarks (Description about Proof)	Relevant data as men- tioned at the item	Does it conform to stand- ards (Yes/No)	Proof / Evidence Status
1	Visible signs of leakages from walls and roof - applicable for both RCC and Non RCC structures	There should not be any visible marks of leakages from walls and roof.				
2	Protection of stairs, balconies, and other locations	Standard: All areas should be protected with railings or walls (Even if one place is not protected the centre should not be commissioned). Railing or wall height: 3 feet or above Relaxation: 16.7% relaxation (6 inches)	Proof: A photograph of the railings and stairs			
3	Conformance to DDU-GKY look and feel standards as per sub section 5.1.1	The training centre should conform to DDU-GKY look and feel standards as section 5.1.1 of SOP				
Corridors and circulation area						

S.NO.	Particulars	Standards and Relaxation (Relaxation permitted with permission of competent authority of CTSA/SRLM)	Instructions Remarks (Description about Proof)	Relevant data as men- tioned at the item	Does it conform to stand- ards (Yes/No)	Proof / Evidence Status
4	Circulating area (in Sq ft.)	Standard: 12% of the Total Area Relaxation: A relaxation of 2% is permitted	Instructions: Instructions for calculating the circulating area is given at the s.no 1 of Annexure – III Proof: Scanned copy of the Schematic floor plan with clear marking of dimensions of Circulating area along with seal and signature			
5	Corridor	Standard: No entry to or exit from an living room should be through another living room	Proof: Scanned copy of the Schematic floor plan with clear marking of Entry and Exit to all academic areas			
Toilets						

S.NO.	Particulars	Standards and Relaxation (Relaxation permitted with permission of competent authority of CTSA/SRLM)	Instructions Remarks (Description about Proof)	Relevant data as men- tioned at the item	Does it conform to stand- ards (Yes/No)	Proof / Evidence Status
6	Male Toilet Signage	Standard: 1feet x 1 feet	Instruction: A photograph after installing the Signage			
	Female Toilet Signage					
	Bath Rooms Male (in number)	The number of bathrooms for the candidates should be in the ratio of 1: 10.However, if the number of candidates is less than 20 there should be at least 2 baths. If the bath and the toilet are combined, then the ratio should be 1: 12. The number of toilets for the candidates should be in the ratio of 1: 10.However, if the number of candidates is less than 20 there should be at least 2 toilets Urinals for males should be in 1:20 ratio. However, if the number of candidates is less than 40 then there should be at least 2 urinals	Instruction: Toilets for males and females should be segregated with appropriate partition. Toilet maintenance details is given at the s.no 2 of Annexure – III Proof: Schematic plan & Photographs of bath rooms and toilets			
	Toilets Male (in number)					
	Urinals Male (in number)					
	Bath rooms Female (in number)					
	Toilets Female (in number)					
	Urinals Female (in number)					

S.NO.	Particulars	Standards and Relaxation (Relaxation permitted with permission of competent authority of CTSA/SRLM)	Instructions Remarks (Description about Proof)	Relevant data as men- tioned at the item	Does it conform to stand- ards (Yes/No)	Proof / Evidence Status
7	Washbasins for Male (in number)	The number of washbasins for the candidates should be in the ratio of 1: 15. However, if the candidates are less than 30 then there should be at least 2 washbasins.	Proof: A Photographs of the wash basins			
	Wash Basins for Female (in Number)					
8	Type of Flooring (write whether it is tiled, cemented etc.)	Standard: Flooring should be provided with cement/tiles/polished stones Relaxation : Neatly made mud flooring as a part of aesthetic building design can be permitted.	Proof: Photograph of the Flooring			
9	Over Head Tank	Standard: There should be an Over Head Tank (OHT) for a training centre. The water connection in the taps and toilets should connect to the OHT.	Instruction: Water should be available during the working hours of the training centre. The water source must be thoroughly disinfected once every 30 days. Proof: Photograph of OHT			
Location						

S.NO.	Particulars	Standards and Relaxation (Relaxation permitted with permission of competent authority of CTSA/SRLM)	Instructions Remarks (Description about Proof)	Relevant data as men- tioned at the item	Does it conform to stand- ards (Yes/No)	Proof / Evidence Status
10	Distance from the training centre to Residential centre (in kms.)	Standard: Should not exceed 1.5 km Relaxation: Nil	Instruction : It is advisable to be well connected to different transport locations. Proof: Snapshot of the Google map showing distance			
11	Pick up and drop facilities	Standard: If the training centre is more than 1.5 km, then the availability of pick up and drop facilities	Proof: A scanned of the letter from the travel agent for the vehicle			
12	Can the candidates safely come to the centre from the residential facility when training is conducted	No specific standards.	Instruction : Centre should be located such that ordinary citizens use the approach roads regularly. It should be away from areas where anti-social elements move about. To be used for rating purpose.			
Electrical wiring and standards						
13	Securing of wires	Standard: All the wires should be properly secured and taped. Relaxation : Nil	Instruction : Concealed wiring is not mandatory. Proof: A photograph of wiring at the training centre on sample basis			

S.NO.	Particulars	Standards and Relaxation (Relaxation permitted with permission of competent authority of CTSA/SRLM)	Instructions Remarks (Description about Proof)	Relevant data as men- tioned at the item	Does it conform to stand- ards (Yes/No)	Proof / Evidence Status
14	Switch boards and panel boards	Standard: Fully covered. Relaxation: Nil	Proof: A photographs of switch board and panel boards on sample basis			
Signage and information Boards						
15	Hostel Name Board	Instruction: Conform with SF-5.1A2 Relaxation : Nil	Instruction: For Sizes and Fixtures please refer to s.no 3 of the Annexure – III Proof: A photograph after installing the board			
16	Student entitlement board and responsibilities board	Standard: Should conform with standard form SF-5.1C1 Relaxation : Nil	Instruction: Student entitlement board and responsibility board should conform to standard form SF- 5.1C1. If the residential centre and the training centre are in the same complex, this board is not required Proof: A photograph after installing the board with proper fixtures			
17	Contact detail of important people	Standard: Conform with standard form SF-5.1B2 Relaxation : Nil	Proof: A photograph after installing the board with proper fixtures			

S.NO.	Particulars	Standards and Relaxation (Relaxation permitted with permission of competent authority of CTSA/SRLM)	Instructions Remarks (Description about Proof)	Relevant data as men- tioned at the item	Does it conform to stand- ards (Yes/No)	Proof / Evidence Status
18	Basic Information board	Standard: Conform with standard form SF-5.1B3 Relaxation : Nil	Instruction The board should contain the residential centre level information and common equipment. Proof: A photograph after installing the board with proper fixtures			
19	Food specification board	Standard: Conform with standard form SF-5.1B8 Relaxation : Nil	Proof: A photograph after installing the board with proper fixtures			
	Open space for physical activities and outdoor games					
20	Area (in Sq ft.)	Standard: Minimum of 1,000 square yards for the doing physical activity and outdoor games is recommended.	Instruction: The place can be owned/hired/lease or arrangements can be made with public authorities for using parks and other open spaces			

3. Details of residential facilities

3.1 Residential areas

S.NO.	Particulars	Standards and Relaxation (Relaxation permitted with permission of competent authority of CTSA/SRLM)	Instructions and Description about Proof	Relevant data at the item	Does it conform to standards (Yes/No)	Proof / Evidence Status
	Room No 1					
1	Physical measurements					
a.	Type of roof (RCC/ Non RCC)	Standard: No specific standards	Proof: Photograph of Roof of living area of the residential centre			
b.	False ceiling provided	Standard: Mandatory for Non RCC roof	Proof: Photograph of Ceiling of living area of the residential centre			

S.NO.	Particulars	Standards and Relaxation (Relaxation permitted with permission of competent authority of CTSA/SRLM)	Instructions and Description about Proof	Relevant data at the item	Does it conform to standards (Yes/No)	Proof / Evidence Status
c.	Height of Ceiling (state in feet)	Standard: Non Hilly Areas: Academic rooms: Minimum of 9 feet. If false ceiling is provided height can be reduced by 1 foot i.e. a minimum of 8 feet. 7 feet 6 inches for other areas Relaxation for Non Hilly areas: In item (a) 5.6% relaxation (6 inches) where false ceiling is not provided Hilly Areas: Hilly areas (areas with elevation more than 3,000 feet above mean sea level) 7 feet 6 inches for all areas Relaxation for Hilly areas: a. Elevation can be relaxed by 5% (150 feet) b. Ceiling height can be relaxed by 6.67% (6 inches)	Instruction: If the height is not uniform then the minimum ceiling height in the room has to be taken into consideration. Only the part of the room is used for instruction then the area for instruction should be 9 feet or above. If it is a false ceiling then 8 feet for Non Hilly areas. If it is a hilly area 7 feet 6 inches In non-hilly areas if non RCC roofs are provided with metal/tin/asbestos covering then false ceiling is required. Proof: A photograph while measuring the ceiling height in such a way that it should show us the ceiling measurement			

S.NO.	Particulars	Standards and Relaxation (Relaxation permitted with permission of competent authority of CTSA/SRLM)	Instructions and Description about Proof	Relevant data at the item	Does it conform to standards (Yes/No)	Proof / Evidence Status
d.	Area (in Sq ft.)	Standard: At least 25 Sq ft. space per trainee should be available for accommodation.	Instruction: If the rooms are irregular shapes, the CTSA/ SRLM decision is final. What is specified is minimum and PIA should make effort provide more space. This will be used for grading purposes. Proof: A photograph of the living room after installing the equipment as per SOP			
e.	Length (in ft.)					
f.	Width (in Ft)					
g.	Window area (in Sq ft.)	Standard: 12% area of the living room Relaxation: 2% relaxation	Instruction: Instructions for calculating the ventilation area is given at the s.no 4 of Annexure – III			
2	Sleeping and storing material					
A	Cot (in number)	One per candidate				
B	Mattress (in number)	One per candidate				
C	Bed sheet (in number)	One per candidate				

S.NO.	Particulars	Standards and Relaxation (Relaxation permitted with permission of competent authority of CTSA/SRLM)	Instructions and Description about Proof	Relevant data at the item	Does it conform to standards (Yes/No)	Proof / Evidence Status
D	Cupboard/ almirah/ Trunk with locking arrangements (in number)	Standard: Each inmate should be provided with separate cupboard/ almirah to keep his/ her personal belongings in lockable storage space. For any item mentioned in clause should have separate lock facility for each candidate. Relaxation: 20% variation in any dimension is permitted as long as the total volume is not less than what is prescribed above for trunk	Instruction: Specification for the trunk should be equal to or more than, length = 30 inches, width = 18 inches and height = 12 inches. Proof: A photograph of the cupboard/ almirah/ trunk			
e	Living area information Board	Standard: It should conform with SF 5.1 B4	Proof: A Photograph after installing in the living room			
3	No of students permitted in the room		Instruction: Total area of the room divided by 25			

S.NO.	Particulars	Standards and Relaxation (Relaxation permitted with permission of competent authority of CTSA/SRLM)	Instructions and Description about Proof	Relevant data at the item	Does it conform to standards (Yes/No)	Proof / Evidence Status
4	Lights	Standard: A minimum of 1 fluorescent light (2400 lumens) for each 150 Sq ft. Or part thereof per room.	Instruction: If a PIA is having a room size of 450 Sq ft. but they are using only 300 Sq ft. then the PIA can install only 2 fluorescent lights. Proof: A photograph after installing the fluorescent lights			
5	Fans	Standard: 1 ceiling fan for each 150 Sq ft. or part thereof per room.	Instruction: If it is wall mounted fan, the number of fans should be doubled. If a PIA is having a room size of 450 Sq ft. but they are using only 300 Sq ft. then the PIA can install only 2 fans. Proof: A photograph after installing the fans			
For all the hostel rooms data should be collected in a similar pattern						

3.2 Assessment of maximum no. of candidates permissible:

S.NO.	Room number	Maximum candidates permitted as per		Permitted candidates (least of three numbers in the three columns to the left)	
		Room size	Toilets availability	Availability of cots/ beds/ lockers	
1					
To be repeated for male and female candidate hostels					

3.3 Non-residential areas of the hostel: Kitchen, dining and recreation areas

S.NO.	Particulars	Standards and Relaxation (Relaxation permitted with permission of competent authority of CTSA/SRLM)	Instructions and Description about Proof	Relevant data at the item	Does it conform to standards (Yes/No)	Proof / Evidence Status
1	Kitchen					
a	Area (in Sq ft.)	Standard: No minimum area is prescribed for kitchen. However the kitchen has to be hygienic and spacious enough to cook and store material	Proof: A photograph of the Kitchen			
b	Length (in ft.)					
c	Width (in ft.)					
2	Recreation and dining areas					
a	Are the dining and recreation area are separate?					
	If answer to a above is YES, give the following data					
1	Dining area					

S.NO.	Particulars	Standards and Relaxation (Relaxation permitted with permission of competent authority of CTSA/SRLM)	Instructions and Description about Proof	Relevant data at the item	Does it conform to standards (Yes/No)	Proof / Evidence Status	
a	Area (in Sq ft.)	Standard: 2.3 Sq ft for every inmate (or 8 Sq ft X one third of the inmate strength) subject to a minimum of 100 Sq ft.	Proof: A Photograph of the Dining area after installing the equipment as per SOP				
b	Length (in ft.)						
c	Width (in ft.)						
2	Recreation area						
a	Area (in Sq ft.)	Standard: 3.3 Sq ft. for every inmate (or 10 Sq ft. X one third of the inmate strength) subject to a minimum of 120 Sq ft. If the recreation area is separate from dining area.	Instruction: If multiple premises are taken for providing residential facility to the trainees Each residential premises should have separate recreation room in each of the premise Proof: A Photograph of the Recreation area				
b	Length (in ft.)						
c	Width (in ft.)						
If answer to a above is NO i.e.- dining and recreation area are common, give the following data							
3	Dining and recreation area						
a	Area (in Sq ft.)	Standard: 4 Sq ft for every inmate (or 12 Sq ft X one third of the inmate strength) subject to a minimum of 175 Sq ft.	Proof: A Photograph of the Dining and Recreation area				
b	Length (in ft.)						
c	Width (in ft.)						

S.NO.	Particulars	Standards and Relaxation (Relaxation permitted with permission of competent authority of CTSA/SRLM)	Instructions and Description about Proof	Relevant data at the item	Does it conform to standards (Yes/No)	Proof / Evidence Status
4	Number of stools/chairs/ benches	Standard: No minimum is prescribed	Instruction: No minimum is prescribed for stools/chairs/benches. However mats/dhurries should be provided to sit.			
5	Wash area	Standard: A cement or stone platform with 2 taps connected to OHT close to the dining area	Instruction: Area will be used by the trainees for washing the plates and glasses			
6	Whether TV with a cable or satellite connection is available for viewing	Standard: No minimum is prescribed				
7	Equipment for indoor games					

S.NO.	Particulars	Standards and Relaxation (Relaxation permitted with permission of competent authority of CTSA/SRLM)	Instructions and Description about Proof	Relevant data at the item	Does it conform to standards (Yes/No)	Proof / Evidence Status
a		Standard: Minimum of 8 indoor games should be provided to the candidates	Proof: A photograph of the eight indoor games			
b						
c						
e						
f						
g						
h						
i						
8	Reception area in female hostels to receive	Standard: No Standard	Proof: A photograph of the reception area			

3.4 Are the following facilities available at centre?

S.NO.	Particulars	Standards and Relaxation (Relaxation permitted with permission of competent authority of CTSA/SRLM)	Instructions and Description about Proof	Relevant data at the item	Does it conform to standards (Yes/No)	Proof / Evidence Status
1.	Segregation of hostels for male & female candidates	Standard: Separate residential premises for male & female candidates	Instruction:			
2.	Warden/care taker for hostels where males stay	Standard: Separate warden/care taker for male hostels	Proof: Appointment letter from the organization. A warden can be shared for the multiple residential centres if it is around 500 mts. of radius from the other residential centres.			
3.	Lady warden/caretaker for hostels where females stay	Standard: Separate warden/care taker for female hostels	Proof: Appointment letter from the organization			
4.	Security Guards	Standard: Separate security guards for male and female hostels	Proof: Appointment letter from the organization			
5.	Availability of women doctor on call (if female hostel exists)	Standard: Women doctor should be available for female hostel on call	Proof: A letter from the Doctor regarding the contract			
6.	Availability of men doctor on call (if male hostel exists)	Standard: Male doctors should be available for male candidates on call	Proof: A letter from the Doctor regarding the contract			

4. Others

4.1 Is the following support facilities available at Residential centre

S.NO.	Particulars	Standards and Relaxation (Relaxation permitted with permission of competent authority of CTSA/SRLM)	Instructions and Description about Proof	Relevant data at the item	Does it conform to stand- ards (Yes/No)	Proof / Evidence Status
1.	Safe drinking water	Standard: Should be RO treated Relaxation: packaged drinking water certified by ISI or BIS	Proof: A photograph of the RO system or a scanned copy of approval letter of ISI or BIS for packaged drinking water from supplier			
2.	First aid kit	Standard: As per 5.1C3	Instruction: Instructions for maintenance of First Aid Kit is given at the s.no 6 of Annexure – III Proof: A screen shot of the online platform/ web link of first aid kit			
3.	Fire-fighting equipment	Standard: A Residential centre should have at least 2 fire extinguishers	Proof: A Photograph after installing the Fire Equipment in the corridor			

S.NO.	Particulars	Standards and Relaxation (Relaxation permitted with permission of competent authority of CTSA/SRLM)	Instructions and Description about Proof	Relevant data at the item	Does it conform to stand- ards (Yes/No)	Proof / Evidence Status
4.	Biometric device	Standard: It should be as per annexure – II At least 1 device for every 200 candidates	Instruction: Instructions for maintenance of biometric device is given at the s.no 5 of Annexure – III Proof: After commissioned a screen shot of the biometric attendance and a screen shot of the CCTV Monitor which should capture the trainee			

S.NO.	Particulars	Standards and Relaxation (Relaxation permitted with permission of competent authority of CTSA/SRLM)	Instructions and Description about Proof	Relevant data at the item	Does it conform to stand- ards (Yes/No)	Proof / Evidence Status
5.	Electrical Power Back up: Gensets/ UPS or Inverter/ Solar power back-up / any other non-grid based power systems which can work for emergency power supply.	Standard: Are given at s.no: 8 of Annexure – III	Instruction: Electrical Power Back-up should have connection to: All electrical items relating to monitoring of centre activities such as CCTV, bio metric device, office computers etc. All domain specific lab equipment for doing practical's. At least 1 Ceiling fan or 2 wall mount fans and 1 fluorescent light (2400 Lumens) per every 150 Sq ft. for living rooms, kitchen, dining and recreation area and to all fluorescent lights in the corridor, toilets etc. Proof: 1. A photograph of the Electrical Power back up after commissioned 2. Rental agreement for hire of generator /a letter from authorised person for sharing generator during the training hours.			
6.	Grievance register	Standard: The grievance register should kept in the prominence place of the residential centre and accessible to the candidates during all period of the training.	Proof: Photograph of Grievance register			

SF 5.1D3: List of equipments should be carried for due diligence of training centre/ residential facilities

The following are the list of equipments should be carried by the PIA Q-team/SRLM/CTSA for due diligence of a training centre and for residential facilities

1. Measuring Tape
2. Sound meter
3. Calculator
4. Tablet

SF 5.1E1: Summary of staff deployed at the training centre

S.NO.	Name of the trade	Name	Highest qualification	Total years of experience	Date of joining	Whether ToT completed (Yes/No)
1	Centre in charge					
2	MIS in charge					
Trainers detail						
3	IT skills					
4	Soft skills					
5	English skills					
6	Domain 1					
7	Domain 2					
8	Domain 3					
9	Domain 4					
Other staff						
1	Other staff (provide designation)					
2	Other staff (provide designation)					
3	Other staff (provide designation)					

SF 5.1E2: Trainers' profile

Instructions for verification:

- i. PIA OP team will verify the documents while selecting the trainers and a copy of the documents should be kept at the training centre
- ii. PIA Q-team will check all the documents at the time of due diligence. Similarly details of the trainers who join the centre after the previous detailed inspection will be verified.
- iii. Minimum qualifications for trainers
Trainers under DDU-GKY should meet anyone of the two criteria given below:
 - a. Eligibility criteria as prescribed by NCVT/SSC, if any
or
 - b. If the above is not fulfilled then they should meet the following:
 - They should have undergone the Training of Trainers (ToT) by domain expert master trainers
and
 - Master trainer of the PIA should certify that the trainers are eligible to train candidates in the domain/non domain for which the trainer gives training.

However, SRLM for APS/CTSA for YPS have an option to appoint domain expert and assess the trainers. If the trainers do not qualify then the trainer will not be permitted to continue the training. If such cases repeat this will be considered as default.

Name of the PIA:			
Project code:			
Training centre:			
Trainer's profile			
Name			
If Trainer, Domain (course)			
If not the domain trainer or with additional skill	☐ Computer skills	☐ Soft skills	☐ English skills ☐ Others
Gender	☐ Male	☐ Female	☐ Others
Date of Birth (dd/mm/yyyy)			
Category	☐ General	☐ SC	☐ ST ☐ OBC
Father's/Mother's/Husband's Name			
Physical Disability	☐ Yes ☐ No	If Yes	(please mention the category of disability)
Aadhaar no. (if any)			

Education qualification

Educational qualification	Board/University	Subject	Year of passing	% of marks
10 th				
12 th				
Graduation (please specify)				
Post-graduation (please specify)				
Other qualification (please specify if any)				

Experience

(Latest 5 only from current to past)

S.NO.	From (month & Year)	To (month & Year)	company Name	starting Designation	last designation	last salary drawn
1						
2						
3						
4						
5						

Other information (if any)

SF 5.1F: Candidate ID template¹⁶

Gol Logo	DDU-GKY/ Roshni logo	SRLM logo
Name of the PIA		
DDU-GKY Ministry Of Rural Development, Government of India Candidate ID Card		
Name: Candidate ID: Trade name: Training start date: Candidate photo: Training end date: Centre contact No:	Student Photo	
Student sign		

¹⁶Candidates ID card has to be printed in both English and vernacular language.

SF 5.1G1: Index of individual candidate dossier

Name of candidate:

S. No.	Particulars	Status (Yes/ No/ Not Applicable)	Type of proof submitted
1	Admission form		
2	Photo Id proof		
3	Age proof		
4	Domicile proof		
5	Proof that candidate is poor		
6	Category certificate (SC/ ST/ Minority/ PWD)		
7	Aptitude test		
8	Parent consent form (SF-5.1E1)		
9	Bank account number proof		
10	Assessment answer sheets (core domain, non-domain)		
11	Candidate feedback form (SF-5.1E3)		
12	OJT letter with stipend amount from employer SF- 4.6B		
13	OJT completion certificate SF- 4.6C		
14	Placement proof for Month 1		
15	Placement proof for Month 2		
16	Placement proof for Month 3		
17	Training completion certificate (SF-5.1E4)		

DOCUMENT CHECKLIST

Particulars	Standard document proof
Supported Identification Documents	● Passport ● PAN Card ● Ration/ PDS Photo Card ● Voter ID ● Driving License ● Government Photo ID Cards/ service photo identity card issued by PSU ● Job Card (MNREGA) ● Photo ID issued by Recognized Educational Institution ● Arms License ● Photo Bank ATM Card ● Photo Credit Card ● Kisan Photo Passbook ● Certificate of Identify having photo issued by Gazetted Officer or Tehsildar on letterhead
Supported Proof of Residence documents	● Passport ● Bank Statement/ Passbook ● Post Office Account Statement/Passbook ● Ration Card ● Voter ID ● Driving License ● Electricity Bill (not older than 3 months) ● Water bill (not older than 3 months) ● Telephone Landline Bill (not older than 3 months) ● Insurance Policy ● Signed Letter having Photo from Bank on letterhead ● Signed Letter having Photo issued by Recognized Educational Institution on letterhead ● MGNREGA Job Card ● Arms License ● Kisan Passbook ● Certificate of Address issued by Village Panchayat head or its equivalent authority (for rural areas) ● Caste and Domicile Certificate having Photo issued by State Government.
Age Proof	● Birth certificate ● Copy of Leaving Certificate 8th ● Copy of Leaving Certificate 10th ● Copy of Leaving Certificate 12th ● Copy of Leaving Certificate – Graduation ● Copy of Leaving Certificate - Post Graduation ● 10th Mark sheet ● 12th Mark sheet

Particulars	Standard document proof
Domicile proof	Domicile certificate
Proof that the candidate is poor	● Copy of BPL Card ● Copy of BPL Certificate ● Copy of DRDA BPL 2002 List ● SUPPLEMENTARY BPL LIST 2006 ● SUPPLEMENTARY BPL LIST 2008 ● SUPPLEMENTARY BPL LIST 2010 ● SUPPLEMENTARY BPL LIST 2012 ● PIP ● Job Card (MNREGA) ● RSBY Card ● Antayodaya Anna Yojana Ration Card ● SHG Certificate
Category certificate	Copy of Caste Certificate
Minority certificate	Copy of Religion Certificate/Self certification
PwD	Copy of physical disability certificate
Bank account number proof	● Bank id card (kiosk banking) ● Bank Passbook Original with photo ● Certified copy of Bank Passbook with photo ● Copy of Bank Certificate - Bank Account with Photo

SF 5.1G2: Parents' consent form

Gol Logo	DDU-GKY/ Roshni logo	SRLM logo
Name of the PIA		
DDU-GKY Ministry Of Rural Development, Government of India		

Parent's consent form

Name of the candidate

Candidate's father's name

Candidate's mother's name

Basic information

- a) The DDU-GKY programme is run by the Ministry of Rural Development, Government of India with to train and place rural poor youth in the age group of 18-35 years.
- b) Under the DDU-GKY programme, (Name of PIA) will provide skills training in (Name of courses) for (duration of courses in hours).
- c) On completion of the training, the PIA will assist to place him/her in a job as per his/her proficiency for a monthly minimum salary of ₹. 6,000 per month.
- d) During training, your ward will be trained on the course specific skills; soft skills, life skills, and computer handling skills.

Entitlements

Your ward is entitled to the following:

- 1 Training without any payment.
- 2 Free accommodation and food. If candidates opts for non-residential training ₹. 100 for 8 hours of training completed will be credited to the bank account of the candidate once in 15 days for regular training and once in a month for part time training. .
- 3 Candidates who complete their training and get placed will receive post placement support of
 - ₹ 1,000 per month for 2 months for the Placements within District of domicile
 - ₹ 1,000 per month for 3 months for the Placements within State of domicile
 - ₹ 1,000 per month for 6 months for the Placements outside State of domicile
- 4 All candidates will be provided an uniform on the day the training starts:
 - One pair in case of 3 month or 6 month course
 - Two pair in case of 9 month or 12 month course
- 5 A bank account will be opened by the PIA for all candidates in the first month of training
- 6 All candidates will be assessed free of cost and those who pass will be given Training Certificate as per (NCVT/SSC) guidelines and assessed by (assessing agency).

- 7 At the time of placement, candidate will be given a Preliminary Offer Letter from the PIA which lists down the expected remuneration and terms and conditions of employment. The candidate will receive this before leaving his/her native place for the job.
- 8 All candidates will receive training material free of cost including work books, note books and other study materials.
- 9 If a candidate has not received the above entitlements, he/she can call or SMS the Helpline at
..... to register their complaints.

Your consent

If you agree to admit your child in the training programme offered by (Name of PIA) please sign below.

Parent signature

Date:

Except this consent letter, PIA shall not take any affidavit / certificate from either the parent or the candidate.

SF 5.1H1: Batch summary as on day of batch freezing

Refer SF 6.3A5: Batch summary as on day of batch freezing

SF 5.1H2: List of candidates in the batch and their profile

Refer SF 6.3A2: List of candidates who were admitted

Refer SF 6.3A3: List of candidates who were admitted List of candidates after freezing of the batch

Refer SF 6.3A4: List of candidates after completion of training of the batch

SF 5.1I: Attendance registers for candidates (as per biometric device)

Batch No.: Training start date: Training end date:
Total candidates enrolled: dropouts during last 15 days
dropouts from the beginning

As on:.....																	Total present	Total days
S.NO.	Candidate name	Candidate ID no.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	

SF 5.1J: Attendance registers for trainers (as per biometric device)

S.NO.	Trainer name	Trade	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	Total present	Total days

SF 5.1K: Checklist of items given to candidates

Batch No.:		Batch start date:		Trade:							
Have the following items been received by the candidates Yes/No											
S.NO.	Candidate name	Candidate ID no.	ID	Uniform	TLM*	Entitlements list	Training plan	List of contacts	information of the trade	dos and Don'ts list	Signature
1											
2											
3											
4											
List of material in TLM: Bilingual TLM, Stationery, note books, Tool kit, pens – 2 and pencils – 2											

SF 5.1L1: Candidate feedback form

GoI Logo	AS/ Roshni logo	SRLM logo
Name of the PIA		
DDU-GKY		
Ministry Of Rural Development, Government of India		

Name of training centre:

Name (No.) of project:

Course name:

Duration of Course: Fromto

Name of candidate:

Contact number:

Email ID:

Candidate feedback form

Given below is a list of items on a scale of 5 to 1. Please circle the number that most closely represents your views:

- How good was the knowledge of the trainers?
A lot 5 4 3 2 1 Little
- Were the trainers attentive?
A lot 5 4 3 2 1 Little
- To what extent has your understanding of the subject improved or increased as a result of the programme?
A lot 5 4 3 2 1 Little
- To what extent have you developed your soft skills through the course?
A lot 5 4 3 2 1 Little
- To what extent have you developed your English skills through the course?
A lot 5 4 3 2 1 Little
- To what extent have you developed your computer skills through the course?
A lot 5 4 3 2 1 Little
- Was the course material useful during the training?
Fully 5 4 3 2 1 Not at all
- Were the entitlements provided to you on time?
Fully 5 4 3 2 1 Not at all
- How effective were the practical activities?
Very effective 5 4 3 2 1 Ineffective
- Were the training instructions easy to follow?
Fully 5 4 3 2 1 Not at all
- How do you rate the training programme?
Very effective 5 4 3 2 1 Ineffective

Rest of the items to be filled by candidates who have undergone residential training.

12. How were the living facilities?

Excellent	5	4	3	2	1	Poor
-----------	---	---	---	---	---	------

13. How was the food?

Excellent	5	4	3	2	1	Poor
-----------	---	---	---	---	---	------

14. Comments and Suggestions:

Signature

**SF 5.1L2: Summary of the feedback given by the candidates in SF 5.1L1:
On completion of training programme**

Name of Training Program: _____

Name of the PIA: _____

Name of training centre: _____

Name (No.) of project: _____

Course name: _____

Duration of Course: From _____ to _____

Batch strength: _____

S. NO.	Question	Appraisal (i)	No. of Candidates (ii)	Marks scored (iii=i*ii)
1	How good was the knowledge of the trainers?	5		
		4		
		3		
		2		
		1		
2	Were the trainers attentive?	5		
		4		
		3		
		2		
		1		
3	To what extent has your understanding of the subject improved or increased as a result of the programme?	5		
		4		
		3		
		2		
		1		
4	To what extent have you developed your soft skills, through the course?	5		
		4		
		3		
		2		
		1		

S. NO.	Question	Appraisal (i)	No. of Candidates (ii)	Marks scored (iii=i*ii)
5	To what extent have you developed your English skills through the course?	5		
		4		
		3		
		2		
		1		
6	To what extent have you developed your computer skills through the course?	5		
		4		
		3		
		2		
		1		
7	Was the course material useful during the training?	5		
		4		
		3		
		2		
		1		
8	Were the entitlements provided to you on time?	5		
		4		
		3		
		2		
		1		
9	How effective were the practical activities?	5		
		4		
		3		
		2		
		1		
10	Where the training instructions easy to follow?	5		
		4		
		3		
		2		
		1		

S. NO.	Question	Appraisal (i)	No. of Candidates (ii)	Marks scored (iii=i*ii)
11	How do you rate the training programme?	5		
		4		
		3		
		2		
		1		
12	How were the living facilities?	5		
		4		
		3		
		2		
		1		
13	How was the food?	5		
		4		
		3		
		2		
		1		
Total Marks scored (iv)				
Maximum marks in residential centre (v= batch strength*13*5)				
<u>OR</u> Maximum marks in non-residential centre (v= batch strength*11*5)				
Percentage in residential centre (vi= iv*100/v)				
Comments and suggestions made to improve the programme				

Signature of the Training Centre in charge
With stamp

SF 5.1M: Summary of evaluation and assessment done

Month	Subject	Date of test	Average performance of the candidates (scoring) >75/75-60/59-50/<50
Surprise quiz/ test			
Monthly test			
Surprise quiz/ test			
Monthly test			
Surprise quiz/ test			
Monthly test			

SF 5.1N: TA/ DA calculation record (batch wise) – To be linked with biometric attendance

S.NO.	Candidate name	ID no.	Bank Account No.	Bank Name	Bank Branch, address	IFSC Code	TA amount (₹)
1							
2							
	Total						

Proof: Bank statement showing the proof of transaction, along with list of candidate's details.

SF 5.101: Training certificate

As per NCVT/SSC certificate Performa



SF 5.102: Training completion certificate distribution record

Training completion certificate distribution record				
Batch No.:		Batch start date:	Batch end date :	Trade:
S.NO.	Candidate name	Candidate ID no.	Date of receiving	Signature

SF 5.1P: List of equipment in the training centre

S.NO.	Name of equipment	Minimum requirement	Available at the centre

**SF 5.1Q: List of equipment available in the trainees' accommodation facilities
(applicable for residential training only)**

S.NO.	Name of equipment	Minimum requirement	Available at accommodation facilities

SF 5.1R: Instructions for opening and running hybrid training centres and introducing multiple shifts and double shift batches in a training centre Definitions

Hybrid training centre: A hybrid centre means a training centre where training is conducted for:

- More than one project under DDU-GKY or its sub schemes like Roshni or other training and skilling programmes of Skills division of Ministry of Rural Development
- Any other programme other than training programmes under DDU-GKY umbrella i. e. different governmental and non-governmental training programmes which could be free or paid.

Shift system: Conducting training for more than one batch in a training centre in a day with staggered use of same resources.

Double shift batch: Staggering training of a batch into two shifts in the same day.

Split batch: Splitting a batch over two resources at same time – For example assigning half the batch to domain lab and the other half to computer lab at the same time.

Timings for conducting training

1. Training in a centre can be given between 5:00 AM and 11:00 PM only.
2. Full time (defined as 8 hours/day training programmes) non-residential trainings can only be conducted between 7:00 AM to 7:00 PM from April to September and 8:00 AM to 6:00 PM from October to March. However, the concerned SRLM can specify different timings keeping the day light conditions in the local area. In case of an YPS the SRLMs should consult before changing the timings.
3. In case the domain requires training beyond the hours specified above (e.g.: security training for night duty; BPO operations in the night and driving practice in the night for a driver) the above prescribed timings will not apply. However, this needs to be indicated in the activity cum lesson planner (refer SF 4.5A).
4. In normal circumstances there should not be any deviation from the prescribed timings. However, if there are exceptional circumstances beyond the control of a PIA and PIA still wants to run the training beyond such timings than PIA shall get it approved by SRLM in case of APS and CTSA in case of YPS.
5. If the training is held from 5:00 AM to 7:00 AM or 7:00 PM to 11:00 PM PIAs shall take prudent steps to ensure the safety of candidates in transit from training centre to residential centre (or to point of transport facilities for non-residential candidates) or vice versa. Some of the suggested measures of safety are provision of a security guard to accompany the candidates or providing transport facility.
6. PIAs shall run the batch in fixed timings; any changes in the timings should be communicated 10 days prior to be implemented for the batch. SRLMs/ CTSA may communicate their concern in these 10 days. However PIAs shall ensure to comply with timings prescribed above for different seasons.

Training of a double shift batch

1. PIAs are allowed to train residential, part time and weekend batches in a maximum of two shifts in a day. In no case training can be given in more than two shifts in a day for a batch.
 - An exception to above can be allowed for specialised lectures by guest faculty.
2. This implies that PIAs should train full time non-residential batches in one shift.

3. The duration of each of the shift should not be less than 2 hours. A break of 90 minutes or less will be considered as within the same shift.
4. PIAs shall capture attendance for each of the shifts.

Training in shift system

1. PIA ops team should give the timings in which the centre will be run. PIA ops team should also give capacity estimate as per shift timings. These will be verified as prescribed in the process.
2. Any change in timings or capacity of the centre should be done as per the process only.
3. In case a training centre runs more than 8 hours there should be shift in-charge on duty when centre in-charge is not on duty. The shift in-charge will have same duties as specified for a centre in-charge.
4. All inspections should be conducted treating each shift as a separate entity. This implies that every shift should be inspected as per the inspection form.

Running hybrid training centres

1. Three cases arise in opening or running a hybrid centre:
 - A centre is planned as a hybrid centre at the time of due diligence
 - An approved DDU-GKY centre is converted to a hybrid centre.
 - A non DDU-GKY (or Roshni) centre is to be converted to a DDU-GKY centre
2. In all these cases the PIAs should ensure that the DDU-GKY norms are followed at all times. For further details see instructions on shared and exclusive infrastructure below.
3. PIAs shall not merge batches running under a project of DDU-GKY with any other training programme i.e. batches should be exclusive to a project.
4. A PIA should certify for each of the installment the following:
 - Candidates trained with DDU-GKY funds have not received funds for the same components from other sources. Clarification: A PIA can receive additional funds from other sources to augment the programme. For example it can get funds under corporate social responsibility to improve boarding and lodging facilities over and above those given by DDU-GKY programme.
 - Students trained in other programmes have not been shown under DDU-GKY programme and vice versa

The format for certificate is given in Annexure-I.

Exclusive and common resources in a training centre

All resources to be used in a training centre for DDU-GKY students should be as per the minimum standards prescribed for DDU-GKY. To ensure this every hybrid centre will have two categories of resources:

- Exclusive resources
- Shared resources

If the resources are exclusive then a PIA should maintain these as per the requirements of DDU-GKY. In such cases these facilities cannot be used by other programme candidates.

If certain resources are shared then these resources should be as per DDU-GKY norms for all the candidates. For example if toilets are shared between different groups of students/users then the number of toilets should be as per DDU-GKY standards prescribed for maximum number of users using the facility where centre is located. For example: If a centre is located in a college premises and toilets are common for the college students and DDU-GKY trainees then all the toilets should be as per the college student strength.

Before a hybrid centre is opened a PIA should state upfront the resources to be shared and those to be used on an exclusive basis. Based on this information justify that centre meets the norms prescribed under DDU-GKY.

However, all facilities associated for training a batch should be exclusive to the batch. These would include class rooms, domain labs etc. They should be shown in activity cum lesson planner.

Calculation of capacity of a Training Centre

The training centre capacity is dependent on different parameters to be fixed by a PIA. As soon as the PIA fixes these parameters the training centre capacity should be decided and proposed by a PIA OP team. These will be vetted by the SRLM for APS and CTSA for YPS.

Annexure- I

I, Name of Competent Authority, s/o or d/o or
w/o aged years, residing
at

....., do hereby solemnly affirm and declare as under:

1. Name of PIA has been sanctioned a Project vide MoRD/SRLM letter No. Dated
2. Candidates trained with DDU-GKY funds have not received funds for the same components from other sources.
3. Students trained in other programmes have not been shown under DDU-GKY programme and vice versa

I hereby state that whatever is stated herein above is true to the best of my knowledge.

Authorized Signatory
(Seal and Sign)

SF 5.1S: Bare minimum items to be ensured to start training pending CTSA/ SRLM due diligence visit

1. PIAs are permitted to start training if CTSA/SRLM team member does not visit a training center for due diligence 10 days after PIA Q-team approved due diligence is shared with CTSA/SRLM.
2. While this is an enabling clause to reduce uncertainty to a PIA, it must be pointed out that a PIA should start the training with utmost responsibility after ensuring that the centre fulfills all the due diligence criteria.
3. However, PIA has to ensure a complete compliance of the following minimum training quality parameters before the training is started:
 - Availability of trainers for all domains, IT, English, Soft skills (Proofs: Offer letters and Joining report at the centre)
 - Availability of Training learning material (TLM) for all domains and non-domain subjects
 - Availability of domain lab with prescribed equipment (as per relevant certifying body)
 - Availability of IT lab with prescribed equipment
 - Installation and working of Biometric devices as per specifications
 - Installation and working of CCTV cameras as per specifications
4. If a training centre fulfills the above criteria but does not meet the other due diligence criteria then the PIA will be permitted to complete the training for that batch. Next batches will be permitted only after due diligence is approved by CTSA/SRLM.
5. If all of the bare minimum items prescribed above are not met than training will be stopped forthwith and a PIA will be taken up for default.

SF 5.1T: Daily failure items report¹⁷

S.NO.	Name of equipment	Available at the centre/residential facilities	Items reported as failed	Remarks
Total				
Failure percentage (total failed/total available)				

¹⁷ a. It is assumed that all items are working unless it is reported in this form
b. All failures will be entered at the beginning of the day, i.e. - within 1 hour of opening of the centre
c. Any failure noticed at the beginning of the day will be treated as failed for the day

SF 5.1U: 15 day summary of centre status

S.NO.	Name of equipment	Available at the centre/residential facilities	Cumulative days of failure	Remarks
Total				
Failure percentage (total failed/total available)				

SF 5.2A: Training centre inspection

Instructions

- Inspections will always be at two levels: first would be to ensure compliance of earlier inspection notes and advisories and second would be the review of current status of the centre.
- All previously filled in forms should be available at the time of inspection. This would be enabled by ERP system that will be put in place. Till the system is in place alternative arrangements like; carrying the physical forms, storing them at PIA websites, keeping them on the cloud or obtaining them on the email can be used.
- List of forms to be available during the inspection
- Filled in due diligence form 5.1D1 and 5.1D2
- Previous inspection reports – SF5.2A and the related advisories
- SF 5.1H1: Batch summary as on day of batch freezing and SF 5.1H2: List of candidates in the batch and their profile
- Attendance reports SFs forms 5.1I and 5.1J
- List of equipment: 5.1P and 5.1Q
- Failure data: SF 5.1T and 5.1U

Inspection form

Basic details

S.NO.	Particulars	Details
1	Name of PIA	
2	Name of project	
3	MoRD sanction letter no.	
4	Name of training centre with address	
5	Name of training centre in charge Mobile no: E-mail:	

1 Compliance to previous inspections and advisories

2 Compliance on deviations from due diligence noticed in the previous inspection

3 Verification of previous batch data

5 candidates/batch should be randomly selected and the following verified [Mention Yes/No Not Applicable]

Domain no:

Batch no.;

Training end date:

S.NO.	Particulars Mention candidate's name	Name of candidates				
		1	2	3	4	5
1	Assessment completed					
2	Received certificate (if eligible)					
3	Placed					
4	Got offer letter					
5	Joined the job					
6	Received/sent DDU-GKY certificate (if eligible)					
Repeat the table for each batch						

4. Inspection of current situation

4.1 Physical infrastructure and equipment at the training centre level

Verification of minor modifications: (see note in the Table)

S.NO.	Sub head	Item no	Modification made	Does it conform to ASP standards (Yes/No)	Remarks of centre in charge	Inspecting official remarks

Note

Major modifications: Modifications in a training centre leading to increase of training strength would be treated as a major modification. Such changes would require a fresh due diligence is being held.

Minor modifications: Routine changes such as repair, replacement or addition of equipment undertaken by a PIA without increasing training strength is treated as a minor modification. In this case PIA can undertake the activity after informing the PIA Q-team, SRLM and CTSA. **No prior approval is required.** The changes will be verified during the next inspection.

Verification of deviation from due diligence for equipment at the training centre level

All items listed in due diligence will be cross checked with actual ground conditions and deviations will be entered in the due diligence report. PIA OP team should explain the reasons for deviation and correct them immediately. If the deviations continue it would be treated as a condition of default and steps will be initiated under the process prescribed.

Verification of training infrastructure and candidate details

List of trainings under progress

S.NO.	Domain	Batch no	Starting day	Ending day	Date of last inspection

To be given for all batches.

Batch and class wise verification

To be undertaken for all batches mentioned in the Table above.

Verification of physical equipment and infrastructure

Available infrastructure should be verified with those as per due diligence.

Verification of daily failure report with candidates

(Note: When this is being done only the inspecting officers and candidates should be in the class room.)

Candidates should be asked about the failures on a random day from the past six working days. This report should be tallied with the daily failure report on the system for equipment:

- at the training centre level,
- in the class room,
- in IT lab and
- in domain lab.

If the findings of the inspecting official do not match with the findings based on class room discussions the inspecting team should probe further. Similarly data should also be verified with the grievances register. If the candidates' data is correct then action under conditions of default should be initiated for wrong reporting. Further, training centre will be awarded lower grading.

Basic records

Basic records of a set of randomly selected candidates will be verified by the inspecting team. If the inspecting team observes even a single error, the PIA OP team has to verify the details of all the candidates in the batch and submit compliance report within three days.

(Mention Yes/No)

S.NO.	Particulars Mention candidate's name	Name of candidates				
		1	2	3	4	5
1	Admission form					
2	Photo Id proof					
3	Age proof					
4	Proof of poor					
5	Proof for category (SC/ ST)					
6	Proof for minority					
7	Proof for PWD					
8	Enrolment application form SF- 5.1E4					
9	Parent consent form					
10	Others_____					
11	Others_____					

Attendance

a. Trainers attendance

Attendance summary should be collected from training centre in charge and should be verified against the biometric attendance. The arrangements for replacement and reporting time of trainers will be verified on the basis of biometric attendance.

(Mention Yes/No)

S.NO.	Particulars	IT skills	Soft skills	English skills	Mention domain name (.....)
1	Is the attendance summary of trainers matching with the biometric attendance?				
2	Have arrangements for replacement been made if sanctioned leave was more than 2 days?				
3	If attendance is <80%, has counselling been arranged for that particular trainer?				

b. Candidates attendance

Attendance summary should be collected from training centre in charge and should be verified against the biometric attendance.

(Mention Yes/No)

S.NO.	Particulars	Name of candidates				
	Mention candidate's name	1	2	3	4	5
1	Is the attendance summary matching with the biometric attendance?					
2	If attendance is <75%, has the counselling for the candidate been arranged?					

Distribution of Teaching- Learning Material

Was the following training learning material distributed to candidates within 3 days of batch freezing?

(To be verified from randomly selected candidates)

(Mention Yes/No)

S.NO.	Particulars	Name of candidates				
	Mention candidate's name	1	2	3	4	5
1	Domain course curriculum					
2	IT skills					
3	Soft skills					
4	English skills					
5	Training kit					
6	ID					

Training quality

Are the training deliverables being carried out as per the activity cum lesson planner format provided in SF-4.5A. This will be verified by review of two CCTV footages (snapshots) for each trainer separately. The note

books of the candidates should match with day wise activities.

Trainers should be assessed on the basis of following.

(Mention Yes/No):

S.NO..	Particulars	IT skills	Soft skills	English skills	Mention domain name (_____)
1	Is the trainer facing the class?				
2	Is the trainer addressing every candidate?				
3	Is the trainer covering the entire session as per activity cum lesson planner?				
4	Is the trainer maintaining class discipline?				
5	Is the trainer confident while communicating to the class?				
6	Is the trainer teaching without referring to the teaching material every time?				
7	Is the trainer using audio- visual aids?				
8	Is the trainer making the session interactive/ participatory?				
9	Is the trainer allowing candidates to ask questions?				
10	Is the trainer answering the queries clearly?				
11	Is trainer using stories, pictures, role plays and examples?				

Assessments

Quality of assessment tests and their veracity should be done on the basis of randomly selected candidates for a randomly selected test. In each case the following should be done:

- Review the CCTV footage
- Revalue the paper using model answer paper
- Administer the test to the candidates again.

(Mention Yes/No)

S.NO.	Particulars	Name of candidates				
	Mention candidate's name	1	2	3	4	5
1	Was the candidate present on the day of assessment					
2	Review the CCTV footage and state whether candidate was present in the test					
3	Were candidates seriously writing the test					
4	Was there any malpractices noticed during the test					
5	Did the actual marks and revaluation marks (using model answer papers) differ by more than 10%					
6	Were the marks obtained in retest less by more than 20%					

Entitlements distribution

As per randomly selected candidates from an on-going batch verify the following

(Mention Yes/No)

S.NO.	Particulars	Name of candidates				
	Mention candidate's name	1	2	3	4	5
1	Receiving training free of cost					
2	Is the bank account opened as per chapter 8 ?					
3	Are the residential facilities provided ? or Are the candidates paid to and fro entitlement in their bank account as per their eligibility ?					
4	Candidates received training material free of cost including work books, note books and other study materials					
5	Candidates have got uniform in the first month of training					

Residential facilities: As per randomly selected candidates from residential candidates.

(Mention Yes/No)

S.NO.	Particulars	Name of candidates				
	Mention candidate's name	1	2	3	4	5
1	Are separate hostels being provided for male and female candidates?					
2	Is the grievances register being maintained?					
3	Is the grievances register kept in prominent place which is easily accessible by the candidates?					
4	Are grievances being addressed properly?					
5	Does each candidate have a separate cot/bed/mat/bed sheet?					
6	Is good quality food being provided?					
7	Are hygienic conditions being maintained in the hostel?					
8	Is drinking water available?					
9	Are toilets being maintained in a hygienic condition?					

Inspected by:

PIA Q-team member name:

Date of inspection:

Inspected by:

SRLM team member name:

Date of inspection:

Inspected by:

CTSA team member name:

Date of inspection:

SF 5.2B: CCTV - Specifications, location and recording, review and storage

Specifications

No technical specifications are prescribed for the time being for CCTVs to be procured for the training centres. However, on replay visual images and sounds should be identifiable easily. In case of difference of opinion on this issue views of the CTSA would be the final. However, PIA can make a representation to MoRD but till then CTSA decision should be implemented.

Location and recording

The systems should be located such that all the important areas of training centre related to academic instruction, assessment and marking of attendance are recorded.

In addition to covering the training areas, cameras should be placed such that all important events in training including uniform distribution, tablet distribution etc. are covered.

Review

CCTV footage should be reviewed, inter alia, for the following particulars:

- Training deliverables (As per activity cum lesson planner)
- Trainer's skills via domain experts
- Uniform distribution
- Tablets distribution
- Live distance learning
- Trainers' attendance
- Candidates attendance
- Identify any malpractice during assessment

CCTV footage for review will be selected through a system generated random number. Footage viewed on sample basis will be saved on the ERP system.

Storage

- i. Nomenclature of Footage - PRN no., Project Code as per MIS, State (name), TC (name only first 3 alphabets), Batch no. (),
For eg. PRNNoProjectCodeStateTCASMO
- ii. Sampled video footage should be stored either till E6 (training completion) + three months or till the project is closed (in case of early closure) - whichever is earlier. Rest of the videos should be stored for three and half months after a batch is completed.
- iii. All CCTV footage should be stored in the training centre till the inspection schedules specified for the batch are completed. Sampled video footage, in addition to being stored safely, will be uploaded to the ERP system and also on PIA website.

SF 5.3A: Specification of uniform

One pair of uniform shall consist of one cap and any one of the following:

- Two T-shirts,
- Two jerseys
- One T-shirt and one jersey
- Two sets of salwar, kameez and dupatta.

The choice of uniform will be decided by the candidate.

If domain uniform is mandatory, then the cost of the uniform should be met from the training cost.

Two uniforms will be provided to the candidate's i.e one set is for DDU-GKY uniform and another set is for domain skills.

Specifications for uniform are posted at <http://ddugky.gov.in/> and specified after chapter 6 at “Annexure – 5.3A: DDU-GKY – Uniform”

Distribution and usage

- i. One pair of uniform will be given for courses of 3 months and 6 months and two pairs of uniform will be given for courses of 9 months and above.
- ii. It will be distributed with welcome kit
- iii. Candidate has to come to the class in uniform only
- iv. Usage of cap will be limited to special occasions only
- v. If candidate requires additional uniform then PIA has to sell the uniform at cost price

SF 5.4A: Assessment and certification of candidates

Internal assessment protocol

Schedule for Internal assessment for a 3 month programme is as follows;

- Two fortnightly tests after completion of 15 and 45 days of training
- Two monthly tests after completion of 30 and 60 days of training
- One pre final test around 10 days before the final assessment by an external agency accredited with NCVT/SSC.
- The days when tests are to be conducted are indicative but can vary as per the lesson plan and this has to be indicated in SF 4.5A: Activity cum lesson planner
- In addition surprise quizzes can be held for continuous assessment and feedback
Note: If OJT is part of the training the PIA has freedom to complete the assessment schedule before or after the OJT. However, PIA has to indicate the same in activity cum lesson planner of Chapter 4
- All internal assessments, both theory and practical, will be captured on CCTV
- Video footage will be viewed during inspection schedules by PIA Q-team, SRLM and CTSA.
- Attendance in the internal assessment tests is compulsory.

The number of tests for courses of other duration will increase proportionately.

External assessment protocol

The assessment should be done by an agency which has accreditation with NCVT/SSC on the day of assessment. It is PIA's responsibility to ensure this. The external assessment should be done in the last 10 days of training. The assessment has to be captured on the CCTV. It will be reviewed when the next batch is inspected.

Note: If OJT is part of the training the PIA has freedom to complete the external assessment before or after the OJT. However, PIA has to indicate the same in activity cum lesson planner of Chapter 4

Certification protocol

For issue of certificates 4 categories of candidates will emerge based on two criteria:

- Whether a candidate has eligibility criteria prescribed by NCVT/SSC and
- Has a candidate cleared the assessment test. The 4 categories and the action to be taken is given in the Table below.

If a candidate fulfils both the criteria (Category 1 in the Table) PIA has to ensure that a certificate from NCVT/SSC is issued. If the candidate clears the assessment test but is not eligible as per criteria fixed by NCVT/SSC (Category 2 in the Table) he will get a certificate from the assessing body. In cases where a candidate has not cleared the assessment test (Category 3 and 4 in the Table) a course completion certificate will be issued by the PIA.

		Has a candidate cleared the assessment test?	
		Yes	No
Whether a candidate has eligibility criteria prescribed by NCVT/SSC?	Yes	Category 1 Will get the certificate from NCVT/SSC	Category 3 Only course completion certificate from PIA

		Has a candidate cleared the assessment test?	
		Yes	No
Whether a candidate has eligibility criteria prescribed by NCVT/SSC?	No	Category 2 Will get certificate from assessing body	Category 4 Only course completion certificate from PIA as per annexure-5.4A (i) for DDU-GKY and 5.4 (ii) for Roshni

All category 1 and 2 students who complete 3 months of placement will get DDU-GKY certificate from MoRD.

Distribution of certificates

PIA should make all efforts to get the certificates from NCVT/SSC within a month of completion of the assessment test. PIA should also issue course attendance certificates for the candidates who failed assessment within a month of completion of assessment time. DDU-GKY certificates should be issued to candidates within a month of completion of three months of placement.

These certificates should either be handed over to the candidates in person or sent by registered post to their residential address.

Annexure 5.4A(i)

		State Emblem	
			
Certificate No.: _____			
Certificate of Proficiency in _____ (Sector)			
This is to certify that Ms./ Mrs./ Mr. _____ Daughter/ Son/ Wife of _____ has completed 576 (Five Seven Six) hours of training as per SSC/NCVT Course Curriculum (for SSC mention NSQF level & for NCVT mention level) in _____ (Name of Trade), from (Date) _____ to (Date) _____ with PIA Name under Roshni initiative of Deen Dayal Upadhyaya Grameen Kaushalya Yojana (DDU-GKY).			
Candidate ID No: _____	Date: _____	PIA Logo	Signing Authority (Seal and Sign) PIA Name (Address)

Annexure 5.4A(ii)

		State Emblem	
Certificate No.: _____			
Certificate of Proficiency in _____ (Sector)			
This is to certify that Ms./ Mrs./ Mr. _____ Daughter/ Son/ Wife of _____ has completed 576 (Five Seven Six) hours of training as per SSC/NCVT Course Curriculum (for SSC mention NSQF level & for NCVT mention level) in _____ (Name of Trade), from (Date) _____ to (Date) _____ with PIA Name under Deen Dayal Upadhyaya Grameen Kaushalya Yojana (DDU-GKY).			
Candidate ID No: _____	Date: _____	PIA Logo	Signing Authority (Seal and Sign) PIA Name (Address)

Instructions:

Regarding Training Duration, PIA use training hours (with hrs. in word) according to 3 months/ 6 months/ 9 months/ 12 months as given below:

For 3 months: 576 (Five Seven Six)

For 6 months: 1152 (One One Five Two)

For 9 months: 1728 (One Seven Two Eight)

For 12 months: 2304 (Two Three Zero Four)

In Final Certificate don't mention Words which are in '()'; those are for information purpose.

Colour Code Combination: Notification. 31/2014

For A4 Size Page: India Emblem and State Emblem size 2.65 x 1.88 cm

For A4 Size Page: PIA Logo size permissible maximum 2.5 x 5 cm



6. TRAINING INITIATION & COMPLETION

6. TRAINING INITIATION & COMPLETION

6.1 Mobilization

6.1.1 Planning

Overview

Item	Description
Purpose	To develop a mobilization plan in proposed areas. The plan includes areas to be covered and schedule for coverage.
Reference to guidelines	Para 3.2.2.1.1, page 26
Prerequisite/s	Uploading of sanction order on the designated website
Time for completion	Continuous work but to be initiated not later than $I_4 + 5$ (issue of Project commencement order)
Resource/s	As per SF 6.1A: Letter to SRLM seeking information on mobilization plan and 6.1B: Letter from SRLM regarding mobilization plan
Process owner	PIA OP team

Activities

Actor	Action	Time for completion	Relevant Documents
PIA OP team	Approach SRLM for a mobilization plan	Continuous work but to be initiated not later than $I_4 + 5$	SF 6.1A: Letter to SRLM seeking information on mobilization plan 6.1B: Letter from SRLM regarding mobilization plan
SRLM	Give a mobilization plan or permit PIA to make its mobilisation plan.	Within 10 days ¹⁸ of receipt of SF 6.1A	

Note: While the above procedure is suggested it would be good if the PIA and SRLM finalise the mobilisation plan in a joint meeting and draw out the minutes. The DMMUs can be involved in the team either physically or through a video conference.

6.1.2 Execution

Overview

Item	Description
Purpose	To identify/mobilize the Candidates from identified area
Reference to guidelines	Para: 3.2.2.1.1, page 26

¹⁸If SRLM doesn't reply within 10 days then PIA can make their mobilization plan and inform the SRLM and district administration.

Item	Description
Prerequisite/s	Release of 1 st instalment as well as approval of mobilization plan
Time for completion	Continuous process
Resource/s	As per 6.1C: On field registration of candidates
Process owner	PIA OP team

Activities

Actor	Action	Time for completion	Relevant Documents
PIA OP team	Mobilize the candidates with the involvement of DMMUs/VLO/GP. Also adopt GP saturation model On field registration of identified candidates	Continuous Process	As per agreed mobilisation plan and to fill 6.1C: On field registration of candidates
District Administration / VLO/GPs	Facilitate PIA in mobilisation	Continuous Process	
All SRLMs/CTSA for YPS	Facilitate PIA in mobilizing candidates and review implementation	Continuous Process	

6.1.2.1 Gram panchayat (GP) saturation model

DDU-GKY guidelines, vide section 3.2.2.2.1.1, mandates that GP saturation approach should be followed to mobilize the candidates. The operationalization of GP saturation approach is as follows:

- The PIA should collect the Socio Economic and Caste Census (SECC) list
- The PIA should extensively canvass in the village using Information, Education and Communication (IEC) tools
- All the contacted candidates, whether in SECC list or outside it, should be listed by PIA
- The PIA should contact at-least 70 to 80 per cent of the candidates from the SECC list
- Candidates contacted from the SECC list should have the following details:
 - TIN no.
 - Name of the candidate
 - Address
 - Gender
 - Age
- Candidates who are not in the SECC list but approach the PIA should also be included in the list of potential candidates.

6.1.2.2 Coverage of Saansad Adarsh Gram Yojana (SAGY) Gram Panchayats/ villages

For all DDU-GKY/Roshni projects priority has to be given to Gram Panchayats/villages identified under SAGY. All SRLMs and PIAs implementing DDU-GKY/Roshni projects shall therefore give priority to mobilization of candidates from Gram Panchayats/ villages identified under SAGY in the districts allotted in the sanctioned projects. In order to prioritize such identified Gram Panchayats/villages, the SRLMs and PIAs may refer to the latest list of Gram Panchayats/ villages available at http://164.100.72.105/mobile/reports/Dreports/SummarReport_chosenGP.aspx

PIAs may proceed to other (non-SAGY) Gram Panchayats/ villages only after completing mobilization activities in SAGY Gram Panchayats/ villages in the districts allotted to them in sanctioned projects.

6.2 Screening and selection

6.2.1 Aptitude test

Overview

Item	Description
Purpose	For allotting appropriate trades to candidates
Reference to guidelines	Para 3.2.2.1.3, page 27
Prerequisite/s	On completion of mobilization/identification of candidates
Time for completion	Within 10 working days of on field registration of candidates
Resource/s	SF 6.2A1: Overview of aptitude test
Process owner	PIAOP team

Activities

Actor	Action	Time for completion	Relevant Documents
PIA OP team	Aptitude test to be administered to all the candidates. The aptitude test score to be filled in the application form	Within 10 days of on field registration of candidates	SF 6.2A1: Overview of aptitude test
PIA Q-team	Verify during inspection	As per inspection schedule	SF 6.2A1
SRLM for APS/ CTSA for YPS	Verify during inspection	As per inspection schedule	SF 6.2A1

6.2.2 Counselling

Overview

Item	Description
Purpose	To explain to the candidate growth/career prospects in each profession and help him choose a trade which suits his aptitude.
Reference to guidelines	Para 3.2.2.1.2, page 27
Prerequisite/s	After completion of aptitude test
Time for completion	Continuous process
Resources	SF 6.2A2: Outline of areas to be covered during counselling
Process owner	PIA OP team

Activities

Actor	Action	Time for completion	Relevant Documents
PIA	Provide counselling to every trainee as per the guidelines Maintain a log of counselling	On same day of aptitude test	SF 6.2A2:Outline of areas to be covered during counselling

6.2.3 Selection

Overview

Item	Description
Purpose	To select the candidates for training
Reference to guidelines	Para 3.2.2.1.3, page 27
Prerequisite	On completion of mobilization, aptitude test and counselling of candidates
Time for completion	Continuous process but to be completed before training of batch starts.
Resources	SF 6.2A2: Outline of areas to be covered during counselling and SF 6.2A3 Candidate application form
Process owner	PIA OP team

Activities

Actor	Action	Time for completion	Relevant Documents
PIA OP team	Select candidates who are desirous of being skilled and placed and have attended the aptitude test and counselling session Get the application form filled in for every selected candidate Allocation of trainee identity card with roll number (on batch freezing date)	As per the training plan of the PIA but selection confirmation should be given in 15 days to a candidate after completion of counselling	SF 6.2A2:Outline of areas to be covered during counselling SF 6.2A3 Candidate application form
PIA Q-team	Verify the documents on sample basis	As per the inspection schedule	
SRLM	Cross verify all the relevant documents	As per the inspection schedule	
CTSA	Cross verify all the relevant documents	As per the inspection schedule	

6.3 Training management

6.3.1 Start of training and freezing of trainee batch

Overview

Item	Description
Purpose	To start the training and freeze the batch
Reference to guidelines	No specific reference
Prerequisite/s	- Training centre approval - Enrolment of required number of candidates per batch (maximum permissible strength is 35 candidates per batch) - Batch freeze summary (including number of SC/ST, women, minority and PWD candidates) and Individual Summary for each candidate
Time for completion	Training start: Continuous as per training plan Batch freezing: 10 days after training starts
Resource/s	As per SF 6.3A1: Batch details, SF 6.3A3: Batch freeze summary, SF 6.3A5: List of candidates who were enrolled,, SF 6.3A6: List of candidates after freezing of the batch, SF6.3B: Candidate attendance, and SF6.3C: Protocols for delisting and drop out of candidates
Process owner	PIA OP team

Activities

Actor	Action	Time for completion	Relevant Documents
PIA OP team	● Maintain details of the trainee batches ● Make changes in batch details as required ● Enrol candidates in a batch ● Freezing of each batch ● Facilitate obtaining of Aadhar cards ● Open bank accounts	Continuous process Before the batch start date On or before the batch start date Within 10 days of batch start date Within 10 days of batch start date Within 10 days of batch start date Not later than a day after freezing of the batch	SF 6.3A1: Batch details, SF 6.3A3: Batch freeze summary, SF 6.3A5: List of candidates who were enrolled, SF 6.3A6: List of candidates after freezing of the batch, SF6.3B: Candidate attendance, and SF6.3C Protocols for delisting and drop out of candidates
PIA Q-team	● Verify the details for the batches as per prescribed norms ● Verify the documents of candidates	5 working days in advance of batch start date Up to batch freeze date	SF 6.3A1, SF 6.3A3, SF 6.3A5, SF 6.3A6, SF6.3B and SF6.3C
CTSA/SRLM	● Certify the details for the batches as per prescribed norms ● Verify the documents of candidates on sample basis	As per the inspection schedule As per the inspection schedule	SF 6.3A1, SF 6.3A3, SF 6.3A5, SF 6.3A6, SF6.3B and SF6.3C
If a candidate is in possession of an Aadhar card issued by the Unique Identification Authority of India, PIAs must collect the 12-digit Aadhaar (UID) number. PIAs must also help those candidates who do not have this number to obtain the Aadhaar card during the training period. However, under no circumstances should non-possession of Aadhar card/ number be a basis for denying training to a candidate who is otherwise eligible.			

6.3.2 Completion of training of a batch

Overview

Item	Description
Purpose	To define procedures for completion of training of a batch
Reference to guidelines	No specific reference
Prerequisite/s	Batch creation and freezing
Time for completion	Completion of training duration
Resource/s	SF 5.2A: Training centre inspection, SF 6.3A4: Batch completion summary, SF6.3A7: List of candidates after completion of training of the batch, SF6.3B: Candidate attendance, and SF6.3C: Protocols for delisting and drop out of candidates
Process owner	PIA OP team

Activities

Actor	Action	Time for completion	Relevant Documents
PIA OP team	Closure of batch after classroom training Closure of batch after OJT, if applicable	As per completion of training duration	SF 5.2A: Training centre inspection, SF 6.3A4: Batch completion summary, SF6.3A7: List of candidates after completion of training of the batch, SF6.3B: Candidate attendance, and SF6.3C: Protocols for delisting and drop out of candidates
PIA Q-team	Verify the documents of candidates on sample basis	As per the inspection schedule	SF 5.2A, SF 6.3A4, SF6.3A7, SF6.3B and SF6.3C
CTSA/ SRLM	Verify the documents of candidates on sample basis	As per the inspection schedule	SF 5.2A, SF 6.3A4, SF6.3A7, SF6.3B and SF6.3C

6.3.3 Termination of training of a batch

Overview

Item	Description
Purpose	To terminate the training of a batch before the training process is completed, on account of any reason. Some of the possible reasons are – PIA is unable to continue the training, force major clauses as per MoU, malpractices or fraudulent practices.
Reference to guidelines	No specific reference

Item	Description
Prerequisite/s	Batch creation
Time for completion	Continuous process till project closure
Resource/s	NA
Process owner	CTSA for YP states and SRLM for AP states

Activities

Actor	Action	Time for completion	Relevant Documents
PIA OP team	Provide appropriate reasons and request the respective CTSA/ SRLM to terminate training for the batch	Continuous process till project closure	NA
CTSA/ SRLM	Examine the PIA's request for termination and take a suitable decision Terminate training of the batch, if required Suo moto action in case major malpractices or fraudulent activities are found	Within 10 working days of receipt of PIA request	NA

6.3.4 Transfer of batches to another centre by CTSA/ SRLM

Overview

Item	Description
Purpose	To transfer the active batches to another training centre during the training process, if required due to unforeseen circumstances
Reference to guidelines	No specific reference
Prerequisite/s	Start of training
Time for completion	Continuous process till project closure
Resource/s	NA
Process owner	CTSA for YPS and SRLM for APS

Activities

Actor	Action	Time for completion	Relevant Documents
PIA OP team	Request the respective CTSA/ SRLM to transfer one or more batches to another centre, giving appropriate reasons	Continuous process till project closure	NA

Actor	Action	Time for completion	Relevant Documents
CTSA/SRLM	Examine the PIA's request for batch transfer and take a suitable decision Transfer the batches, if required	Within 10 working days of receipt of PIA request	NA

LIST OF STANDARD FORMS IN CHAPTER 6

LIST OF STANDARD FORMS IN CHAPTER 6

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SF 6.1A: Letter to SRLM seeking information on mobilization plan**(To be printed on PIA Letterhead)**

To,

Name of the Officer

Designation

Organization

Address

Subject: Seeking information on mobilization plan for (Name of Project)

Reference: Your letter No (or MoRD letter No.) dated

Dear Sir,

As per reference cited above, we have been assigned a project to train rural youth in your state with the following district wise break up:

S.NO	Name of the district	Target

We have already submitted a prospective action plan for undertaking the tasks. In this regard, you are requested to provide us with the list of Gram Panchayats for mobilizing the candidates.

We look forward to your guidance and support in implementing the project.

Yours sincerely,

(Authorised Person)

(Seal of the PIA)

Copy to CTSA

SF 6.1B: Letter from SRLM regarding mobilization plan

(To be printed on SRLM letterhead)

To,

Name of the PIA

Designation

Organization

Address

Subject: Information on mobilization plan for the (Name of State)

Reference: Your letter no dated

Dear Sir,

I invite your kind attention to the reference cited. You should mobilise the candidates as per the details given below.

S.NO	Name of the district	Target

A copy of this letter is being sent to the District Administration to help you with the mobilisation.

Or

You are requested to select the Panchayats with which you would like to work and inform us and the district administration. A copy of the letter is being forwarded to District Administration to help you in implementing the mobilisation plan.

Yours sincerely

Name

Designation

Copy: To Collectors/DMs of all Districts

To all DMMU heads

TO CTSA

SF 6.1C: On field registration of candidates

Name of Candidates	
Village/GP/Block	
Date of mobilization	
Date of Birth	
Age	
Gender	
Category*(SC/ST/OBC)	
Category*(PWD)	
Minority* (Yes/No)	
Highest Education	
Referring Stakeholder	
Address	
Contact details	
Remarks	

* Certificate required

Candidate Signature

SF 6.2A1: Overview of aptitude test

All DDU-GKY centres must follow a scientific process of allotting courses to candidates by understanding the aptitude of the candidates. This is to ensure that the candidates learn what they like. A commonly followed aptitude test is the John Holland's Interest Inventory. PIA's can follow the same or any other instrument which is suitable to them. They need to inform the SRLMs for APS and CTSA for YPS about the form they propose to use.

SF 6.2A2: Outline of areas to be covered during counselling

A brief and an indicative outline for counselling of candidates is indicated below for guidance. Using the broad outline given below a PIA has full freedom to develop counselling strategies such that a candidate gets a realistic picture of the profession he is planning to join. PIAs are requested to desist from providing an overtly rosy picture to avoid disillusionment later.

- I Brief about the industry
- ii. Roles and responsibilities to be handled at the different stages of the tenure of job
- iii. Entry level in the industry after completion of training
- iv. SWOT analysis of industry
- v. Major employers in the industry
- vi. Employers having tie-ups with PIA
- vii. Location wise presence of the industry
- viii. Salary range (break-up in details)
- ix. Facilities available with the employers
- x. Average number of hours of duty per day and whether the job involves work in different shifts
- xi. Usually permitted list of holidays
- xii. Arrangement of food, transport and accommodation at job site
- xiii. Risk factors
- xiv. Level to be achieved to join the industry
- xv. Career development opportunity

Tools for Counselling

- ii. Meeting with Alumni
- iii. Trade specific video
- iv. Interaction from industry expert

SF 6.2A3: Candidate application form-

MoRD Logo	DDU-GKY/ Roshni logo	PIA logo
Name of the PIA		
DDU-GKY Ministry Of Rural Development, Government of India		
Name of PIA		
Name (No.) of Project		
State		
Name of Training Centre		
Address of Training Centre		
Batch Number		
Trade		
Date of Registration		
Training duration		

Trainee Profile

Name of the Candidate		Photograph
Gender	M/ F/ Others	
Individual Identity Number		
Father/ Husband's Name		
Mother's Name		
Present Address		
Permanent Address (if different from above)		
Contact details	Ph:	Email Id:
Alternative Contact details	Ph:	Email Id:
Date of Birth		Age

Or alternative records used by RSBY, as notified by the state government

Screen shot from *nrlm.gov.in* covering the Name of SHG, SHG Id and Name of member shall be enclosed along with the declaration from SHG office bearer stating that the candidate belongs to the family of the SHG member

Family Details:

Name of the head of the family:

Highest educational qualification of the head of the family:

Yearly Income of the family (Rs.):

Number of members in the family:

S NO.	Name	Relation	Age	Gender	Marital Status	Whether earning? (Y/N)	Source of Income/ Occupation	Is SHG member	SHG ID

Screening (To be filled by Officials)

Aptitude Test (Score)	
Allocated Trade	
Comments if any	

Declaration:

I, _____ S/o / W/o / D/o _____ hereby declare that the information provided above is true to the best of my knowledge & belief.

If selected for training, I hereby undertake:

To attend and participate in all the sessions/classes of the aforesaid training program diligently;

To maintain discipline and follow the instructions of the trainer, while undergoing the said training program;

To successfully complete the training program; and

I understand that I will be deemed ineligible for assessment and certification unless, I fulfil the above criteria and meet the assessment standards.

Signature of the candidate

The following documents are attached :

6 photos

Document as proof of domicile (Ration Card or any other)

Document as age proof

BPL Card or Certification by Panchayat Authority/ Job card (MNREGA)/ RSBY Card/ Antyodaya Anna Yojana

Ration Card/ SHG certificate

Proof of SC/ST/OBC/ Minority/PWD, if applicable

Signature of Applicant

Selected for Training: Yes/No

If no, reason for elimination:

Signature of PIA Representative

SF 6.3A1: Batch details

Will the training be conducted in more than 1 training centre ? Yes/ No

If yes, give the address of all training centres

Note: The Activity-cum-Lesson planner should clearly indicate the plan of training.

Nature of Training	< Full time/ Part time/ Week-ends>	Class Duration per day (hr:min)	
Batch Start Date (DD/MM/YYYY)		Expected Batch end Date (DD/MM/YYYY)	

Maximum permissible Batch Size:

Will the batch be run in two shifts?

Yes/ No

Start Time (hr:min):

End Time (hr:min):

(Maintain timings for both the shifts, if applicable)

Will OJT be given?

Yes/ No

If Yes,

Expected OJT start date:

No. of OJT days:

Will the batch be split for training at the same Training Centre? Yes/ No

If Yes,

Section A- No of Candidates:

Section B- No of Candidates:

Activity cum Lesson planner for each section

If No,

Activity-cum-Lesson planner for the batch

Theory Classroom No.		IT lab No.	
Practical lab No.		Theory cum Practical Lab No.	
Theory cum IT Lab No.		IT cum Practical Lab No.	

Trainers

Trainer Skill set	Name of Trainer	Nature of trainer	Type of Engagement
		<Primary/ Secondary>	<Full time/ Part time>

Note: Any changes to above should be made as per processes prescribed in the SOP. In case of minor changes like change in classroom etc. where no process is prescribed in SOP, PIA should preferably inform one day before the change.

SF 6.3A2: Batch enrolment summary¹⁹

Train- ing centre name	Batch No.	Trade	Train- ing start date	Ex- pected Train- ing end date	No. of candi- dates en- rolled	No. of candidates completed training							No. of candi- dates del- isted	No. of candi- dates dropped out	
						Gender wise			Category wise			Minori- ties			PWD
						Male	Female	Trans- gender	SC	ST	Others				

¹⁹SF6.3A1, SF 6.3A2, SF 6.3A3, SF 6.3A4, SF 6.3A5, SF 6.3A6, and SF 6.3A7 are tentative and shall be followed as indicated in the Information System.

SF 6.3A3: Batch freeze summary

Train- ing centre name	Batch No.	Trade	Train- ing start date	Ex- pected Train- ing end date	No. of candi- dates en- rolled	No. of candidates completed training							No. of candi- dates delist- ed	No. of candi- dates dropped out
						Gender wise	Category wise	Mi- nori- ties	PWD					
										Male	Fe- male	Trans gen- der	SC	ST

SF 6.3A4: Batch completion summary

Training centre name	Batch No.	Trade	Train- ing start date	Training end date	No. of candi- dates com- pleted training	No. of candidates completed training							No. of candidates delisted	No. of candidates dropped out	
						Gender wise			Category wise			Minori- ties			PWD
						Male	Female	Transgen- der	SC	ST	Others				

SF 6.3A5: List of candidates who were enrolled

(As per candidate profile list to be maintained by PIA)

S.NO.	Candidate ID	Candidate name	Father or husband name	Date of birth	Address District State	Eligibility Criteria (SHG member/ PIP/ BPL AAY/ RSBY/ MGN-REGA)	Card reference no.	Category (SC/ ST)	Minority	PWD	Gender	Mobile	Email id

SF 6.3A6: List of candidates after freezing of the batch

(As per candidate profile list to be maintained by PIA)

S.NO.	Candidate ID	Candidate name	Residential / Non Residential	Aadhar no./ EID no.	Bank account no.	IFSC Code
1						
2						

SF 6.3A7: List of candidates after completion of training of the batch

(As per candidate profile list to be maintained by PIA)

S.NO.	Candidate ID	Candidate name	Attend- ance Per- centage	Training Status (comple- ted/ drop out)	If Drop out, date of drop out	If Drop out, Rea- son for drop out	Assess- ment Status	Details of 3 rd Party Assess- ment Agency	Assess- ment Date	Assess- ment Result



SF 6.3B: Candidate Attendance

Marking of attendance for academic purposes

General instructions

- 1 A minimum of 75% attendance is compulsory to conclude that a candidate has attended the training programme.
- 2 Normal attendance: Marking of attendance 15 minutes late at start of session and 15 minutes early at close of session will be condoned and considered as full attendance for the shift.
3. Late attendance/Early departure within permitted time will be as per Table given below.

	Treated as full day attendance		Treated as half day attendance	Treated as absent
	Permitted time	Permitted occasions		
One shift batch (>4 hour shift)	Up to 1 hour in a day from batch start time/ before batch end time	Up to 2 occasions every 15 calendar days	More than 1 hour in a day from batch start time/ before batch end time OR If number of occasions exceeds the permitted number	More than 4 hours in a day from batch start time/ before batch end time
Double shift batch (<=4 hour shift)	Up to 30 minutes for a shift from batch start time/ before batch end time	Up to 4 occasions every 15 calendar days	More than 30 minutes for a shift from batch start time/ before batch end time OR If number of occasions exceeds the permitted number	More than 2 hours for a shift from batch start time/ before batch end time

- 4 The final objective is to have a centralized attendance monitoring system which will generate the attendance record in a training centre. However, till this system is developed the following protocol will be used.
5. Timelines for attendance record submission
 - a Submit the attendance record preferably by the end of each day. However, PIAs are permitted to submit the attendance for the previous day any time before 9.00 PM of the next working day.
 - b PIAs failing to follow this timeline shall send the attendance record to SRLM (for AP states) or CTSA (for YP states) for approval along with necessary proofs. The attendance can be considered/ updated once approved. This will be permissible up to twice for a batch for every 3 calendar months.
- 6 In case candidates forget to mark attendance:
 - a The record may be rectified immediately as far as possible but in any case before the closure of attendance for the fortnight.
 - b CTSA/ SRLM may correct the attendance record beyond the fortnight after verification of CCTV footage. This will be permissible up to twice in a calendar month for a candidate.
 - c All such CCTV footage should be stored either till E6 (training completion) + three months or till the project is closed (in case of early closure) – whichever is earlier.
 - d This correction will be counted only for checking whether a candidate has fulfilled the minimum

attendance required for course completion. It will not be counted for payment of entitlements.

- 7 For payment of to-and-fro incentives, attendance will be reckoned as per instructions given in Chapter 8 (and reproduced below) till the centralised attendance monitoring system is in place.
 - “Individual’s attendance as captured in Chapter 6 will be the basis for payment.
 - a A candidate will be allowed full days payment once attendance is marked or recorded. This implies that a candidate will be paid for the number of hours for which training is scheduled on that day even if he/she attends for part of a day.
 - b Further, he/she will not be paid any money if attendance is not marked for the day”.

Marking of attendance for residential purposes

- 1 A residential place will have a separate geo tagged, time stamped biometric attendance system.
- 2 Attendance will be taken once a day between 6 PM and 10 PM.
- 3 A minimum of 75% attendance is compulsory to conclude that a candidate has availed of residential facilities.

Marking of attendance for OJT

Refer to section 4.6 (On the job Training (OJT) Plan)

SF 6.3C: Protocols for delisting or drop out of candidates

Definitions

Delisted candidates: Candidates who leave or are removed from a batch at any time from batch training start date to batch freezing date are called delisted candidates.

Dropped out candidates: Candidates who are listed in the training programme after batch freeze date but who do not complete the training programme are called dropped out candidates.

Delisting of candidates and related issues

1. The provision for delisting of candidates is intended to ensure that the candidates develop a better understanding of the training course before they commit to it. The provision also enables a PIA to understand and assess a candidate's strengths and weaknesses with reference to the trade and to counsel him/her on the suitability of the course.
2. A student may be delisted from a training programme either on his/her own request or on the basis of the PIA's assessment of the candidate's aptitude and commitment.
3. To enable delisting of candidates a PIA is permitted to enrol 5 candidates beyond the maximum permissible batch strength till the batch freeze date. PIAs shall make seating arrangements for such additional candidates. In case of delisting of any of the candidates, the vacancy may be filled by enrolling new candidates.
4. PIAs shall record the date from which a candidate is treated as delisted.
5. PIAs should ensure that after the batch freeze date, the batch strength does not exceed the maximum permissible number for the batch.
6. Course attendance will be recorded/calculated from the batch start date. All the candidates who join after the batch start date but before the batch freeze date have to be informed of this condition.

Dropping out of candidates and related issues

1. PIAs should take all precautions during the selection of candidates so that the number of dropped out candidates in a batch is minimized.
2. Some of the reasons for candidates dropping out or being dropped from a course are:
 - Not meeting the minimum attendance requirements
 - Not following the code of conduct
 - Not keeping up to the expected academic standards
3. PIAs shall record the date from which a candidate is treated as dropped out.
4. The candidates shall be disbursed all allowances as per norms, and there shall be no deduction of any allowances to dropped out candidates. For example, allowances for food and to-and-fro travel shall be provided to a candidate till the date of delisting/ drop out.
5. **Deemed drop out:** If a candidate is absent for more than 25% of classes in a course then she/he is deemed to have dropped out. The PIA should drop the particular candidate and should not pay any further entitlements.
6. **Permitted drop outs for reimbursement of candidate entitlements:** Since the reasons for trainees dropping out are complex and may be beyond the control of a PIA, drop outs are permitted in a batch as per the following:
 - a 2 candidates if batch strength is 20 or less
 - b 3 candidates if batch strength is 21 or above but up to 30
 - c 4 candidates if batch strength is above 31

The above drop outs are permitted only for the purpose of reimbursement of candidate entitlements. The methodology of how each entitlement is to be reimbursed is discussed in Chapter 8.

Clarification: Permitted drop outs will not be counted as having completed the training since they do not meet the training completion criterion.

General instructions

1. As far as possible reasons for delisting/dropping out of candidates should be clearly recorded.
2. The following conditions will be enforced once a centralized database is implemented:
 - A candidate can be trained only once in the DDU-GKY programme.
 - A candidate will have a maximum of three chances to get delisted. After the third delisting the candidate will not be able to join a training course as part of the DDU-GKY programme. Every time a candidate drops out/is dropped he/she would also have exhausted a delisting chance.
 - A candidate will have two drop out chances. If a candidate drops out/is dropped a second time the candidate will not be able to join a training course as part of the DDU-GKY programme thereafter.

Till a centralized database is set up every PIA should ensure that the above is enforced within its database.

Annexure – 5.1A1

DDU-GKY brand manual - Training centres

(referred to in SF 5.1A1-C1 of Manual on Standard Operating Procedures)

Available at web link: http://ddugky.gov.in/ddugky/javaScript/NotificationNo_31.html

Color Scheme

Primary Color: C=80 M=90 Y=0 K=10

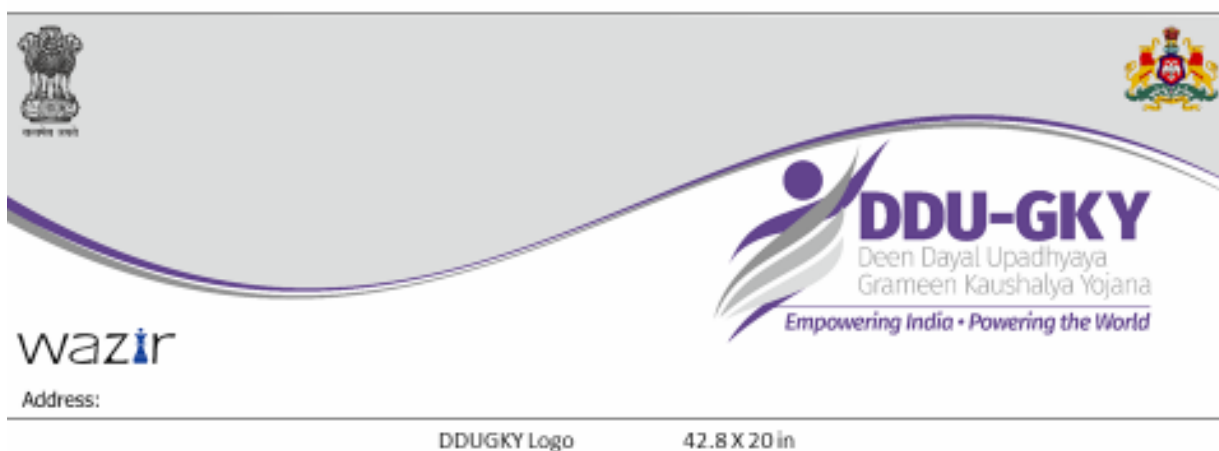
Gray Colors(C=0 M=0 Y=0):

Color 1: K = 46	C=0 M=0 Y=0 K=46
Color 2: K = 29	C=0 M=0 Y=0 K=29
Color 4: K = 15	C=0 M=0 Y=0 K=15
Color 3: K = 18	C=0 M=0 Y=0 K=18
Color 5: K = 7	C=0 M=0 Y=0 K=7

External Signage

10 X 3 ft

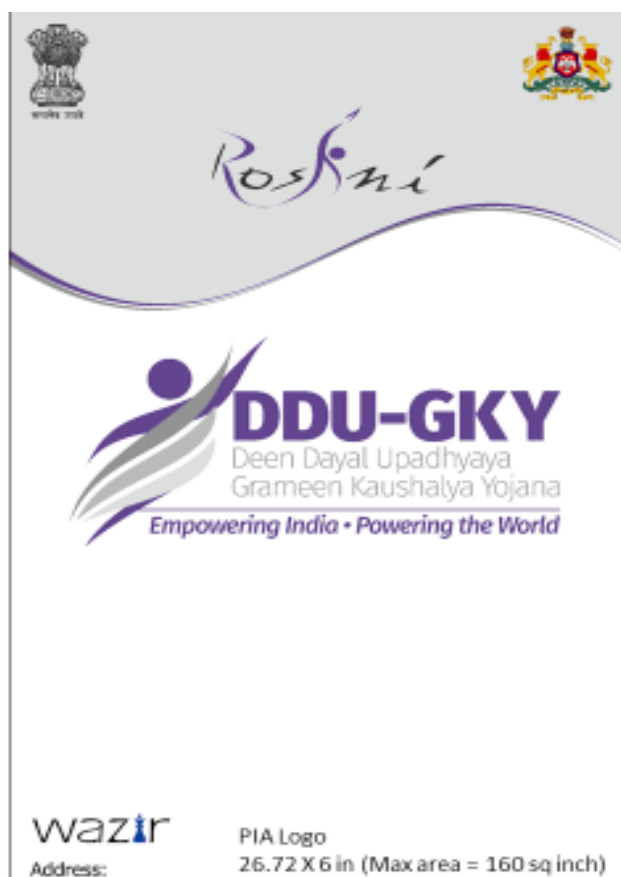
India Emblem	6.5 X 10.83 in
State Emblem	9.9 X 8.5 in
PIA Logo	15.6 X 3.5 in (Max area = 55 sq inch)



External Signage

10 X 15 ft

India Emblem
12 X 20 in



State Emblem
18.6 X 16 in

DDUGKY Logo
95 X 44.4 in

wazir
Address:

PIA Logo
26.72 X 6 in (Max area = 160 sq inch)

External Signage

8 X 3 ft

India Emblem

6 X 10 in

State Emblem

9 X 7.75 in

PIA Logo

13.4 X 3 in (Max area = 40 sq inch)



DDUGKY Logo

36.5 X 17 in



wazir

Address:

Reception signage



COUNSELLING ROOM



DDU-GKY

Deen Dayal Upadhyaya
Grameen Kaushalya Yojana

Empowering India • Powering the World

CLASS ROOM

DDU-GKY



Deen Dayal Upadhyaya
Grameen Kaushalya Yojana

Empowering India • Powering the World



CANTEEN



DDU-GKY

Deen Dayal Upadhyaya
Grameen Kaushalya Yojana

Empowering India • Powering the World

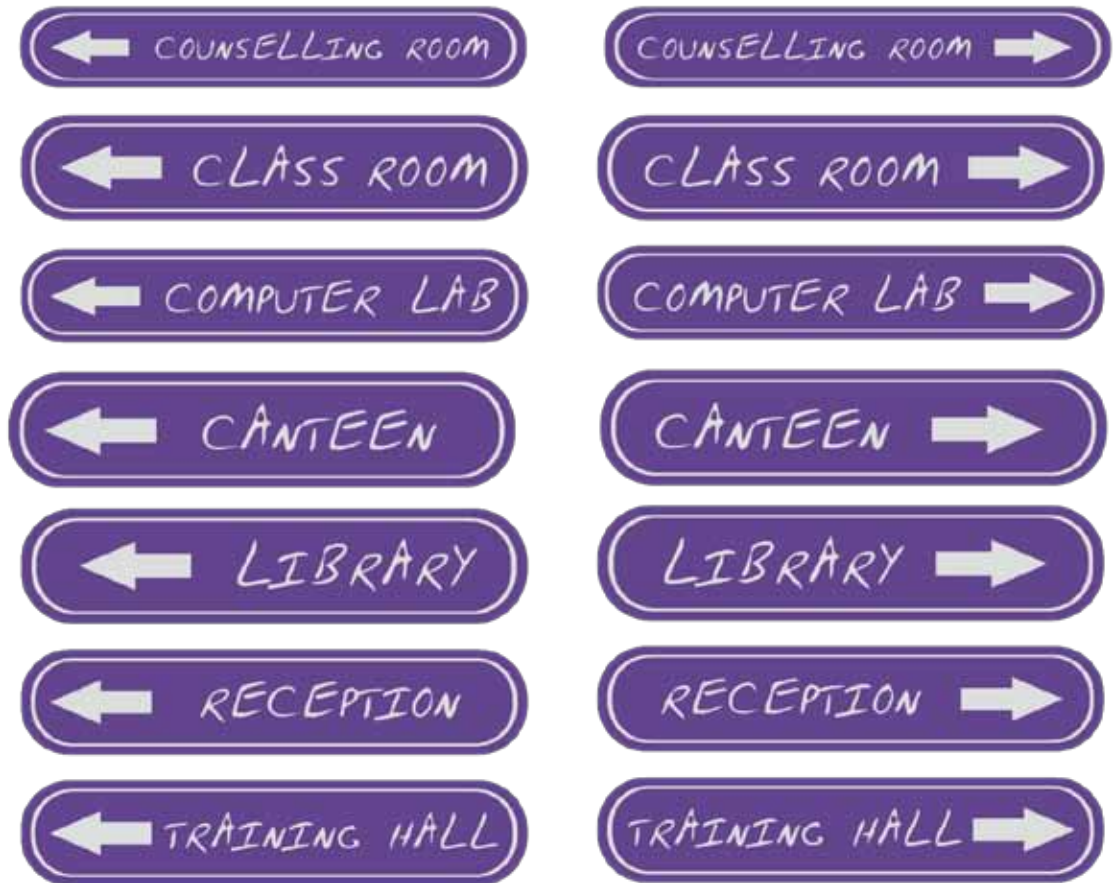
Female toilet



Male toilet



Direction signage



HYGIENE GUIDELINES

Improved sanitation is a key objective for the Government of India.

Aajeevika Skills centres must not only teach skills, they must themselves be an example of good sanitation practices, and must encourage better hygiene.

All toilets must be equipped at all times with the following: soap, clean hand towels, basic mop or swab, western style commode with functioning cistern, regular water supply, and sufficient ventilation.

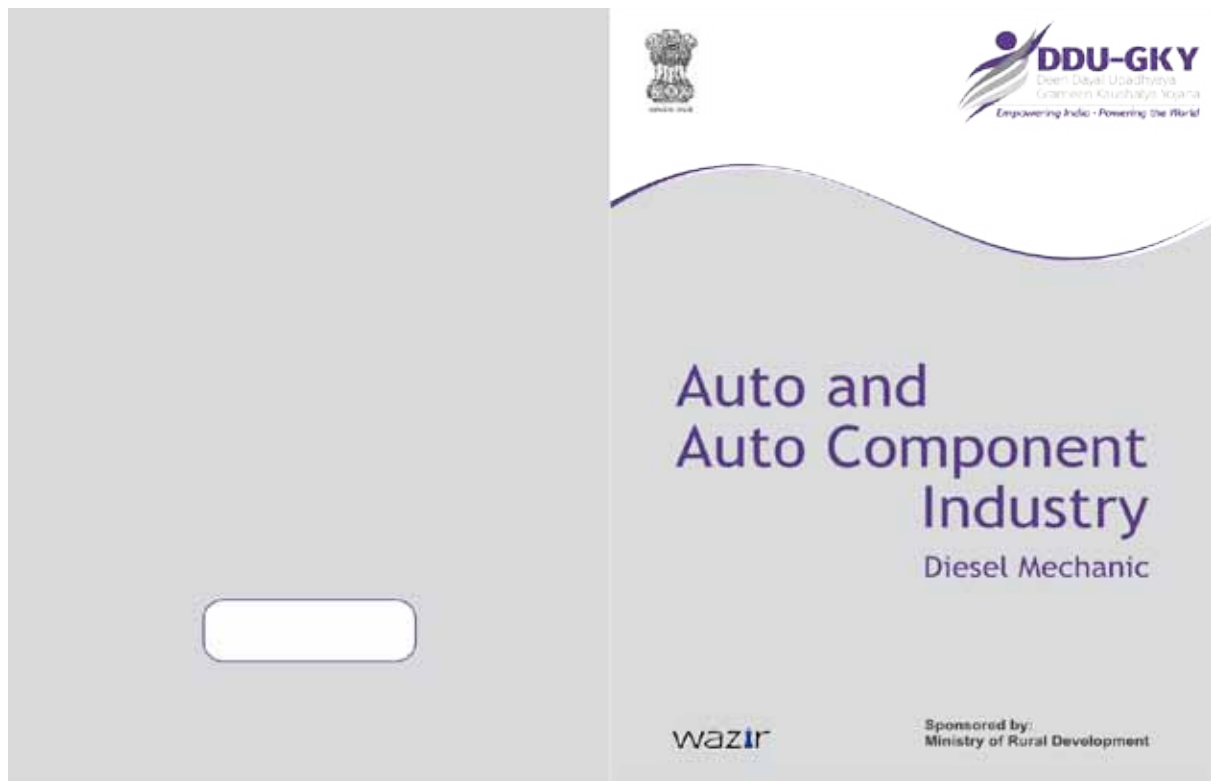
The facility must be cleaned thoroughly at least twice during every eight hour usage cycle, or as per requirement. Records of cleaning activity must be maintained and displayed.

The water source must be thoroughly disinfected once every 30 days.

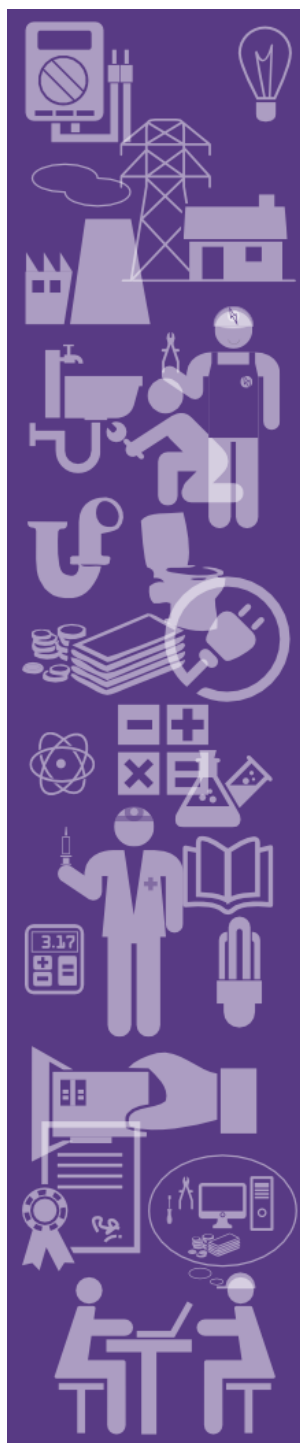
A 'Please wash hands' sign must be prominently displayed at all times.

While it is not mandatory, periodic display of government-approved material encouraging good sanitation practices will be appreciated.

Training manual cover



Course curriculum cover page



wazir

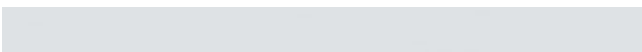
Course Curriculum

Rosini



Annexure – 5.3A

DDU-GKY: Uniform (referred to in SF 5.3A)

Colours to be used:		
Purple:	C-80 M-90 Y-0 K-10	
Grey:	C- 11-M-7 Y-6-K-0	

Design of Polo T-shirt	
Front	

Back



Design of Jersey (for centres located in cold region)

Front



Back



Design of cap



Design of salwar kameez for women candidates

Front



Back



Design of salwar kameez for women candidates

Salwar



Dupatta



Design of Cardigan for women candidates (for centres located in cold region)

Front
And Back


Construction Details
Stitching Thread Description

Thread Type	3ply polyester for SNLS, 2 Ply Polyester for OL/FL
Thread Colour	DTM

Fabric Description for Polo T-Shirts

Fibre Composition	100% Cotton
Knit	Single Jersey
GSM	200

Fabric Description for Jersey

Fibre Composition	100% Acrylic
Knit	Single Jersey
GSM	300

Fabric Description for Salwar Kameez dress option-1

Fibre Composition	67% Polyester + 33% Cotton
Yarn & Weave	40s, 136X72
GSM	130

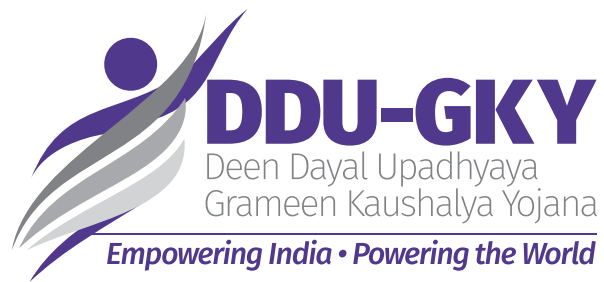
Fabric Description for Salwar Kameez dress option-2

Fibre Composition	85% Polyester + 15% Viscose
Yarn & Weave	40's, count 120X75

GSM	90-95
Fabric Description for Salwar Kameez dress option-3	
Fibre Composition	Polyester Crepe: 100% Polyester
Yarn & Weave	75 denier 104X68
GSM	70-72
Fabric Description for Dupatta	
Fibre Composition	100% Polyester
Yarn & Weave	TPM 1800 S/Z, 75 denier, 36 filament per yarn, 108X82 construction
GSM	65

Change history in SOP version 2.0.0

CHANGE APPROVED BY (Please give name & designation of the approving authority)	DATE	SECTIONS CHANGED
JS/Skills/MoRD	21 st September, 2015	Chapter 3 Section 3.2 redrafted
JS/Skills/MoRD	21 st September, 2015	Chapter 5 Section 5.1 and relevant SFs redrafted SF 5.1G1 Document checklist redrafted Section 5.2.1.1 deleted Section 5.5.2 redrafted
JS/Skills/MoRD	21 st September, 2015	Chapter 6 Removed Section 6.2.4: Training start and freezing of the batch and relevant SFs and added Section 6.3: Training management, and relevant SFs SF 6.2A3 redrafted
JS/Skills/MoRD	21 st September, 2015	Replacing Aajeevika Skills with DDU-GKY Across SOP
JS/Skills/MoRD	21 st September, 2015	Replacing AAP State with APS and NON-AAP State with YPS Across SOP
JS/Skills/MoRD	21 st September, 2015	Replaced AajeevikaSkills brand manual-Training centres with DDU-GKY brand manual-Training centres



Ministry of Rural Development
Government of India