

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

### Definitions

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

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

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

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

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

### Timings for conducting training

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

- PIAs shall run the batch in fixed timings; any changes in the timings should be communicated 10 days prior to be implemented for the batch. SRLMs/ CTSAs may communicate their concern in these 10 days. However PIAs shall ensure to comply with timings prescribed above for different seasons.

## **Training of a double shift batch**

- PIAs are allowed to train residential, part time and weekend batches in a maximum of two shifts in a day. In no case training can be given in more than two shifts in a day for a batch.
  - An exception to above can be allowed for specialised lectures by guest faculty.
- This implies that PIAs should train full time non-residential batches in one shift.
- The duration of each of the shift should not be less than 2 hours. A break of 90 minutes or less will be considered as within the same shift.
- PIAs shall capture attendance for each of the shifts.

## **Training in shift system**

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

## **Running hybrid training centres**

- Three cases arise in opening or running a hybrid centre:
  - A centre is planned as a hybrid centre at the time of due diligence
  - An approved DDU-GKY centre is converted to a hybrid centre.
  - A non DDU-GKY (or Roshni) centre is to be converted to a DDU-GKY centre
- In all these cases the PIAs should ensure that the DDU-GKY norms are followed at all times. For further details see instructions on shared and exclusive infrastructure below.
- PIAs shall not merge batches running under a project of DDU GKY with any other training programme i.e. batches should be exclusive to a project.
- A PIA should certify for each of the installment the following:

- Candidates trained with DDU-GKY funds have not received funds for the same components from other sources. **Clarification:** A PIA can receive additional funds from other sources to augment the programme. For example it can get funds under corporate social responsibility to improve boarding and lodging facilities over and above those given by DDU-GKY programme.
- Students trained in other programmes have not been shown under DDU-GKY programme and vice versa

The format for certificate is given in Annexure-I.

## Exclusive and common resources in a training centre

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

- Exclusive resources
- Shared resources

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

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

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

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

## Calculation of capacity of a Training Centre

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

## Annexure- I

I, ----- *Name of Competent Authority, s/o or d/o or w/o* ----- aged ----- years, residing at -----, do hereby solemnly affirm and declare as under:

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

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

Authorized Signatory  
(Seal and Sign)