





Manual of
Standard Operating Procedures

Ministry of Rural Development
Government of India
July, 2014

Contents

List of Tables
List of Figures
List of Standard Forms
Abbreviations and Acronyms

1 INTRODUCTION 1

1.1 OUTLINE OF THE MANUAL OF STANDARD OPERATING PROCEDURES 1
1.1.1 Navigation of document 2
1.2 APPLICABILITY OF THE SOP 3
1.3 CHANGES IN GUIDELINES AND SOP 4
1.3.1 Version control 4
1.3.2 Implementation process 4
1.4 IMPORTANT EVENTS IN A PROJECT AND THEIR TIMELINES 4
1.5 REMEDY FOR DELAY 5
1.5.1 Delay by PIA in non AAP states 6
1.5.2 Delay by PIA in AAP states 6
1.5.3 Delay by CTSA for non AAP states/SRLM for AAP states 6
1.6 ACTION FOR DEFAULT 7
1.6.1 Procedure to be followed to impose the penalty 8
1.7 ROLE OF DISTRICT ADMINISTRATION 8
1.8 ROLE OF VILLAGE LEVEL ORGANIZATION (VLOS) FORMED UNDER AAJEEVIKA & GRAM PANCHAYAT (GP) 10
1.9 APPROACH TO QUALITY 10
1.10 ENTERPRISE RESOURCE PLANNING (ERP) PLATFORM AND INTERIM ARRANGEMENTS 11
1.11 LIST OF STANDARD FORMS IN CHAPTER 1 12

2 PIA REGISTRATION AND PROJECT SANCTION 14

3 PROJECT IMPLEMENTATION PROCEDURES 15

3.1 MOU EXECUTION 15
3.1.1 Preparatory work for execution of MoU 15
3.1.1.1 Prospective work schedule for the project: Contents and relevance 16
3.1.1.2 Monitoring of the prospective work schedule and penal clauses for failure 18
3.1.2 Signing of MoU 19
3.2 RELEASE OF 1ST INSTALMENT 22
3.3 PROJECT EXECUTION READINESS ASSESSMENT 23
3.4 RELEASE OF 2ND INSTALMENT 23
3.5 RELEASE OF 3RD INSTALMENT 24
3.6 COMPLETION OF TRAINING AND PLACEMENT 26
3.7 RELEASE OF 4TH INSTALMENT & CLOSURE OF PROJECT 27
3.8 CONSORTIUM ARRANGEMENTS & OUTSOURCING OF ACTIVITIES 28
3.9 ORDERLY CLOSURE OF A PROJECT 29
3.10 PROJECT MANPOWER PLAN: RING FENCING Q TEAM FROM OPERATIONS 30
3.11 RECOVERY OF DUES FROM A PIA 30
3.12 LIST OF STANDARD FORMS IN CHAPTER 3 31

4 TRAINING DESIGN AND PLANNING 47

4.1 TRAINING PLAN 47
4.2 DOMAIN CURRICULUM 48
4.3 NON DOMAIN CURRICULUM 49
4.4 FINISHING AND WORK READINESS MODULE 50
4.5 ACTIVITY CUM LESSON PLANNER 51
4.6 ON THE JOB TRAINING (OJT) PLAN 51
4.7 OUTLINE OF ASSESSEMENT AND CERTFYING 52
4.8 PROTOCOL FOR MANAGING TABLETS AND ELECTRONIC CONTENT 53
4.9 DISTANCE EDUCATION USING LIVE STUDIO BASED BROADCASTS 54
4.10 LIST OF STANDARD FORMS IN CHAPTER 4 55

5 TRAINING CENTRES 75

5.1 OPENING OF A TRAINING CENTER 75
5.1.1 Look and feel of a training centre 75
5.1.2 Due diligence before opening of a training centre 76
5.1.3 Daily monitoring of the training centres 77
5.2 INSPECTION OF TRAINING CENTER 79
5.2.1 Protocol for inspection of a training centre 81
5.2.1.1 Due Diligence Checks 81
5.2.1.2 PIA Q team 81
5.2.1.3 SRLM (or its TSA) for AAP state/CTSA for non AAP state 81
5.2.1.4 CTSA (for AAP and non AAP states) 81
5.2.1.5 Role of SRLMs in non AAP states 82
5.2.2 Protocol for CCTV 82
5.3 PROTOCOL FOR UNIFORM DISTRIBUTION 83
5.4 ASSESSMENT AND CERTIFICATION OF CANDIDATES 84
5.5 CONDUCTING TRAINING OUTSIDE A STATE 86
5.6 LIST OF STANDARD FORMS IN CHAPTER 5 87

6 TRAINING INITIATION 174

6.1 MOBILIZATION 174
6.1.1 Planning 174
6.1.2 Execution 174
6.1.2.1 Gram panchayat (GP) saturation model 175
6.2 SCREENING AND SELECTION 176
6.2.1 Aptitude test 176
6.2.2 Counselling 176
6.2.3 Selection 177
6.2.4 Training start and freezing of the batch 178
6.3 LIST OF STANDARD FORMS IN CHAPTER 6 179

List of Tables

TABLE 1-1 CONTENTS OF SOP AND THE OVERALL THRUST OF EACH CHAPTER 1
TABLE 1-2 TIMELINE OF MAJOR EVENTS 5
TABLE 1-3 CLASSIFICATION OF PENALTIES TO BE IMPOSED 7
TABLE 1-4 POWERS OF OFFICERS TO IMPOSE PENALTY FOR AAP STATES 7
TABLE 1-5 LIST OF ITEMS VERIFIED 100% AND BY SAMPLE 11

List of Figures

FIGURE 3.1-1 PREPARATORY STEPS IN EXECUTION OF MOU FOR NON-AAP STATES 17
FIGURE 3.1-2 EXECUTION OF MOU FOR NON-AAP STATES 21

List of Standard Forms

Standards forms presented here will be used till the forms are developed in ASDMS. Once the forms are developed in ASDMS they will be adapted as the standard forms.

SF 1.1A: Document and change history 13
SF 3.1A: Prospective project work schedule 32
SF 3.1B: Standard terms & conditions 35
SF 3.1C: Special terms & conditions 35
SF 3.1D: Power of Attorney 35
SF 3.2A: Bank account details 36
SF 3.2B: Project commencement order 37
SF 3.3A: Project execution readiness assessment 38
SF 3.4A: Checklist for release of 2ND instalment 43
SF 3.5A: Checklist for release of 3RD instalment 43
SF 3.7A: Checklist for release of 4TH instalment 43
SF 3.7B: Project closure report on the completion of project 43
SF 3.10A: Details of Centre in-charge and trainers 44
SF 3.10B: Details of Q team members 45
SF 3.10C: Ring fencing of Q Team from operations – Compliance report from the management 46
SF 4.1A: Plan of training 56
SF 4.2A: Domain curriculum content and equipment 57
SF 4.3A: English skills content 58
SF 4.3B: Computer skill content 61
SF 4.3C: Soft skills content 63
SF 4.4A: Finishing and work readiness module 67
SF 4.5A: Activity cum lesson planner 68
SF 4.6A: On the job training plan for the batch 70
SF 4.6B: On the job training confirmation letter for candidates 71
SF 4.6C: OJT completion certificate for candidates 72
SF 4.6D: Verification for OJT 73
SF 4.8A: Daily distribution of Tablets 74
SF 5.1A1: Look and feel of a training centre 89
SF 5.1A2: Training centre name board 89
SF 5.1B1: Activity summary and achievement board 89
SF 5.1B2: Contact details of important people 89
SF 5.1C1: Student entitlement banner 89
SF 5.1C2: Welcome kit to trainees 90
SF 5.1C3: First-aid kit 91
SF 5.1 D1: Due diligence of a training centre (excluding residential facilities) 94
SF 5.1D2: Due diligence for residential facilities 119
SF 5.1E1: Summary of staff deployed at the training centre 133
SF 5.1E2: Trainers' profile 134
SF 5.1F: Candidate ID template 136
SF 5.1G1: Index of individual candidate dossier 137
SF 5.1G2: Parents' consent form 140
SF 5.1H1: Batch summary as on day of batch freezing 142
SF 5.1H2: List of candidates in the batch and their profile 143
SF 5.1I: Attendance registers for candidates (as per biometric device) 144
SF 5.1J: Attendance registers for trainers (as per biometric device) 145
SF 5.1K: Checklist of items given to candidates 146
SF 5.1L1: Candidate feedback form 147
SF 5.1L2: Summary of the feedback given by the candidates in SF 5.1L1: On completion of training programme 149
SF 5.1M: Summary of evaluation and assessment done 152
SF 5.1N: TA/ DA calculation record (batch wise) – To be linked with biometric attendance 153
SF 5.1O1: Training certificate 154
SF 5.1O2: Training completion certificate distribution record 155

SF 5.1P: LIST OF EQUIPMENT IN THE TRAINING CENTRE 156
SF 5.1Q: LIST OF EQUIPMENT AVAILABLE IN THE TRAINEES' ACCOMMODATION FACILITIES (APPLICABLE FOR RESIDENTIAL TRAINING ONLY) 157
SF 5.1R: DAILY FAILURE ITEMS REPORT 158
SF 5.1S: 15 DAY SUMMARY OF CENTRE STATUS 159
SF 5.2A: TRAINING CENTRE INSPECTION 160
SF 5.2B: CCTV - SPECIFICATIONS, LOCATION AND RECORDING, REVIEW AND STORAGE 169
SF 5.3A: SPECIFICATION OF UNIFORM 171
SF 5.4A: ASSESSMENT AND CERTIFICATION OF CANDIDATES 172
SF 6.1A: LETTER TO SRLM SEEKING INFORMATION ON MOBILIZATION PLAN 180
SF 6.1B: LETTER FROM SRLM REGARDING MOBILIZATION PLAN 181
SF 6.1C: ON FIELD REGISTRATION OF CANDIDATES 182
SF 6.2A1: OVERVIEW OF APTITUDE TEST 183
SF 6.2A2: OUTLINE OF AREAS TO BE COVERED DURING COUNSELLING 184
SF 6.2A3: CANDIDATE APPLICATION FORM 185
SF 6.2A4: LIST OF CANDIDATES WHO WERE ADMITTED 188
SF 6.2B: LIST OF CANDIDATES IN THE FINAL BATCH 188

Abbreviations and Acronyms

AAP	Annual Action Plan (The equivalent of this for Non-AAP states in Year Programme)
AS	Aajeevika Skills
ASDMS	Aajeevika Skills Development and Monitoring System
ASP	Aajeevika Skills Programme
ASSM	Aajeevika State Skills Mission (Alternative reference for SRLM)
BPL	Below Poverty Line
COO	Chief Operating Officer
CTSA	Central Technical Support Agency
DMMU	District Mission Management Unit
DRDA	District Rural Development Authority
EC	Empowered Committee
ERP	Enterprise Resource Planning
GP	Gram Panchayat
IEC	Information Education and Communication
IFD	Integrated Finance Division
IT	Information Technology Literacy Trainer
MES	Modular Employable Skills
MIS	Management Information Systems
MoRD	Ministry of Rural Development
MoU	Memorandum of Understanding
MPR	Monthly Progress Report
NABCONS	NABARD Consultancy Services
NCVT	National Council for Vocational Training
NIRD	National Institute of Rural Development
NOS	National Occupational Standards
NRLM	National Rural Livelihood Mission
OBC	Other Backward Class
OJT	On the Job Training
OP	Operations Team
PAC	Project Approval Committee
PFMS	Public Finance Management System[1]
PIAs	Project Implementing Agencies
PIP	Participatory Identification of Poor
PPS	Post Placement Support
PWD	Persons with Disability

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

Q TEAM	Quality Team
QP	Qualifications Pack
SC/ST	Scheduled Castes /Scheduled Tribes
SECC	Socio Economic and Caste Census
SF	Standard Form
SGSY	Swarnajayanti Gram Swarojgar Yojana
SGSY (SP)	Swarnajayanti Gram Swarojgar Yojana (Special Projects)
SHG	Self Help Group
SoE	Statement of Expenditure
SRLM	State Rural Livelihood Mission
SSC	Sector Skill Council
TSA	Technical Support Agency
UC	Utilization Certificate
VLO	Village Level Organisations working under Aajeevika
YP	Year Programme (This is the equivalent of AAP for non-AAP States)

1 INTRODUCTION

This manual of Standard Operating Procedures (SOPs) is a handbook provided to various functionaries for implementation of the Aajeevika Skills Programme (ASP). 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 (NIRD), 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 an Aajeevika Skills project has been grouped into several modules. Every module has been 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 1st 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	5 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 AAP States: SRLM For Non-AAP States: CTSA

Activities

Actor	Action	Time for completion	Relevant Documents

Actor	Action	Time for completion	Relevant Documents
PIA	1. Opening dedicated bank account[2] for the project and linking it to Public Finance Monitoring System (PFMS) 2. 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 AAP states)/ CTSA (For Non AAP states)	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 AAP states)/ CTSA (For Non AAP states)	Issue of Project commencement order	Within I_3 +10 days	SF 3.2B: Project commencement order

1.2 APPLICABILITY OF THE SOP

This SOP will be applicable to all the Aajeevika Skills and Roshni projects operational in AAP and Non AAP states. Hence the SOP delineates the procedures for AAP and non AAP states when they are different. Similarly processes which are common to AAP and non AAP states have been 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 AAP state 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. NIRD 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.

[2] If 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.

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:

- 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 SF 1.3A: 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 Aajeevika Skills 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 non-AAP states and SRLM in case of AAP states 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 Aajeevika Skills Guidelines, 2013 (and any additional requirements arising out of revision in guidelines thereto 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 days after I_1
	I_3	Execution of Memorandum of Understanding (MoU)	20 days after I_2
	I_4	Release of 1st instalment and issue of Project commencement order	10 days after I_3
	I_5	Submission of project execution readiness form	After I_1 to a maximum of 15 days after I_4
Execution phase	E_1	Commencement of project	30 days after I_4.
	E_2	Notification for release of 2nd instalment	As per prospective work schedule[4]
	E_3	Release of 2nd instalment	60 days after E_2
	E_4	Notification for release of 3rd instalment	As per prospective work schedule
	E_5	Release of 3rd instalment	60 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 months after E_6
	E_8	Release of 4th instalment and official closure of the project	14 months after E_7
Note: Days, unless explicitly stated differently, refers to working days as defined in MoRD calendar. However, when the reference is in months it would be in calendar months.			

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.

[3] 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, time for to trigger event I_2 will increase correspondingly.

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

1.5.1 Delay by PIA in non AAP states

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 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 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 AAP states

In case of AAP states 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 non AAP states/SRLM for AAP states

- 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 non AAP states. Similarly for AAP states if state does not respond MORD will regulate the flow of funds based on the project progress. If delays occur frequently AAP 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 Rs. 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:

a. Imposing of penalty would be done by the Imposing Officer.
b. 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 AAP states.

Table 1-4 Powers of officers to impose penalty for AAP states

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 non-AAP states 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

The District Administration headed by the District Collector plays a key role in implementation of Aajeevika Skills projects. In the districts where the NRLM is launched and in all AAP states 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 the Annual Action Plan (AAP)/Yearly Plan (YP). 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 Aajeevika Skills. DMMU should organize periodic workshops for the VLOs and BDOs about Aajeevika Skills. This shall be done on a quarterly basis.
ii. Workshops will be organized with modules on a) basics of Aajeevika Skills 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 AAJEEVIKA & 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 Aajeevika Skills 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 (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.

It is reiterated that the primary responsibility for maintaining quality is that of the PIA and its Q team. Keeping this in spirit the 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 AAP states and CTSA for non-AAP states. 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 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 Aajeevika Skills Development and Monitoring System (ASDMS), is under development and once it is functional it will be the platform on which Aajeevika Skills 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.

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 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.

1.11 LIST OF STANDARD FORMS IN CHAPTER 1

SF 1.3A: DOCUMENT AND CHANGE HISTORY..... 12

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

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

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, page 36 and 46
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, 3.1.1C: Special terms & conditions and 3.1.1D: Power of Attorney (PoA)
Process owner	For AAP States: SRLM For non AAP states: 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_1I_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 AAP States: SRLM For non AAP states: CTSA

Activities

Sl.	Action	Actor	Time for completion	Relevant documents
For Non AAP states				
1	Filling up "Prospective project work schedule"	PIA	I_1 + 10 days	SF 3.1A: Prospective project work schedule

Sl.	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 AAP states				
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.

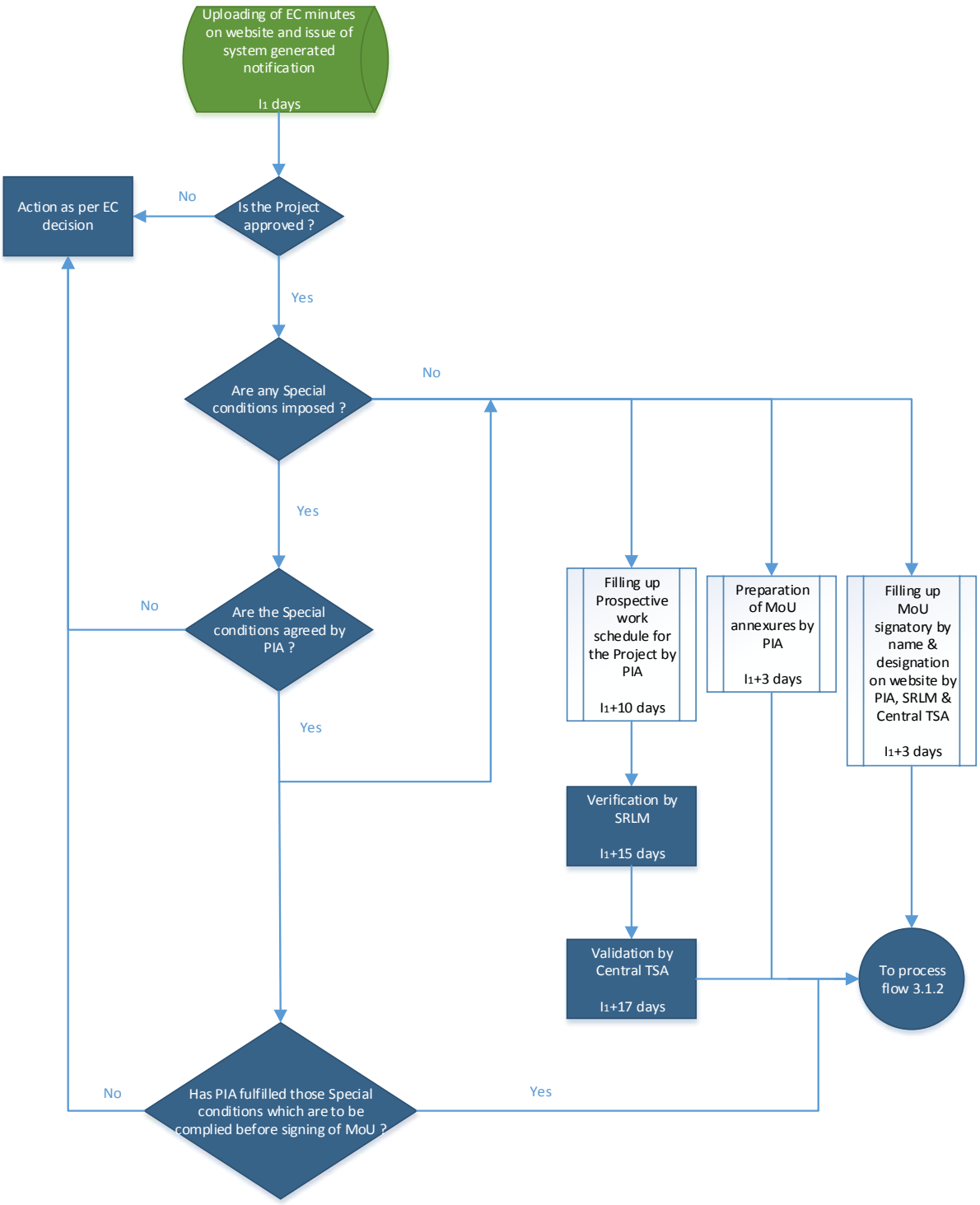
3.1.1.1 Prospective work schedule for the project: Contents and relevance

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

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

Figure 3.1-1 Preparatory steps in execution of MoU for Non-AAP States



1. 'I1' refers to date of EC minutes getting uploaded on website
2. Day refers to working day only
3. 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.

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 month 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 7^{th} 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 the above 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

v. MoRD will consider the reply and also give weight to the oral representation in the meeting and decide on further action

vi. All notices which are not closed will be counted cumulatively and third unclosed notice will lead to action under default.

vii. In case the default is by the consortium then all the members of the consortiums should be represented as per levels specified above.

viii. 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

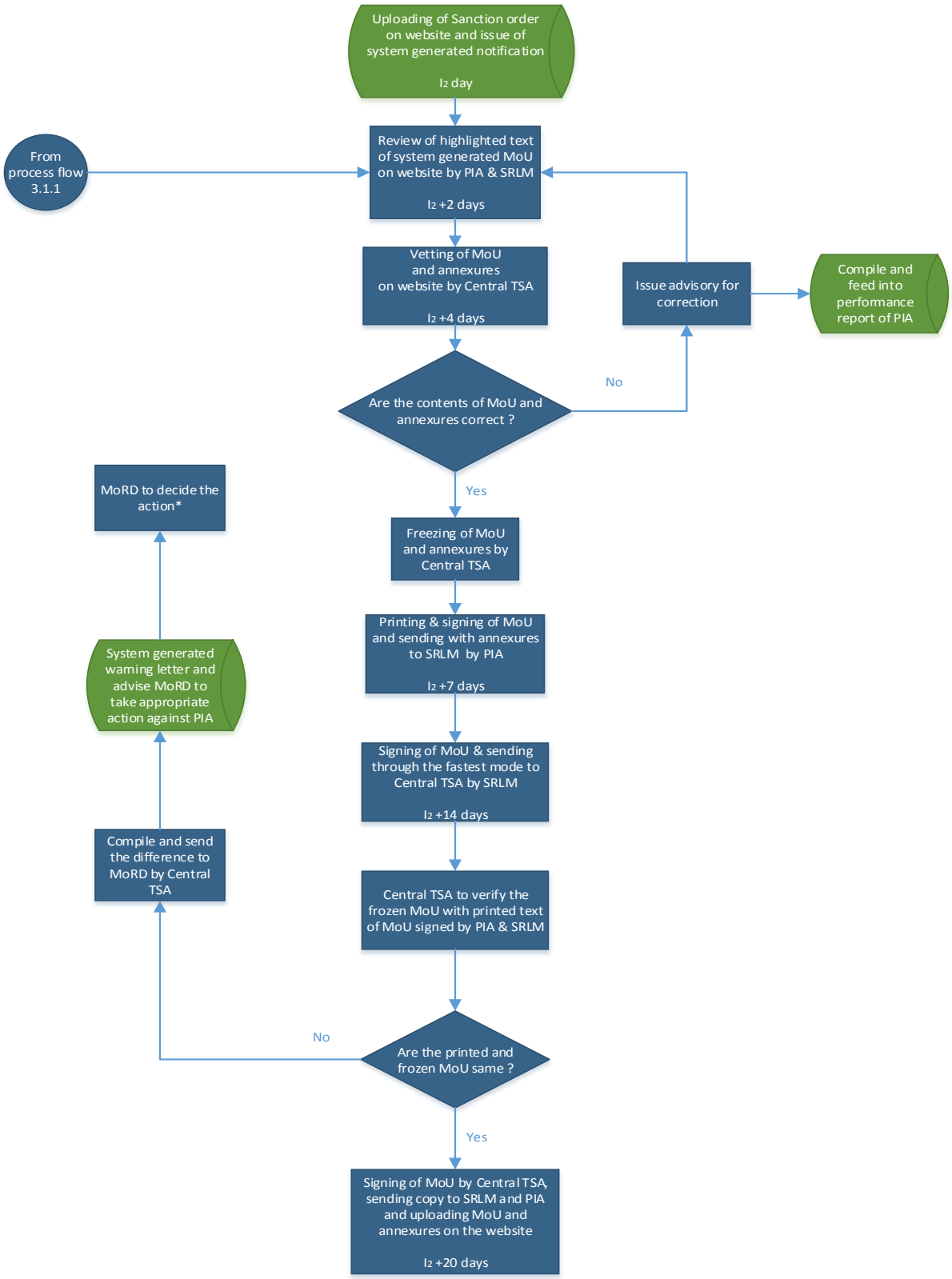
Item	Description
Purpose	To delineate the steps/actions to be taken in signing MoU
Prerequisite/s	Uploading of sanction order on the nominated website
Time for completion	20 working days from uploading of sanction order (start from I_2 day)
Resource/s	MoU
Process owner	For AAP States: SRLM For non AAP states: CTSA

Activities

Sl.	Action	Actor	Time for completion	Relevant Documents

Sl.	Action	Actor	Time for completion	Relevant Documents
For Non-AAP States				
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	a. Signing of MoU and ensuring that copies reach SRLM and PIA b. Uploading of MoU and annexures on the web-link	CTSA	I_2+20 days	MoU and uploading on the designated website
For AAP States				
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 Non-AAP States



* 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 direcction from MoRD

3.2 RELEASE OF 1ST INSTALMENT

Overview

Item	Description
Purpose	To lay down the fund release process for 1st 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 AAP States: SRLM For Non-AAP States: CTSA

Activities

Actor	Action	Time for completion	Relevant Documents
PIA	1. Opening dedicated bank account[6] for the project and linking it to Public Finance Monitoring System (PFMS) 2. 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 AAP states)/ CTSA (For Non AAP states)	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 AAP states)/ CTSA (For Non AAP states)	Issue of Project commencement order	latest by I_3 +10 days	SF 3.2B: Project commencement order

[6] If 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 1st 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 AAP States)/CTSA (for Non-AAP States)	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 2nd 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 non AAP states (40 working days for AAP states) from eligibility day (notification date of eligibility for 2nd instalment is coded as E_2) provided all conditions are fulfilled by the PIA.
Resource/s	SF 3.4A: Checklist for release of 2nd instalment updated through the system (accessed from the web-link)
Process owner	for AAP States: SRLM for Non-AAP States 1) CTSA till dispatch of recommendation to MoRD and also for release of funds after MoRD issues release order 2) 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 2nd	E_2+3 days	SF 3.4A: Checklist for

Actor	Action	Time for completion	Relevant Documents
	instalment to SRLM for AAP States/CTSA for Non AAP States		release of 2nd instalment updated through the system
SRLM for AAP States/CTSA for Non-AAP States	Ensure all advisories are complied with CTSA to SRLM for AAP States and vice-versa for non AAP States. Validate the checklist, annexures and upload on designated web-link.[7]	E_2 + 10 days	Inspection reports of PIA Q team, SRLM/CTSA
For AAP states			
SRLM (AAP states)	1. Issue of release order & upload on the designated web-link 2. Release 2nd instalment amount of Central and State share to PIA's designated bank account for the project 3. Update fund release status on the designated web-link	Before E_2 +40 days	Nil
For Non-AAP States			
CTSA	Recommendation for release of 2nd 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 2nd instalment to PIA and upload the status on the designated web-link	E_2+60 days	Nil

3.5 RELEASE OF 3RD INSTALMENT

Overview

Item	Description
Purpose	To delineate steps in release of 3rd 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 non AAP states (40 working days for AAP states) from eligibility day (notification date of eligibility for 3nd instalment is referred as 'E_4' day) provided all conditions are fulfilled by the PIA.

[7] If 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.

Item	Description
Resource/s	SF 3.5A: Checklist for release of 3rd instalment
Process owner	for AAP States: SRLM for Non-AAP States 1) CTSA till dispatch of recommendation to MoRD and also for release of funds after MoRD issues release order. 2) 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 3rd instalment to SRLM for AAP States/CTSA for non-AAP States	E_4+3 days	SF 3.5A: Checklist for release of 3rd instalment
SRLM for AAP States/CTSA for Non-AAP States	Ensure all advisories are compiled by CTSA to SRLM for AAP States and vice-versa for non AAP States. Validate the checklist, annexures and upload on designated web-link.[8]	E_4+10 days	Inspection report of SRLM/CTSA
For AAP states			
SRLM (AAP states)	1. Issue of release order & upload on the designated web-link 2. Release 3rd instalment amount of Central and State share to PIA's designated bank account for the project 3. Update fund release status on the designated web-link	E_4+40 days	Nil
For Non-AAP States			
CTSA	Recommendation for release of 3rd instalment to MoRD	E_4+12 days	SF 3.5A
MoRD	Issue of release order and upload on the	E_4+52 days	Nil

[8] If 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
	designated web-link		
CTSA	Release of 3rd instalment to PIA and upload the status on the designated web-link	E_4+60 days	Nil

3.6 COMPLETION OF TRAINING AND PLACEMENT

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 AAP States: SRLM/For Non-AAP States: CTSA

Activities

Actor	Action	Time for completion	Relevant Documents
PIA op team	1. Complete last batch of training and place minimum 75% of candidates thereof. System will freeze the training and placement data on the designated website 2. 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 AAP States)/ CTSA (For Non AAP States)	Complete the verification of training and placement	E_7 + 20 days	Nil
SRLM (For AAP States)/ CTSA (For Non AAP States)	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 AAP States and vice-versa for non AAP	E_7+ 40 days	Inspection report of Q teams of SRLM/ CTSA

Actor	Action	Time for completion	Relevant Documents
	States.		
For AAP states			
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 non AAP states			
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 4th instalment to PIA & closure of the project
Reference to Guidelines	Row 4, instalment 4, table 6, para 5.9, page 56
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 4th instalment and SF 3.7B Project completion report
Process owner	SRLM for AAP States/CTSA for Non-AAP States

Activities

Actor	Action	Time for completion	Relevant Documents
PIA op team	Submission of project closure report and checklist and annexures for release of 4th instalment to SRLM and CTSA	E_7+10 months	SF 3.7A: Checklist for release of 4th instalment and SF 3.7B Project completion report
SRLM for AAP States/CTSA for Non-AAP States	Completing the retention verification process	E_7+10 months 9 days	Inspection report of SRLM/CTSA
SRLM for AAP	Verification and comments on	E_7+10 months	SF 3.7A & SF

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

Actor	Action	Time for completion	Relevant Documents
States/CTSA for Non-AAP States	Project closure report. Validate the checklist, annexures and upload on designated web-link.	14 days	3.7B
PIA	Changes as per the comments of SRLM/CTSA (if any)	E_7+10 months 24 days	SF 3.7B
SRLM for AAP States/CTSA for Non-AAP States	Freezing and uploading of Project closure report on the designated web-link	E_7+ 11 months 8 days	SF 3.7B
For AAP states			
SRLM	1. Issue of release order & upload on the designated web-link 2. Release 4th instalment amount of Central and State share to PIA's designated bank account for the project 3. Update fund release status on the designated web-link 4. Issue of final closure report	E_7+12 months E_7+12 months 7 days E_7+12 months 15 days E_7+13 months	Nil
For Non AAP states			
CTSA	Recommendation for release of 4th 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 4th 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 Aajeevika skills 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, page 50). These conditions will be enforced at the application stage. Following arrangements enable implementation of these conditions:

1. Consortium

   a. 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 AAP states and CTSA for Non AAP states 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.
   b. 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 AAP states and MoRD for Non AAP states.

2. Outsourcing / Franchisee arrangement

   a. 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 AAP states and CTSA for Non AAP states.
   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 Q TEAM FROM OPERATIONS

Project manpower is broadly divided into the following three categories:

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

A PIA will have absolute discretion for recruitment of the project management team (other than 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.

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 Q team members.

The 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 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:

- All SRLMs, i.e. both AAP and non AAP states, should issue procedural orders on how the recovery would be made as per the relevant act in the state.

- All efforts will be made to recover the money from the PIA by SRLMs in case of AAP states and by MoRD through the CTSA for non AAP states.
- If all efforts to recover the dues fail the procedural order for recovery of dues will be invoked by:
  - SRLM in case of AAP states with information to MoRD
  - SRLM on the recommendation of MoRD in case of non AAP states
- MoRD will maintain a list of such PIAs and also circulate the same to all SRLMs and CTSAs. This would also be updated on the designated website.

3.12 LIST OF STANDARD FORMS IN CHAPTER 3

SF 3.1A: PROSPECTIVE PROJECT WORK SCHEDULE 32
SF 3.1B: STANDARD TERMS & CONDITIONS 35
SF 3.1C: SPECIAL TERMS & CONDITIONS 35
SF 3.1D: POWER OF ATTORNEY 35
SF 3.2A: BANK ACCOUNT DETAILS 36
SF 3.2B: PROJECT COMMENCEMENT ORDER 37
SF 3.3A: PROJECT EXECUTION READINESS ASSESSMENT 38
SF 3.4A: CHECKLIST FOR RELEASE OF 2ND INSTALMENT 43
SF 3.5A: CHECKLIST FOR RELEASE OF 3RD INSTALMENT 43
SF 3.7A: CHECKLIST FOR RELEASE OF 4TH INSTALMENT 43
SF 3.7B: PROJECT CLOSURE REPORT ON THE COMPLETION OF PROJECT 43
SF 3.10A: DETAILS OF CENTRE IN-CHARGE AND TRAINERS 44
SF 3.10B: DETAILS OF Q TEAM MEMBERS 45
SF 3.10C: RING FENCING OF Q TEAM FROM OPERATIONS – COMPLIANCE REPORT FROM THE MANAGEMENT 46

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									

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**
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.

1. **Cumulative monthly target:** will be the sum total of the previous months
2. **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	:
10	Bank branch(Full address)	:
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 Non-AAP States and SRLM for AAP States

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 Aajeevika Skills 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 AAP states), ……(name of SRLM) and ……. (name of PIA) on ……..(date).

The Project shall be deemed to have commenced from …….day of ……., 20……. (hereinafter 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 AAP states/…….. (name of SRLM to be deleted for non AAP states). 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 AAP States/the concerned SRLM for non-AAP States)

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 (I2 + 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 address[10]

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 communication[11]:

6. Organisation management team

Sl. No	Designation	Name	Email id	Contact no.
1	Project head			
2	Authorised signatory			
3	CEO			

7. Heads of core project functions

Functionary	Employee details			Aajeevika Skills training details		
	Id	Name	Date of appointment	Id	Date of training	Certificate details
Project head						
'Q' team head						
MIS head						

[10] Opening an office in a state is compulsory and it becomes the nodal office for the project.
[11] All email communication will be sent to this id.

Functionary	Employee details			Aajeevika Skills training details		
	Id	Name	Date of appoint ment	Id	Date of training	Certificate details
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. Aajeevika Skills training certificate should be uploaded on to the web-link						

8. Other Q team members

a. Existing

Sl. No.	Employee details			Aajeevika Skills training details		
	Id	Name	Date of appoint ment	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 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			

Project operations team	**Existing**	**To be recruited**	**Total**
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?

Sl. 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

Sl. 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

- Mobilization calendar, pamphlets, etc. YES ☐ NO ☐
- 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 ☐
- Trade wise trainers' manual YES ☐ NO ☐
- Trade wise teaching learning material YES ☐ NO ☐
- Provision for opening of Bank account for trainees YES ☐ NO ☐

14. Outsourcing of activities

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			

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 AAP state/CTSA for non AAP states

Note for online deployment of the form:

1. PIA will upload the form
2. 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)

Sl. 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 Q team members

A print version is given below

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

Sl. No.	Employee ID	Name	Designation	Reporting office	Email id	Contact no.
1			Q team head			
2						

SF 3.10C: Ring fencing of Q Team from operations – Compliance report from the management

The following steps are prescribed for separating the quality (Q) team from Operations (OP) team:

- The Q team head will report to the management and not to the project operations head
- Q team members will report only to the Q team head.
- Appointments should be regulated such that:
    - Q team personnel and operations personnel should not be interchanged in a project
    - No Q team members should be posted to the OP team of the same project within 15 months of completing the Q team assignment and vice versa. However the movement within the Q team and to OP team of other projects is permitted.
    - All changes in 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.
    - The salary and structure of Q team should not be changed to Q members disadvantage without approval of CTSA/SRLM.
- Performance appraisals of the Q team should be sent to the CTSA /SRLM Performance of Q team will be reviewed by CTSA/SRLM along with the management whenever required by CTSA/SRLM.

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 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 AAP states			
SRLM	Verify and certify that the course content is uploaded at the web site	Within 7 working days of receipt of information	
For Non AAP states			

[12] Training 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. However, the amount payable on account of food and to and fro charges will be paid at Rs 100 for every 8 hours of training. For residential training the boarding and lodging charges will be paid for entire duration of stay inclusive of holidays.

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 AAP states			
SRLM	Verify and certify that the 3rd party certified course content is uploaded at the web site for all domains	Within 7 working days from the time programme is uploaded	
For Non AAP states			
CTSA	Verify and certify that the 3rd 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 Aajeevika Skills 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 AAP states			
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 Non AAP states			
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 Aajeevika Skills for finishing and work readiness curriculum content	To be submitted 15 days before commencement of training program.	SF 4.40A: Finishing and work readiness module
PIA Q team	1. Verify and certify that the course content is uploaded at the web site for all domains. 2. Check whether schedule is followed during centre visits	Verified within 3 days and issue compliance	
For AAP states			
SRLM	1. Verify and certify that the course content is uploaded at the web site for all domains. 2. Check whether schedule is followed during centre visits	Within 7 working days of receipt of information.	
For Non AAP states			
CTSA	1. Verify and certify that the course content is uploaded at the web site for all domains. 2. 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 AAP states			
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 Non AAP states			
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

Item	Description
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 AAP states			
SRLM	• Check on Q team certification • Verify Q team checks on sample basis (Mode of check)	To verify that the PIA has uploaded the programme correctly.	SF 4.6D
For Non AAP states			
CTSA	• Check on Q team certification • Verify 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 ASSESSEMENT AND CERTFYING

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 empaneled 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.

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: Daily 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 Aajeevika Skills • 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 AAP states			
SRLM	• Check on Q team	As per the inspection	SF 5.1D1

Actor	Action	Time for completion	Relevant Documents
	certification • Verify Q team checks	schedule	
For Non AAP states			
CTSA	• Check on Q team and SRLM certification • Verify 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 AAP states			
SRLM	Check and verify as per requirement.	As per the inspection schedule	SF 4.5A

Actor	Action	Time for completion	Relevant Documents
For Non AAP states			
CTSA	• Check on Q team and SRLM certification • Verify Q team and SRLM checks	As per the inspection schedule	SF 4.5A

4.10 LIST OF STANDARD FORMS IN CHAPTER 4

SF 4.1A: PLAN OF TRAINING 56
SF 4.2A: DOMAIN CURRICULUM CONTENT AND EQUIPMENT 57
SF 4.3A: ENGLISH SKILLS CONTENT 58
SF 4.3B: COMPUTER SKILL CONTENT 61
SF 4.3C: SOFT SKILLS CONTENT 63
SF 4.4A: FINISHING AND WORK READINESS MODULE 67
SF 4.5A: ACTIVITY CUM LESSON PLANNER 68
SF 4.6A: ON THE JOB TRAINING PLAN FOR THE BATCH 70
SF 4.6B: ON THE JOB TRAINING CONFIRMATION LETTER FOR CANDIDATES 71
SF 4.6C: OJT COMPLETION CERTIFICATE FOR CANDIDATES 72
SF 4.6D: VERIFICATION FOR OJT 73
SF 4.8A: DAILY DISTRIBUTION OF TABLETS 74

SF 4.1A: Plan of training

PIA components

Sl. 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 ASP 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:

Sl. 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:

Sl. 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.

Sl. 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	Enable him/her to read and follow basic domain related instruction, and learn basic English sentence formation.

[13] The 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.

Sl. No.	Topic and sub topic	Expected outcomes
	Evaluation Discussion on evaluation	
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
8	**Social Communication** Introduction to conversation	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

Sl. No.	Topic and sub topic	Expected outcomes
	Conversation between small groups and large groups Interpersonal communication Word Grouping Shopping vocabulary and conversation Complimenting Small talk Crossword Comparatives	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.

Sl. 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

Sl. No.	Topic and sub topic	Expected outcomes
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
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.

Sl. 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 First Impression Dress to Impress Body Language Habits Do's and Don'ts Review Evaluation Discussion on evaluation	Cleanliness and hygiene should be maintained, their dress should be clean and tidy, positive body languages while speaking, and enable them to perform more of the do's than the don'ts.

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.
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	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.

	Team Activity - Train travel, Jungle safari, Marriage, Exhibition Review Evaluation Discussion on evaluation	
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	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.

	Techniques Role play - Interview	

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 on campus 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

GoI Logo	AS/ Roshni logo	PIA logo	SRLM logo

Name of the PIA

Aajeevika Skills

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:

1 – Traditional Class room,

2 - Traditional class room with tablet

3 - With Tablet under a trainer's guidance

4 - Distance education using live studio instruction

5 - Others (please specify)

6 - 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.

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

Batch No.:	Name of the domain:	Training start day:	Training end date:				
Sl. 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.							

SF 4.6B: 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 Rs. ..... Per month (.....In words).

Yours 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?	Y/N/NA
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

Sl. No.	Tablet code	Date of distribution	Name of the candidate	Receiving signature	Returning signature

5 TRAINING CENTRES

5.1 OPENING OF A TRAINING CENTER

5.1.1 Look and feel of a training centre

Overview

Item	Description
Purpose	To ensure that all the Aajeevika Skills training centres across India have distinctive look
Reference to Guidelines	Para 3.2.2.2.1, page 27
Prerequisite/s	After completion of project execution assessment and locating prospective training centre
Time for completion	At least a week before due diligence
Resource/s	As per SF 5.1A1: Look and feel of the training centre, SF 5.1A2: Training centre name board, SF 5.1B1: Activity summary and achievement board, SF 5.1B2: Contact details of important people and SF 5.1C: Student entitlement banner
Process owner	PIA OP team

Activities

Actor	Action	Time for completion	Relevant documents
PIA op Team	To ensure that the training centre conforms to Aajeevika Skills standards on furniture, layout, and colour scheme	At least a week before due diligence	SF 5.1A1: Look and feel of the training centre, SF 5.1A2: Training centre name board, SF 5.1B1: Activity summary and achievement board, SF 5.1B2 Contact details of important people and SF 5.1C1: Student entitlement banner
PIA Q team	To ensure that the training centre conforms to Aajeevika Skills standards on furniture, layout, and colour scheme	At the time of due diligence, as per 5.1.2	SF 5.1A1, 5.1A2, SF 5.1B1, SF

Actor	Action	Time for completion	Relevant documents
			5.1B2 and SF 5.1C1
For AAP states			
SRLM	To ensure that the training centre conforms to Aajeevika Skills standards on furniture, layout, and colour scheme	At the time of due diligence, as per 5.1.2	SF 5.1A1, SF 5.1A2, SF 5.1B1, SF 5.1B2 and SF 5.1C1
CTSA	Check on Q team and SRLM reports		
For Non AAP states			
CTSA	To ensure that the training centre conforms to Aajeevika Skills standards on furniture, layout, and colour scheme. Check on Q team reports and also follow up on compliance of SRLM's observations.	At the time of due diligence, as per 5.1.2	SF 5.1A1, SF 5.1A2, SF 5.1B1, SF 5.1B2 and SF 5.1C1

5.1.2 Due diligence before opening of a training centre

Overview

Item	Description
Purpose	To verify the availability of minimum infrastructure to start the training centre
Reference to Guidelines	Para 3.2.2.2.1, page 27
Prerequisite/s	After project initiation and locating prospective training centre
Time for completion	Before start of training centre, increase of strength of training centre, above that approved in due diligence, addition of a new trade/domain not covered at the time of due diligence.
Resources/s	As per SF 5.1C2: Welcome kit to trainees, SF 5.1D1: Due diligence of training centre (excluding residential facilities) and SF 5.1D2: Due diligence of residential facilities
Process owner	PIA OP team

Activities

Actor	Action	Time for completion	Relevant documents
PIA OP Team	To ensure availability of particulars of SF 5.1D1 and SF 5.1D2 at training centre	Ready at-least 7 days before due diligence	SF 5.1C2: Welcome kit to trainees, SF 5.1D1: Due diligence of training centre

Actor	Action	Time for completion	Relevant documents
			(excluding residential facilities), SF 5.1D2: Due diligence of residential facilities
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	At least 10 days before start of training centre	SF 5.1C2, SF 5.1D1 and SF 5.1D2
For AAP states			
SRLM	• Check on Q team's report • To upload results from this inspection onto a designated web	Verify preferably before the centre opens but in any case not later than 20 days of opening of the centre	SF 5.1C2, SF 5.1D1 and SF 5.1D2
CTSA	Check on Q team and SRLM reports		
For Non AAP states			
CTSA	• Check on Q team's report • To upload results from this inspection onto a designated web site • Follow up compliance of SRLM observations.	Verify preferably before the centre opens but in any case not later than 20 days of opening of the centre	SF 5.1C2, SF 5.1D1 and SF 5.1D2

5.1.3 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	Para 3.2.2.4, page 31
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 5.1R: Daily report on centre status and SF 5.1S: 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 • Summarise data for 15 days and upload results on the designated web-link	Daily when the centre opens Summarise by 16th of the month for first fortnight and by 1st of next month for the second fortnight and the complete month	Daily report as per SF 5.1R: Daily report on centre status Summary as per SF 5.1S: 15 day summary of centre status

PIA Q team	• Checks from HQs on i) daily entry of data and ii) 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 5.1R and SF 5.1S

For AAP states			
SRLM	• Checks from HQs on i) daily entry of data and ii) trend of failures • Same functions under taken by 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.	Fortnightly and monthly review As per the inspection schedule	SF 5.1R and SF 5.1S

Actor	Action	Time for completion	Relevant documents
CTSA	• Checks from HQs on i) daily entry of data and ii) trend of failures • Check on Q team and SRLM reports	Fortnightly and monthly review As per the inspection schedule	
For Non AAP states			
CTSA	• Checks from HQs on i) daily entry of data and ii) trend of failures • Same functions under taken by 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 5.1R and SF 5.1S

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
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: Candidate wise details • 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)

Item	Description
	• SF 5.1R : Daily failure items report • SF 5.1S: 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 AAP states			
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 Q team and SRLM reports		
For Non AAP states			
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 Aajeevika Skills processes. In emergencies if inspections are done by SRLM/CTSA/MoRD personnel not trained in Aajeevika Skills processes the same should be reviewed and ratified by personnel trained in Aajeevika Skills.

(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 Q team in a year).

5.2.1.1 Due Diligence Checks

Every centre before being opened will undergo a due diligence check as explained earlier. In addition, due diligence check will also be undertaken to increase the sanctioned strength either for the centre as a whole or for a trade, and to introduce a new trade.

5.2.1.2 PIA Q team

- 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 chose two more modules as per the situational needs.

5.2.1.3 SRLM (or its TSA) for AAP state/CTSA for non AAP state

- 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 non AAP states would be of the same nature as the SRLM of an AAP state.

5.2.1.4 CTSA (for AAP and non AAP states)

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

5.2.1.5 Role of SRLMs in non AAP states

SRLM in a non AAP state 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 Aajeevika procedures and to enable monitoring by its team.

All inspection reports of SRLM of non AAP state 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	As per the	SF 5.2B

Actor	Action	Time for completion	Relevant documents
	instruction given in SF 5.2A: Training centre inspection	inspection schedule	
For AAP states			
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 PIAs Q team	As per the inspection schedule	SF 5.2B
CTSA	Check on Q team and SRLM reports	As per the inspection schedule	SF 5.2B
For Non AAP states			
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 AAP states			
SRLM	• Verification during training centre inspection visit as per randomly selected candidates • Review of CCTV footage • To verify randomly selected candidates verified by Q team	As per the inspection schedule	SF 5.2A training centre inspection
CTSA	Check on Q team and SRLM reports		
For Non AAP states			
CTSA	• Verification during training centre inspection visit as per randomly selected candidates • Review of CCTV footage • To verify randomly selected candidates verified by 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 AAP states			
SRLM	• Same checks as 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
CTSA	Check on Q team and SRLM reports	As per inspection schedule	SF 5.4A and 5.2A: Training centre inspection

For Non AAP states			
CTSA	Same checks as 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 Q team.	As per inspection schedule .	SF 5.4A and 5.2A: Training centre inspection
SRLM	• Same checks as 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 AAP states and CTSA SRLM and MORD for non AAP states 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 Aajeevika Skills 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 AAP states and CTSA in case of non AAP states. 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 AAP state or otherwise. However, in case of AAP states If the proposed training centre and trade (or trades) are part of Aajeevika Skills 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 a non AAP state. For the monitoring of the training CTSA will get 1 % of the training and residential cost incurred per candidate. In case of AAP states this will be deducted from the monitoring fee of the SRLM and in case of non AAP state from that of the CTSA.

5.6 LIST OF STANDARD FORMS IN CHAPTER 5

SF 5.1A1: Look and feel of a training centre 89
SF 5.1A2: Training centre name board 89
SF 5.1B1: Activity summary and achievement board 89
SF 5.1B2: Contact details of important people 89
SF 5.1C1: Student entitlement banner 89
SF 5.1C2: Welcome kit to trainees 90
SF 5.1C3: First-aid kit 91
SF 5.1 D1: Due diligence of a training centre (excluding residential facilities) 94
SF 5.1D2: Due diligence for residential facilities 119
SF 5.1E1: Summary of staff deployed at the training centre 133
SF 5.1E2: Trainers' profile 134
SF 5.1F: Candidate ID template 136
SF 5.1G1: Index of individual candidate dossier 137
SF 5.1G2: Parents' consent form 140
SF 5.1H1: Batch summary as on day of batch freezing 142
SF 5.1H2: List of candidates in the batch and their profile 143
SF 5.1I: Attendance registers for candidates (as per biometric device) 144
SF 5.1J: Attendance registers for trainers (as per biometric device) 145
SF 5.1K: Checklist of items given to candidates 146
SF 5.1L1: Candidate feedback form 147
SF 5.1L2: Summary of the feedback given by the candidates in SF 5.1L1: On completion of training programme 149
SF 5.1M: Summary of evaluation and assessment done 152
SF 5.1N: TA/ DA calculation record (batch wise) – To be linked with biometric attendance 153
SF 5.1O1: Training certificate 154
SF 5.1O2: Training completion certificate distribution record 155
SF 5.1P: List of equipment in the training centre 156
SF 5.1Q: List of equipment available in the trainees' accommodation facilities (applicable for residential training only) 157
SF 5.1R: Daily failure items report 158
SF 5.1S: 15 day summary of centre status 159
SF 5.2A: Training centre inspection 160
SF 5.2B: CCTV - Specifications, location and recording, review and storage 169
SF 5.3A: Specification of uniform 171
SF 5.4A: Assessment and certification of candidates 172

SF 5.1A1: Look and feel of a training centre

Details of how a training centre should look and feel are posted at http://aajeevikaskills.gov.in/

SF 5.1A2: Training centre name board

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

SF 5.1B1: Activity summary and achievement board

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

SF 5.1B2: Contact details of important people

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

SF 5.1C1: Student entitlement banner

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

- Jute bag/cloth bag which should have TLM (; Teaching learning materials; it should be bilingual in vernacular and English) for trainees, and stationery, books, practical tool kit, etc.
- Background of Aajeevika skills
- Do`s and Don’ts for Candidates, Candidates entitlements
- Information regarding the trade and training planner
- Uniform for candidates
- Contact details of Training centre in charge, trainers, mobilizer and other staff

SF 5.1C3: First-aid kit

Sl. No.	Instrument	Bandages	Medication	Miscellaneous items	Doctors on call – 2
1.	Bulb 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-	Flashlight 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											
Sl. No.	**ITEMS**	**Nos.**	**Jan**	**Feb**	**March**	**Apr**	**May**	**Jun**	**Jul**	**Aug**	**Sep**	**Oct**	**Nov**	**Dec**
A	**Instrument**													
1	Bulb 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													
1	First Aid book													
2	Note Pad	1												
3	Pen-	1												
4	Flashlight 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)

This form is divided into two parts. Part A is the due diligence form to be filled by the quality auditors. Part B gives the standards prescribed for various parameters and also gives instructions on how to fill Part A. A quality auditor should study Part B before filling Part A of the form.

Part A: Due diligence of a training centre

1. Basic information

Sl. 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.	Address	Building no
		Street 1
		Street 2
		City/District
		State
		Pin code
6.	Training centre in charge	Name
		Employee id
		Profile: provide web link and take photo copy
		Address
		Email id

Sl. No.	Particulars	Details
		Mobile

2. Physical Infrastructure

2.1 Basic Information

Sl. No.	Particulars	Status	Proof	Remarks
Basic details				
1.	Ownership of the building (Own(O), Rent(R), Govt.(G))		Photocopy of documentary evidence	
2.	Area of the building (Sq. Ft.) (Including corridors but excluding spaces open to sky such as court yards etc.)		Schematic of the building plan with clear marking of dimensions	To be noted: Separate measurements should be taken for individual areas as given below.
3.	Is it RCC/ Non RCC		Photographs	
4.	If it is non RCC, Whether it is structurally sound on visual inspection		Photographs	
Description of rooms				
5.	Class rooms (in number)			
6.	Domain labs (in number)			
7.	IT labs (in number)			
8.	Reception room			
9.	Office room			

Sl. No.	Particulars	Status	Proof	Remarks
10.	Counselling rooms (not mandatory – a portion of office room can be used after proper partitioning)			

2.2 Conformance of centre to standards.

Sl. No.	Particulars	Relevant data as mentioned at the item	Does it conform to standards (yes/no)	Proof	Remarks
1	Visible signs of leakages from walls and roof - applicable for both RCC and Non RCC structures			Photographs	
2	Protection of stairs, balconies, and other locations			Photographs	
3	Roof height (state in feet)			Measurement	
4	Conformance to Aajeevika Skills look and feel standards as per sub section 5.1.1			As per 5.1.1	
Corridors and circulation area					
5	Circulating area (in sq feet)			Measurement	
6	Corridor width (in feet)			Measurement	
Toilets					
7	Toilets (in number)			Schematic plan &	As per Annexure – I given in standards.

Sl. No.	Particulars	Relevant data as mentioned at the item	Does it conform to standards (yes/no)	Proof	Remarks
				Photographs	
8	Washbasins (in number)			As above	As per above
9	Type of Flooring (write whether it is tiled, cemented etc.)			Photographs	
10	Connection to running water				
Location					
11.	Distance of the training centre to various transport locations:			Google map snapshot showing the distance	
	Bus stand (in meters)				
	Railway station (in meters)				
	Auto stand (in meters)				
	Is the training centre easily accessible to the trainees				Quality auditors to use their judgement based on city conditions
12.	Can the candidates safely come to the centre when training is conducted			Auditor's judgement. In case of any difference CTSA decision is final.	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.

Sl. No.	Particulars	Relevant data as mentioned at the item	Does it conform to standards (yes/no)	Proof	Remarks
13	Sound level (in dBA)			Measured through an instrument	If yes, avoid such centres or else make all academic and counselling rooms sound proof with air conditioning
14.	If response to clause 14 is YES, whether all the academic centres have been sound proofed with air conditioning				Else the centre cannot be used as a training centre
Open space					
15.	Open space for people to gather and interact (in sq.ft)			Photographs and measurements	Not mandatory, if it is not required for domain training. However centres with open spaces will get better rating
16.	Exclusive parking space (number in terms of bicycle parking slots)			Photographs and measurements	
Electrical wiring and standards					
17.	Securing of wires			Photographs	
18.	Switch boards and panel boards			Photographs	
Signages and information Boards					
19.	Training centre name board (SF- 5.1A2)				
20.	Activity summary and achievement board (SF-5.1B1)				
21.	Student entitlement banner in English (SF- 5.1C1)				

Sl. No.	Particulars	Relevant data as mentioned at the item	Does it conform to standards (yes/no)	Proof	Remarks
22	Contact detail of important people (SF- 5.1B2)				
23	Basic Information board				
CCTV					
24.	Central monitor easily accessible to centre incharge			Photographs	
25.	Conformance of CCTV to Aajeevika Skill as provided in chapter 5 of SOP				
26.	Storage of the CCTV recorded material			Photographs	

3. Physical Infrastructure: Academic & Non Academic

3.1 Academic					
Sl. No.	**Particulars**	**Relevant data as mentioned at the item**	**Does it conform to standards (yes/no)**	**Proof**	**Remarks**
1.	Theory class room 1			To be measured	To be validated with standards
a.	Area (in Sq.ft)				
b.	Length (in ft)				
c.	Width (in ft)				
2a	Window area (in sq ft)				

2b	Do the windows have cross ventilation			
3	Class room information board			
For all the theory class room, practical lab and IT lab the same pattern will be followed				
Those domains needing additional physical infrastructure such as open spaces for security guard should be mentioned separately and relevant proof should be submitted.				

3.2 Non Academic					
Sl. No.	**Particulars**	**Relevant data as mentioned at the item**	**Does it conform to standards (yes/no)**	**Proof**	**Remarks**
1.	Office room				
a.	Area (in Sq.ft)				To be validated with standards
b.	Length (in ft)				
c.	Width (in ft)				
2.	Counselling room				To be validated with standards
a.	Area (in Sq.ft)				
b.	Length (in ft)				
c.	Width (in ft)				
3.	Reception room				
a.	Area (in Sq.ft)				
b.	Length (in ft)				
c.	Width (in ft)				

3.1 Assessment of maximum number of candidates permissible per batch:

Sl.No	Name of the Domain and batch no.	Class room allotted	Candidates permitted as per standards			Permitted batch strength (least of three numbers in the three columns to the left)
			Theory class room	Practical class room	IT lab	
1						

4. Equipment

4.1 Common Equipment

Sl. No.	Particulars	Relevant data as mentioned at the item	Does it conform to standards (yes/no)	Proof	Remarks
1.	Gensets			Photographs/Purchase proof	
2.	Installation of Biometric devices			Photographs/Purchase proof	As per annexure – II given in the standards.
3.	Installation of CCTV cameras.			Photographs/Purchase proof	
4.	Storage place for securing documents			Photographs	
5.	An office table (in number)			Photographs	

Sl. No.	Particulars	Relevant data as mentioned at the item	Does it conform to standards (yes/no)	Proof	Remarks
6.	Chairs (in number)			Photographs	
7.	Table for office computer			Photographs	
8.	Office computer (in number)			Photographs	
9.	Printer cum scanner (in number)			Photographs/purchase proof	
10.	Digital camera (in number)			Photographs/purchase proof	
11.	Grievance register				
12.	Minimum equipment as per SF 5.1P				

4.2 Details of equipment available in each theory and practical class room (excludes domain specific equipment)

Name of the domain: (to be repeated for all the domains)

Sl. No.	Particulars	Relevant data as per mentioned at the item	Does it conform to standards (yes/no)	Proof	Remarks
1.	CCTV cameras with audio facility			Photographs/Purchase proof	
2.	Over Head Projector screen /LCD			Photographs/Purchase	

Sl. No.	Particulars	Relevant data as per mentioned at the item	Does it conform to standards (yes/no)	Proof	Remarks
				proof	
3.	Chair per candidate (in number)			Photographs	
4.	Trainer's chair			Photographs	
5.	Trainer's Table			Photographs	
6.	Writing board			Photographs	
7.	Lights (in number)			Photographs	
8.	Fans (in number)			Photographs	

4.3 Is the following equipment available in the IT lab?

Sl. No.	Parameter	Relevant data as mentioned at the item	Does it conform to standards (yes/no)	Remarks
1.	Computers (in number)			
2.	CCTV camera(in number)			
3.	LAN enabled computers(in number)			
4.	Internet connections			
5.	Do all computers have typing tutor			

Sl. No.	Parameter	Relevant data as mentioned at the item	Does it conform to standards (yes/no)	Remarks
6.	Lights(in number)			
7.	Fans (in number)			
8.	Stools/ chairs			
9.	Trainer chair (in number)			
10.	Tablets (in number)			

4.4 List of domain related lab equipment:

Sl. No.	Name of the domain	Number of equipment as per specifications given by third party	Status of actual equipment available (Yes/ No)
1.			
2.			

5. Teaching Learning Materials (TLM)

5.1 Is the following information available at the training centre?

Sl. No.	Parameter	Does it conform to standards (yes/no)
1.	Training plan (SF- 4.1A)	
2.	Activity cum lesson planner (SF- 4.5A)	

Sl. No.	Parameter	Does it conform to standards (yes/no)
3.	Welcome Kit (SF-5.1A)	
To be repeated for all the domains		

5.2 Details of Course content

Sl. No.	Name of the domain	Name of the certifying agency (NCVT/SSC)	Is it as per SF 3.3A	Is course curriculum submitted as per SF 4.2A
Note: If it is SSC, indicate the name of the respective SSC				

5.3 Details of assessment agency

Sl. No.	Name of the domain	Name of the assessment agency	Is it as per SF 3.3A	Is course curriculum submitted as per SF 4.2A	Date on which assessment by certifying agency is proposed to be conducted	Is it as per SF 4.5A and SF 5.4A (Yes/No)

5.4 Details of course content , trainers kit and assessment material

Availability of course content/training kit and assessment material

Sl.No	Name of the Domain	Does it conform to standards (Yes/No)		
		Course content	Training Kit	Assessment material
1	IT			
2	Soft Skills			
3	English			
4	Domain 1			
5	Domain 2			
6	Domain 3			
7	Domain 4			

5.5 Availability of trainers:

Sl. No.	Name of the trade	Total no. of trainer available	Does it conform to standards (yes/no)
1.	Centre in charge		
2.	IT		
3.	Soft skills		
4.	English		
5.	Domain 1		
6.	Domain 2		
7.	Domain 3		
8.	Domain 4		

6. Others

6.1 Is the following support infrastructure available at training centre

Sl. No.	Parameter	Does it conform to standards (yes/no)	Remarks
1.	Safe drinking water		As per standard clause 2.6
2.	SF 5.1C3: First aid kit		
3.	Fire fighting equipment		

7. **Standard Forms:**

Are the following standard forms available at the training centre?

Sl. No.	List of SF	Are they available (yes/no)
1.	SF 4.1A: Plan of training	
2.	SF 4.5A: Activity cum lesson planner	
3.	SF 4.6A: On the job training plan for the batch	
4.	SF 4.8A: Daily distribution of Tablets	
5.	SF 5.1A2: Training centre name board	
6.	SF 5.1B1: Activity summary and achievement board	
7.	SF 5.1B2: Contact details of important people	
8.	SF 5.1C1: Student entitlement banner	
9.	SF 5.1C2: Welcome kit to trainees	
10.	SF 5.1C3: First-aid kit	

Sl. No.	List of SF	Are they available (yes/no)
11.	SF 5.1E1: Summary of staff deployed at the training centre	
12.	SF 5.1E2: Trainers' profile	
13.	SF 5.1F: Candidate ID template	
14.	SF 5.1G1: Index of individual candidate dossier	
15.	SF 5.1G2: Parents' consent form	
16.	SF 5.1H1: Batch summary as on day of batch freezing	
17.	SF 5.1H2: List of candidates in the batch and their profile	
18.	SF 5.1I: Attendance registers for candidates (as per biometric)	
19.	SF 5.1J: Attendance registers for trainers (as per biometric)	
20.	SF 5.1K: Checklist of items given to candidates	
21.	SF 5.1L1: Candidate feedback form	
22.	SF 5.1L2: Summary of the feedback given by the candidates in SF 5.1L1 - On completion of training programme	
23.	SF 5.1M: Summary of evaluation and assessment done	
24.	SF 5.1N: TA/ DA calculation record (batch wise) – To be linked with biometric attendance	
25.	SF 5.1O1: Training certificate	
26.	SF 5.1O2: Training completion certificate distribution record	
27.	SF 5.1P: List of equipment in the training centre	
28.	SF 5.1Q: List of equipment in the trainees' accommodation facilities (applicable for residential training only)	

Sl. No.	List of SF	Are they available (yes/no)
29.	SF 5.1R: Daily failure items report	
30.	SF 5.1S: 15 day summary of centre status	
31.	SF 5.2A: Training centre inspection	
32.	SF 5.2B: CCTV	
33.	SF 5.3A: Specification of uniform	
34.	SF 5.4A: Assessment and certification of candidates	
35.	SF 6.1A: Letter to SRLM seeking information on mobilization plan	
36.	SF 6.1B: Letter from SRLM regarding mobilization plan	
37.	SF 6.1C: On field registration of candidates	
38.	SF 6.2A1: Overview of aptitude test	
39.	SF 6.2A2: Content for counselling for each trade	
40.	SF 6.2A3: Candidate application form	
41.	SF 6.2A4: List of candidates who were admitted	
42.	SF 6.2B: List of candidates in the final batch	

Inspected by:

PIA Q team member name:

Date of inspection:

Part B: Standards for due diligence of a training centre and instructions for filling the form

- Standards are prescribed as per the table given below.
- Most items in Part A have two sets of data. First is the physical measure as per units mentioned with the item and second is its conformance to the prescribed standards.
- At places where data is not required then column need not be filled and it is shaded like this:

Clause	Particulars
1	**Basic Information**
	To be filled as per instructions given in the form.
2	**Physical Infrastructure**
2.1	**Basic details**
	Basic data.
2.2	**Conformance of centre to standards** **Note: These are the minimum prescribed standards. These do not replace any standards prescribed by statutory bodies as per the acts, rules and codes in force.**
1	There should not be any visible marks of leakages from walls and roof.
2	All the balconies, stairs and other locations should have protective walls or railings. Even if one place is unprotected the centre should not be commissioned.
3	The height of the roof should be at least 9 feet; however the desirable height is 10 feet.
4	The training centre should conform to Aajeevika skills look and feel standards as section 5.1.1 of SOP
5	The circulating area (which could include all covered areas not specified for academic and non-academic uses) area should not be less than 12 % of the total area.
6	The width of the corridor should be at least 4 feet.
7	The number of toilets for the candidates should be calculated as given in the annexure - I to the standards
8	The number of washbasins for the candidates should be calculated as given in the annexure - I to the standards
9	No prescription.
10	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. Water should be available during the working hours of the training centre.
11	No prescription.
12	Establish the centre in a safe and easily accessible place. It should be close to the road with good access but should not be located in a busy market place.

13	No specific standards
14	The sound in the class room should not be more than 75 decibels (A). The measurement should be taken by closing door and turning off all the equipment. The data should be sampled for 5 minutes at 15 seconds interval. Average of 20 observations should be taken as reading.
15	No specific standards
16	The training centre should preferably (not mandatory) have around 100 sq.ft of open space for people to gather and interact. However, where domain training requires open space the prescribed minimum should be followed as per the needs of the domain.
17	At least 5 bicycle parking slots should be available for every 100 non-residential trainees. These can also be used for staff parking.
18	All the wires should be properly secured and tapped. Concealed wiring is not mandatory.
19	All the switch boards and panel boards should be fully covered.
20	Training centre name board should conform with standard form SF-5.1A2
21	Activity summary and achievement board should conform with standard form SF-5.1B1
22	Student entitlement banner should conform with standard form SF-5.1C1
23	Contact details of the important people should conform with standard form SF-5.1B2
24	The board should contain the centre level information and common equipment. (information about the academic rooms will be provided in the respective room).
25	The centre in charge should be able to easily access the central monitor of CCTV
26	CCTV should conform with Aajeevika Skills standard as per section 5.2.3
27	The training centre should have proper and secluded place to store the recorded data of CCTV
3	**Physical Infrastructure**
1	Academic – At least 10 sq ft space per trainee should be available in all academic areas including domain labs and IT lab.
2	Combining of theory and practical class room is permissible. Office and the counselling area can be merged with minimum of 180 sq.ft with a partition for the counselling area.
3	Ventilation: Area of the windows should be minimum 12% of the total floor area of the classroom.
4	Class room information board: It should have information on size of the room, number of chairs, tables and the details of domain specific equipment.
5	Reception area has to be located in the prominent place preferably at the entrance of the training centre.
4	**Equipment**
4.1	**Common equipment**
1	Gensets

	Gensets 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 fan and 2 lights per room for practical rooms, theory class rooms, IT room and to all lights in the corridor, toilets etc.
	Gensets should be tested with full load for at least 1 hour.
2	Biometric devices
	Biometric devices should be as per annexure – II
	At least 1 device for 200 candidates
	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.
3	CCTV
	Should be with Audio and Video recording facility with time stamped system
	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.
	One (1) CCTV camera should be installed in each classroom, domain lab, IT lab and administrative area.
	The material should be under exclusive charge of centre in-charge till they are erased or transferred to head quarter.
	CCTV console should be visible to centre in charge from the place where he sits
	Only centre in charge should have ready access to the CCTV system.
4	Proper place should be available to secure the documents maintained at the centre. An almirah to be procured.
5	Office table dimensions should be a minimum of 3 by 4 Sq. ft.
6	Office staff should have sufficient chairs to sit. In addition, six chairs will be kept for the visitors.
7	Office computer table dimensions should be a minimum of 2 by 3 Sq. Ft.
11	The grievance register should kept in the prominence place of the training centre and accessible to the candidates during all period of the training.
12	The minimum equipment should conform with Aajeevika skills standard form 5.1P
4.2	**Academic equipment**
1	As per clause 4.1 point 3 of the standards
2	LCD/OHP systems: A centre can have either of them or both of them.
	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).
	OHP systems: There should be at least 1 OHP system for two class rooms.
3	The candidate's chair should have enough space for sitting along with arm for writing and space. In case of Table-bench arrangement, at least 3 ft space of bench should be available to each trainee.
4	The trainer's table dimensions should be a minimum of 3 by 4 Sq. Ft.
5	Writing board dimension: 5 feet X 3 feet.
6	1 ceiling fan for each 175 sq.ft. or part thereof per room.
7	1 light for each 175 sq.ft. or part thereof per room.
4.3	**Equipment at the IT lab**
1	During IT lab each student should have one computer. Depending on academic plan computers should be same as batch strength (if the complete batch attends the lab at the same time) or half the batch strength (if the batch is split into two groups). If a batch is to be split it should be shown in the lesson plan.
2	As per clause 4.1 point 3 of the standards
3	No specific standards
4	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.
5	All the computer should be installed with typing tutor software
6	1 ceiling fan for each 175 sq.ft. or part thereof per room
7	1 light for each 175 sq.ft. or part thereof per room
8	No specific standards
9	No specific standards
10	Tablets can be provided to the all the candidates.
4.4	**List of equipment**
1	All domain labs should have equipment as per the minimum standards prescribed by the certifying agency.
2	In case of NCVT, all the courses should have equipment as per NCVT specifications.
3	In case of SSC, as the courses do not have minimum specified equipment, they should follow the NCVT specifications till SSC specifies the equipment.
5	**Teaching learning materials**
5.1	
1	The training plan should conform with Aajeevika skills standard form 4.1A

2	The activity cum lesson planner should conform with Aajeevika skills standard form 4.5A
3	The welcome kit should conform with Aajeevika skills standard form
5.2	**Details of course content**
1	The course content should conform with SF 3.3A and 4.2A
5.3	**Details of certifying agency**
1	The course certifying agency should conform with SF 3.3A and 4.2A
5.4	**Details of course content, training kit and assessment material**
1	The course content and trainers manual should conform with NCVT/SSC standard for the particular domain
5.5	**Trainer details**
1	Centre incharge can teach a maximum of 4 hours per day
2	Soft skills, IT and English may have the same trainer. For English and IT skills, the trainer should produce the certificates and for soft skills, proof for industry experience is desirable.
6	**Other infrastructure**
1	The training centre should be provided with RO and ozonised treated water or packaged drinking water certified by ISI or BIS
2	First aid kit should contain all supplies and equipment for used in giving first aid.
	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.
3	A training centre should have at least 2 fire extinguishers
	Fire fighting equipment should kept in the corridor
	The centre in charge and other supporting staff should be trained to handle fire-fighting equipment
4	No specific standards
7	**Standard Forms**
1	Availability of standard forms should be verified.

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 Aajeevika Skills

Aajeevika Skills 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.

Sl. 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

Sl. No.	Description	Recommended Specifications
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)
11	Wi-Fi	802.11 b/g/n

Sl. No.	Description	Recommended Specifications
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 Aajeevika Skills Development & Monitoring Solutions (ASDMS) is made operational.

SF 5.1D2: Due diligence for residential facilities

This form is in two parts. Part A is the due diligence form to be filled by the quality auditors. Part B gives the standards prescribed for various parameters and also instructions on how to fill Part A. A quality auditor should study Part B before filling Part A of the form.

Part A: Due diligence form for residential facilities

1. Basic information

Sl. 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.	Address (if not same as the training centre otherwise to be prepopulated)	Building no
		Street 1
		Street 2
		City/District
		State
		Pin code
6.	Warden (for female hostel, if available)	Name
		Employee id
		Profile: provide web link and take photo copy
		Address

Sl. No.	Particulars	Details
		Email id
		Mobile
7.	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

Sl. No.	Particulars	Does it conform to standards (yes/No)	Proof	Remarks
Basic details				
1.	Ownership of the building (Own(O), Rent(R), Govt.(G))		Photocopy of documentary evidence	
2.	Area of the building (Sq. Ft.) (include corridors but exclude open to sky spaces like court yards		Schematic of the building	To be noted. Separate measurements to be done for individual areas.

Sl. No.	Particulars		Does it conform to standards (yes/No)	Proof	Remarks
	etc.)			plan with clear marking of dimensions	
3.	Is it RCC/ Non RCC			Photographs	
4.	If it is non RCC is it structurally sound on visual inspection			Photographs	

2.2 Conformance of centre to standards.

Sl. No.	Particulars	Relevant data as mentioned at the item	Does it conform to standards (yes/no)	Proof	Remarks
1	Visible signs of leakages from walls and roof - applicable for both RCC and Non RCC structures			Photographs	
2	Protection of stairs, balconies, and other locations			Photographs	
3	Roof height (state in feet)			Measurement	

Sl. No.	Particulars	Relevant data as mentioned at the item	Does it conform to standards (yes/no)	Proof	Remarks
4	Conformance to Aajeevika Skills look and feel standards as per sub section 5.1.1			As per 5.1.1	
Corridors and circulation area					
5	Circulating area (in sq feet)			Measurement	
6	Corridor width (in feet)			Measurement	
Toilets					
7	Toilets (in number)			Schematic plan & Photographs	
8	Washbasins (in number)			As above	
9	Type of Flooring (write whether it is tiled, cemented etc.)			Photographs	
10	Connection to running water				
Location					
11.	Distance from the training centre (in kms)			Google map snapshot showing the distance	

Sl. No.	Particulars	Relevant data as mentioned at the item	Does it conform to standards (yes/no)	Proof	Remarks
12.	If the training centre is more than 1 km, then the availability of pick up and drop facilities				Quality auditors to use their judgement based on city conditions
13.	Can the candidates safely come to the centre from the residential facility when training is conducted			Auditor's judgement. In case of any difference CTSA decision is final.	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					
14.	Securing of wires			Photographs	
15.	Switch boards and panel boards			Photographs	
Signages and information Boards					
16.	Hostel name board (as per look and feel)				
17.	Student entitlement banner in English (SF- 5.1C1)				
18.	Contact detail of important people (SF- 5.1B2)				
19.	Basic Information board				
Open Spaces for physical activities and outdoor games					
20.	Area (in sq.ft)				Highly recommended to provide space for physical activity. To be used only for

Sl. No.	Particulars	Relevant data as mentioned at the item	Does it conform to standards (yes/no)	Proof	Remarks
					grading criteria.

3. Details of residential facilities

Sl. No.	Particulars		Does it conform to standards (yes/no)	Proof	Remarks
Residential areas					
Room 1					
1.	**Physical measurements**				
a.	Area (in Sq.ft)			To be measured	To be validated with standards
b.	Length (in Ft)				
	Width (in Ft)				
c.	Reception area in female hostels for visitors				
D	Window area (in sq ft)				
e.	Do the rooms have windows with cross				

	ventilation?				
2	Sleeping and storing material				
A	Cot (in number)				
B	Mattress (in number)				
C	Bed sheet (in number)				
D	Cupboard/ almirah with locking arrangements (in number)				
3	No of students permitted in the room			To be calculated	
For all the hostel rooms data should be collected in a similar pattern					

Sl. No.	**Particulars**	**Does it conform to standards (yes/no)**	**Proof**	**Remarks**
Non-residential areas of the hostel: Kitchen, dining and recreation areas				
1. Kitchen				
A	Area (in sq.ft.)			No prescribed minimum. However the kitchen has to be hygienic and spacious enough to cook and store material. A committee of trainees, to be formed within 5 days of freezing a batch, to monitor the kitchen conditions.
B	Length (in ft.)			
C	Width (in ft.)			
2. Recreation and dining areas				

Physical infrastructure				
1	**Are the dining and recreation area are separate?**			
	If answer to 1 above is YES, give the following data			
	Dining area			
A	Area			
B	Length			
C	Width			
	Recreation area			
A	Area			
B	Length			
C	Width			
	If answer to 1 above is NO i.e.- dinning and recreation area are common, give the following data			
	Dining and recreation area			
A	Area			
B	Length			
C	Width			
2	Number of stools/chairs/benches			
3	Whether TV with a cable or satellite connection is available for viewing			
3	Equipment for indoor games			
A	_____(write name)			
B	_____(write name)			
	Use additional rows if required			

4	Reception area in female hostels to receive male guardians				

3.1 Assessment of maximum no. of candidates permissible:

Sl. 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					

3.2 Are the following facilities available at centre?

Sl. No.	Parameter	Status (Yes/No)	Remarks
1.	Segregation of hostels for male & female candidates		
2.	Warden/care taker for hostels where males stay		
3.	Lady warden/care taker for hostels where females stay		
4.	Security Guards		
5.	Availability of women doctor on call (if female hostel exists)		
6.	Availability of men doctor on call (if male hostel exists)		

4. Others

4.1 Is the following support facilities available at training centre

Sl. No.	Parameter	Status (Yes/No)	Remarks
1.	Safe drinking water		
2.	First aid kit		
3.	Fire-fighting equipment		
4.	Biometric device		As per annexure –II of standards given in 5.1D1: Due diligence for training centre.
5.	Genset		
6.	Grievance register		

Part B: Standards for due diligence of a training centre and instructions for filling the form

- Standards are prescribed as per the table below.
- Most items in Part A have two sets of data. First is the physical measure as per units mentioned with the item and second is whether it conforms to the prescribed standards or not.
- At places where data is not required then column need not be filled and it is shaded like this:

BENCH MARKS FOR RESIDENTIAL FACILITIES (MINIMUM REQUIREMNT)	
Clause	**Particulars**
1	**Basic Information**
	No specific standards
2	**Physical Infrastructure**
2.1	**Basic details**
	Basic data
2.2	**Conformance of centre to standards** **Note: These are the minimum prescribed standards. These do not replace any standards prescribed by statutory bodies as per the acts, rules and codes in force.**
1	There should not be any visible marks of leakages from the walls and roof.
2	All the balconies, stairs and other locations should have protective walls or railings. Even if one place is unprotected the centre should not be commissioned.
3	The height of the roof should be at least 9 feet; however the desirable height is 10 feet.
4	The circulating area should not be less than 12 % of the total area.
5	The width of the corridor should be at least 4 feet.
6	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.
7	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.
8	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.

BENCH MARKS FOR RESIDENTIAL FACILITIES (MINIMUM REQUIREMNT)	
Clause	**Particulars**
9	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.
	Note: At places where the training and residential centres are in the same building then toilets and baths provided in the training centre can be reckoned for residential use provided safety and security of inmates is ensured.
10	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. Water should be available round the clock.
11	Maximum distance of residential facility from the training centre should not exceed 1 km.
12	Pick up and drop should be made available for the candidates
13	All the wires should be properly secured and tapped. Concealed wiring is not mandatory.
14	All the switch boards and panel boards should be fully covered.
15	The hostel name board should conform with look and feel of the training centre
16	Activity summary and achievement board should conform with standard form SF-5.1B1
17	Student entitlement banner 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.
18	Contact details of the important people should conform to standard form SF-5.1B2. If the residential centre and the training centre are in the same complex, this board is not required.
19	The board should contain the centre level information and common equipment. (information about the academic rooms will be provided in the respective rooms).
20	Minimum of 1000 square yards for the doing physical activity and outdoor games is recommended. The place can be owned/hired/lease or arrangements can be made with public authorities for using parks and other open spaces.
3	**Physical Infrastructure**
	Residential areas
1	At least 25 sq ft space per trainee should be available for accommodation.
2	Ventilation: Area of the windows should be minimum 12% of the total floor area of the residential area.
	Non-residential areas of the hostel: Kitchen, dining and recreation areas
1	**Kitchen:** No minimum area is prescribed for kitchen. However the kitchen has to be hygienic and spacious enough to cook and store material.
2	**Recreation area (separate):** It should be 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.
3	**Dining area (separate):** It should be 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 if the dining area is separate from recreation area.
4	**Common recreation and dining area:** If both the dining area and recreation area are combined, then it should have

BENCH MARKS FOR RESIDENTIAL FACILITIES (MINIMUM REQUIREMNT)	
Clause	**Particulars**
	minimum of 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
5	No minimum is prescribed for stools/chairs/benches. However mats/dhurries should be provided to sit.
6	Minimum of 4 indoor games should be provided to the candidates.
3.1	**Assessment of permissible candidates**
1	Calculated as per standards.
3.2	**Availability of facilities**
1	Separate residential premises for male & female candidates
2	Separate warden/care taker for male and female hostels
3	Separate security guards for male and female hostels
4	Women doctor should be available for female hostel on call
5	Male doctors should be available for male candidates on call
6	No specific standards
7	The residential facility should have separate recreation room in each of the premise (if multiple premises are taken for providing residential facility to the trainees)
8	Each inmate should be provided with separate cupboard/ almirah to keep his/ her personal belongings in lockable storage space
4	Other supportive equipment
1	The training centre should be provided with RO and ozonised treated water or packaged drinking water certified by ISI or BIS
2	First aid kit should contain all supplies and equipment for used in giving first aid.
	First aid kit should be kept in a prominent location and its availability is 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 if any items are damaged or are expired out of date.
3	A training centre should have at least 2 fire extinguishers
	Fire fighting equipment should kept at the corridor
	The centre in charge and other supporting staff should be trained to handle fire fighting equipment
4	Biometric device
	Biometric device should be as per annexure – II of standards given in SF5.1D1: Due diligence of a training centre.
	1 device for every 200 candidates
	All bio metric devices should be connected with geo tagged time stamped devices

BENCH MARKS FOR RESIDENTIAL FACILITIES (MINIMUM REQUIREMNT)	
Clause	**Particulars**
	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.
5	Gensets
	Gensets should have connection to: All electrical items relating to monitoring of centre activities such as bio metric device etc.
	At least 1 fan and 2 lights per room and to all lights in the corridor, toilets etc.
	Gensets should be tested with full load for at least 1 hour.
6	The grievance register should kept in the prominence place of the training centre and accessible to the candidates during all period of the training.
	General Instructions
1	All items should be ready before the centre is opened and PIA Q team should inspect at least 10 working days before starting a training centre. If a PIA so desires he can make the physical infrastructure of the training centre ready and PIA Q team can complete the due diligence in advance for the physical infrastructure. In such a case PIA Q team should visit the training centre 10 days before training start to complete the due diligence.
2	SRLM for AAP states/CTSA for non AAP states should endeavour to complete the training centre inspection before training commences at a centre. If this is not possible a delay report should be filed on the ERP system. In no case inspection should be delayed more than 20 days of opening of a training centre.
3	The equipment which is not in working condition will be deemed as not available at the centre.

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

Sl. 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:

1. PIA OP team will verify the documents while selecting the trainers and a copy of the documents should be kept at the training centre
2. 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

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
10th				
12th				
Graduation (please specify)				
Post-graduation				

(please specify)				
Other qualification (please specify if any)				

Experience

(Latest 5 only from current to past)

Sl. 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 template[14]

GoI Logo	AS/ Roshni logo	SRLM logo
Name of the PIA		
Aajeevika Skills **Ministry Of Rural Development, Government of India** **Candidate ID Card**		
Name: _____ Candidate ID:_____ Trade name:_____ Training start date:_____ Training end date:_____ Centre contact No:_____		Candidate photo
Student sign		Centre head sign and seal

[14] Candidates ID card has to be printed in both English and vernacular language.

SF 5.1G1: Index of individual candidate dossier

Name of candidate:_____

Sl. 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 • NREGS Job Card

	• 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 Instruction 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
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 • VERIFICATION OF BPL NUMBER BY BLOCK DEVELOPMENT OFFICER

	• VERIFICATION OF BPL NUMBER BY GRAM SACHIV • VERIFICATION OF BPL NUMBER BY OTHER AUTHORIZED OFFICER • PIP • MGNREGA Job Card
Category certificate	Copy of Caste Certificate
Minority certificate	Copy of Religion Certificate
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

GoI Logo	AS/ Roshni logo	SRLM logo

Name of the PIA

Aajeevika Skills

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 Aajeevika Skills 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 Aajeevika Skills 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 Rs. 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 Rs 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
   - Rs. 1000 per month for 2 months for the Placements within District of domicile
   - Rs. 1000 per month for 3 months for the Placements within State of domicile
   - Rs. 1000 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

Batch No.: Name of the domain: Training start day: Training end date:						
No. of candidates in the batch	Gender wise		Category wise			Dropped out
	Male	Female	SC/ST	Minorities	PWD	

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

Sl. No.	Candidate name	Father or husband name	Address District State	Date of birth	DRDA BPL reference number	Category (SC/ST)	Minority	PWD	Gender	Mobile	Email id

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:_____

Sl. No.	Candidate name	Candidate ID no.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	Total present	Total days

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

Sl. 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(y)/No (n)											
Sl. 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

Aajeevika Skills

Ministry Of Rural Development, Government of India

Name of training centre: _____

Name (No.) of project: _____

Course name: _____

Duration of Course: From_____**to**_____

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:

1. How good was the knowledge of the trainers?

   A lot 5 4 3 2 1 Little

2. Were the trainers attentive?

   A lot 5 4 3 2 1 Little

3. 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

4. To what extent have you developed your soft skills through the course,?

   A lot 5 4 3 2 1 Little

5. To what extent have you developed your English skills through the course,?

   A lot 5 4 3 2 1 Little

6. To what extent have you developed your computer skills through the course,?

A lot **5** **4** **3** **2** **1** **Little**

7. Was the course material useful during the training?

Fully **5** **4** **3** **2** **1** **Not at all**

8. Were the entitlements provided to you on time?

Fully **5** **4** **3** **2** **1** **Not at all**

9. How effective were the practical activities?

Very effective **5** **4** **3** **2** **1** **Ineffective**

10. Were the training instructions easy to follow?.

Fully **5** **4** **3** **2** **1** **Not at all**

11. 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: _____

Sl. 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		
5.	To what extent have you developed your English skills through the course?	5		
		4		
		3		
		2		

Sl. No.	Question	Appraisal (i)	No. of Candidates (ii)	Marks scored (iii=i*ii)
		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		
11.	How do you rate the training programme?	5		
		4		
		3		
		2		
		1		
12.	How were the living facilities?	5		

Sl. No.	Question	Appraisal (i)	No. of Candidates (ii)	Marks scored (iii=i*ii)
		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)				
OR 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

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

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

SF 5.1O1: Training certificate

As per NCVT/SSC certificate Performa

SF 5.1O2: Training completion certificate distribution record

Training completion certificate distribution record

Batch No.: Batch start date: Batch end date : Trade:

Sl. No.	Candidate name	Candidate ID no.	Date of receiving	Signature
1.				
2.				
3.				
4.				

SF 5.1P: List of equipment in the training centre

Sl. 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)

Sl. No.	Name of equipment	Minimum requirement	Available at accommodation facilities

SF 5.1R: Daily failure items report[15]

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

[15] 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 5.1S: 15 day summary of centre status

Sl. 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: Candidate wise details
    - Attendance reports SFs forms 5.1I and 5.1J
    - List of equipment: 5.1P and 5.1Q
    - Failure data: SF 5.1R and 5.1S

Inspection form

Basic details

Sl. 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:	

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 (Y)Yes/(N))No/(NA)Not Applicable]

Domain no: Batch no.; Training end date:

Sl. No.	Particulars	Name of candidates				
		1	2	3	4	5
	Mention candidate's name					
1.	Assessment completed					
2.	Received certificate (if eligible)					
3.	Placed					
4.	Got offer letter					
5.	Joined the job					
6.	Received/sent Aajeevika skills 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)

Sl. 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

Sl. 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)

Sl. No.	**Particulars**	**Name of candidates**				
		1	2	3	4	5
	Mention candidate's name					
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)

Sl. 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)

Sl. No.	Particulars	Name of candidates				
		1	2	3	4	5
	Mention candidate's name					
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)

Sl. No.	Particulars	Name of candidates				
		1	2	3	4	5
	Mention candidate's name					
1.	Domain course curriculum					

Sl. No.	Particulars	Name of candidates				
		1	2	3	4	5
	Mention candidate's name					
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):

Sl. 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?				

Sl. No.	Particulars	IT skills	Soft skills	English skills	Mention domain name (_____)
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)

Sl. No.	Particulars	Name of candidates				
		1	2	3	4	5
	Mention candidate's name					
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)

Sl. No.	Particulars	Name of candidates

		1	2	3	4	5
	Mention candidate's name					
1.	Receiving training free of cost					
2.	A bank account has been opened in the first month of training					
3.	Either residential facilities or Rs 100 for every day attended has been credited to the bank account of the candidates by the PIA every 15 days					
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)

Sl. No.	**Particulars**	**Name of candidates**				
		1	2	3	4	5
	Mention candidate's name					
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 E_6 (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.

Specifications for uniform are posted at http://aajeevikaskills.gov.in/

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: i) Whether a candidate has eligibility criteria prescribed by NCVT/SSC and ii) 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
	No	**Category 2** Will get certificate from assessing body	**Category 4** Only course completion certificate from PIA

All category 1 and 2 students who complete 3 months of placement will get Aajeevika skills 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. Aajeevika Skills 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.

6 TRAINING INITIATION

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[16] 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

[16] If 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 1st 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 non AAP states	Facilitate PIA in mobilizing candidates and review implementation	Continuous Process	

6.1.2.1 Gram panchayat (GP) saturation model

Aajeevika Skills 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.

6.2 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	PIA OP 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 AAP states/CTSA for non-AAP states	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

Item	Description
	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	As per the training plan of the PIA but selection confirmation should be given in 15 days to a candidate after completion of	SF 6.2A2: Outline of areas to be covered

Actor	Action	Time for completion	Relevant Documents
	for every selected candidate • Allocation of trainee identity card with roll number (on batch freezing date)	counselling	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	

6.2.4 Training start and freezing of the batch

Overview

Item	Description
Purpose	To start the training and freezing of the batch
Reference to guidelines	No specific reference
Prerequisite/s	• Completion of required number of candidates per batch (maximum batch strength is 35 candidates per batch) • Batch freezing 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 6.2A4: List of candidates who were admitted and SF 6.2B: List of candidates in the final batch
Process owner	PIA OP team

Activities

Actor	Action	Time for completion	Relevant Documents
PIA OP team	Start the training*	Continuous process as per PIA's training plan	SF 6.2A4: List of candidates who were admitted
PIA OP team	Freezing the batch	Within 10 days of start of training	6.2B: List of candidates in the final batch

Actor	Action	Time for completion	Relevant Documents
PIA Q team	Cross verify all the relevant documents on sample basis	As per the inspection schedule	
CTSA/SRLM	Cross verify all the relevant documents on sample basis	As per the inspection schedule	
Note: * PIA is encouraged to get all its Candidates and Trainers enrolled under an unique identification system. The system can be that of any government organization or that devised by the PIA.			

6.3 LIST OF STANDARD FORMS IN CHAPTER 6

SF 6.1A: LETTER TO SRLM SEEKING INFORMATION ON MOBILIZATION PLAN 180
SF 6.1B: LETTER FROM SRLM REGARDING MOBILIZATION PLAN 181
SF 6.1C: ON FIELD REGISTRATION OF CANDIDATES 182
SF 6.2A1: OVERVIEW OF APTITUDE TEST 183
SF 6.2A2: OUTLINE OF AREAS TO BE COVERED DURING COUNSELLING 184
SF 6.2A3: CANDIDATE APPLICATION FORM 185
SF 6.2A4: LIST OF CANDIDATES WHO WERE ADMITTED 188
SF 6.2B: LIST OF CANDIDATES IN THE FINAL BATCH 188

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:

Sl. 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.

Sl. No	Name of the district	Names of Panchayats

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 Aajeevika Skills 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 AAP states and CTSA for non AAP states 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

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

SF 6.2A3: Candidate application form

MoRD Logo	AS/ Roshni logo	PIA logo
Name of the PIA		
Aajeevika Skills **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
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		Education Qualification	
Religion				BPL Number	

Gender	Male	Female	Category				Yearly Income Rs.
			SC	ST	Minority	PWD	

FAMILY DETAILS

S No	Name	Relation	Age	Gender	Marital Status	Source of Income/ Occupation

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:

a. To attend and participate in all the sessions/classes of the aforesaid Training Program diligently;

b. To maintain discipline and follow the instructions of the Trainer, while undergoing the said Training Program;

c. 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.

The following documents are attached :

- 6 photos
- Document as proof of domicile (Ration Card or any other)
- Document as age proof

Selected for Training: Yes/No

If no, reason for elimination:

Signature of PIA Representative

SF 6.2A4: List of candidates who were admitted

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

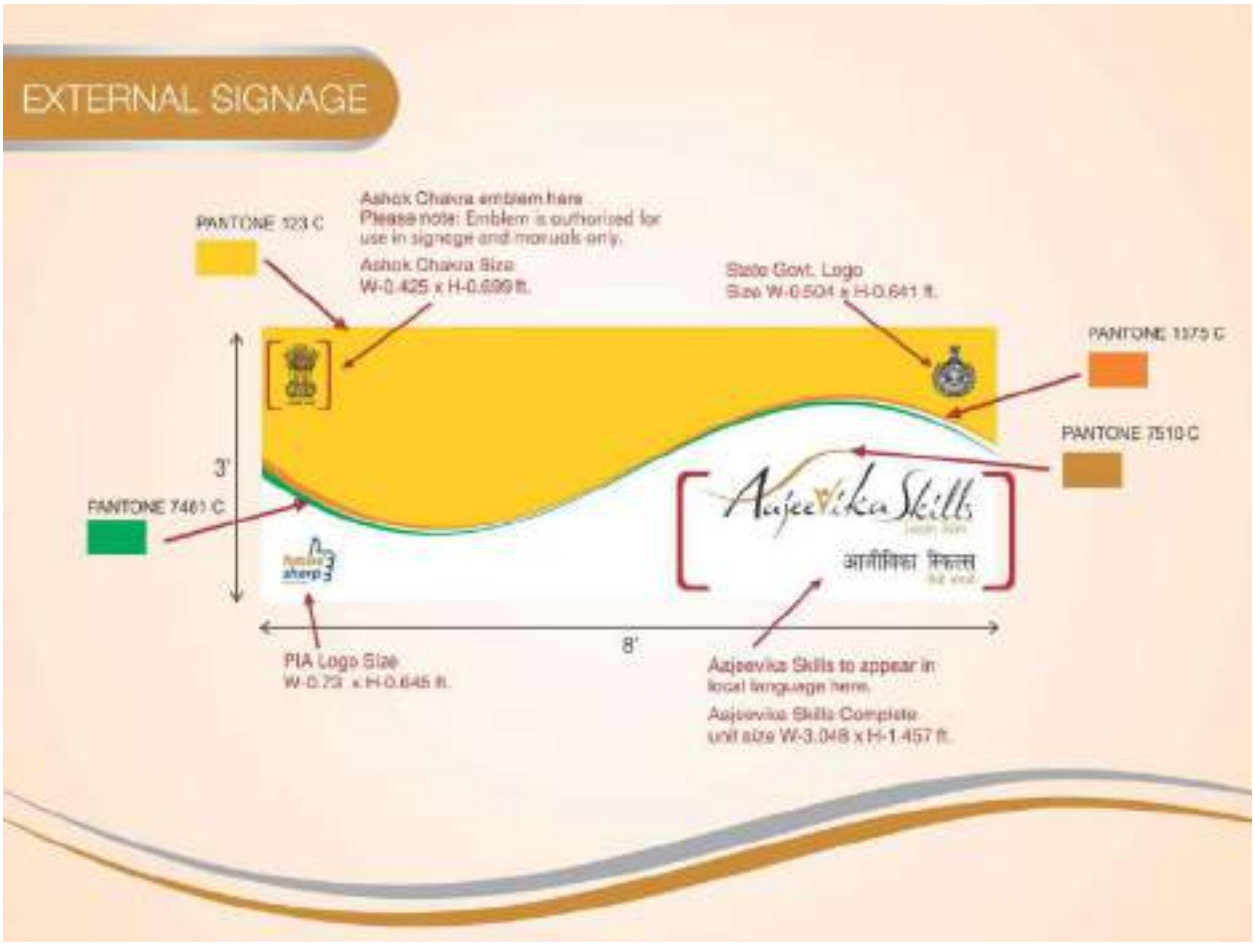
SF 6.2B: List of candidates in the final batch

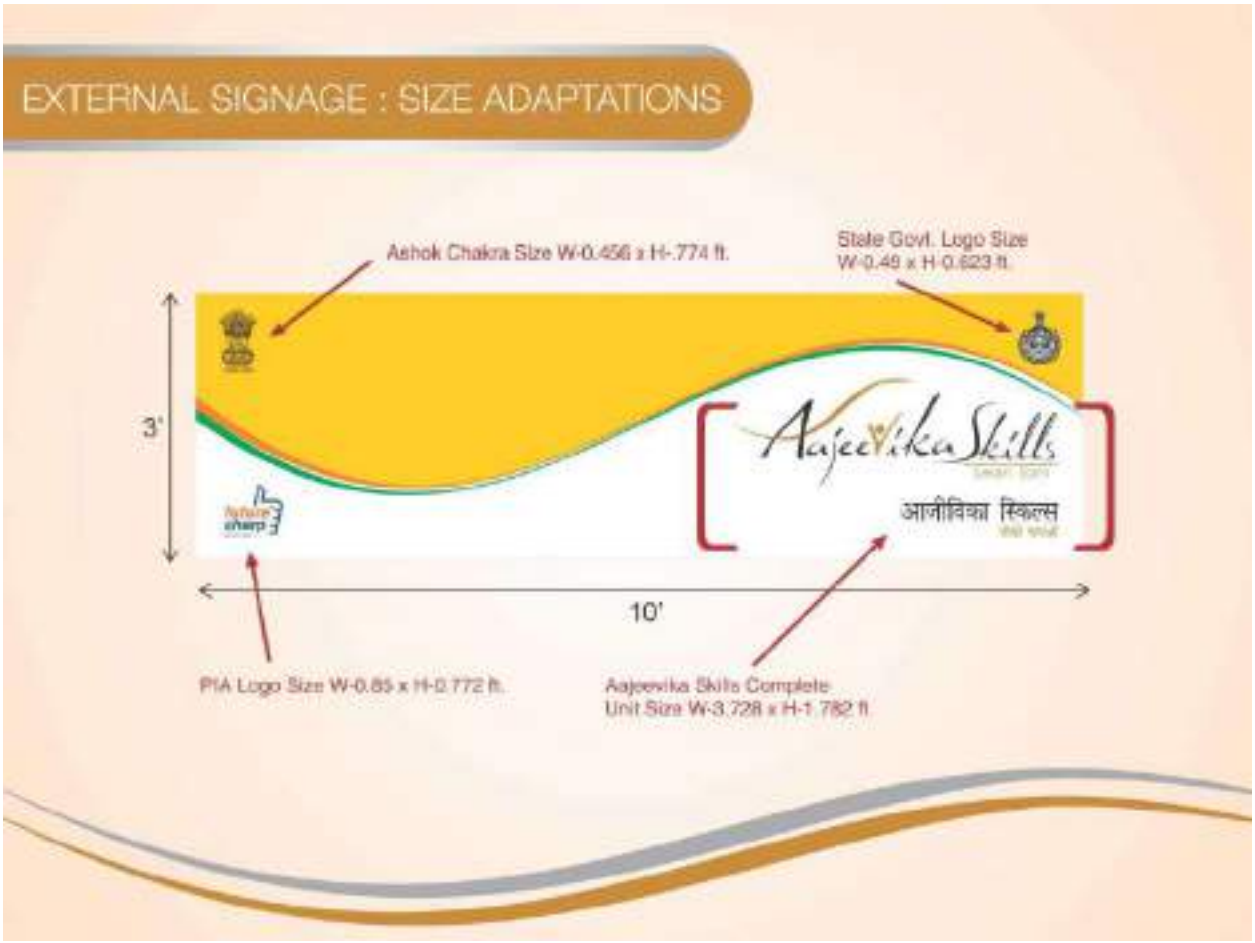
(As per candidates profile list to be maintained by PIA)

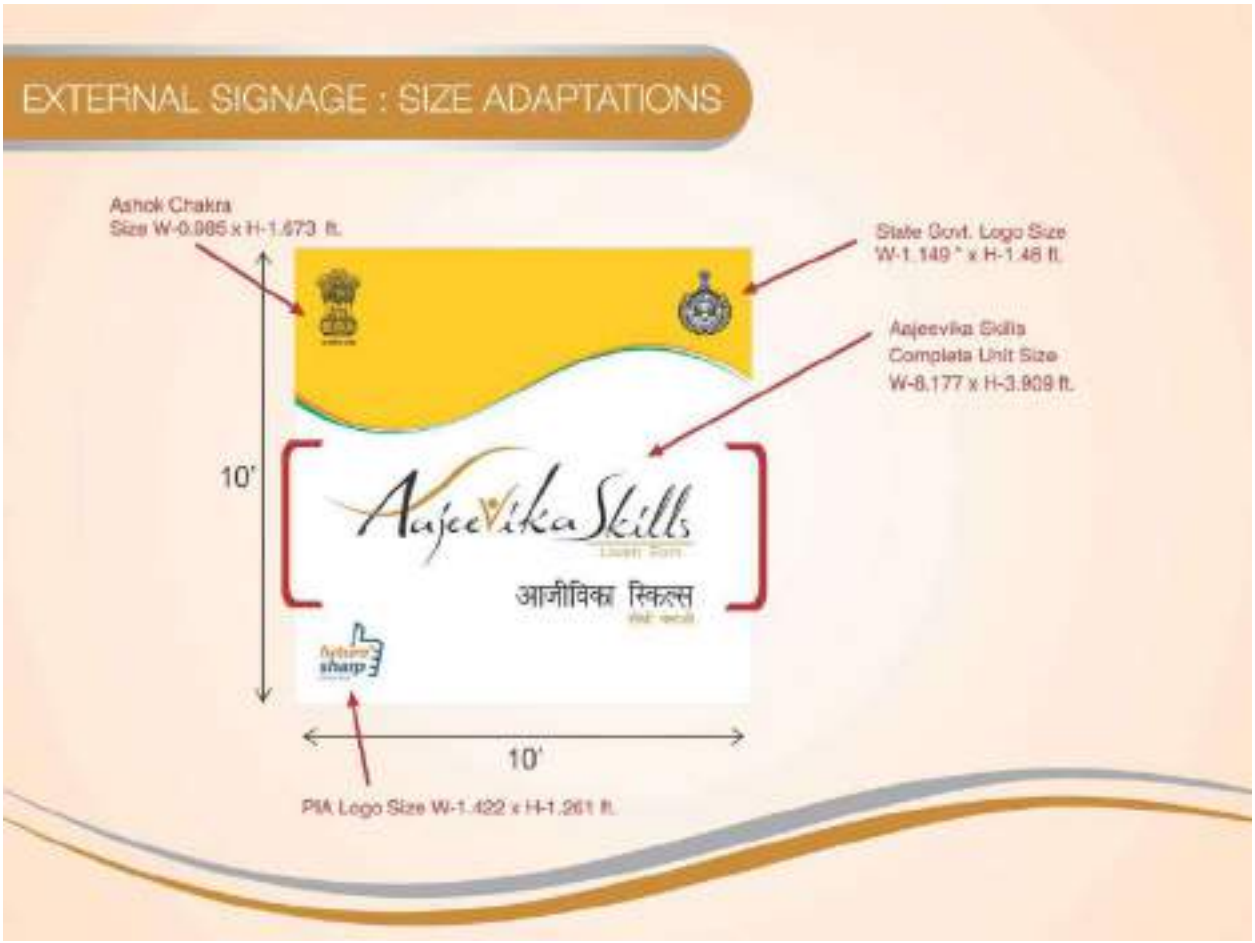
Aajeevika Skills brand manual - Training centres
(referred to in SF5.1.A1-C1 of Manual on Standard Operating Procedures)

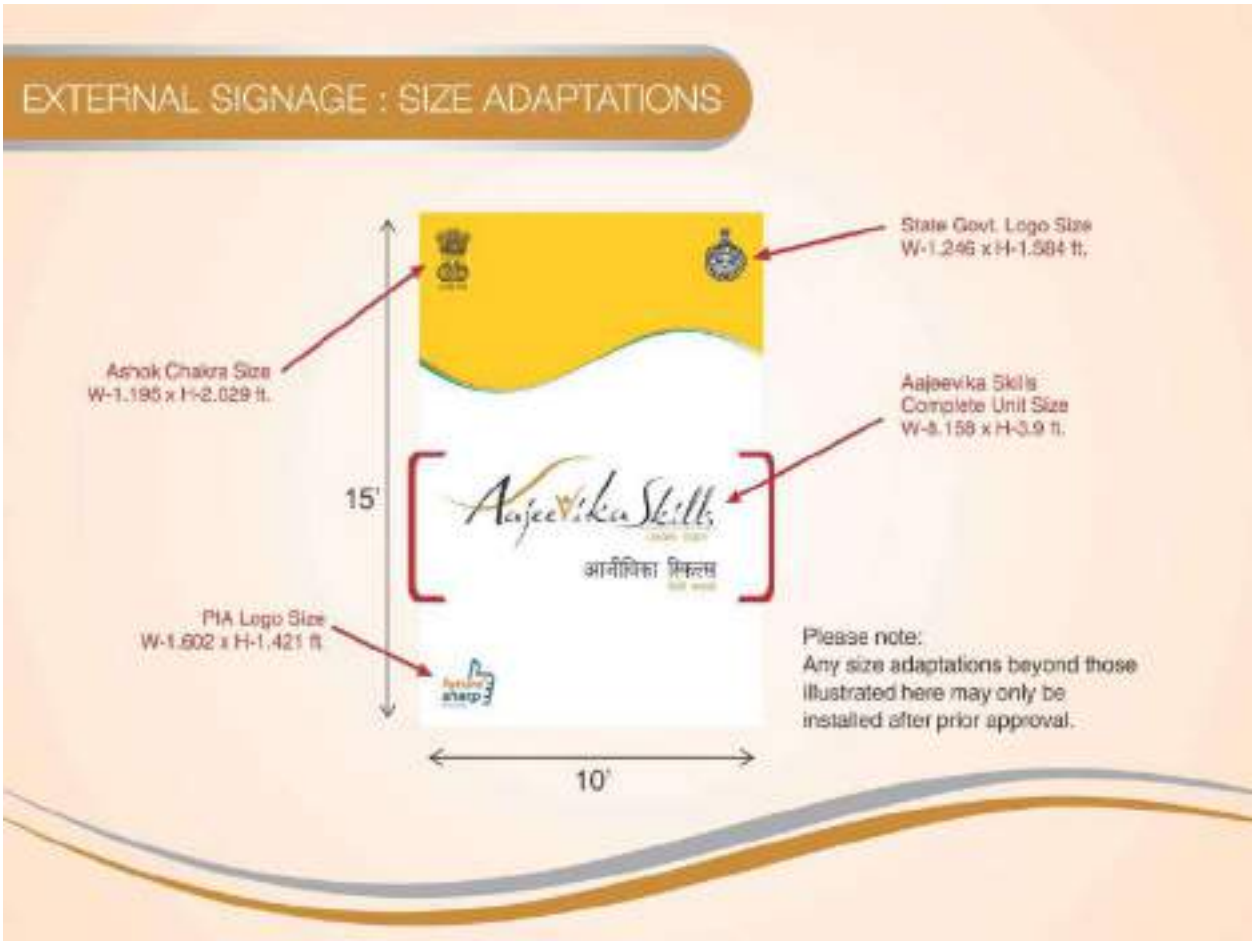



FONT DETAILS
Aajeevika Skills
Learn Earn
Font_Century Gothic
आजीविका स्किल्स
सीखो कमाओ
Kruti Dev 101


EXTERNAL SIGNAGE
PANTONE 123 C
Ashok Chakra emblem here
Please note: Emblem is authorized for use in signage and manuals only.
Ashok Chakra Size
W-0.425 x H-0.699 ft.
State Govt. Logo
Size W-0.504 x H-0.641 ft.
PANTONE 1375 C
PANTONE 7510 C
3'
PANTONE 7461 C
आजीविका मिशन
8'
PIA Logo Size
W-0.73 x H-0.645 ft.
Aajeevika Skills to appear in local language here.
Aajeevika Skills Complete unit size W-3.048 x H-1.457 ft.


EXTERNAL SIGNAGE : SIZE ADAPTATIONS
Ashok Chakra Size W-0.456 x H-.774 ft.
State Govt. Logo Size
W-0.49 x H-0.623 ft.
3'
Aajeevika Skills
आजीविका स्किल्स
10'
PIA Logo Size W-0.85 x H-0.772 ft.
Aajeevika Skills Complete
Unit Size W-3.728 x H-1.782 ft


EXTERNAL SIGNAGE : SIZE ADAPTATIONS
Ashok Chakra
Size W-0.985 x H-1.673 ft.
State Govt. Logo Size
W-1.149 " x H-1.46 ft.
Aajeevika Skills
Complete Unit Size
W-8.177 x H-3.909 ft.
10'
Aajeevika Skills
आजीविका स्किल्स
10'
PIA Logo Size W-1.422 x H-1.261 ft.


EXTERNAL SIGNAGE : SIZE ADAPTATIONS
State Govt. Logo Size
W-1.246 x H-1.584 ft.
Ashok Chakra Size
W-1.195 x H-2.029 ft.
Aajeevika Skills
Complete Unit Size
W-8.158 x H-3.9 ft.
15'
आजीविका स्किल्स
PIA Logo Size
W-1.602 x H-1.421 ft
Please note:
Any size adaptations beyond those
illustrated here may only be
installed after prior approval.
10'


EXTERNAL SIGNAGE : MAINTENANCE
Every Aajeevika Skills centre must present a clean, professional face to the world.
Due to the presence of white in the design, lack of maintenance can lead to a very poor appearance.
All external signage must be thoroughly washed / cleaned at least once every 24 hours, every day of the week.
Signage must be re-printed and re-installed at least once every 12 months.


INTERNAL SIGNAGE : RECEPTION
Ashok Chakra Size W-0.197 x H-.335 ft.
State Govt. Logo Size
W-0.233 x H-0.297 ft.
Aajeevika Skills
Complete unit size
W-1.611 x H-0.77 ft.
2'
Aajeevika Skills
आजीविका स्किल्स
2'
PIA Logo Size W-0.302 x H-0.267 ft.
Specifications : Glass-mounted
acrylic, embossed wooden lettering
on wooden base, or backlit translite.

RECEPTION CREATIVE : RIGHT PLACEMENT



Reception sign to be at eye-level. Lower edge of sign placement at 4 feet from ground.

RECEPTION CREATIVE : WRONG PLACEMENT



Reception branding should not be misaligned on the wall, but placed in a centre-aligned position behind the reception desk.


RECEPTION CREATIVE : WRONG PLACEMENT
Reception branding should not be placed at an angle to reception desk, or in a position where a person in front of the desk cannot directly see it.

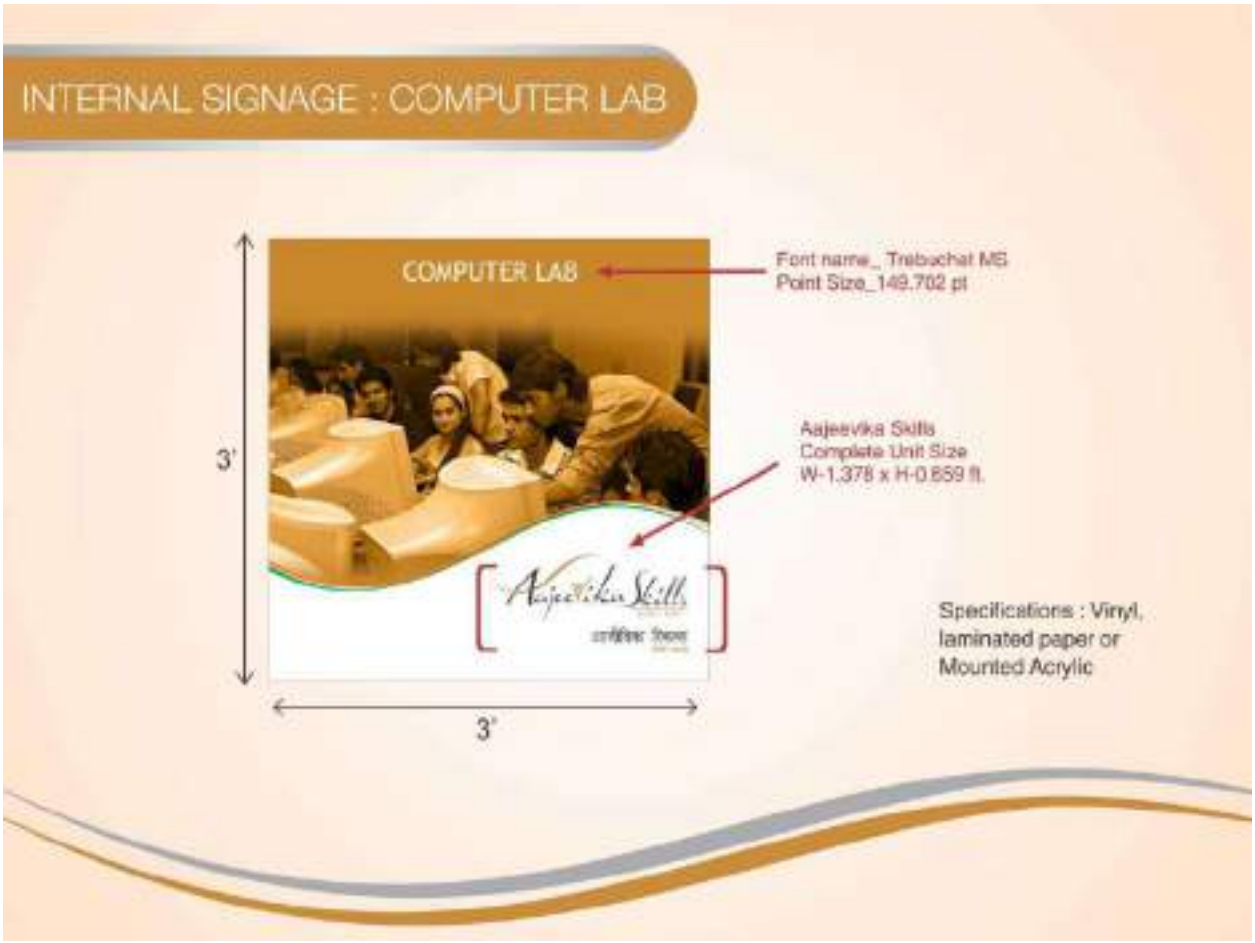
RECEPTION CREATIVE : WRONG PLACEMENT

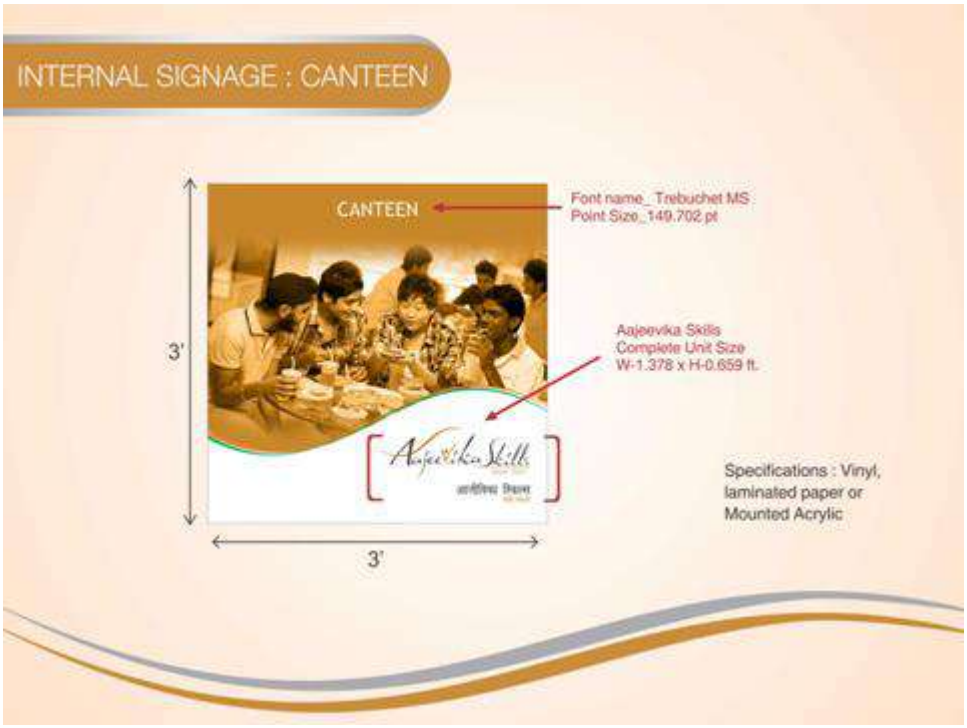


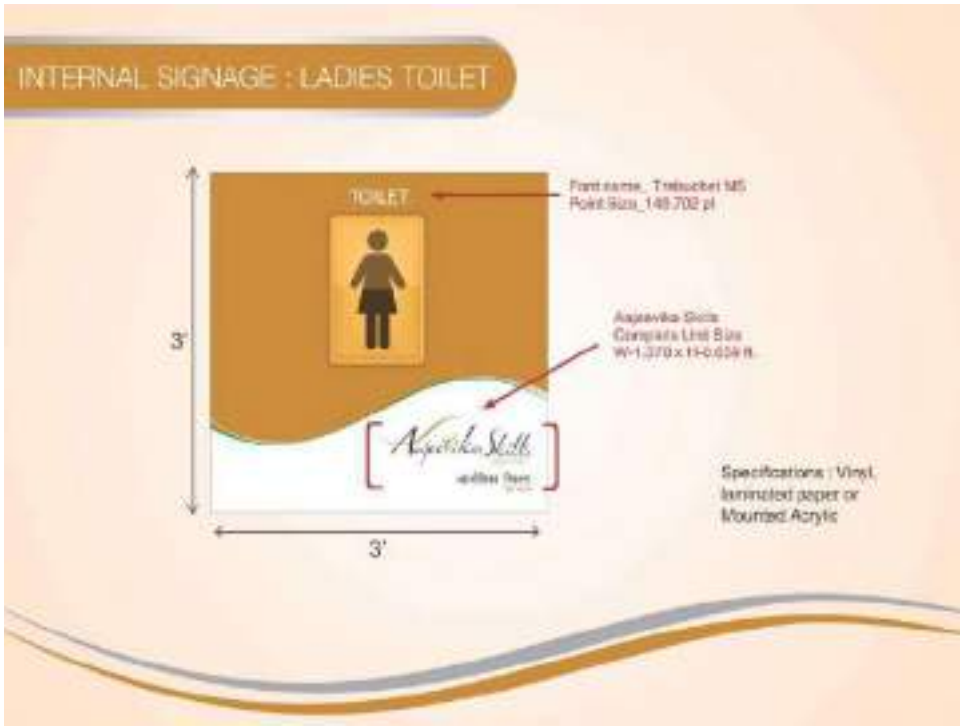
Reception branding should not be placed in an area where it is not clearly visible from in front of the reception desk.

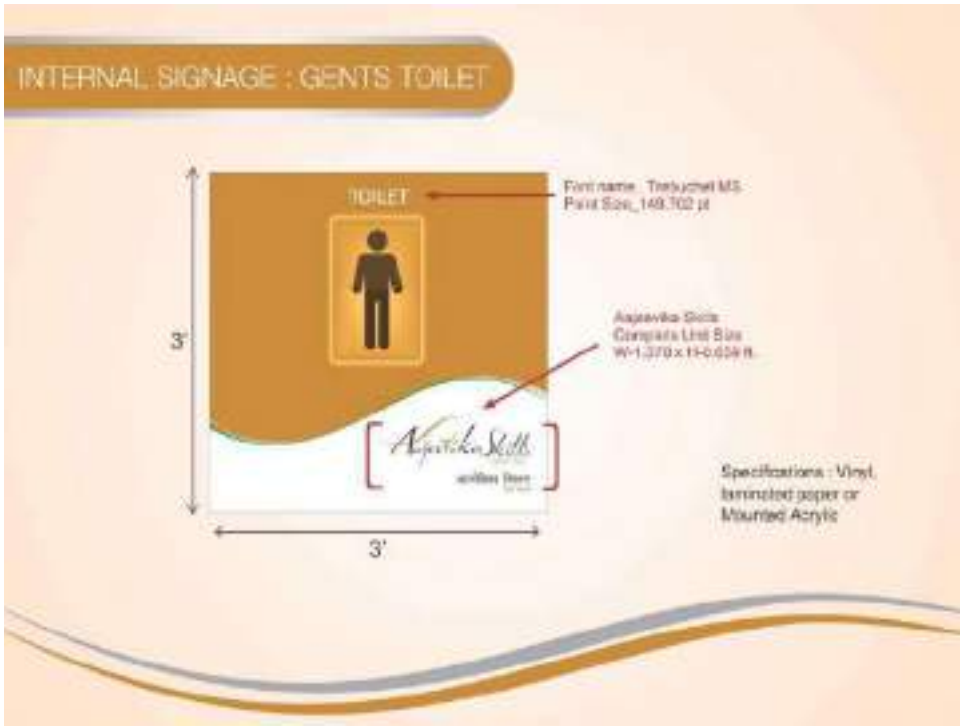

INTERNAL SIGNAGE : COUNSELLING ROOM
COUNSELLING ROOM
Font name_ Trebuchet MS
Point Size_149.702 pt
Aajeevika Skills
Complete Unit Size
W-1.378 x H-0.659 ft.
3'
3'
Specifications : Vinyl,
laminated paper or
Mounted Acrylic

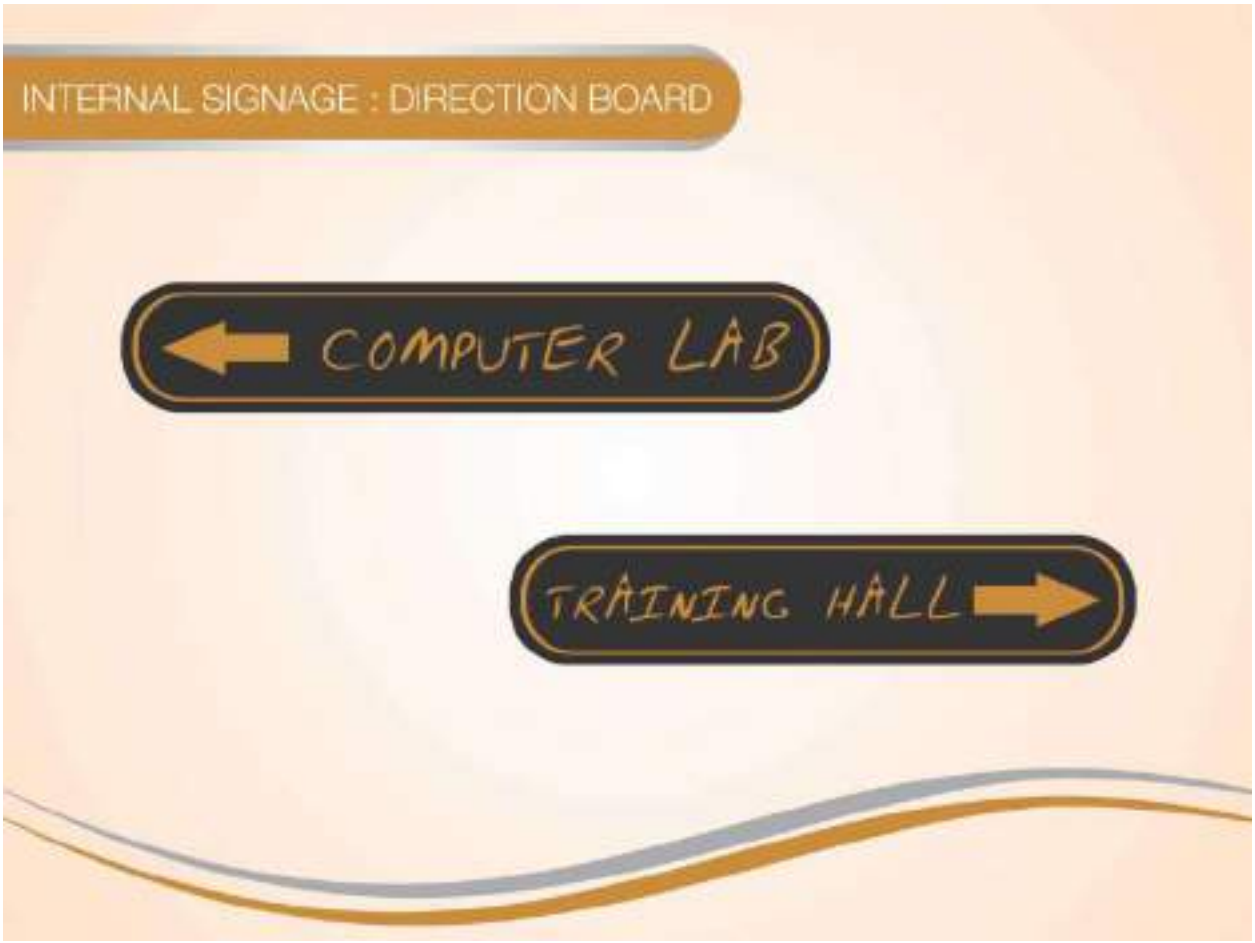

INTERNAL SIGNAGE : CLASS ROOM
CLASS ROOM
Font name_ Trebuchet MS
Point Size_149.702 pt
Aajeevika Skills
Complete Unit Size
W-1.378 x H-0.659 ft.
3'
3'
Specifications : Vinyl,
laminated paper or
Mounted Acrylic


INTERNAL SIGNAGE : COMPUTER LAB
COMPUTER LAB
Font name_ Trebuchet MS
Point Size_149.702 pt
Aajeevika Skills
Complete Unit Size
W-1.378 x H-0.659 ft.
3'
3'
Specifications : Vinyl,
laminated paper or
Mounted Acrylic


INTERNAL SIGNAGE : CANTEEN
CANTEEN
Font name_ Trebuchet MS
Point Size_149.702 pt
Aajeevika Skills
Complete Unit Size
W-1.378 x H-0.659 ft.
3'
3'
Specifications : Vinyl,
laminated paper or
Mounted Acrylic

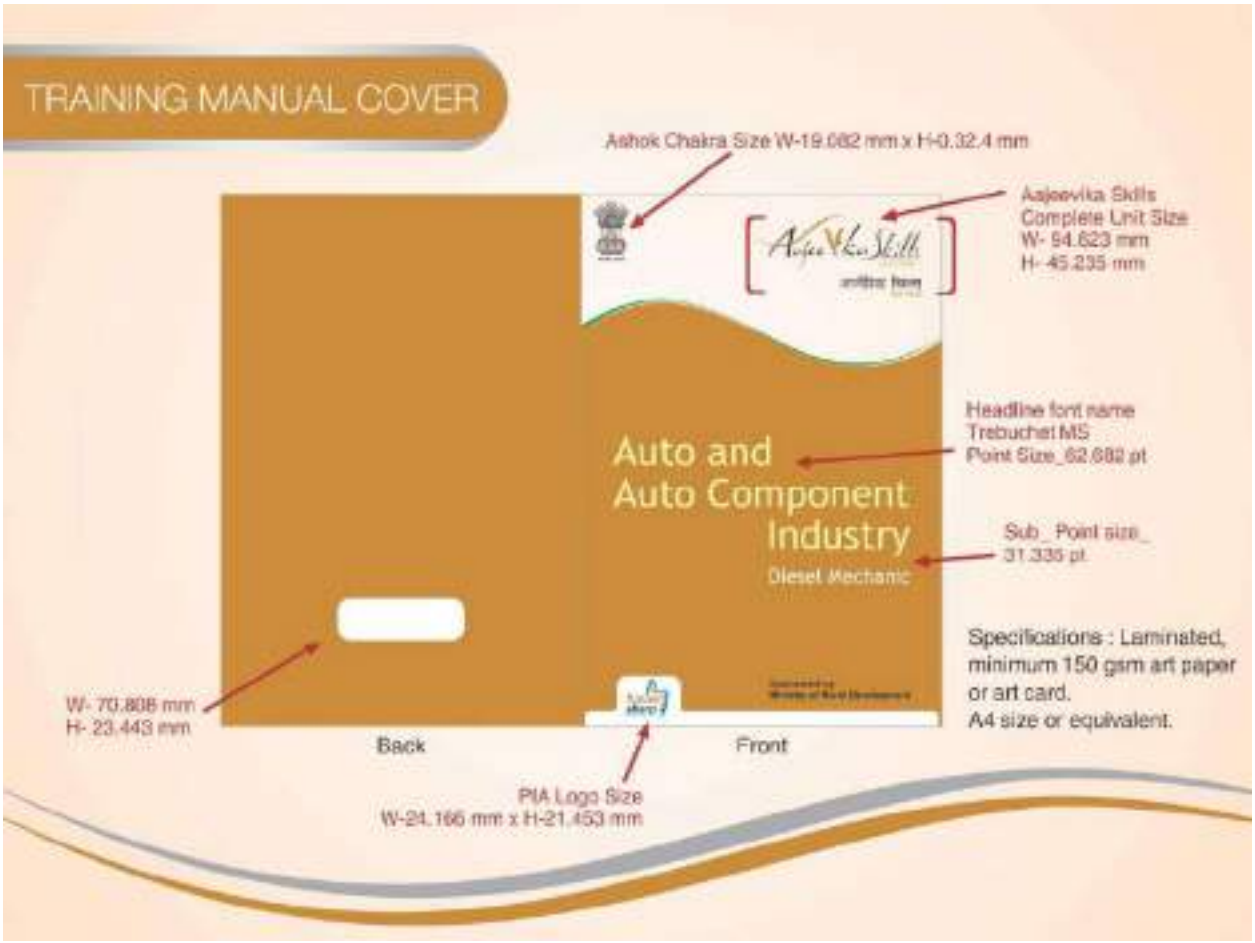

INTERNAL SIGNAGE : LADIES TOILET
TOILET
3'
3'
Specifications : Vinyl,
laminated paper or
Mounted Acrylic


INTERNAL SIGNAGE : GENTS TOILET
TOILET
3'
3'
Specifications : Vinyl,
laminated paper or
Mounted Acrylic

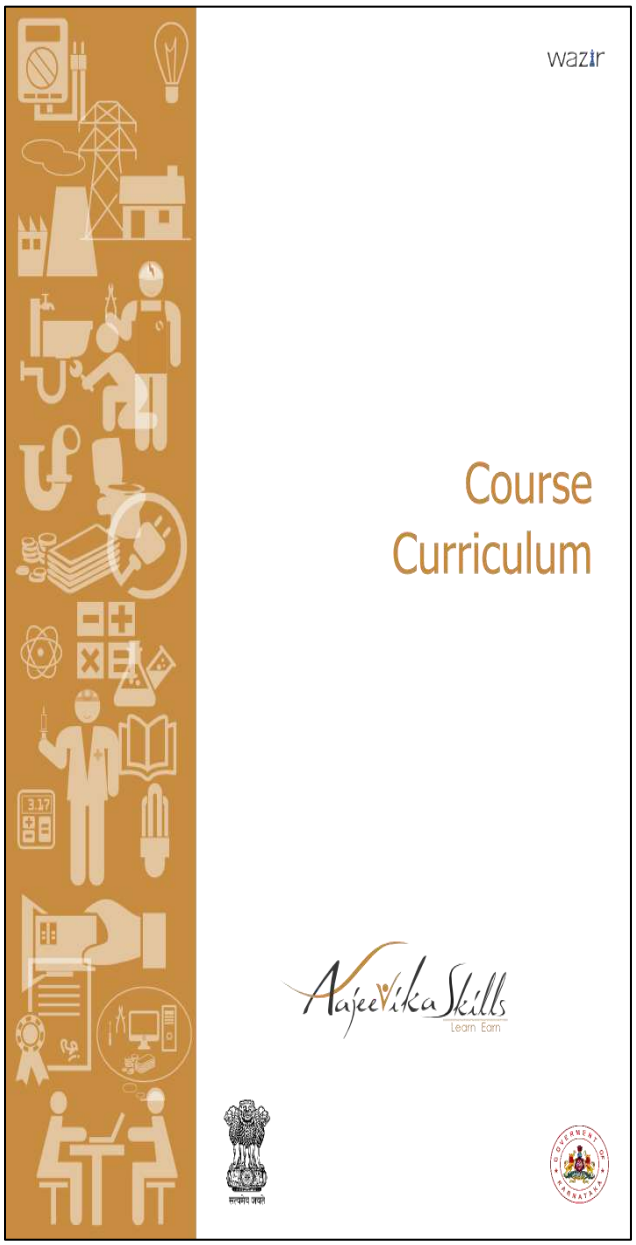

INTERNAL SIGNAGE : DIRECTION BOARD
COMPUTER LAB
TRAINING HALL


INTERNAL SIGNAGE : DIRECTION BOARD
COUNSELLING ROOM
RECEPTION


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
Ashok Chakra Size W-19.082 mm x H-0.32.4 mm
Aajeevika Skills
Complete Unit Size
W- 94.623 mm
H- 45.235 mm
Headline font name
Trebuchet MS
Point Size_62.682 pt
Auto and
Auto Component
Industry
Diesel Mechanic
Sub_ Point size_
31.335 pt
Specifications : Laminated,
minimum 150 gsm art paper
or art card.
A4 size or equivalent.
W- 70.808 mm
H- 23.443 mm
Back
Front
PIA Logo Size
W-24.166 mm x H-21.453 mm

Course curriculum cover page



Wall arts





Aajeevika Skills - Uniform
(referred to in SF 5.3.A)

Colours to be used:		
Brown:	R 199 G 140 B 064	
Mustard:	R 254 G 188 B 17	

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	
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 material	
Fibre Composition	67% Polyester + 33% Cotton
Yarn & Weave	40's, 136X72
GSM	130
Fabric Description for dupatta	
Fibre Composition	67% Polyester + 33% Cotton
Yarn & Weave	40's, 136X72
GSM	130