



# Preface

This document of Standard Operating Procedures (SOP) are a set of instructions/rules defining the process-flow mechanism for the implementation of Madhya Pradesh sponsored short term skilling schemes namely Mukhyamantri Kaushal Samvardhan Yojna (MMKSY) and Mukhyamantri Kaushalya Yojna (MMKY). The major objective is to define the major protocols that need to be followed by all stakeholders involved in implementation of Madhya Pradesh State Skill Development Mission (MPSSDM) owned MMKSY and MMKY.

The major stakeholders are the registered candidates, empanelled Training Service Providers (Government, Semi-government & Private), Madhya Pradesh State Skill Development Mission (at various levels), Placement Agency, Sector Skill Councils, Assessment Bodies, National Skill Development Corporation (NSDC), National Skill Development Agency (NSDA), Other line departments imparting training programmes, third party evaluation agency for tracer study, State Government and Central Government.

It is has been assumed that the readers of this SOP are well-aware of existing ecosystem of skill development at National and State level and are familiar with elementary concepts of skill development, training, assessment & certification and placement.

The Training Service Providers (Government, Semi-government & Private) are selected through a rigorous process of appraisal of their capacities and capabilities. The appraisal process for the stated three types of TSPs is different based on the prevailing statutory compliances.

One of the important learning from the implementation of other skill development schemes was prevailing lack of detailed operational protocol document. Considering the stated short-coming, the MPSSDM has tried to cover all the aspects in implementation of the scheme.

The SOP (Part-1; Version-1), in its present form, has been issued by MPSSDM vide its notification / order no. MPSSDM/YOJNA/2017/\_\_\_\_\_ dated \_\_\_\_\_ with seven chapters' viz. Introduction, Scheme Overview, TSP Empanelment, Affiliation of Training Centre, Batch Processes, Attendance of Candidates and Assessment & Certification.

The Part-2; Version-1 of the SOP with four chapters viz. Placement of Candidates, Finance, Monitoring & Evaluation and Grading of TSPs will be issued separately.

The document has been prepared in consultation with various stakeholders with series of discussions and meetings. We would like to thank them for their valuable guidance and support. We would like to share our gratitude towards Department for International Development (DFID), Government of UK for the support extended to MPSSDM in conceptualization and implementation of the schemes. Much of the credit for drafting of the SOP goes to the State Project Management Unit (SPMU) which anchored and led the document preparation. While the Mission is working towards improving the SOP, feedback for further improvements are welcome at [mpssdm@mp.gov.in](mailto:mpssdm@mp.gov.in).

MPSSDM has referred the National Skill Development Policy 2015 and the Common Norms Notification, 2016 while drafting the present SOP document.

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# List of Abbreviations

<b>Terms</b>	<b>Description</b>
<b>AB</b>	Assessing Body
<b>AEBAS</b>	Aadhar Enabled Biometric Attendance System
<b>AEBS</b>	Aadhar Enabled Biometric System
<b>BG</b>	Bank Guarantee
<b>CCTV</b>	Closed-Circuit Television
<b>DoTESD</b>	Department of Technical Education and Skill Development
<b>DPMU</b>	District Programme Management Unit
<b>DSD</b>	Directorate of Skill Development
<b>DTE</b>	Directorate of Technical Education
<b>EMD</b>	Earnest Money Deposit
<b>EoI</b>	Expression of Interest
<b>GoI</b>	Government of India
<b>IFMS</b>	Integrated Facility Management System
<b>ITI</b>	Industrial Training Institute
<b>ITP</b>	Intention to Participate
<b>LoI</b>	Letter of Intent
<b>M&amp;E</b>	Monitoring & Evaluation
<b>MES</b>	Modular Employable Skills
<b>MoSDE</b>	Ministry of Skill Development and Entrepreneurship
<b>MMKSY</b>	Mukhya Mantri Kaushal Samvardhan Yojna
<b>MMKY</b>	Mukhya Mantri Kaushalya Yojna
<b>MPCVET</b>	Madhya Pradesh Council for Vocational Education & Training
<b>MPSSDM</b>	Madhya Pradesh State Skill Development Mission
<b>NEFT</b>	National Electronic Fund Transfer
<b>NOS</b>	National Occupational Standard

<b>NSDA</b>	National Skill Development Agency
<b>NSDC</b>	National Skill Development Corporation
<b>PG</b>	Performance Guarantee
<b>PPWS</b>	Prospective Project Work Schedule
<b>QP</b>	Qualification Pack
<b>RFP</b>	Request for Proposal
<b>RPL</b>	Recognition of Prior Learning
<b>RTGS</b>	Real Time Gross Settlement
<b>SDC</b>	Skill Development Centre
<b>SPMU</b>	State Programme Management Unit
<b>SSC</b>	Sector Skill Council
<b>TC</b>	Training Centre
<b>TCAF</b>	Training Centre Affiliation Form
<b>ToR</b>	Terms of Reference
<b>TPO</b>	Training and Placement Officer
<b>TSP</b>	Training Service Provider
<b>UTR</b>	Unique Taxpayer Reference

# 1. Introduction

The Standard Operating Procedures (SOP) have been developed for all stakeholders associated with the implementation of the *Mukhya Mantri Kaushal Samvardhan Yojna* (MMKSY) and *Mukhya Mantri Kaushalya Yojna* (MMKY).

The SOP has been based on the scheme approved by the Department of Technical Education and Skill Development, Government of Madhya Pradesh and on the functionalities of the scheme portal developed by MPSSDM for the management of the two schemes. The purpose of the SOP is to outline the chronological sequence of processes and activities associated with the implementation of the schemes and to align them to the responsible process owners.

The SOP also provides with the standard forms/reports that may have to be filled/generated, wherever applicable by different users.

All users need to note that

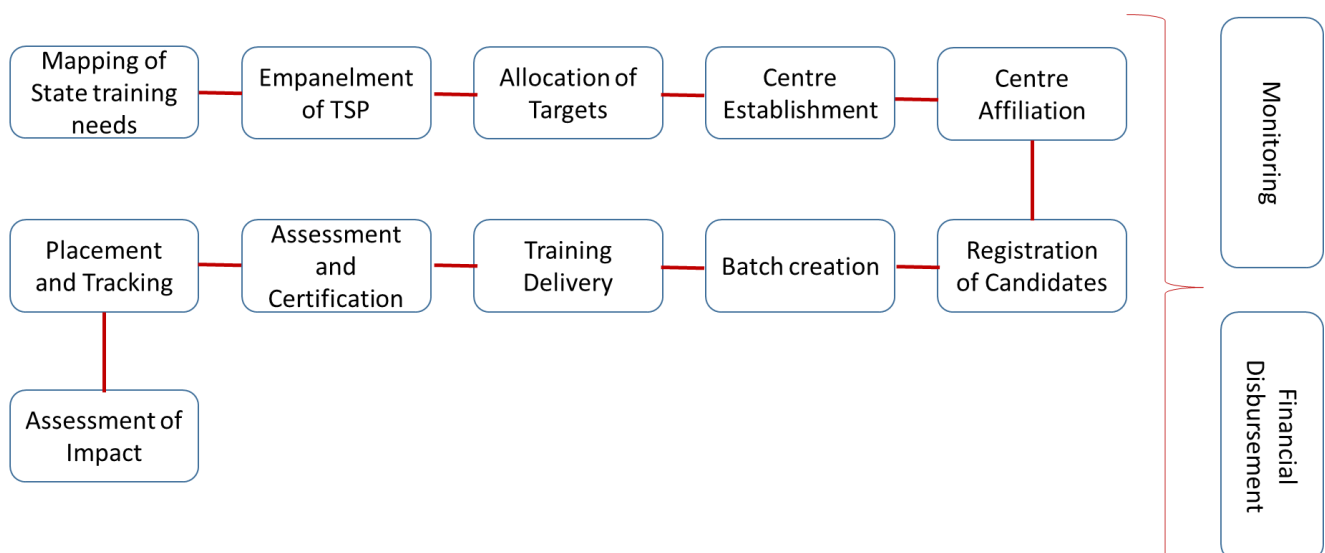
- Though most processes are sequential in nature, some processes may run simultaneously. However, for the ease of understanding they may be treated as separate modules.
- The SOP document has been aligned with the scheme portal ([ssdm.mp.gov.in](http://ssdm.mp.gov.in)) developed by MPSSDM.
- The SOP document will undergo revisions regularly. MPSSDM will be responsible for making the revisions and uploading the revised version of the SOP on [ssdm.mp.gov.in](http://ssdm.mp.gov.in). The latest version of the SOP will take precedence over the older versions of the SOP.

## 1.1. Structure of the document

The SOP has been designed in the form of dedicated modules referring to critical processes associated with implementation of the scheme. As successful completion of each process needs activities to be performed by different actors, the roles and responsibilities of each actor has been clearly delineated in the *Modules* developed. Each module in this SOP is dedicated to a specific function in scheme implementation.

Further, each module has been designed to include an ‘*introduction section*’ and a ‘*process section*’. The introduction section of each module will provide an overview of the function and the basic understanding of the procedure. The process section will help map the key steps involved in completing the process, key actors and their role in completion of the activities.

The figure below highlights the key processes associated with scheme implementation



The list of modules covered in the SOP are listed in the table below:



Chapter No.	Name of Chapters	Content of Chapters
3.	Empanelment of TSPs	<ul style="list-style-type: none"> <li>• Process of empanelment.</li> <li>• Signing of MoU and generation of sanction order.</li> <li>• Validation of Allotted Targets and information submission by the TSP.</li> <li>• Consortium and Outsourcing</li> <li>• Closure of Project</li> </ul>
4.	Training Centre Establishment and Affiliation	<ul style="list-style-type: none"> <li>• Registration and Protocol of training centre affiliation by TSP.</li> <li>• Process and Protocol of affiliation by DPMU</li> <li>• Process and Protocol of affiliation by SPMU</li> </ul>
5.	Batch Processes	<ul style="list-style-type: none"> <li>• Registration of candidates</li> <li>• Batch Creation</li> <li>• Batch Finalization</li> <li>• Batch Completion</li> <li>• Batch Termination</li> </ul>
6.	Batch attendance	<ul style="list-style-type: none"> <li>• Protocol for capturing attendance</li> <li>• Protocol in case of failure of biometric machine</li> </ul>
7.	Assessment and Certification	<ul style="list-style-type: none"> <li>• Process of Assessment and Certification.</li> <li>• Role of TSP in raising assessment</li> <li>• Role and timelines of assessing body.</li> <li>• Role and timelines of Sector Skill Council.</li> <li>• Process of re-assessment</li> </ul>
8.	Placement and tracking	
9.	Financial Disbursement	
10.	Monitoring of activities	
11.	Grading of TSPs	

## ***1.2. Applicability of the SOP***

The SOP will be applicable for MMKSY and MMKY implemented by MPSSDM. MMKSY and MMKY will be implemented by three different types of Training Services Providers (TSPs).

1. Government Training Service Providers
2. Semi Government Training Service Providers
3. Private Training Service Providers

While majority of the processes would be common for all TSPs empaneled under the schemes, some processes may vary depending on the type of TSP. Unless specified otherwise, the SOP will be applicable to all the three types of the TSPs empaneled by MPSSDM. TSPs shall be required to adhere with the processes laid out in the SOP.

### **1.3. Events and Timelines**

It is envisioned that the scheme will be implemented through a sequence of activities within expected timelines. However, these are indicative and may vary. In case of a delay/advancement of an event the timelines for rest of the activities will be adjusted accordingly. The table below depicts the indicative timelines for various type of TSPs.

While these events are shown as sequential, the TSP can also work simultaneously.

#### **1.3.1. Government TSPs**

<b>S. No</b>	<b>Activities</b>	<b>Timeline (days)</b>
1.	Issuing of Sanction Order/administrative approval	T
2.	Candidate Mobilization and Registration on the portal	T+7
3.	Training of Trainers	T+15
4.	Disbursement of Fund (one time)	T+20
5.	Affiliation of Training Centre, issue of work order and commencement of training	T+30
6.	Completion of 1 month of training	T+60
7.	Completion of 2 month of training	T+90
8.	Completion of 3 month of training	T+120
9.	Assessment of trainees	T+ 135
10.	Certification of trainees	T+145
11.	Placement of Trainees	T+ 235
12.	Tracking of trainees	T+510

#### **1.3.2. Semi Government TSPs**

<b>S. No</b>	<b>Semi Government TSPs</b>	<b>Timeline (days)</b>
1.	Submission of proposal / ITP by interested TSPs	T
2.	Evaluation of proposals submitted to MPSSDM by the designated Evaluation Committee	T+15
3.	Short listing of TSPs based on the evaluation criteria.	T+30
4.	Allocation of Targets, signing of MoU and issue of sanction order	T+45
5.	Registration of TSP on portal, Affiliation of Training Centres and issue of work order	T+60

6.	Commencement of training and release of first instalment	T+90
7.	Completion of 1 month of training	T+120
8.	Completion of 2 month of training	T+150
9.	Completion of 3 month of training	T+180
10.	Assessment of trainees	T+ 195
11.	Certification of trainees	T+205
12.	Placement of Trainees	T+ 295
13.	Tracking of trainees	T+560

### ***1.3.3. Private Training Service providers***

<b>S. No</b>	<b>Private TSPs</b>	<b>Timeline (days)</b>
1.	Issue of RFP in public domain	T
2.	Pre- Bid Meeting with the prospective TSPs	T+12
3.	Submission of RFP by interested TSPs	T+30
4.	Evaluation of proposals submitted to MPSSDM by the designated Evaluation Committee	T+60
5.	Short listing of TSPs based on the evaluation criteria.	T+75
6.	Allocation of Targets, signing of MoU and issue of sanction order	T+105
7.	Registration of TSP on portal, Affiliation of Training Centers and issue of work order	T+120
8.	Commencement of training and release of first installment	T+150
9.	Completion of 1 month of training	T+180
10.	Completion of 2 month of training	T+210
11.	Completion of 3 month of training	T+240
12.	Assessment of trainees	T+ 255
13.	Certification of trainees	T+270
14.	Placement of Trainees	T+ 380
15.	Tracking of trainees	T+645

## ***1.4. Revision of the SOP***

The SOP will be revised periodically to align with any revisions in the processes. MPSSDM will notify any changes in the SOP and will issue the new SOP for use. Once a new version of the SOP is issued, the earlier versions will cease to exist and the latest version will be followed by all actors.

Where a TSP is not able to implement the project as per the revised guidelines/SOPs, it shall notify MPSSDM within a stipulated timeline as mention in the MoU. In such a case, the TSP in consultation with MPSSDM should lay out the plan of implementation or closure as mutually agreed upon. In case of conflict arising out of any procedure the decision of CEO, MPSSDM would be binding and final.

A version control protocol will be developed by MPSSDM, ensuring that each change is documented and recorded for reference.

## ***1.5. Documentation of change history***

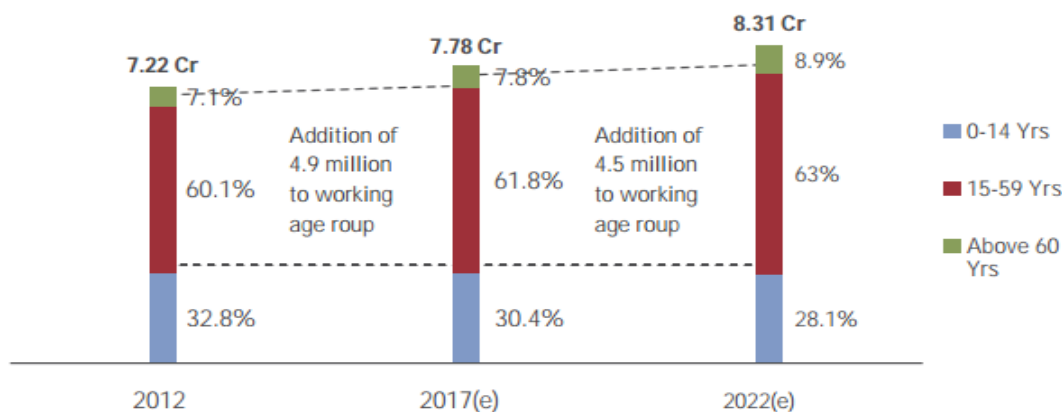
The revision in the SOP will be documented using the following Standard Form.

<b>Particulars</b>	<b>Details</b>	
Applicability (Is the change applicable to all types of the TSPs or a specific group)		
Version No.		
Effective Date		
Approval Date		
Change	Reference (Original)	Reference (Revised Version)
Type of Change (Addition, Revision or Deletion)		
Change		
Approval Authority		

## 2. Scheme Overview

Madhya Pradesh is the second largest state in terms of geographic coverage with an area of 308,244 sq. km. As per 2011 census, Madhya Pradesh has a population of 72 million accounting for 6 percent of India's population. The state has a significant demographic dividend, with a rising working age population and a sizeable proportion of the population in the lower working age spectrum.

Between 2012 and 2017, an additional 4.9 million people are estimated to have entered the labour market. Further, another 4.5 million people are expected to join the labour market during 2017-22<sup>1</sup> in the State.



As per the employment and unemployment survey (2015-16) conducted by the Ministry of Labour only 2.1% of the population above the age of 15 years has received any form of vocational training in the State. Thus, the State has an increasing population in the working age group with limited coverage of vocational training.

Keeping this in mind, over the last decade, the State has significantly increased the access to vocational training and education by both increasing the capacity of existing institutions and creating new ones. Further, the State has also established the Madhya Pradesh State Skill Development Mission (MPSSDM) to offer short term training courses to youth with Speed and Scale. The mission will offer training programmes, which are aligned to the National Skill Qualification Framework (NSQF). The State Cabinet on approved the MMKSY and MMSY schemes with a total annual financial outlay of INR 530 Crores with a target to train 250,000 and 200,000 youth.

### 2.1. Need for the schemes

The State of Madhya Pradesh is one of the youngest States in the country, with an increasing proportion of the population in the working age group (15-59 years), the State faces the challenge of increasing its capacity to offer skill training at a rapid pace. Further, the State also has a very small proportion of its population, which has undergone any form of skill training. With the onset of Industry 4.0 and demand for contemporary skills, there is also a needs to upskill and reskill its existing work force.

The schemes with an a cumulative target of training 450, 000 youth annually aims at further increasing the access to address these challenges in the State.

The immediate trigger for development of the schemes was the withdrawal of support by the centre under the Modular Employment Scheme (MES), considerably reducing the capacity of the State to offer short term training programmes.

### 2.2. Key Stakeholders

The stakeholders identified are listed below:

1. MPSSDM
2. District Administration

<sup>1</sup> <http://www.nsdcindia.org/sites/default/files/files/madhya-pradesh-sg.pdf>

3. Line Departments
4. Training Service Provider
5. Sector Skill Council
6. Assessment Bodies
7. Placement Agencies
8. National Skill Development Corporation
9. National Skill Development Agency

The details of the stakeholder and their broad objectives are detailed below:

S. No	Stakeholders	Roles and Responsibility
1.	MPSSDM	<p>Roles and responsibilities of MPSSDM in the implementation of the project:</p> <ul style="list-style-type: none"> <li>• Establish dedicated teams at the state and district level.</li> <li>• Complete procurement process and on-boarding of a TSPs after evaluating proposals</li> <li>• Establish a skill and placement IT platform that is internet enabled and work flow driven</li> <li>• Create a district level youth data base by conducting household surveys and placement demand surveys under skill gap assessment</li> <li>• Conduct consultation workshops with prospective employers and skill providers in the private and government sectors.</li> <li>• Organize workshops for district teams and TSP on periodic basis</li> <li>• Conduct quality audit of each training centre as and when required.</li> <li>• To ensure timely release of instalment the complete process would be conducted through the MPSSDM portal and all the verifications would be ensured within the specific timelines.</li> <li>• Establish migration support centres for post placement support</li> <li>• Establish an MMKSY alumni program</li> <li>• Empanelment and management of Training Service Providers (Government, Semi-Government and Private)</li> <li>• Undertaking Skill Gap Analysis on a periodic basis to map new sectors and new job areas.</li> <li>• Will appoint suitable agencies to coordinate mobilization and placement of trainees trained by Government TSPs.</li> <li>• Revising the policy with the national/state guidelines time to time.</li> </ul>
2.	Training Service Providers (TSP) acting through their Training Centres (TC)	<ul style="list-style-type: none"> <li>• Identification of project sites and establishment of the training infrastructure</li> <li>• Development of NSQF aligned trade specific training content</li> <li>• Mobilization and facilitating registration of beneficiaries for training.</li> <li>• Creation of batches for training</li> <li>• Setting up of training centers and testing sites as per specified requirements and making infrastructure arrangements required for imparting training</li> <li>• Recruitment of qualified and trained staff for imparting training</li> </ul>

		<ul style="list-style-type: none"> <li>• Imparting required training on core and support competencies in local language (Hindi)</li> <li>• Ensure timely compliance with the reporting norms</li> <li>• Request assessment &amp; certification of batches</li> <li>• Conduct placement drives for youth trained by TSPs</li> <li>• Timely information update on MMKSY portal including that of placement and proof of placement</li> <li>• Registering details of employers on MMKSY portal</li> <li>• Post placement tracking of placed/self-employed candidates</li> </ul>
3.	Candidates	<ul style="list-style-type: none"> <li>• Self-registration on the MMKSY portal</li> <li>• Registration through TSPs</li> <li>• Use information provided by MPSSDM, such as <ul style="list-style-type: none"> <li>○ Search nearest training centers</li> <li>○ Search the courses offered in the training centers</li> <li>○ View the past placement trends (sector wise and center wise), batch strengths, upcoming batch etc.</li> <li>○ View success stories</li> <li>○ View any resource material</li> </ul> </li> <li>• Participate in training sessions</li> <li>• Appear for assessments planned</li> <li>• Proactively attend the interview / entrance for placements</li> <li>• Support and participate in post placement tracking by sharing contact details</li> </ul>
4.	Sector Council Skill	<ul style="list-style-type: none"> <li>• Provide the guidelines for establishing the training center</li> <li>• Developing/vetting/update of NSQF aligned trade specific training content</li> <li>• Assign approved assessing bodies</li> <li>• Conduct ToTs for trainers and ToAs for assessors</li> <li>• Validate assessment results</li> <li>• Generation of batch wise certificate and skill card on the scheme portal for trained candidates</li> <li>• Registering and managing Assessing Bodies (ABs) on the Scheme portal (user ID and log-in credentials to ABs would be provided by MPSSDM)</li> </ul>
5.	Assessing Bodies	<ul style="list-style-type: none"> <li>• Conduct assessment tests at training centers</li> <li>• Uploading assessment results on scheme portal</li> </ul>
6.	Placement Agency (appointed by MPSSDM only for government institutions)	<ul style="list-style-type: none"> <li>• Registration on the portal post signing of MoU with MPSSDM</li> <li>• Map sector-wise list of State, National and International level employers</li> <li>• Assist in preparation of profiles of trained candidates and impart skills for preparing for interviews</li> <li>• Conduct placement drives for government TSPs</li> <li>• Placement and tracking of trained candidates from government institutions up to 1 year after completion of training.</li> <li>• Uploading the information of placed/self-employed candidates</li> </ul>
7.	NSDC	<ul style="list-style-type: none"> <li>• Supervising and guiding the operations and management of SSCs</li> </ul>

		<ul style="list-style-type: none"> <li>• Convergence with SDMS, if required</li> </ul>
8.	NSDA	<ul style="list-style-type: none"> <li>• Vetting of new QPs</li> <li>• Anchor implementation of NSQF</li> </ul>
9.	District Administration	<ul style="list-style-type: none"> <li>• Enhancing acceptance of schemes among masses through massive registration of beneficiaries</li> <li>• Overseeing the implementation of schemes in the district and reporting the same to MPSSDM</li> </ul>
10.	Line departments	<ul style="list-style-type: none"> <li>• Convergence of skilling activities with MPSSDM</li> <li>• Use of scheme portal in their skilling activities</li> </ul>

***MPSSDM may decide to engage other service providers to implement the scheme. Adequate amendments will be made in the SOP to highlight their roles in implementation of the scheme***



## 3. Module – Empanelment of TSPs

### 3.1. Introduction

Particulars	Description
<b>Purpose of the Module</b>	To lay down the process for selection of TSPs and allocation of training targets
<b>Key Actors</b>	CEO - MPSSDM Project Appraisal Committee – MPSSDM Government Training Institutions Semi Government Training Institutions Private Training Institutions

This Module details the process of empaneling the TSPs and sanctioning training targets. Under the schemes, training programmes will be delivered by three types of TSPs – Government, Semi-Government and Private. The selection of these TSPs will be based on different methods as described below.

Type of TSP	Mode of Selection	
Government TSPs (Government ITIs, Polytechnics, Engineering Colleges, Universities etc.)	Intention to Participate	
Semi-Government TSPs	Examination & Evaluation of EoIs /Intention to participate	
Private TSP	Competitive Bidding	

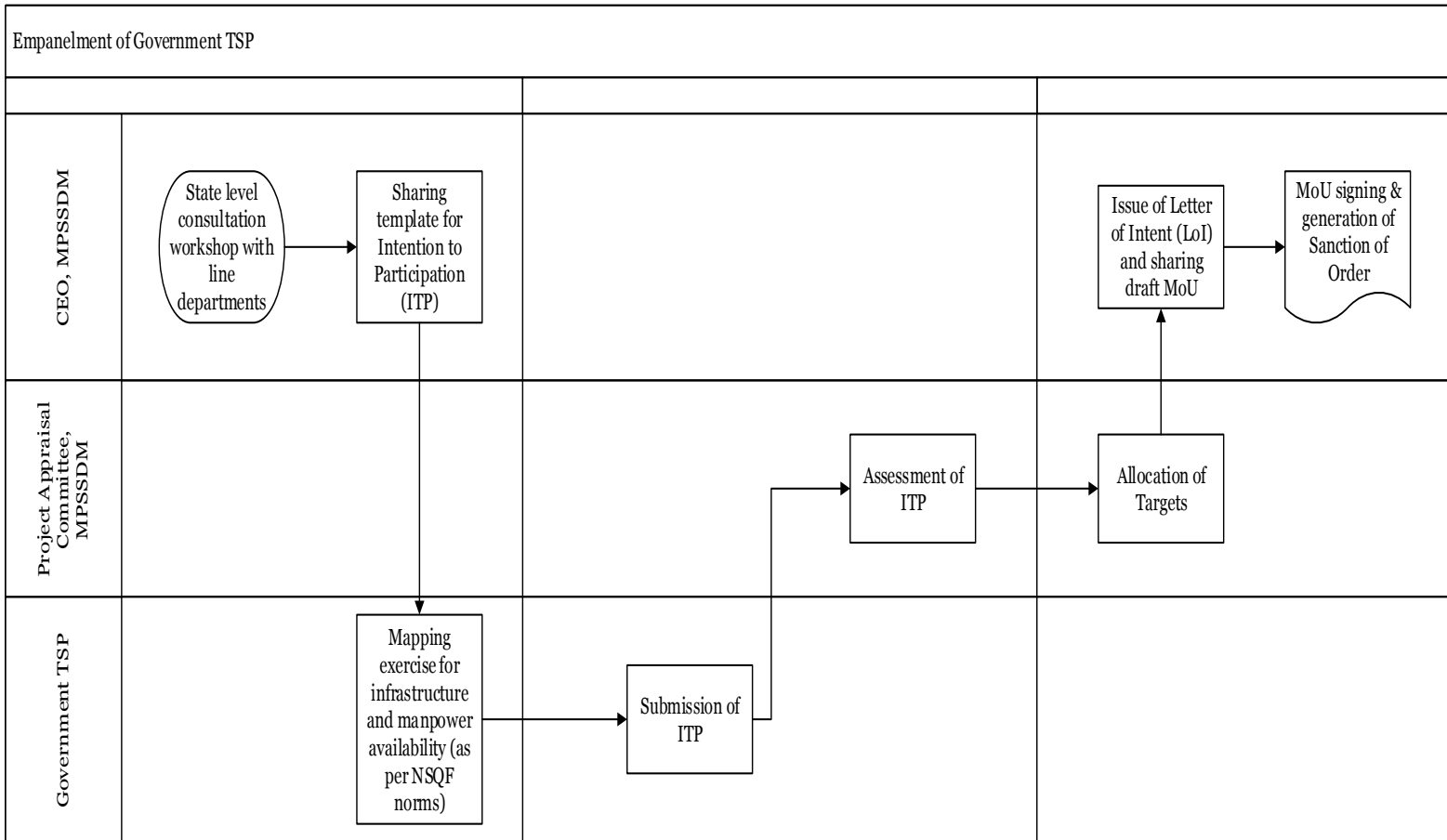
### 3.2. Process - Empanelment of TSPs

#### 3.2.1. Empanelment of Government TSPs

The government TSPs includes Government-run ITIs, Skill Development Centres (SDCs), Polytechnic Institutes, Engineering Colleges, Agriculture Colleges and any other department under the Central Government or State Government. The selection of the Institution will be based on the '**Intention to Participate**' (ITP) submitted by the institution in the prescribed format. In case of institutes supported by central government, institute can apply by submitting ITP directly to MPSSDM and in case of any institute supported by state government, the institute can apply by submitting ITP to MPSSDM after seeking approval of their concerned department.

The Standard ITP format will have to be submitted to the CEO MPSSDM by the institution for appraisal. All institutions in this category will be eligible for submission of the ITP throughout the year. However, the Project Appraisal Committee (PAC) will review the proposals submitted on 'as and when' basis. The project appraisal committee will be responsible for assessing the ITPs and CEO MPSSDM will be responsible for taking a final decision on empaneling the government institution and allocation of target.

<b>S. No</b>	<b>Action</b>	<b>Description</b>
1.	Selection Process	Empanelment by signing MoU between MPSSDM and concerned Department / Directorate based on the examination of the proposals by the Project Appraisal Committee of MPSSDM
2.	Agreement Type	1-year with extension on the basis on performance
3.	Target	Based on the availability of infrastructure and trainers
4.	Performance Guarantee	Nil





### **3.2.2. Empanelment of semi-government TSP**

The Empowered Committee of MPSSDM has in its meeting on 31st October 2017 defined a “Semi Government Agencies” as under:

#### **As per Companies Act, 2013**

A “Government company” as defined under Section 2(45) of the Companies Act, 2013 as “any company in which not less than 51% of the paid-up share capital is held by the Central Government, or by any State Government or Governments, or partly by the Central Government and partly by one or more State Governments, and includes a company which is a subsidiary company of such a Government company”.

#### **OR**

A “subsidiary company” or “subsidiary” of a Government Company would also be categorized as a Government Company provided the Government Company controls the composition of the Board of Directors; Exercises or controls more than one-half of the total share capital either at its own or together with one or more of its other subsidiary companies.

#### **OR**

#### **As per Madhya Pradesh Societies’ Registration Act, 1973**

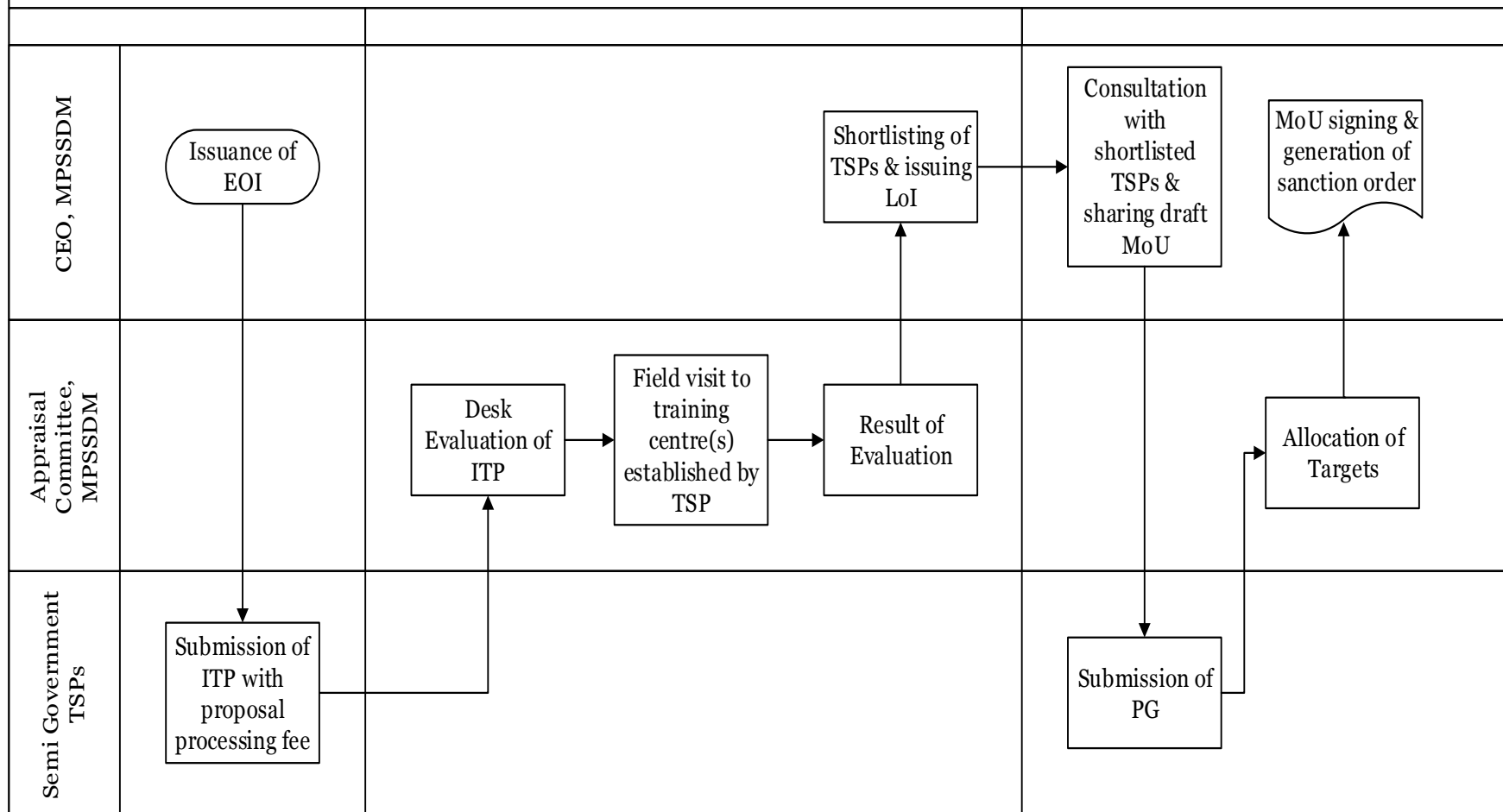
“State Aided Society” means a society which receives or has received aid, grant or loan or has received land or building or both on concessional rates and other facilities from the Central Government or State Government or any Statutory Body.

<b>S. No</b>	<b>Action</b>	<b>Description</b>
1.	Selection Process	Based on assessment of the response to the EoI
2.	Agreement Type	1-year with extension on the basis on performance
3.	Target	Assigned by the Project Appraisal Committee based on the assessment of ITP
4.	Performance Guarantee	5% of the tentative sanctioned project cost

MPSSDM would issue an Expression of Interest (EoI) for interested TSPs based on the approved Criteria in the public domain through an advertisement in leading national dailies. In response to the EoI, the applicant TSPs would submit their proposal based on the terms and conditions mentioned in the EoI document. The Project Appraisal Committee (PAC) would evaluate all the EoIs. Post evaluation, the TSPs would be empaneled by MPSSDM.

CEO MPSSDM reserves the right to issue an Expression of Interest for empanelment of semi-government agencies any time during a financial year.

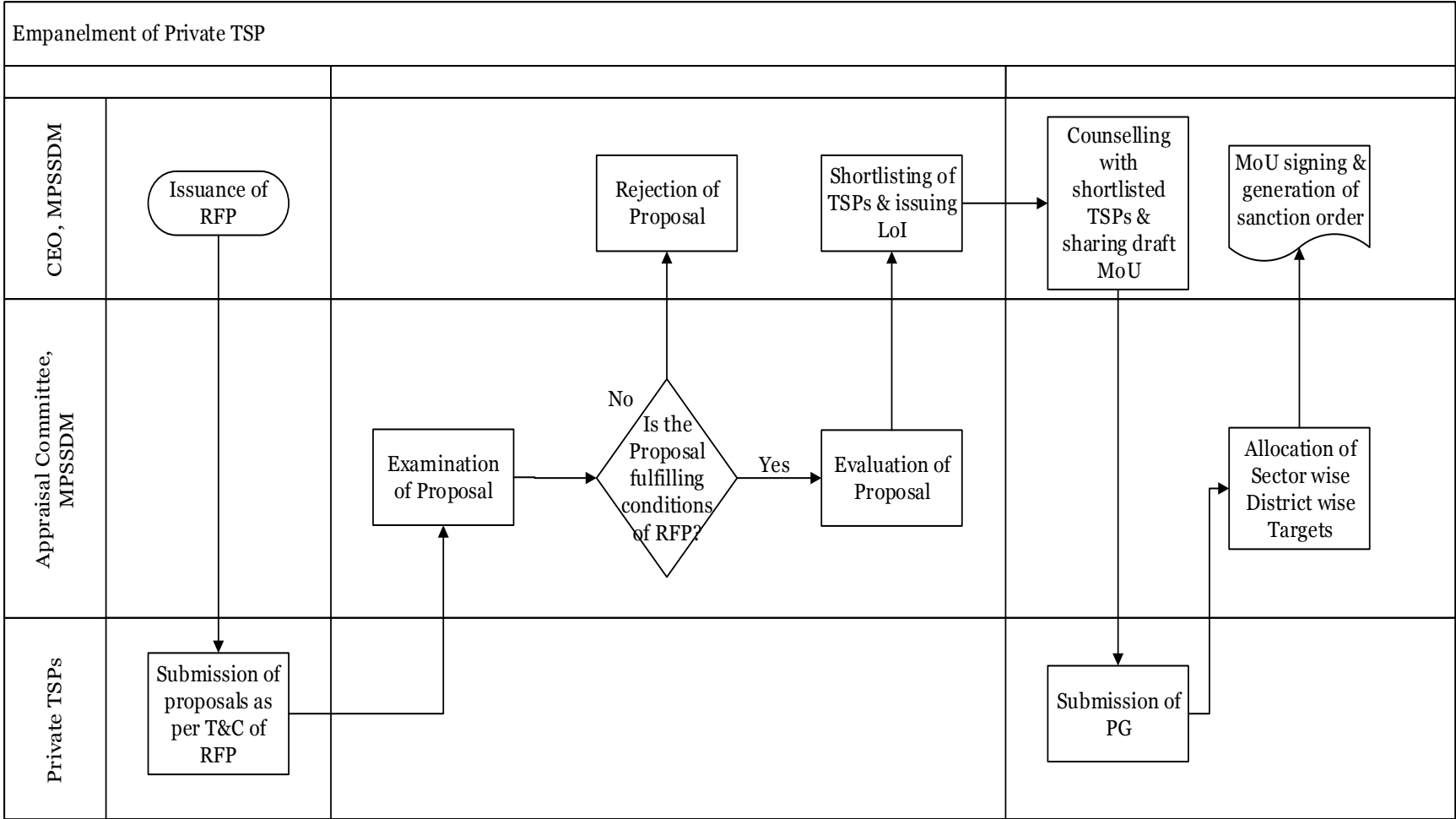
Empanelment of Semi-Government TSP



### **3.2.3. Private TSPs**

<b>S. No</b>	<b>Action</b>	<b>Description</b>
1.	Selection Process	Empanelment through RFP based on eligibility criteria
2.	Agreement Type	1-year with extension on the basis on performance
3.	Target	As decided / allocated by MPSSDM
4.	Performance Guarantee	5% of the tentative sanctioned project cost

The CEO MPSSDM would issue a Request for Proposal (RFP) for interested TSPs based on the approved criteria in the public domain through an advertisement in leading national dailies. The applicant TSPs would submit their proposal based on the terms and conditions mentioned in the RFP document. The Project Appraisal Committee (PAC) will evaluate all the proposals based on the terms and conditions of the RFP. Post evaluation, the TSPs would be empaneled by MPSSDM.





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### ***3.2.4. Signing of MoU and Generation of Sanction Order***

The MoU will be signed with the TSP within 15 days of the issue of the letter of intent (LOI). MPSSDM reserves the right to revoke the LoI if there is a delay on part of the TSP in signing the MoU. A Performance Guarantee (PG) will be submitted by TSP (Government TSP is exempted from submitting a PG) before the MoU execution. The amount of PG would be 5% of the tentative total sanctioned cost of the project calculated on the basis of training cost per trainee taken for a 300 hour Category B course<sup>2</sup>. The PG should be drawn in favor of CEO, MPSSDM through a scheduled commercial bank and must remain valid for at-least 24 months from the date of signing of MoU, unless specified otherwise in the LoI.

The purpose of signing the MoU is to delineate the steps/activities to be undertaken. The approved draft of the MoU detailing all the terms and conditions of the scheme would be shared with short-listed TSPs at the time of issuance of LoI. The TSPs would provide sector-wise district-wise month-wise action plan for completion of allotted targets which would be known as Prospective Project Work Schedule (PPWS) at the time of signing MoU which would be mutually agreed and will become a part of the MoU. The format for PPWS would be provided to all short-listed TSPs with the LoI.

### ***3.2.5. Registration of Training Service Providers (TSP)***

After signing of the MoU, the MPSSDM will create a user interface for the TSP on the scheme portal. A sanction order will be generated online as per **Form No: 3.1** and issued to qualified TSPs. Further, MPSSDM will provide default login credentials to TSP for registration on portal through the sanction order. **A Basic TSP profile will be created by MPSSDM on the scheme portal (Form No: 3.2).** The details, as per Form No. 3.2, would be cross-checked by the TSP and edited (if required) to complete the registration process as per **Form 3.3.**

TSPs would be required to furnish their basic details pertaining to nodal authorized person, contact details, etc. as per **Form No. 3.4**

### ***3.3. Validation of Allotted Targets by TSP***

The TSP will validate the target allocated as per **Form No: 3.4** above. It would give a comprehensive picture of TSP's action plan for implementing the project and would cover:

1. Number of candidates that will be trained.
2. District-wise, sector-wise distribution of the training targets.
3. Further, the Sector wise QPs would be decided by TSP and would be communicated to MPSSDM by TSP during Training Centre Affiliation Process.

The TSP will also be monitored on its progress against the allotted target and would attract alerts on non-compliance.

The TSP would validate the targets through MPSSDM portal to initiate training center affiliation:-

1. Once the TSP validates the targets and submits the corrected information (if any corrections are required) the same will be approved by MPSSDM and after that only the TSP can register training centre.
2. The system would validate the targets allotted in the MoU and target filled by the TSP. In case of any mismatch in allocation the TSP can raise a request to MPSSDM.

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<sup>2</sup>The training cost is for 300 hour course of Category B of the Common Norms Notification, 2016. However the actual cost per trainee would be paid as per the Category & duration approved in the NSQF

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### ***3.4. Consortium and Outsourcing***

Consortium arrangements are not allowed under the scheme. No training activity can be outsourced by the TSP. While hiring infrastructure on lease or rent will be allowed, TSPs cannot operate using a Franchisee model. In order to ensure that the TSP is not operating under consortium and outsourcing arrangement the following two parameters will be checked:-

#### 1. Rent Agreement

- If the TSP hire a rented premises then the Rent/lease agreement should be directly with the owner of the premises and no third party vendor should be involved in the rented premises.
- Any other agreement which proves the violation of the above mention clause would be considered as a franchising/ consortium model of operation. The TSP would be eligible for liable action as deemed fit by MPSSDM.

#### 2. Salary of trainers

- Offer letters should be issued by the competent authority of the TSP on the letter head of the TSP.
- The salary of trainers should be directly paid by the TSP through a banking transaction and salary slip and proof of bank transaction should be available to the TSP as an account of proof for the same.

MPSSDM or representatives of SPMU/ DPMU or a third party engaged by MPSSDM will verify documents and carry out inspection visits to establish if consortium/outsourcing/franchisee model has been used for delivery of training activities.

In case of violation of any of the above mention condition, the operations of the TSP would be discontinued; the submitted PG would be forfeited and it may lead to black-listing of TSP by MPSSDM

### ***3.5. Orderly /Premature Closure of project***

A project can be closed/terminated under the following conditions:

- Under conditions of default: The project will be terminated if the terms and conditions of the schemes are not followed and also if fraudulent practices have been observed.
- When a TSP requests for project closure to MPSSDM. The MPSSDM may consider the request of a TSP considering its inability to execute the project but in that case the PG from the TSP would be forfeited by the MPSSDM. In this condition the TSP should give written request for closure of the project. In such a case a forensic audit will be completed and as per the audit report the project will be closed.
- When it is unable to abide by modifications incorporated in guidelines and SOP. This will be closed after mutual consultation. If the project has to be closed a forensic audit will be conducted to close the project.

**Note: Please note that for any other condition not envisaged above, it will be dealt on case to case and no common/general guidelines can be issued in this case.**

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### ***3.6. List of Standard Forms in the Chapter***

Form No. 3.1: Sanction Order Format

Form No. 3.2: TSP Details to be filled by MPSSDM

Form No. 3.3: TSP Target Validation

Form No. 3.4: TSP Details Validation and Submission

## **Form No. 3.1: Sanction Order Format**

To

Name of the Contact Person

Name of the TSP

Communication Address of TSP

Dear (Name of the Contact Person)

This is to inform you that (Name of the TSP) has been empaneled as a Training Service Provider with MPSSDM under the MMKSY and MMKY schemes.

The details of the targets allotted and agreed under the MoU are as under:

<b>Name of the District</b>	<b>Name of the Sector</b>	<b>Targets assigned</b>
District 1	Sector 1	Xxx
District 1	Sector 2	Xxx
District 2	Sector 1	Xxx

Your profile has been created on the scheme portal and your user id and password are as under:

User id: \_\_\_\_\_

Password: \_\_\_\_\_

Your user id and password has also been shared through an email and SMS also. Please complete the TSP target approval module and the TCAF module to initiate training Centre affiliation for training.

Sincerely

CEO - MPSSDM

## ***Form No. 3.2: TSP Details to be filled by MPSSDM***

<b>S. No.</b>	<b>Name</b>	<b>Description</b>
<b>TSP Information</b>		
<b>1.</b>	Date of registration	
<b>2.</b>	Name of TSP	
<b>3.</b>	Type of TSP	
<b>4.</b>	Name of Contact Person	
<b>5.</b>	Contact Person Designation	
<b>6.</b>	Mobile no. for Alerts and communication	
<b>7.</b>	Email id to Receive Alerts and Communication	
<b>8.</b>	Legal Status ( New)	
<b>TSP target allocation</b>		
<b>9.</b>	District (Selection of Multiple Districts)	
<b>10.</b>	Sector (Selection of Multiple Sectors)	
<b>11.</b>	Number of Trainees to be Trained	
<b>12.</b>	Total number of Candidate to be trained.	

### ***Form No. 3.3: TSP Target Validation***

<b>S. No.</b>	<b>Name</b>	<b>Description</b>	<b>Remarks by TSP (Accept / Reject)</b>
<b>TSP Information</b>			
<b>1.</b>	Date of registration		
<b>2.</b>	Name of TSP		
<b>3.</b>	Type of TSP		
<b>4.</b>	Name of Contact Person		
<b>5.</b>	Contact Person Designation		
<b>6.</b>	Mobile no. for Alerts and communication		
<b>7.</b>	Email id to Receive. Alerts and Communication		
<b>8.</b>	Legal Status ( New)		
<b>TSP target allocation</b>			
<b>9.</b>	District (Selection of Multiple Districts)		
<b>10.</b>	Sector (Selection of Multiple Sectors)		
<b>11.</b>	Number of Trainees to be Trained		
<b>12.</b>	Total number of Candidate to be trained.		

## ***Form No. 3.4: TSP Details Validation and Submission***

<b>S. No</b>	<b>Particulars of Field</b>	<b>Description</b>
<b>1.</b>	Organization Name	
<b>2.</b>	Organization Short Name	
<b>3.</b>	Legal Status	
<b>4.</b>	PAN number	
<b>5.</b>	TIN number	
<b>6.</b>	TAN number	
<b>7.</b>	CIN number	
<b>8.</b>	GST Number	
<b>9.</b>	Date of registration	
<b>10.</b>	Organization Email Address	
<b>11.</b>	Office no. with STD code	
<b>12.</b>	House no./Building No./Apartment No./Plot no*	
<b>13.</b>	Street/Road/Lane:	
<b>14.</b>	Area/Locality:	
<b>15.</b>	Landmark:	
<b>16.</b>	State/Union Territory	
<b>17.</b>	Name of district	
<b>18.</b>	Block/Panchayat	
<b>19.</b>	Police Station	
<b>20.</b>	Post Office	
<b>21.</b>	PIN Code	
	a. Name b. Designation c. Address	

<ul style="list-style-type: none"> <li>d. City/Town</li> <li>e. State:</li> <li>f. District:</li> <li>g. Pin Code</li> <li>h. Phone (with STD Code)</li> <li>i. Email</li> <li>j. Mobile</li> </ul>	
<ul style="list-style-type: none"> <li>a. Bank Account No.</li> <li>b. IFSC Code</li> <li>c. Bank Name</li> <li>d. Branch</li> <li>e. Account Holder's Name</li> <li>f. MICR</li> </ul> <p><b>Documents required to be uploaded-</b></p> <ul style="list-style-type: none"> <li>a. Cancelled cheque</li> <li>b. Certificate of Incorporation as per act under which the organization has been registered</li> <li>c. Self-attested ID Proof of Authorized Signatory</li> </ul>	



## 4. Module - Training Centre Registration and Affiliation Process

### 4.1. Introduction

Particulars	Description
<b>Purpose of the module</b>	To lay down process for affiliation of Training Centres established by the TSPs
<b>Key actors</b>	SPMU, MPSSDM DPMU, MPSSDM Government TSPs Semi-Government TSPs Private TSPs Training Centres established by TSPs

### 4.2. Affiliation of Training Centre

The chapter details the process of affiliation of a training centre established by a TSP. The TSP shall establish the centre as per the norms and standards specified by the concerned Sector Skill Council (SSC). Every training centre would be mapped by the MPSSDM with a unique ID. The responsibility of establishment of training center would rest with the TSP. The TSP would open training centre based on the district-wise and sector-wise target allocated as per the Sanction Order and TSP registration detailed out in the previous chapter.

TSPs are required to consider following points before establishing training centre: -

- The TSP should open training center (TC) within 20 days of issue of sanction order to TSP or as per the targets allocated to the TSP.
- The TSP should register the Training Centre with individual log-in ID and unique Centre ID would be generated through the portal.
- Each training center must have well-equipped classrooms and laboratories as per the infrastructure mandate of the concerned Sector Skill Council. For ensuring adequacy of training infrastructure, all centers will be affiliated by MPSSDM before commencement of training as per prescribed norms of the concerned SSC. TSP must ensure the physical presence of the Centre Manager at the time of affiliation.
- The one –time non-refundable fee of Rs. 10000/- per centre irrespective of the number of QPs proposed in one centre shall be borne by the TSP. The fee would be paid by TC established by Private TSP by RTGS/NEFT/IMPS money transfer through scheme portal. Government TSPs and Semi Government TSPs are exempted for submission of affiliation fees. The bank account details of MPSSDM is as follows: –

Bank Account Name – CEO, MPSSDM

Account No. – 50100061126010

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Bank – HDFC Bank

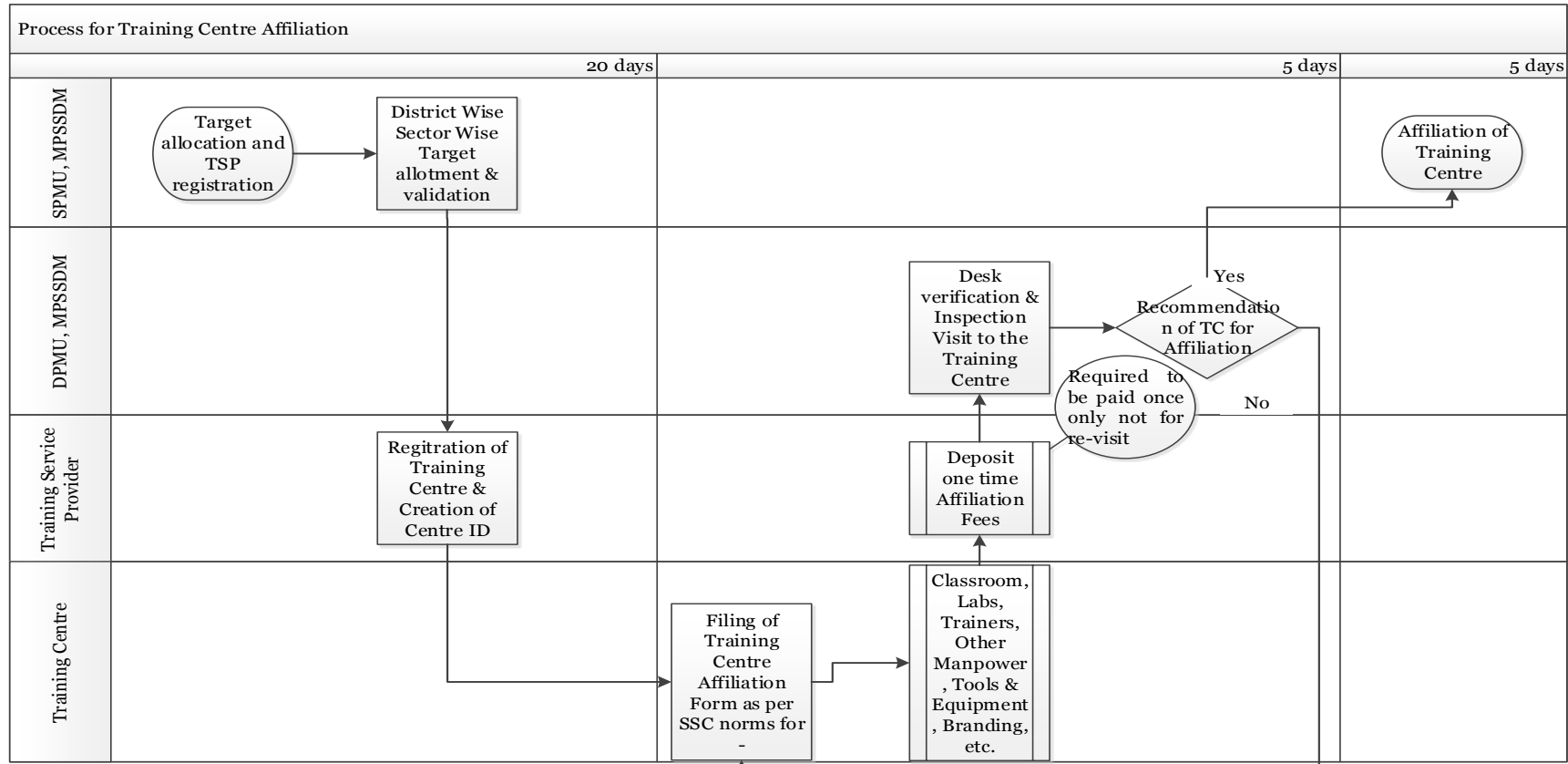
Branch – Indrapuri, Bhopal

IFSC Code – HDFC0002780

- Each center must have mandatory infrastructure as per the norms and standards laid down for the respective Qualification Pack (QP) by the concerned SSC. It is requested from all the TC / TSPs to please go through the following documents, available online at the respective SSC portal, before applying for Centre Affiliation -
  - QP Wise Trainers Qualification
  - QP wise space norms for classroom and labs
  - QP Wise Equipment requirement
- The qualification of trainers for the respective sector should be as per the norms of SSCs.
- The Training Centre must be STRICTLY established as per the brand book of MMKSY. The Brand book is available at the Home Page of MPSSDM scheme portal.
- TSP to ensure availability of Training Kit for all the trainees in batch.
- The DPMU shall visit the training centre for inspection visit within 5 working days for providing their recommendation.
- In case, the DPMU does not find the centre suitable for affiliation, the DPMU would instruct the TSP / Centre Manager for providing necessary compliances.
- Based on the compliances provided, the DPMU would consider the affiliation of training centre through another physical inspection visit or desk verification, as deemed fit by the DPMU.
- The DPMU will not carry out more than two visits to a particular centre for affiliation. In case if a centre is not suitable for affiliation even after two visits by the DPMU, the Centre should fill a fresh TCAF and deposit Centre Affiliation Fees of INR 10,000.00 to MPSSDM.
- Once the recommendation of the affiliation of Training Centre along with its one time capacity is provided by the DPMU, the SPMU on assessing the capacity would affiliate the TC.

The entire process is detailed out in the subsequent sections.

### 4.3. Process Overview



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TSPs are required to consider following points before applying for affiliation of a training centre: -

- For each training center to be affiliated, the TSP must submit the Training Centre Affiliation Form (TCAF) to MPSSDM as per Form No. 4.1.
- The request of affiliation by the TSP as per Form No. 4.1 would be initiated through the MPSSDM portal.
- The affiliation of the Training Centre would be provided based on visit conducted by the District Project Management Unit (DPMU) designated by MPSSDM. The DPMU has been constituted in every district by the MPSSDM vide its Circular No. 1350 dated 12.06.2017 (available at Annexure-XX) as follows -
  - Principal of District level Nodal ITI as Chairperson
  - Principal of any other ITI in the district (nominated by the Joint Director) as Member
  - Training Officer of concerned sector of District level Nodal ITI (nominated by Principal of District level Nodal ITI) as Subject Matter Expert Member
  - Training and Placement Officer (TPO) of District level Nodal ITI as Member
- In case of any deviation from parameters as mentioned in Form No. 4.1 the TSP has to ensure compliance within 5 days of the aforesaid visit.
- In case of skills training to Persons with Disabilities (PWDs), the TSP shall ensure that the training center is accessible to PWD candidates and is equipped for their needs.

## 4.4. Protocol for training center affiliation

Sr. No.	Process / Activity	Process Owner	Timeline
1.	Infrastructure readiness – TSP to ensure basic infrastructure as per norms notified by SSCs and compulsory training amenities prescribed by MPSSDM.	TSP & TC	Within 15 days of Issue of Sanction order or as per the allotted target.
A	<b>Verification of Mandatory Infrastructure</b>		
1.	Submission of centre details to the MPSSDM district team along with a request for verification of centre through deposition of Centre Affiliation Fees	TC	Within 20 days of Issue of Sanction order.
2.	Desk Verification of TCAF	DPMU , MPSSDM	Within 5 days of receiving TSP request
3.	Physical verification of TCAF – DPMU, MPSSDM to physically verify infrastructure readiness	DPMU, MPSSDM	
4.	If DPMU recommends the TC training capacity and sends it to SPMU – SPMU, MPSSDM to issue work order to affiliated TC under intimation to the TSP	SPMU, MPSSDM	Within 5 days of recommendation of DPMU
5.	If DPMU does not recommends the TC for affiliation and sends it back to TC – TSP to resubmit TCAF with compliance reports on the observation made by DPMU  Note: <ul style="list-style-type: none"> <li>Based on the nature of compliance, the decision would be made by DPMU of MPSSDM to revisit the centre; else the work order would be issued based on the compliance report.</li> <li>Only one re-visit of the TC is allowed</li> <li>If the centre is not affiliated within two visit by DPMU, the TCAF would be cancelled and TC would need to apply for new affiliation and the requisite affiliation fee will have to be paid to MPSSDM.</li> </ul>	TSP & TC	Within 5 days of observations of DPMU

### 4.4.1 Protocol for CCTV

The purpose of CCTV installation at the training center is to ensure that a training center performs as per procedures in SOP. The TSP has to ensure that the daily activities are being captured through CCTV and storage

of sampled video footage after completion of training of each batch. MPSSDM district team will review CCTV footage on random basis as per the instruction given for training center inspection. The back-up for CCTV recordings should be stored by the TSPs till the closure / completion of the project.

The TC should install CCTV devices before filling the TCAF. The specifications of CCTV would be uploaded on the scheme portal by MPSSDM.

#### ***4.4.2 Protocol for biometric devices***

The training centre should have Aadhar enabled biometric device for capturing attendance of candidates in the training centre. The specifications and configuration of the device will be as per the UIDAI norms and will be Aadhar based.

The TC should have installed the biometric devices before filling the TCAF.

The specifications of the Biometric Devices are available on our portal at <http://ssdm.mp.gov.in/Admin/CMS/fileman/Uploads/Documents/biometric%20specification.pdf>

#### ***4.5. Revisions in Training Centre Affiliation***

There is a possibility that training centres affiliated may have to be changed, this could either be on the request of the TSP or based on the assessment made/special conditions that may emerge during implementation of the schemes.

Revisions in TC affiliation will be essential to allow flexibility in the implementation of the scheme. A TSP, through the TC, may request changes in one of the following cases:

- Change in Qualification Packs being offered in different training centers and same training centres.
- Increasing the capacity of the existing training centre.
- Change in Centre location.

TSP can request reduction in targets or replacement of an existing QP with a new QP or both in a training centre.

In case the TSP suggest to alter the change in an existing training centre where the overall Training capacity is altered it would require the district affiliation team to revisit the centre. The TSP should be given the provision to register a new training centre and to add the new QPs only after the affiliation process is completed and then only the training should commence in the new training centre.

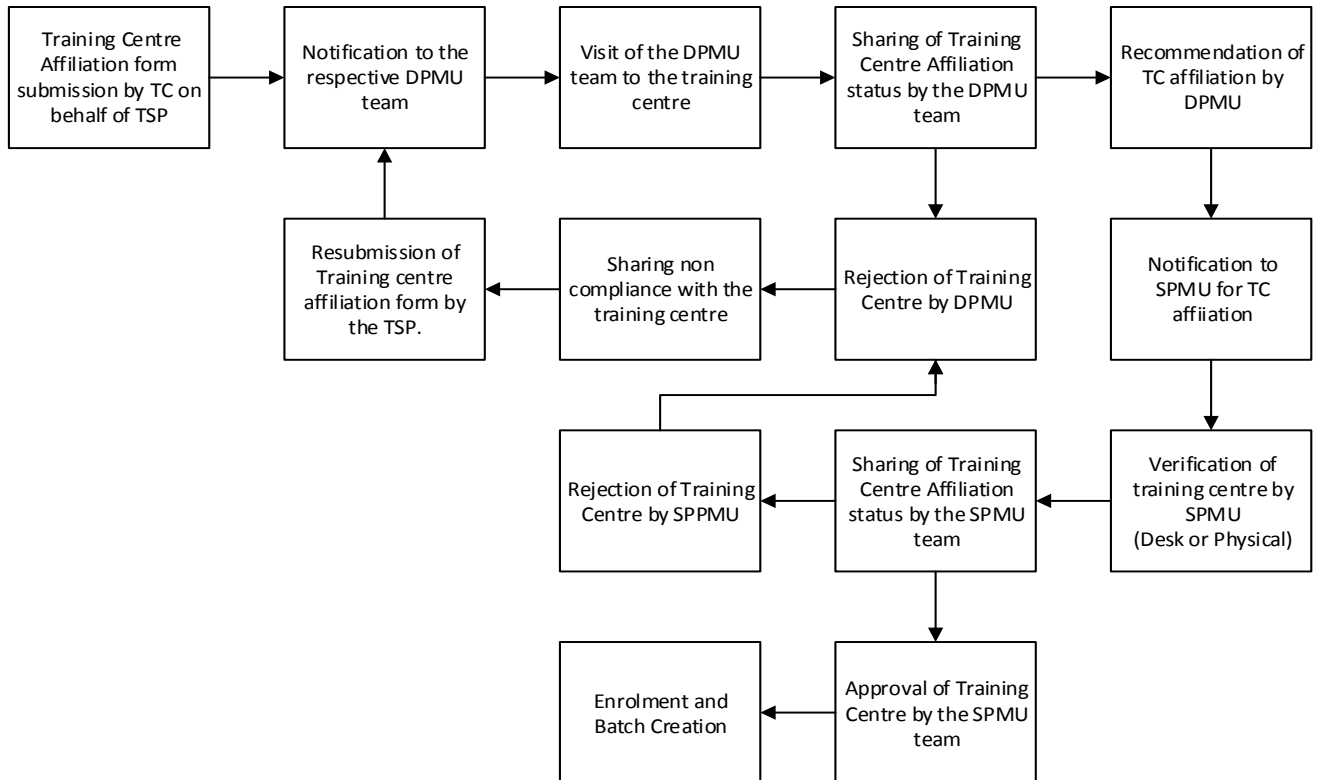
In case the TSP decides to change the centre location, the TSP should register a new centre and would seek fresh affiliation. In such cases TSP has to create a new training centre as per the sanctioned details.

In cases of revised affiliation is required, the affiliation fee would be paid by the TSP through the TC. Post affiliation, a revised work order will be issued by the CEO MPSSDM as per the recommendation of the DPMU.

## 4.6. Training Centre Affiliation by MPSSDM

The Training Centre Affiliation would be completed through a physical visit to the training centre by the concerned DPMU.

Sequence of the activities for completing Centre Affiliation process is as under:-



### 4.6.1 District Program Management Unit.

Once the TSP through the TC has successfully submitted the TCAF form online, it would be reflected in the login of the respective District Program Management Unit Team on the web-portal.

The DPMU team would undertake desk verification of the TCAF and a visit to the training centre within 5 working days.

#### Overview

Item	Description
<b>Purpose</b>	To recommend the affiliation and the per day capacity of training centre to SPMU
<b>Prerequisite/s</b>	Submission of TCAF on the portal by the TC on behalf of the TSP
<b>Succeeding process</b>	Recommendation for centre affiliation to MPSSDM or rejection of affiliation
<b>Time for completion</b>	Within 5 days of submission of TCAF by TC
<b>Resource/s</b>	As per Form No. 4.1 – TCAF
<b>Process owner</b>	DPMU, MPSSDM

## Activities

Actor	Action	Time for completion	Relevant Documents
<b>TSP acting through TC</b>	Submit TCAF on portal		As per Form No: 4.1 TCAF
<b>DPMU of MPSSDM</b>	Inspect and physically verify the submitted TCAF and put their remarks on portal	Within 5 days of submission of TCAF	

### 4.6.2 State Program Management Unit

Once the DPMU has positively recommended the TCAF form it should be reflected in the login of the State Program Management Unit Team.

The SPMU team would conduct Desk Appraisal or undertake visit (if required) to the training centre within 5 working days of receiving the form in the respective login.

#### Overview

Item	Description
<b>Purpose</b>	To provide affiliation to a centre registered by TSP as per Form 4.1 and recommendation of DPMU
<b>Prerequisite/s</b>	Recommendation / Acceptance of TCAF on the portal by the DPMU
<b>Succeeding process</b>	Affiliation of TC and Issuance of Work Order
<b>Time for completion</b>	Within 5 days of Recommendation / Acceptance of TCAF on the portal by the DPMU
<b>Resource/s</b>	As per Form No.4.1 – TCAF and DPMU remarks on the same
<b>Process owner</b>	SPMU

## Activities

Actor	Action	Time for completion	Relevant Documents
<b>SPMU of MPSSDM</b>	Provide affiliation / accept the recommendation of DPMU	Within 5 days of Recommendation / Acceptance of TCAF on the portal by the DPMU	As per Form No: 4.1 TCAF and Remarks of DPMU on TCAF



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## ***4.7. Payment Module for Affiliation Fees***

Private TSPs are required to submit one time affiliation fee of Rs. 10,000/- in favour of CEO, MPSSDM through payment gateway for every TCAF irrespective of the number of QPs proposed in one centre subject to following terms and conditions: -

- The DPMU shall visit the training centre for inspection visit within 5 working days.
- In case, the DPMU does not find the centre suitable for affiliation, the DPMU would instruct the TSP / Centre Manager for providing necessary compliances.
- Based on the compliances provided, the DPMU would consider the affiliation of training centre through another physical inspection visit or desk verification, as deemed fit by the DPMU.
- The DPMU will not carry out more than two visits to a particular centre for affiliation.
- In case if a centre is not suitable for affiliation even after two visits by the DPMU, the Centre should fill a fresh TCAF and deposit Centre Affiliation Fees of INR 10,000.00 to MPSSDM.

## ***4.8. List of Forms***

Form No. 4.1: Training Centre Details for Affiliation (Training Centre Affiliation Form)

### ***Form No. 4.1: Training Centre Details for Affiliation (Training Centre Affiliation Form)***

Please read the following instructions before filling up the Training Centre Affiliation Form (TCAF)

1. Please ensure to fill correct information, MPSSDM DPMU team will visit the TC and will inspect TC based on the filled TCAF.
2. Please note that all the fields are mandatory in this Form and TC needs to provide information for every detail.
3. All fields are not having an option of "free text" so please select from the available "drop down menu".
4. Please fill the information in this attached Form on the portal (Not hard copy). During the Centre Visit, the DPMU will add their comments online in the attached Form, and the print out shall be taken at your Centre. The Form shall be signed by the Centre Inspector and the Centre Manager/ Head
5. Please keep one copy of the filled TCAF ready before the Centre Visit

### ***Addition of New Training Centre***

Once TSP targets are approved, the TSP would be able to create the centers and a unique id would be created for every centre and login credentials will be issued to the concerned training centre in-charge.

## Centre Basic Details

Particulars	To be filled by Training Centre	Relevant Document
Name of Training Service Provider*		
Training Centre Name *		
Type of Training Centre, please specify from below options:*		
1. TP Owned 2. Rented		
Website (if any)		
Availability of Aadhar Enabled Biometric Attendance System?*		
Please specify - Yes/ No		
Proximity of Centre to Public Transport System, please specify from below options:*		
1. 0-3 Km 2. 3.1-5 Km 3. 5.1-10 Km 4. More than 10 Km		
Name of Nearest Bus/Railway Station		
Building Status, please specify from below options:*		
1. Stand Alone Building 2. Industrial/Commercial Building 3. Educational Institute 4. Residential Building 5. Others		
Is the TC well plastered, colored distempered/whitewashed, please specify (Yes/ No)		
Centre Floor is tiled, please specify (Yes/ No)		
Availability of Internet, please specify from below options:**		
1. Speed of 2 MBPS and above 2. Speed of Less Than 2 MBPS & Greater Than 1 MBPS 3. Speed of 1 MBPS		
Adequate Power Backup for 4 hours (UPS/ Gen Set/Inverter/DG)(Yes/ No)**		

<b>Particulars</b>	<b>To be filled by Training Centre</b>	<b>Relevant Document</b>
Centre Manager Details*		
Name*		
Mobile*		
Alternate Number		
Email ID*		
Centre Address*		
House no./Building No./Apartment No./Plot no*		
Street/Road/Lane:		
Area/Locality:		
Landmark:		
District		
Block		
Vidhan Sabha Constituency Name*		
Pin Code*		
Area Classification of Centre, please specify from below options:*		
1. Urban 2. Rural		
Address Proof, please specify from the below options:**		
1. Telephone Bill 2. Electricity Bill		
Total Constructed Training Centre Area (in Sq. Ft.)**		
If already participated in MMKSY, please specify Centre Id		

## Centre Classroom Details

The Centre classroom details will be filled by the Centre in the given form below for every classroom individually:-

Particulars	To be filled by Training Centre	Relevant Document
	Classroom	
Classroom Serial Number		
Carpet Area (In Sq. ft.)*		
Availability of any Type of Projector, please specify (Yes/ No)**		
Availability of Air Conditioner, please specify Yes/ No		
Availability of CCTV Camera with Recording Facility, please specify (Yes/ No) **		
Proposed Batch Size (for this Class Room)*		
Proposed Number of parallel batches per day in this classroom, please specify in number*		
Availability of Adequate Light in the Classroom, please specify (Yes/ No)**		
Electrical Wires and Switchboard Secured, please specify (Yes/ No) **		
Classroom Well Ventilated, please specify (Yes/ No)		
Is the Classroom Clean and Hygienic, please specify (Yes/ No)		
Classroom used for which Qualification Pack, please select from Qualification Packs Tab*		
Remark(If any)		
Qualification Pack Specific Poster**		
Safety Instructions Poster**		
Chairs *		
Notice Boards / Display Boards**		
White Board and Marker**		

## Centre Lab Details

The Centre Lab details will be filled by the Centre in the given form below individually for every lab:-

Particulars	To be filled by Training Centre	Relevant Document
	Centre Lab	
Lab Type, please specify from below options:* 1. IT/ Computer Lab 2. Sector Specific Lab		
Is the Lab Same as the Classroom, please specify (Yes/ No)*		
Lab Serial Number		
Total Number of Computers/ Laptops if it is IT Lab**		
Availability of Internet*		
Availability Of Air Conditioner, please specify Yes/ No		
Carpet Area (In Sq. ft.) *		
Proposed batch size for this Lab*		
Proposed number of parallel batches per day in this Lab, please specify in number*		
Lab used for which Qualification Pack		
Availability of CCTV Camera with Recording Facility, please specify Yes/ No**		
Availability of Adequate Light in the Lab, please specify (Yes/ No)**		
Electrical Wires and Switchboard Secured, please specify Yes/ No**		
Lab Well Ventilated, please specify Yes/ No		
Is the Lab clean and hygienic, please specify Yes/ No		
Contact of Fire Brigade, Ambulance , Hospital Emergency Numbers displayed in the Lab, please specify (Yes/ No)*		
Remarks(If any)		
Qualification Pack Specific Poster**		

Particulars	To be filled by Training Centre	Relevant Document
	Centre Lab	
Safety Instructions Poster**		
Chairs *		
Notice Boards / Display Boards**		
White Board and Marker**		

## ***Trainer Details***

The details of the trainers will be filled in the given form below. In case more than one trainer is required, multiple forms should be available to map the trainers to the training Centre.

Particulars	To be filled by Training Centre	Relevant Document
Trainer Name *		
Qualification Pack 1, please select from Qualification Pack Tab*		
Trainer's Certified for which SSC, Please select from Sector Skill Council Tab**		
Qualification Pack 2, please select from Qualification Pack Tab*		
Trainer's Certified for which SSC, Please select from Sector Skill Council Tab*		
Qualification Pack 3, please select from Qualification Pack Tab*		
Trainer's Certified for which SSC, Please select from Sector Skill Council Tab*		
Trainer Certified in Entrepreneurship by NIESBUD or Similar Agency * (Yes/No)		
If yes, please specify the name of Agency from which Entrepreneurship Certification Obtained. **		
Type of Resource, please specify: 1. Dedicated Resource 2. Shared Resource		

<b>Particulars</b>	<b>To be filled by Training Centre</b>	<b>Relevant Document</b>
Trainer Mobile Number *		
Highest Qualification, please specify**		
Total Years of Experience (in yrs.)**		
Out of Total Experience, Sector related experience (in yrs.)		
Out of Total Experience, Teaching Industry experience (in yrs.)		
Aadhar Number of Trainer		
Gross Salary of Trainer (Optional)		
Remarks(If any)		

### ***Centre Staff Details***

The Other supporting staff at the centre should also be filled by the Centre in the respective form below:-

<b>Particulars</b>	<b>To be filled by Training Centre</b>
Type of Support Staff, please specify from below options: 1. Receptionist/ Front Office Coordinator 2. Placement Coordinator 3. Counselor 4. Administration Officer 5. MIS Coordinator 6. Mobiliser	
Name	
Highest Qualification, please specify	
Total Experience (in Years)	
Please specify Shared or Dedicated Resource	
Remarks(If any)	

## ***Branding of Training Centre***

The items listed in the Brand Book of MPSSDM should be mapped in this section.

<b>Particulars</b>	<b>To be filled by Training Centre</b>	<b>Relevant Document</b>
Directional Signage*		
Front Elevation(Backlight Glow Sign Board, Drop Down banner*, TP Banner*)		
Reception Cum Counseling Area (Banner Behind Reception Desk*, MMKSY /MMKY Logo on the Reception Desk* Availability of CCTV Camera with Recording Facility, please specify Yes/ No, Placement Poster**)		
Attendance Register*		
Training Centre Affiliation Report		
Testimonial Posters *		
Suggestion Box*		
Notice Board / Display Board*		
MMKSY/ MMKY Scheme Poster*		
Emergency / Helpline No. Chart*		
Student Entitlement Poster*		
Aadhar Enabled Biometric System*		
Chairs*		
TP Banner*		
Course book*		
Note book and pen*		



## ***Centre Tool Availability***

It is mandatory that a QP wise option to be given to the TSP for uploading the Tool list in the below format below:-

<b>S. No.</b>	<b>Name of the QP</b>	<b>Upload file</b>
<b>i.</b>	The dropdown of QPs allotted by the TSP to the centre should be available in the dropdown.	

- The TSP should sign the tool list and submit (upload on the portal) the signed copy of the tools and equipment's available at the training centre.

## ***Training Centre Enrollment Capacity***

<b>SR. No.</b>	<b>Particulars of Fields</b>	<b>Description</b>	<b>Data Entry Source</b>	<b>Remark</b>
<b>1</b>	Centre ID			
<b>2</b>	Sector Name			
<b>3</b>	Name of QP			
<b>4</b>	QP wise training Capacity			
<b>5</b>	Total Training Centre Capacity			

# 5. Module - Batch development processes

## 5.1. Introduction

Particulars	Description
<b>Purpose of the Module</b>	To lay down a process of batch lifecycle management during entire training duration
<b>Key Actors</b>	Training Service Provider Training Centre SPMU – MPSSDM DPMU – MPSSDM Candidates

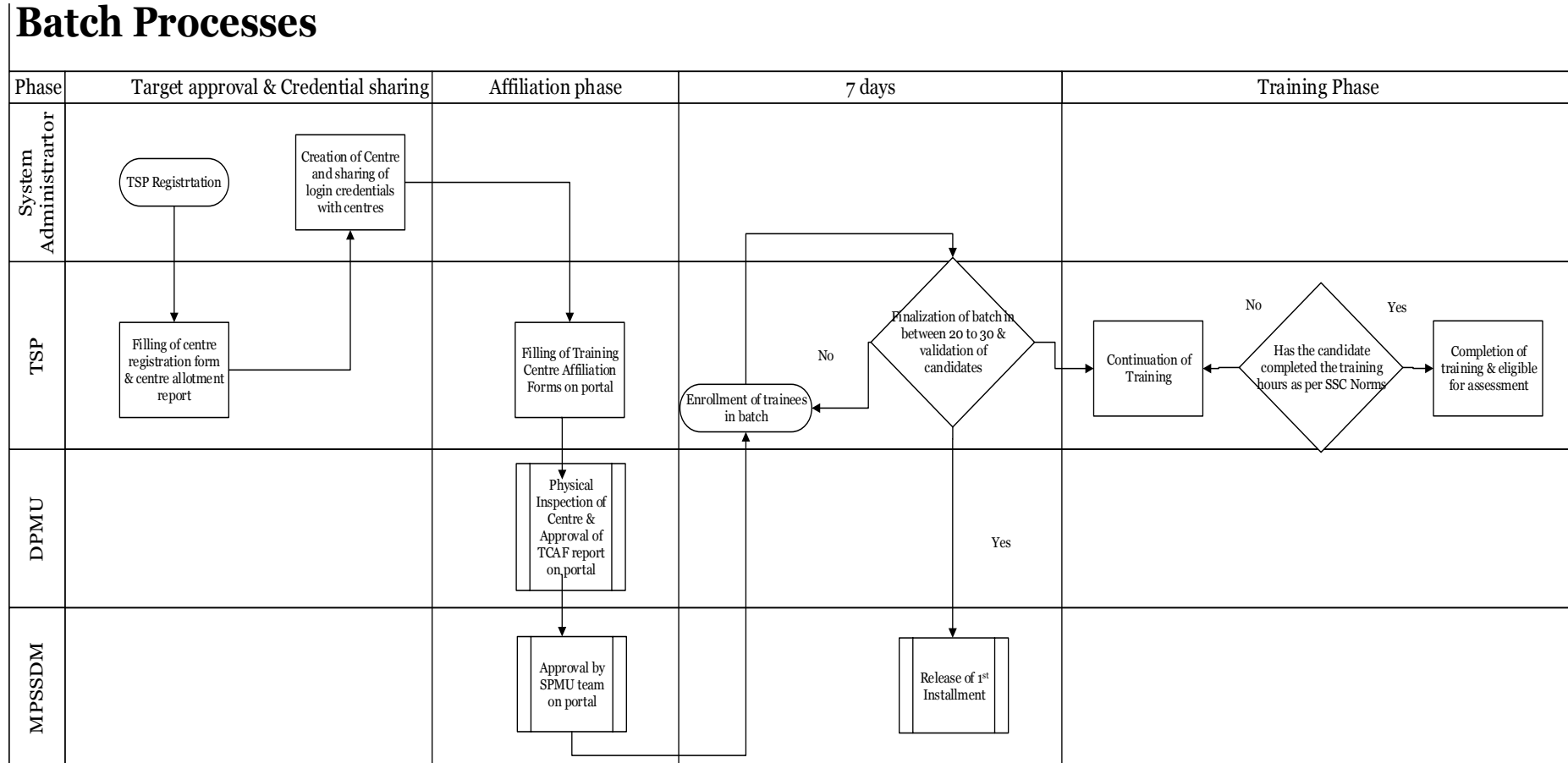
Post affiliation of the training centers, the TSP will be able to register candidates and create training batches. The present chapter details the batch development processes, roles and responsibilities of various stakeholders involved and timelines defined for various activities. Further the chapter highlights the modalities involved at each of the distinct stages and necessary forms that needs to be filled so as to operationalize various interlinked processes.

Batch processes primarily comprises of 5 major parts:-

- i. Registration of candidates
- ii. Batch Creation
- iii. Batch Finalization
- iv. Batch Completion
- v. Batch Termination.

Stages and timelines of the overall processes have been shown through a process diagram as below:

## Batch Processes



## 5.1. Registration of the trainees

Since the schemes will be managed through the scheme portal, it is mandatory to first register a potential candidate on the scheme portal. Only candidates registered on the portal can be linked to a batch. While a self-registration tool exists for trainees, the same tool can be utilized by the TSP to register mobilized candidates. The registered candidate will be provided with an Aadhar linked unique id.

The link for registering a candidate is <http://ssdm.mp.gov.in/CandidateReg.aspx>. The SOF for registration of the candidate is enclosed as SOF 5.1.

Item	Description
Process Owner	Candidate
Prerequisite/s	<ul style="list-style-type: none"><li>Valid Aadhar number for the potential candidate</li></ul>
Succeeding process	<ul style="list-style-type: none"><li>Batch Creation</li><li>Batch finalization</li><li>Initiation of classroom training</li></ul>
Relevant forms	Form No. 5.1

## 5.2. Batch creation

Once the training Centre is approved by the SPMU team, the TSP should be able to create batches under the Training center Id approved. Only those sectors and QPs which have been approved by SPMU can be considered for training. The day on which the Batch ID is created will be considered as the batch creation date and 7 days from the same day should be consider as batch finalization date. The TSP can enroll candidates registered on the Scheme portal and will get 7 days to ensure that a batch of 20-30 candidates is created. In case the TSP is unable to enroll enough candidates, the batch will be terminated and the trainees enrolled will return to the trainee pool on the scheme portal. They will be available for re-enrolment. The TSP can again initiate the process for batch creation.

Once the candidate has completed the enrollment process in a batch, he/she will be removed from the database of candidates registered. If the candidate is enrolled in a batch, then irrespective of him or her completing the training course, the candidate will not be able to register on the scheme portal for a minimum of six months.

Item	Description
Process Owner	TSP (Training Service Provider)
Prerequisite/s	<ul style="list-style-type: none"><li>Training centre should have been approved by SPMU team as per the affiliation norms</li><li>Completion of mobilization, counselling and aptitude test for shortlisted candidates</li><li>Aadhar authentication for the candidate</li></ul>
Succeeding process	<ul style="list-style-type: none"><li>Batch finalization</li><li>Initiation of classroom training</li></ul>
Relevant forms	Form No. 5.2, 5.2.1, 5.2.2, 5.2.3

### 5.3. Batch finalization

Once the batch is created by the TSP, a time period of 7 days is to be given to the TSP to finalize the list of candidates in the batch. In the time period of 7 days a TSP can enroll/de-enroll candidates until the batch strength as approved by SPMU is fulfilled. If a candidate is dropped out before batch finalization, then the candidate will again be made available in the registration database and is eligible for enrollment. The list of candidates generated through the **Batch Finalization Form** should be the database of the candidates to be reflected in the login of the Centre for marking the Attendance of the candidates.

Item	Description
<b>Process Owner</b>	TSP (Training Service Provider)
<b>Prerequisite/s</b>	Batch finalization module will only be available when minimum 20 candidates are enrolled in the batch
<b>Succeeding process</b>	Batch completion
<b>Time for completion</b>	7 calendar days from batch creation date
<b>Relevant forms</b>	Form No. 5.3

### 5.4. Batch Completion

The Batch completion duration would depend on the Number of Training Hours and the per day training hours. List generated through **Form for Batch Completions** should be the database of the candidates to be reflected in the login of the Sector Skill Council the details for which are specified in the Assessment and Certification Module. The TSP can mark the batch closure date after the batch end date as mention at the time of batch creation. Once the batch closure is marked by the TSP, no further attendance of that batch should be recorded and the details of the particular batch will be non-editable for any future process.

Item	Description
<b>Process Owner</b>	TSP (Training Service Provider)
<b>Prerequisite/s</b>	Batch creation and finalization
<b>Succeeding process</b>	<ul style="list-style-type: none"><li>• Assessment and certification of candidates</li><li>• Placement of candidates</li></ul>
<b>Time for completion</b>	As per the training hours defined by the respective SSC and the per day training hours manually entered by the TSP
<b>Relevant forms</b>	Form No. 5.4

## ***5.5. Batch Termination***

The batch termination case arises either when a TSP raises the request or MPSSDM wants to terminate on account of various reasons like any fraudulent activity/TSPs poor performance or inability to mobilize the minimum number of trainees etc. The TSP should not have the provision to terminate the batch but only to initiate request for termination. Once the request is initiated it should go the DPMU from-where it would be forwarded to SPMU and after due approval of SPMU the batch should be terminated. The candidates which are enrolled in the batch at the time of Batch Termination should be released from the database of enrolled candidates and should be available again for re-enrollment on the scheme portal.

<b>Item</b>	<b>Description</b>
Process Owner	MPSSDM
Prerequisite/s	Batch creation
Succeeding Process	Closure of batch and adjustment of fund release (if any)
Time for completion	Possible from Batch initiation to batch closure
Relevant forms	Form No. 5.5

## ***5.6. List of Forms***

Form No. 5.1: Candidate Self Registration Form

Form No. 5.2: Batch Creation form

Form No. 5.3 - Batch finalization form

Form No. 5.4 - Batch completion form

Form No. 5.5 - Batch termination form

## ***Form No.5.1: Candidate Self Registration Form***

<b>S. No</b>	<b>Particulars of Field</b>	<b>To be filled</b>
1	Aadhar Number*	
2	Photograph of Aspirant*	
3	Name of the Aspirant*	
4	Gender*	
5	Father's Name*	
6	Mother's Name*	
7	Date of Birth*	
8	Marital Status*	
9	Religion*	
10	Category*	
11	Special Category*	
12	Economic Status*	
13	Highest Educational Qualification*	
14	Other Qualification	
15	Work Experience	
16	Person with Differently Abled*	
17	If yes, then choose type of disability	
17.1	Sectors of Interest*	
18	Training Preferred District*	
19	Preferred Type of Employment*	
20	Address*	
21	Home District*	
22	Locality*	
23	Pin code	

<b>S. No</b>	<b>Particulars of Field</b>	<b>To be filled</b>
24	Correspondence Address*	
25	Mobile Number*	
26	Alternate Mobile Number*	
27	Email Id	
28	PAN Number	
29	Ration Card Number	

## ***Form No. 5.2: Batch Creation form***

### ***Form No. 5.2.1 Basic Details***

<b>S. No.</b>	<b>Particulars of the Field</b>	<b>To be filled</b>
<b>1.</b>	Name of the Scheme	
<b>2.</b>	District	
<b>3.</b>	Training Centre ID	
<b>4.</b>	Sector	
<b>5.</b>	Qualification Pack	
<b>6.</b>	QP Ref. ID	
<b>7.</b>	Total Training Hours	
<b>8.</b>	Category as per Common Norms	
<b>9.</b>	Training Cost per Hour as per Common Norms	
<b>10.</b>	Number of Trainees to be Trained	
<b>11.</b>	Training Cost per candidate	
<b>12.</b>	Total training cost of batch.	
<b>13.</b>	Batch ID	



### *Form No. 5.2.2 Batch Details*

<b>S. No.</b>	<b>Particulars of the Field</b>	<b>To be filled</b>
1.	Batch Start Date	
2.	Batch End Date	
3.	Total Duration of Batch (in days)	
4.	Classroom Duration Per day (in hrs.)	
5.	Batch Start Time	
6.	Batch End Time	
7.	No of Candidates to be enrolled	
8.	Trainer Name	

### *Form No. 5.2.3 Candidate Enrollment*

<b>S.no</b>	<b>Particulars of the Field</b>	<b>To be filled</b>
1.	Candidate ID	
2.	Name of the candidate	
3.	Selected for batch enrolment	
4.	Candidate Enrolled	

### ***Form No. 5.3: Batch finalization form***

<b>S.no</b>	<b>Particulars of the Field</b>	<b>To be filled</b>
<b>1.</b>	Name of the Scheme	
<b>2.</b>	District	
<b>3.</b>	Training Centre ID	
<b>4.</b>	Sector	
<b>5.</b>	Qualification Pack	
<b>6.</b>	Batch ID	

### ***Form No. 5.4. Batch completion form***

<b>S.no</b>	<b>Particulars of the Field</b>	<b>Data Source</b>	<b>Remarks</b>
<b>1</b>	Name of the Scheme		
<b>2</b>	District		
<b>3</b>	Training Centre ID		
<b>4</b>	Batch ID		
<b>5</b>	Sector		
<b>6</b>	Qualification Pack		
<b>7</b>	Total Training Hours		
<b>Batch Details</b>			
<b>8</b>	Batch Start Date		
<b>9</b>	Batch Finalization Date		
<b>10</b>	Batch End Date		
<b>11</b>	Total Duration of Batch (in days)		
<b>12</b>	Classroom Duration Per Day (in hrs.)		
<b>13</b>	Total Training Hours of the Batch		
<b>14</b>	Batch Start Time		
<b>15</b>	Batch End Time		
<b>16</b>	No of Candidates enrolled		
<b>17</b>	No. of eligible candidates for assessment.		
<b>Batch Closure Details</b>			
<b>18</b>	Date of Batch Closure		

## ***Form No. 5.5: Batch termination form***

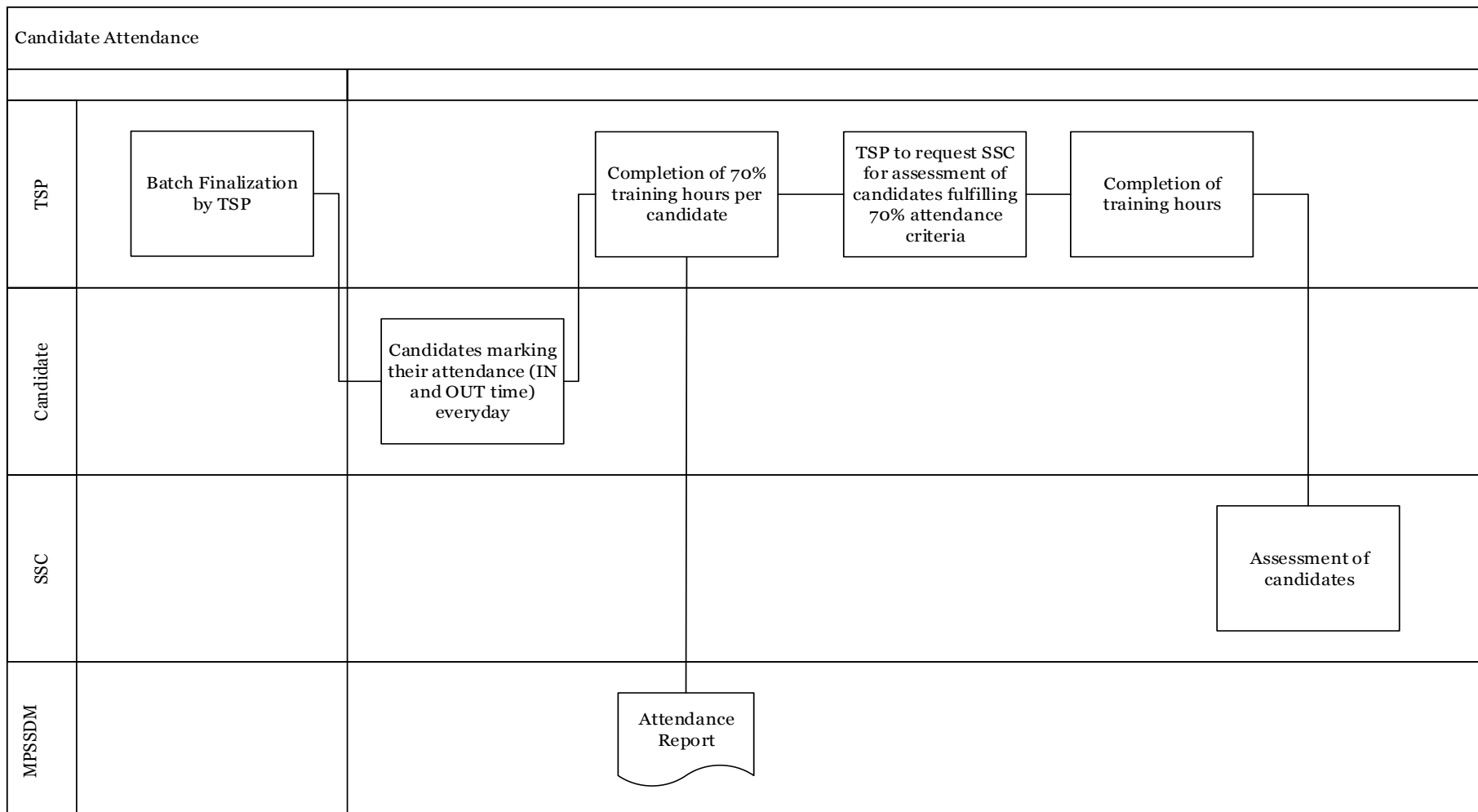
<b>S. No.</b>	<b>Particulars of the Field</b>	<b>To be filled</b>
1.	Name of the Scheme	
2.	District	
3.	Training Centre ID	
4.	Batch ID	
5.	Sector	
6.	Qualification Pack	
7.	Total Training Hours	
8.	Batch Start Date	
9.	Batch Finalization Date	
10.	Batch End Date	
11.	Total Duration of Batch (in days)	
12.	Classroom Duration Per Day (in hrs.)	
13.	Total Training Hours of the Batch	
14.	Batch Start Time	
15.	Batch End Time	
16.	No of Candidates enrolled	
17.	No. of Dropout Candidates	
18.	Date of Batch Termination	
19.	Remarks	
20.	Send for approval to System administrator	
21.	Status of Request	
22.	Remarks By DPMU team	
23.	Status of Request	
24.	Remarks By SPMU team	

## 6. Module - Candidate attendance

### 6.1. Introduction

This chapter details out the process that TSP needs to ensure while recording a candidate's attendance. Under the scheme it is mandatory for every TSP to install an Aadhar enabled biometric device to capture real time candidate's attendance. The specifications and configuration of the device are provided at the end of the module.

<b>Particulars</b>	<b>Description</b>
<b>Purpose of the Module</b>	Ensure real time attendance collection
<b>Key Actors</b>	Training Service Provider Candidates undergoing training in training centers



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## **6.2. Process Outline**

### **6.2.1. Protocol for recording attendance**

Once the centre finalizes the batch, the attendance should be recorded for all the candidates enrolled in the batch till batch completion. The attendance of the candidate is Aadhar linked and will be recorded on real time basis. A minimum of 70% attendance is compulsory for a candidate to be eligible for assessment. Each batch can undergo a training of minimum 4 hours and maximum 8 hours on any particular day.

### **6.2.2. IN and OUT time of candidate**

- Candidate's first thumb impression will be considered as IN time for the candidate for the particular day.
- Candidate's second thumb impression will be considered as OUT time for the candidate for the particular day.
- If a candidate marks his/her thumb impression before the scheduled IN time of the training then it should still be counted at the IN time of the candidate. And if the candidate marks his/her thumb impression post the scheduled OUT time of the training, then it should again be considered at the OUT time of the candidate.
- For Example: let us consider a batch with timings from 10 am to 2 pm. Then:
  - If the candidate marks his/her IN time attendance before 10 am then the system should reflect the IN time as 10 am.
  - If at any time between 10 am to 2 pm the candidate marks the attendance then it should be reflected on the actuals.
  - If the candidate marks IN time attendance after 2pm the system should reflect the IN time as 2pm only.
- If the candidate marks his/her OUT time attendance after 2 pm then the system should reflect the OUT time as 2 pm.
- If at any time between 10 am to 2 pm the candidate marks his/her OUT attendance then it should be reflected on the actuals.
- In case of a single impression marked by the candidate the training hours would be counted as zero for that specific day. Thus, it is mandatory that a candidate should mark the attendance twice i.e. at the start and at the end of the training session at the training centre.
- There is a set standard format of candidate attendance at form no 1.1 (can also be downloaded from the scheme portal) which the TSP will be required to present if and when asked by the inspection team (DPMU/SPMU). The TSP is also required to take candidates offline attendance in the format attached in from no

### **6.2.3. Protocol in case of attendance recording failure**

Attendance recording failure request from a TSP will only be entertained in one of the following cases.

1. Non responsive server of UIDAI
2. Failure of internet connectivity
3. Failure of electricity back-up
4. Failure of device
5. Server maintenance of MPSSDM portal

- In any of the above cases the attendance of the candidate would not be recorded on a real time basis, thus the training centre should request the system administrator to upload the offline recorded attendance on the portal in these specific cases.
- In such a situation the TSP should immediately inform DPMU and SPMU via email. Post which, DPMU team will visit the centre to inspect the problem and will submit the inspection report to SPMU for approval.
- A onetime request provision of uploading attendance on the portal in the course of the batch duration would be permissible to the training centre on due recommendation of the DPMU's inspection report and subjected to approval from SPMU.
- TSP is required to submit the attendance record to system administrator (SPMU) in the format attached in Form No. 1.2.
- The backend uploading of attendance provision on the portal will have a validation restricting the system administrator to exceed 10% of the total training hours of the batch.

#### ***6.2.4. In case a candidate forgets to mark attendance***

In a scenario where a candidate has forgot to mark his/her attendance then the training centre should follow the same process as mentioned in 'section 1.2 – Protocol in case of attendance recording failure'. In a case like this, DPMU/SPMU may request for CCTV footage to verify and approve the request for uploading the attendance for the candidate.

#### ***6.2.5. For payment related milestones***

For payment related milestones, attendance will be reckoned as per instructions given in Chapter 9 of this SOP (Financial Processes).

### ***6.3. List of Forms***

*Form No. 6.1: Candidate Attendance Form*

*Form No. 6.2: Batch details and candidate details form in case of attendance failure*

*Form Number 6.3 -Candidate Details*

## ***Form No. 6.1: Candidate Attendance Form***

<b>S. No.</b>	<b>Particulars of the Field</b>	<b>To be filled in by the TSP</b>	<b>Remarks</b>
Basic Details			
1.	Name of the Centre		
2.	Training Centre ID		
3.	Batch ID		
4.	Sector		
5.	Qualification Pack		
6.	Batch Start Time		
7.	Batch End time		
Candidate Details			
8.	Date		
9.	Candidate ID		
10.	Candidate Name		
11.	IN Time		
12.	OUT Time		

## ***Form No. 6.2: Batch details and candidate details form in case of attendance failure***

<b>S. No</b>	<b>Particulars</b>	<b>To be filled in by the TSP</b>
1.	Centre ID	
2.	Name of centre	
3.	District	
4.	Sector	
5.	Name of QP	
6.	Batch start date	



<b>S. No</b>	<b>Particulars</b>	<b>To be filled in by the TSP</b>
7.	Batch end date	
8.	Training duration per day in hours	
9.	Batch start time	
10.	Batch end time	
11.	No. of candidates	
12.	Batch number/ID	
13.	Batch creation date	
14.	Batch default closure	
15.	Batch actual closure	

### ***Form Number 6.3 -Candidate Details***

<b>Sr. No.</b>	<b>Particulars</b>	<b>To be filled in by the TSP</b>
1.	TSP ID	
2.	Centre ID	
3.	Candidate aadhar number	
4.	Current date	
5.	IN time	
6.	OUT time	

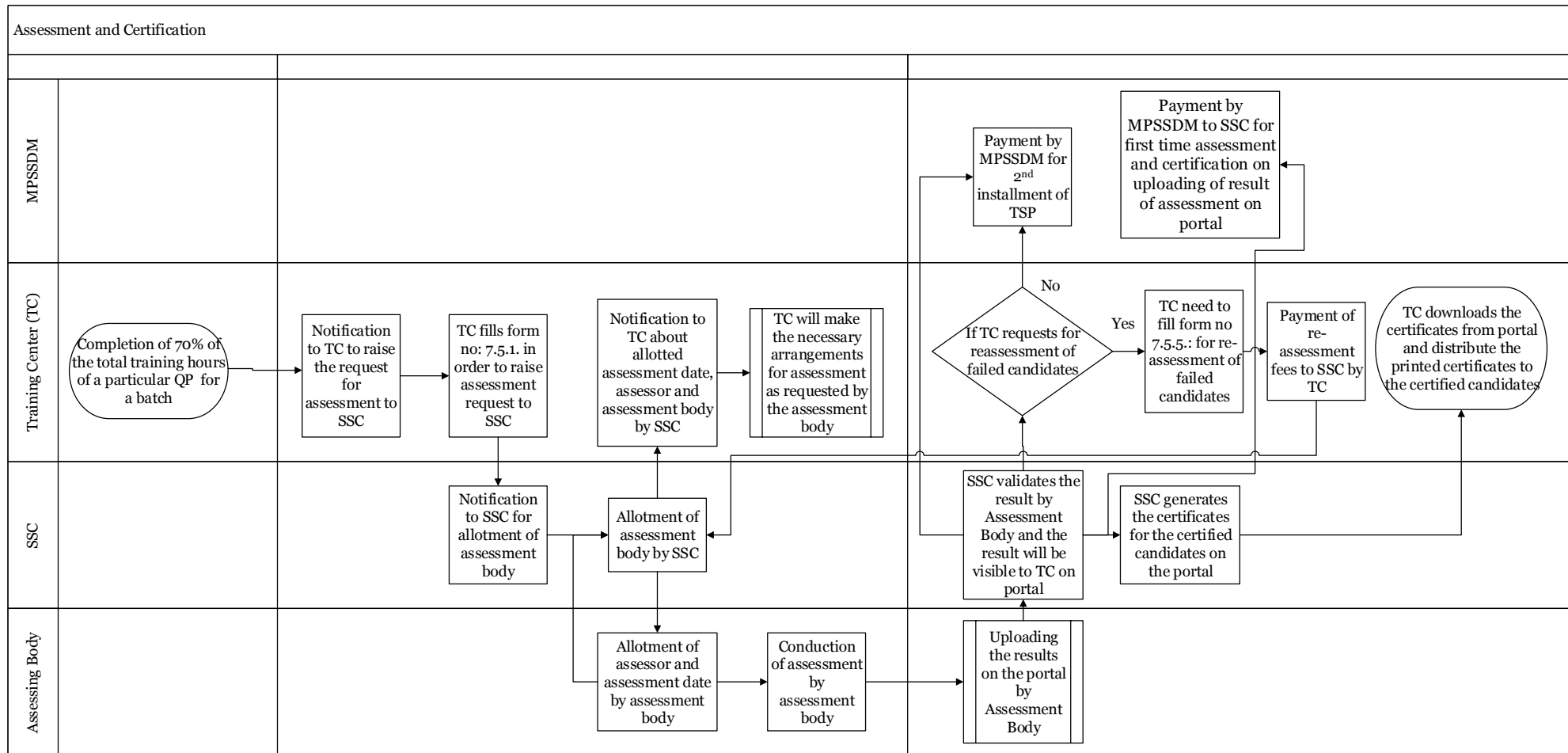
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# ***7. Assessment and certification***

## ***7.1 Background***

Assessment and certification is the one of the most important process during the whole training process. Assessment can verify that individuals have the skills needed to perform a particular job and that the learning programme undertaken has delivered education at a given standard. Certification is a testament of competency, commitment towards one's profession and is a key differentiator from the rest of candidates. Assessment helps in evaluation of candidate's knowledge post training and certification acts as a documentary proof of the candidate's skillset. All candidates who have completed 70% of the training hours of the total course duration for a particular QP (Qualification Pack) are eligible for assessment. The assessment will be conducted by a SSC empaneled assessment body as per the NSQF (National Skill Qualification Framework) norms. Post assessment, SSC (Sector Skill Council) will declare the list of certified candidates.

## 7.2 Process overview



### 7.3 Activity wise sequence

S. No	Activity Name	Description	Timeline
1.	Completion of 70% of the total training hours of a particular QP for a batch	Once the candidates for a particular batch has completed 70% of the training hours of the total course duration then the TC (Training Center) can raise the request for assessment	NA
2.	Notification to TC to raise the request for assessment to SSC	If the TC does not raise the assessment request before batch closure, then a regular notification will be sent by system for raising assessment date request after completion of 70% of training hours.	The assessment date request should not exceed 15 days after batch closure
3.	TC fills Form No: 7.5.1, in order to raise assessment request to SSC	For raising assessment request the TC need to fill Form 7.5.1.: Assessment request form for TC (refer form for details)	
4.	Notification to SSC for allotment of Assessment Body	The SSC will be notified about the assessment date as soon as the TC raises the assessment request	
5.	Allotment of Assessment Body by SSC	Once the SSC receives the assessment request it will allocate an Assessment Body	The SSC should allot assessment date within 7 days of receiving the request.
6.	Allotment of assessor and assessment date by Assessment Body	The assessment agency after receiving the request for assessment will allocate assessor and confirm the assessment date	
7.	Notification to TC about allotted assessment date, assessor and assessment body by SSC	The SSC will upload the assessor, assessment date and Assessment Body once SSC has received confirmation from Assessment Body	
8.	TC will make the necessary arrangements for assessment as requested by the Assessment Body	TC will ensure that all the equipment's, infrastructure, power backup, availability of candidates during the date of assessment, internet connection etc. should be made available on the date of assessment	
9.	Conduction of assessment by Assessment Agency	The assessor allocated by the assessment agency will go to training center and conduct assessment as per the guidelines of SSC	Date of assessment
10.	Uploading the results on the portal by Assessment Body	The assessment agency will upload the result of assessment as per Form 7.5.3.: Result sharing format for the Assessment Body	10 days from the date of actual assessment
11.	SSC validates the result by Assessment Body and the result will be visible to TC on portal	The SSC will validate the result shared by the Assessment Body by Form 7.5.4.: Validation of Result by the SSC. After that result will be visible to the TC on portal	5 days from the uploading of result by assessing body
12.	Payment by MPSSDM for 2nd installment to TC	MPSSDM will make payment of second installment to TC if the TC does not request for any re-assessment	
13.	Payment by MPSSDM to SSC for first time assessment and certification on uploading of result of assessment on portal	MPSSDM will make payment to SSC for first time assessment and certification cost for the candidates appeared in assessment, post uploading of result by SSC on the portal	30 days post sharing of invoice by the SSC
14.	TC downloads the certificates from portal and distribute the printed certificates to the certified candidates	TC will download the certificates of the certified candidates from the portal and distribute it post printing the certificate	certificate on the portal

**In case of re-assessment**

S. No	Activity Name	Description	Timeline
15.	TC need to fill Form 7.5.5.: Assessment Request for Fail/ Not Appeared Candidates ,for re-assessment of failed candidates	TC can request for re-assessment for the failed candidates by submitting the Form 7.5.5.: Assessment Request for Fail/ Not Appeared Candidates	
16.	Payment of re-assessment fees to SSC by TC	Once the TC has submitted the re-assessment request then he has to make payment of re-assessment fees as stated by SSC	

## 7.4 Stakeholders involved

The assessment and certification involves 4 stakeholders Madhya Pradesh State Skill Development Mission (MPSSDM), Training Center (TC), SSC and Assessment Body (AB). Following are the roles and responsibilities of various stakeholders

S. No	Stakeholder involved	Roles and responsibilities	Documents and Forms to be referred
1.	MPSSDM	<ul style="list-style-type: none"> <li>Payment to SSC for assessment and certification</li> </ul>	
2.	TC	<ul style="list-style-type: none"> <li>Once the 70% training hours of the total course duration for a particular batch and QP has been completed, the TC can request for assessment date. Also, the request for assessment date should be within 15 days of batch completion.</li> <li>In case the TC does not submit request for assessment post completion of 70% of training hours for a particular QP, then the portal will automatically send a notification to TC for raising assessment request</li> <li>Once the assessment request has been raised by TC, it will be sent to SSC for allocation of assessment body and confirmation of assessment date</li> <li>The SSC will notify the allocated assessment date, assessment body and assessor details the TC</li> <li>TC will ensure the necessary equipment's, power back up, availability of candidates on the day of assessment and other requirements as specified by SSC/Assessment Body</li> <li>Once the SSC shares the assessment result on portal, the TSP can either request for payment of 2nd installment from MPSSDM or it can raise the request for re-assessment</li> <li>TC needs to download the certificates from the portal and get it printed. Post printing the certificates, the TC needs to distribute it to the certified candidates</li> <li>In case the TC requests for re-assessment then he has to make the payment to SSC for re-assessment and again he has to fill in Form 7.5.5.: Assessment Request for Fail/ Not Appeared Candidate</li> </ul>	<ul style="list-style-type: none"> <li>Form 7.1.: Assessment request form for TC</li> <li>Form 7.5.: Assessment Request for Fail/ Not Appeared Candidate</li> </ul>
3.	SSC	<ul style="list-style-type: none"> <li>SSC is responsible for allocation of assessment agency on timely basis, once the assessment request has been raised by the TC</li> <li>The SSC should allot assessment date within 7 days of receiving the request.</li> </ul>	<ul style="list-style-type: none"> <li>Form No. 7.1.: Assessment Request by TC.</li> <li>Form 7.2.: Allotment of</li> </ul>

		<ul style="list-style-type: none"> <li>• SSC will monitor the assessment process and ensure impartial assessments</li> <li>• SSC will process/validate the results shared by assessment body</li> </ul>	<p>Assessment Date by the SSC</p> <ul style="list-style-type: none"> <li>• Form 7.4.: Validation of Result by the SSC</li> <li>• Form 7.5.: Assessment Request for Fail/ Not Appeared Candidate</li> </ul>
4.	Assessment Body	<ul style="list-style-type: none"> <li>• The Assessment Body will allocate assessor and assessment date post getting allocation of assessment agency by SSC</li> <li>• The Assessment Body should share the result within 7 days of conducting assessment.</li> <li>• The assessor assigned by Assessment Body will conduct assessment at the training center as per the guidelines stated by SSC</li> <li>• The Assessment Agency will upload the result of assessment on the portal, post conduction of assessment</li> </ul>	<ul style="list-style-type: none"> <li>• Form 7.3.: Result sharing format for the Assessment Agency</li> <li>• Form 7.5.: Assessment Request for Fail/ Not Appeared Candidate</li> </ul>

## **7.5 List of Forms**

Form 7.1.: Assessment request form for TC

Form 7.2. Allotment of Assessment Date by the SSC

Form 7.3. Result sharing format for the Assessment Body

Form 7.4. Validation of Result by the SSC

Form 7.5. Assessment Request for Fail/ Not Appeared Candidates

**Form 7.1.: Assessment request form for TC**

<b>S. No.</b>	<b>Particulars of the Field</b>	<b>Data Source</b>	<b>Remarks</b>
1.	Name of the Centre		
2.	Training Centre ID		
3.	Batch ID		
4.	Sector		
5.	Qualification Pack		
6.	Batch start date		
7.	Batch end date		
8.	Total candidates eligible for assessment		
9.	Date		
10.	Candidate ID		
11.	Candidate Name		
12.	Total Training Hours		
13.	Percentage of Attendance		
14.	Date of Assessment As requested by Training Service Provider		

## ***Form 7.2. Allotment of Assessment Date by the SSC***

<b>S. No.</b>	<b>Particulars of the Field</b>	<b>Data Source</b>	<b>Remarks</b>
1.	Name of the TSP		
2.	Name of the centre		
3.	Training centre ID		
4.	Batch ID		
5.	Sector		
6.	Qualification Pack		
7.	Batch start date		
8.	Batch end date		
9.	Date		
10.	Candidate ID		
11.	Candidate name		
12.	Total training hours		
13.	Percentage of attendance		
14.	Date of assessment as requested by TSP		
15.	Name of Assessment Agency		
16.	Name of Assessor		
17.	Contact details of the Assessor		
18.	Date of assessment as provided by the SSC.		



### ***Form 7.3. Result sharing format for the Assessment Body***

<b>S. No</b>	<b>Particulars of the Field</b>	<b>Data Source</b>	<b>Remarks</b>
1.	Name of the TSP		
2.	Name of the centre		
3.	Training centre ID		
4.	Batch ID		
5.	Sector		
6.	Qualification Pack		
7.	Batch start date		
8.	Batch end date		
9.	Date		
10.	Candidate ID		
11.	Candidate name		
12.	Total training hours		
13.	Percentage of attendance		
14.	Date of assessment as requested by Training Service Provider		
15.	Name of Assessment Agency		
16.	Name of Assessor		
17.	Date of assessment as provided by the SSC.		
18.	Status of candidate		
19.	Marks obtained by the candidate		
20.	Percentage marks of the candidate		
21.	Status of result		

## ***Form 7.4. Validation of Result by the SSC***

S. No	Particulars of the Field	Data Source	Remarks
<b>1</b>	Name of the centre		
<b>2</b>	Training centre ID		
<b>3</b>	Batch ID		
<b>4</b>	Sector		
<b>5</b>	Qualification pack		
<b>6</b>	Batch start Date		
<b>7</b>	Batch end Date		
<b>8</b>	Date		
<b>9</b>	Candidate ID		
<b>10</b>	Candidate name		
<b>11</b>	Total training hours		
<b>12</b>	Percentage of attendance		
<b>13</b>	Date of assessment as requested by Training Service Provider		
<b>14</b>	Name of Assessing Body		
<b>15</b>	Name of Assessor		
<b>16</b>	Date of assessment as provided by the SSC		
<b>17</b>	Status of candidate		
<b>18</b>	Marks obtained by the candidate		
<b>19</b>	Percentage marks of the candidate		
<b>20</b>	Status of result		
<b>21</b>	Validation of result by the SSC		
<b>22</b>	Generate certificate		

**Form 7.5. Assessment Request for Fail/ Not Appeared Candidates**

<b>S. No.</b>	<b>Particulars of the Field</b>	<b>Data Source</b>	<b>Remarks</b>
1.	Name of the Centre		
2.	Training centre ID		
3.	Batch ID		
4.	Sector		
5.	Qualification pack		
6.	Batch start date		
7.	Batch end date		
8.	Assessment date		
9.	Date		
10.	Candidate ID		
11.	Candidate name		
12.	Status of candidate		
13.	Total training hours		
14.	Percentage of attendance		
15.	Date of re-assessment as requested by TSP		