Guidelines for Accreditation, Affiliation and Continuous Monitoring of Training Centres for the Skill Ecosystem

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

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"We are a youthful nation.
Our youth are our strength.
The world and India need
a skilled workforce."

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Abbreviations and Acronyms

AA	Assessment Agency
AEBAS	Aadhaar Enabled Biometric System
CA	Chartered Accountant
CAAF	Centre Accreditation Application Form
CAAP	Centre Accreditation & Affiliation Portal
CSR	Corporate Social Responsibility
INR	Indian Rupee
MIS	Management Information System
MSDE	Ministry of Skill Development and Entrepreneurship
NIESBUD	National Institute for Entrepreneurship and Small Business Development
NSDC	National Skill Development Corporation
NSQF	National Skills Qualification Framework
PAN	Permanent Account Number
PMC	PMKVY Monitoring Committee
PMKVY	Pradhan Mantri Kaushal Vikas Yojana
PMU	Project Management Unit
P&L	Profit & Loss
SAR	Self-Audit Report
SDMS	Skill Development Management System
SMC	Scheme Monitoring Committee
SSC	Sector Skill Council
TAN	Tax Deduction and Collection Account Number
TC	Training Centre
ToT	Training of Trainer
TP	Training Partner

Accreditation and Affiliation of Training Centres

1   Background

Skills and knowledge are the motivating forces of the financial growth and economic development of any country, and India is no exception. India currently faces a severe shortage of skilled workers as compared with other countries, and the accelerated economic growth has only increased the demand for skilled manpower. The challenge is further aggravated by the fact that the skill ecosystem cuts across multiple sectors and requires the involvement of various stakeholders, such as State and Central Government departments, training providers, employers, industry and knowledge partners, assessment and certification bodies, and the beneficiaries – the trainees.

As India moves progressively towards becoming a global knowledge economy, it must meet the aspirations of youth and aim towards skilling them with the best possible standards. The skill development of the working population is currently one of the top priorities for the country. This is evident by the exceptional progress India has made over the years in the skill development sector; however, there is dire need for a comprehensive ecosystem to impart quality skills to the youth of the country in order to meet global standards.

In this regard, it is pertinent to create synergies between such stakeholders of the skill ecosystem, to coordinate and streamline multiple skill development initiatives undertaken by the Government of India. It is of critical importance that the processes that impact the quality of training at the Training Centres (TCs) are aligned across various schemes. In view of this, the guidelines for Accreditation, Affiliation, and Continuous Monitoring have been formulated for the Skill Ecosystem, hereafter referred to as *Skill Ecosystem* Guidelines. These guidelines shall help in meeting the following objectives:

a. To meet the challenge of skilling with speed and quality standards. The guidelines aim to provide an umbrella framework to all the skilling activities being carried out within the country, thereby providing quality benchmarks in the concept, establishment and running of the various schemes

b. To align various skill development programmes to common standards and processes, and allow reduction in multiplicity of norms and parameters that result in avoidable difficulties in implementation of the schemes

c. To evaluate performance of the skill development programmes in an objective manner

d. To increase the capacity and capability of the existing system in order to ensure equitable access for all

e. To foster excellence in TCs, building effectiveness in delivering competency based training, and to enable trainees and other stakeholders to make informed choices with regard to TCs.

Standardized and effective processes with respect to Accreditation, Affiliation, and Continuous Monitoring of the TCs shall play a significant role in achieving the desired quality standards across various schemes, thereby enabling India to not only meet the domestic demands, but also of other countries.

It is to be noted that these guidelines shall be reviewed periodically, depending upon the feedback from stakeholders and learning as various schemes progress. All updates shall be published on NSDC website (www.nsdcindia.org). The stakeholders are advised to regularly check these websites for amendments/changes, if any.

The terms 'Centre' and 'TC' have been used interchangeably in this document.

2   About Centre Accreditation

Centre Accreditation is a quality assurance process, under which required parameters of TCs are evaluated. It is of key importance to ensure that the trainees are provided quality training, thereby creating the requirement to have a well-defined validation process of the TCs, creating the need of Centre Accreditation. Accreditation focuses on learning and self-development, and encourages the TC to pursue continual excellence.

The process involves a combined mechanism of self-evaluation by the TCs and an external evaluation by a Third Party Inspection Agency, hereafter referred to as 'Inspection Agency', to determine if the prescribed qualitative standards are met by the TC.

2.1   Objective and Benefits

The Centre Accreditation process helps in effective management and delivery of the competency based training aimed at overall development of the trainees. Accreditation ensures that the TC has met prescribed qualitative standards, which have been pre-set by the respective Sector Skill Councils (SSCs). With this aim, it is imperative that the trainees have confidence in the quality of the training provided by the TCs. Some of the objectives of Centre Accreditation include:

a. To assess the TCs and their programmes/courses/job roles that meet the prescribed quality standards, hereafter referred to as Accreditation Standards.

b. It is observed that the TCs very often differ in their methods of imparting skills training,

Infrastructure facilities, and curriculum alignment, among other things. Centre Accreditation Process helps in establishing a framework to benchmark a TC with other Training Centres.

c. An Accredited Centre provides assurance to a number of vital stakeholders, such as the trainees, the employers, and the public in general, that the TC has met the established standards necessary to impart training for the specific job roles. The responsibility for assuring the quality of a TC rests with the TC itself.

d. Centre Accreditation is a voluntary process. It is, however, mandatory to go through the process for a TC that wishes to impart training aligned to National Skills Qualification Framework (NSQF). In order to participate and implement any skill development scheme funded by the Government of India, alignment to NSQF is mandatory.

e. Centre Accreditation also results in awarding an Accreditation Grade to the TC, details of which follow in the guidelines.

f. An Accredited TC becomes eligible for affiliation by the SSC with respect to specific job roles.

g. The Centre Accreditation process is envisaged to be carried out by the Inspection Agency/Agencies empaneled by NSDC. The agency may establish any additional operating procedures it deems appropriate, subject to approval of NSDC.

h. The TCs are advised to access the website of NSDC (www.nsdcindia.org) regularly for the up-to-date versions of the Centre Accreditation Process and related documents.

i. The TCs have to undergo a process of Centre Accreditation and Centre Affiliation in order to participate in a Government funded Skill Development Scheme.

3   Accreditation Standards

The Accreditation Standards inspected are related to the operations and services offered by the TC to its trainees. These standards will be a set of practices and concepts, as laid down by the SSCs pertaining to each job role, that provide guidance to the TCs on all relevant aspects of skilling.

3.1   The Accreditation Standards applicable to a TC is a combination of certain parameters categorized as Part-A and Part-B standards.

The standards of the Part-A category are the mandatory indicators to be adhered to. It is necessary that a TC complies with all the Accreditation Standards of Part-A category to become an accredited TC.

The standards of the Part-B category are the other indicators, on which the TC shall be scored on the predefined points. It is mandatory that the TC achieves a minimum of 40% score with respect to the Accreditation Standards Metrics.

3.2   The Accreditation Standards Metrics is provided in Annexure 1.

Part-A Category :

The following are the illustrative Accreditation Standards for the Part-A category:

a. *Infrastructure:* This captures the details of infrastructure, including classroom and laboratories, required for conducting the training for the specific job roles as per requirement of SSC.

b. *Student/Trainee Handbook:* The TCs are required to make the student/trainee handbook available at the TC. The handbook has to be aligned to NSQF.

c. *Placement and Entrepreneurship Cell:* The TCs need to ensure that necessary employment/ placement-related guidance is provided to the trainees by deputing a placement coordinator at the TC.

d. *Aadhaar Enabled Biometric System (AEBAS):* The TCs need to ascertain that the authenticity of the trainees is captured during their attendance registration.

e. *Training of Trainers (ToT):* This is one of the significant parameters that require that the trainers are trained and certified as per the requirements laid down by the SSC.

f. *Entrepreneurship Training of trainees:* This requires ToT in entrepreneurship, wherein at least one trainer should be certified in entrepreneurship by National Institute for Entrepreneurship and Small Business Development(NIESBUD) or a similar agency.

Note: TCs are advised to comply with all the Part-A categorized standards during accreditation; however, a maximum of two months shall be granted to them to comply with point (d), and up to six months to comply with point (e) and (f).

Conditional Accreditation may be granted to a TC if it is not complying with points (d), (e) and (f) during accreditation; however, the TC shall ensure to meet the compliance as per the time period mentioned above.

Part-B Category :

The following are the illustrative Accreditation Standards for the Part-B category:

a. *Type of Building:* The TC scores the points based on whether it is a stand-alone building, or located in a commercial complex or educational institution.

b. *Proximity to public transport system:* This indicates the distance of the TC from a metro station/bus stop or other means of public transport. Shorter distance shall help the TC score more points.

c. *CCTV Cameras:* Availability of CCTV cameras in classrooms and other areas of the TC can increase its score for accreditation.

3.3 The Accreditation Standards with respect to specific job roles as specified by the SSCs shall be made available on the NSDC website (www.nsdcindia.org). The TCs are advised to access website regularly for up-to-date versions of the relevant documents.

3.4 A TC that meets the Accreditation Standards becomes an Accredited Centre.

4 Application Registration Process

The parent organization of the TC has to complete the Application Registration Process as explained below.

The parent organization desirous of seeking accreditation for its TC has to register online on the Centre Accreditation & Affiliation Portal (CAAP), the link of which shall be made available on NSDC website (www.nsdcindia.org). During the registration, the parent organization shall upload the following data online with relevant proofs:

a. Background of the parent organization

b. Certificate of its Incorporation/Registration (from the Registrar of firms/companies/society/trust, whichever is applicable)

c. Turnover and net worth of the organization during the last two years along with proofs, such as ITR for last two years, CA Certificate, Audited Profit & Loss (P&L) statements and balance sheets

d. Permanent Account Number (PAN) of the Parent organization

e. Tax Deduction and Collection Account Number (TAN) of the parent organizationf. Address of the Head/Registered office along with address proof, photograph of the office with clearly visible name board/signage

g. E-mail and mobile number of authorized person at the parent organization

h. Past performance of the parent organization in training (if any) , such as years of operations in training, number of trainees trained, certified, and placed in the last three financial years.

Note: All the relevant documents should be self-attested by the authorized person of the parent organization.

A one-time Application Registration Fee shall be charged from the parent organization, for which an online payment provision shall be provided. Refer to Section 10 for more details.

On successful completion of the data upload with respect to the above mentioned documents and on receipt of the Application Registration fee, an e-mail along with an Application Registration Number and password will be sent to the e-mail address of the authorized person mentioned in the registration process. At this stage, the application's status is categorized as 'Application Registration Completed, and the uploaded documents are categorized as Application Registration Documents.

The above Application Registration Number and password shall be used by the parent organization to feed data related to its TCs to apply for Centre Accreditation.

5 Centre Accreditation Process

To become an Accredited Centre, a TC is expected to go through the following steps, which are explained in the subsequent sub-sections.

a. Raising of Self-Assessment Request

b. Review of the Self-Assessment Request by the Inspection Agency, which may assign it either of the following status:

- Deemed Ready, or
- Deemed Not Ready - opportunity to complete/correct the deficiencies

c. On-site Inspection of the TC by the Inspection Agency

d. Final Recommendation by the Inspection Agency

e. Review by the concerned SSCs

f. Final review and decision by Accreditation Committee (only in special cases)

5.1 Raising Self-Assessment Request

To initiate the accreditation process, the TC has to raise an online request for its accreditation. The request must entail the following:

- Centre Accreditation Application Form (CAAF)
- Accreditation Fee

5.1.1 Centre Accreditation Application Form

a. CAAF is a type of self assessment report that the TC is expected to submit. The Centre has to submit it online in the prescribed CAAF format. The detailed report shall contain all the relevant evidences/documents/pictures of the required parameters, such as infrastructure, machinery, tools and equipment. The format for CAAF shall be provided on the NSDC website (www.nsdcindia.org).

b. CAAF has to be filled for all the job roles, for which the TC is seeking accreditation.

c. The data uploading activity will be facilitated through a mobile application based technology, whereby the TC would be able to upload geo-tagged/time stamped data or pictures. The data uploaded in the form of pictures and other documents will act as supporting evidences showing compliance to the Accreditation Standards.

d. The TC has to mark numbering on each tool/equipment/machinery pertaining to each job role starting from 1 to n. The numbering on the tools/equipment/machinery should be clearly visible on the pictures uploaded on CAAF. During the on-site inspection, the tool/equipment/machinery should be displayed with their number marking, as reported in CAAF.

e. The responsibility of the accuracy and authenticity of the data uploaded lies with the concerned TC.

f. CAAF allows the Inspection Agency to ascertain if the applicant TC provides sufficient evidence and information for scheduling an on-site visit.

g. If the data on CAAF is found incomplete, or the Accreditation Fee is not paid by the TC, the application for Centre Accreditation would be deemed incomplete, and therefore, would not be accepted.

5.1.2 Accreditation Fee

a. Refer to Section 10 for more details.

b. As per the accreditation renewal date for a TC, its grade of the last quarter, prior to renewal of the accreditation shall be reviewed. (Financial year quarter shall be considered for reviewing the grades). The TCs graded 5 Star or 4 Star shall be incentivized with auto accreditation and waiver of the accreditation fee. Refer to Section 6 for more details.

5.2 Review of Self-Assessment Request by Inspection Agency

The Inspection Agency reviews the Self-Assessment Request of the concerned TC, post which it provides it a status of 'Deemed Ready' or 'Deemed Not Ready'.

5.2.1 Deemed Ready

a. The status denotes that the Inspection Agency is satisfied with the CAAF, as submitted by the TC.

b. In such cases, the TC receives a response from the Inspection Agency, indicating that on-site visit at the TC may be done. The Inspection Agency shall communicate the status within seven days of receiving the Self- Assessment Request by the TC.

c. The Inspection Agency also provides the on-site inspection date to the TC. The notification for inspection would be sent to the respective TC at least seven days in advance of the inspection date. The on-site inspection is expected to be completed in a period of 15 days from the date of receiving the 'Deemed Ready' status from the Inspection Agency.

d. The TC may request for a change of inspection date only once. The next date, however, may be deferred to 30 to 45 days or more, considering the Inspection Agency's pre-scheduled plan to visit other TCs.

e. Once the Inspection Agency reaches the TC on the scheduled inspection date, the TC must cooperate in completing the on-site inspection. It is to be noted that if a TC refuses the inspection on arrival of the Inspection Agency or inform its inability to go for the inspection at the last moment, it will result in loss of manpower and planning, as done by the Inspection Agency. Thus, the on-site inspection can be deferred only as stated below:

S. No	Intimation by the Training Centre for refusal/ deferment of On-site Inspection	Site Visit may be deferred maximum by	Consequences
1	Before 1 week of the on-site visit	Up to 30 days	Only 75% of the fee will be refunded. The TC has to apply again with full accreditation fee
2	Before 3 days of the on-site visit	45 to 60 days	Only 50% of the fee will be refunded. The TC has to apply again with full accreditation fee
3	On the day of the on-site visit	60 to 90 days	Fee shall not be refunded. The TC has to apply again with full accreditation fee

5.2.2 Deemed Not Ready

a. The status denotes that the Inspection Agency is dissatisfied with the CAAF – the report may be incomplete or incorrect. In such cases, the Inspection Agency sends a communication to the concerned TC that it does not seem to be ready for the on-site visit, giving detailed comments/justification.

b. The TC will be given maximum of 60 calendar days to complete or take action on the non-conformities and send the revised CAAF to the Inspection Agency.

c. In case the TC fails to respond within 60 days, or if it chooses not to proceed with the Accreditation process, 70% of the Accreditation fee would be refunded to the TC.

d. If the TC responds within 60 days with the revised CAAF, and if it is accorded the status of 'Deemed Not Ready' the second time, no further chances would be given to the concerned TC. Only 50% of the Accreditation Fee shall be refunded in such cases. The TC shall be allowed to re-apply for accreditation only after a year of its last application date.

5.3 On-site Inspection of TC by Inspection Agency

a. Post reviewing the CAAF, the Inspection Agency shall visit the TC to determine if it meets the Accreditation Standards.

b. TCs are expected to be fully prepared for the inspections team checks, including preparation for minute details. The TC has to ensure that all the information, as provided in CAAF, should be visible / available at the TC during the on-site inspection.

c. To validate the information submitted through CAAF, the Inspection Agency shall check the evidences by a thorough inspection of the classrooms, laboratories, library, and documents, and also by interacting with the trainers and other relevant staff of the TC. During the on-site inspection, the Principal/Centre Manager and one trainer per job role will have to be present. It is vital that the staff whose details are mentioned in the CAAF such as the Principal/Centre Manager and the trainers, be present during the inspection. The Inspection Agency shall reflect the changes of manpower if any, in their report .

d. The Inspection Agency will conduct the inspection via Mobile Application technology, and the process shall include uploading of the geo-tagged and time stamped pictures of the TC.

e. Under rare circumstances, if the Inspection Agency fails to reach the TC on the scheduled date, the TC shall be allotted an earliest priority date for on-site inspection.

f. At any stage, in case of refusal/request for postponement of on-site visit by the TC, delays will not be considered on part of NSDC/Inspection Agency.

5.4   Final Recommendation by Inspection Agency

a. The on-site inspection does not guarantee accreditation to a TC. Post on-site inspection, the Inspection Agency shall prepare a detailed report within five days of the on-site visit. The report has to provide one of the following recommendations with regards to the accreditation status for the concerned TC:

   i.   Recommended for Accreditation

   ii. Recommended for Conditional Accreditation*

   iii. Not Recommended for Accreditation

   * The status of Recommended for Conditional Accreditation denotes that the TC is required to complete the deficiencies found within of 2 to 6 months (as the case may be), failing which its Conditionally Accredited status shall be revoked.

   Refer to Section 3 for details on the conditions under which a TCs may be Conditionally Accredited.

b. In case of 'Not Recommended for Accreditation status', the Inspection Agency provides its response with details of non-compliance with the concerned standards. The TC, once ready with the compliances as per Accreditation Standards, may re-apply for the accreditation process with a fresh request. The request may or may not be accepted by NSDC, depending upon the reasons of not recommending the accreditation to the TC. For example, if cases of forged data/records are found during the on-site Inspection, the TC may get blacklisted. Therefore, its request for reapplying for the Centre Accreditation shall not be granted.

c. The Inspection Agency's detailed report containing recommendations on the status of accreditation is provided to the TC for its response (if any). The TC is provided a 5-day time period to send its response.

d. At the stage of Accreditation, the Inspection Agency would also recommend an Accreditation Grade as per the Accreditation Standards Metrics. (Refer to Chapter - 2 for more details).

5.5   Review by the SSCs

a. The report submitted by the Inspection Agency along with the recommended accreditation status and grade of the TC, shall be sent to the concerned SSC for its observation. The report shall also contain the comments of the TC, if any. The said report will also be considered for grant of affiliation for the accredited job roles by the respective SSCs. (Refer to Section 9 for more details about Affiliation of TC).

b. Post review of the report submitted by the Inspection Agency, the concerned SSCs are required to provide one of the following status to the concerned TC, along with detailed remarks/justification:

   i.   Agree/Disagree with the Recommended for Accreditation status

   ii. Agree/Disagree with the Recommended for Conditional Accreditation status

c. The cases of Not Recommended for Accreditation, as reported by the Inspection Agency, shall not be forwarded to the SSCs.

d. A time period of a maximum of seven days is provided to the respective SSCs, failing which such cases shall be escalated to Accreditation Sub-Committee. The Committee may comprise members of NSDC and SSCs along with other members, as deemed fit by the Chairperson of the Committee. The Committee shall ensure that the concerned SSCs provide their feedback on the report submitted by the Inspection Agency with detailed justification. The Committee shall also seek a clarification from the concerned SSC for the reason of delay in providing its feedback on the inspection report, and is empowered to take suitable action as the case may be.

e. In case the SSC agrees with the recommendation, as provided by the Inspection Agency, the Centre will become an Accredited/Conditionally Accredited as the case may be, and shall be awarded an Accreditation Certificate.

5.6 Review and Decision by Accreditation Committee (in special cases)

a. An Accreditation Committee, comprising suitable representatives of industry experts and other relevant bodies, shall review and provide decisions pertaining to accreditation status only if the TC is recommended for Accreditation/Conditional Accreditation by the Inspection Agency, but NOT Recommended for Accreditation/Conditional Accreditation by the SSC.

b. The vested authority for accreditation decision rests with the Accreditation Committee in such cases.

c. The Accreditation Committee may ask for additional visits/additional information before finalizing the status of the accreditation. The Committee may direct another empanelled Inspection Agency or NSDC monitoring team or any other suitable person to conduct the on-site inspection at the concerned TC. In such case, the TC shall not be required to bear the cost of additional visit.

d. The Committee shall take the decision, based on the evidence gathered/inspection report as submitted by the Inspection Agency. The Committee has to take decision within 10 days of receiving the case, and its decision shall be final and binding.

e. In case the recommendation as provided by the first Inspection Agency is found inappropriate or incorrect, the said Inspection Agency shall be penalised suitably.

f. The additional responsibilities of the Accreditation Committee include, but not limited to, the following :

- Review of standards, policies, procedures, and issues regarding accreditation, including the accreditation fee structure.
- Advocate the importance of accreditation of the TCs in the skill ecosystem and amongst the stakeholders.
- Suggest the corrective measures where ever required with respect to the Centre Accreditation Process.

g. The members of the Accreditation Committee may change from time to time, as decided by the Chairperson of the Committee.

h. Table overleaf represents various cases of Centre Accreditation status and related outcomes.

S. No	Recommendation by Inspection Agency	Recommendation by SSCs	Outcome for the Centre	Decision by Accreditation Committee	Final Outcome for the Centre
1	Recommended for Accreditation	Agree with recommendation for Accreditation	Accredited	NA	Accredited
2	Recommended for Conditional Accreditation	Agree with recommendation for Conditional Accreditation	Conditionally Accredited	NA	Conditionally Accredited
3	Not Recommended for Accreditation	Case does not go to any SSC.	Not Accredited	NA	Not Accredited
4	Recommended for Accreditation/ Conditional Accreditation	Disagree with recommendation	Case forwarded to the Accreditation Committee	Committee reviews the case Committee	As per the decision of the

Note : During the Accreditation Process, the TC shall be awarded an Accreditation Grade, which shall be published for public view. TCs that secure total scores less than 40% as per the Accreditation Standards Metrics will not qualify for accreditation. Such unqualified TCs will be informed and notified as "assessed and found not qualified for accreditation". The status will also be published to the stakeholders/public.

Post accreditation, a TC is permitted to impart training for only accredited job roles. A TC once accredited, may request for extension of its scope of accreditation to cover additional job roles by raising a supplementary application through the online system. Centre Accreditation fee shall be applicable, as for the new applications.

6   Validity of Accreditation

a. The validity of accreditation of a TC is one year from the date of accreditation. The validity will automatically expire at the end of one year. Renewal notice may or may not be issued to the TC before expiry of the accreditation. The responsibility for applying for renewal in time shall be lies with the concerned TC. It must apply for the same at least three months prior to the expiry date. TCs that do not adhere to these timelines may not be found eligible for applying for renewal of accreditation.

b. In order to renew the accreditation for a TC, its grade for the last quarter of its renewal accreditation date shall be reviewed. (Financial Year quarters shall be considered for the purpose). TCs that are Graded 5 Star or 4 Star shall be incentivized with auto accreditation, including waiver of Annual Accreditation Application fee of INR 12,000 and the Incremental Cost of INR 1,000 per job role.   In other words, no physical inspection for accreditation shall be

conducted at such TCs. The Centre shall, however, be required to pay the Annual Continuous Monitoring Fee of INR 8000. In cases where the TC is graded below 4 Star, the accreditation process as described earlier shall be followed.

c. Any complaints received against a   TC during the year of its operation shall also be duly considered before renewing the accreditation. This shall apply for all the TCs, irrespective of their grades.

d. The continued accreditation of a TC will be dependent upon its demonstrating on-going progress on complying with the Accreditation, Compliance and Performance Standards (Refer to Chapter 2 for more details).

7   Appeal by Training Centre

a. An aggrieved TC, which is not satisfied with the result of the accreditation, can file a written representation of appeal to the Appellate Committee, along with a payment of INR 12,000. The TC has to make an appeal within 15 days of receiving the result of the accreditation status. The Committee will consider the appeal and make recommendation as per the situation and evidences.

b. The members of the Appellate Committee shall be industry experts and NSDC representatives, or any other person as deemed fit by the Chairperson of the Committee. Members of the Committee may change from time to time. Committee's decision will be final and binding.

8   De-accreditation of a Training Centre

The Accreditation Committee may suspend or cancel the accreditation of a TC because of any of the following reasons, but not be limited to :

a. Severe non-compliance or violation of the scheme specific guidelines

b. Improper/misleading use of accreditation status

c. Improper/misleading use of the application for accreditation prior to receiving the accreditation status

d. Providing wrong/forged data in the application for accreditation, or at any point of time in any form during the scheme implementation

e. Imparting training in the job role for which it is not accredited

f. Non-payment of fees, as and when required

g. Refusal to conduct continuous monitoring through self-audits (Refer to Chapter 2 for more details)

h. Non-compliance to the Grading Standards during the Scheme implementation

i. Any other condition deemed appropriate by the Accreditation Committee

The information regarding accreditation would be made public and provided to all the Ministries implementing the skill development schemes along with other relevant stakeholders.

The decision of de-accreditation of a TC shall rest with the Accreditation Committee only. This shall be applicable to all the Government funded skill development schemes. The Scheme Monitoring Committee (SMC) may decide to escalate the matter to the Accreditation Committee based on the severity of discrepancy observed, as per the Scheme-specific monitoring framework. Details of Scheme Monitoring Committee (SMC) follow in the subsequent sections in Chapter 2.

9   Affiliation of a Training Centre

a. Affiliation is a method for the TCs to get formally associated with SSCs in order to impart training to trainees for specific job roles aligned to NSQF. Accreditation and Affiliation are the measuring scales for the provision of quality skilling by the TCs.

b. An affiliated TC has to follow the rules and regulations set by the respective SSCs that give the affiliation in order to maintain/follow the Accreditation Standards.

c. Affiliation can be granted to an Accredited as well as Conditionally Accredited Centre. A Conditionally Accredited Centre may apply for affiliation and get Conditional Affiliation; however, it is pivotal that the TC complies with the Accreditation Standards within the required time frame, as specified in Section 3 (3.2) , failing which the Conditional Accreditation status of the TC shall be revoked, and therefore the TC shall no longer remain affiliated.

d. Under a Government funded Skill Development Scheme, an accredited TC may be allocated targets of training as per the Target Allocation Framework/methodology, defined in the scheme. However a TC should mandatorily get affiliated under the respective SSCs in order to commence the training.

9.1   Objectives and Benefits

An affiliated TC gets access to a number of benefits, including the following:

a. Only accredited AND affiliated TCs are allowed to start operations of commencing training to trainees as per NSQF under Government funded skill development schemes.

b. As all the Government funded schemes are monitored on a continuous basis, an affiliated TC becomes entitled to the Continuous Monitoring Process, if empaneled under a specific scheme. Continuous Monitoring helps in awarding a dynamic grade to the TC on periodic basis, based on the its compliance and performance. If a TC does not seek affiliation, its grading will become 'dormant', as such TCs are not entitled to be monitored on a continuous basis. It may be noted that a TC having dormant grade does not bestow high confidence of the stakeholders. (Refer to Chapter 2 for more details).

c. Trainees of the Affiliated TCs are entitled to receive Industry recognized Certificates post successful completion of training and assessment.

9.2 Process of Affiliation

It is to be noted that all accredited TCs are deemed for the grant of affiliation. Once a TC is accredited for certain job roles, the affiliation cannot be denied by the SSC to that TC for the accredited job roles.

a. A TC, in order to seek affiliation certificate from the SSCs, shall have the provision of submitting an online application for affiliation. Details about the online application shall be provided at the NSDC website (www.nsdcindia.org). The affiliation request would be deemed as completed under following conditions:

  • Affiliation is granted on the basis of job roles. Therefore, a TC has to apply for affiliation only for the accredited job roles.

  • The TC shall pay an affiliation fee for each job role. Refer to section 10 for details.

  • TC is advised to apply for affiliation as soon as it gets accredited; however, it is provided a maximum of 6-month period to seek affiliation. In cases where six months have elapsed since the accreditation date of an unaffiliated TC, it would require to re-accredit itself before applying for affiliation.

b. The online affiliation request is forwarded to the concerned SSC, which reviews the request containing the accreditation report of all job roles as submitted by the Inspection Agency and the affiliation fee payment confirmation. Post review, the SSC shall award the Affiliation Certificate to the concerned TC within 10 days of receiving the affiliation request.

c. It is to be noted that Accreditation and Affiliation of a TC does not guarantee target allocation under Government funded skill development schemes. Each scheme may have its own target allocation process, according to which a TC may be allocated the targets. For example, under PMKVY, the target allocation is based on the grade and job roles demands as per the geographical location of the TC.

d. A TC may thus choose to ascertain its capability in terms of mobilizing candidates pertaining to certain job roles, adherence to particular scheme guidelines and targets it may receive under specific schemes before seeking affiliation with the SSC.

e. If it is found that a TC, accredited for certain job roles, has started the training operations without getting affiliated for the accredited job roles, it shall be penalized suitably as deemed fit by the monitoring team of that scheme.

9.3 Validity of Affiliation

a. The validity of affiliation of a TC is for a year from the date of affiliation. The TC has to apply for the renewal of affiliation at least three months in advance of the affiliation expiry date. The request for renewal of affiliation has to be sent only after renewal of accreditation, as only the Accredited Centres are eligible for affiliation.

b. In case a TC gets de-accredited for any reason, its affiliation shall also be no longer valid. In such cases, the concerned TC may seek affiliation only after getting re-accredited for the specific job roles.

9.4 Affiliation Fee

Refer to Section 10 for more details

9.5 Expected Timelines for Accreditation and Affiliation

Based on the defined processes, the expected timelines for completion of each key process are given below.

Process	Process Owner	Process Timelines	Comments
1. Accreditation of Training Center			
Review of the Self-Assessment Request by the Inspection Agency	Inspection Agency	7 days	The Inspection Agency shall communicate the status to the TC within seven days of receiving the Self-Assessment Request. The TC will be given up to of 60 calendar days to complete or take action for the non-conformities and send the revised CAAF to the Inspection Agency
On-site Inspection of the TC by the Inspection Agency	Inspection Agency (IA)	15 days	The on-site inspection is expected to be completed in a period of 15 days from the date of receiving self-assessment status.
Preparing detailed post-inspection report	Inspection Agency	5 days	The Inspection Agency shall prepare a detailed report within five days of the on-site visit.
Response from the TC (if any) on the report	Training Centre	5 days	The Inspection Agency will send the report to the TC for comments. The TC has to provide its comments, if any, within five days of receiving the report.
Review by the concerned SSCs	SSC	7 days	A turn-around time of 7 days is provided to the respective SSCs to comment on the report submitted by the Inspection Agency.
Final review and decision by Accreditation Committee (only in special cases)	Accreditation Committee	10 days	The Committee has to take decision within 10 days of receiving the case.
2. Affiliation of Training Center			
Raising Affiliation Request along with payment of affiliation Fee	Training Centre	Within 6 months of the accreditation date	The TC has to apply for affiliation within 6 months of its accreditation date.
Awarding Affiliation Certificate	SSC	10 days	Post review, the SSC shall award the Affiliation Certificate to the concerned TC within 10 days of receiving the affiliation request.

10. Fees to be Paid by the Training Centre

10.1 Application Registration Fee

A one-time Application Registration Fee of INR 10,000 shall be charged from the parent organization. This fee shall be non-refundable.

10.2 Accreditation Fee

a. Any TC applying for accreditation has to pay an Accreditation Fee in order to complete the Self-Assessment request. Provision of a payment gateway for facilitating online fee payment shall be provided, details of which shall be provided at the NSDC website (www.nsdcindia.org).

b. It is to be noted that the TC has to pay the Accreditation Fee for each job role. The total fee shall be an annual cost. The fee shall be non-refundable.

c. The following structure of Accreditation Fee is applicable to all the TCs that apply for accreditation:

    i. A Base Cost of INR 20,000. This amount includes the following components :

S. No	Fee description	Fees (Amount in INR)	Remarks
1	Annual Accreditation Application Fee	12,000	Cost pertaining to the on-site inspection of the TC
2	Annual Continuous Monitoring Fee	8000	Cost pertaining to Annual Continuous Monitoring that includes surprise visits (if any) and monitoring through various other means, such as Call Validation, Management Information System (MIS) data, and analysis of online reports submitted by the TC.

    ii. Incremental Cost of INR 1000 for each job role, over and above the Base Cost.

d. Payment collection methodology: Accreditation fee shall be collected from the TCs in two tranches:

Tranches	Fee description	Fees (Amount in INR)	Payment schedule
1st Tranche	Annual Accreditation Application Fee (for applied job roles)	12,000 + 1,000 per job role	To be paid as part of the Self-Assessment Request. The TC shall be inspected only after receiving this amount. This fee shall not be refunded
2nd Tranche	Annual Continuous Monitoring Fee	8000	To be paid only if the TC gets notification that it has been accredited To be paid in 15 days of receiving the accreditation notification, failing which the request for accreditation shall be deemed as cancelled. The TC shall be awarded Accreditation Certificate after the payment of this amount.

e. A few examples to explain the structure of Accreditation Fee are given below.

Example 1: Accreditation fee to be paid by a TC in case it applies for accreditation for one job role.

- 1st Tranche of Annual Accreditation Application Fee: INR 13,000 (Base Cost of INR 12,000 + Incremental Cost of INR 1,000 for one job role)

- 2nd Tranche of Annual Continuous Monitoring Fee: INR 8000 (Payable only when the TC gets accredited)

Total fee to be paid: INR 21,000

Example 2: Accreditation fee to be paid by a TC if it applies for accreditation for three job roles. Job Roles may be pertaining to the same or different sectors.

- 1st Tranche of Accreditation Application Fee: INR 15,000 (Base Cost of INR 12,000 + INR 3000 (1000 * 3) Incremental Cost for three job roles)

- 2nd Tranche of Annual Continuous Monitoring Fee: INR 8000 (Payable only when the TC gets accredited)

Total fee to be paid: INR 23,000

f. The date of credit of payment to NSDC will be considered as the date of receipt of payment.

10.3   Affiliation Fee

a. A TC shall be charged an amount of INR 6000 for every job role affiliation with the respective SSC.

b. The entire Affiliation Fees is payable to the respective SSC.

Note : NSDC reserves the right to revise any of the fee components at any point of time, without stating any reasons whatsoever.

Continuous Monitoring of Training Centres

1 Continuous Monitoring

Effective and Continuous Monitoring of the Training Centre is considered crucial for efficient delivery of the training for all the skill development schemes. Continuous Monitoring is envisaged to regularly assess the effectiveness of various processes at the TC. In order to overcome significant challenges that remain with regards to the delivery of quality of training, Continuous Monitoring of the TCs is crucial.

2 Key Objectives of Continuous Monitoring

The key objectives of Continuous Monitoring are:

- To track performance/compliance of all stakeholders such as the TCs, SSCs, and Assessment Agencies (AAs) with respect to the key indicators and processes, to ensure achievement of the overall goals and objectives of the scheme
- To identify any course correction needed in a prioritized manner, and to take corrective measures so as to improve the performance of the scheme
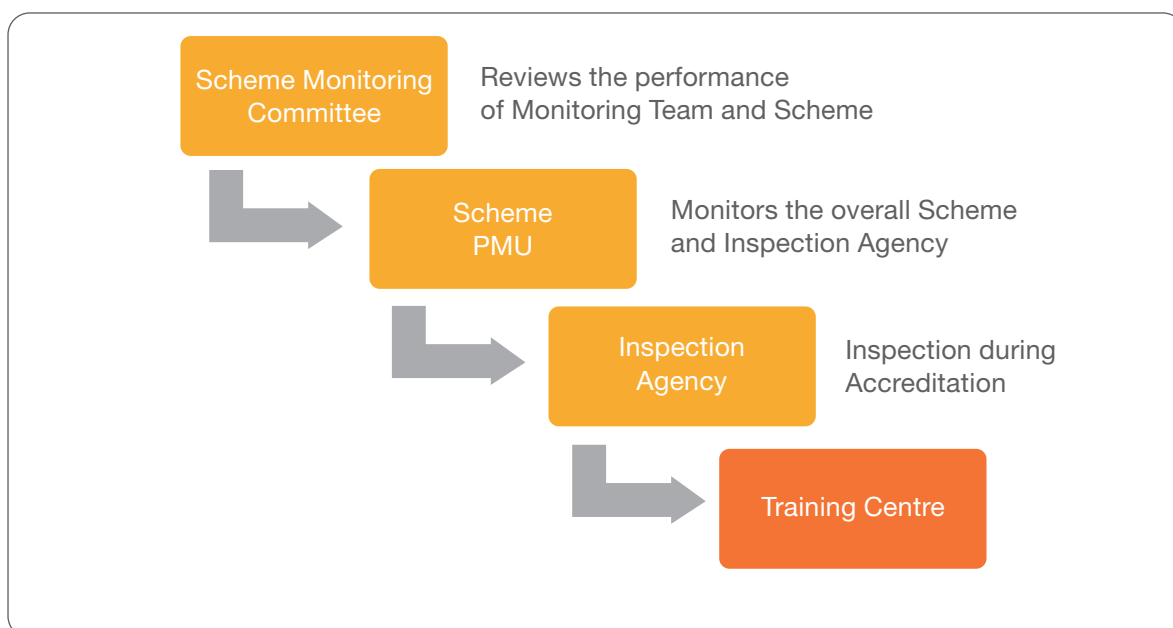
3 Mechanism to Ensure Continuous Monitoring

It is optional for the Government funded skill development schemes to follow the guidelines as explained below; however, it is recommended that the schemes follow the guidelines in order to standardize their processes and monitor the TCs in their ambit in an effective way.

a. Continuous Monitoring is based on certain standards pertaining to Accreditation, Compliance and Performance Metrics, details of which are given in the subsequent sections of this guidelines document.

b. The Inspection Agency, along with the monitoring team of the scheme shall be responsible to continuously monitor all the TCs based on the above-mentioned three Standards Metrics.

c. Following monitoring structure shall be enforced to continuously monitor the schemes.

   i. While the monitoring of each TC shall be done by the Inspection Agency, the monitoring team of the scheme shall monitor the overall scheme performance and progress. The monitoring team shall also monitor the performance of the Inspection Agency by periodically checking on sample basis if the Inspection Agency is conducting the monitoring of the TCs in a right and desired manner.

   ii. It is envisaged that a Scheme Monitoring Committee (SMC) shall be constituted under each Scheme in order to monitor the performance of the monitoring team of the scheme, and to take decisions on the cases of non-compliance and non-performance by stakeholders. The Committee shall be responsible for following roles and responsibilities :

   • The SMC shall meet periodically to review and take decisions on the critical cases related to non-compliance/non-performance of the stakeholders under the Scheme. The decision taken by SMC will be final and binding on the stakeholders.

   • The SMC shall be empowered to take action on the concerned stakeholders, including suspension/blacklisting of the stakeholder from the Scheme.

   • Additionally, SMC may refer the non-compliance cases to Accreditation Committee for de-accreditation of the TC, depending on the nature and severity of discrepancy.

   • SMC shall be empowered to amend the Compliance and Performance Standards Metrics or the monitoring framework in any manner at any point of time, as per the requirement of the scheme.

Figure 1 explains the envisaged multi layered monitoring of the schemes to ensure robust monitoring

Figure 1: The envisaged multi-layered monitoring structure of the schemes

The Continuous Monitoring process involves a combined mechanism of self-evaluation by the TC and other relevant sources to evaluate its performance. Some of them are explained below.

3.1   Self-Audits Reports (SAR)

SAR is one of the most vital tools used for compliance and performance monitoring of the scheme. SAR will have a significant impact in promoting self-analysis, thereby enabling the TC to do its continuous improvement. Once the training commences, the TC is expected to conduct its self-audit with respect to all the standards listed in the Compliance Standards Metrics and Performance Standards Metrics. The prescribed format of SAR shall be made available at the NSDC website (www.nsdcindia.org) according to which each TC has to conduct its self-audit and submit the report to the Inspection Agency. Some of the salient features of SAR are provided below:

a. The TC would upload the entire information/data online in the prescribed format of SAR by using the technology based solution, such as mobile application. Mobile application-based monitoring shall ensure the process of uploading time-stamped pictures. The data uploaded in the form of pictures and other documents will act as supporting evidences to show compliance to the Accreditation/Compliance/Performance Standards.

b. The Inspection Agency will keep track of timely submission of SAR submitted by the TCs. The periodicity of Continuous Monitoring through SAR will be on monthly basis. The TCs shall be expected to upload the monthly SAR online. The window for the SAR submission is between the 25th and $30^{th}/31^{st}$ day of the month. In case a TC fails to submit/delays the submission, the consequences as defined in the Monitoring Framework of the scheme shall be used. In addition to this, its grade would be affected.

c. If due to any unavoidable situation, such as natural calamity, political unrest, or law and order situation, a TC fails to submit its SAR within the time-frame, it would need to inform to the scheme's monitoring team within 7 to 10 days of the subsequent month. The justification has to be provided with valid proofs, wherever possible. In rare cases if the TC is unable to submit SAR by the 10th day of the next month, the monitoring team may decide to report the matter to the SMC for further review and necessary action.

d. The responsibility of the authenticity and accuracy of the information provided in the SAR rests with the TC. At any point of time, if the information is found to be forged or manipulated, the TC is liable to be penalized, including suspension or blacklisting from the scheme, as deemed fit by the SMC.

3.2   Surprise Visits at the Centres

a. Apart from the self-audit monitoring process, there may be surprise visits to the TCs by various stakeholders, such as the monitoring team, Inspection Agencies or other authorised members.

b. The outcome of such visits shall affect the score of TC, and subsequently its grade.

3.3   Call Validations

As part of this process, trainees are called by the authorized call centre of the respective schemes. The trainees may be asked a certain set of questions to ascertain whether the TC is adhering to Compliance and Performance Standards. The answers shall be collated and analyzed to reach a conclusion, based on which a suitable action may be taken against the stakeholder, as deem fit by SMC. Call Validation is a pivotal method to monitor the feedback of the trainees ; it may be used to find the feedback of other stakeholders as well.

3.4   Skill Development Management System (SDMS) or any other Scheme Specific MIS

As part of this process, data uploaded on SDMS or any specific MIS/IT Application of the respective schemes is used for monitoring. The data may be verified with the actual performance data of the TC obtained through multiple sources in order to ascertain whether the TC is adhering to guidelines of the scheme.

The responsibility of the authenticity and accuracy of the information provided in the SDMS/ MIS rests with the TCs. At any point of time, if the information is found to be forged or manipulated, the TC is liable to be penalized, including suspension or blacklisting from the scheme as deem fit by SMC.

4   Outcome of Continuous Monitoring

As multiple modes of imparting the skills training are observed in a TC, it is essential to identify a standardized system to benchmark the TCs across the country. The major outcome of Continuous Monitoring is grading of the TCs, based on which actions may be taken on a TC for non-compliance and/or non-performance. As the Inspection Agencies are entrusted with the responsibility for Continuous Monitoring of each TC, they are expected to alert the monitoring team for each non-compliance/non-performance.

4.1   Grading of Training Centres

Based on the Continuous Monitoring for Compliance and Performance Standards, the TCs shall be graded. Grading will play a pivotal role in benchmarking the TCs. The grading is applicable only to the Accredited TCs. Consequently, if any TC that loses its accreditation status at any point of time, also loses its grade.

4.2   Significance of Centre Grading

The grade of a TC determines its quality and its ability to impart skills training. Grading of TCs would contribute to the skill ecosystem in a number of ways, including the following:

a. Enabling the stakeholders to compare the TCs and identifying the TCs incorporating the best practices. A higher grade may help the TC in attracting trainees for fee based trainings, being preferred choice for Corporate Social Responsibility (CSR) projects and for Government funded skill development schemes as well.

b. The grade of a TC provides relevant information to potential trainees, such as its infrastructure, quality of trainers, and placement services, that would help them select a TC for training.

c. Instilling healthy competition among the TCs to improve their grades, thereby providing a platform for them to analyze and compare their strengths and weaknesses with each other and improve their performance.

d. Providing information to potential employers about the quality of skills training offered by a TC. The grading mechanism helps TCs in becoming the preferred choice of employers/corporates.

e. Enabling a TC to benchmark itself with other TCs across the country, and in the same state, region, or infrastructural and regulatory environment.

f. Rewarding TC by linking its grade to the key processes outcomes. A scheme may link grading of a TC in its target allocation framework to ensure that high quality TCs get targets to meet their full capacities. This shall ensure continued focus on quality delivery of trainings. For example, PMKVY has ensured that the target allocation strategy is linked to the grade of the TCs. A TC that is allocated targets based on its full capacity as per the Accreditation Grade, may face penalty of reduction of targets on the basis of its grade awarded periodically during continuous monitoring.
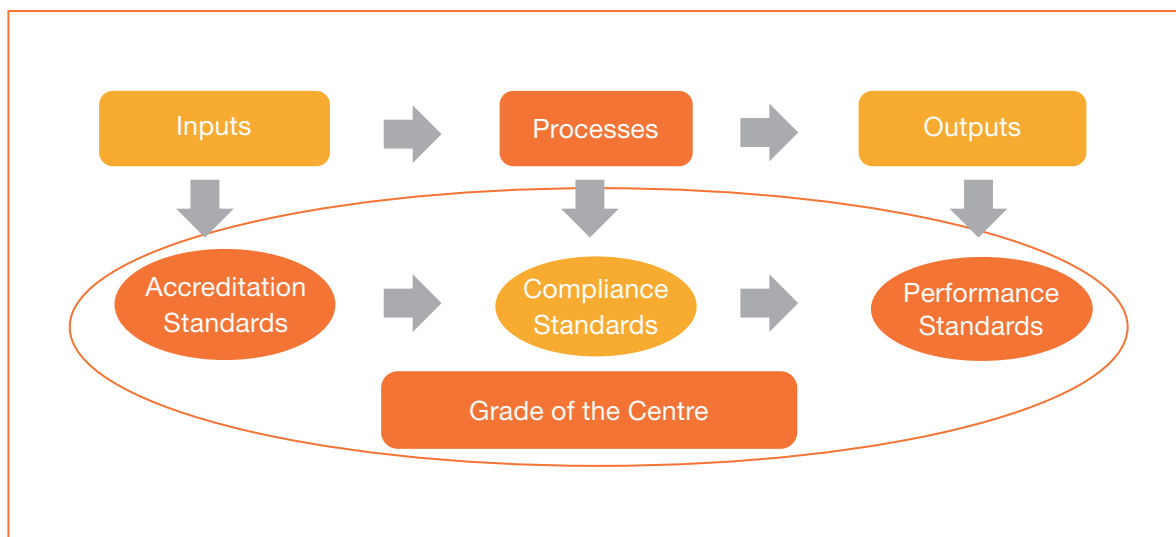
4.3   Grading Methodology

a. The grading methodology involves defining a set of indicators and classifying them into specific categories. The indicators within each category have appropriate weight assigned to them, forming a grading metrics. The total score for each category is 100.

b. The overall performance of a TC would be measured by assigning the scores. The corresponding scores are then converted into grades (represented by a Star rating).

c. Below given Table represents the Grade Structure. Based on band/range of the total percentage as per the scores computed, the TCs shall be graded as shown in the table, where 5 Star denotes the highest grade, and 1 Star the lowest. At any point of time, if a TC is graded as 1 Star, the SMC may suspend it from the scheme at its own discretion. SMC may also escalate the case to the Accreditation Committee for further action.

Grade Structure

Percentage of Scores	Grade
85-100 %	5 Star
70- 84 %	4 Star
55 -69 %	3 Star
40 -54 %	2 Star
Below 40 %	1 Star

d. The grade of a TC is based on inputs, processes and outputs. Accordingly, a TC is graded as per the scores computed with respect to the following three broad pillars (categories) of the grading metrics:

I.   Accreditation Standards Metrics (Provided as Annexure 1 - Part A)

II. Compliance Standards Metrics (Provided as Annexure 1 - Part B)

III. Performance Standards Metrics (Provided as Annexure 1 - Part C)

Figure 2: The grading process for a TC

The Compliance and Performance Standards Metrics are illustrative. Respective schemes may modify/ amend the same as per their requirements.

4.3.1   Accreditation Standards Metrics

a. This is the first broad category, having key indicators with a total score of 50 points. The TCs would be graded as per the scores calculated during the Centre Accreditation process.

b. The Accreditation Standards Metrics is split into two parts: Part-A and Part-B. Refer to Section 3 of Chapter 1 for more details.

c. It is vital to score at least 40% of the scores out of the total score of 50, as per the Accreditation Standards Metrics.

d. As the TCs running Government funded skill development schemes shall be continuously monitored, their grades may keep changing and hence will remain 'active' at all times. In case a TC is not being monitored on a continuous basis by any authorised Inspection Agency, its grade becomes dormant.

e. Grade awarded to a TC during accreditation remains dormant until it starts its operations and is continuously monitored. A TC can start its operations only after affiliation.

f. An active grade shall enable the TC to attract key stakeholders in the skill ecosystem. As the grade of a TC is published along with the date of award of the grade, the stakeholders will be able to access whether the TC's grade is active or dormant.
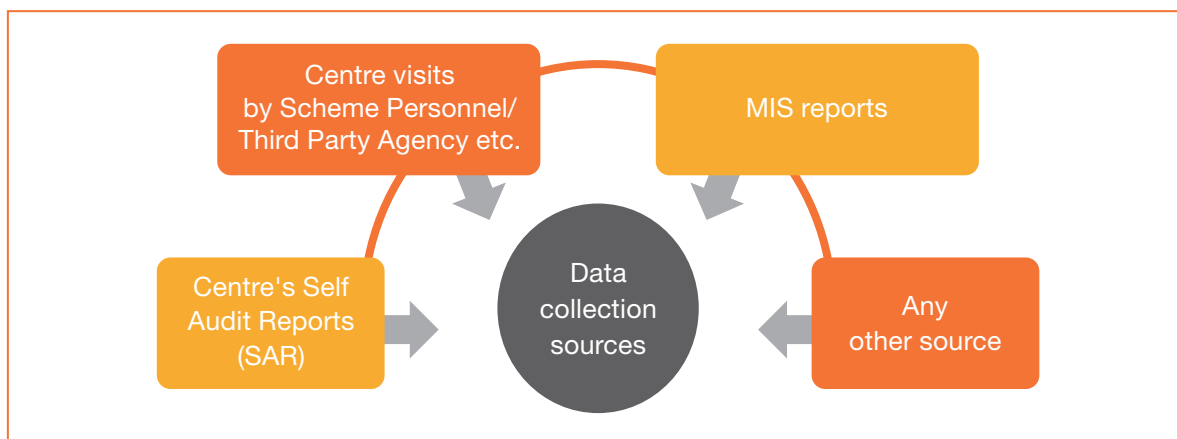
4.3.2   Compliance Standards Metrics

a. This is the second broad category that reflects if the TC is complying with the key compliance indicators. A total score of 20 points form the Compliance Standards Metrics. The scores of a TC would be calculated based on its performance with respect to key indicators that form the part of the Compliance Standards Metrics.

b. Grade awarded to a TC would remain dormant till a period of two months post allocation of targets to the TC, which means the scores pertaining to Compliance Standards Metrics will not be computed for the first two months of target allocation. Thereafter, the scores shall be computed each month; however, the grade of a TC shall change on a quarterly basis on its monthly performance.

c. It is required that the TC achieves a minimum threshold score percentage as per the Compliance Standards Metrics. The threshold values may be decided by the respective schemes. For example, PMKVY requires a minimum of 40% scores to be achieved as per Compliance Standards Metrics. In case of TCs having scores below the threshold value, the SMC may refer the case to Accreditation Committee.

d. It is imperative to collect the authentic and comprehensive data from various sources in order to have all the relevant information required for evaluating the performance of a TC based on Compliance Standards. Some of the indicative sources of data collection are given below:

• Detailed SAR submitted by the TC on a monthly basis

• On-site Centre inspection reports as per the surprise visits done by NSDC/MSDE or any other authorised stakeholder

• MIS Reports and data

• Any other source of data

Figure 3 represents the illustrative sources of data collection for measuring the Compliance Standards of a TC

Figure 3 : Data Collection sources for measuring Compliance Standards of a TC

The Compliance Standards also include some of the indicators with respect to the Accreditation Standards. This is to ensure that the key Accreditation Standards are not compromised with, after attaining the accredited status.
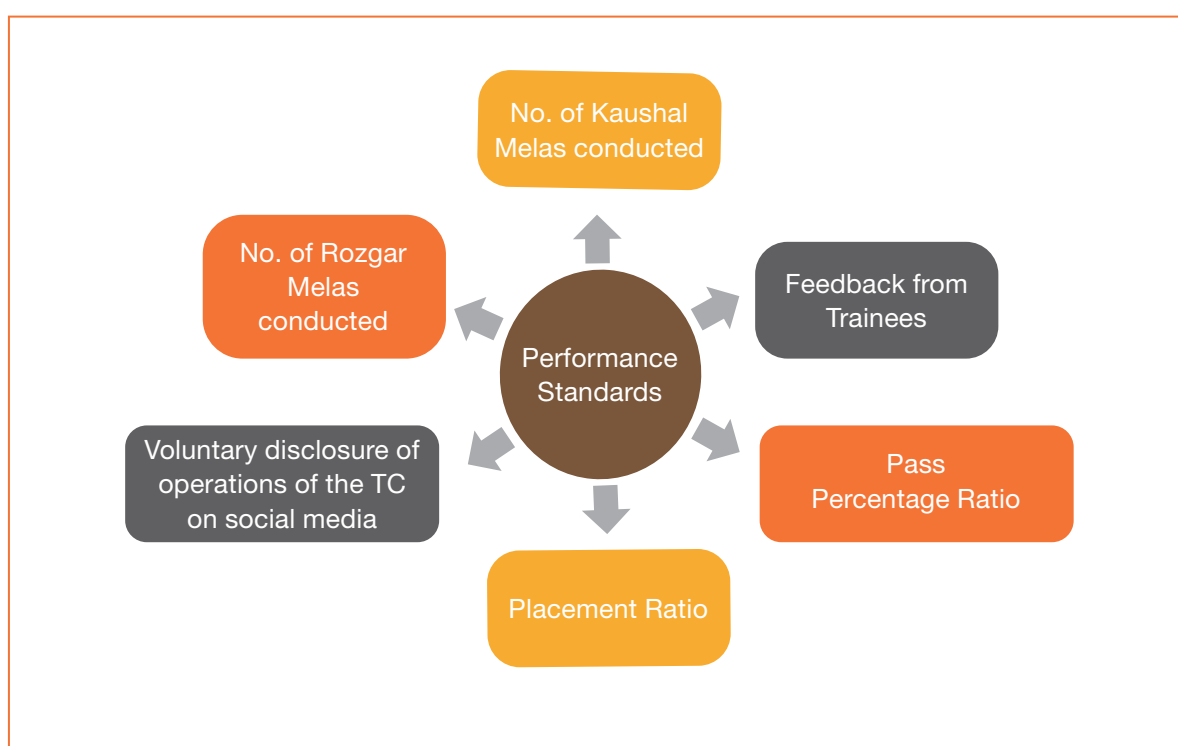
4.3.3 Performance Standards Metrics

a. This is the third category that reflects the performance of a TC with respect to the desired outputs of the respective schemes. The category has key indicators with a total score of 30 points. The indicators and their appropriate weightage assignment are provided in the Performance Standards Metrics.

b. Performance Standards refer to the progress of a TC in terms of achieving the overall objectives of the scheme. Examples include:

    i. Achievement of enrolment target

    ii. Achievement of the desired placement ratio

    iii. Achievement of desired pass percentage ratio

c. TCs are encouraged to voluntary disclose the features and achievements of their training programmes, such as their infrastructure, number of trainees trained, passed, certified, placed, and their placement details on social media (for example, Facebook and Twitter) on a monthly basis. There shall be special points allocated for this, and it shall form part of the Performance Standards Metrics.

d. The TC shall be reviewed on the Performance Standards only after four months of its target allocation. It is required that the TC achieves a minimum threshold score percentage in the Performance Standards. Cumulative data shall be taken into account for computing the scores. The threshold values may be decided by the respective schemes. For Example : PMKVY requires a minimum of 40% scores to be achieved as per Performance Standards Metrics. In cases of TCs having scores below the threshold value, the SMC may take a suitable action.

e. Post completion of the four-month period, Performance Standards of each TC shall be reviewed every month (from fifth month onwards) on cumulative basis , and the scores shall be assigned every month as per the Performance Standards Metrics. Refer to below given Table for more clarity.

Quarter as per Financial Year	Month of Operation of TC	Compliance Score (out of 20)			Compliance Score (out of 20)		
		Calculated	Displayed to the TC	Action Taken on the TC	Calculated	Displayed to the TC	Action Taken on the TC
Q1	M1	No	No	No*	No	No	No*
	M2	No	No	No*	No	No	No*
	M3	Yes	Yes	Yes	No	No	No*
Q2	M4	Yes	Yes	Yes	No	No	No*
	M5	Yes	Yes	Yes	Yes	Yes	Yes
	M6	Yes	Yes	Yes	Yes	Yes	Yes

*In cases of severe discrepancy or special cases, action may be taken on the TC as per the discretion of the SMC

f. The monthly score of a TC shall be calculated and displayed by the 15th day of the next month. The grade shall be changed at the end of each quarter. Financial year quarters shall be considered for the purpose.

g. In order to maintain transparency in the skill ecosystem, the quarterly grade of all the accredited TCs shall be published to the stakeholders.

h. Relevant data shall be collected through various sources in order to measure the Performance Standards of a TC. Illustrative data collection sources are shown in Figure 4. The score would be computed only on the metrics applicable for the specific scheme.

Figure 4: Illustrative indicators to be monitored for measuring Performance Standards of a TC

Note: The responsibility of the authenticity and accuracy of the information submitted by the TCs with respect to Accreditation Standards, Compliance Standards, and Performance Standards or for any other purpose, rests with the TCs. If, at any point of time, the information is found to be forged or manipulated, the TC is liable to be penalized as per the discretion of the SMC of the respective schemes.

4.3.4   Significance of Centre's Quarterly Grade

a. The quarterly grade shall be derived from the average percentage of scores achieved in the three months of the quarter. The quarterly grade of a TC shall be calculated based on the percentage of the total scores achieved, pertaining to Accreditation Standards, Compliance Standards and Performance Standards.

For example, if a TC scores 25 points as per the Performance Standards Metrics out of total of 30 points, the Performance Standards score percentage shall be :

(Total scores achieved * 100)/ Total scores of Performance Standards Metrics

= (25*100)/30 =   83%

b. Below given Table explains the methodology used to compute the monthly scores percentage of a TC:

S. No	Category	Weightage assigned	Monthly Scores Percentage (%) computation
1	During Accreditation: TC scored only on Accreditation Standards	100% weightage assigned to Accreditation Standards	Accreditation Standards Score percentage as per the formula explained in (a) of 4.3.4
2	After two months of Target Allocation (From the 3rd month): TC scored on Compliance Standards	50% weightage assigned to each Standards Metrics (Accreditation and Compliance Standards)	50%*Accreditation Standards Score percentage + 50%*Compliance Standards Score percentage
3	After four months of Target Allocation (From the 5th month): TC scored on Compliance Standards as well as Performance Standards	50% weightage assigned to Accreditation Standards 20% weightage assigned to Compliance Standards 30% weightage assigned to Performance Standards	50%*Accreditation Standards Score percentage + 20%*Compliance Standards Score percentage + 30%*Performance Standards Score percentage

c. Quarterly grade shall be computed as an average of monthly scores percentage achieved in three months of the quarter. For example if the monthly scores percentages for the month of October, November and December 2016 for a TC are 60%, 70% and 50% respectively, the quarterly grade of the TC is

(60% + 70% + 50%)/3 = 60%

As per the above example, the TC is graded as 3-Star

d. It is very crucial for a TC to demonstrate performance with respect to the Compliance Standards as well as Performance Standards, in order to get high scores, and therefore high grades. High quarterly grade helps a TC enjoy the status of continued accreditation; the credibility among the stakeholders also remains high.

Note: The quarterly grade of the TC of a month shall be displayed by the 15th day of the next month.

4.3.5 Re-assessment for Enhanced Grading

The TC that may like to improve their grade, may volunteer for re-assessment at any point of time. Re-assessment in other words means re-accreditation, for which the TC will have to pay the Centre Accreditation fee.

4.3.6 De-Accreditation of Training Centre

Post accreditation, affiliation and target allocations, the issue of non-performance/non-compliance by a TC shall be reported to the SMC in the following instances:

a. If the TC fails to score the minimum threshold value (scores percentage) as decided by the scheme pertaining to the Compliance and Performance Standards Metrics

b. If serious non-compliance issues are observed during monitoring of the TC

The SMC may decide whether the TC should be allowed to continue in the scheme or not. SMC may also escalate the case to Accreditation Committee for de-accreditation of the TC.

4.3.7 Consequence Management System

a. As an outcome of Continuous Monitoring, TCs are assessed on continuous basis with respect to the Compliance and Performance Standards Metrics. Any deviation is captured through various methods and shall lead to Consequence Management defined in the monitoring framework of respective schemes.

b. Any other non-compliance with respect to the scheme specific guidelines, such as fake enrolments or process deviations in training, observed during the execution of the scheme, will be placed before the SMC. SMC may penalize the stakeholder as per the monitoring framework.

c. Based on the nature and severity of the discrepancy, SMC may suspend/blacklist the concerned TC or other stakeholders from the scheme. Suspension indicates that the concerned stakeholder is not allowed to operate under the scheme. Suspension is temporary, for a limited period, as decided by the SMC. Blacklisting indicates that the TC will not be allowed to operate under the scheme under any circumstances. The concerned stakeholder will be permanently debarred from the scheme, as decided by SMC.

d. SMC may also refer the case to Accreditation Committee for de-accreditation, depending on the nature and severity of the discrepancy.

4.3.8 Grievance Committee

The stakeholders have the opportunity to raise their grievances pertaining to their issues to monitoring team of the respective schemes. In case the aggrieved person is not satisfied with the decision of the monitoring team of the scheme or the SMC, such cases may be escalated to the Grievance Committee, the composition of which shall be announced later.

Annexure 1

Grading Metrics for Accreditation Standards

Note: Accreditation Standards have been classified into two parts:

Part-A: The Training Centres applying for accreditation needs to qualify in all the parameters of Part-A standards to achieve Accreditation. Part-A standards have been further divided into :

A.1. Common Standards, which are common for all job roles

A.2. Job Role Specific Standards , which are specific to a job role

Part-B: These standards will be scored out of 50 marks. The TCs are expected to achieve at least 40% score in Part-B Standards to achieve the Accreditation.

S. No.	Accreditation Standard Indicator	Eligible for Accreditation
Part-A Standards		
(A.1) Common Standards		
1	Total Classroom area/ Capacity of Classrooms Total classroom area (total carpet area of all the classrooms) Capacity of the classroom in terms of number of trainees	
a	10 SqFt / trainee or more	Yes
b	Less than 10 SqFt / trainee	No
2	Total Lab area/ Capacity of the Labs Total lab area (total carpet area of all the labs) Capacity of the lab in terms of number of trainees	
a	10 Sq Ft / trainee or more	Yes
b	Less than 10 Sq Ft / trainee	No
3	Availability of Placement and Entrepreneurship Cell	
a	Separate Counselling /Placement Desk and Entrepreneurship Cell (With availability of a dedicated/shared full time Placement Coordinator)	Yes
b	No separate Counselling /Placement Desk and Entrepreneurship Cell (Placement Coordinator is not deployed by the Training Centre)	No
4	Type of Construction of the Building	
a	Good quality building (Good construction quality)	Yes
b	Poor quality building (Poor construction quality)	No

Annexure 1

Grading Metrics for Accreditation Standards

Note: Accreditation Standards have been classified into two parts:

Part-A: The Training Centres applying for accreditation needs to qualify in all the parameters of Part-A standards to achieve Accreditation. Part-A standards have been further divided into :

A.1.   Common Standards, which are common for all job roles

A.2.   Job Role Specific Standards , which are specific to a job role

Part-B: These standards will be scored out of 50 marks. The TCs are expected to achieve at least 40% score in Part-B Standards to achieve the Accreditation.

S. No.	Accreditation Standard Indicator	Eligible for Accreditation
Part-A Standards		
(A.1) Common Standards		
5	Availability of Seperate Washroom facility for male and female trainees	
a	Availability of separate washroom facility for male and female trainees	Yes
b	Unavailability of separate washroom facility for male and female trainees	No
6	Availability of Safe/Clean Drinking Water	
a	Availability of safe/clean drinking water facility	Yes
b	Unavailability of safe/clean drinking water facility	No
7	Cleanliness and Hygiene Factor	
a	Training Centre is acceptably clean	Yes
b	Training Centre is unhygienic and not clean	No
8	Health and Safety Facilities	
a	Availability of the First-Aid kit and fire fighting equipment	Yes
b	Unavailability of the Fire Fighting equipment and First-Aid kit	No

Annexure 1

Grading Metrics for Accreditation Standards

Note: Accreditation Standards have been classified into two parts:

Part-A: The Training Centres applying for accreditation needs to qualify in all the parameters of Part-A standards to achieve Accreditation. Part-A standards have been further divided into :

A.1.   Common Standards, which are common for all job roles

A.2.   Job Role Specific Standards , which are specific to a job role

Part-B: These standards will be scored out of 50 marks. The TCs are expected to achieve at least 40% score in Part-B Standards to achieve the Accreditation.

S. No.	Accreditation Standard Indicator	Eligible for Accreditation
Part-A Standards		
(A.1) Common Standards		
9	Availability of Aadhar-Enabled Biometric Attendance System (AEBAS)	
a	Avaialibility of AEBAS	Yes
b	Unavailability of AEBAS	No
Note for point no. 9: In case a Training Centre doesn't have AEBAS, Conditional Accreditation may be awarded. However, the TC will need to get AEBAS installed within two months of Conditional Accreditation, else, Conditional Accreditation may be withdrawn.		
10	Trainer certified in Entrepreneurship by NIESBUD or any similar agency specified in the Scheme	
a	At least One trainer certified in Entrepreneurship by NIESBUD or any similar agency specified in the scheme	Yes
b	No trainer certified in Entrepreneurship by NIESBUD or any similar agency specified in the scheme	No
Note for point no. 10: In case Training Centre doesn't have a trainer certified in Entrepreneurship by NIESBUD or any similar agency , Conditional Accreditation may be awarded. However, Centre will need to comply with this indicator within Six months of Conditional Accreditation, else, Conditional Accreditation may be withdrawn.		

Annexure 1

Grading Metrics for Accreditation Standards

Note: Accreditation Standards have been classified into two parts:

Part-A: The Training Centres applying for accreditation needs to qualify in all the parameters of Part-A standards to achieve Accreditation. Part-A standards have been further divided into :

A.1. Common Standards, which are common for all job roles

A.2. Job Role Specific Standards , which are specific to a job role

Part-B: These standards will be scored out of 50 marks. The TCs are expected to achieve at least 40% score in Part-B Standards to achieve the Accreditation.

S. No.	Accreditation Standard Indicator	Eligible for Accreditation
Part-A Standards		
(A.2) Job Role Specific Standards		
1	Total no. of trainees who can be simultaneously trained in a Centre in a month (for the job role) (Total number of qualified trainers for the job role, as per the prescribed minimum requirement of SSC)	
a	30:1 or less than 30:1	Yes
b	more than 30:1	No
2	Availability of Qualified Trainers (For a particular Job Role) (The Training Centre has qualified trainers as per the prescribed minimum requirement of SSC)	
a	Trainers meets minimum educational qualification as well as minimum experience, as prescribed by SSC (Maximum six month relaxation allowed in experience but no relaxation allowed in qualification)	Yes
b	Trainers don't meet minimum educational qualification criteria/experience criteria as prescribed by SSC (Maximum six month relaxation allowed in experience but no relaxation allowed in qualification)	No
3	Trainers certified by SSC (For a particular Job Role)	
a	All trainers certified by SSC	Yes
b	All trainers not certified by SSC	No

Annexure 1

Grading Metrics for Accreditation Standards

Note: Accreditation Standards have been classified into two parts:

Part-A: The Training Centres applying for accreditation needs to qualify in all the parameters of Part-A standards to achieve Accreditation. Part-A standards have been further divided into :

A.1.   Common Standards, which are common for all job roles

A.2.   Job Role Specific Standards , which are specific to a job role

Part-B: These standards will be scored out of 50 marks. The TCs are expected to achieve at least 40% score in Part-B Standards to achieve the Accreditation.

S. No.	Accreditation Standard Indicator	Eligible for Accreditation
Part-A Standards		
(A.2) Job Role Specific Standards		
Note for point no. 3 : In case Training Centre doesn't have all trainers certified by SSC, Conditional Accreditation may be awarded. However, Centre will need to comply with this indicator within six months of Conditional Accreditation, else, Conditional Accreditation may be withdrawn		
4	Availability of NSQF aligned training material (For each Job Role)	
a	Availability of NSQF aligned training material for each job role	Yes
b	Unavailability/Partial Availability of NSQF aligned training material for each job role	No
5	Availaibility of Equipment/ Tools/ Machinery in Lab (For each Job Role)	
a	Lab is equipped with mandatory equipment (as per SSC specified mandatory list) for each job role	Yes
b	Lab is not equipped with mandatory equipment (as per SSC specified mandatory list) for each job role	No

Annexure 1

Grading Metrics for Accreditation Standards

Note: Accreditation Standards have been classified into two parts:

Part-A: The Training Centres applying for accreditation needs to qualify in all the parameters of Part-A standards to achieve Accreditation. Part-A standards have been further divided into :

A.1.   Common Standards, which are common for all job roles

A.2.   Job Role Specific Standards , which are specific to a job role

Part-B: These standards will be scored out of 50 marks. The TCs are expected to achieve at least 40% score in Part-B Standards to achieve the Accreditation.

S. No.	Accreditation Standard Indicator	Eligible for Accreditation
Part-B	**Standards**	
1	Type of Building	6
a	Stand-alone Building (Centre is a stand-alone building)	6
b	industrial/Commercial Complex (Centre is inside a factory/ industrial/ commercial complex and not a standalone building)	4
c	Educational Institute/Residential Building (Centre is part of educational institute or residential building and not a standalone building)	2
2	Availability of CCTV cameras in Training Centre	6
a	Availaibility of CCTV cameras in all the classrooms, labs, counseling area and/or reception area	6
b	Availaibility of CCTV cameras in all the classrooms and labs , but not in other areas	4
c	Availaibility of CCTV cameras in all the classrooms , and not in labs or other areas	2
d	Unavailability of CCTV camera at the Training Centre	

Annexure 1

Grading Metrics for Accreditation Standards

Note: Accreditation Standards have been classified into two parts:

Part-A: The Training Centres applying for accreditation needs to qualify in all the parameters of Part-A standards to achieve Accreditation. Part-A standards have been further divided into :

A.1. Common Standards, which are common for all job roles

A.2. Job Role Specific Standards , which are specific to a job role

Part-B: These standards will be scored out of 50 marks. The TCs are expected to achieve at least 40% score in Part-B Standards to achieve the Accreditation.

S. No.	Accreditation Standard Indicator	Eligible for Accreditation
Part-B Standards		
3	Availability of Additional Infrastructure Facilities at the Training Centre	6
a	Availability of pantry, lifts and parking facility	6
b	Availability of any two parameters i.e. pantry, parking facility, lifts	4
c	Availability of any one parameters i.e. pantry, parking facility, lifts	2
d	Unavailability of pantry, lifts and parking facility	0
4	Differently-abled friendly Training Centre (The Training Centre is accessible to differently-abled people)	6
a	Availability of ramps, Lifts and toilets for differently-abled people	6
b	Availability of any two parameters i.e. lifts, ramps, toilets	4
c	Availability of only parameter i.e.ramps or toilets for differently-abled people	2
d	Unavailability of ramps, lifts and toilets for differently-abled people	0

Annexure 1

Grading Metrics for Accreditation Standards

Note: Accreditation Standards have been classified into two parts:

Part-A: The Training Centres applying for accreditation needs to qualify in all the parameters of Part-A standards to achieve Accreditation. Part-A standards have been further divided into :

A.1.   Common Standards, which are common for all job roles

A.2.   Job Role Specific Standards , which are specific to a job role

Part-B: These standards will be scored out of 50 marks. The TCs are expected to achieve at least 40% score in Part-B Standards to achieve the Accreditation.

S. No.	Accreditation Standard Indicator	Eligible for Accreditation
Part-B	**Standards**	
5	Proximity to Public Transport System i.e. Bus Stand, Metro Station, Railway Station etc.	6
a	0- 3 km distance	6
b	3.1 - 5 km distance	4
c	5.1-10 Km distance	2
d	More than 10 km distance	0
6	Availability of overhead projectors in Classrooms	4
a	Availability of Overhead projectors in all classrooms	4
b	Availability of Overhead projectors in atleast 50% of the classrooms but not all classrooms	2
c	Unavailability of overhead projector in any classroom	0

Annexure 1

Grading Metrics for Accreditation Standards

Note: Accreditation Standards have been classified into two parts:

Part-A: The Training Centres applying for accreditation needs to qualify in all the parameters of Part-A standards to achieve Accreditation. Part-A standards have been further divided into :

A.1.   Common Standards, which are common for all job roles

A.2.   Job Role Specific Standards , which are specific to a job role

Part-B: These standards will be scored out of 50 marks. The TCs are expected to achieve at least 40% score in Part-B Standards to achieve the Accreditation.

S. No.	Accreditation Standard Indicator	Eligible for Accreditation
Part-B Standards		
7	Air-Conditioned Campus	4
a	Availability of Air-Conditioning in all classrooms	4
b	Availability of Air-Conditioning in atleast 50% of the classrooms but not all classrooms	2
c	Unavailability of Air-Conditioning in any classroom	0
8	Availability of Internet Connectivity	4
a	Availability of the Internet connectivity at the Training Centre	4
b	Unavailability of Internet connectivity at the Training Centre	0
9	Availability of Power Backup	4
a	Availability of the Power backup facility at the Training Centre	4
b	Unavailability of the power backup facility at the Training Centre	0
10	Availability of Library Facility	4
a	Availability of Library Facility at the Training Centre	4
b	Unavailability of Library Facility at the Training Centre	0
Total Scores for Accreditation		**50**

Annexure 1

Grading Metrics for Compliance Standards

Note:

1. The Compliance of the Centre shall be measured after Two months of its target allocation

2. The indicators as mentioned in the Metrics are illustrative in nature . The indicators may be changed as per Scheme Specific Monitoring Guidelines if needed, however the total Compliance Standard Scores have to be 30.

3. Centres are expected to achieve at least 40% scores, failing which the Scheme Monitoring Committee may escalate the case to the Accreditation Committee

S. No.	Compliance Standard Indicator	Scores
1	Continuous Availability of required Infrastructure/Equipment and Training Material	6
a	Availability of equipment in labs as specified by SSC	3
b	If equipment in labs not found as specified by SSC	0
c	Availability of training material (NSQF Aligned Content)	3
d	If the training material is not available or not NSQF aligned	0
2	Adherence to Scheme Specific Marketing & Branding Guidelines	4
3	Continuous Availability of SSC certified Trainers	2
a	Availability of the certified Trainers at the Centres who were reported during Accreditation . In case any trainer leaves the Centre, the Centre has to ensure that the concerned trainer gets certified by SSC for retaining Accreditation Status.	2
b	Unavailability of the certified Trainers at the Centres	0
4	Distribution of Induction kit to the trainees as per Scheme Specific Guidelines	2
a	Providing induction kit to the trainees as per Scheme Specific Guidelines	2
b	Failing to provide the induction kit as per Scheme Specific Guidelines	0

Annexure 1

Grading Metrics for Compliance Standards

Note:

1. The Compliance of the Centre shall be measured after Two months of its target allocation

2. The indicators as mentioned in the Metrics are illustrative in nature . The indicators may be changed as per Scheme Specific Monitoring Guidelines if needed, however the total Compliance Standard Scores have to be 30.

3. Centres are expected to achieve at least 40% scores, failing which the Scheme Monitoring Committee may escalate the case to the Accreditation Committee

S. No.	Compliance Standard Indicator	Scores
5	Training of Trainees (Whether the trainees are being imparted training at the Centre as per batch schedule)	2
a	If training is being conducted at the Centre as per the batch schedule reported in MIS	2
b	If it is found that training is not being conducted as per batch schedule reported in MIS	0
6	Availability of Scheme Specific Enrolment Form signed by the trainees	2
a	Availability of signed and filled Scheme Specific Enrolment form at the Centre	2
b	Unavailability of signed and filled Scheme Specific Enrolment form at the Centre	0
7	Usage of AADHAAR Enabled Biometric Attendance System(AEBAS) for recording Trainee and Trainer Attendance	2
a	If daily attendance of trainees and trainer at a Centre is captured using AEBAS	2
b	If daily attendance is captured using other means like physical register	0
Note for point no.7 : Attendance recorded on AEBAS Portal may be used to verify trainees and trainer attendance, on sample basis.		
Total Monthly Compliance Score		**20**

Annexure 1

Grading Metrics for Performance Standards

Note:

1. The Performance of the Centre shall be measured after Four months of its target allocation

2. Bonus points shall be awarded in few cases, however in any case, total Performance score shall not exceed score of 30 at any point of time

3. The indicators as mentioned in the Metrics are illustrative in nature. The indicators may be changed as per Scheme Specific Monitoring Guidelines if needed, however the total Performance Standard Scores shall be 30.

4. In order to promote transparency in the operations of TC, 2 Bonus marks will be awarded in case the Training Centre voluntarily discloses aspects related to its operations in public domain/social media. The reference regarding voluntary disclosure related details needs to be provided in SAR.

S. No.	Performance Standard Indicator	Scores
1	Placement Performance	9
a	70% or more certified trainees are placed AND their data uploaded on MIS with in Ninety days of certification	9
b	60-69% certified trainees are placed AND their data uploaded on MIS with in Ninety days of certification	6
c	50-59% certified trainees are placed AND their data uploaded on MIS with in Ninety days of certification	3
d	Below 50% certified trainees are placed AND their data uploaded on MIS with in Ninety days of certification	0
	Note for point no. 1 : A. Bonus marks will be awarded if more than 70% certified trainees are placed AND their data uploaded on MIS within Ninety days of certification. 2 Bonus marks will be awarded for every 5% increment in placement performance (over and above 70%) B. 2 Bonus marks will also be allocated in case the Training Centre uploads the success stories along with videos/photographs of successfully placed trainees of at least Ten Candidates in a Quarter in Social Media i.e. Facebook, YouTube, twitter etc. C. Placement Performance would be calculated only for those trainees, who have been certified for Ninety days or more prior to the date of calculating the placement performance of the Centre	

Annexure 1

Grading Metrics for Performance Standards

Note:

1. The Performance of the Centre shall be measured after Four months of its target allocation

2. Bonus points shall be awarded in few cases, however in any case, total Performance score shall not exceed score of 30 at any point of time

3. The indicators as mentioned in the Metrics are illustrative in nature. The indicators may be changed as per Scheme Specific Monitoring Guidelines if needed, however the total Performance Standard Scores shall be 30.

4. In order to promote transparency in the operations of TC, 2 Bonus marks will be awarded in case the Training Centre voluntarily discloses aspects related to its operations in public domain/social media. The reference regarding voluntary disclosure related details needs to be provided in SAR.

S. No.	Performance Standard Indicator	Scores
2	Pass Percentage	6
a	80% or more pass percentage is observed , for the batches wherein results have been uploaded	6
b	70-79% more pass percentage is observed , for the batches wherein results have been uploaded	4
c	60-69% more pass percentage is observed , for the batches wherein results have been uploaded	2
d	Below 60% pass percentage is observed , for the batches wherein results have been uploaded	0
	Note for point no.2 : Bonus marks will be awarded if more than 80% pass percentage is observed, for the batches wherein results have been uploaded by the end of Quarter whose performance is reviewed 2 Bonus mark will be awarded for every 5% increment in pass percentage (over and above 80%)	
3	Organizing Placement Mela in six months	3
a	If the Placement Mela is organised in six months with press/ media coverage	3
b	If the Placement Mela is organised in six months without press/ media coverage	1.5

Annexure 1

Grading Metrics for Performance Standards

Note:

1. The Performance of the Centre shall be measured after Four months of its target allocation

2. Bonus points shall be awarded in few cases, however in any case, total Performance score shall not exceed score of 30 at any point of time

3. The indicators as mentioned in the Metrics are illustrative in nature. The indicators may be changed as per Scheme Specific Monitoring Guidelines if needed, however the total Performance Standard Scores shall be 30.

4. In order to promote transparency in the operations of TC, 2 Bonus marks will be awarded in case the Training Centre voluntarily discloses aspects related to its operations in public domain/social media. The reference regarding voluntary disclosure related details needs to be provided in SAR.

S. No.	Performance Standard Indicator	Scores
c	No Placement Mela organized in six months	0
	Note for point no. 3 : 2 Bonus marks per Placement Mela will be awarded for every extra Placement Mela organized in six months (over and above mandatory 1 Placement Mela in six months) The Placement Mela indicator shall be counted on Half yearly basis i.e. every six months. Therefore, Centre shall be awarded marks out of reduced scale i.e. deducting 3 points for Placement mela indicator. The Performance Scores achieved would be normalised to get a score from 30. If a joint Placement Mela is organized by 2 or more Training Centres, equal Performance Scores for organizing Placement Mela will be awarded to each of the organizing Training Centres.	
4	Mobilization of trainees (Organizing Kaushal Melas)	3
a	If the Kaushal Mela is organised in six months with press/ media coverage	3
b	If the Kaushal Mela is organised in six months without press/ media coverage	1.5
c	No Kaushal Mela organized in six months	0

Annexure 1

Grading Metrics for Performance Standards

Note:

1. The Performance of the Centre shall be measured after Four months of its target allocation

2. Bonus points shall be awarded in few cases, however in any case, total Performance score shall not exceed score of 30 at any point of time

3. The indicators as mentioned in the Metrics are illustrative in nature. The indicators may be changed as per Scheme Specific Monitoring Guidelines if needed, however the total Performance Standard Scores shall be 30.

4. In order to promote transparency in the operations of TC, 2 Bonus marks will be awarded in case the Training Centre voluntarily discloses aspects related to its operations in public domain/social media. The reference regarding voluntary disclosure related details needs to be provided in SAR.

S. No.	Performance Standard Indicator	Scores
	Note for point no. 4: 2 Bonus marks per Kaushal Mela will be awarded for every extra Kaushal Mela organized in six months (over and above mandatory 1 Kaushal Mela in six months) The Kaushal Mela indicator shall be counted on Half yearly basis i.e. every six months. Therefore, Centre shall be awarded marks out of reduced scale i.e. deducting 3 points for Kaushal mela indicator. The Performance Scores achieved would be normalised to get a score from 30. If a joint Kaushal Mela is organized by Two or more Training Centres, equal Performance Scores for organizing Kaushal Mela will be awarded to each of the organizing Training Centres.	
5	Trainee Feedback	3
a	80-89% of the trainees (whose feedback is captured) at a Centre provide feedback (considering all the trainees in all the job roles)	3
b	70-79% of the trainees (whose feedback is captured) at a Centre provide feedback (considering all the trainees in all the job roles)	2
c	60-69% of the trainees (whose feedback is captured) at a Centre provide feedback (considering all the trainees in all the job roles)	1
d	Below 60% performance of the trainees (whose feedback is captured) at a Centre provide feedback (considering all the trainees in all the job roles)	0

Annexure 1

Grading Metrics for Performance Standards

Note:

1. The Performance of the Centre shall be measured after Four months of its target allocation

2. Bonus points shall be awarded in few cases, however in any case, total Performance score shall not exceed score of 30 at any point of time

3. The indicators as mentioned in the Metrics are illustrative in nature. The indicators may be changed as per Scheme Specific Monitoring Guidelines if needed, however the total Performance Standard Scores shall be 30.

4. In order to promote transparency in the operations of TC, 2 Bonus marks will be awarded in case the Training Centre voluntarily discloses aspects related to its operations in public domain/social media. The reference regarding voluntary disclosure related details needs to be provided in SAR.

S. No.	Performance Standard Indicator	Scores
	Note for point no. 5: 2 Bonus marks shall be awarded if feedback is captured of more than 90% trainees. Training feedback from trainees will be collected through a mobile based Application	
6	Quality of Training based on Trainee Feedback	3
a	80-89% trainees (whose feedback captured) provide satisfactory feedback about the training	3
b	70-79% trainees (whose feedback captured) provide satisfactory feedback about the training	2
c	60-69% trainees (whose feedback captured) provide satisfactory feedback about the training	1
d	Below 60% trainees (whose feedback captured) provide satisfactory feedback about the training	0

Annexure 1

Grading Metrics for Performance Standards

Note:

1. The Performance of the Centre shall be measured after Four months of its target allocation

2. Bonus points shall be awarded in few cases, however in any case, total Performance score shall not exceed score of 30 at any point of time

3. The indicators as mentioned in the Metrics are illustrative in nature. The indicators may be changed as per Scheme Specific Monitoring Guidelines if needed, however the total Performance Standard Scores shall be 30.

4. In order to promote transparency in the operations of TC, 2 Bonus marks will be awarded in case the Training Centre voluntarily discloses aspects related to its operations in public domain/social media. The reference regarding voluntary disclosure related details needs to be provided in SAR.

S. No.	Performance Standard Indicator	Scores
7	Enrolment Target Achievement	3
a	80% or more enrolment target achievement	3
b	70-79% enrolment target achievement	2
c	60-69% enrolment target achievement	1
d	Below 60% enrolment target achievement	0
Total Monthly Performance Score		**30**