

SF 3.3A: Project execution readiness assessment

Note: To be filled by PIA not later than 15 days from release of 1st instalment (I2 + 15)

The form will be available on the ERP system to be filled and monitored online. A print version is given below.

1. Name of the project implementing Agency: (auto filled by system)
2. Project code: (auto filled by system)
3. State office along with address¹

4. Address for all official communication (preferably same as state office address or PIA if wants a different address the same can be indicated here.)

5. Primary email id for all communication²:
6. **Organisation management team**

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

7. Heads of core project functions

Functionary	Employee details			DDU-GKY training details		
	Id	Name	Date of appointment	Id	Date of training	Certificate details
Project head						
'Q' team						

¹ Opening an office in a state is compulsory and it becomes the nodal office for the project.

² All email communication will be sent to this id.

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Functionary	Employee details			DDU-GKY training details		
	Id	Name	Date of appointment	Id	Date of training	Certificate details
head						
MIS head						

Note: 1. The three functional heads must compulsorily be in place before a project is initiated.
2. Appointment letter should be uploaded to the web-link
3. DDU-GKY training certificate should be uploaded on to the web-link

8. Other Q team members

a. Existing

Sl. No.	Employee details			DDU-GKY training details		
	Id	Name	Date of appointment	Id	Date of training	Certificate details

b. To be recruited

Additional number to be recruited	
Start date of recruitment	
End date of recruitment	
Note: Indicative plans to be given here.	

9. Manpower details (other than Q team):

Project operations team	Existing	To be recruited	Total
Placement			
Master Trainers			
Trainers for each of the proposed trades (use as many rows the			

STANDARD FORM OF SOP

Project operations team	Existing	To be recruited	Total
number of trades)			
English skills			
Computer skills			
Soft skills			
Centre in charges			
Regional coordinators			
Post Placement tracking head			
Mobilisation			
Finance			
MIS			
Note: The number should match with the minimum prescribed for the project as per size			

10. Did the PIA ensure ring fencing of PIA Q team from operations team and comply with SF 3.10C (without complying with these conditions the project cannot be commenced)

YES ☐ NO ☐

11. Are the course curriculum aligned with NCVT/SSC/MoRD?

Sl. No.	Domain	Aligned to NCVT/SSC	Name of modules*	Hours of training**	Remarks
Note: * If it is under NCVT, MES course number should be mentioned along with total hours of training. If it is under SSC, NOS QP code should be mentioned along with hours of teaching. Copies of curriculum should be uploaded and also shared along with the document. As some SSC's do not provide course curriculum the PIA should get the course curriculum (repeat only course curriculum) approved by an					

SSC accredited assessment agency.

****** In both cases the training hours should equal the hours specified for the course less the hours earmarked for non-domain skills.

12. Details of certification of trainees

Sl. No.	Name of the domain	Module for which certificate is issued	Name of the Certifying agency (NCVT/SSC)	Assessment agency* (if shared by NCVT/SSC or write NA)	
				Agency name	Proof of tie-up with the agency (write NA if it is not required)
1					
2					

Note: * Currently the certifying and assessment processes under NCVT/SSC are in a transition. While in in due course the assessment agencies would be automatically assigned to batches it is still not the case on hand. Till such time the automatic process is instituted by SSC/NCVT the details in the column would be required.

All proofs should be uploaded on the ERP system.

13. Availability of different forms to initiate the project

- | | | |
|--|------------------------------|-----------------------------|
| • Registration form for mobilized candidates | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| • Tools for trade wise screening of the candidates | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| • Entitlement form | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| • Parent consent form | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| • Feedback form | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| • Trade wise activity cum lesson planner | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| • Trade and batch wise enrolment form | YES <input type="checkbox"/> | NO <input type="checkbox"/> |

- Template for various boards

YES ☐

NO ☐

14. Outsourcing of activities

Outsourced core activities as per application

Name of the Activity	Agency name	Is it same as given in the application	Details of agreement – areas covered and periods (copies to be uploaded)
Training			
Placement			

15. Outsourcing of non-core activities

Activity	Is it outsourced Yes/No	Agency	Details of agreement – areas covered and periods (copies to be uploaded)
Mobilization			
Selection & screening of candidates			
Tracking			
Others			

The representative of TSA will have an interactive session with the core project team of the PIA. During the session, the team will be sensitized through a power point presentation about the project deliverables.

Signature of project head

Nominated representatives for the project from SRLM and CTSA

Agency	Name	Designation	Email	Phone
SRLM				
CTSA				

Signature of representative
SRLM for APS/CTSA for YPS

Note for online deployment of the form:

1. PIA will upload the form
2. CTSA/SRLM authenticate after visit to the PIA designated office.