

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	On the date of enrolment, the minimum age should be as per the Qualification Pack (QP) requirement. However, in case of RTD model, the age criteria shall be as per the Industry Partner / Organisation and as approved by ASDM.	
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	As per the durations specified in the Qualification Pack (QP) with at least 40 hours of mandatory training on soft skills and entrepreneurship skills. The soft and entrepreneurship skills training is to be conducted by a trainer certified by NIESBUD / IIE. In case of RTD model projects, the proposed duration of training shall be as proposed by industry player and approved by ASDM.	
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.	

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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>	
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>	
8.	Trainee Enrolment	<p>Candidates willing to undergo training in the state will have to register on the ASDM's IT 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>	

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		Note: For any specific category of beneficiaries, exemption may be given by ASDM.	
10	Tool Kit or other teaching aid	Basic toolkit as per the requirement of the QP/NOS specified by the SSC needs to be provided by the TPs/ TCs/ IPs/ GTPs	
11	Training of Trainers	<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.
12	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.

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13	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. 	Beneficiary can re-enrol for the Assessment in case s/he fails, once within 3 months of result being declared
14	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>	

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15	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> <ul style="list-style-type: none"> i. Candidate has been given the joining letter by an employer ii. He is continuously on the job for at least 3 months. 1 job change would be allowed with the time gap of maximum 15 days between the two jobs iii. Candidate should be placed in the sector of his training iv. In case of wage employment, his/ her gross remuneration should not be below the minimum wages of the State in which he/ she has been placed v. The TP/TC/ IP/ GTP needs to produce <ul style="list-style-type: none"> a. Joining Letter AND b. 3 months' salary slip AND c. 3 months bank statement vi. For self-employed candidates, TP/TC/IP/GTP should be able to produce the following within 3 months: <ul style="list-style-type: none"> a. Proof of setting up of business in the form of Trade License or Panchayat certificate if location is outside the municipal area OR b. Proof of becoming a member of producer group, if applicable OR c. Earning proof in the form of Bank Statement OR d. Loan sanction letter (if any) 	

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		<p>vii. Any employment that provides a fixed wage/remuneration or a contractual Agreement that specifies wage pay-outs dependent on piece-meal work basis shall be treated as placement if his/ her gross remuneration in each of the three months is not below the minimum wages for 30 days of the State in which he/ she has been placed. The same will have to be substantiated by the same documents as are required for wage employment candidates.</p> <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> <p>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</p> <p>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.</p> <p>c) If the placement % is less than 50%, the TP/TC/GTP shall not be eligible for the 3rd instalment.</p> <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>	

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		<p>Release of 3rd instalment shall be as per the following:</p> <p>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</p> <p>b) IP will be paid on pro rata basis on achievement of greater than or equal to 60% and less than 85% placement of those who have been certified, within three months of completion of training.</p> <p>c) If the placement % is less than 60%, the IP shall not be eligible for the 3rd instalment.</p> <p>For RTD model, the service conditions need to be intimated to the candidates in advance, at the time of recruitment prior to commencement of the batch. The conditions need to mandatorily include the following points:</p> <ol style="list-style-type: none"> 1. Salary package 2. Working hours 3. Job locations 4. Job role 5. Other amenities 	
16	Branding	Centre Branding will be done as per specification of ASDM	
17	Portal usage fees / Mobilisation Charges	ASDM shall deduct an amount of Rs. 800/- per student on account of portal usage charges and mobilisation expenses incurred on events, advertisements etc., from the first instalment/ milestone payable to the TP/TC/ IP/ GTP, irrespective of whether the trainees have been mobilised by ASDM or the Training agencies.	In case of skilling programs implemented through the budget of departments other than ASDM, the department shall pay the reduced amount to the TP/TC/IP/GTP and shall pay the portal usage fee to ASDM.

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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 training ii. Category II – Rs. 39.90/hr of training iii. 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 candidates ii. 50% on assessment results and successful certification subject to conditions of Process norms iii. 20% 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>
3	Boarding and Lodging	<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.</p> <p>Bills will be raised on a monthly basis.</p>
4	Assessment Cost	ASDM / respective department will pay the cost of assessment and certification to the SSC directly (For QP based courses).
5	Re-assessment Cost	The cost of re-assessment has to be borne by the Training agencies.

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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="539 743 1379 890"> <thead> <tr> <th data-bbox="539 743 1093 815">Post Placement Support @ Rs. 1500/- per month</th> <th data-bbox="1093 743 1227 815">Men</th> <th data-bbox="1227 743 1379 815">Women</th> </tr> </thead> <tbody> <tr> <td data-bbox="539 815 1093 855">Placement within District of domicile</td> <td data-bbox="1093 815 1227 855">1 month</td> <td data-bbox="1227 815 1379 855">2 months</td> </tr> <tr> <td data-bbox="539 855 1093 890">Placement outside District of domicile</td> <td data-bbox="1093 855 1227 890">1 month</td> <td data-bbox="1227 855 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
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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