

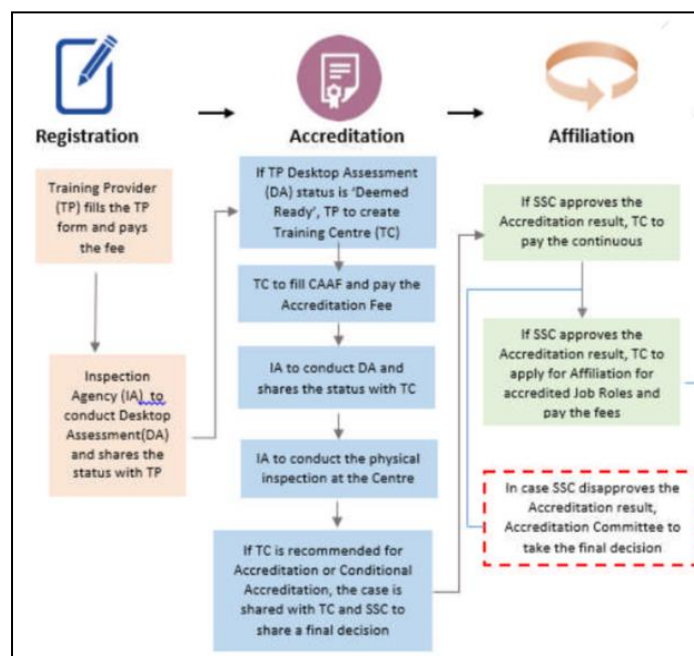
STANDARD OPERATING PROCEDURES FOR THE IMPLEMENTATION OF PRATHAN MANTHRI KAUSHAL VIKAS YOJANA

The Prathan Manthri Kaushal Vikas Yojana has two components, viz, Centrally Sponsored Centrally Managed Programme of PMKVY and the Centrally Sponsored State Managed Programme of PMKVY 2.0. While 75% of the funds are earmarked for the CSCM of PMKVY 25% of the remaining budget allocation is earmarked for CSSM of PMKVY 2.0.

The responsibility of implementation of CSSM of PMKVY 2.0 lies entirely with the States/UT Govts. The process of implementation of the CSSM of PMKVY 2.0 involves Centres Accreditation, Affiliation, Approval, Empanelment of Training Providers, earmarking target for Training Providers, conduct of Kaushal Melas, Registration and uploading of candidates data, inspection and monitoring of courses conducted by Training Providers, Assessment and Certification, placement and post-placement support.

In the light of the above, Standard Operating Procedures are prescribed for the stakeholders within the framework of guidelines and operational manual issued by the Ministry of Skill Development and Entrepreneurship under PMKVY 2.0.

Central Accreditation, Affiliation and Approval :-



SMART expected timelines for accreditation

Process	Process Timelines
Training Provider (TP) registration on SMART	1 Day
TP Desktop Assessment (DA) by Inspection Agency	2 Days
TP creates Training TC and TC fills up CAAF	1 Day
On-site Inspection of the TC by Inspection Agency	12 Days
Preparing detailed post-inspection report	3 Days
Review of Inspection Report by the concerned SSC	7 Days
TC is informed about the Accreditation Result	1 Day
TC is given time to pay continuous monitoring fee to get the Accreditation Certificate	7 Days
Accreditation Certificate provided to TC	2 Days
Raising Affiliation Request along with payment of affiliation Fee	1 Day
Awarding Affiliation Certificate	3 Days

Monitoring:-

A team of NSDC officials and the regional NSDC representative for Tamilnadu and Puducherry will monitor approval process.

Empanelment:-

The Operational Manual inter-alia provides for the empanelment of Training Providers who are accredited by and affiliated to NSDC. Confirming to the provision as above it was decided in the meeting of the PSSDM to opt for the above mode of empanelment of Training Providers.

Timeline for Empanelment :-

Within one week from the date of issue of approval by NSDC of Training Providers and Training Centre.

Note : The cases of empanelment issued with the approval of the Secretary(Labour) will be got ratified subsequently by the PSSDM.

Accountability :-

Commissioner of Labour –cum- Member Secretary, PSSDM.

Monitoring and evaluation :-

1. The details of empanelment to be submitted to the Ministry of Skill Development before 5th of every month.
2. A compliance report to be submitted to Secretary(Labour) before 7th of every month.

Target allocation :-

Based on the outcome of the Skill Gap Assessment Study conducted by M/s. Ernst Young India Ltd., the consultant organization appointed by the NSDC, a target of 10,619 was fixed up to the year 2020. The remaining target to be achieved is 8,849 and the available target is distributed equally for two financial years. At present, there are 6 nos. of Training Providers(18 Training Centres) affiliated and approved by the Competent Authorities. Therefore target is allocated and restricted to the overall numbers available for the financial year. And, while target is fixed for individual Training Providers, the following factors will be taken into consideration.

- a. Qualification Pack,
- b. Curriculum
- c. Lab and equipment list
- d. Model content and participant handbook

Timeline :- Target will be fixed within one week from the date of signing contractors agreement between the PSSDM and the Training Providers.

Accountability:- Labour Commissioner –cum- Member Secretary, PSSDM.

The Member Secretary is accountable to see that the Centre inspection report produced by the Training Provider is genuine and there is no overlapping of target between CSCM and CSSM. He/She is also accountable to see that the

target is fixed only after the Evaluation Process is done by the MSDE designated agencies.

Evaluation :-

A monthly report to be submitted to MSDE /NSDC in the prescribed format before 5th of every month. A compliance report to be submitted to Secretary(Labour) before 7th of every month.

Training of Trainers :

The training under PMKVY can be conducted only by those who underwent the programmes of Training of Trainers conducted in accordance with ToT Guidelines issued by the Ministry of Skill Development. ToT calendar will be made available in the websites of SSC, NSDC, PMKVY and MSDE websites.

Accountability :-

1. NSDC to ensure the above and adhering to the timeline mentioned.
2. SSCs are responsible for organizing ToTs zone wise.
3. UT Govt.(Puducherry State Skill Development Mission) to facilitate the process by aggregating demand at the UT level.
4. The PSSDM is also responsible for facilitating registration of candidates by making available the schedule prepared by the NSDC.

Monitoring and evaluation :-

A quarterly report will be submitted to NSDC detailing the ToTs conducted and current requirements.

Kaushal Melas :-

Though the responsibility of the conduct of Kaushal Melas lies with the Training Providers, the PSSDM will facilitate to organize such melas to mobilize candidates for skill development training programmes.

Timeline :-

At least one Kaushal Mela will be organized for every quarter.

Monitoring and evaluation :-

The Labour Commissioner –cum- Member Secretary shall monitor the conduct of the Kaushal Melas and the outcome of the melas will be hosted on the website.

Registration and uploading of candidate data

Timeline :-

Before the commencement of the skill development programmes, the Training Providers shall register the candidates and upload the data to the respective link of the NSDC website.

Accountability :-

The Director, Puducherry Skill Development Society and Member Secretary, PSSDM shall ensure this.

Monitoring& Evaluation:-

It will monitored by the Director(PSDS) and ensure that recording of candidate attendance via the Aadhaar Enabled Biometric Attendance System is a pre-requisite to participate in the scheme and therefore installation of Biometric devices for capturing students and trainers attendance (Aadhaar enabled) are available at the centre. And induction kit consisting of T-shirt or Jacket, Diary(with PMKVY Logo), ID Card and Back Pack will be distributed to all candidates at the time of the commencement of the programmes.

Accountability :-

1. The PSSDM will facilitate registration of training centres by NSDC by having access to Central Attendance Portal.
2. The PSSDM shall facilitate the process of supplying the induction kits to training centres.

Timeline :-

1. The PSSDM shall inform the respective Sector Skill Council about the closure of the lifecycle of a batch to the respective Sector Skill Councils atleast one month in advance so that the Sector Skill Council can nominate the 3rd party assessor.
2. The assessment to be completed within one week from the date of closure of the batch.

Accountability:-

The respective Sector Skill Council shall have the empanelled list of the 3rd party assessors to ensure timely assessment.

Monitoring and evaluation :-

A monthly report to be submitted to NSDC by Member Secretary, PSSDM to prevail upon the SSCs to adhere to the timeline of assessment.

Certification :-

Upon the completion of the assessment, the respective Sector Skill Council will arrange to issue the certificate to the Training Centres.

Timeline:- One week

Accountability:-

Respective Sector Skill Council which will be followed and monitored by the Director, PSDS and see that certificates are issued in time.

Placement :-

As per the guidelines, at least 70% of those who underwent skill development training programmes shall be provided with placement.

Timeline :- One month for male candidates and two months for female candidates.

Accountability:-

The TPs shall arrange to conduct job mela at least one job mela in every quarter to facilitate placement.

Funding of the Programmes :-

The breakup of the training as per Common Norms as follows:-

Sl. No.	Cost Head	Cost (Rs.)
1.	Training cost	8,258.25
2.	Induction kit cost	500.00
3.	Certification and Assessment cost	1,000.00
4.	Transportation cost for trainees from special areas, being trained outside special areas	652.50
5.	Post placement support	2,782.50
6.	Boarding & lodging cost	687.50
7.	Conveyance cost	225.00
Total		14,105.75
Rounded off		14,100

Timeline of release : Immediately after having uploaded the candidates data in the portal, 30% funds released within 30 calendar days. After assessment remaining 50 % fund released to training provider. 20% of the remaining funds entitled for training providers will be released after placement. And the post placement support to the candidates will be released along with placement.

Accountability :- Member Secretary, PSSDM

Monitoring and evaluation :-

Monthly report to be submitted to NSDC and a copy of the monthly report to be submitted the Secretary(Labour) on the same day.

Physical inspection:-

Physical inspection of the training centre should be carried out by the Member Secretary (PSSDM) along with the Director(PSDS). During physical inspection, the following aspects of the Training Centre are to be verified:

- 1) SPOC should be present at the time of inspection.
- 2) All centre staff and faculty should be present at the time of inspection.
- 3) Faculty should carry their original qualification and experience certificates at the time of inspection. Other centre staff should carry their experience certificate.
- 4) Centre area should be properly demarcated and classrooms and laboratory should be well ventilated.
- 5) All documents like address proof, electricity bill, telephone and Internet bill, etc. should be available.
- 6) All equipment should be available and must be in working condition.

Timeline

- 7) One nominee of Member Secretary (PSSDM) along with the Director(PSDS) will inspect the training process of each batch at least once before the completion training or within 3 months whichever is earlier.