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MINISTRY OF SKILL DEVELOPMENT
& ENTREPRENEURSHIP
GOVERNMENT OF INDIA

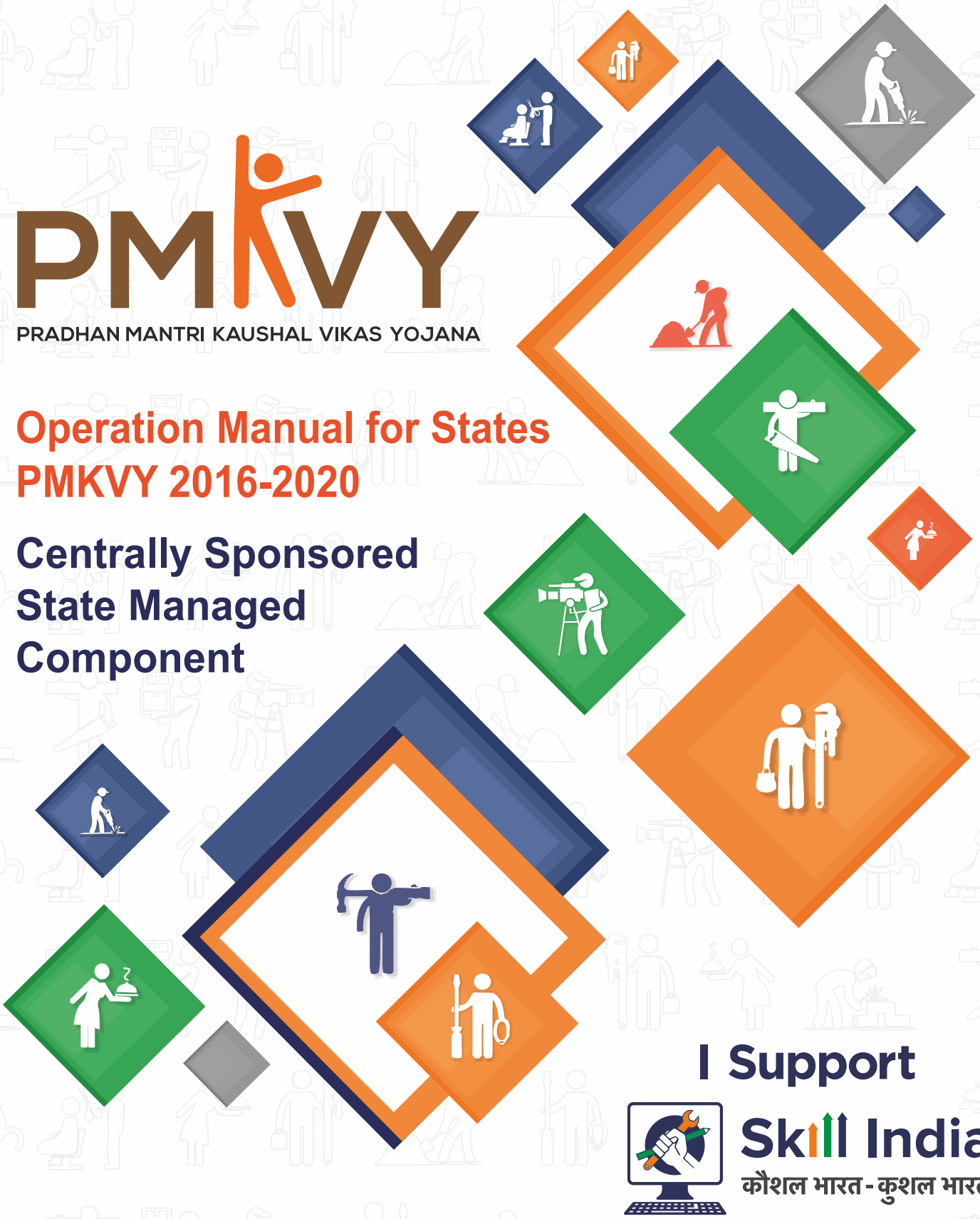
N·S·D·C
National
Skill Development
Corporation
Transforming the skill landscape

PMKVY

PRADHAN MANTRI KAUSHAL VIKAS YOJANA

Operation Manual for States
PMKVY 2016-2020

Centrally Sponsored
State Managed
Component



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Honorable Prime Minister

"Let's make
India the Skill Capital
of the World"

Dharmendra Pradhan

Minister of Petroleum &
Natural Gas and Minister of
Skill Development &
Entrepreneurship,
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Background

1. The Union Cabinet approved India's largest Skill Certification Scheme, Pradhan Mantri Kaushal Vikas Yojana, on 20th March 2015. The scheme was subsequently launched on 15th July 2015, on the occasion of World Youth Skills Day by Honourable Prime Minister, Shri Narendra Modi. The Union Cabinet has approved the Scheme for four years (2016 – 2020) to impart skilling to 10 million youth of the country. Pradhan Mantri Kaushal Vikas Yojana (2016 - 2020) hereafter referred to as PMKVY is now the flagship outcome-based Skill Training Scheme of the Ministry of Skill Development and Entrepreneurship (MSDE), Govt. of India.
2. The scheme is being implemented through two components:
   a. Centrally Sponsored Centrally Managed (CSCM): 75% of the PMKVY funds shall be available to MSDE for skilling through National Skill Development Corporation (NSDC)
   b. Centrally Sponsored State Managed (CSSM): 25% of the funds of PMKVY shall be allocated to the States
3. To support the implementation of training under the CSSM component, MSDE has issued the "Guidelines for State Engagement under PMKVY 2.0" here after referred as PMKVY state guidelines. The mentioned guidelines provide a framework for the state/UT government's role & processes in PMKVY, the funding support and the scheme's implementation & monitoring mechanisms. For the purpose of this manual, the term 'State' is used for both, states and UTs.
4. Since the roll out of the CSSM component of PMKVY, proposals of many states have been approved by the states Project Approval Committee of MSDE. The MSDE has received requests from the state government to provide clarity on operational issues in the implementation of PMKVY CSSM.
5. Owing to the requests, MSDE has come up with this 'States Operation Manual' document. This manual is to be read in conjunction with the PMKVY 2.0 scheme guidelines (referred hereafter as PMKVY guidelines) and with PMKVY State guidelines. Links to both these documents are available in Annexure 1. This document shall be referred to by the stakeholders like State Governments (SSDMs), training providers (TPs) etc. to find answers and suggestions to operational issues that may be restricting the stakeholders from effectively implementing the CSSM component of PMKVY.
6. A workshop on CSSM component of states was conducted on 12th May 2017 by MSDE and NSDC. MSDE and NSDC shared the broad approach with the states and circulated a draft 'States Operation Manual' to states for comments. This document has been developed with inputs received from the states on the draft. MSDE would like to thank all the states who provided inputs that were used to make this operational manual robust.

7. The centrally sponsored state managed component of PMKVY has been designed in accordance with the following principles:

   a. The PMKVY 2 (including both CSCM and CSSM components) is a National Skill Qualification Framework (NSQF) aligned scheme. It also fully adheres to common norms of the MSDE.

   b. The central government (MSDE) will play a regulatory as well as an enabling role in the implementation of PMKVY CSSM through its various agencies.

   c. The functions of a) standard setting and quality assurance b) accreditation and affiliation and c) assessment and certification will be carried out by MSDE through its various agencies like NSDC, National Skill Development Authority (NSDA) and Sector Skill Councils (SSCs).

   d. Apart from the three regulatory and quality assurance functions mentioned above, the implementation of the scheme including monitoring and outcome tracking of the scheme will be the sole responsibility of the state governments.

   e. The State governments should work towards setting up robust systems and processes in place for the implementation of skill development schemes, particularly PMKVY CSSM. NSDC will play an enabling and facilitation role to provide technical assistance to the states for the same.

8. This document will be appended by the MSDE periodically.

Project Approval and Fund Flow Process

01

1.1. Project Approval Process

PMKVY state guidelines provides the proposal submission and approval process. The guidelines provide a procedure under which the State PMKVY Plan (SPP) is scrutinised by the Ministry of Skill Development and Entrepreneurship (MSDE)

a) Hard copy of the proposal i.e. State PMKVY Proposal (SPP) is to be submitted by the states to MSDE. The SPP template for Centrally Sponsored State Managed (CSSM) component is available in PMKVY state guidelines (Annexure 1).

b) Post the submission of the SPP by the state, it undergoes a desk evaluation by the PMKVY Project Management Unit (PMU) team in MSDE. Desk evaluation is conducted on the following parameters:

- Training and placement track record
- Year-wise training plan proposed and fund requirement
- Category-wise distribution of training targets

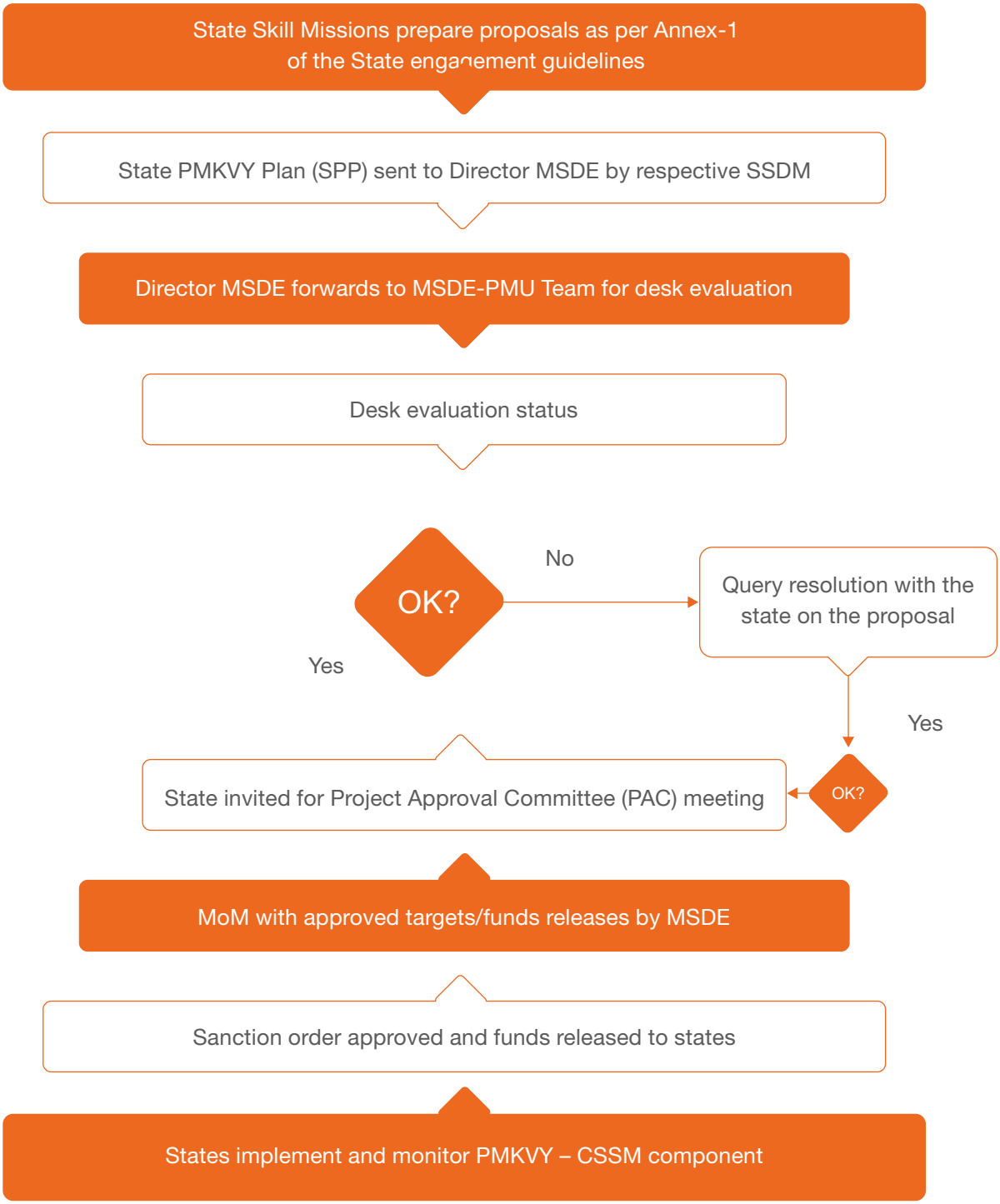
c) The PMKVY PMU team in MSDE seeks clarifications on the SPP from the state. States are required to provide clarifications in a time-bound manner. The states may submit the state requirement to PMU team to be appended in the proposal.

d) The proposals for which the desk approval is conducted are then presented to the Project Approval Committee (PAC). The PAC meeting is conducted by MSDE on 25th of every month subject to availability of all committee members for evaluating and sanctioning proposals received under CSSM component of PMKVY. This committee is chaired by Joint Secretary, MSDE.

e) Fund Disbursement: MSDE will issue a sanction order which would define the fund disbursement criteria and timelines for fund transfer. On approval of the SPP by MSDE, funds earmarked for each state shall be released to the states as per the sanction order. MSDE shall also intimate the states once the state budget has been released in their respective accounts. A copy of the sanction order will also be uploaded on the MSDE website for reference. Subsequent funds earmarked for states shall be released by MSDE as per the PMKVY state guidelines

f) States on achieving targets (physical and financial) shall submit all documents and Utilization Certificates for project closure. The sanction order issued by the MSDE details submission of the Utilization Certificate in form 19-A along with audited statements of accounts as per the General Financial Rules (GFR) 2005

1.2. Proposal Submission Process Flow



1.3. Fund Disbursement from MSDE

MSDE will define the fund disbursement criteria and timelines for fund transfer. On approval of the SPP by MSDE, funds earmarked for each state shall be released to the states as per defined criteria. Sanction order released to the states will also be available on MSDE's website for reference. MSDE shall also intimate the states once the state budget has been released in their respective accounts. The fund disbursement to the states shall be done in 4 instalments, subject to utilization of the disbursed funds as shown in the fund release conditions in table below.

1.4. Fund Disbursement Process and Utilization.

01	02	03	04
Approval of the CSSM project by MSDE	Disbursement of the funds to state treasury. State may coordinate with their treasury for further transfer.	States to submit the UC for the release of the next tranche of payment. (The target to be achieved to be counted from the date of sanctioning of the funds and transfer in the respective accounts of the states)	States to maintain a monthly tracker for disbursement of further funds to TP and share with MSDE as and when requested.

1.5. Terms of Fund Disbursement to States

Instalment	Proportion of project cost allocated to states	Fund Release Condition
1	100% of project cost for Year- 1	On sanction of project and signing of MoU
2	100% of project cost for Year -2	On a. Spending of 80% of funds disbursed as 1st instalment & achieving 50% of Year-1 physical targets b. States to submit a Utilization Certificate of the 1st tranche
3	100% of project cost for Year -3	On: - a. Spending 100% of funds disbursed as 1st instalment and 80% of funds disbursed as 2nd instalment b. Achieving 70 % of Year -1 physical targets and 50 % of Year -2 targets c. States to submit a Utilization Certificate for 1st and 2nd tranches
3	100% of project cost for Year – 4	On: - a. Spending 100% of funds disbursed as 2nd instalment and spending 80% of funds disbursed as 3rd instalment b. Achieving 100% of Year-1 physical targets, 70% of Year-2 physical targets and 50% of Year -3 physical targets c. States to submit a Utilization Certificate for 2nd & 3rd tranches
States on achieving targets (physical and financial) shall submit all documents and Utilization Certificates for project closure		

Standards and Quality Assurance

02

The four categories of Job roles in which state can undertake training in PMKVY CSSM have been defined in the PMKVY state engagement guidelines (Page 12, Point no. 15, Table 3). The section below details the operational process in Creation of Industry Relevant Job roles [Qualification Packs (QPs) and National Occupational Standards (NoS), Curriculum and Content] along with standards to be followed for quality assurance. The Standards and quality assurance will remain largely a regulatory function to ensure national and industry relevant standards within all courses delivered within the ambit of PMKVY scheme. The standard setting function will rest largely with the central government through Sector Skill Councils in close collaboration with state governments. NSDC will facilitate the entire process. The detailed process of Creation of QPs, Curriculum and Content for Category 1, 2, 4 job roles are appended in Annexure 2. Also, the link for the list of model curriculum is available in annex 1.

2.1 Emerging Job-role Requirement at State-level

States may share with MSDE/NSDC, new job-role requests supported by proper reasoning and demand of such job role in quantifiable numbers for all categories of Job roles except category 3. MSDE shall analyse the new job-role request and subject to the progress made by the state in PMKVY implementation, states may be granted approval for these job-roles. A sample format for QP request is appended in annexure 3.

2.2. Integration with Centre Accreditation and Affiliation Process (SMART) and IT System

For Category 2, after alignment of courses with National Skill Qualification Framework, NSDC will integrate the same with SMART and IT system.

For Category 3, MSDE through NSDC will coordinate integration of the State specific traditional courses, obtain the required specifications for alignment with Smart and IT System. NSDC, upon receipt of these specifications will integrate these courses with SMART and IT system.

Note: The updated list of available QPs is to be put up NSDC/PMKVY websites from time to time. A sample of the dashboard (indicative) is appended as Annexure -4.

2.3. Development of New Job-roles for Category 2

The new Category 2 job-role-creation requested by the states will be aligned to NSQF in a time-bound manner. Respective sector skill council (SSC) will address the QP requirement of the state.

A process flow describing the QP development is mentioned below:

01 Category 2 QP requested by States to MSDE

02 Request shared with NSDC (Standards team)

03 NSDC (Standards team) coordinates QP creation with SSC

04 NSDC (QA team) coordinates with SSC for Model curriculum creation for the new QP.

05 NSDC(QA team) floats request to vendors to align their content with the new QP, and make available on the content marketplace.

06 SSC coordinates basic vetting of the Content before it enters the Content marketplace

Empanelment of Training Partners

03

3.1. Process of Empanelment

Once the sanction has been accorded to the state skill development mission by the MSDE, they are required to empanel training providers (TPs) to undertake trainings under the state component of PMKVY. MSDE doesn't prescribe any specific approach/methodology for the states to empanel the TPs. Empanelment of TPs shall follow the norms/processes laid down by the respective state governments.

Suggestive methods for empanelment of training providers for implementing the Centrally Sponsored State Managed (CSSM) component of PMKVY could be (but not limited to);

1. By floating an Expression of Interest (EOI) to seek proposals from the prospective training providers

   or

2. Empanelment of National Skill Development Corporation (NSDC)'s affiliated TPs

   or

3. Empanelment of TPs already executing other skill development programs promoted by Central Ministries (Central Sector Schemes)

   or

4. Empanelment of TPs already executing the state scheme of the respective skill development mission/nodal skill agency in the state

   or

5. Any other method in compliance with the state procurement/empanelment norms

During the TP empanelment by the state skill mission, the state may request the following details:

1. Details of centres where the TP wants to run PMKVY CSSM component
2. Sectors and job-roles proposed by TPs in each of the above centres.
3. List of centres that have been accredited and affiliation through SMART.

The PMKVY implementation team at state level will maintain the details of all the empanelled TPs and share with the MSDE/NSDC as and when requested by MSDE. Format for sharing list of empanelled TPs is appended in annexure -5.

3.2. Contract/Agreement

Post TP empanelment, a contract/agreement may be signed between the State Skill Development Mission and the respective TP. The state may choose to sign the contract with the TP either after empanelment or after accreditation and affiliation by SMART (described in section 4 of this guidelines).

The state may choose to empanel the training provider for a period that the state deems fit within the overall period of the PMKVY scheme. States skill mission shall review the performance of empanelled TPs at regular intervals to ensure quality delivery of trainings under PMKVY.

Signing of contract/agreement doesn't guarantee allocation of physical targets to TPs but an opportunity to undertake training in accordance with target allocation principles listed in this manual.

It is suggested that if an empanelled TP does not conduct any training within a period of 3 months post target allocation to its training centres or within a period of 6 months of finishing the training of the last batch, the contract may be cancelled. The state may, however, choose to define their own criteria for non-performance of the TP, which would lead to cancellation or suspension of the contract. These should be clearly listed in the contract itself.

3.3. Employment Potential Provided by Training Partner

PMKVY 2 is an outcome based program. The training provider is required to provide employment opportunities (wage/self) in line with the provisions under the PMKVY guidelines and common norms notification released by the MSDE. This is a critical element in the training lifecycle and hence the prospective training providers interested to undertake PMKVY trainings should have a clear strategy for placement linkages. This may include (but not limited to);

1. Agreements with employers for the identified sectors
2. Plan of action for rozgar melas and other industry connect workshops/events to be conduct within the state
3. Self-employment opportunities

It is suggested that the state skill mission assess the adequacy of the proposal from the Training Provider on employment front during the time of evaluation for empanelment under PMKVY.

Smart Process: Centre Accreditation and Affiliation

04

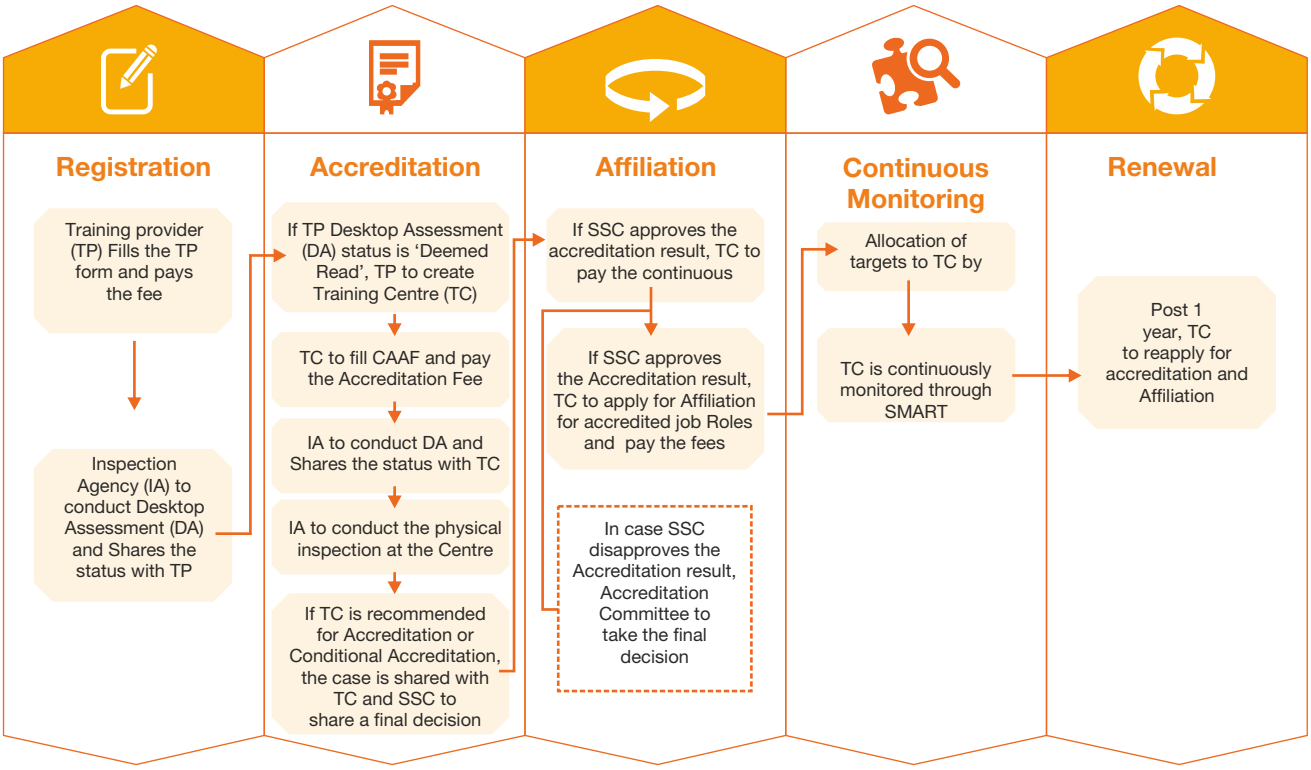
All centres of empanelled training partners with the state government are required to undergo centre accreditation and affiliation process as defined in Skill Ecosystem guidelines.

SMART provides a mandatory single window IT application that facilitates standardized and effective processes with respect to Accreditation, Affiliation, and Continuous Monitoring of the Training Centres.

Detailed documents regarding Accreditation, Affiliation & Continuous Monitoring of Training Centres for the Skill Ecosystem, Revised Accreditation Standards Grading Metrics and Sample Centre Accreditation and Affiliation Form (CAAF) are available on www.smartnsdc.org under the knowledge bank section.

All states will be provided a state specific dashboard to give them a visibility of TPs/TCs who have applied for accreditation and affiliation within the state. This will provide states a visibility for TPs/TCs for CSSM components.

The centre accreditation and affiliation process under PMKVY is shown in the figure below:



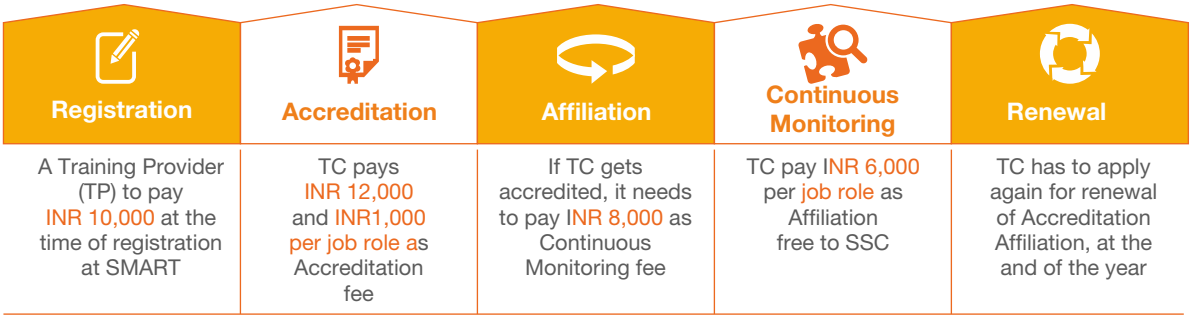
4.1. SMART Expected Timelines

The expected timelines for completion of the key processes are given in the table below. The complete accreditation and affiliation process should take 44 calendar days. However, the timelines may vary due to compliance issues.

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

4.2. SMART Payment Modules

Every training provider will have to pay a one-time registration fee of INR 10,000 at the time of registration on SMART. The figure below indicates the accreditation and affiliation fees for centre accreditation through the SMART portal:



Note: all the government run institutions/centres willing to run PMKVY CSSM will have to be accredited and affiliated through SMART, however, the fees at all stages has been waived off for central government run institutions.

Target Allocation

05

The states are free to devise a methodology for target allocation. The targets may be assigned to the TCs on a long-term basis with a provision for periodic review or on a short-term basis, depending on the state strategy for target allocation. The methodology for allocation may change, depending upon the geography and sector requirements. The target allocation should be done in accordance with the PMKVY guidelines and PMKVY state guidelines and should adhere to the following parameters:

- States should allocate targets to the empanelled training providers (refer to section 1) in line with the sanction order of MSDE as per the approved State PMKVY Plan (SPP).
- Allocation of targets in category 3 should not be greater than 25% of the total targets allocated.
- Allocation of targets in category 4 should not be greater than 20% of the total targets allocated.
- The readiness of the Job role in terms of availability of the following should be ensured before allocation of targets:
    - Qualification Pack
    - Curriculum
    - Lab and Equipment list
    - Model Content
    - Participant handbook

States should work closely with Sector Skill Councils and NSDC in this regard. Details for job role readiness are in accordance with section 2 of this guideline.

- The State government bears the responsibility of ensuring the following prior to allocating the targets:
    1. Checking the authenticity of SMART generated Centre Inspection report produced by the training partner before Centre allocation
    2. Checking if any allocations have been made to the training partner's centre through the central component. This may be done through BI tool provided to the state or by downloading the training target allocation data available on pmkvyofficial.org. The data can also be requested from NSDC through the State Engagement officers (Annex 1).

5.1. Adherence to the Centre Accreditation and Affiliation Process

The target allocation should be done by the state government to the concerned training centre only after the centre validation process is done by MSDE designated agency. The target allocation could take into consideration the Star Rating assigned to the TC along with the grade card of the TC by the Centre Accreditation and Affiliation Committee. Post inspection, the grading card of the TCs will be made available to the state governments through a dedicated dashboard on SMART Portal.

As the PMKVY aspires to build quality and aspirational training centres, the state governments are encouraged to allocate targets to higher rated centres. However, the decision to allocate targets to 'Qualified' Centres after Centre Accreditation and Affiliation through SMART lies with state governments. The state government should encourage training partners to upgrade the quality of their centres.

The states may also choose to allocate targets to the centres that have already been accredited and affiliated through SMART but have not received targets from NSDC in PMKVY central component on any account (such as a lower star rating, saturation of a geography/sector/job role for PMKVY central component

Consolidated report of allocation of target should be submitted to MSDE/NSDC by each state government in the format provided in Annexure 6 on or before 5th of every month.

5.2. Training Through Other Schemes in a PMKVY CSSM Centres.

The states are only allowed to run PMKVY CSSM as well as state government sponsored skill training schemes parallelly in the same centres only if these centres are either state government run (for e.g. livelihood colleges in Chhattisgarh) or central government run (for e.g. CIPET). In this case, the training centre would have to maintain strict adherence to the PMKVY branding guidelines. One centre is not allowed to run PMKVY CSCM and PMKVY CSSM components in the same centre in parallel.

Training Life Cycle

06

6.1. Skill Gap Assessments

Targets for the PMKVY state component shall be allotted after giving due weightage to the skill-gap findings conducted at state and district levels. While the NSDC's skill gap studies will be the starting point, the states are encouraged to conduct their own skill gap studies with the help of professional agencies and/ or academic institutions. States may seek technical support from NSDC and SSCs in designing these studies. The states may also institute other appropriate mechanisms to discover the demand of skilled workers in particular job roles keeping in mind local as well as global economy. This could form the basis of target allocation by the state governments.

6.2. Training of Trainers

The training partners and centres must ensure that all the trainers are trained and certified under the Training of Trainers (ToT) programme. The ToTs will be conducted in accordance with the draft ToT guidelines available on the NSDC website (refer annexure 1). The MSDE will circulate the ToT guidelines to the states after approval.

SSCs are mandated to conduct ToTs for certification of trainers. The SSCs will be responsible for arranging for ToTs and organize these sessions zone-wise and ensure maximum geographical coverage thereby minimizing travel constraints for trainers. The state government is encouraged to facilitate the process by aggregating demand at the state level and sending it to SSCs based on the requirements of the TPs. NSDC would ensure that ToT calendar for at-least next 3 months is made available on the SSC, NSDC, PMKVY and MSDE websites.

NSDC has created a ToT and Training of Assessors portal which will give visibility to state on the trainers available in the system as well as the ToT schedules (Annex 1). The portal will have the facility of registering any candidate who has requisite qualifications and is interested in becoming a trainer. Such details will be shared periodically with the states through the MSDE/PMKVY/NSDC websites.

6.3. Batch Lifecycle

Training would be imparted as per National Skill Qualification Framework (NSQF). The model curriculum and content for the respective QPs, developed/vetted by SSCs, shall be used for all categories of job role apart from category 3 job roles for which the state will have to bear responsibility to create the job roles and provide details to MIS system for integration.

Since PMKVY CSSM is a scheme implemented by the states, the entire responsibility of managing batch life cycle lies on the state. State will need to make sure that each and every candidate undergoing training under this component follows common norms (Link in Annex 1). The responsibility of assessment and certification of the candidate lies with SSCs and will be facilitated by NSDC. NSDC will make sure that there is no duplication between the details of the candidates submitted for assessment and certification by state and the database of candidates enrolled in the

PMKVY Centrally Sponsored centrally managed component.

It is mandatory for the candidates to have an Aadhaar ID during the enrolment process, apart from north eastern states and J&K where alternate ID could be used. It is mandatory for the students to maintain 70% attendance to be eligible to appear in the assessments. As per the approved model curriculum candidates would also undergo entrepreneurship, financial and digital literacy modules during their trainings.

Once the assessment request is raised by the training partner/state, it is the responsibility of the Sector Skill Council to ensure that:

a) the trainees' assessments are scheduled in timely manner

b) Results are uploaded and approved on IT MIS

c) Certificates are issued in a timely manner

For the detailed batch life cycle including assessment and certification, please refer to Annexure 7 (SOP – Candidate life Cycle). In addition, the assessment and certification should also be in accordance with the PMKVY guidelines, section 1.4.7 Assessments and Certifications and 1.4.9 Re-Assessment of Candidates

6.4. Aadhaar Enabled Biometric Attendance

Recording of candidate attendance via the Aadhaar Enabled Biometric Attendance System (AEBAS) is a pre-requisite to participate in PMKVY 2. As it is an integral part of PMKVY 2, AEBAS stands as a non-negotiable component of CSSM. Biometric devices for capturing students' and trainers' attendances (Aadhaar enabled) shall be mandatory at the PMKVY CSSM centres. The state governments will be provided access to skill attendance portal for registering their TCs by MSDE/NSDC.

The state of Jammu and Kashmir as well as North – Eastern states are exempted from Aadhaar enabled biometric attendance. The state governments should put in place suitable mechanisms to monitor attendance in these states.

Process for Aadhaar Enabled Biometric Attendance System On-Boarding is detailed in two documents present on the NSDC/PMKVY website, links to which are included in annexure 1.

6.5. Induction Kits and Participant Handbook

The states may devise a suitable and efficient process of supplying the induction kits to the Training Centres. The state will be responsible for monitoring the availability as well as quality of these induction kits at every centre which have been allocated targets. This should be captured as a parameter for monitoring by the mechanisms put in place by the state for monitoring (refer). All candidates must be provided the course curriculum booklet along with the Induction kit by the Training Centre. The induction kit should include at least:

- T-shirt (Male) or Jacket (Female)
- Diary (with PMKVY Logo)
- ID Card holder with Lanyard
- Back Pack (Bag)

All the items supplied in the induction kit should adhere to the State Component - branding and communication guidelines (Annexure 1)

6.6. Mentorship and Placements

Mentorships and placements are important outcome indicators for the PMKVY. Section 1.4.10 on Mentorship and Placements of the PMKVY guidelines will be applicable to the State component of PMKVY as well. In addition to this, states are encouraged to explore forward linkages, especially for category 3 job roles through efficient mechanisms and partnerships within the state departments and external agencies. State missions should to ensure proper tracking and reporting of the placements and are free to devise efficient mechanisms for the same. To ensure post-placement tracking, continuous tracking mechanisms should be designed by the states and accordingly implemented. The state should also share selected data on placements with the NSDC through central IT system. More details on this are available in section 8, IT Systems.

Reimbursement of Training Cost

07

Budget for each state has been calculated based on total targets and considering an average training cost per trainee. In addition to this, each state shall be provided with funds equal to 4% of the training funds to pay for the administrative expenses.

PMKVY will follow transparent funding of skill training. The below mentioned sections for Monetary pay-outs may be done in accordance with the common norms as well as section 1.7 – monetary pay-out of the PMKVY Guidelines.

SL NO	DETAIL	EXPLANATION
1	Base Costs	According to Common Norms and PMKVY Guidelines
2	Training Partner Payouts	
3	Boarding and Lodging Payouts	
4	Post Placement Support	
5	Conveyance Support	
6	Assessment and Certification	

Pay-out milestones mentioned in section 1.7.2 of the PMKVY guidelines outline the minimum milestones to be followed for the scheme. The states are free to put in place any milestones stricter than the milestones mentioned in the section 1.7.2 of the PMKVY guidelines.

The states should use their own payment mechanisms for the payments to various stakeholders.

IT System Integration (Management Information System) 08

With involvement of different states which will be having different data structure for Candidate's data, adherence to Common Norms standards and PMKVY guidelines will be the key consideration:

1. Candidates may enrol second time in the same or different course in the Scheme, but the pay-out for such candidates shall only be given for a maximum of two courses provided there is a six-month gap between the certification date of the first course and batch start date of the subsequent course.
2. Aadhaar validation of candidates is must at the time of registration except candidates belonging to North eastern states and J&K.

   The responsibility of implementation of the scheme lies with the states and thus the responsibility of managing a candidate through the life cycle will be with the states. The states are free to use their own MIS for managing the candidate/batch life cycle. The responsibility of designing/redesigning the IT systems to incorporate checks and balances imposed by common norms and PMKVY guidelines (annex 1) is the responsibility of the implementing states. For facilitating assessment and certification of candidates, which is the responsibility of SSCs, NSDC will extend the support to states through its IT System. For accessing the IT system of NSDC, states will have three options according to the following conditions

States Using NSDC MIS

Option 1: - MSDE through NSDC will provide support to states that do not have a robust MIS to cater to the requirements of PMKVY CSSM. In this case, the Training partners/training centres allocated targets by states will have to use NSDC's SDMS. The state officials will play the approver role wherever approval is required. Full lifecycle of candidate will be managed by NSDC MIS; however, the ownership of data will lie with the state. The states should make sure that the candidates that are being registered on NSDC's SDMS are unique candidates. The NSDC SDMS will only be responsible for de-duplication of candidates against the existing database of students enrolled in the PMKVY scheme (Central and state component) and only unique candidates will be accepted on the SDMS. The responsibility of fund disbursement to any stakeholder (Training partner, candidate, SSC or any other stakeholder) will also be of the respective state. The NSDC MIS will not do any fund disbursement, but will provide reports on candidate's enrolment, training, assessment and certification etc. requested on a regular basis that will enable states to transfer funds.

States Using their Own MIS:

The states willing to use their own MIS for managing the candidate life cycle will have two options for accessing NSDCs' SDMS for assessment and certification:

Option 2: Excel upload: NSDC will provide a system for the states to upload candidate and batch data in excel format which will be used for assessment and certification generation. If states use this

system, the state MIS SPOC would have access to an online system for uploading batches with candidate details. The system will provide an excel format for download. The State SPOC will have to extract data from respective State MIS and/or collate the candidate data from TCs in an Excel. This collated data can be uploaded to the system for verification, de-duplication against existing candidates available in PMKVY database and assessment and certification. This system will only allow the assessment and certification of candidates if there is a six-month gap between the certification date of the first course and batch start date of the subsequent courses, to the maximum of two courses per candidate in PMKVY 2.0.

Option 3: Integration of state MIS with SDMS- The States and NSDC will work together to integrate State MIS with SDMS for flow of data for assessment and certification through NSDC SDMS. While, the data sharing method may vary from state to state as each state may have a different MIS system, majority of integration will be done through an API framework. Upon receipt of candidate/batch data NSDC will do the de-duplication test on the received data with the existing data of candidates in the PMKVY database (central and state component). Candidates not passing the de duplication test will be rejected and not allowed to proceed further. After de-duplication, NSDC will be responsible for providing IT platform for assessment and certification of these candidates. The list of minimum fields to be incorporated on the existing states MIS, for the purpose of integration along with other technical specifications common to all states- will be available in the link provided in annexure 1.

Procedure to be Followed for Availing NSDC IT Platform

1. The states may reach out to NSDC for gaining access to assessment and certification services of NSDC SDMS with their preferred choice from the options described above through the NSDC state engagement officers (annex 1).
2. The Excel upload solution may also be used by the state as a temporary system until the integration of NSDC SDMS and State MIS system is fully functional.
3. All the three options will be able to take input for only those job roles that are configured in the SDMS system, readiness of which will be available on the system itself. Initially, Job Role belonging to CSSM Category 4 will be readily defined in the system. More job roles belonging to CSSM category 1 and 2 will be added progressively and updates will be provided on the system itself. The states can also send request to NSDC for addition of Job roles to the SDMS in case the other readiness parameters are in place.
4. All these systems are applicable only for job roles where SSCs are the certifying authorities under NSQF. In case of category 3 job roles where states are taking the job roles for NSQF alignment through state agencies, these systems won't be applicable.
5. For Category 3 job roles, NSDC will only be responsible for de-duplication of candidates against existing database on NSDC's SDMS. A guidance note on the procedure for that will be uploaded in the 'IT Systems' section link available in annexure 1.
6. Each state will have to sign a memorandum of understanding/terms and conditions with NSDC based on mutual agreement (in annex 1), clearly defining the roles, responsibilities and data ownerships of the states for any option they are willing to choose.

Key Responsibilities

1. The ownership of data in both the cases – own MIS or NSDC provided MIS's will be with the states.
2. NSDC will be responsible for providing an IT platform connecting States and SSCs for assessment and certification of candidates for all the states. NSDC will also monitor the progress of assessments and certifications on behalf of states and provide periodic reports to states. The actual implementation of assessment and certification will be the responsibility of respective SSCs.
3. Only Candidates clearing the de-duplication check across both the components of PMKVY will be eligible for Assessment and Certification.
4. States will be responsible for Candidate's ID verification and Domicile State/ District verification.
5. States will be responsible for following Batch Cycle according to the scheme.
6. States will be responsible for making sure that the State TP and State TC data is not duplicate as that of Central System. Currently one training centre is not allowed to run CSSM and CSCM components of PMKVY in the same centre.
7. Target allocation to State TC is responsibility of State. The state should maintain its own database for allocation of targets under PMKVY- CSSM.
8. States will be responsible for checking the system readiness of Job Roles defined in SDMS before uploading a batch. Any batches for job roles that are not configured in the SDMS will not be processed.
9. States will be responsible for tranche calculation as per common norms and handling disbursements for all the stakeholders i.e. Training Partner, Candidates, SSC based on the special group / category.
10. States will be responsible for getting authorised permissions in order to share Aadhaar details with NSDC MIS for Assessment and Certification.

Monitoring and Evaluation of Training Partners

09

The states that are using their own MIS portal for managing candidate life cycle (apart from assessment and certification) should provide a view dashboard to the MSDE. Alternatively, the states may choose to provide required monitoring data to MSDE as and when requested.

9.1. Monitoring of the Scheme

The guidelines and key objectives for Accreditation, Affiliation and Continuous Monitoring of Training Centres for PMKVY 2 have been aligned to Skills Ecosystem guideline. (Refer Annexure 1) Continuous and Effective Monitoring and Evaluation is crucial towards the success delivery of the scheme at the ground level.

The Implementation of the scheme takes place in the States, hence, their involvement in the implementation as well as monitoring is expected to significantly improve the effectiveness of the Scheme. States are empowered to carry out the following roles in accordance to the Monitoring section under the PMKVY guidelines.

- States to develop a monitoring framework and mechanisms that standardise processes to monitor Training Centres in a continuous and effective manner.
- State Governments through their respective SSDMs are required to follow the skill ecosystem guidelines and to have a functional dedicated team to oversee the execution and monitoring of PMKVY trainings for the allotted state targets.
- The respective SSDMs should create effective monitoring mechanisms at State and District levels to oversee the training activities through the formation of the State-level Skill Monitoring Committee (SSMC) and District Skill Monitoring Committee (DSMC) as described in PMKVY state guidelines.
- Rigorous continuous monitoring systems linked to a consequence monitoring framework must be framed by states to ensure adherence of training under PMKVY to quality standards and PMKVY guidelines. States are required to submit a note on their monitoring mechanisms to MSDE upon formulation for information only.

9.2. Evaluation of the Scheme – District, State, and Central Level Review

1. The state may define a process of evaluating the scheme on a regular basis.
2. Quarterly progress review of States will be done by the MSDE. The states will be required to share data at regular intervals with the programs in the formats that will be circulated by MSDE.
3. Mid-term Evaluation of the Scheme would be carried out by MSDE in FY 2018
4. The states may use PMKVY Grading Metrics for Compliance Standards and PMKVY Grading Metrics for performance Standards described in the PMKVY guidelines - annexure A and B as indicators for monitoring. The states are free to designate any score as minimum score in any part of the compliance and performance standards above the minimum standards- set by PMKVY guidelines.

Role of Stakeholders SSC, NSDC and MSDE 10

The entire responsibility of implementation and monitoring of the CSSM component is of the state government.

- The role of SSCs majorly lies in standard setting (except category 3), training of trainers and assessment and certification to ensure high quality of the skilled manpower being trained and certified across the country.
- The role of NSDC is of an enabler and technical assistance provider to the states for implementing the component. The NSDC state engagement officers will be the first point of contact for the states for any coordination/support. The contact details of all state engagement officers currently with will be available on the PMKVY website.
- MSDE (with the support of NSDC) would perform a regulatory function.

  The list of roles and responsibilities of each of the above state holders is summarized in the table below.

DETAILS	SSC	NSDC	MSDE/NSDC
Section 1: Project Approval and fund flow process			
1.1 Project Approval process			Desk evaluation by the PMKVY Project Management Unit (PMU) team.
1.3Fund Disbursement from MSDE			MSDE will define the fund disbursement criteria and timelines for fund transfer.
Section 2: Standards & Quality Assurance			
2.1 Creation of QPs, Curriculum and Content (Category 1, 2, 4) 2.3 Development of new Job-roles for Category 2	Cat 1-Model Curriculum development Cat 2- QP creation, Mapping Existing QPs with requirements (MES/others) Model Curriculum creation.	Cat 1 - Develop a priority list of courses - Facilitate the availability of content for these Priority job roles through content vendors Cat 2 - Facilitate the creation of curriculum through SSC. - Content facilitation through the Content	MSDE will define the fund disbursement criteria and timelines for fund transfer.

DETAILS	SSC	NSDC	MSDE/NSDC
		Marketplace. Cat 3 - Coordinate integration of state specific traditional courses with Smart and IT System (wherever applicable). All Categories - Integration of job roles with SMART and IT system (wherever applicable). For CAT 3, after receipt of specifications from state. As and when new QPs are added to Category 1/2/4, the list will be updated on the website to help the state's plan further trainings.	
Section 3: Smart Process: Centre Accreditation and Affiliation			
3.1.1 Review of inspection report on SMART portal	Review 3rd party inspection report	Implement the process of Centre accreditation and affiliation. Provide dashboard to states for visibility	
Section 4: Training Life Cycle			
4.1 Skill Gap Assessments	Provide technical support to states in designing any skill gap studies/ methodologies.		
4.2 Training of Trainers	Conduct ToTs of trainers according to states need.	Ensure that ToT calendar for at least next 3 months to be made available on the SSC, NSDC, PMKVY and MSDE website respectively.	The MSDE will circulate the ToT guidelines to the states after approval.
4.3 Batch Lifecycle	Ensure trainees' assessments are scheduled in timely	Assessment and certification of candidates through SSCs	The MSDE will circulate the ToT guidelines to the states after approval.

DETAILS	SSC	NSDC	MSDE/NSDC
	manner, Results are uploaded and Certificates are issued in a timely manner.		
4.4 AADHAR enabled biometric attendance		Provide access to skill attendance portal to state governments.	
Section 5: IT System integration (Management Information System)			
	The actual implementation of assessment and certification.	IT Platform for assessment and certification Providing list of minimum fields to be incorporated on the existing states MIS for the purpose of certification and assessment. Supporting states without any MIS upon request.	MSDE through NSDC will facilitate the same
Section 6: Monitoring and Evaluation of Training Partners			
7.2 Evaluation of the Scheme – District, State, and Central Level Review			Quarterly progress review of States Mid-term Evaluation of the Scheme in would be carried out in FY 2018

Annexure 1

List and Links of all relevant documents concerned with the guidelines.

1. PMKVY Guidelines (2016-2020)
   http://www.pmkvyofficial.org/App_Documents/News/PMKVY%20Guidelines%20(2016-2020).pdf
2. Guidelines for Accreditation, Affiliation & Continuous Monitoring of Training Centres for the Skills Ecosystem
   http://www.pmkvyofficial.org/App_Documents/News/Guidelines%20for%20Skill%20Ecosystem.pdf
3. State Engagement under PMKVY Guidelines
   http://msde.gov.in/assets/images/pmkvy/State%20engagement%20guidelines%20-%20PMKVY.pdf
4. Draft Guidelines on Training of Trainers (ToT) and Training of Assessors (ToA) V2.3 – 15th Feb 2017
   http://www.nsdcindia.org/sites/default/files/files/Draft_Guidelines_on_ToT_and_ToA%20_V2.3_Date_5th_Feb_2017.pdf
5. Training of Trainers & Training of Assessors Calendar for FY17-18
   http://www.nsdcindia.org/training-trainers-tot-calendar-fy2016-17-0
6. On-boarding Manual for Training Centres to Install Aadhaar-enabled Biometric Attendance System
   http://www.pmkvyofficial.org/App_Documents/News/Onboarding%20Manual_AEBAS_PMKVY%2020.pdf
7. PMKVY-Process for Aadhaar-enabled Biometric Attendance System Onboarding
   http://www.pmkvyofficial.org/App_Documents/News/AEBAS_Onboarding_Instructions(1).pdf
8. Model curriculums for 221 job roles.
   https://www.nsdcindia.org/New/qp-nos-results
9. Common Norms with Amendments
   http://msde.gov.in/assets/images/Notification/common%20norms.pdf
10. Standard operating procedure for presenting qualifications for NSQF alignment issued by NSDA
    http://www.nsda.gov.in/nsqc-sop/Standard%20Operating%20Procedure%20-%20NSQC%20.pdf
11. IT Systems
    http://www.pmkvyofficial.org/statecomponent.aspx

12. Contact details of NSDC state engagement

    http://www.pmkvyofficial.org/statecomponent.aspx

13. Category 1 QPs prioritized as on 01-06-2017

    Latest list will be available at http://www.pmkvyofficial.org/Index.aspx (Under State Component Tab Section) - amended from time to time

14. MES courses mapped to QPs as on 01-06-2017

    Latest list will be available at http://www.pmkvyofficial.org/Index.aspx (Under State Component Tab Section) - amended from time to time

15. Sector wise Publisher Contact details for PMKVY books.

    Latest list will be available at http://www.pmkvyofficial.org/Index.aspx (Under State Component Tab Section) - amended from time to time

16. Branding and communication guidelines

    Available on http://www.pmkvyofficial.org/Index.aspx (Resources Section).

Annexure 2

Creation of QPs, Curriculum and Content (Category 1, 2, 4)

The following process will be adopted for the creation of QPs, Curriculum and Content courses listed for category 1, 2 and 4 job roles.

Category	Description	Details	QP/NOS	Model Curriculum	Content
Cat 1	Non-CSCM SSC listed job roles	States may choose from the NSQF aligned 1222* job roles of levels 3,4 and 5 (excludes 221 job roles under CSCM) listed by SSCs SSC Guidelines to be followed NSDC will develop a priority list of courses under this category, after considering and matching requests across states. This list will be posted on the PMKVY as well as NSDC websites and updated regularly. The current list of priority job roles is available in Annexure 1.	QP/NOS for these job roles is already available in NSDC website.	Responsibility - SSC NSDC will initiate Model Curriculum development for these job roles through SSCs. Tentative timeline – 2 months after request.	NSDC will facilitate the availability of content for these Priority job roles through content vendors made accessible through the Content Marketplace which is being planned on the NSDC website
Cat 2	State specific non-SSC listed job roles	State specific job roles not in SSC list. State SSDMs to work closely with SSCs for development of QPs, curriculum and model content. MES courses not mapped to SSC QP-NoS may also be taken up. Presently, these job-roles may or may not be aligned to NSQF.	Responsibility - SSC Active MES courses (Ref. Annexure 1) are being mapped with corresponding QPs within NSQF framework. Merger of QPs may be facilitated by NSDC (Standards team) upon request. New QP Request can be submitted through a 'QP request sheet' (present in annexure 3) to NSDC, to be submitted through NSDC's State Engagement Officers. Tentative timeline - 4-6 months	Responsibility - SSC Post QP creation, Model Curriculum creation will be undertaken by SSC. NSDC will facilitate the creation of this curriculum.	Content facilitation through the Content Marketplace will be done by NSDC (Quality Assurance team)

1 All job roles to be NSQF aligned. The SSC listed job roles shall be amended from time to time

Category	Description	Details	QP/NOS	Model Curriculum	Content
Cat 4	CSCM Job Roles with significant demand in State	Targets up to 20% of total targets can be allocated under this category States may choose from the NSQF aligned 221* job roles under CSCM if there is a significant demand in the State. States to provide clear justifications on the need to select these job roles. SSC Guidelines to be followed	QP/NOS for these job roles is already available in NSDC website.	Model Curriculum for these are available through NSDC website.	The content is available through the empanelled publishers listed is available in Annexure 1.
Cat 3	Job Roles related to traditional arts and crafts (traditional apprenticeship)	Targets up to 25% of total targets can be allocated under this category These job roles differ from other categories as these can be taken up in non-classroom mode trainings conducted by a master craftsperson. States may engage the SCVT or other competent organization for the development. NSDC will circulate a guidance note for the states on the process separately. The link to Standard operating procedure for presenting qualifications for NSQF alignment issued by NSDA is provided in annex 1.	Responsibility – State Skill Missions QP creation may or not be required for these.	Responsibility – State Skill Missions Curriculum and Content for these will be the responsibility of States themselves.	Responsibility – State Skill Missions Curriculum and Content for these will be responsibility of States themselves.

First Level support will be provided by NSDC state engagement officers. The above-mentioned categorization shall be visible at multiple fronts such as SMART, IT system, etc. and hence it is requested that states direct their empanelled TPs to understand the categorization and accordingly identify the job roles to be considered for implementation under PMKVY-State Component.

2 Significant demand refers to specific industry clusters in the state having acute shortage of skilled workforce
3 Non-classroom mode trainings in traditional arts & crafts conducted by Master Craftsperson

Annexure 3

New QP Request Format for Category 2

The following process will be adopted for the creation of QPs, Curriculum and Content courses listed for category 1, 2 and 4 job roles.

S.No.	State	Sector	Name of the job role	Job role Description (mention 3-4 lines of the overage in this job roles)	NSQF Level	Targeted Number of Trainess

Annexure 4

State Job Role Readiness Dashboard

Sheet Name: State Job-role readiness dashboard

S.No.	State	Category (I,II,III,IV)	Sector	Job Role Name	Requested on	NSQF Alignment Status (Y/N)	QP Code

Annexure 5

TP Empanelment by State – Basic Information

Sheet Name : TP impanelment by state/UT - Basic Information

S.No.	State	Training Provider Name	Empanelled through (Process)	Date of Empanelment	TP State SPoC Name	TP State SPoC Name	TP State Office Address	Training Centre Name / Address	TC wise Job Roles

Annexure 6

Format for Consolidated Report of Allocation of Target to be Shared Monthly with MSDE/NSDC

Partner ID
Partner Name
TP SPOC Name
TP SPOC Mobile
TP SPOC Email Sector ID
Sector Job role ID
Job Role
Training Centre ID (As per Smart)
Centre Grading Score
Centre Name
TC Centre Address
TC SPOC Name
TC SPOC Email
TC SPOC Mobile
State
District
Cumulative Target
Is Training Started?

Note, if a training centre has been allocated targets in more than one job role, all job roles must have a unique line item.

Annexure 7

Standard Operating Procedure – Batch Life Cycle (does not apply to category 3 job roles)

Activity1 – Candidate registration and Batch approval by the state skill mission

State skill mission has the responsibility of approving the batch (after entry by the TP/TC in the designated MIS) by verifying elements of the batch on the designated MIS (Own MIS or MIS provided by NSDC) within stipulated timeline. It is the responsibility of the state government to ensure that the common norms as well as PMKVY guidelines are followed for each candidate that is being approved by the states as a part of the batch. NSDC will be responsible for de-duplication of the candidates against CSCM database as well as CSSM database existing on NSDC SDMS only.

TC Responsibility (1)	State responsibility (2)	
Uploading the batch on designated MIS with the fields specified	Batch approval and sending to NSDC for assessment and de-dupe.	All elements of the batch need to be verified as mentioned

Activity 2 - Assessment of a Batch, Result approval and Certification

It is the responsibility of the SSC to ensure that the trainees assessment results are uploaded, are approved on designated MIS and certificates are issued in a timely manner

TC Responsibility (1)	SSC responsibility (2)		Timelines (3)	Consequences/Penalties/Other Actions		State Government Responsibility (6)
				Financial Penalty (4)	Other actions/ Penalties (5)	
Targets up to 25% of total targets can be allocated under this category These job roles differ from other categories as these can be taken up in non-classroom mode trainings conducted by a master craftsperson. States may .	Assessment of a batch, Result approval and Certification	1) The SSC should ensure the date of assessment of the batch as well as assessment agency is lined up as soon as the batch is approved by NSDC – after approval from State. 2) The Assessor must verify candidate details, receipt of Trainee Handbook, receipt of Induction Kit, Induction video, Alternate Id document and Candidate Feedback Form.	1) Assessor and Assessment Agency will be provided with 5 working days from the day of assessment to submit approved assessment results to SSC.	1) Assessment Fee will be reduced by 1 % assessment fee per day per trainee (payment to SSC), if there is delay in upload/approval of assessment marks by Assessor/Assessment Agency/SSC.	1) It is the SSC's responsibility to control and monitor the Assessment Agencies as well as to monitor the assessment done by the them and their Assessors.	States should make sure that the payment of assessment fee to SSCs is done on time.

TC Responsibility (1)	SSC responsibility (2)		Timelines (3)	Consequences/Penalties/Other Actions		State Government Responsibility (6)
				Financial Penalty (4)	Other actions/ Penalties (5)	
engage the SCVT or other competent organization for the development. NSDC will circulate a guidance note for the states on the process separately. The link to Standard operating procedure for presenting qualifications for NSQF alignment issued by NSDA is provided in annex 1.		3) All Assessors must have valid Aadhar Ids 4) It is Assessor's responsibility to check AEBAS, Manual Attendance, Trainer's Certificate, correctness of data related to TC Location. This has to be recorded in the Assessor's App 5) The Assessors to be provided with centre details through designated MIS. 6) If number of candidates present during assessment is less than 20 then the TCs/State need to pay SSCs the Assessment Fees for 20 candidates 7) A soft copy of the certificate should be sent to the candidate via email after certification and also be uploaded to their respective digi-locker. 8) SSCs should keep a soft copy of the certificate with them and provide a soft copy to the TP. SSCs are not responsible for printing and distributing certificates.	2) Post this SSC should check and approve the results. 3) TCs/Stateshould make the payment to SSCs within 15 working days of the result uploading.	2) There will be no penalty if results are approved/rejected within 10 working days from the day of assessment 3) Post 10 working days from the days of assessment, a penalty of 1 % assessment fee per day per trainee (payment to SSC) will be levied.	2) In case of repeated delay on part of the AAs in uploading the results or any malpractices coming into notice, the SSCs are expected to take suitable action against the agencies, including suspension/blacklisting from the scheme, as the case may be. 5) If it is found that a SSC is not verifying the results/monitoring the assessment, the state government may document the case and refer to MSDE/NSDC. Assessment Fees for Job roles: Manufacturing Sector: Rs. 1200 per trainee Services Sector: Rs. 800 per trainee	The state government should oversee and monitor the entire process. It should document any the cases of delay by SSC and/or assessment agencies and refer the same to MSDE/NSDC for action.

TC Responsibility (1)	SSC responsibility (2)		Timelines (3)	Consequences/Penalties/Other Actions		State Government Responsibility (6)
				Financial Penalty (4)	Other actions/ Penalties (5)	
	Result rejection	1) The SSC can reject the batch upon stating reasons for rejection at candidate, Assessor or batch level.		Assessment Fee will be reduced by 1 % assessment fee per day per trainee (payment to SSC), if there is delay in rejection of assessment marks by Assessor/Assessment Agency/SSC. 1) There will be no penalty if results are rejected within 10 working days from the day of assessment 2) Post 10 working days from the days of assessment, a penalty of 1 % assessment fee per day per trainee (payment to SSC) will be levied	1) It is the SSC's responsibility to control and monitor the Assessment Agencies as well as to monitor the assessment done by the them and their Assessors. 2) In case of repeated delay on part of the AAs in uploading the results or any malpractices coming into notice, the SSCs are expected to take suitable action against the agencies, including suspension/blacklisting from the scheme, as the case may be. 5) If it is found that a SSC is not verifying the results/monitoring the assessment, the state government may document the case and	Apart from financial penalties, any gross issue/discrepancy can attract disciplinary actions as mandated by the MSDE. In case of the conditions discussed in Financial Penalty column, MSDE and/or SSC is expected to take suitable action against AAs and / or Assessors which may include suspension or blacklisting of AAs and / or Assessors.

Activity 3 - Authenticity of the trainees

It is the responsibility of the SSC to ensure that only authentic and eligible trainees are assessed.

TC Responsibility (1)	SSC responsibility (2)	Timelines (3)	Consequences/Penalties/Other Actions		State Government Responsibility (7)
			Financial Penalty (4)	Other actions/ Penalties (6)	
The TC is responsible for ensuring authentic trainees are enrolled in a batch and go through the training.	SSC must ensure that the following aspects are checked during assessments (through Assessors): (1) Trainees enrolled at the TC are same as those uploaded on designated MIS- Verification to be done by checking of Aadhar ID and enrolment forms (2) Trainees have regularly attended the training at the TC Verification to be done by checking the attendance records and interaction with the trainees (3) Trainees have awareness regarding PMKVY - Verification to be done by interaction with trainees		In case of any gross issue/discrepancy, such as fake enrolments identified during assessment and/or fake candidate appearance for assessment, SSC to immediately report the same to State government for appropriate action. For the specific cases like: (1) AAs and/or assessors have not followed the due process which led to the assessments of fake trainees, and/or (2) AAs and/or assessors have conducted the assessment of fake trainees in return of financial and other favors from TC, and/or (3) AAs and / or Assessors failed to report the discrepancies regarding irregularity of training and trainees' awareness about PMKVY. For all the cases discussed above, Assessment Fees to the SSC for that batch will be refunded to State government	Apart from financial penalties, any gross issue/discrepancy can attract disciplinary actions as mandated by the MSDE. In case of the conditions discussed in Financial Penalty column, PMC and/or SSC is expected to take suitable action against AAs and / or Assessors which may include suspension or blacklisting of AAs and / or Assessors	The responsibility of overseeing the program lies with the state government. The state government shall bring any delay by SSCs/AAs to the notice of MSDE/NSDC ASAP

Activity 4- Indulgence in unethical practices

To monitor, if the TC and/or AA are found indulging in unethical practices

TC Responsibility (1)	SSC responsibility (2)	Timelines (3)	Consequences/Penalties/Other Actions		State Government Responsibility (6)
			Financial Penalty (4)	Other actions/Penalties (5)	
	To monitor cases such as offering or demanding bribery to influence the outcome of assessment, or any other matter that indicates indulgence in unethical practice. SSC has to initiate the action against guilty and update the same to the state government and MSDE/NSDC in a timely manner	SSC to report the irregularity to the MSDE/NSDC in a timely manner	Suitable financial penalty may be imposed on the SSC, if SSC is involved in malpractices. Suitable financial penalty would be imposed on the TCs if they are found to be indulged in malpractices Suitable disciplinary actions may be taken against SSCs/TCs as mandated by the MSDE.	For example-If complaint with valid proofs received about the TC or the AA/Assessor offering or seeking any undue favor in cash or kind to influence the outcome of assessment and SSC fails to initiate suitable action against AA and update the same to PMKVY Monitoring Committee(PMC) in a timely manner (In case a TC is found indulged in unethical practice, SSC should report the case to PMC).If such non-compliances are observed in more than two TCs, PMC may refer the case to the Grievance Committee of the SSC to take suitable administrative action against the concerned SSC. This is in addition to the financial penalty. In cases where AAs and /or Assessors are found indulged in unethical practices, the SSC is expected to take suitable action against AAs and/or Assessors which may include their suspension or blacklisting.	The responsibility of overseeing the program and putting in mechanisms to bring transparency lies with the state government. The state government shall bring any malpractices by SSCs/AAs to the notice of MSDE/NSDC ASAP.

सत्यमेव जयते
GOVERNMENT OF INDIA
MINISTRY OF SKILL DEVELOPMENT
& ENTREPRENEURSHIP

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