GOVERNMENT OF ASSAM
SKILL, EMPLOYMENT & ENTREPRENEURSHIP DEPARTMENT
DISPUR:::::::GUWAHATI-6
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No.SKM 71/2021/47 Dated Dispur, the 13th September, 2021

From : Smti. Madhuchanda Talukdar, ACS
Deputy Secretary to the Govt. of Assam,
Skill, Employment and Entrepreneurship Department.

To : The Director,
Directorate of Employment & Craftsmen Training, Assam
Rehabari-8.

Sub. : Standard Operating Procedure (SOP) for conducting skill training under Assam Skill Development Mission (ASDM)- approval thereof

Madam,

With reference to the subject cited above, I am directed to inform you that approval has been conveyed on the SOP for conducting skill training under ASDM. As per approved SOP, Directorate of Employment & Craftsmen Training is requested to notify officials under Employment Wing in each districts and sub-divisions to perform the various activities as mentioned below:-

Sl No.	Subject	Officials responsible	Activity	Remarks
1	Field Evaluation of TCs of eligible Training Providers	Director, DE&CT/ Employment Exchange Official(s), SPM(s)and DPM – T	Field Verification to be done by two member team of DE&CT/ Employment Exchange Official(s), SPMs/DPM – T based on set parameters stated in point No. 3.Field Evaluation report as per set parameter to be submitted within 7 days. Director, DE&CT and MD, ASDM will issue due direction accordingly	
2	Preparation of Field Evaluation Plan	Director, DE&CT/ MD, ASDM	Nominate officials from Director DE&CT and MD, ASDM for the centre inspection through online medium	
3	Verification and authentication of the candidates	DE&CT/ Employment Exchange Official(s)/ DSC/ DPM-T	Verification and authentication needs to be given by the DE&CT/ Employment Exchange Official(s)/ DSC along with DPM-T from the district against the candidate mobilized and selected for each batch under the specified job role.	
4	Counselling of Aspirants	TP/ DPM/ DE&CT/ Employment Exchange Official(s)	If the aspirants have any queries or concerns, they will be counselled by TPs/ DPM/ DE&CT/ Employment Exchange Official(s).DE&CT/ District/ sub-divisional Employment Exchange Official(s) will visit One (1) time during training duration for one hour motivational/ counselling during training session.	

5.	Documents Check	DPM-T/ DE&CT/ Employment Exchange Official(s)	DPM-T/ DE&CT/ Employment Exchange Official(s)needs to randomly check few files of the aspirants to see whether everything is in order or not	
6.	Placement Overview	SPM-Placement/ DE&CT/ Employment Exchange Official(s)	SPM-Placement/ DE&CT/ Employment Exchange Official(s) will take a session / share details explaining the potential of the course in the industry	
7.	Monitoring visit	DPM-Ts/ DE&CT/ Employment Exchange Official(s)	District DE&CT/ Employment Exchange Official(s) will visit 1 time during training duration for one hour motivational/ counselling during training session	
8.	Verification of placed candidates	DE&CT/ Employment Exchange Official(s)	DE&CT/ Employment Exchange Official(s) will verify the placed candidates and updated the records in Employment Exchange database	
9.	Sharing of list of prospective employers to be engaged by TP	DECT/ Employment Exchange Official/ DPM-T	Send data at least 30 days prior to the job mela/ fair to DECT/ Employment Exchange Official/ DPM-T	

Further, SOP is enclosed herewith for your ready reference.

This has the approval of Hon'ble Minister, Skill, Employment and Entrepreneurship Department .

Enclo: As stated above.

Yours faithfully,

Deputy Secretary to the Govt. of Assam,
Skill, Employment and Entrepreneurship Department.

Memo No.SKM 71/2021/47-A Dated Dispur, the 13th September, 2021

Copy to:-

1. The Mission Director, Assam Skill Development Mission, Garchuk-35 for favour of kind information.
2. P.S to Hon'ble Minister, Skill, Employment and Entrepreneurship Department for kind apprisal of the Hon'ble Minister.
3. P.S to Principal Secretary, Skill, Employment and Entrepreneurship Department for kind apprisal of the Principal Secretary.
4. P.A to Secretary, Skill, Employment and Entrepreneurship Department for kind apprisal of the Secretary.

By order etc.,

13/9/2021

Deputy Secretary to the Govt. of Assam,
Skill, Employment and Entrepreneurship Department.

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Minutes of the Meeting held with Directorate of Employment & Craftsmen Training and representatives of Skill, Employment & Entrepreneurship Department (SEED) for Development of Standard Operating Procedure (SOP) for transparent Skill Training under different schemes being implemented by Assam Skill Development Mission (ASDM)

Date: 05 August 2021

Time: 02:00 PM (IST)

Venue: Assam Administrative Staff College, Khanapara, Guwahati, Assam.

The Chairperson welcomed all members present in the meeting. The list of attendees of the meeting is at **Annexure A**. The meeting was convened to develop a robust mechanism and SOP in order to ensure transparency in the imparting of skill training under various centrally & state sponsored schemes by ASDM. After threadbare discussion on the various issues, the House came up with the following decisions:

1. To ensure greater transparency & accountability it is decided that the officials of the District/ Sub-divisional Employment Exchanges under the Directorate of Employment & Craftsmen Training will be engaged in inspection, mobilization, monitoring and placement verification of the Training Centres and entire training life-cycle of PLSDTP and PMKVY schemes, and Skill, Employment and Entrepreneurship Department (SEED), Govt. of Assam will be requested to notify the same.

2. In case of new training centre to be empanelled, prior to target allotment inspection of training centres under PLSDTP and PMKVY schemes will be carried out jointly by the officials of the DE&CT and ASDM. In case of Training centre already allocated target but training not yet started, inspection of training centres under PLSDTP and PMKVY schemes will be carried out jointly by the officials of the DE&CT and ASDM before commencement of training. In case of training centres under DAY-NULM, the inspection will be jointly done by representatives of ASDM and NULM of the district.

3. Where training is ongoing for those TCs where third party joint inspection has not been carried out, prior to fund release for 1st, 2nd and 3rd instalments, inspection of training centres under PLSDTP and PMKVY schemes will be carried out jointly by the officials of the DE&CT and ASDM

4. The allocation of training targets to the training centres for PLSDTP and PMKVY schemes will be done by using the MIS portal of ASDM. For existing training partners, their performance in the previous targets allocated to them and placement of trainees record will also be taken into account. Officer on Special Duty (OSD), ASDM will prepare a detailed Standard Operating Procedure (SOP) accordingly to be submitted to government for approval. Target allotment will be done in a just fair and transparent manner considering the district population, training needs, past performance, infrastructure and HR availability etc.

5. For recording of attendance of trainees in the MIS portal for PLSDTP and PMKVY schemes, Face Recognition technology shall also be adopted in order to avoid duplicity of candidates. Action- the TP/TC will take necessary step to install the equipment necessary for the same.

6. Officials of the District/ Sub-divisional Employment Exchanges engaged in the inspection and monitoring of training centres shall undertake one counselling and motivational session for each of the training batch in every training centre under their jurisdiction for PLSDTP and PMKVY schemes. The concerned Training Partner shall pay Rs.500/- (Rupees Five Hundred only) for each such session conducted as honorarium.

The meeting ended with vote of thanks from the chair.

Mission Director
Assam Skill Development Mission

ASDM

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OPERATIONAL PLAN & STANDARD OPERATING PROCEDURES (SOPs) FOR SKILL TRAINING UNDER ASDM

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Abbreviations and Acronyms

AMD	Assistant Mission Director	**MOU**	Memorandum of Understanding
ASDM	Assam Skill Development Mission	**NOS**	National Occupational Standard
ATL	Above the Line	**PM**	Project Manager
AV	Audio Visio	**PPT**	PowerPoint Presentation
BARC	Broadcast Audience Research Council	**SEED**	Skill, Employment and Entrepreneurship Department
BDO	Block Development Office	**QP**	Qualification Pack
BTL	Below the Line	**RAM**	Radio Audience Measurement
IP CAMERA	Closed Circuit Television	**NIA**	Notice Inviting Application
CM	Centre Manager	**SCPR**	Student Course Progress Report
DC	Deputy Commissioner	**SMS**	Short Message Service
DOJ	Date of Joining	**SOP**	Standard Operating Procedure
EO	Employment Officer	**SPM**	Skill Project Manager
DPM-T	District Programme Manager – Training	**SPOC**	Single Point of Contact
FC	Financial Consultant	**SQ. FT.**	Square Feet
FM	Finance Manager	**SQA**	Standard Quality Assurance
GPRS	General Packet Radio Service	**SSC**	Sector Skill Council
GSM	Grams per Square Meter	**TAT**	Turnaround Time
HO	Head Office	**TC**	Training Centre
JD	Job Description	**ToT**	Training of Trainer
MD	Mission Director	**TP**	Training Partner
MIS	Management Information System	**DE&CT**	Directorate of Employment and Craftsmen Training
MLA	Member of Legislative Assembly	**UID**	Unique Identity
MMI	Monthly Mock Interview	**OSD**	Officer on Special Duty

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Assam Skill Development Mission (ASDM)

ASDM aims to skill the youth of Assam with the objective of providing them wage or self-employment leading to increased earnings, and/or improved working conditions, and/or opportunities to move from informal to formal work sectors. Such skills shall be imparted through institutions/ agencies, hereinafter referred to as "Training Providers" (TPs), in line with the guidelines specified herein. Payment terms and schedule shall be guided by the Cost & Process Norms notified by the Assam Skill Development Mission.

It aims at demand-driven and industry-relevant skill development through empanelled Training Providers in a manner that is aligned with the National Skills Qualification Framework (NSQF). Skills training shall be imparted in sectors identified as high-opportunity for the state of Assam.

Objective:

The training scheme under ASDM has the following objectives:

a) To build capacity and skill of the young aspirants who are either school /college drop outs or looking for a job.
b) To set up standardised training centres.
c) To cater to the global market with skilled manpower in different sectors.
d) To establish market linkage with the rural or marginalised area.
e) To ensure for a better and larger skilled manpower pool which would increase the quality of the work and also generate better employability.
f) To establish a sustainable way of income generation for the poor and marginalised people which would also have a social impact on a larger basis.
g) Connectivity or outreach between employer and employee would be enriched.
h) Better control and monitoring system through a single interface.
i) Better fund utilization with quality output.

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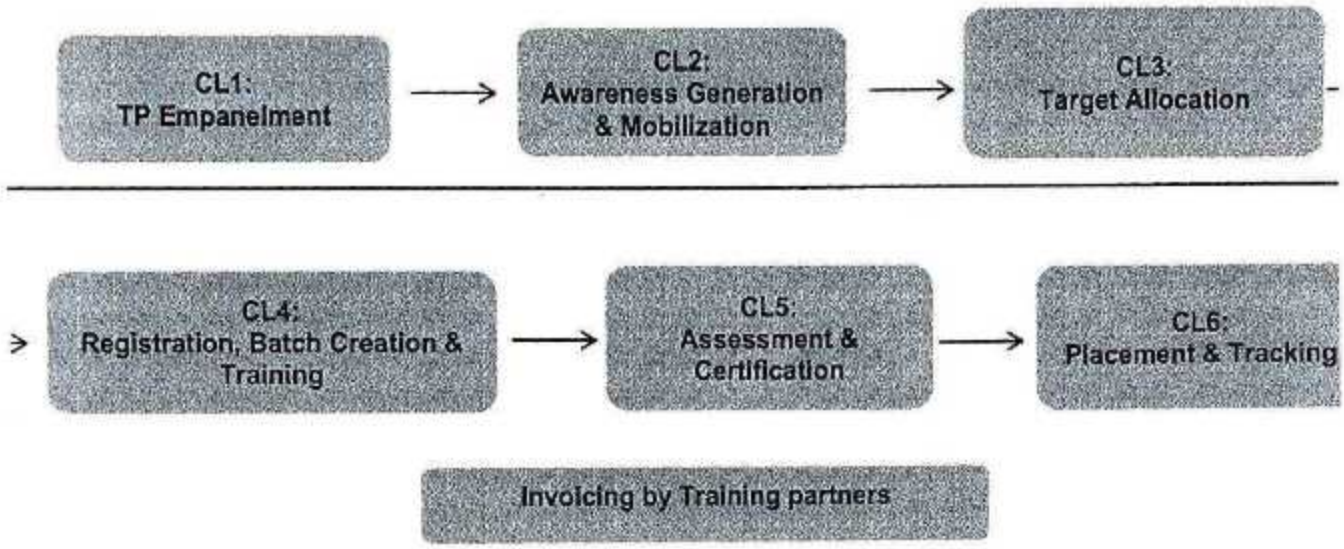
Process Flow (Scope):



Standard Formats covering the Process Flow

CL 1 TP/TC EMPANELMENT

Specific Procedure- TP/TC EMPANELMENT

Process ID	Process	Process Owner / Implementation responsibility	Description	Reference Annexure
1	Formation of Evaluation committee	MD/ AMD/ OSD	A committee will be formed with officials of ASDM for creation and evaluation of NIA	
2	**Creation of NIA and submission of proposals, evaluation and finalisation**			
2.1	Drafting and Finalisation of NIA Document	Evaluation Committee	Drafting of tender document as NIA based on process and cost norms of ASDM. District-wise target to be fixed as per govt allocation based on population etc.	
2.2	Issue of NIA document	PM MIS	Float NIA for TP empanelment in the official website and other websites like www.assamtenders.gov.in, www.asdm.assam.gov.in etc. and publish in leading English and vernacular print media.	
2.3	Pre Bid Meeting	Evaluation Committee	To be held between 7 – 10 days of issue of RFP or no pre bid for NIA	
2.4	Collation of Pre Bid Queries and draft response	Evaluation Committee	Member to prepare document with collated pre bid queries and response. Evaluation Committee to finalise the responses	
2.5	Publishing pre bid queries and responses	PM MIS	Publish in the official website and other websites like www.assamtenders.gov.in, www.asdm.assam.gov.in etc.	
2.6	NIA Submission	Training Providers	Training Providers will submit the response to NIA	
2.7	Desk Evaluation of the submitted NIA	Evaluation Committee	The submitted proposals will be evaluated on the basis of the criteria set in the NIA	
2.8	List of Eligible and Ineligible Training Providers	Evaluation Committee	Issue list of Eligible and Ineligible Training Providers based on desk evaluation. Handover list of Eligible TP/TC details for the proposed centres to field verification team. Communicate to ineligible Training Providers along with reason for ineligibility on through online medium namely www.skillmissionassam.org and https://skillindia.nsdcindia.org/	
2.9	Field Evaluation of TCs of eligible Training Providers	Director, DE&CT/ Employment Exchange Official(s), SPM(s) and DPM – T	Field Verification to be done by two member team of DE&CT/ Employment Exchange Official(s), SPMs/ DPM – T based on set parameters stated in point No. 3. Field Evaluation report as per set parameter to be submitted within 7 days. Director, DE&CT and MD, ASDM will issue due direction accordingly.	
3	**Field Evaluation of TCs**			
3.1	Preparation of Field Evaluation Plan	Director, DE&CT/ MD, ASDM	Nominate officials from Director DE&CT and MD, ASDM for the centre inspection through online medium.	
3.2	Execution of Field Evaluation	DE&CT/ Employment Exchange Official(s), SPM	Carry out the Field Evaluation as per the checklist mentioned in the MIS portal	

Process ID	Process	Process Owner / Implementation responsibility	Description	Reference Annexure
		officials and DPM – Ts		
3.3	Inform the TPs/TCs	Evaluation Committee	Communicate whether the TCs meet the Criteria or not. In case of Non-conformance to standards points to be provided to TP/TC concern with due receipt, then provide a future date for 2nd verification usually 15 days.	
3.4	2nd Verification of TCs	DE&CT/ Employment Exchange Official(s), SPM officials and DPM– Ts	Conduct 2nd verification process based process ID 3.2. In case of non – conformance, reject the centre.	
3.5	Submission of Final Field Verification Report	DE&CT/ Employment Exchange Official(s), SPM officials and DPM– Ts	Submission of Final Field Verification Report through online medium namely https://www.skillmissionassam.org/ and https://skillindia.nsdcindia.org/	
4	**Publish Results**			
4.1	Completion of Field Evaluation process	Evaluation Committee	Issue list of Eligible / Qualified TPs and TCs	
4.2	Publish results	PM - MIS	Publish in the official website and also on https://www.skillmissionassam.org/ on TP/TC login	
5	**Target Allocation**			
5.1	Prepare target allocation matrix	SPMs	Based on the centre capacity, trade applied for, prepare the target allocation matrix I. Field inspection scoring sheet a. Class Size b. Lab Size c. Hybrid class room d. Certified TOT per job role e. Placement record/ placement tie-up II. DSC recommended job role III. ASDM priority job role; ASDM reserved the right to allocate around 5% of the total target. e.g. I. 300 sq. ft. area of class with 1 certified TOT for 1 job role will get 30 as target. II. 250 sq. ft. area of class with 1 certified TOT for 1 job role will get 25 as target. III. 200 sq. ft. area of class with 1 certified TOT for 1 job role will get 20 as target.	
5.2	Approval on Target Allocation	MD, ASDM	MD, ASDM to approve the target and apprise the same to SEED	
6	**Agreement / MoU Signing**			
6.1	Agreement Draft	Legal Adviser	Draft the Agreement / MoU Complete the Legal vetting process Submit to MD for approval	

Process ID	Process	Process Owner / Implementation responsibility	Description	Reference Annexure
6.2	Issue LoI to Eligible TPs along with the Agreement copy	Evaluation Committee	Issue LoI and Agreement	
6.3	Submission of Performance Guarantee by TP	TP	Submit Performance Guarantee based on LoI	
6.4	Signing of MoU / Agreement	Eligible TP and ASDM	Signing of MoU / Agreement for Empanelment On MD, ASDM approval Legal Advisor, ASDM may be authorised to sign the agreement.	
6.5	Publish Final List of Empanelled TPs and TCs	PM – MIS	Publish final list of Empanelled TPs and TCs in the official website	
7	**TP Bank Account**			
7.1	TP Bank Account	PM, Finance	ASDM will issue advisory to TPs for maintaining a separate and exclusive bank account for ASDM related transaction purpose only	
7.2	TP Bank Account	TP	TP will share the bank account details with ASDM	
8	**Sanction Letter**			
8.1	Sanction Letter	PM, Finance	Prepare the draft of the sanction letter	
8.2	Sanction Letter	PM, Finance	Send the draft Sanction Letter to the MD, OSD/ AMD for approval	
8.3	Sanction Letter	PM, Finance	If approved, TPs would be sent the Hard copy as well as the soft copy of the sanction letter.	
8.3.1	Sanction Letter	TP	TP need to vet (viz. *Name, Address, Date, Contact No., Sector, Job role, Category, Rate per hour, No of trainee*) and revert to ASDM for any clarification or necessary correction.	
8.3.2	Sanction Letter	PM, Finance	PM, Finance can clarify or rectify the concerns and share the updated Sanction Letter	

CL 2 AWARENESS GENERATION & MOBILIZATION

Specific Procedure- Awareness Generation & Mobilization

Process ID	Process	Process Owner / Implementation responsibility	Description	Reference Annexure
1	Plan for Awareness Generation and Mobilisation	Director, DE&CT/ Employment Exchange Official(s)/ SPM – Mobilization	Develop State-wise and district-wise Social mobilization & Communication strategy	
2	Awareness Generation and Mobilisation	Director, DE&CT/ Employment Exchange Official(s)/ DSC	Engage DSC member and DE&CT/ Employment Exchange Official(s) for mobilization of candidates in the district	SF 1.1
3	Mobilization	TP	Mobilized candidates with assistance from DSC and DE&CT/ Employment Exchange Official(s)	
4	Mobilization Confirmation	Director, DE&CT/ Employment Exchange Official(s)/ DSC	Mobilized candidates are to be verified and certified by the DSC/ DE&CT/ Employment Exchange Official(s)	

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CL 3 TARGET ALLOCATION

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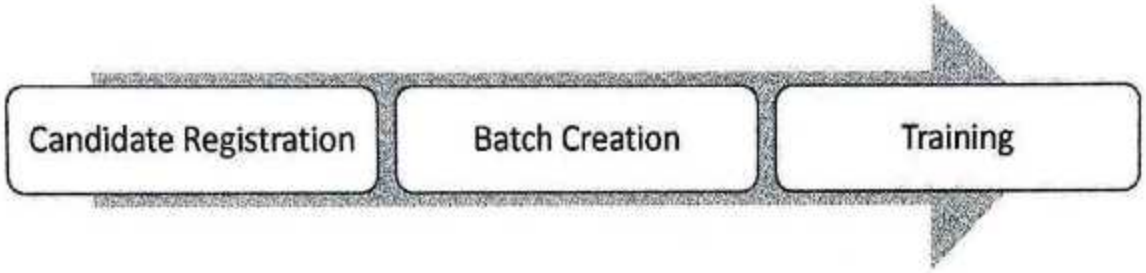
Specific Procedure- Target Allocation

Process ID	Process	Process Owner / Implementation responsibility	Description	Reference Annexure
3	**TP/TC approval**			
1.1	Availability & Accessibility	PM - MIS	Data showcased in www.skillmissionassam.org and https://skillindia.nsdcindia.org/	
1.2	Online registration approval	DPM-T	DPM-T will approved the centre on www.skillmissionassam.org as per the field verification team recommendation.	
1.3	Approval of TP/TC	File Lead	File Lead will approve the centres on www.skillmissionassam.org and https://skillindia.nsdcindia.org/ as per the field verification team recommendation.	
1.4	Target Allocation recommendation	ASDM	Target allocation will be recommended as per the field verification team recommendation. Based on the centre capacity, trade applied for, prepare the target allocation matrix I. Field inspection scoring sheet a. Class Size b. Lab Size c. Hybrid class room d. Certified TOT per job role e. Placement record/ placement tie-up II. DSC recommended job roles III. ASDM priority job role; ASDM reserved the right to allocate a maximum of 5% of the total target based on merit criteria. e.g. I. 300 sq. ft. area of class with 1 certified TOT for 1 job role will get 30 as target. II. 250 sq. ft. area of class with 1 certified TOT for 1 job role will get 25 as target. III. 200 sq. ft. area of class with 1 certified TOT for 1 job role will get 20 as target.	As per point 5.1 of CL1 on page 7
1.5	Target Allocation Preparation	SPM- PLSDTP & PMKVY	Prepare the draft target allocation sheet as per the grading matrix and placed to AMD/OSD	Grading Matrix
1.6	Target Approval	AMD/ OSD	Proposed target sheet placed to AMD/ OSD for approval.	
1.7	Target Approval	MD	Post approval from point 1.6 placed to MD for approval.	
1.8	Revalidation of Target	SPM- PLSDTP & PMKVY	Revalidate the target released every quarter and if found available then follow the process flow from process ID- 1.1 to 1.7	

CL 4 REGISTRATION, BATCH CREATION AND TRAINING



Specific Procedure- Registration, Batch Creation And Training

Process ID	Process	Process Owner / Implementation responsibility	Description	Reference Annexure
1	**Application Procedure**			
1.1	Availability & Accessibility	PM - MIS	Make Application form available on website www.skillmissionassam.org and https://skillindia.nsdcindia.org/	
1.2	Online registration	Aspirants	Aspirants will fill up the application form on ASDM portal namely www.skillmissionassam.org and https://skillindia.nsdcindia.org/	
1.3	Raise Query	Aspirants	In case of any queries regarding online platform, aspirants shall call the help line No./ Call centre or email to Helpdesk Phone Number : 7066 951 951 Helpdesk Email : asdmitmis@gmail.com	
1.4	Address Query	PM- MIS	If functional issue, call centre executive will clarify the issue over phone or email. If technical issue, call centre executive will refer the issue to PM MIS and PM MIS to intimate the same to the website designing vendor to rectify the issue.	
1.5	Submission of Application	Portal	After successful submission of Application form Unique Id will be generated and a printable version of application will be generated	
1.6	Unique ID for Aspirant	Portal	Aspirants will get a SMS and an email mentioning his/ her Unique ID	
2	**Scrutiny and Mapping**			
2.1	Scrutiny	Portal / PM - MIS	Scrutiny of application database	
2.2	Mapping of Aspirants	Portal / PM – MIS	Mapping aspirants as per applied trades and locations.	
2.3	Availability of seats	Portal / PM-MIS / DPM-Ts	Report regarding availability of seats at from TCs	
2.4	Assigning of Aspirants	Portal / PM - MIS	Assigning of aspirants to the nearby TCs via email / portal functionality	
2.5	Re-assigning of Aspirants	Portal / PM – MIS	If there is delay in batch launch in the nearby TP for the applied trade, assign to a residential TP providing the same trade	
2.6	Counselling of Aspirants	Portal and TPs	If the aspirant is not interested for residential training, then his / her contact details shall be shared with TP for counselling	
2.7	Wait-listing	Portal / PM – MIS	If any residential TP's are not having any vacant seat keep aspirant on hold for next batch for both residential & non-residential (as aspirant is ready for	

Process ID	Process	Process Owner / Implementation responsibility	Description	Reference Annexure
			both types of training), till new batch launch	
2.8	Communication to TPs	Portal / PM - MIS	Send trade wise list of aspirants to mapped TPs based on available capacity	
3	**Screening and Enrolment**			
3.1	Tele-Calling	TP	TP will screen initially inform and screen the candidates via tele-calling	
3.2	Final Screening	TP	For candidates in the local area - If satisfied they will call for final screening and enrolment	
3.3	Submission of documents	Aspirants/ TP/ DE&CT/ Employment Exchange Official(s)/ DSC	After screening Aspirants will be asked to submit the necessary documents along with online submitted printable version of Application Form.	
3.3.1	Verification and authentication of the candidates	DE&CT/ Employment Exchange Official(s)/ DSC/ DPM-T	Verification and authentication needs to be given by the DE&CT/ Employment Exchange Official(s)/ DSC along with DPM-T from the district against the candidate mobilized and selected for each batch under the specified job role.	SF 1.1
3.3.2	Declaration	Aspirants	At the time of enrolment the aspirant will declare his intention related to employment (Wage based employment / Self-employment)	
3.4	Intimation to DE&CT/ Employment Exchange Official(s)/ DPM-T\	TP	TP will share the list of finalised aspirants with DPM-T/ DE&CT/ Employment Exchange Official(s)	
3.5	Counselling of Aspirants	TP/ DPM/ DE&CT/ Employment Exchange Official(s)	If the aspirants have any queries or concerns, they will counselled by TPs/ DPM/ DE&CT/ Employment Exchange Official(s). DE&CT/ District/ sub-divisional Employment Exchange Official(s) will visit One (1) time during training duration for one hour motivational/ counselling during training session.	
3.6	Verification & Report on discrepancy	DPM-T/ DE&CT/ Employment Exchange Official(s)	DE&CT/ Employment Exchange Official(s)/ DPM-T will verify the candidates document(s). If any discrepancy found DE&CT/ Employment Exchange Official(s)/ DPM-T will inform TP and will also provide a Turnaround Time for the rectification of the discrepancy.	
3.7	Rectification of discrepancy	TP	TP will re-submit the details after rectification to DPM-T/	

Process ID	Process	Process Owner / Implementation responsibility	Description	Reference Annexure
4	**Individual dossier of Aspirants**			
4.1	Individual Dossier for Aspirants	TP/ TC	Individual File / Dossier for every enrolled aspirant needs to be maintained as per specific format / checklist provided by ASDM	
4.2	Verification of documents	Centre Manager (TP/TC)	Documents received from aspirant need to be verified by Centre Manager and kept in individual dossier.	
4.3	Documents Check	DPM-T/ DE&CT/ Employment Exchange Official(s)	DPM-T/ DE&CT/ Employment Exchange Official(s) needs to randomly check few files of the aspirants to see whether everything is in order or not	
4.4	Documents Check	DPM-T/ DE&CT/ Employment Exchange Official(s)	If DE&CT/ Employment Exchange Official(s)/ DPM-T finds any discrepancy in documents, then he/ she should check more files of the aspirants. And immediately ask the TC to collect the missing documents. If discrepancies not seen to be rectified will report the matter to MD, ASDM for further action. Such cases with be liable for cancellation of batch and other due action.	
5	**Batch Formation and Approval**			
5.1	Batch Formation	TC	TC will form the batch job role wise. Maximum permissible batch size is 30 and minimum 20 (depends on the size of the Class rooms and Laboratories of TCs)	
5.2	Demo Class	TC	TCs to run the batch for few days before sending the request for batch approval to test the aspirants' interest level	
5.3	Demo Class	TC	If there is a drop out within few days the TC will put new aspirants in the batch who were already selected in the screening process and have submitted all the necessary documents.	
5.4	Drop Out Counselling	TCs	TC needs to call the drop out aspirants for counselling session along with their guardian.	
5.5	Drop Out Counselling	TCs	TC needs to submit the report of the drop out aspirants and the remarks of the counselling session to the DPM-T/ DE&CT/ Employment Exchange Official(s) before commencement of batch.	
5.6	Request for Batch Approval	TP / Portal	The TP needs to send the batch approval request to the DPM-T via email or it will be submitted through the portal TP needs to submit- • Forwarding letter • ToT Resume	Through www.skillmission assam.org and skillindia.nsdcindia.org

Process ID	Process	Process Owner / Implementation responsibility	Description	Reference Annexure
			• Batch Details	
5.7	Verification of Batch	DPM-T	DPM-T will check details of batch and trainers details within 1 day of receiving of request from TP. Inform TP if something needs to be corrected.	Through www.skillmission assam.org and skillindia.nsdcindia.org
5.8	Rectification of request	TP	TP will rectify the request and re-send the request within one day.	
5.9	Forward to ASDM	DPM-T	After successful verification of Batch, DPM-T will send the batch approval request to respective SPM via email for approval within 1 day of receiving of request from TP	Through www.skillmission assam.org and skillindia.nsdcindia.org
5.10	Batch Approval	SPMs	Verify and if found correct SPM will approve the batch and inform DPM-T via email / portal mentioning the Batch ID (TCID/Current Financial Year/ Unique No) within 1 day of receiving of request from DPM-T.	Through www.skillmission assam.org and skillindia.nsdcindia.org
5.11	Inform TP to Commence of Batch	File Lead	File Lead will inform the TP to start the batch via email / portal.	
5.12	Initiation of batch	TP/TC	• Initiation of batch as planned / within 1 day of receiving of email / portal intimation from File Lead. • TC to ensure that all trainees to be present on the day of initiation of batch for registration on biometric machine.	
5.13	Batch Initiation Programme	SPM/ DPM-T/ DE&CT/ Employment Exchange Official(s)/ TP/ TC	DE&CT/ Employment Exchange Official(s)/ DPM-T/ ASDM representative(s) to be present on approved batch initiation date and time for supervising the process	
5.13.1	Information Sharing	SPM/ DE&CT/ Employment Exchange Official(s)/ DPM-T/ TP/ TC	TP along with DE&CT/ Employment Exchange Official(s)/ DPM-T/ ASDM representative will provide information about- • Job Role Contents, • Duration • Scope of Job Role • Industry exposure • What they can expect from the centre and training • Tool Kit (as applicable) • Uniform (as applicable) • Showcase motivational videos	
5.13.2	Welcome Kit to Trainee	TP/TC	Welcome Kit shall be distributed to all the candidate enrolled in the batch on the date of Freezing of batch. Tool Kit includes- • Uniform (as applicable) • SLM (Student Learning Material)	

Process ID	Process	Process Owner / Implementation responsibility	Description	Reference Annexure
			• Writing note books and Pen • Practical tool kit if applicable • About ASDM • Do's and Don'ts for Candidates and their entitlements • Information regarding the trade and training plan	
5.13.3	Placement Overview	SPM - Placement/ DE&CT/ Employment Exchange Official(s)	SPM -Placement/ DE&CT/ Employment Exchange Official(s) will take a session / share details explaining the potential of the course in the industry	
5.14	Induction Session	DPM-T	DPM will have to ensure that he takes a session within the first 5 days of batch commencement	
6	**Training**			
6.1	Training Calendar	TP/TC	TP/TC should submit batch wise Training Calendar indicating the Training Start Date and End Date to ASDM.	Through www.skillmission assam.org
6.2	Course Content	TP/TC	TP/TC shall impart training as per the course contents prescribed in the module of the Job Role and give sufficient hands on training to the aspirants.	
6.3	Training Hours in a day	TP/TC	• For Non-residential Training Centres, TP/TC shall conduct minimum of 4 hours and maximum 6 hours of training in a day. • For Residential Training Centres, training would be fixed at 8 hours a day.	Through www.skillmission assam.org
6.4	Bio-Metric Attendance	TP/TC	Bio-metric attendance system should be in place to capture the attendance of the students twice a day (Arrival and Departure).	Through www.skillmission assam.org
6.5	Instructor Availability	TP/TC	• TP/TC should ensure the regular availability of instructor during the training period. • Every trainer would be expected to remain present at least 90% of the days for every batch.	
6.6	Holiday	TP/TC	• TP/TC may follow State Government Holiday Calendar • Additionally, if any TP/TC would like to continue training on any public holiday, an intimation email regarding the same should be sent to DPM-T as well as SPMs.	
6.7	Unit / Fortnightly Tests	TP/TC	TP/TC will ensure that fortnightly Unit Tests are being conducted at the training centre and grades should be placed in the Notice Board	

Process ID	Process	Process Owner / Implementation responsibility	Description	Reference Annexure
		DPM-T	DPMs must take MI (Mock Interview). DPM must at least one interview of each batch	
6.7.1	Bridge Course / Additional Classes	TP/TC	Special classes needs to be conducted for the Aspirants who have performed poorly	
6.8	Monthly Progress Report	TP/TC	Monthly Progress Report would be submitted to DPM for keeping a track of the number of Aspirants being trained, drop outs, timeline, attendance, assessment and placement as a summary report every month.	
6.9	Attendance	TP/TC	• Every Candidate should maintain minimum of 70% attendance. • Payment against aspirants having attendance less than 70% would be considered for payment only post certification of such concern candidates.	
6.10	Sharing of Attendance reports	TP/TC	TC need to keep the soft and hard copy of the attendance of both Trainers & Aspirants at the centre and share with DPM-T and SPMs	
6.11	Leave	Trainer/ Aspirant	An aspirant may apply for leave to the trainer stating the reason in the format provided by ASDM. And keep the same in the aspirants dossier folder	
7	**Monitoring and Feedback**			
7.1	Monitoring Plan	DPM-Ts/ DE&CT/ Employment Exchange Official(s)	DPM will submit monthly Centre visit plan to ASDM on 1st day of every week DE&CT/ Employment Exchange Official(s) submit the report in hard copy form and same will be uploaded by DPM-T on IT-MIS portal	Through www.skillmission assam.org
7.1.1	Monitoring visit	DPM-Ts/ DE&CT/ Employment Exchange Official(s)	• DPM will visit one center at least 3 times – At the time of batch freezing, any time during the training duration and Batch end date / on the day of Assessment. • District DE&CT/ Employment Exchange Official(s) will visit 1 time during training duration for one hour motivational/ counselling during training session. • Checklist must be followed.	DEEO- SF 1.2
7.1.2	Report to ASDM	DPM-Ts	DPMs are to send the report within 3 days of visit via email to respective SPM and also to SPM M&E.	
8	**Feedback and Grievances**			
8.1	Aspirant Feedback	DPM-T	Feedback as per the ASDM format must be collected from Aspirants by DPM-T	

Process ID	Process	Process Owner / Implementation responsibility	Description	Reference Annexure
8.2	Grievance Register	TP/TC	The grievance register should be kept at a prominent place of the training center and accessible to the candidates	
8.3	Redressal of Grievances	TP/TC	TP/TC will ensure the grievances are addressed properly	
9	**Review and Performance Appraisal of DPM – Ts based on center visits**			
9.1	**Performance Appraisal**			
9.1.1	Performance Appraisal of DPM-T	SPMs	Quarterly Performance appraisal would be carried out at State Level. DPM-T needs to submit their performance Reports quarterly	
10	**Centre & Hostel basic Look and Feel**			
10.1	Centre Signage	TP/TC/ASDM	Signage for the centre must be placed appropriately Use all the signage as prescribed by ASDM Formats for the signage designed and uploaded by ASDM	
10.2	Centre Tools and Equipment	TP/TC	The centre must maintain at all times the tools, equipment and consumables in sufficient quantity	
10.3	Washrooms	TP/TC	Must have separate Washroom for male and female.	
10.4	Safe drinking water	TP/TC	Drinking Water Provision - Safe drinking water must be made available at the Training Centre Washroom must be provided with the ratio of 10:1 and washbasins at the ratio of 15:1	
10.5	Hostel Facility	TP/TC	Residential Facility – Hostel: Separate hostel facility for male and female must be there. Bunk Bed can be used. Bed with the size of 6X3 must be there with mattress & pillow Clean drinking water facility must be there at both girls and boys hotel	
10.6	First Aid Box	TP/TC	First Aid Box must be present with medicines without being expired	

CL 5 ASSESSMENT & CERTIFICATION

Specific Procedure- Assessment & Certification

Process ID	Process	Process Owner / Implementation responsibility	Description	Reference Annexure
1.1	Raising assessment request	TP	TP to carry out the following activities: Raise request for assessment through Email to DPM & SPM and attach batch details both in SKILLMISSIONASSAM.ORG format & concerned SSC Formats (Once SKILLMISSIONASSAM.ORG is fully functional TPs will have to share batch information only as per SKILLMISSIONASSAM.ORG format. It will be notified to all the TPs) Output: • Request Email • Batch Data – skillmissionassam.org & concerned SSC Formats Timeline: T-30 days	Data pushed through online medium www.skillmission assam.org

1.2	Forwarding assessment request to SPM post 1st level check	DPM-T	DPM-T to carry out the following activities:
			
			1. Verify assessment request details with 1st invoice for the batch / Batch Inception Report
			2. Verify attendance using biometric output in excel format.
			
			DPM to remove the drop out candidates (If any) and create a finalised format.
			
			Output:
			• Email to SPM and TP (List of candidates to be assessed)
			• Enclosures:
			  ○ Finalised Batch Data for assessment
			  ○ Verified Attendance Report (Candidate wise attendance percentage)
			  ○ Drop out / ineligible candidate report
				Data pushed through online medium www.skillmission assam.org

Process ID	Process	Process Owner / Implementation responsibility	Description	Reference Annexure
			Timeline: T-28 days	
1.3	Forwarding assessment request to M&E post 2nd level check	SPM	SPM to carry out the following activities: 1. Verify batch details and attendance records sent by DPM Send request to M&E team of ASDM for final verification of attendance Output: • Email to M&E (List of candidates to be assessed and ineligible candidates) o Finalised Batch Data for assessment o Verified Attendance Report (Candidate wise attendance percentage) o Drop out / Ineligible candidate report Timeline: T-26 days	Data pushed through online medium www.skillmissionassam.org
1.4	Forwarding assessment request to MIS post 3rd level check	M&E team	M&E to carry out the following activities: 1. Verify batch attendance report sent by SPM 2. Send verified finalised Excel Sheet / Details to MIS for upload on SKILLMISSIONASSAM.ORG Output: • Finalised List of batch for upload on SKILLMISSIONASSAM.ORG Timeline: T-24 days	Data pushed through online medium www.skillmissionassam.org
1.5	Uploading of batch to be assessed on SKILLMISSIONASSAM.ORG / Email batch to SSCs	SPM-MIS	MIS to carry out the following activities: 1. Upload finalised batch on SKILLMISSIONASSAM.ORG 2. Send email to respective SSC with batch ID for assessment	Data pushed through online medium www.skillmissionassam.org

Process ID	Process	Process Owner / Implementation responsibility	Description	Reference Annexure
			3. Maintain the record of candidates to be assessed Output: • Upload on skillmissionassam.org • Email to respective SSC Timeline: T-20 days	
1.6	Presence on the day of assessment	DPM-T	The DPM-T shall visit the centre on the day of assessment	
			• ASDM to make payment to SSCs for the No. of candidates present on the date of Assessment. • In case the number of candidates assessed is less than 20, then ASDM will make payment to SSCs for 20 candidates. • ASDM shall deduct the assessment fees for the balance number of candidates below 20 from the 2nd invoice of TPs. • 70% attendance of each candidate (No. of hours attended / Total Number of mandated Hours*100) as on batch end date is mandatory to appear for Final Third Party Assessments. In case, there are candidates with less than 70% attendance appearing for assessments, then for such candidates assessment fee shall be deducted from 2nd invoice of the TPs	

T – Batch end date

Certificates shall be issued by the SSCs (with ASDM logo) as per the norms set by NSDC and MSDE

CL 6 PLACEMENT & TRACKING

Specific Procedure- Placement & Tracking

Process ID	Process Description	Process Owner / Implementation responsibility	Description	Reference Annexure
1	**TC's / TP's responsibility with respect to identification**			
1.1	Identify local demands	Placement Executive (PE) of TP / TC	PE needs to identify the sectors/ domains for placement in the State, especially in and around the project districts	
1.2	Data Compilation	Placement Executive of TP / TC	PE needs to maintain the data of all the probable employers in the prescribed format provided and may take assistant from DE&CT/ Employment Exchange Official(s)	Data pushed through online medium www.skillmissionassam.org
1.3	New Opportunities	Placement Executive of TP / TC	The PE must find new opportunities on a regular basis in different locations. For this he may seek advice/ help from the DPM/ TP's Placement Manager/ ASDM Team	
1.4	Identify and compile job market demand outside state	Placement Manager (PM) of TP	PM needs to capture vacancies inside and out of the state in the respective domains as per SF 6.1, also take assistant from DE&CT/ Employment Exchange Official(s) of the district for more opportunity	
1.5	Verification of placed candidates	DE&CT/ Employment Exchange Official(s)	DE&CT/ Employment Exchange Official(s) will verify the placed candidates and updated the records in Employment Exchange database.	
2	**Organise Job Fairs**			
2.1	Organise Job fairs	TP/TC	Planning for Job Fair	
2.2	Identify the probable participants	TP/TC	Identify participants from the master list of industry partners	
2.3	Prospective Employer engagement by TP	TP/TC	TP to ensure participation of at least 5 prospective employers in the job mela/ fair	
2.4	Sharing of list of prospective employers to be engaged by TP	DECT/ Employment Exchange Official/ DPM-T	Send data at least 30 days prior to the job mela/ fair to DECT/ Employment Exchange Official/ DPM-T	
2.5	Compiling of list of prospective employers in a district	TP/TC	Send the compiled list for the district to ASDM 21 days prior to the job mela	
2.6	Compilation	TP/TC	Compiling of list of prospective employers in a zone	
2.7	Draft a letter for participation	TP/TC	For sending to identified industry participants	

Process ID	Process Description	Process Owner / Implementation responsibility	Description	Reference Annexure
2.8	Send the letter of invitation	TP/TC	To be sent to the employers, DECT/ Employment Exchange Official and DPM-T	
2.9	Identification of venue	TP/TC	The TP shall identify the venue based on: 1. No. of participants 2. Area in sq. ft. 3. Connectivity of the venue 4. Charges of the venue and peripheral facilities 5. Other parameters	
2.10	Registration of aspirants	TP/TC	Registration desk at least 4-5 depending on the footfall	
2.11	Connecting aspirants to the employers	TP/TC	Allocation desk to allocate aspirants to the respective employers	
2.12	Design form for interview panel	TP/TC	Employers to maintain record of aspirants interviewed, selected, location, salary etc.	
2.13	Design format for capturing details from aspirants for selection status	TP/TC	Details like: 1. Name 2. TP 3. TC 4. Designation 5. Job Location 6. Pay offered	
2.14	Intimation to authorities	TP/TC	Report on the job fair with information mentioned in point 2.13 to DE&CT/ Employment Exchange Official and ASDM	
2.15	Record Updating	DE&CT/ Employment Exchange Official/ ASDM	The report submitted as per point 2.14 the records needs to be updated in database by the process owner(s).	

ANNEXURES

Annexures (Standard Formats)

District DE&CT/ Employment Exchange Official(s)

SF 1.1: Certification by Employment Exchange Official

The below mentioned candidates for the batch ID-_____ for job role _____ sector _____ under ASDM project has been physically verified and found during my visit to the centre. *(Name of centre)* and *(TC ID as record)* at *(registered address)* during my visit SPOC *(Name of SPOC)* found and total candidate of *(no of candidates)*.

Sl. No	Unique ID *(As per ASDM portal/ Skill India Portal)*	Name of the Candidate
1		
2		
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I hereby certify the below mentioned candidates found during my visit to the centre.

Name of Officer:
Department:
Contact No:
Email Id:

Signature:

Date of visit: <DD/MM/YY>

SF 1.2: Monitoring Check List to be filled during physical verification of training centre by Employment Exchange Official

Monitoring Check List for DEEO

Checklist to be filled during of Employment Exchange Official to Training Center

Name of Training Partner (TP):	TP ID:
Name of Training Centre (TC):	TC ID:
Address of Training Centre:.....	
Dist.....PIN.....Contact No.....	

Sl. No.	Particulars	Availability as per prescribed norms (Please tick √)		Remarks
		Yes	No	
1	**Centre Branding** (DEEO to validate the look and feel of the training centre as per prescribed standards of ASDM) **Pictures to be attached in **Annexure I***	Yes	No	
2	**Domain Lab Equipment for approved Job Role** (Please refer the Checklist for Domain Lab equipment prescribed by SSC) **Pictures to be attached in **Annexure I*** ***More columns to be added if a TC has more than one Job Role*	Yes	No	
3	**Classroom Infrastructure** (DEEO to crosscheck the availability with the approved Centre Inspection Checklist) **Pictures to be attached in **Annexure I***	Yes	No	
4	**First Aid Kit** (DEEO to check the availability of First Aid kit as specified by ASDM) **Pictures to be attached in **Annexure I***	Yes	No	
5	**Details of candidates as per approved list received from ASDM** (DEEO to crosscheck the details with the approved list received from ASDM) **Pictures to be attached in **Annexure I***	Yes	No	
6	**Biometric Attendance report of approved candidates for both classroom and hostel facility** (if available) (DEEO to verify the biometric attendance punched by candidates batch wise)	Yes	No	

Sl. No.	Particulars	Availability as per prescribed norms (Please tick √)		Remarks
		Yes	No	
	*Pictures to be attached in **Annexure I**			
7	**IP Camera** (DEEO to crosscheck the audio visual clarity of IP Camera and inspect the IP enabled address) *Pictures to be attached in **Annexure I**	Yes	No	
8	**Internet Connection** (DEEO to validate status of internet connection available at the Training Centre) *Pictures to be attached in **Annexure I**	Yes	No	
9	**Centre Hygiene and Cleanliness** (DEEO to validate the actual condition of the TC premise and hostel premise. Also, availability of Purified Drinking water to be inspected) *Pictures to be attached in **Annexure I**	Yes	No	
10	**Dossier of Candidates** (DEEO to cross check the availability of required documents of candidates) *Pictures to be attached in **Annexure I**	Yes	No	

Name of DEEO:

Signature:

Date of Inspection: <DD/MM/YY>

Name of Centre In charge:

Signature:

Training Centre Seal:

Annexure I

Photographs to be taken by DEEO during the Inspection visit to Training Center

Checklist Sl. No.	Particulars	Photographs (Photographs should have date and time imprint)
1	**Centre Branding**	
a	Centre External Photograph with ASDM External Signage	
b	Centre Office Photograph	
c	Centre Notice Board	
2	**Domain lab (<Job role>)equipment availability**	
a	Domain Lab 1 Photograph (Photograph should visible of all equipment inside lab)	
b	Domain Lab 2 Photograph (Photograph should visible of all equipment inside lab)	

Checklist Sl. No.	Particulars	Photographs (Photographs should have date and time imprint)
3	**Classroom Infrastructure**	
a	Classroom 1 Photograph (Photograph should visible of all infrastructure inside Classroom)	
b	Classroom 2 Photograph (Photograph should visible of all infrastructure inside Classroom)	
4	**First Aid Kit**	
a	**First Aid Kit Photograph** (All medicine and surgical equipment should be visible in the Photograph)	
6	**Trainee Attendance**	
a	**Student Attendance** (Group photograph of all candidates present on the day)	
b	**Biometric Machine** (Photograph should visible of biometric installed both at Centre and Hostel)	

Checklist Sl. No.	Particulars	Photographs (Photographs should have date and time imprint)
7	**IP Camera**	
a	IP Camera	
8	**Internet Connection**	
a	**Internet Connection**	
9	**Centre Hygiene and Cleanliness**	
a	**Pure Drinking Water** (Photograph should visible of the source/mode of pure drinking water)	
b	**Separate Washroom and Toilets for Male & Female** (Photograph should visible of separate facilities with signage)	

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SF 1.3: Verification of placed candidates by Employment Exchange Official

The below mentioned candidates for the batch ID-_____ for job role _____ sector _____ under ASDM project has been physically verified and found placed. *(Name of centre)* and *(TC ID as record)* at *(registered address)* during my visit SPOC *(Name of SPOC)* was found with total candidate of *(no of candidates)*.

Sl. No	Unique ID *(As per ASDM portal/ Skill India Portal)*	Name of the Candidate	Organization placed/ self-employed
1			
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I hereby certify the below mentioned candidates found during my visit to the centre.

Name of Officer:
Department:
Contact No:
Email Id:

Signature:

Date of visit: <DD/MM/YY>

TP/ TC Matrix

Infrastructure Evaluation

Standards have been classified into two parts:
Part A: Mandatory Standards (Non-Negotiable)
Part B: Optional Standards (Negotiable)

Part A-Mandatory Standards are non-negotiable- Center needs to comply with the mandatory standards to be eligible for Accreditation. Even if one Mandatory Standard is not complied with, Center will not be Accredited.

Part A- Mandatory Standards have been further divided into:
A.1 Common Mandatory Standards - These Mandatory Standards are common for all job roles
A.2 Job Role Specific Mandatory Standards - These Mandatory Standards are specific for each job role
Part B- Standards will be scored out of 50 marks
Centers are expected to achieve at least 40% of the Accreditation Score (in Optional Standards) to achieve the Accreditation Status.

(A) Mandatory Standards		Eligible for Accreditation
(A.1) Common Mandatory Standards		
1	**Total Classroom area/ Capacity of Classrooms** *Total classroom area i.e. total carpet area of all the classrooms / **Capacity of the classroom in terms of number of students***	
a	*10 Sq.Ft./Student or more*	*Yes*
b	*Less than 10 Sq.Ft./Student*	*No*
2	**Total Lab area/ Capacity of the Labs** *Total lab area i.e. total carpet area of all the labs / Capacity of the lab in terms of number of students*	
a	*10 Sq.Ft./Student or more*	*Yes*
b	*Less than 10 Sq.Ft./Student*	*No*
3	**Placement and Entrepreneurship Cell** *(Center has active Placement & Entrepreneurship cell, with a Placement Coordinator)*	
a	Separate Counselling /Placement Desk and Entrepreneurship Cell (*With availability of a dedicated/shared full time Placement* Coordinator)	*Yes*
b	No separate Counselling /Placement Desk and Entrepreneurship Cell (*Placement Coordinator is not deployed by the Training Center*)	*No*
4	**Type of Construction of the Building**	
a	*Good quality building (Good construction quality)*	*Yes*
b	*Poor quality building (Poor construction quality)*	*No*
5	**Washroom facility in the Training Center**	

(A) Mandatory Standards		Eligible for Accreditation
(A.1) Common Mandatory Standards		
a	*Washroom facility available*	*Yes*
b	*Washroom facility not available*	*No*
6	**Cleanliness and Hygiene Factor**	
a	*Center is acceptably clean*	*Yes*
b	*Center is unhygienic and not clean*	*No*
7	**Availability of Enabled Biometric Attendance System**	
a	*EBAS is available*	*Yes*
b	*EBAS is not available*	*No*
8	**Training Center has trainer certified in Entrepreneurship by NIESBUD or any similar agency specified in the scheme**	
a	*At least 1 trainer certified in Entrepreneurship by NIESBUD or any similar agency specified in the scheme*	*Yes*
b	*No trainer certified in Entrepreneurship by NIESBUD or any similar agency specified in the scheme*	*No*

Note for point no. 8:
In case Training Center doesn't have a trainer certified in Entrepreneurship by NIESBUD or any similar agency specified in the scheme,
However, Center will need to get trainer certified in Entrepreneurship by NIESBUD or any similar agency specified in the scheme within 2-3 months post approval of centre.

(A.2) Job Role Specific Mandatory Standards		
1	**Student/Trainer Ratio (For a particular Job Role)** ***Total no. of students which can be simultaneously trained in a center in a month (for the job role) / Total number of qualified trainers for the job role, as per the prescribed minimum requirement of SSC***	
a	30:1 or less than 30:1	*Yes*
b	more than 30:1	*No*
2	**Availability of Qualified Trainers (For a particular Job Role)** *(The Training Center has qualified trainers as per the prescribed minimum requirement of SSC)*	
a	*Trainers meets minimum educational qualification as well as minimum experience, as prescribed by SSC*	*Yes*
b	*Trainers don't meet minimum educational qualification criteria/experience criteria as prescribed by SSC*	*No*
3	**Trainers certified by SSC (For a particular Job Role)**	
a	*All trainers certified by SSC*	*Yes*
b	*All trainers not certified by SSC*	*No*
4	**Availability of NSQF aligned training material (For a particular Job Role)**	
a	*Availability of NSQF aligned training material for specific job role*	*Yes*
b	*Non-Availability/ Partial Availability of NSQF aligned training material for specific job role*	*No*
5	**Equipment/ Tools/ Machinery in Lab (For a particular Job Role)**	

a	*Lab is equipped with mandatory equipment (as per SSC mandatory list)*	*Yes*
b	*Lab is not equipped with mandatory equipment (as per SSC mandatory list)*	*No*

(B) Standards		***50***
1	**Type of Building**	***6***
a	Stand-alone Building *(Center is a stand-alone building)*	*6*
b	Industrial/Commercial Complex *(Center is inside a factory/ industrial/commercial complex and not a standalone building)*	*4*
c	Educational Institute/Residential Building *(Center is part of educational institute or residential building and not a standalone building)*	*2*
2	**Additional Infra Facilities available in the Training Center**	***6***
a	*Availability of pantry, lifts and parking facility*	*6*
b	*Availability of any two parameters i.e., pantry, parking facility, lifts*	*4*
c	*Availability of any one parameter i.e., pantry, parking facility, lifts*	*2*
d	*Unavailability of pantry, lifts and parking facility*	*0*
3	**Differently-abled friendly Training Center** *(The Training Center is accessible to differently-abled people)*	***4***
a	*Availability of ramps and toilets for differently-abled people*	*4*
b	*Availability of only ramps or toilets for differently-abled people*	*2*
c	*Unavailability of ramps, lifts and toilets for differently-abled people*	*0*
4	**Proximity to Public Transport System i.e. Bus Stand, Metro Station, Railway Station etc.**	***4***
a	*0- 3 KM*	*4*
b	*3 - 5 KM*	*2*
c	*More than 5 KM*	*0*
5	**CCTV Cameras: Availability of CCTV cameras in Training Center** *(In instructional area i.e. classrooms, labs, reception area & counselling area)*	***4***
a	*CCTV cameras in all the classrooms, labs, counselling area and/or reception area*	*4*
b	*CCTV cameras only in classrooms but not in labs, counselling area and/or reception area*	*2*
c	*No CCTV camera in Training Center*	*0*
6	**Overhead projectors in Classrooms**	***4***
a	*Overhead projectors in all classrooms*	*4*
b	*Overhead projectors in at least 50% classrooms but not all classrooms*	*2*
c	*No overhead projector in any classroom*	*0*
7	**Air-Conditioned Campus** *(All the classrooms have air-conditioning facility)*	***4***
a	*Air-Conditioning in all classrooms*	*4*
b	*Air-Conditioning in at least 50% classrooms but not all classrooms*	*2*
c	*No Air-Conditioning in any classroom*	*0*
8	**Availability of Safe Drinking Water in the Training Center**	***3***
a	*RO/Water Purifier/ Water Filter or any facility for clean drinking water installed in the Training Center*	*3*

(B) Standards		50
b	*Unavailability of clean drinking water facility in the Training Center*	*0*
9	**Internet Connectivity in the Training Center**	***3***
a	*Internet connectivity available in the Training Center*	*3*
b	*Internet connectivity not available in the Training Center*	*0*
10	**Washroom Facilities in the Training Center**	***3***
a	*Separate washroom facilities for boys and girls*	*3*
b	*Common washroom facilities for boys and girls*	*0*
11	**Availability of Power Backup in the Training Center**	***3***
a	*Power backup available in the Training Center*	*3*
b	*No power backup available in the Training Center*	*0*
12	**Library Facility in the Training Center** *(The Training Center is providing library facility for the trainees)*	***3***
a	*Library Facility is available in the Training Center*	*3*
b	*Library Facility is not available in the Training Center*	*0*
13	**Health and Safety Facilities in the Training Center**	***3***
a	*First-Aid kit available*	*3*
b	*First-Aid kit not available*	*0*
	Score	*50*

Grading Matrix

Sr. No	Center Grading	% Range*
1	5 Star	85-100
2	4 Star	70-84
3	3 Star	55-69
4	2 Star	40 - 54
5	1 Star	Below 40

Grading Metrics for Performance standards

A. The below mentioned Performance Standard Indicators are of PLSDTP and PMKVY Scheme and have been listed for illustrative purposes for experience Training Providers.

Sr. No.	Performance Standard Indicator	Scores
1	**Placement Performance**	**9**
a	70% or more certified trainees are placed AND their data uploaded on skillmissionassam.org and skillindia.nsdcindia.org within 90 days of certification	9
b	60-69% certified trainees are placed AND their data uploaded on skillmissionassam.org and skillindia.nsdcindia.org within 90 days of certification	6
c	50-59% certified trainees are placed AND their data uploaded on skillmissionassam.org and skillindia.nsdcindia.org within 90 days of certification	3
d	Below 50% certified trainees are placed AND their data uploaded on skillmissionassam.org and skillindia.nsdcindia.org within 90 days of certification	0
2	**Pass Percentage**	**6**
a	80% or more pass percentage is observed, for the batches wherein results have been uploaded	6
b	70-79% more pass percentage is observed, for the batches wherein results have been uploaded	4
c	60-69% more pass percentage is observed, for the batches wherein results have been uploaded	2
d	Below 60% pass percentage is observed, for the batches wherein results have been uploaded	0
3	**Organizing Placement Mela in 6 months**	**3**
a	If the Placement Mela is organised in 6 Months with press/ media coverage	3
b	If the Placement Mela is organised in 6 Months without press/ media coverage	1.5
c	No Placement Mela organized in 6 Months	0
4	**Mobilization of trainees (Organizing Kaushal Melas)**	**3**
a	If the Kaushal Mela is organised in 6 Months with press/ media coverage	3
b	If the Kaushal Mela is organised in 6 Months without press/ media coverage	1.5
c	No Kaushal Mela organized in 6 Months	0
5	**Trainee Feedback**	**3**
a	80-89% of the trainees (whose feedback is captured) at a Center provide feedback (considering all the trainees in all the job roles)	3
b	70-79% of the trainees (whose feedback is captured) at a Center provide feedback (considering all the trainees in all the job roles)	2
c	60-69% of the trainees (whose feedback is captured) at a Center provide feedback (considering all the trainees in all the job roles)	1
d	Below 60% performance of the trainees (whose feedback is captured) at a Center provide feedback (considering all the trainees in all the job roles)	0
6	**Quality of Training based on Trainee Feedback**	**3**
a	80-89% satisfaction score of the trainees (whose feedback captured)	3
b	70-79% satisfaction score of the trainees (whose feedback captured)	2
c	60-69% satisfaction score of the trainees (whose feedback captured)	1
d	Below 60% satisfaction score of the trainees (whose feedback captured)	0
7	**Enrolment Target Achievement**	**3**
a	80% or more enrolment target achievement	3
b	70-79% enrolment target achievement	2
c	60-69% enrolment target achievement	1

Sr. No.	Performance Standard Indicator	Scores
d	Below 60% enrolment target achievement	0
Total Performance score		30

B. The below mentioned Performance Standard Indicators are of PLSDTP and PMKVY Scheme and have been listed for illustrative purposes for start-up Training Providers.

Sr. No.	Performance Standard Indicator	Scores
1	**Placement Tie-up**	30
a	Placement tie-up with industries	10
b	Placement tie-up with placement agencies	10
c	Placement officer qualification - 5 years' experience with industry liaison	10
d	No placement tie-up	0

Evaluation Matrix

Sl. no	Parameter	Aggregate Score
1	TP/TC infrastructure Grading Matrix Score	
2	Grading Metrics for Performance Score	
3	Total Score	

The target allocation will be based on the total score of evaluation matrix above. The TP/TC obtaining highest score will be allocated target first and accordingly in descending order the target will be distributed. Of the total target earmarked for the district as per the population will be allocated to the TP/TC in descending order as per score above and on exhaustion of the same, the TP/TC with less score will not be considered for target allocation.