

## SF 6.3C: Protocols for delisting or drop out of candidates

### Definitions

**Delisted candidates:** Candidates who leave or are removed from a batch at any time from batch training start date to batch freezing date are called delisted candidates.

**Dropped out candidates:** Candidates who are listed in the training programme after batch freeze date but who do not complete the training programme are called dropped out candidates.

### Delisting of candidates and related issues

1. The provision for delisting of candidates is intended to ensure that the candidates develop a better understanding of the training course before they commit to it. The provision also enables a PIA to understand and assess a candidate's strengths and weaknesses with reference to the trade and to counsel him/her on the suitability of the course.
2. A student may be delisted from a training programme either on his/her own request or on the basis of the PIA's assessment of the candidate's aptitude and commitment.
3. To enable delisting of candidates a PIA is permitted to enrol 5 candidates beyond the maximum permissible batch strength till the batch freeze date. PIAs shall make seating arrangements for such additional candidates. In case of delisting of any of the candidates, the vacancy may be filled by enrolling new candidates.
4. PIAs shall record the date from which a candidate is treated as delisted.
5. PIAs should ensure that after the batch freeze date, the batch strength does not exceed the maximum permissible number for the batch.
6. Course attendance will be recorded/calculated from the batch start date. All the candidates who join after the batch start date but before the batch freeze date have to be informed of this condition.

### Dropping out of candidates and related issues

1. PIAs should take all precautions during the selection of candidates so that the number of dropped out candidates in a batch is minimized.
2. Some of the reasons for candidates dropping out or being dropped from a course are:
  - Not meeting the minimum attendance requirements
  - Not following the code of conduct

- Not keeping up to the expected academic standards
3. PIAs shall record the date from which a candidate is treated as dropped out.
  4. The candidates shall be disbursed all allowances as per norms, and there shall be no deduction of any allowances to dropped out candidates. For example, allowances for food and to-and-fro travel shall be provided to a candidate till the date of delisting/ drop out.
  5. **Deemed drop out:** If a candidate is absent for more than 25% of classes in a course then she/he is deemed to have dropped out. The PIA should drop the particular candidate and should not pay any further entitlements.
  6. **Permitted drop outs for reimbursement of candidate entitlements:** Since the reasons for trainees dropping out are complex and may be beyond the control of a PIA, drop outs are permitted in a batch as per the following:
    - a. 2 candidates if batch strength is 20 or less
    - b. 3 candidates if batch strength is 21 or above but up to 30
    - c. 4 candidates if batch strength is above 31

The above drop outs are permitted only for the purpose of reimbursement of candidate entitlements. The methodology of how each entitlement is to be reimbursed is discussed in Chapter 8.

Clarification: Permitted drop outs will not be counted as having completed the training since they do not meet the training completion criterion.

## General instructions

1. As far as possible reasons for delisting/dropping out of candidates should be clearly recorded.
2. The following conditions will be enforced once a centralized database is implemented:
  - A candidate can be trained only once in the DDU-GKY programme.
  - A candidate will have a maximum of three chances to get delisted. After the third delisting the candidate will not be able to join a training course as part of the DDU-GKY programme. Every time a candidate drops out/is dropped he/she would also have exhausted a delisting chance.

- A candidate will have two drop out chances. If a candidate drops out/is dropped a second time the candidate will not be able to join a training course as part of the DDU-GKY programme thereafter..

Till a centralized database is set up every PIA should ensure that the above is enforced within its database.