SF 5.2A: Training centre inspection

Instructions

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

Inspection form

Basic details

Sl. No.	Particulars	Details
1.	Name of PIA	
2.	Name of project	
3.	MoRD sanction letter no.	
4.	Name of training centre with	
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 DDU-GKY certificate (if eligible)					
Repeat the table for each batch						

4. Inspection of current situation

4.1 Physical infrastructure and equipment at the training centre level

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

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.

STANDARD FORM OF SOP

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				

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

STANDARD FORM OF SOP

Sl. No.	Particulars	IT skills	Soft skills	English skills	Mention domain name (_____)
	entire session as per activity cum lesson planner?				
4	Is the trainer maintaining class discipline?				
5	Is the trainer confident while communicating to the class?				
6	Is the trainer teaching without referring to the teaching material every time?				
7	Is the trainer using audio-visual aids?				
8	Is the trainer making the session interactive/ participatory?				
9	Is the trainer allowing candidates to ask questions?				
1	Is the trainer answering the queries clearly?				
1	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.	Is the bank account opened as per chapter 8 ?					
3.	Are the residential facilities provided ? or Are the candidates paid to and fro entitlement in their bank account as per their eligibility ?					
4.	Candidates received training material free of cost including work books, note books and other study materials					
5.	Candidates have got uniform in the first month of training					

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

(Mention Yes/No)

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?					

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