

PROCESS & COST NORMS

- A.** The Process and Cost Norms (P&C) will be applicable to the following specifically:
- 1.** Training Centres (TCs): All the TCs imparting skill development training under the various schemes / programs in Assam under the aegis of ASDM.
 - 2.** Recruit Train Deploy (RTD) model projects: All the Industry Partners / Organisations imparting training under the RTD model
 - 3.** Government Training Partners: GTPs of National or State repute undertaking/willing to undertake skilling initiatives in the State
 - 4.** These norms can be adopted by State Government Departments implementing the following:
 - a.** State Funded Schemes
 - b.** Centrally Funded schemes with no specific guidelines and processes
 - c.** Schemes funded jointly by State and Centre with no specific guidelines and processes
- B.** The P&C will be applicable with immediate effect.

Process Norms: The proposed Process Norms will be as follows:

Sl. No.	Parameter	Proposed Process norms	Remarks
1.	Target Beneficiary Age Group	<p>On the date of enrolment, the minimum age should be as per the Qualification Pack (QP) requirement.</p> <p>However, in case of RTD model, the age criteria shall be as per the Industry Partner / Organisation and as approved by ASDM.</p>	
2.	Target Beneficiary: Minimum Qualification	As per the scheme guidelines or course requirement.	Relaxation in minimum educational qualifications for some severely disadvantaged groups may be done as and when deemed required by ASDM or as directed by the State Government.
3.	Courses Available	QP-NOS /Any other course approved by ASDM	Course list shall be decided by ASDM in consultation with the Departments and other stakeholders and shall be revised from time to time.
4.	Training Duration	<p>As per the durations specified in the Qualification Pack (QP) with at least 40 hours of mandatory training on soft skills and entrepreneurship skills.</p> <p>The soft and entrepreneurship skills training is to be conducted by a trainer certified by NIESBUD / IIE.</p> <p>In case of RTD model projects, the proposed duration of training shall be as proposed by industry player and approved by ASDM.</p>	
5.	Social Inclusion Mandates	There is no reservation for any section of the population, however the Training agencies need to capture demographic details of the candidates.	

Sl. No.	Parameter	Proposed Process norms	Remarks
6.	Empanelment of TCs/ TPs/ IPs/ GTPs	<p>Empanelment of TPs/ TCs/ IPs/ GTPs will be done through a RFP process. Empanelled Training agencies will be allotted targets either by ASDM or departments catering to those specific sectors.</p> <p>ASDM will empanel Government Training Partners (GTPs) through a Notice Inviting Application (NIA).</p> <p>ASDM/Departments will allocate work to TCs/ IPs/GTPs from the empanelled list as per their need in consultation with ASDM.</p> <p>The empanelment process shall be periodically opened by ASDM as per requirement.</p>	<ol style="list-style-type: none"> 1. Mobilization strategies to be adopted. 2. Training module (course content) 3. OJT tie up (wherever necessary) 4. Exposure visit of trainees to industries/farm during training period 5. Job role wise placement strategies and industry tie up. 6. Uniform to students is mandatory. 7. Photographic evidence of distribution of course material and induction kit to students along with 1st instalment claim is mandatory.
7.	Performance Guarantee	<p>The training agencies need to furnish Performance Guarantee for each training centre for the amount and in the form as mentioned in the RFP document.</p>	<p>Job role wise 25,000/- as Performance Guarantee (PG) in the form of DD in favour of “Assam Skill Development Mission” payable at Guwahati against each training centre to be deposited.</p> <p>Performance Guarantee is relaxed for Government Training Provider.</p>
8.	Trainee Enrolment	<p>Candidates willing to undergo training in the state will have to register on the ASDM’s IT MIS portal.</p> <p>TPs/ TCs/ IPs/ GTPs will have to enrol candidates from the registered pool of candidates only. Once, the candidate is enrolled and tagged to particular TPs/ TCs/ IPs/ GTPs, he/she will not be able to enrol with any other TPs/ TCs/ IPs/ GTPs.</p> <p>This will be done to avoid duplication.</p> <p>The details pertaining to this point will be published post Online portal is in place.</p>	
9.	Batch Size	<p>The maximum batch size will be 30 beneficiaries, the minimum batch size will be 20. The intake per batch will depend upon the infrastructure norms specified for the QPs by respective SSCs or norms as devised by ASDM.</p>	

Sl. No.	Parameter	Proposed Process norms	Remarks
		Note: For any specific category of beneficiaries, exemption may be given by ASDM.	
11	Induction Kit	Induction Kit need to be provided by TPs/ IPs/ GTPs to all candidates in their Training Centres Induction kit will comprise with T-shirt, Cap, participant hand Book, note book, pen and bag with ASDM logo per candidate.	TP needs to provide the induction kit which is specified in PLSTP guideline to all candidates.
12	Training Trainers of	<p><u>For QP based courses:</u></p> <p>The trainers should meet the minimum qualification criteria as required for the respective QP. Also, the eligible trainer should be ToT certified as per the SSC norms.</p> <p>The Training agencies will be responsible for arranging the commute, lodging and boarding of the trainers during the ToT.</p> <p>The Training agencies will bear the ToT charges for its trainer (s) as prescribed by SSCs.</p> <p><u>For non- QP based courses:</u></p> <p>For non-QP based courses, the requirement for ToT and specification of agency for conducting ToT, shall be as decided by ASDM.</p>	TPs should ensure that trainers are ToT certified by SSCs within three months of signing the agreement with ASDM. However, after the first 3 months of signing the agreement, a trainer with TOT can only conduct training.
13	Attendance	Candidates with less than 70% attendance will not be eligible to appear for Assessments.	It is mandatory to record the Attendance on Bio-Metric Machine and a physical copy of attendance must be maintained at the center as well as the residential facility. The records must be produced, in the prescribed format to ASDM.

Sl. No.	Parameter	Proposed Process norms	Remarks
14	Assessment & Certification	<p><u>Assessment:</u></p> <ul style="list-style-type: none"> a) For QP based courses: Assessment shall be done by SSC appointed assessment agencies. b) For Courses (other than QPs) proposed under RTD model projects: Assessment will be done by the Industry or ASDM or jointly by ASDM and the industry. c) For Courses (other than QPs) run by GTPs: Assessment will be done by Government Training Providers of National or State repute post approval from ASDM. <p><u>Certification:</u></p> <ul style="list-style-type: none"> a) For QP/NOS based courses: Certification would be done by SSCs b) For Industry initiated or RTD model based training programmes: Self-certification by the Industry partner or joint certification by Industry Player & ASDM c) Government Training Providers: GTPs of National or State repute can certify their successfully trained candidates post approval from ASDM. 	<p>Beneficiary can re-enrol for the Assessment in case s/he fails, once within 3 months of result being declared.</p> <p>TP/TC must informed DPM-T about date of assessment and ensure the presence of DPM-T in assessment process.</p> <p>Attendance sheet of candidates need to be recorded duly signed by candidates, assessor and TC SPOC.</p>
15	Training Days	<p>The training duration per day should be between 4 to 8 hours.</p> <p>In case of residential batches, the training period would be calculated on the basis of 8 hours of training in a day. Residential batches/trainings are defined as the batches with all the candidates opting for only the residential trainings at the training centre.</p>	

Sl. No.	Parameter	Proposed Process norms	Remarks
16	Placement: Definition & Mandate	<p>Placement must be done within 3 months of the candidate passing assessment. A candidate will be considered as placed if all the following applicable conditions are fulfilled:</p> <p>For wage employment, his/ her gross remuneration should not be below the minimum wages of the State in which he/ she has been placed</p> <p>Option 1:</p> <ul style="list-style-type: none"> i. The TP/TC/ IP/ GTP needs to produce <ul style="list-style-type: none"> a. Joining Letter AND b. 3 months' salary slips, or Cash Voucher duly countersigned by TP of placed candidates <p>Option 2:</p> <p>The TP/TC/ IP/ GTP needs to produce</p> <ul style="list-style-type: none"> a. Joining Letter AND b. 3 months Bank Statement <p>For self-employed candidates, TP/TC/IP/GTP should be able to produce the following within 3 months:</p> <ul style="list-style-type: none"> a. Proof of setting up of business in the form of Trade License or Panchayat or Gaon Burar or Ward Commissioner certificate or b. 3 months Bank Statement 	

Sl. No.	Parameter	Proposed Process norms	Remarks
		<p><u>Placement Mandate:</u></p> <p><u>For Training by TPs/ TCs/ GTPs:</u></p> <p>Release of 3rd instalment shall be as per the following:</p> <ul style="list-style-type: none"> a) TC/TP/GTP shall be eligible for 100% payment on Employment (both wage and self) of at least 80% of the successfully certified trainees within three months of completion of training b) TC/TP/GTP will be paid on pro rata basis on achievement of greater than or equal to 50% and less than 80% placement of those who have been certified, within three months of completion of training. c) If the placement % is less than 50%, the TP/TC/GTP shall not be eligible for the 3rd instalment. <p>The ratio of candidates to be placed in wage and self-employment will be decided by ASDM/ concerned department based on the job role.</p> <p><u>For training by IPs under RTD model:</u></p> <p>In case of RTD model projects the placement % will be as agreed between the Industry player and ASDM (Or the relevant Department) but will be at least 85% of the successfully certified trainees. Placement will mean the trainee will join the employment (as wage employment) for which the offer letter was issued.</p> <p>Release of 3rd instalment shall be as per the following:</p> <ul style="list-style-type: none"> a) IP shall be eligible for 100% payment on wage Employment of at least 85% of the successfully certified trainees within three months of completion of training 	

Sl. No.	Parameter	Proposed Process norms	Remarks
17	Portal usage fees / Mobilisation Charges	TP/TC/ IP/ GTP, emplaned with ASDM needs to follow portal usage fees: <ul style="list-style-type: none"> i. Training Provider Registration Fees- INR 10,000 ii. Changes / Correction charges- INR 3,000 (including changes of SPOC/ address/ addition of job roles after affiliation with ASDM) iii. Training Centre Accreditation INR 10,000 (INR 1,000 for additional job roles) 	TP/TC/IP/GTP shall pay the portal usage fee to ASDM.
18	Tracking of Trained candidates	The Training Organisations will have to mandatorily track the trained candidates for a period of 1 year.	

The proposed Cost Norms will be as follows:

S. No.	Parameter	Proposed Cost Norms
1	Training Fees	<p>The training agencies would be compensated on the following basis –</p> <ul style="list-style-type: none">i. Category I – Rs. 46.60/hr of trainingii. Category II – Rs. 39.90/hr of trainingiii. Category III- Rs. 33.30/hr of training <p>Category I, II and III courses will be as defined in the Common Norms for Skill Development Schemes by the Ministry of Skill Development & Entrepreneurship, Govt. of India, and as modified from time to time.</p>
2	Release of funds	<ul style="list-style-type: none">i. 30% on commencement of the training batch against validated candidatesii. 30% on assessment results and successful certification subject to conditions of Process normsiii. 40% outcome based on placement as per Process Norms. For details refer to S. NO 15 of Process Norms. <p>Adjustments will be made in the 2nd and thereafter 3rd instalment for candidates who drop out or fail the assessment, post disbursement of the 1st milestone. Adjustments in the final milestone will be made, to account for the candidates finally certified and placed.</p> <p>Bills can be raised for each batch of training, at the approved rate for the course, on completion of each milestone, if the conditions of the process norms are met.</p>

<p>3 Document for disbursement of payment</p>	<p>1st Instalment :</p> <ul style="list-style-type: none"> i) Raise of 1st instalment after completion of 10 days – 15 days of candidate replacement for the particular batch accompanied with attendance sheet, work order, clear photographs in MIS portal. ii) Photographic evidence of distribution of course material and induction kit to students along with 1st instalment claim is mandatory. <p>2nd instalment:</p> <p>a) <u>For Self Employment :</u></p> <ul style="list-style-type: none"> i) TP should submit candidates self declaration in original duly signed by candidates on revenue stamp and ii) Enterprise registration/trade license/proof of membership from producer group. iii) Result sheet of candidates of the batch. iv) Candidate candidates attendance on the day of assessment duly signed by assessor and TC SPOC. <p>b) <u>For wage Employment :</u> TP to submit-</p> <ul style="list-style-type: none"> i) Appointment letter/Offer letter of the passed out candidates in the batch. ii) Result sheet of candidates of the batch. iii) Candidate candidates attendance on the day of assessment duly signed by assessor and TC SPOC. <p>3rd instalment:</p> <p>a) <u>For Self Employment :</u> TP to submit-</p> <ul style="list-style-type: none"> i) Self Declaration of self employment by candidate which will be randomly checked @ 5% to 10%. <p>b) <u>For wage Employment :</u> TP to submit-</p> <ul style="list-style-type: none"> i) Joining letter + 3 months' salary slip/ 3 months cash voucher duly counter signed by TP or ii) Joining letters + 3 months bank statement.
<p>4 Boarding and Lodging</p>	<ul style="list-style-type: none"> i. Lodging Boarding facility within limits of Guwahati Municipal Corporation: 250/- per day per trainee ii. Lodging Boarding facility within limits of municipal corporations / municipal board: 200/- per day per trainee iii. Lodging Boarding facility in any other location within the State: 175/- per day per trainee <p>Reimbursement will be as per the rate as above, and subject to production of biometric attendance record. Bills will be raised on a monthly basis.</p>
<p>5 Assessment Cost</p>	<p>ASDM / respective department will pay the cost of assessment and certification to the SSC directly (For QP based courses).</p>
<p>6 Re-assessment Cost</p>	<p>The cost of re-assessment has to be borne by the Training agencies.</p>

S. No.	Parameter	Proposed Cost Norms									
6	Placement Incentive *	<p>For training by TPs/ TCs/ GTPs: If the batch wage employment placement rate is more than 80% but less than 90%, placement incentive will be Rs. 3000/- for all the certified candidates who are placed in wage employment. If the batch wage employment placement rate is 90% or more, placement incentive will be Rs. 5000/- for all the certified candidates who are placed in wage employment.</p> <p>For training by IPs under RTD model: If the batch placement rate is more than 85%, placement incentive will be Rs. 5000/- for all the certified candidates who are deployed and continue in the job for at least 3 months.</p>									
7	Post Placement Support to candidates*	<p>In order to enable the newly skilled persons from Special Areas/Groups to settle into their jobs/vocations under wage employment, post placement support would be provided directly to the candidate at the rate of Rs. 1500/- per month for the following durations:</p> <table border="1" data-bbox="539 742 1379 890"> <thead> <tr> <th data-bbox="539 742 1093 815">Post Placement Support @ Rs. 1500/- per month</th> <th data-bbox="1093 742 1227 815">Men</th> <th data-bbox="1227 742 1379 815">Women</th> </tr> </thead> <tbody> <tr> <td data-bbox="539 815 1093 852">Placement within District of domicile</td> <td data-bbox="1093 815 1227 852">1 month</td> <td data-bbox="1227 815 1379 852">2 months</td> </tr> <tr> <td data-bbox="539 852 1093 890">Placement outside District of domicile</td> <td data-bbox="1093 852 1227 890">1 month</td> <td data-bbox="1227 852 1379 890">2 months</td> </tr> </tbody> </table>	Post Placement Support @ Rs. 1500/- per month	Men	Women	Placement within District of domicile	1 month	2 months	Placement outside District of domicile	1 month	2 months
Post Placement Support @ Rs. 1500/- per month	Men	Women									
Placement within District of domicile	1 month	2 months									
Placement outside District of domicile	1 month	2 months									
8	Career Progression (for every candidate who gets Rs 15,000 per month and holds the job for at least 3 consecutive months within the 1 year tracking period) *	<p>Per candidate, Rs. 5000/- as incentive to the training organisation for candidates with wage employment only for all the candidates who receive a salary of INR 15000 for at least 3 consecutive months within the 1 year tracking period.</p>									

* Parameters mentioned in S. Nos.6, 7 and 8 of Cost Norms is not applicable at the moment. The date post which the provision will be applicable shall be notified later.

GLOSSARY

Abbreviation	
ASDM	Assam Skill Development Mission
RTD	Recruit Train Deploy model
QP	Qualification Pack
ToT	Training of Trainer
SSC	Sector Skill Council
TP	Training Partner
TC	Training Centre
IP	Industry Player
GTP	Government Training Partners
NoS	National Occupational Standards
GoA	Govt. of Assam
PwD	Person with Disability
SC/ ST	Scheduled Caste/ Scheduled Tribes