

SF 5.4A: Assessment and certification of candidates

Internal assessment protocol

- Schedule for Internal assessment for a 3 month programme is as follows;
 - Two fortnightly tests after completion of 15 and 45 days of training
 - Two monthly tests after completion of 30 and 60 days of training
 - One pre final test around 10 days before the final assessment by an external agency accredited with NCVT/SSC.
 - The days when tests are to be conducted are indicative but can vary as per the lesson plan and this has to be indicated in SF 4.5A: Activity cum lesson planner
 - In addition surprise quizzes can be held for continuous assessment and feedback
- Note: If OJT is part of the training the PIA has freedom to complete the assessment schedule before or after the OJT. However, PIA has to indicate the same in activity cum lesson planner of Chapter 4
- All internal assessments, both theory and practical, will be captured on CCTV
- Video footage will be viewed during inspection schedules by PIA Q team, SRLM and CTSA.
- Attendance in the internal assessment tests is compulsory.

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

External assessment protocol

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

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

Certification protocol

For issue of certificates 4 categories of candidates will emerge based on two criteria: i) Whether a candidate has eligibility criteria prescribed by NCVT/SSC and ii) Has a candidate cleared the assessment test. The 4 categories and the action to be taken is given in the Table below.

If a candidate fulfils both the criteria (Category 1 in the Table) PIA has to ensure that a certificate from NCVT/SSC is issued. If the candidate clears the assessment test but is not

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

		Has a candidate cleared the assessment test?	
		Yes	No
Whether a candidate has eligibility criteria prescribed by NCVT/SSC?	Yes	Category 1 Will get the certificate from NCVT/SSC	Category 3 Only course completion certificate from PIA
	No	Category 2 Will get certificate from assessing body	Category 4 Only course completion certificate from PIA as per annexure-5.4A (i) for DDU-GKY and 5.4 (ii) for Roshni

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



Distribution of certificates

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

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

STANDARD FORM OF SOP




Annexure 5.4A(i)

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

STANDARD FORM OF SOP

Annexure

5.4A(ii)

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

Instructions:

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

For 3 months: 576 (Five Seven Six)

For 6 months: 1152 (One One Five Two)

For 9 months: 1728 (One Seven Two Eight)

For 12 months: 2304 (Two Three Zero Four)

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

Colour Code Combination: Notification. 31.2014

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

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