

How to Fill Annexure – M

Annexure M would be available on SDMS in the assessor's window. Assessor would only be allowed to upload the marks for a batch he/she has assessed post filling the information asked per Ann. M.

Fields in the annexure M have to be filled in accordance with the below mentioned knowledge:

- Assessor has to provide the actual information as witnessed by him/her during the time of assessment
- Actual assessment date is the date on which the assessment is conducted on-ground
- Actual centre SPOC Name is the name of the Single Point of Contact of the centre on-ground
- Assessor has to capture Actual Centre Address on SDMS
- Trainee feedback form is the form which Training Partner is supposed to collect from the participating candidates during or post completion of course under PMKVY (different from the form collected by assessor during the time of assessment)
- Attachments have to be attached in the following cases (maximum size allowed 50 KB) :
 1. Infrastructure: attach pictures of good infra or bad infra or no infra
 2. Trainee Feedback Form: attach clear picture of 1 form (only if it is present)
 3. Trainee Attendance Record: attach clear picture of the register/sheet/record (only if it is present)
 4. Trainee Enrolment Form: attach clear picture of 1 form (only if it is present)
 5. PMKVY Branding Poster in Counselling Room/Registration Room/Reception: attach clear picture of branding or picture with no branding
 6. PMKVY Branding Poster in Classroom : attach clear picture of branding or picture with no branding
 7. PMKVY Branding Outside the centre: attach clear picture of branding or picture with no branding
- Assessor has to declare on SDMS that the information provided by him is true to his/her knowledge and has been collected during the time of conducting the assessment
- Once the form is submitted on SDMS, it cannot be revised and is only visible to the PMU

Annexure - M

Assessment Agency Name :	Auto populated	Assessor's Name :	Auto populated
Assessor's Aadhar number :	Auto populated	No of candidates in the batch :	Auto populated
Training Partner name :	Auto populated	Training Center name :	Auto populated
Actual Center SPOC Name :	Assessor Fills	Actual SPOC mobile no :	Assessor Fills
Center Id :	Auto populated	Batch id :	Auto populated
Job role for which assessment conducted :	Auto populated	Sector Name :	Auto populated
Aadhaar ID :	Auto populated	Alternate ID Number (if any):	Auto populated
Student Preferred language of assessment :	Auto populated	Assessment conducted in the language :	Assessor Fills
Center Address on SDMS :	Auto populated	Actual Date of Assessment:	Assessor Fills
Actual Center Address :	Assessor Fills		

S.No	Tick the Appropriate Answer :	Yes	No	Remarks	Attachment Option
1	Is the center located at the same address as mentioned on SDMS ?				
2	Is the Infrastructure (No. of classrooms, State of Laboratories, etc.) present at the Training Center adequate and satisfactory to conduct the training ?				Yes (Classroom picture)
3	Is the assessment being conducted at same center, where trainees got trained ?				
4	Assessment is conducted on the Scheduled Date ?				
5	If No , Reasons for change of Date ?				
6	Are the Trainees being assessed for same job role, for which they were trained ?				
7	Each Trainee's identity checked before conducting assessment ?				

8	Are the trainees confirming that they paid the Assessment Fee ?				
9	Are the trainees aware they are enrolled under PMKVY Scheme ?				
10	Are the trainees aware of the Certification Process ?				
11	Are the trainees aware of Reward Disbursement?				
12	Are the trainees aware of the Course fee ?				
13	Are the trainees aware of Auto Debit Facility ?				
14	Are the trainees aware of the Placement opportunities ?				
15	Trainee Feedback form available, and signed by the trainee ?				Yes (1 Feedback form pic)
16	Trainee Attendance Record Available, and signed by the trainees ?				Yes (Attendance pic)
17	Trainees Enrolment Forms available , with PMKVY logo and PMKVY Disclaimer ? Are the forms signed by trainees?				Yes (1 Enrolment form pic)
18	Are the names on Enrolment forms tallying with the Attendance records of the batch (check any 5 forms)				
19	Are the trainees given a PMKVY booklet/ Pamphlet for information?				
20	Posters of PMKVY displayed in Counseling room ?				Yes (Branding pic)
21	Posters of PMKVY displayed in Classroom ?				Yes (Branding pic)
22	PMKVY signage displayed outside the Center ?				Yes (Center pic)