

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

Format of the form

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

- Section 1: Basic Information
- Section 2: Physical Infrastructure
 - 2.1. Basic Information
 - 2.2. Conformance to the Standards
- Section 3: Physical Infrastructure and Equipment for Non Academic and Academic Area
- Section 4: Common Equipment
- Section 5: Teaching Learning Materials
 - 5.1. Information available at the training Centre
 - 5.2. Details of the Course Content, Trainers Kit and Assessment Material
 - 5.3. Availability of Trainers
- Section 6: Others
- Section 7: Standard Forms and Registers available at the centre

Section 8: Annexure:

- I: Specifications for Toilets
 - II: Specification for Biometric based attendance system for DDU-GKY
 - III: Description about the Standard, Instructions and Maintenance
 - IV: Proforma of Self Declaration Statement
-
- At places where data is not required then column need not be filled and it is shaded like this:



On standards

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

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

Presentation of evidence

All proofs should be sorted out and prefixed as:

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

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

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

- If a PIA plans to commence training within ten days of due diligence by CTSA/SRLM:
 - All the items to be distributed to the students should be available as per the sanctioned strength of the students in the domains where training is planned to be started.

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

1. Basic information of a Training Centre:

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.	Online platform/Web link (All the Proofs should be uploaded to online platform/Web link)	
6.	Address	Building no
		Street 1
		Street 2
		City/District
		State
		Pin code

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Sl. No.	Particulars	Details
		Latitude
		Longitude
7.	Training centre in charge	Name
		Employee id
		Profile: provide web link and take photo copy
		Address
		Email id
		Mobile
		Skype Id

2. Physical Infrastructure

2.1 Basic Information

Sl. No.	Particulars	Standards and Relaxations (Relaxation permitted with permission of competent authority of CTSA/SRLM)	Instructions and Description about Proof	Relevant data at the item	Does it conform to standards (yes/no)	Proof / Evidence Status
Basic details						
1.	Ownership of the building (Own(O), Rent(R), Govt.(G))	Standard: A self-declaration statement from the PIA that the PIA has necessary permissions and authority to occupy	Instruction: Proforma for self-declaration statement is given as Annexure IV on letter head Proof:			

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Sl. No.	Particulars	Standards and Relaxations (Relaxation permitted with permission of competent authority of CTSA/SRLM)	Instructions and Description about Proof	Relevant data at the item	Does it conform to standards (yes/no)	Proof / Evidence Status
		the premises to open the training centre Relaxation: Nil	Scanned copy of self-declaration statement			
2.	Area of the building (Sq. Ft.) (Including corridors but excluding spaces open to sky such as court yards etc.)	Standard: No specific standards	Instruction: Schematic of the building plan with clear marking of dimensions of the training centre To be noted: Separate measurements should be taken for individual areas for Office Room, Class Rooms, Domain Labs, IT Lab, etc., Proof: Scanned copy of the schematic plan from PIA on with seal and signature			
3.	Is the roof RCC/ Non RCC	Standard: No specific standards	Proof: Photographs of Building, Ceiling and			
4.	If it is non RCC,					

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	Whether it is structurally sound on visual inspection		Roof of the training Centre			
5.	Plastering and painting of internal and external walls and ceiling	Standard: The training centre should be plastered and painted or white washed. Preferably the colour scheme of DDU-GKY should be used. Relaxation: 100%	Instruction: To be used for the grading purpose. For the Training centre with Inner wall theme as per the Notification 31 will be given high rating. If building have other aesthetic finishes PIA may request CTSA for considering this aspect while grading the training centre			
Description of rooms						
6.	Class rooms (in number)		Total Number of class rooms for imparting Training Program as per Schematic plan			

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7.	Domain labs (in number)		Total Number of Domain Lab Rooms for imparting Training Program as per Schematic plan (If Domain lab is combined with Class Room then it is counted as a Class Room)			
8.	IT labs (in number)		Total Number of IT Labs for imparting Training Program as per Schematic plan			
9.	Reception Area		If reception area is available then mention as 1 else 0 as per Schematic plan			
10.	Office room		If office room is available then mention as 1 else 0 as per Schematic plan			
11.	Counselling Area		If Counselling area is			

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			available indicate it as 1 else 0 as per Schematic plan			

2.2 Conformance of centre to standards.

Sl. No.	Particulars	Standards and Relaxations (Relaxation permitted with permission of competent authority of CTSA/SRLM)	Instructions and Description about Proof	Relevant data as mentioned at the item	Does it conform to standards (yes/no)	Proof / Evidence Status
1	Visible signs of leakages from walls and roof - applicable for both RCC and Non RCC structures	Standard: There should not be any visible marks of leakages from walls and ceiling.	Proof: At least one photograph for each academic room (One File)			
2	Protection of stairs, balconies, and other locations	Standard: All areas should be protected with railings	Proof: A photograph of the railings and stairs			

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		or walls (Even if one place is not protected the centre should not be commissioned). Railing or wall height: 3 feet or above Relaxation: 16.7% relaxation (6 inches)				
3	Conformance to DDU-GKY look and feel standards as per sub section 5.1.1	The training centre should conform to DDU-GKY look and feel standards as section 5.1.1 of SOP				
Corridors and circulation area						
4	Circulating area (in sq. ft.)	Standard: 12% of the Total Area Relaxation: A relaxation of 2% is permitted.	Instructions: Instructions for calculating the circulating area is given at the s.no 1 of Annexure – III			

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			Proof: Scanned copy of the Schematic floor plan with clear marking of dimensions of Circulating area along with seal and signature			
5	Corridor	Standard: No entry to or exit from an academic area should be through another academic area.	Proof: Scanned copy of the Schematic floor plan with clear marking of Entry and Exit to all academic areas			
Toilets						
6	Is toilet area included in schematic plan of the building	Standard: No specific standard				
	Male Toilet Signage	Standard: 1 feet x 1 feet	Instruction: Photographs after installing the Signage			
	Female Toilet Signage					

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	Toilets for Male (in number)	Standard: The number of toilets for the candidates should be calculated as given in the annexure - I to the standards. Toilet maintenance details is given at the s.no 2 of Annexure – III	Instruction: Toilets for males and females should be segregated with appropriate partition. Proof: Schematic plan & Photographs of toilets Note: • As toilets are approved for a maximum number of male and female students, any increase in candidates beyond the approved maximum male and female students can only be done in the following ways:			
	Urinals for Male (in number)					
	Toilets for Female (in number)					
	Urinals for Female (in number)					

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			<ul style="list-style-type: none"> By reallocating the toilets: The toilets can be reallocated but after ensuring a proper segregation of male and female toilets. This can be certified by PIA Q team and will be verified by CTSA/SRLM during centre inspection. By increasing the number of toilets: Which will go for a normal due diligence process 			
7	Washbasins for Male (in number)	Standard: The number of washbasins for the candidates should be calculated as given in the annexure - I to the	Proof: A Photograph after installing the wash basins for Male and Female			
	Wash Basins for Female (in Number)					

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		standards				
8	Type of Flooring (write whether it is tiled, cemented etc.)	Standard: Flooring should be provided with cement/tiles/polished stones Relaxation : Neatly made mud flooring as a part of aesthetic building design can be permitted.	Proof: Photograph of the Flooring			
9	Over Head Tank	Standard: There should be an Over Head Tank (OHT) for a training centre. The water connection in the taps and toilets should connect to the OHT.	Instruction: Water should be available during the working hours of the training centre. The water source must be thoroughly disinfected once every 30 days. Proof: Photograph of OHT			

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Location						
10	Distance from the training centre in Kms. to various transport locations:	Standard: No specific standards.	Instruction : It is advisable to be well connected to different transport locations. Proof: Snapshot of the Google map showing distance			
	Bus stand (in meters)					
	Railway station (in meters)					
	Auto stand (in meters)					
	Is the training centre easily accessible to the trainees		Instruction: Quality auditors to use their judgement based on city conditions			
11	Can the candidates safely come to the centre when training is conducted	Standard: No specific standards.	Instruction: Establish the centre in a safe and easily accessible place. To be used for rating purpose			
	Open space					

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12	Open space for people to gather and interact (in sq.ft)	Standard: 100 sq. ft. recommended but not mandatory centres with open spaces will get better rating Relaxation: Nil	Instruction: However, where domain training requires open space the prescribed minimum should be followed as per the needs of the domain Proof: A photograph of open space			
13	Parking space (number in terms of bicycle parking slots)	Standard: No minimum is prescribed. However, 5 bicycle parking slots for every 100 non-residential trainees is recommended Relaxation: Nil	Instruction : These can also be used for staff parking. Proof: A photograph of parking space			
Electrical wiring and standards						

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14	Securing of wires	Standard: All the wires should be properly secured and taped. Relaxation : Nil	Instruction : Concealed wiring is not mandatory. Proof: A photograph of wiring at the training centre on sample basis			
15	Switch boards and panel boards	Standard: Fully covered. Relaxation: Nil	Proof: A photographs of switch board and panel boards on sample basis			
	Signages and information Boards					
16	Training centre name board	Instruction: Conform with SF-5.1A2 Relaxation : Nil	Instruction: For Sizes and Fixtures please refer to s.no 3 of the Annexure – III Proof: A photograph after installing the board			
17	Activity summary and achievement board	Standard: Conform with SF-5.1B1	Proof: A photograph after installing the pin board			

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		Relaxation : Nil	with the minimum dimensions of 4 feet X 3 Feet with proper fixtures			
18	Contact detail of important people	Standard: Conform with standard form SF-5.1B2 Relaxation : Nil	Proof: A photograph after installing the board with proper fixtures			
19	Basic Information board	Standard: Conform with standard form SF-5.1B3 Relaxation : Nil	Instruction The board should contain the centre level information and common equipment. Proof: A photograph after installing the board with proper fixtures			
20	Code of conduct board for candidates	Standard: Conform with standard form SF-5.1B7	Proof: A photograph after installing the board with proper fixtures			

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		Relaxation : Nil				
21	Student entitlement and responsibilities board	Standard: Should conform with standard form SF-5.1C1 Relaxation : Nil	Proof: A photograph after installing the board with proper fixtures			
22	Student Attendance and Entitlement Summary Information Board	Standard: Should conform with standard form SF-5.1C1 A Relaxation : Nil	Proof: A photograph after installing the pin board with the minimum dimensions of 4 feet X 3 Feet with proper fixtures			
	CCTV					
23	Central monitor easily accessible to centre incharge	Standard: No specific standards Relaxation : Nil	Proof: Photographs of the Central Monitor after commissioned which should cover Monitor and Centre Incharge			

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24	Conformance of CCTV to DDU-GKY as provided in chapter 5 of SOP	Standard: As per SF 5.2B Relaxation: Nil	Proof: A photograph of the CCTV monitor after commissioned			
25	Storage of the CCTV recorded material	Standard: The training centre should have proper and secluded place to store the recorded data of CCTV Relaxation: Nil	Instruction : 1. The recorded material should be under exclusive charge of centre in-charge till they are erased or transferred to head quarter. 2.CCTV console should be visible to centre in charge from the place where he sits 3. Only centre in charge should have ready access to the CCTV system. Proof: A photograph of the storage device			

Physical Infrastructure and Equipment : Non Academic & Academic Area

3.1 Non Academic and Equipment related to Office

Sl. No.	Particulars	Standards and Relaxation (Relaxation permitted with permission of competent authority of CTSA/SRLM)	Instructions and Description about Proof	Relevant data as mentioned at the item	Does it conform to standards (yes/no)	Proof / Evidence Status
1	Office room					
a.	Type of roof (RCC/ Non RCC)	Standard: No specific standards	Proof: Photographs of Office room Roof of the training Centre			
b.	False ceiling provided	Standard: Mandatory for Non RCC roof	Proof: Photographs of Ceiling of training Centre			
c.	Height of Ceiling (state in feet)	Standard: Non Hilly Areas: a) Academic rooms: Minimum of 9 feet. If false ceiling is provided height can be reduced by 1 foot i.e. a minimum of 8 feet.	Instruction: a. If the height is not uniform then the minimum ceiling height in the room has to be taken into consideration. Only the part of the room is used for			

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		<p>b) 7 feet 6 inches for other areas Relaxation for Non Hilly areas:</p> <p>In item (a) 5.6% relaxation (6 inches) where false ceiling is not provided</p> <p>Hilly Areas: Hilly areas (areas with elevation more than 3000 feet above mean sea level) 7 feet 6 inches for all areas Relaxation for Hilly areas:</p> <p>a. Elevation can be relaxed by 5% (150 feet)</p> <p>b. Ceiling height can be relaxed by 6.67% (6</p>	<p>instruction then the area for instruction should be 9 feet or above. If it is a false ceiling then 8 feet for Non Hilly areas. If it is a hilly area 7 feet 6 inches</p> <p>b. In non-hilly areas if non RCC roofs are provided with metal/tin/asbestos covering then false ceiling is required.</p> <p>Proof:</p> <p>A photograph while measuring the ceiling height in such a way that it should show us the ceiling measurement</p>			

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		inches)				
d.	Area (in Sq.ft)	Standard: No minimum area is prescribed; however, the equipment specified for the office room should fit into the office room. Relaxation Nil	Proof: A Photograph of office room after arranging all the equipments as per sop			
e.	Length (in ft.)					
f.	Width (in ft.)					
2	Counselling area					
a.	Area (in Sq.ft)	Standard: Demarcated room is not mandatory Relaxation : Nil	Proof: A Photograph of counselling area			
b.	Length (in ft.)					
c.	Width (in ft.)					
3	Reception Area					
a.	Area (in Sq.ft)	Standard: Reception area has to be located in the	Instruction : Reception area should preferably be located in			
b.	Length (in ft.)					

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c.	Width (in ft.)	prominent place preferably at the entrance of the training centre. Relaxation : Nil	niche areas. Proof: A Photograph of reception area			
4	Storage place for securing documents	Standard: An almirah/cub boards to be procured. Relaxation : Nil	Instruction: The size and shape is entirely left to PIA. However, if PIA fails to store the documents properly or unable to produce the document whenever asked for it will be treated as if the documents are not maintained by PIA. Consequential action will be depending on the kind of documents which are not available. Proof: A Photograph of the storage place			

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5	An office table (in number)	Standard: At least 1 table to be provided. Relaxation: 100 % relaxation	Instruction: No size or shape of the table is prescribed. However, PIA should ensure the following: 1. All the equipment should be properly placed in office area. 2. The table should have sufficient working space. Proof: A Photograph of office table			
6	Chairs (in number)	Standard: Office staff should have sufficient chairs to sit. In addition, six chairs will be kept for the visitors. Relaxation: Nil	Proof: A Photograph after installing the chairs at office.			

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7	Table for office computer	Standard: Either an independent table or to be placed on the office table Relaxation: 100 % relaxation	Instruction: No size or shape of the table is prescribed. However, PIA should ensure that the space is sufficient for the computers. Proof: A Photograph of office computer table			
8	Office computer (in number)	Standard: No specific standards Relaxation: Nil	Proof: A Photograph of office computer after commissioned			
9	Printer cum scanner (in number)	Standard: No specific standards Relaxation: Nil	Proof: A Photograph of printer cum scanner			
10	Digital camera (in number)	Standard:	Proof: A Photograph of digital			

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		No specific standards Relaxation: Nil	camera			
11	Electrical Power Back up for office room	Standard: Are given at s.no: 8 of Annexure – III	Instruction: Power Back up should have connection to: All electrical items relating to monitoring of centre activities such as CCTV monitor, CC cameras, bio metric device, office computers, at least 1 Ceiling fan or 2 wall mount fans and 1 fluorescent light (2400 Lumens) per every 150 sq. ft. etc. Proof: A photograph of power back up unit after commissioned			

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3.2 Is the following equipment available in the IT lab?

Sl. No.	Particulars	Standards and Relaxation (Relaxation permitted with permission of competent authority of CTSA/SRLM)	Instructions and Description about Proof	Relevant data as mentioned at the item	Does it conform to standards (yes/no)	Proof / Evidence Status
1	IT Lab					
a.	Type of roof (RCC/ Non RCC)	Standard: No specific standards	Proof: Photograph of Roof of IT Lab room of the training Centre			
b.	False ceiling provided	Standard: Mandatory for Non RCC roof	Proof: Photograph of Ceiling of IT Lab of the training Centre			
c.	Height of Ceiling (state in feet)	Standard: Non Hilly Areas: c) Academic rooms: Minimum of 9 feet. If false ceiling is provided height can be reduced by 1 foot i.e. a minimum of 8 feet.	Instruction: c. If the height is not uniform then the minimum ceiling height in the room has to be taken into consideration. Only the part of the room is used for			

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		<p>d) 7 feet 6 inches for other areas Relaxation for Non Hilly areas:</p> <p>In item (a) 5.6% relaxation (6 inches) where false ceiling is not provided</p> <p>Hilly Areas: Hilly areas (areas with elevation more than 3000 feet above mean sea level) 7 feet 6 inches for all areas Relaxation for Hilly areas:</p> <p>a. Elevation can be relaxed by 5% (150 feet) b. Ceiling height can be</p>	<p>instruction then the area for instruction should be 9 feet or above. If it is a false ceiling then 8 feet for Non Hilly areas. If it is a hilly area 7 feet 6 inches</p> <p>d. In non-hilly areas if non RCC roofs are provided with metal/tin/asbestos covering then false ceiling is required.</p> <p>Proof: A photograph while measuring the ceiling height in such a way that it should show us</p>			

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		relaxed by 6.67% (6 inches)	the ceiling measurement			
d.	Area (in sq.ft)	Standard: 1. Area per student in all academic rooms is 10 sq. ft. 2. Combining of theory and IT lab is permitted to only for ITES based trade is permissible and area per student is 15 sq. ft. 3. Area for the irregular shapes must be calculated as per the schematic diagram	Instruction: All academic rooms where theory classes are held should meet the following criteria 1.unobstructed view of the trainer to each student 2. unobstructed view of the writing board and projector to each student 3.In addition it is recommended that each student should have unobstructed view of every other student in the class (Not mandatory used for grading purpose)			
e.	Length (in ft.)					
f.	Width (in ft.)					

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			Proof: 1. A photograph of the class room after installing the equipment as per sop 2. For irregular shape the schematic diagram of the room			
2	Ventilation area (in sq. ft.)	Standard: 12% area of the class room Relaxation: 2 % relaxation	Instruction: Instructions for calculating the ventilation area is given at the s.no 4 of Annexure – III			
3 a	Sound level (in dBA)	Standard: 75 decibels (A) or less Relaxation : 6.7% relaxation (5 more decibels)	Instruction: Provision for air conditioning in absence of required ventilation area is permitted. However the following conditions have to be met.			

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			<p>The air conditioning should be such that it should be possible to maintain the temperature in the room at 26 °C or less at any point of time when the room is in use. (Note: Load of AC is not specified as it depends on number of factors which cannot be factored in at this juncture).</p> <p>The temperature should be recorded with a thermometer which should be fixed at least 6 ft away from the AC. Temperature should be recorded in a register</p>			

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			<p>twice a day when room is in use; first time at the start of training and second time in the middle of training duration in the day). This should be counter signed by one student and trainer every day.</p> <p>However, if students want to set a higher temperature they are at liberty to do so by regulating the working of AC. If the AC is regulated allowing higher temperature then the words "AC regulated by the students" should be entered in the</p>			

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			temperature register. As there would be less natural light one tube light of 40 watts (2800 lumens) should be provided for each 125 sq. ft.			
b	If response to clause 3 .a (above) is NO , whether all the academic centres have been sound proofed with air conditioning	Standard: Sound proofing with air conditioning is prescribed. Else the centre cannot be used as a training centre Relaxation : Nil				
4	Academic room information board	Standard: It should conform with SF 5.1 B4	Proof: A Photograph after installing in the academic room			
5	Internal Signage	Standard: A flex/ Vinyl banner	Instruction: For design Refer to			

STANDARD FORM OF SOP

Sl. No.	Particulars	Standards and Relaxation (Relaxation permitted with permission of competent authority of CTSA/SRLM)	Instructions and Description about Proof	Relevant data as mentioned at the item	Does it conform to standards (yes/no)	Proof / Evidence Status
		with (3X3) Sq. ft. and it should be placed in front of the every academic room with proper fixtures	Notification No.31. Images can be changed as per the specific trade and requirement. The colour and design theme should remain the same. Proof: A photograph after installing in front of the class room			
6	CCTV cameras with audio facility	Standard: As per SF 5.2B Relaxation: Nil	Instruction: Ensure cameras are well connected and are configured for maximum and optimal coverage. Angles are appropriate for your site and camera specifications should ensure that the target area is covered with			

STANDARD FORM OF SOP

Sl. No.	Particulars	Standards and Relaxation (Relaxation permitted with permission of competent authority of CTSA/SRLM)	Instructions and Description about Proof	Relevant data as mentioned at the item	Does it conform to standards (yes/no)	Proof / Evidence Status
			clarity so that people are visible. Proof: A photograph of CC Camera after commissioned			
7	LAN enabled computers(in number)	Standard: No specific standards	Instructions: Laptops can be installed instead of desktop computers in the IT lab. Proof: A Photograph of the LAN after commissioned			
8	Internet connections	Standard: The centre should have at least two internet connections. If it is networked, the primary internet connections should	Proof: A Screenshot which shows the internet speed in the IT Lab of the proposed training centre.			

STANDARD FORM OF SOP

Sl. No.	Particulars	Standards and Relaxation (Relaxation permitted with permission of competent authority of CTSA/SRLM)	Instructions and Description about Proof	Relevant data as mentioned at the item	Does it conform to standards (yes/no)	Proof / Evidence Status
		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.				
9	Do all computers have typing tutor	Standard: All the computers should be installed with typing tutor software	Proof: A Screenshot of the typing master after initialisation in the IT lab.			
10	Tablets (in number)	Standard: As per SF 4.8B. The number of tablets must be equal to the maximum number of trainees at the training centre at a time	Proof: A photograph of the Tablet and specifications			
11	Stools/ chairs (in number)	Standard: One per candidate	Instruction: No specific standards			

STANDARD FORM OF SOP

Sl. No.	Particulars	Standards and Relaxation (Relaxation permitted with permission of competent authority of CTSA/SRLM)	Instructions and Description about Proof	Relevant data as mentioned at the item	Does it conform to standards (yes/no)	Proof / Evidence Status
		Relaxation: Nil	Proof: A photograph of the IT lab after setting up of all the stools/chairs			
12	Trainer chair (in number)	Standard: No specific standards	Proof: A photograph of the trainer chair after installed in it lab			
13	Trainer Table (in number)	Standard: 2 feet by 3 feet. Relaxation: Nil	Instruction: The table can deviate from above dimensions, but should at least have 6 sq.ft area. Proof: A photograph of the trainer table after installed in IT lab			
14	Lights(in number)	Standard: 1 fluorescent light (2400 Lumens) for each 150 sq.ft. or part thereof per room.	Proof: A photograph after installing the fluorescent lights			

STANDARD FORM OF SOP

Sl. No.	Particulars	Standards and Relaxation (Relaxation permitted with permission of competent authority of CTSA/SRLM)	Instructions and Description about Proof	Relevant data as mentioned at the item	Does it conform to standards (yes/no)	Proof / Evidence Status
15	Fans (in number)	Standard: 1 ceiling fan for each 150sq.ft. or part thereof per room.	Instruction: If it is wall mounted fan, the number of fans should be doubled. Proof: A photograph after installing the fans			
16	Electrical Power backup for lab	Standard: Are given at s.no: 8 of Annexure – III	Instruction: All computers in IT lab, equipment for doing practical. At least 1 ceiling fan or 2 wall mount fans and 1 fluorescent light (2400 Lumens) per every 150 sq. ft. Proof: A photograph of power back up unit after commissioned			

Academic and Equipment related to class room/ Domain lab

STANDARD FORM OF SOP

Sl. No.	Particulars	Standards and Relaxation (Relaxation permitted with permission of competent authority of CTSA/SRLM)	Instructions and Description about Proof	Relevant data as mentioned at the item	Does it conform to standards (yes/no)	Proof / Evidence Status
1	Academic Area					
a.	Type of academic room	Standard: No specific standards	Instruction: Please select any one option from the below list 1. Theory class room 2. Theory class room combined with domain lab 3. Theory class room used for multiple domains 4. Domain lab			
b.	Trade for academic area, if applicable	Standard: No specific standards	Instruction: It is not applicable if type of academic room is Theory class room used for multiple domains			
c.	Type of roof (RCC/	Standard:	Proof:			

STANDARD FORM OF SOP

Sl. No.	Particulars	Standards and Relaxation (Relaxation permitted with permission of competent authority of CTSA/SRLM)	Instructions and Description about Proof	Relevant data as mentioned at the item	Does it conform to standards (yes/no)	Proof / Evidence Status
	Non RCC)	No specific standards	Photograph of Roof of academic room of the training Centre			
d.	False ceiling provided	Standard: Mandatory for Non RCC roof	Proof: Photograph of Ceiling of academic room of the training Centre			
e.	Height of Ceiling (state in feet)	Standard: Non Hilly Areas: e) Academic rooms: Minimum of 9 feet. If false ceiling is provided height can be reduced by 1 foot i.e. a minimum of 8 feet. f) 7 feet 6 inches for other areas Relaxation for Non Hilly areas: In item (a)	Instruction: e. If the height is not uniform then the minimum ceiling height in the room has to be taken into consideration. Only the part of the room is used for instruction then the area for instruction should be 9 feet or above. If it is a false ceiling then 8 feet for Non Hilly areas. If it			

STANDARD FORM OF SOP

Sl. No.	Particulars	Standards and Relaxation (Relaxation permitted with permission of competent authority of CTSA/SRLM)	Instructions and Description about Proof	Relevant data as mentioned at the item	Does it conform to standards (yes/no)	Proof / Evidence Status
		5.6% relaxation (6 inches) where false ceiling is not provided Hilly Areas: Hilly areas (areas with elevation more than 3000 feet above mean sea level) 7 feet 6 inches for all areas Relaxation for Hilly areas: a. Elevation can be relaxed by 5% (150 feet) b. Ceiling height can be relaxed by 6.67% (6 inches)	is a hilly area 7 feet 6 inches f. In non-hilly areas if non RCC roofs are provided with metal/tin/asbestos covering then false ceiling is required. Proof: A photograph while measuring the ceiling height in such a way that it should show us the ceiling measurement			
f.	Area (in sq.ft.)	Standard:	Instruction:			
g.	Length (in ft.)	1. Area per student in all academic rooms is	All academic rooms where theory classes			

STANDARD FORM OF SOP

Sl. No.	Particulars	Standards and Relaxation (Relaxation permitted with permission of competent authority of CTSA/SRLM)	Instructions and Description about Proof	Relevant data as mentioned at the item	Does it conform to standards (yes/no)	Proof / Evidence Status
h.	Width (in ft.)	<p>10 sq. ft.</p> <p>2. Combining of theory and practical class room is permissible and area per student is 15 sq. ft.</p> <p>3. Area for the irregular shapes must be calculated as per the schematic diagram</p>	<p>are held should meet the following criteria</p> <p>1.unobstructed view of the trainer to each student</p> <p>2. unobstructed view of the writing board and projector to each student</p> <p>3.In addition it is recommended that each student should have unobstructed view of every other student in the class (Not mandatory but used for grading purpose)</p> <p>Proof:</p> <p>1.A photograph of the class room after installing the equipment as per sop</p>			

STANDARD FORM OF SOP

Sl. No.	Particulars	Standards and Relaxation (Relaxation permitted with permission of competent authority of CTSA/SRLM)	Instructions and Description about Proof	Relevant data as mentioned at the item	Does it conform to standards (yes/no)	Proof / Evidence Status
			2. For irregular shape the schematic diagram of the room			
2	Ventilation area (in sq. ft.)	Standard: 12% area of the class room Relaxation: 2 % relaxation	Instruction: Instructions for calculating the ventilation area is given at the s.no 4 of Annexure – III			
3 a	Sound level (in dBA)	Standard: 75 decibels (A) or less Relaxation : 6.7% relaxation (5 more decibels)	Instruction: Provision for air conditioning in absence of required ventilation area is permitted. However the following conditions have to be met. The air conditioning should be such that it should be possible to maintain the temperature in the			

STANDARD FORM OF SOP

Sl. No.	Particulars	Standards and Relaxation (Relaxation permitted with permission of competent authority of CTSA/SRLM)	Instructions and Description about Proof	Relevant data as mentioned at the item	Does it conform to standards (yes/no)	Proof / Evidence Status
			<p>room at 26 °C or less at any point of time when the room is in use. (Note: Load of AC is not specified as it depends on number of factors which cannot be factored in at this juncture).</p> <p>The temperature should be recorded with a thermometer which should be fixed at least 6 ft away from the AC. Temperature should be recorded in a register twice a day when room is in use; first time at the start of training and second time in the middle of training</p>			

STANDARD FORM OF SOP

Sl. No.	Particulars	Standards and Relaxation (Relaxation permitted with permission of competent authority of CTSA/SRLM)	Instructions and Description about Proof	Relevant data as mentioned at the item	Does it conform to standards (yes/no)	Proof / Evidence Status
			<p>duration in the day). This should be countersigned by one student and trainer every day.</p> <p>However, if students want to set a higher temperature they are at liberty to do so by regulating the working of AC. If the AC is regulated allowing higher temperature then the words "AC regulated by the students" should be entered in the temperature register.</p> <p>As there would be less natural light one tube light of 40 watts (2800</p>			

STANDARD FORM OF SOP

Sl. No.	Particulars	Standards and Relaxation (Relaxation permitted with permission of competent authority of CTSA/SRLM)	Instructions and Description about Proof	Relevant data as mentioned at the item	Does it conform to standards (yes/no)	Proof / Evidence Status
			lumens) should be provided for each 125 sq. ft.			
b	If response to clause 3 (above) is NO , whether all the academic centres have been sound proofed with air conditioning	Standard: Sound proofing with air conditioning is prescribed. Else the centre cannot be used as a training centre Relaxation : Nil				
4	Academic room information board	Standard: It should conform with SF 5.1 B4	Proof: A Photograph after installing in the academic room			
5	Internal Signage	Standard: A flex/ Vinyl banner with (3X3) Sq. ft. and it should be placed in front of the every academic room with proper fixtures	Instruction: Refer to Notification No.31 for design. Images can be changed as per the specific trade and requirement. The colour and design			

STANDARD FORM OF SOP

Sl. No.	Particulars	Standards and Relaxation (Relaxation permitted with permission of competent authority of CTSA/SRLM)	Instructions and Description about Proof	Relevant data as mentioned at the item	Does it conform to standards (yes/no)	Proof / Evidence Status
			theme should remain the same. Proof: A photograph after installing in front of the class room			
6	CCTV cameras with audio facility	Standard: As per SF 5.2B Relaxation: Nil	Instruction: Ensure cameras are well connected and are configured for maximum and optimal coverage. Angles are appropriate for your site and camera specifications should ensure that the target area is covered with clarity so that people are visible. Proof: A photograph of CC Camera after			

STANDARD FORM OF SOP

Sl. No.	Particulars	Standards and Relaxation (Relaxation permitted with permission of competent authority of CTSA/SRLM)	Instructions and Description about Proof	Relevant data as mentioned at the item	Does it conform to standards (yes/no)	Proof / Evidence Status
			commissioned			
7	LCD/ Digital Projector	<p>Standard: LCD displays: 1 LCD screen of 50" per class room with a dedicated desktop computer. However, if a laptop or tablet is to be connected then they can be at least one for two class rooms (assuming that the classes will be staggered appropriately).</p> <p>Digital Projector: There should be at least 1 projector for two class rooms.</p> <p>Relaxation: Nil</p>	<p>Instruction: A centre can have either of them or both of them.</p> <p>Proof: A photograph of the Digital Projector /LCD after commissioned</p>			

STANDARD FORM OF SOP

Sl. No.	Particulars	Standards and Relaxation (Relaxation permitted with permission of competent authority of CTSA/SRLM)	Instructions and Description about Proof	Relevant data as mentioned at the item	Does it conform to standards (yes/no)	Proof / Evidence Status
8	Chair for candidates (in number)	Standard: One chair for one candidate	<p>Instruction: It should have enough space for sitting along with arm for writing and space.</p> <p>In case of Table-bench arrangement, at least 2 ft. space of bench should be available to each trainee</p> <p>Proof: A photograph of the class room after setting up of all the chairs/benches, if training centre is using the benches then another photograph which should show us the length of the bench</p>			

STANDARD FORM OF SOP

Sl. No.	Particulars	Standards and Relaxation (Relaxation permitted with permission of competent authority of CTSA/SRLM)	Instructions and Description about Proof	Relevant data as mentioned at the item	Does it conform to standards (yes/no)	Proof / Evidence Status
9	Trainer's chair	Standard: No specific standards	Proof: A photograph of the trainer chair after installed in class room / domain lab			
10	Trainer's Table	Standard: 2 feet by 3 feet. Relaxation: Nil	Instruction: The table can deviate from above dimensions, but should at least have 6 sq.ft. area Proof: A photograph of the trainer table after installed in class room / domain lab			
11	Writing board	Standard: 5 feet X 3 feet. Relaxation: Nil	Instruction: If it is two boards, each board should have 3 feet by 3 feet Proof: A photograph after installing white board in			

STANDARD FORM OF SOP

Sl. No.	Particulars	Standards and Relaxation (Relaxation permitted with permission of competent authority of CTSA/SRLM)	Instructions and Description about Proof	Relevant data as mentioned at the item	Does it conform to standards (yes/no)	Proof / Evidence Status
			class room / domain lab			
12	Lights (in number)	Standard: 1 fluorescent light (2400 Lumens) for each 150sq.ft. Or part thereof per room.	Instruction: If a PIA is having a room size of 450 sq. ft. but they are using only 300 sq. ft. then the PIA can install only 2 fluorescent lights. Proof: A photograph after installing the fluorescent lights			
13	Fans (in number)	Standard: 1 ceiling fan for each 150 sq.ft. or part thereof per room.	Instruction: If it is wall mounted fan, the number of fans should be doubled. If a PIA is having a room size of 450 sq. ft. but they are using only 300 sq. ft. then the PIA can install only 2 fans.			

STANDARD FORM OF SOP

Sl. No.	Particulars	Standards and Relaxation (Relaxation permitted with permission of competent authority of CTSA/SRLM)	Instructions and Description about Proof	Relevant data as mentioned at the item	Does it conform to standards (yes/no)	Proof / Evidence Status
			Proof: A photograph after installing the fans			
14	Electrical Power Back up for the room	Standard: Are given at s.no: 8 of Annexure – III	Instruction: All domain specific lab equipment for doing practical's. At least 1 Ceiling fan or 2 wall mount fans and 1 fluorescent light (2400 Lumens) per every 150 sq. ft. for practical rooms, theory class rooms, IT room. Proof: A photograph of power back up unit after commissioned			
15	List of Domain related equipment as per specifications given	Standard: As per the minimum standards prescribed by the certifying agency.	Instruction: In case of NCVT, all the courses should have equipment as per NCVT			

STANDARD FORM OF SOP

Sl. No.	Particulars	Standards and Relaxation (Relaxation permitted with permission of competent authority of CTSA/SRLM)	Instructions and Description about Proof	Relevant data as mentioned at the item	Does it conform to standards (yes/no)	Proof / Evidence Status
	by certifying agency	Relaxation: Nil	<p>specifications. In case of SSC, as SSC has not specified the minimum equipment, they should follow the NCVT specifications till SSC specifies the equipment.</p> <p>Specifications for equipment: 1). If equipment specifications are prescribed by NCVT/SSC: (E.g. – For Module: Electrician Domestic (ELE701) NCVT, requires “Soldering iron 25W, 250V” as domain equipment) In this scenario PIA has</p>			

STANDARD FORM OF SOP

Sl. No.	Particulars	Standards and Relaxation (Relaxation permitted with permission of competent authority of CTSA/SRLM)	Instructions and Description about Proof	Relevant data as mentioned at the item	Does it conform to standards (yes/no)	Proof / Evidence Status
			<p>to follow and install the equipment as perspecifications given by NCVT/SSC.</p> <ul style="list-style-type: none"> proof: <ul style="list-style-type: none"> a) equipment manual/technical literature related to the equipment should be produced at the time of due diligence b) In the absence of of 'a' above, PIA can produce a statement from any industry expert stating that 			

STANDARD FORM OF SOP

Sl. No.	Particulars	Standards and Relaxation (Relaxation permitted with permission of competent authority of CTSA/SRLM)	Instructions and Description about Proof	Relevant data as mentioned at the item	Does it conform to standards (yes/no)	Proof / Evidence Status
			<p>the equipment is as per specification of NCVT/SSC.</p> <p>2).If equipment specifications are not prescribed by NCVT/SSC: (E.g. – For Module: Hospitality assistant (HOS 705) NCVT, requires “Ordinary step ladders of different heights” as domain equipment, but heights and loads are not specified by NCVT.) In this scenario PIA has to follow and install the equipment on the basis of following:</p>			

STANDARD FORM OF SOP

Sl. No.	Particulars	Standards and Relaxation (Relaxation permitted with permission of competent authority of CTSA/SRLM)	Instructions and Description about Proof	Relevant data as mentioned at the item	Does it conform to standards (yes/no)	Proof / Evidence Status
			<p>a. PIA should obtain a certificate from industry expert (preferred)</p> <p>or</p> <p>i. a self-certificate stating that the equipment meets industry requirements.</p> <p>The above certificate has to be submitted alongwith specifications as proofs. The proofs are as mentioned in 1. above.</p> <p>Note: SRLM for APS and CTSA for YPS have an option of calling domain</p>			

STANDARD FORM OF SOP

Sl. No.	Particulars	Standards and Relaxation (Relaxation permitted with permission of competent authority of CTSA/SRLM)	Instructions and Description about Proof	Relevant data as mentioned at the item	Does it conform to standards (yes/no)	Proof / Evidence Status
			<p>expert to judge the equipment specifications. Inadequacy found, would be considered as default.</p> <p>During due diligence PIA Q team and SRLM for APS/CTSA for YPS will verify and ensure that all the equipment as given by NCVT/SSC follow the norms described above.</p>			

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

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

STANDARD FORM OF SOP

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

operations at the centre. It will be submitted by the PIA initially at the time of due diligence and also whenever it is changed.

4 Common Equipment

**Schedule
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Trai
ning
Capa
city:**
This
will
be as
per a
PIAs
plan
of

STANDARD FORM OF SOP

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

STANDARD FORM OF SOP

Sl. No.	Particulars	Standards and Relaxation (Relaxation permitted with permission of competent authority of CTSA/SRLM)	Instructions and Description about Proof	Relevant data as mentioned at the item	Does it conform to standards (yes/no)	Proof / Evidence Status
			Electrical Power back up after commissioned 2.Rental agreement for hire of generator /a letter from authorised person for sharing generator during the training hours.			
2	Installation of Biometric devices	Standard: It should be as per annexure – II At least 1 device for every 200 candidates CCTV to be so placed to capture the biometric device and attendance marking process including the face of the trainee.	Instruction: Instructions for maintenance of biometric device are given at the s.no 5 of Annexure – III. Fill in the details of biometric devices as per format prescribed in s.no 5 of Annexure – III. Proof: After commissioning a screen shot of the			

STANDARD FORM OF SOP

Sl. No.	Particulars	Standards and Relaxation (Relaxation permitted with permission of competent authority of CTSA/SRLM)	Instructions and Description about Proof	Relevant data as mentioned at the item	Does it conform to standards (yes/no)	Proof / Evidence Status
			biometric attendance and a screen shot of CCTV Monitor which should capture the trainee's face.			
3	Installation of CCTV Monitor	Standard: As per SF 5.2B	Proof: After commissioned in all areas a screen shot of CCTV Monitor which should show all the channels			
4	Grievance register	Standard: The grievance register should kept in the prominence place of the training centre and accessible to the candidates during all period of the training	Proof: Photograph of Grievance register			
5	Minimum equipment	Standard: As per SF 5.1P	Instruction: List of the Minimum equipment should fill in the Minimum			

STANDARD FORM OF SOP

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

5 Teaching Learning Materials (TLM)

5.1 Is the following information available at the training centre?

Sl. No.	Particulars	Standards and Relaxation (Relaxation permitted with permission of competent authority of CTSA/SRLM)	Instructions and Description about Proof	Relevant data as mentioned at the item	Does it conform to standards (yes/no)	Proof / Evidence Status
1	Training plan (SF-4.1A)	Standard Should be as per SF 4.1A Relaxation: Nil	Proof: A scanned copy of the Training Plan of all trades			

STANDARD FORM OF SOP

Sl. No.	Particulars	Standards and Relaxation (Relaxation permitted with permission of competent authority of CTSA/SRLM)	Instructions and Description about Proof	Relevant data as mentioned at the item	Does it conform to standards (yes/no)	Proof / Evidence Status
2	Activity cum lesson planner (SF- 4.5A)	Standard: Should be as per SF 4.5A Relaxation: Nil	Proof: A Photograph of the Activity cum lesson planner after installing in the class room			
3	Welcome Kit (SF- 5.1A)	Standard: Should be as per SF 5.1C2 Relaxation: Nil	Proof: A Photograph of all the items that are placed in the welcome kit – one photograph for each trade			

5.2 Details of course content , trainers kit and assessment material

Availability of course content/training kit and assessment material

Sl. No.	Particulars	Standards and Relaxation (Relaxation permitted with permission of competent authority of CTSA/SRLM)	Instructions and Description about Proof	Relevant data as mentioned at the item Yes/No	Does it conform to standards (yes/no)	Proof / Evidence Status
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STANDARD FORM OF SOP

Sl. No.	Particulars	Standards and Relaxation (Relaxation permitted with permission of competent authority of CTSA/SRLM)	Instructions and Description about Proof	Relevant data as mentioned at the item Yes/No	Does it conform to standards (yes/no)	Proof / Evidence Status
1	IT Course Content	Standard: The course content and trainers manual should conform with SF 4.3B	Instruction: Please refer to the Notification 31 of DDU-GKY for designs Proof: A Scanned copy of the material			
	IT Trainers Kit					
	IT Assessment material					
	IT Course Material for candidate					
2	Soft Skills Course Content	Standard: The course content and trainers manual should conform with SF 4.3C	Instruction: Please refer to the Notification 31 of DDU-GKY for designs Proof: A Scanned copy of the material			
	Soft Skills Trainers Kit					
	Soft Skills Assessment material					
	Soft Skills Course Material for candidate					
3	English Course Content	Standard: The course content and trainers manual should conform with SF 4.3A	Instruction: Please refer to the Notification 31 of DDU-GKY for designs Proof:			
	English Trainers Kit					
	English Assessment					

STANDARD FORM OF SOP

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

STANDARD FORM OF SOP

Sl. No.	Particulars	Standards and Relaxation (Relaxation permitted with permission of competent authority of CTSA/SRLM)	Instructions and Description about Proof	Relevant data as mentioned at the item Yes/No	Does it conform to standards (yes/no)	Proof / Evidence Status
	Certifying Agency	manual should conform with NCVT/SSC standard for the particular domain and Should conform with SF 4.2 A	Notification 31 of DDU-GKY for designs Proof: A Scanned copy of the material			
	Domain 2 Course Content***					
	Domain 2 Trainers Kit					
	Domain 2 assessment material					
	Domain 3 Course Material for candidate					
6	Name of the Domain 3	Standard: The course content and trainers manual should conform with NCVT/SSC standard for the particular domain and Should conform with SF4.2 A	Instruction: Please refer to the Notification 31 of DDU-GKY for designs Proof: A Scanned copy of the material			
	Certifying Agency					
	Domain 3 Course Content***					
	Domain 3 Trainers Kit					

STANDARD FORM OF SOP

Sl. No.	Particulars	Standards and Relaxation (Relaxation permitted with permission of competent authority of CTSA/SRLM)	Instructions and Description about Proof	Relevant data as mentioned at the item Yes/No	Does it conform to standards (yes/no)	Proof / Evidence Status
	Domain assessment material 3					
	Domain 3 Course Material for candidate					

*** To be repeated for all domains**

**** Note:** Swachh Bharat Abhiyan Logo to be stamped on all course material for Domain and Non Domain subjects

******* Teaching Learning Material (TLM) should be aligned with NCVT/SSC syllabus for domain content and syllabus prescribed by DDU-GKY for non-domain content. TLM should have all the topics covered in the material. At any point of time, CTSA/SRLM may get the curriculum assessed by domain expert.

5.3 Availability of trainers:

Sl. No.	Particulars	Standards and Relaxation (Relaxation permitted with permission of competent authority of CTSA/SRLM)	Instructions and Description about Proof	Relevant data as mentioned at the item Yes/No	Does it conform to standards (yes/no)	Proof / Evidence Status
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STANDARD FORM OF SOP

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

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Sl. No.	Particulars	Standards and Relaxation (Relaxation permitted with permission of competent authority of CTSA/SRLM)	Instructions and Description about Proof	Relevant data as mentioned at the item Yes/No	Does it conform to standards (yes/no)	Proof / Evidence Status
			to organization and joining report to training centre should be available at the training centre			
5.	Domain 1		Proof: Joining report/ pay slip to organization and joining report to training centre should be available at the training centre			
6.	Domain 2		Proof: Joining report/ pay slip to organization and joining report to training centre should be available at the training centre			
7.	Domain 3		Proof: Joining report/ pay slip to organization and joining report to			

STANDARD FORM OF SOP

Sl. No.	Particulars	Standards and Relaxation (Relaxation permitted with permission of competent authority of CTSA/SRLM)	Instructions and Description about Proof	Relevant data as mentioned at the item Yes/No	Does it conform to standards (yes/no)	Proof / Evidence Status
			training centre should be available at the training centre			

6 Others

6.1 Is the following support infrastructure available at training centre

Sl. No.	Particulars	Standards and Relaxation (Relaxation permitted with permission of competent authority of CTSA/SRLM)	Instructions and Description about Proof	Relevant data as mentioned at the item	Does it conform to standards (yes/no)	Proof / Evidence Status
1.	Safe drinking water	Standard: Any one of the following: 1. RO/Ozonised treated 2. Packaged drinking water certified by ISI or BIS	Proof: 1 A photograph of the RO/Ozonisation system. 2. A photograph of the BIS/ISI seal on the bottle or approval letter of ISI or BIS for packaged drinking water from supplier			
2.	First aid kit	Standard: As per 5.1C3	Instruction: Instructions for			

STANDARD FORM OF SOP

Sl. No.	Particulars	Standards and Relaxation (Relaxation permitted with permission of competent authority of CTSA/SRLM)	Instructions and Description about Proof	Relevant data as mentioned at the item	Does it conform to standards (yes/no)	Proof / Evidence Status
			<p>maintenance of First Aid Kit is given at the s.no 6 of Annexure – III</p> <p>Proof: A screen shot of nline platform/Web link of first aid kit page</p>			
3.	Firefighting equipment	Standard: A Training centre should have at least 2 fire extinguishers	Proof: A Photograph after installing the Fire Equipment in the corridor			

7 Standard Forms:

Are the following standard forms available at the training centre?

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

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

Nomenclature for File and Register

- TCF – Training Centre File
- BF - Batch File - BF followed by (ID NO OF THE BATCH AS PER ONLINE PLATFORM/WEB LINK)
- BR - Batch Register - BR followed by (ID NO OF THE BATCH AS PER ONLINE PLATFORM/WEB LINK)

-- CF- Candidate File – CF followed by (ID NO OF THE CANDIDATE AS PER ONLINE PLATFORM/WEB LINK). For each candidate the PIA has to maintain individual files

-MF – Mobilization File

SI. No.	List of SF	File/Register	Name of the File / Register	Are they available (yes/no)
1.	SF 4.1A: Plan of training	File	BF (ID NO OF THE BATCH AS PER ONLINE PLATFORM/WEB LINK)	
2.	SF 4.5A: Activity cum lesson planner	File	BF (ID NO OF THE BATCH AS PER ONLINE PLATFORM/WEB LINK)	
3.	SF 4.6A: On the job training plan for the batch	File	BF (ID NO OF THE BATCH AS PER ONLINE PLATFORM/WEB LINK)	

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Sl. No.	List of SF	File/Register	Name of the File / Register	Are they available (yes/no)
			LINK)	
4.	SF 4.8A: Daily distribution of Tablets	Register	BR1	
5.	SF 5.1C1 A: Student Attendance and Entitlement Summary Information	File	BF (ID NO OF THE BATCH AS PER ONLINE PLATFORM/WEB LINK)	
6.	SF 5.1D1: (Dully filled and signed form along with proofs)	File	TCF1	
7.	SF 5.1D2: (Dully filled and signed form along with proofs) if applicable	File	TCF1	
8.	SF 5.1E1: Summary of staff deployed at the training centre	Online platform/Web link Snap Shot		
9.	SF 5.1E2: Trainers' profile	Online platform/Web link Snap Shot		
10.	SF 5.1F: Candidate ID template	File	TCF1	
11.	SF 5.1G1: Index of individual candidate dossier	File	CF(ID No of the Candidate as per Online platform/Web link)	
12.	SF 5.1G2: Parents' consent form	File	CF(ID No of the Candidate as per	

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Sl. No.	List of SF	File/Register	Name of the File / Register	Are they available (yes/no)
			Online platform/Web link)	
13.	SF 5.1H1: Batch summary as on day of batch freezing	Register	BF (ID NO OF THE BATCH AS PER ONLINE PLATFORM/WEB LINK)	
14.	SF 5.1H2: List of candidates in the batch and their profile	File	BF (ID NO OF THE BATCH AS PER ONLINE PLATFORM/WEB LINK) & CF1	
15.	SF 5.1I: Attendance registers for candidates (as per biometric)	Register	BR(ID NO OF THE BATCH AS PER ONLINE PLATFORM/WEB LINK)	
16.	SF 5.1J: Attendance registers for trainers (as per biometric)	Register	TCR1	
17.	SF 5.1K: Checklist of items given to candidates	Register	CF(ID No of the Candidate as per Online platform/Web link)	
18.	SF 5.1L1: Candidate feedback form	File	CF and BF (ID NO	

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Sl. No.	List of SF	File/Register	Name of the File / Register	Are they available (yes/no)
			OF THE BATCH AS PER ONLINE PLATFORM/WEB LINK)	
19.	SF 5.1L2: Summary of the feedback given by the candidates in SF 5.1L1: Candidate feedback form	File	BF (ID NO OF THE BATCH AS PER ONLINE PLATFORM/WEB LINK)	
20.	SF 5.1M: Summary of evaluation and assessment done	File	CF and BF (ID NO OF THE BATCH AS PER ONLINE PLATFORM/WEB LINK)	
21.	SF 5.1N: TA/ DA calculation record (batch wise) – To be linked with biometric attendance	File	BF (ID NO OF THE BATCH AS PER ONLINE PLATFORM/WEB LINK)	
22.	SF 5.1O1: Training certificate	File	CF	
23.	SF 5.1O2: Training completion certificate distribution record	Register	BF (ID NO OF THE BATCH AS PER ONLINE PLATFORM/WEB LINK)	
24.	SF 5.1P: List of equipment in the training centre	File	Online	

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Sl. No.	List of SF	File/Register	Name of the File / Register	Are they available (yes/no)
			platform/Web link	
25.	SF 5.1Q: List of equipment in the trainees' accommodation facilities (applicable for residential training only)	File	Online platform/Web link	
26.	SF 5.1T: Daily failure items report	File	Online platform/Web link	
27.	SF 5.1U: 15 day summary of centre status	File	Online platform/Web link	
28.	SF 5.2A: Training centre inspection	File	TCF2	
29.	SF 5.2B: CCTV	File		
30.	SF 5.4A: Assessment and certification of candidates	File	BF (ID NO OF THE BATCH AS PER ONLINE PLATFORM/WEB LINK)	
31.	SF 6.1A: Letter to SRLM seeking information on mobilization plan	File	MF	
32.	SF 6.1B: Letter from SRLM regarding mobilization plan	File	MF	
33.	SF 6.1C: On field registration of candidates	File	MF	
34.	SF 6.2A1: Overview of aptitude test	File	MF	
35.	SF 6.2A2: Content for counselling for each trade	File	MF	
36.	SF 6.2A3: Candidate application form	File	CF	

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

Inspected by:

PIA Q team member name:

Date of inspection:

STANDARD FORM OF SOP

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.			

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Annexure – II

Specification for Biometric based attendance System for DDU-GKY

DDU-GKY Guidelines mandates biometric based systems under sections 3.2.2.4 and 6.5.6 respectively. In order to ensure a standardized system for the program, all PIAs and other relevant stakeholders are required to use fingerprint device as notified by UIDAI from time to time. The specification for the fingerprint device can be accessed at http://uidai.gov.in/images/commndoc/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
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

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Sl. No.	Description	Recommended Specifications
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
12	AC adapter Power	Device should have separate power charging port apart from standard Micro USB port

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

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

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

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Annexure - III

Description about the Standard, Instructions and Maintenance:

Sl. No.	Parameter	Clause	Description
1	Circulation Area	2.2.5	<p>Instructions for calculating of Circulation Area:</p> <p>a) Circulating area will be calculated on the minimum floor area required for academic and non-academic areas of a training centre. The area provided for the toilets is excluded.</p> <p>b) If the rooms are larger than the minimum prescribed, only minimum prescribed area will be used for calculation of circulating area. If the area of academic rooms is more than the minimum prescribed, then 50% of the extra area can be counted towards circulation. For example if the room size is 400 sq. ft. and is being used for 30 students for a theory classroom, then in the circulating area calculations area of the room is 300 sq. ft. (minimum area required for the room) and 50 sq. ft. will be considered as correction factor to escalate the circulation area.</p> <p>Let total area = A (Including Academic and Non-Academic calculated internally wall to wall) Remove Toilet area inside the building (T) from total area = $A - T = N$ (If toilets are outside the building, $T=0$) Net area = 'N' Area for wall thickness = 'Z' Academic area = 'X' (As per minimum area estimated from (b) above) Office room = 'Y' = fixed as 125 sq. ft. Wall thickness (Z) = $(5/100) * N$ Total circulation area = $N - (X + Y + Z)$ + correction factor for additional area in academic area = 'C' Ratio = $C/N = 12\%$</p>
2	Toilets	2.2.7	<p>Toilet Maintenance</p> <p>All toilets must be equipped at all times with the following – soap, clean hand towels, basic mop or swab,</p>

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Sl. No.	Parameter	Clause	Description
			western style commode with functioning cistern, regular water supply, and sufficient ventilation. The facility must be cleaned thoroughly at least twice during every eight hour usage cycle or more frequently if required. Records of cleaning activity must be maintained and displayed. A 'Please Wash Hands' sign must be prominently displayed at all times. While it is not mandatory, periodic display of government – approved material encouraging good sanitation practices will be appreciated.
3	Training centre name board	2.2.19	Training centre name board should conform to standard form SF-5.1A2. External signage – any one of the following mentioned dimensions 10'X10'/ 10'X15'/ 10'X3'/ 8'X3' can be installed with a proper rigid frame to wall / vertical poles. However if the PIA installs more than 1 signage it will be considered during the grading of the centre
4	Ventilation area	3.2.2	<ol style="list-style-type: none"> 1. There should not be common open space between the academic rooms. 2. If it is a sliding window, then the full area should be calculated as window area 3. Class room should be calculated as per the minimum area required for a class. <p>If the ventilation area is less than the prescribed then the permitted batch strength is decided by the ventilation area. For example if class room is 350 sq. ft. and ventilation is 36 sq. ft. (less than 42 sq. ft. = 12% of 350 sq. ft.) then the maximum batch strength is 30 students.</p> <ol style="list-style-type: none"> 4. Provision for air conditioning in absence of required ventilation area is permitted. However the following conditions have to be met. The air conditioning should be such that it should be possible to maintain the temperature in the room at 26 °C or less at any point of time when the room is in use. (Note: Load of AC is not specified as it depends on number of factors which cannot be factored in at this juncture).

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Sl. No.	Parameter	Clause	Description
			<p>The temperature should be recorded with a thermometer which should be fixed at least 6 ft. away from the AC. Temperature should be recorded in a register twice a day when room is in use; first time at the start of training and second time in the middle of training duration in the day). This should be counter signed by one student and trainer every day.</p> <p>However, if students want to set a higher temperature they are at liberty to do so by regulating the working of AC. If the AC is regulated allowing higher temperature then the words "AC regulated by the students" should be entered in the temperature register.</p> <p>As there would be less natural light one tube light of 40 watts (2800 lumens) should be provided for each 125 sq. ft.</p> <p>5. Window area can be calculated for the permitted class room size. For example if demarcated area for class room is 350 sq. ft., window area can be limited to 42 sq. ft. (350*0.12). However the windows should be concentrated in the class room area. The following process will be adapted:</p> <ol style="list-style-type: none"> 1. First demarcated the class room area - it can be done with paint or any such marker 2. The demarcated area should have the windows as per SOP specifications. 3. The remaining area should have lighting as per SOP specifications for class room.
5	Biometric Device	4.3	<p>The bio metric device should be regularly maintained and time taken to replace a non-working device should not be more than 24 hours.</p> <p>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</p>

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Sl. No.	Parameter	Clause	Description
			attendance the training duration will get extended by equivalent period.
6	First Aid Kit	6.2	<p>First aid kit should be kept at a prominent location and the availability should be indicated with a standard signage.</p> <p>All the kits in the box are in a clean, waterproof container to keep the contents safe and aseptic.</p> <p>Kits should also be checked regularly and restocked to check if any items are damaged or have expired.</p>
7	Capacity Estimation of a training centre	3.4	At the time of Due Diligence capacity of a training centre for a single shift will be calculated as per SF 5.1D1 Clause 3.4 by Operations team, verified by Q Team and certified by CTSA. This will be the basis for changes in capacity calculation when shifts are introduced or removed.
8	Electrical Power Back up:	Training Centre: 3.1.11 3.2.13 3.3.15 Residential Centre: 4.1	<p>Standard:</p> <p>Sources</p> <ul style="list-style-type: none"> • Alternate power supply arrangements in case of a grid failure are compulsory and the following are acceptable alternate sources of power: <ul style="list-style-type: none"> ○ Generator ○ Inverter or UPS ○ Solar power back up ○ Any other source which can work in case of grid failure <p>Note: To use last three sources of power (i.e. power sources other than a generator) the PIA should provide an authentic information on the number of hours of load shedding in a day based on an average load shedding in peak 3 months (usually summer months) in the preceding 12 months. The authentic information could be in the form of a letter i) from power distribution officials or local administration or ii) any state or central government web source data or report.</p> <ul style="list-style-type: none"> • Alternate power source could be concentrated or distributed.

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Sl. No.	Parameter	Clause	Description
			<p>Items to be connected to the alternate power source</p> <p>The following should be connected to the alternate power supply:</p> <ul style="list-style-type: none"> • All electrical items relating to monitoring of centre activities such as CCTV, bio metric devices, office computers etc. • All domain specific lab equipment and IT Lab. • at least 1 ceiling fan or 2 wall mount fans and 1 tube light or equivalent (2400 Lumens) per every 150 sq. ft. for all academic rooms, academic labs, • Sufficient number of lights and fans in living rooms, kitchen, dining and recreation area, corridors and toilets etc. <p>Note: If the average load shedding is less than 2 hours then PIA has an option of not connecting domain labs (only domain labs) to the alternate power source. However PIA has to reschedule the domain lab classes when regular power is available.</p> <p>Testing capacity of alternate power back up</p> <ul style="list-style-type: none"> • Generator: It should be run with all the electrical systems (load as given above) for one hour. • Other power supply arrangements - Inverters/UPSs/Solar power supplies etc.: It should be run with all the electrical systems (load as given above) for one hour more than the authenticated load shedding hours. <p>Proof:</p> <ol style="list-style-type: none"> 1. A photograph of the Electrical Power back up after commissioned 2. Rental agreement for hire of generator /a letter from authorised person for sharing generator during the training hours. 3. Load test

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Sl. No.	Parameter	Clause	Description
9	Location of the Residential Centre	5.1 D2 Clause 1.6	<p>Definition of State and district headquarter:</p> <ol style="list-style-type: none">1. A state headquarter would include any area that is within the Municipal Corporation limits of the state Headquarters, or Municipalities/Development Areas contiguous to such Municipal Corporation area, or any that is within a City Development Authority in the State Headquarters or any municipalities/Development area contiguous to it.2. A district headquarter would include any area that is within the Municipal Corporation limits of the District Headquarters or Municipalities/Development areas contiguous to such Municipal Corporation area, or any that is within a City Development Authority in the State Headquarters or any municipalities/Development area contiguous to it.3. Any area that the State Government or Central Government may notify to be part of the State or District headquarters on deemed as State or District headquarter for the programme purpose

Annexure – IV

Proforma of Self Declaration Statement

Dt:

To whom ever it may concern

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

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

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

Authorized Signature
Stamp and Seal of the Organization