

# 5 TRAINING CENTRES

## 5.1 OPENING OF A TRAINING CENTRE

### 5.1.1 Look and feel of a training centre

#### Overview

Item	Description
<b>Purpose</b>	To ensure that all the DDU-GKY training centres across India have distinctive look
<b>Reference Guidelines</b>	to Para 3.2.2.2.1, page 27
<b>Prerequisite/s</b>	After signing of MoU and locating training centre.
<b>Time completion</b>	for As per training plan
<b>Resource/s</b>	SF 5.1A1: Look and feel of a training centre, SF 5.1A2: Training centre name board, SF 5.1A3: Hostel centre name board, SF 5.1B1: Activity summary and achievement board, SF 5.1B2: Contact details of important people, SF 5.1B3: Basic Information Board (Training Centre), SF 5.1B4: Basic Information Board (Residential Centre), SF 5.1B5: Academic Information Board, SF 5.1B6: Living Area Information Board, SF 5.1B7: Code of conduct for candidates, SF 5.1B8: Food menu (residential centre), SF 5.1C1: Student entitlement board and responsibilities board, SF 5.1C1 A: Student Attendance and Entitlement Summary Information Board
<b>Process owner</b>	PIA OP team

#### Activities

Actor	Action	Time for completion	Relevant documents
<b>PIA op Team</b>	To ensure that the training centre conforms to DDU-GKY standards on furniture, layout, and colour scheme	As per training plan	SF 5.1A1: Look and feel of a training centre, SF 5.1A2: Training centre name board, SF 5.1A3: Hostel centre name board, SF 5.1B1: Activity summary and achievement board, SF 5.1B2: Contact details of

Actor	Action	Time for completion	Relevant documents
			important people, SF5.1B3: Basic Information Board (Training Centre), SF 5.1B4: Basic Information Board (Residential Centre), SF 5.1B5: Academic Information Board, SF 5.1B6: Living Area Information Board, SF5.1B7: Code of conduct for candidates, SF 5.1B8: Food menu (residential center), SF 5.1C1: Student entitlement board and responsibilities board, SF 5.1C1 A: Student Attendance and Entitlement Summary Information Board
<b>PIA Q team</b>	To ensure that the training centre conforms to DDU-GKY standards on furniture, layout, and colour scheme	At the time of due diligence, as per 5.1.3	SF5.1A1, SF5.1A2, SF5.1A3, SF5.1B1, SF5.1B2, SF5.1B3, SF5.1B4, SF5.1B5, SF5.1B6, SF5.1B7, SF5.1B8, SF5.1C1, SF5.1C1 A
<b>For APS</b>			
<b>SRLM</b>	To ensure that the training centre conforms to DDU-GKY standards on furniture, layout, and colour scheme	At the time of due diligence, as per 5.1.3	SF5.1A1, SF5.1A2, SF5.1A3, SF5.1B1, SF5.1B2, SF5.1B3, SF5.1B4, SF5.1B5, SF5.1B6, SF5.1B7, SF5.1B8, SF5.1C1, SF5.1C1 A
<b>CTSA</b>	Check on Q team and SRLM reports	As per inspection schedule	SF5.1A1, SF5.1A2, SF5.1A3, SF5.1B1, SF5.1B2, SF5.1B3, SF5.1B4, SF5.1B5,

Actor	Action	Time for completion	Relevant documents
			SF5.1B6, SF5.1B7, SF5.1B8, SF5.1C1, SF5.1C1 A
<b>For YPS</b>			
<b>CTSA</b>	<ul style="list-style-type: none"> <li>To ensure that the training centre conforms to DDU-GKY standards on furniture, layout, and colour scheme.</li> <li>Check on Q team reports and also follow up on compliance of SRLM's observations.</li> </ul>	At the time of due diligence, as per 5.1.3	SF5.1A1, SF5.1A2, SF5.1A3, SF5.1B1, SF5.1B2, SF5.1B3, SF5.1B4, SF5.1B5, SF5.1B6, SF5.1B7, SF5.1B8, SF5.1C1, SF5.1C1 A

## 5.1.2 Due diligence before opening of a training centre

### Overview

Item	Description
<b>Purpose</b>	To verify availability of minimum infrastructure before a training centre opens
<b>Reference Guidelines</b> to	Para 3.2.2.2.1, page 27
<b>Prerequisite/s</b>	Signing of MoU. Training, however, can only start after PER approval.
<b>Time completion</b> for	Due diligence is required before: <ul style="list-style-type: none"> <li>opening of a training centre</li> <li>increasing single shift capacity of a training centre above that approved in due diligence,</li> <li>addition of a new trade/domain in training centre</li> <li>converting a DDU-GKY centre into a hybrid centre</li> </ul>
<b>Resources/s</b>	SF 5.1D1: Due diligence of training centre (excluding residential facilities), SF 5.1D2: Due diligence of residential facilities and all the

Item	Description
	forms mentioned in SF 5.1D1 and SF 5.1D2, SF 5.1S: Bare minimum items to be ensured to start training pending CTSA/ SRLM due diligence visit
<b>Process owner</b>	CTSA for YPS/SRLM for APS

### Activities

Actor	Action	Time completion for	Relevant documents
<b>PIA OP Team</b>	<ul style="list-style-type: none"> <li>To ensure that the centre is as per SF 5.1D1 and SF 5.1D2 at training centre</li> <li>To revise the due diligence in case PIA Q team/ SRLM/ CTSA points out deficiencies/incompleteness</li> <li>Permitted to start training if CTSA/SRLM visit does not happen in 10 working days of approval of due diligence by PIA Q team.</li> </ul>	As per training plan	SF 5.1D1: Due diligence of training centre (excluding residential facilities), SF 5.1D2: Due diligence of residential facilities  SF 5.1S: Bare minimum items to be ensured to start training pending CTSA/ SRLM due diligence visit
<b>PIA Q team</b>	<ul style="list-style-type: none"> <li>To check and certify particulars of SF 5.1D1 and SF 5.1D2 at training centre</li> <li>To upload results from the due diligence onto a designated web site</li> </ul>	As per training plan	SF 5.1D1 and SF 5.1D2
<b>For APS</b>			
<b>SRLM</b>	<ul style="list-style-type: none"> <li>Check on Q team's report</li> <li>To upload results from the due diligence onto a designated web site</li> </ul>	Within 10 working days of receipt of information from PIA Q team  If the above is not possible due diligence should be done within 20 working days of start of training. Delaying it will impact the	SF 5.1D1, SF 5.1D2 and 5.1S

Actor	Action	Time completion for	Relevant documents
		performance grading of the SRLM	
<b>CTSA</b>	<ul style="list-style-type: none"> <li>• Check on Q team and SRLM reports</li> <li>• To upload results from the due diligence onto a designated web site</li> </ul>	As per inspection schedule	SF 5.1D1, SF 5.1D2 and 5.1S
<b>For YPS</b>			
<b>CTSA</b>	<ul style="list-style-type: none"> <li>• Check on Q team's report</li> <li>• To upload results from the due diligence onto a designated web site</li> <li>• Follow up compliance of SRLM observations</li> </ul>	<p>Within 10 working days of receipt of information from PIA Q team</p> <p>If the above is not possible it should be done within 20 working days of start of training. Delaying it will impact the performance grading of the CTSA.</p>	SF 5.1D1, SF 5.1D2 and SF 5.1S

### 5.1.3 Opening and Managing of Hybrid<sup>1</sup>training centres

#### Overview

Item	Description
<b>Purpose</b>	To lay down procedures for opening and running hybrid training centres.
<b>Reference guidelines to</b>	No specific reference
<b>Prerequisite/s</b>	Any time after signing of MoU
<b>Time completion for</b>	As per due diligence process
<b>Resource/s</b>	SF 5.1R: Instructions for opening and running hybrid training centres and introducing multiple shifts and double shift batches in a training centre
<b>Process owner</b>	SRLM for APS/CTSA for anYPS

<sup>1</sup> See SF 5.1 R for definition of a hybrid centre

### Activities

Actor	Action	Time for completion	Relevant Documents
<b>PIA OP team</b>	To ensure the following: <ul style="list-style-type: none"> <li>• New centre: ensure compliance to 5.1 R in addition to those specified in due diligence.</li> <li>• Existing DDU-GKY centre: Suggest changes and ensure compliance to 5.1 R in addition to those specified in due diligence.</li> </ul>	As per training plan	SF 5.1D1, SF 5.2D2, SF 5.1R: Instructions for opening and running hybrid training centres and introducing multiple shifts and double shift batches in a training centre
<b>PIA Q team</b>	<ul style="list-style-type: none"> <li>• To follow due diligence process</li> <li>• To verify the capacity of the training centre as per plan for hybrid centre.</li> </ul>	As per training plan	SF 5.1D1, SF 5.2D2, SF 5.1R
<b>For APS</b>			
<b>SRLM</b>	<ul style="list-style-type: none"> <li>• To follow due diligence process and certify the centre capacity</li> </ul>	As per due diligence process	SF 5.1D1, SF 5.2D2, SF 5.1R
<b>For YPS</b>			
<b>CTSA</b>	<ul style="list-style-type: none"> <li>• To follow due diligence process and certify the centre capacity</li> </ul>	As per due diligence process	SF 5.1D1, SF 5.2D2, SF 5.1R

#### 5.1.4 Introduction and running of multiple shifts and Double shift batches<sup>2</sup> in a centre

##### Overview

Item	Description
<b>Purpose</b>	To lay down procedures for introducing multiple shifts and double shift batches in a centre.

<sup>2</sup> For definitions see SF 5.1R

Item	Description
Reference guidelines to	No specific reference
Prerequisite/s	Training centres where due diligence is approved
Time completion for	5 working days in advance of commencement of training
Resource/s	SF 5.1R: Instructions for opening and running hybrid training centres and introducing multiple shifts and double shift batches in a training centre
Process owner	PIA OP team

### Activities

Actor	Action	Time for completion	Relevant Documents
PIA OP team	<ul style="list-style-type: none"> <li>To communicate their plan for running multiple shifts or double shift batches</li> <li>To verify the capacity of the training centre to accommodate the multiple shifts or double shift batches</li> </ul>	As per training plan at the centre	SF 5.1D1, SF 5.2D2, SF 5.1R: Instructions for opening and running hybrid training centres and introducing multiple shifts and double shift batches in a training centre
PIA Q team	<ul style="list-style-type: none"> <li>To verify the capacity of the training centre to accommodate the multiple shifts or double shift batches</li> </ul>	At least 5 working days in advance of commencement of training	SF 5.1D1, SF 5.2D2, SF 5.1R
<b>For APS</b>			
SRLM	<ul style="list-style-type: none"> <li>To certify the submitted information at the time of centre inspection</li> </ul>	As per the inspection schedule	SF 5.1D1, SF 5.2D2, SF 5.1R
<b>For YPS</b>			
CTSA	<ul style="list-style-type: none"> <li>To certify the submitted information at the time of centre inspection</li> </ul>	As per the inspection schedule	SF 5.1D1, SF 5.2D2, SF 5.1R

Actor	Action	Time for completion	Relevant Documents
If a PIA plans to introduce multiple shifts and/or double shift batches in a training centre at the time of due diligence all the timelines prescribed in due diligence will be applicable.			

### 5.1.5 Daily monitoring of the training centres

#### Overview

Item	Description
<b>Purpose</b>	To ensure proper functioning of training centre and capture details of non-functional equipment, trainer and trainee attendance, and deviations if any from the notified training plan
<b>Reference Guidelines to</b>	No specific reference
<b>Prerequisite/s</b>	Filing due diligence report by PIA Q team
<b>Time completion for</b>	On all days when the trainings are scheduled in the centre
<b>Resource/s</b>	SF 5.1T: Daily failure items report and SF 5.1U: 15 day summary of centre status
<b>Process owner</b>	PIA OP team



### Activities

Actor	Action	Time for completion	Relevant documents
PIA OP team	<ul style="list-style-type: none"> <li>• To check and report on non-functional training equipment, and trainee and trainer attendance and upload the results on the designated web-link</li> <li>• Summarise data for 15 days and upload results on the designated web-link</li> </ul>	<p>Daily when the centre opens</p> <p>Summarise by 16<sup>th</sup> of the month for first fortnight and by 1<sup>st</sup> of next month for the second fortnight and the complete month</p>	<p>Daily report as per SF 5.1T: Daily report on centre status</p> <p>Summary as per SF 5.1U: 15 day summary of centre status</p>
PIA Q team	<ul style="list-style-type: none"> <li>• Checks from HQs on i) daily entry of data and ii) trend of failures</li> <li>• On the day of inspection of the centre</li> <li>• Check the accuracy of data reported with the actual condition on the day of inspection.</li> <li>• Verify from the candidates the accuracy of data reported for a random day (to be picked by the system from last 6 working days).</li> <li>• To analyse the results and match with reported data.</li> </ul>	<p>Fortnightly and monthly review</p> <p>As per the inspection schedule</p>	<p>SF 5.1T and SF 5.1U</p>
<b>For APS</b>			
SRLM	<ul style="list-style-type: none"> <li>• Checks from HQs on i) daily entry of data and ii) trend of failures</li> <li>• Same functions under taken by Q team above</li> <li>• To verify randomly generated samples verified by PIA Q team including the inspection notes and</li> </ul>	<p>Fortnightly and monthly review</p> <p>As per the inspection schedule</p>	<p>SF 5.1T and SF 5.1U</p>

Actor	Action	Time for completion	Relevant documents
	compliance to the PIAs Q team observations.		
<b>CTSA</b>	<ul style="list-style-type: none"> <li>Checks from HQs on i) daily entry of data and ii) trend of failures</li> <li>Check on Q team and SRLM reports</li> </ul>	Fortnightly and monthly review  As per the inspection schedule	
<b>For YPS</b>			
<b>CTSA</b>	<ul style="list-style-type: none"> <li>Checks from HQs on i) daily entry of data and ii) trend of failures</li> <li>Same functions under taken by Q team above</li> <li>To verify randomly generated samples verified by PIA Q team including the inspection notes and compliance to the PIAs Q team observations.</li> <li>Follow up on SRLM's observations</li> </ul>	Fortnightly and monthly review  As per the inspection schedule	SF 5.1T and SF 5.1U

## 5.2 INSPECTION OF TRAINING CENTER

### Overview

Item	Description
<b>Purpose</b>	To describe inspection procedures to: <ul style="list-style-type: none"> <li>ensure compliance of earlier checks</li> <li>check the documentation</li> <li>assess the quality of training and</li> <li>overall performance of training centres</li> </ul>
<b>Reference to guidelines</b>	Para 3.2.1.7, page 23
<b>Prerequisite/s</b>	Access to completed: <ul style="list-style-type: none"> <li>SF 5.1D1: Due diligence of training centre (excluding residential facilities)</li> <li>SF 5.1D2: Due diligence of residential facilities</li> </ul>

Item	Description
	<ul style="list-style-type: none"> <li>SF 5.1H1: Batch summary as on day of batch freezing</li> <li>SF 5.1H2: List of candidates in the batch and their profile</li> <li>SF 5.1I: Attendance registers for candidates (as per biometric)</li> <li>SF 5.1J: Attendance registers for trainers (as per biometric)</li> <li>SF 5.1P: List of equipment in the training centre</li> <li>SF 5.1Q: List of equipment in the trainees' accommodation facilities (applicable for residential training only)</li> <li>SF 5.1T : Daily failure items report</li> <li>SF 5.1U: 15 day summary of centre status</li> </ul>
<b>Time for completion</b>	As per the inspection schedule
<b>Resource/s</b>	SF 5.2A: Training centre inspection and as per the SFs listed after the activities table below
<b>Process owner</b>	PIA OP team

### Activities

Actor	Action	Time for completion	Relevant documents
<b>PIA OP team</b>	To ensure <ul style="list-style-type: none"> <li>Availability of all records as per list given in due diligence</li> <li>Proper functioning of the training centre</li> </ul>	Duration varies as per each activity and time for completion is shown against the activity	SF 5.2A: Training centre inspection and as per forms listed in due diligence list.
<b>PIA Q team</b>	carry out the inspection as detailed in SF: 5.2A	As per the inspection schedule	Same as above
<b>For APS</b>			
<b>SRLM</b>	<ul style="list-style-type: none"> <li>Carry out the inspection as detailed in SF: 5.2A</li> <li>To verify randomly selected items verified by PIA Q team including the inspection notes and compliance of the PIAs Q team</li> </ul>	As per the inspection schedule	Same as row 1 above
<b>CTSA</b>	Check on Q team and SRLM reports		
<b>For YPS</b>			
<b>CTSA</b>	<ul style="list-style-type: none"> <li>Carry out the inspection as detailed in SF: 5.2A</li> <li>To verify randomly selected items verified by PIA Q team including the inspection notes and compliance of the PIAs Q team</li> </ul>	As per the inspection schedule	Same as row 1 above

Actor	Action	Time for completion	Relevant documents
	<ul style="list-style-type: none"> <li>Ensure follow up on compliance of SRLM's observations</li> </ul>		

### 5.2.1 Protocol for inspection of a training centre

All training centres will be inspected by persons trained in DDU-GKY processes. In emergencies if inspections are done by SRLM/CTSA/MoRD personnel not trained in DDU-GKY processes the same should be reviewed and ratified by personnel trained in DDU-GKY.

(If the centre does not run throughout the year, the number of inspections will be reduced proportionately but there should be at least one inspection by Q team in a year).

#### 5.2.1.1 Deleted

Content of the section is deleted, however the section is retained to maintain the number continuity

#### 5.2.1.2 PIA Q team

- Q team will inspect a training centre at least 6 times in a year of which at least 4 will be planned inspections. These inspections should be staggered such that a centre is inspected around 40 days after a batch starts.
- Remaining inspections will be surprise. During surprise visits the team should check 2 modules randomly picked by the system. In addition the team can choose two more modules as per the situational needs.

#### 5.2.1.3 SRLM (or its TSA) for APS/CTSA for YPS

- SRLM/CTSA will undertake around 4 inspections of a training centre per annum of which two will be detailed and two will be surprise. The inspections should be so staggered to cover all the batches trained in a centre.
- Modules to be inspected during surprise check will be randomly generated by the ERP system. SRLM/CTSA can also choose additional items to be inspected as per their choice.
- In addition to their regular inspections they will audit PIA Q team inspections.
- CTSA inspections for YPS would be of the same nature as the SRLM of an APS.

#### 5.2.1.4 CTSA (for APS and YPS)

- CTSA will conduct the inspections to audit inspections of PIA Q team and the SRLM
- In this role CTSA will undertake at least 3 visits to a training centre - 2 surprise and 1 detailed
- It will ensure that each centre will undergo due diligence inspection before initiation of training.
- For APSSRLM will ensure compliance of its reports and CTSA reports.
- For YPSCTSA will take corrective action based on its inspections and those undertaken by the SRLM.

#### 5.2.1.5 Role of SRLMs in YPS

SRLM in anYPS can play an active role in ensuring quality of the programme. However, as SRLM team is not strengthened no schedules are prescribed for their inspections. Depending on the staff availability, SRLM is encouraged to get its personnel trained in DDU-GKY procedures and to enable monitoring by its team.

All inspection reports of SRLM of YPS should be sent to CTSA, PIA and MoRD. It is the responsibility of the PIA to comply with items and send a compliance report through the PIA Q team to SRLM and CTSA. CTSA will monitor and ensure proper compliance.

#### 5.2.2 Protocol for CCTV

##### Overview

Item	Description
<b>Purpose</b>	To ensure that a training centre performs as per procedures in guidelines and the SOP by review of CCTV footage
<b>Reference to Guidelines</b>	Para 3.2.2.2.1, page 27
<b>Prerequisite/s</b>	Start of training centre
<b>Time for completion</b>	Continuous process when the training is going on
<b>Resource/s</b>	As per SF 5.2B: CCTV - Specifications, location and recording, review and storage
<b>Process owner</b>	PIA OP team

##### Activities

Actor	Action	Time for completion	Relevant documents
<b>PIA OP team</b>	<ul style="list-style-type: none"> <li>To ensure that the daily activities are being captured through CCTV.</li> <li>Storage of sampled video footage after completion of each batch</li> </ul>	Daily	SF 5.2B: CCTV - Specifications, location and recording, review and storage
<b>PIA Q team</b>	To review CCTV footage as per the instruction given in SF 5.2A: Training centre inspection	As per the inspection schedule	SF 5.2B
<b>For APS</b>			
<b>SRLM</b>	<ul style="list-style-type: none"> <li>To review CCTV footage as per the instruction given in SF 5.2A: Training centre inspection</li> <li>To verify randomly generated samples verified by PIA Q team including the inspection notes and compliance of the PIAs Q team</li> </ul>	As per the inspection schedule	SF 5.2B
<b>CTSA</b>	Check on Q team and SRLM reports	As per the inspection schedule	SF 5.2B
<b>For YPS</b>			
<b>CTSA</b>	<ul style="list-style-type: none"> <li>To review CCTV footage as per the instructions given in SF 5.2A</li> <li>To verify randomly generated samples verified by PIA Q team including the inspection notes and compliance of the PIAs Q team</li> <li>Follow up on compliance of SRLM's observations.</li> </ul>	As per the inspection schedule	SF 5.2B

## 5.3 PROTOCOL FOR UNIFORM DISTRIBUTION

### Overview

Item	Description
<b>Reference to guidelines</b>	Row 11, sl no. 5, table 1, para 3.2.2.4, page 32
<b>Prerequisite</b>	Freezing of batch
<b>Purpose</b>	To generate a distinct identity and a sense oneness amongst the candidates

Item	Description
<b>Time for completion</b>	To be distributed with the welcome kit
<b>Resources</b>	As per SF 5.3A: Specifications for uniform and SF 5.1K: Checklist of items given to candidates
<b>Process owner</b>	PIA OP team

### Activities

Actor	Action	Time for completion	Relevant documents
<b>PIA op team</b>	<ul style="list-style-type: none"> <li>To distribute uniform to candidates</li> <li>Maintain the record of distribution of uniform</li> </ul>	Measurements: At the time of batch freezing Distribution: Along with welcome kit	SF 5.3A Specifications for uniform SF 5.1K: Checklist of items given to candidates
<b>PIA Q team</b>	<ul style="list-style-type: none"> <li>Verification during training centre inspection visit as per randomly selected candidates</li> <li>Review of CCTV footage</li> </ul>	As per the inspection schedule	SF 5.2A training centre inspection
<b>For APS</b>			
<b>SRLM</b>	<ul style="list-style-type: none"> <li>Verification during training centre inspection visit as per randomly selected candidates</li> <li>Review of CCTV footage</li> <li>To verify randomly selected candidates verified by Q team</li> </ul>	As per the inspection schedule	SF 5.2A training centre inspection
<b>CTSA</b>	Check on Q team and SRLM reports		
<b>For YPS</b>			
<b>CTSA</b>	<ul style="list-style-type: none"> <li>Verification during training centre inspection visit as per randomly selected candidates</li> <li>Review of CCTV footage</li> <li>To verify randomly selected candidates verified by Q team</li> <li>Follow up on compliance of SRLM's observations.</li> </ul>	As per the inspection schedule	SF 5.2A

## 5.4 ASSESSMENT AND CERTIFICATION OF CANDIDATES

### Overview

Item	Description
<b>Purpose</b>	Outline procedures for assessment and certification of candidates
<b>Reference to Guidelines</b>	Para 3.2.2.2.3, page 29
<b>Prerequisite/s</b>	Admission of a candidate to a batch
<b>Time for completion</b>	1. Internal assessment: Continuous during the training 2. External assessment: Assessment to be done in the last ten days of training by an agency accredited by NCVT/SSC
<b>Resource/s</b>	SF 5.4A: Assessment and certification of candidates, assessment tests and question banks
<b>Process owner</b>	PIA OP team

### Activities

Actor	Action	Time for completion	Relevant Documents
<b>PIA OP team</b>	Internal assessment: Hold tests, save the tests in candidates' personal dossier and upload them to a nominated website. External assessment: Fixing the date and completing the processes related to assessment by the accredited assessment agency	To be done continuously  Assessment to be done in the last 10 days of a training schedule (If candidates have OJT PIA has an option to complete the assessment either before or after the OJT. This should be indicated in the lesson planner).	SF 5.4A: Assessment and certification of candidates
<b>PIA Q team</b>	Internal assessments: Verify <ul style="list-style-type: none"> <li>• CCTV samples of tests being conducted on the examination process</li> <li>• Retest candidates and compare performance</li> </ul> External assessments: Check CCTV samples of tests being conducted	As per inspection schedule For internal assessments - Check randomly selected candidates and randomly selected videos during a centre visit. Inspect videos of assessment process on the first visit after the batch is trained.	SF 5.4A and 5.2A: Training centre inspection
<b>For APS</b>			
<b>SRLM</b>	<ul style="list-style-type: none"> <li>• Same checks as Q team but on a different set of</li> </ul>	As per inspection schedule	SF 5.4A and 5.2A:



Actor	Action	Time for completion	Relevant Documents
	<p>randomly selected candidates.</p> <ul style="list-style-type: none"> <li>To verify randomly generated samples verified by PIA Q team including the inspection notes and compliance to the PIAs Q team observations.</li> </ul>	.	Training centre inspection
<b>CTSA</b>	Check on Q team and SRLM reports	As per inspection schedule	SF 5.4A and 5.2A: Training centre inspection
<b>For YPS</b>			
<b>CTSA</b>	<p>Same checks as Q team but on a different set of randomly selected candidates.</p> <ul style="list-style-type: none"> <li>In addition check one randomly selected candidate from amongst the candidates verified by the Q team.</li> </ul>	As per inspection schedule	SF 5.4A and 5.2A: Training centre inspection
<b>SRLM</b>	<ul style="list-style-type: none"> <li>Same checks as Q team but on a different set of randomly selected candidates.</li> <li>To verify randomly generated samples verified by PIA Q team including the inspection notes and compliance to the PIAs Q team observations.</li> <li>Follow up on compliance of SRLM's observations.</li> </ul>	As per inspection schedule	SF 5.4A and 5.2A: Training centre inspection

## 5.5 CONDUCTING TRAINING OUTSIDE A STATE

Earlier sections prescribe checks to be done by an SRLM/CTSA within the state geographical boundaries. In a project while the prospective candidates should be residents of the state to which the project is sanctioned, the training of the candidates can be imparted anywhere in the

country. The following steps should be followed if a training centre is outside the state to which the project is assigned:

- PIA should train at least 200 candidates in all the training centres located in a contiguous geographical location (say a city or a district)
- PIA should give the list of training centres and their addresses along with a trade wise break up of number of candidates to be trained in each centre to SRLM and MoRD for APS and CTSA SRLM and MORD for YPS at least 60 days before the training of the candidates commences.
- PIA should also state whether the proposed training centre and trade is already part of the DDU-GKY system of the state along with proofs of due diligence carried out already.

Agency to monitor the training would be as follows:

- The proposed training centre is within 100 km of state boundary to which project is assigned: In this scenario monitoring agency will not change – i.e. it will be SRLM of the state for APS and CTSA in case of YPS. They continue to perform all the activities envisaged in the guidelines and SOP.
- In all other cases: CTSA of the state where the training centre is located will be the monitoring agency whether the state is an APS or otherwise. However, in case of APS If the proposed training centre and trade (or trades) are part of DDU-GKY projects in the state where training centre is located, CTSA will consider the SRLM reports of due diligence but will not conduct separate due diligence. Barring this difference, the CTSA will monitor the training of the candidates as is done by it in case of an YPS. For the monitoring of the training CTSA will get 1 % of the training and residential cost incurred per candidate. In case of APS this will be deducted from the monitoring fee of the SRLM and in case of YPS from that of the CTSA.
- The fee to be transferred will be generated from the ASDMS and MoRD will adjust amount while releasing the monitoring fee for states and CTSA's.

## 5.6 LIST OF STANDARD FORMS IN CHAPTER 5

SF 5.1A1: LOOK AND FEEL OF A TRAINING CENTRE  
SF 5.1A2: TRAINING CENTRE NAME BOARD  
SF 5.1A3: HOSTEL CENTRE NAME BOARD  
SF 5.1B1: ACTIVITY SUMMARY AND ACHIEVEMENT BOARD  
SF 5.1B2: CONTACT DETAILS OF IMPORTANT PEOPLE  
SF 5.1B3: BASIC INFORMATION BOARD (TRAINING CENTRE)  
SF 5.1B4: BASIC INFORMATION BOARD (RESIDENTIAL CENTRE)  
SF 5.1B5: ACADEMIC INFORMATION BOARD  
SF 5.1B6: LIVING AREA INFORMATION BOARD  
SF 5.1B7: CODE OF CONDUCT FOR CANDIDATES  
SF 5.1B8: FOOD SPECIFICATIONS (RESIDENTIAL CENTRE)  
SF 5.1C1: STUDENT ENTITLEMENT BOARD AND RESPONSIBILITIES BOARD  
SF 5.1C1A: STUDENT ATTENDANCE AND TO AND FRO ENTITLEMENT SUMMARY INFORMATION BOARD  
SF 5.1C2: WELCOME KIT TO TRAINEES  
SF 5.1C3: FIRST-AID KIT  
SF 5.1 D1: DUE DILIGENCE OF A TRAINING CENTRE (EXCLUDING RESIDENTIAL FACILITIES)  
SF 5.1D2: DUE DILIGENCE FOR RESIDENTIAL FACILITIES  
SF 5.1D3: LIST OF EQUIPMENTS SHOULD BE CARRIED FOR DUE DILIGENCE OF TRAINING CENTRE/ RESIDENTIAL FACILITIES  
SF 5.1E1: SUMMARY OF STAFF DEPLOYED AT THE TRAINING CENTRE  
SF 5.1E2: TRAINERS' PROFILE  
SF 5.1F: CANDIDATE ID TEMPLATE  
SF 5.1G1: INDEX OF INDIVIDUAL CANDIDATE DOSSIER  
SF 5.1G2: PARENTS' CONSENT FORM  
SF 5.1H1: BATCH SUMMARY AS ON DAY OF BATCH FREEZING  
SF 5.1H2: LIST OF CANDIDATES IN THE BATCH AND THEIR PROFILE  
SF 5.1I: ATTENDANCE REGISTERS FOR CANDIDATES (AS PER BIOMETRIC DEVICE)  
SF 5.1J: ATTENDANCE REGISTERS FOR TRAINERS (AS PER BIOMETRIC DEVICE)  
SF 5.1K: CHECKLIST OF ITEMS GIVEN TO CANDIDATES  
SF 5.1L1: CANDIDATE FEEDBACK FORM  
SF 5.1L2: SUMMARY OF THE FEEDBACK GIVEN BY THE CANDIDATES IN SF 5.1L1: ON COMPLETION OF TRAINING PROGRAMME  
SF 5.1M: SUMMARY OF EVALUATION AND ASSESSMENT DONE  
SF 5.1N: TA/ DA CALCULATION RECORD (BATCH WISE) – TO BE LINKED WITH BIOMETRIC ATTENDANCE  
SF 5.1O1: TRAINING CERTIFICATE  
SF 5.1O2: TRAINING COMPLETION CERTIFICATE DISTRIBUTION RECORD  
SF 5.1P: LIST OF EQUIPMENT IN THE TRAINING CENTRE  
SF 5.1Q: LIST OF EQUIPMENT AVAILABLE IN THE TRAINEES' ACCOMMODATION FACILITIES (APPLICABLE FOR RESIDENTIAL TRAINING ONLY)  
SF 5.1R: INSTRUCTIONS FOR OPENING AND RUNNING HYBRID TRAINING CENTRES AND INTRODUCING MULTIPLE SHIFTS AND DOUBLE SHIFT BATCHES IN A TRAINING CENTRE

DEFINITIONS

SF 5.1S: BARE MINIMUM ITEMS TO BE ENSURED TO START TRAINING PENDING CTSA/ SRLM DUE DILIGENCE VISIT  
SF 5.1T: DAILY FAILURE ITEMS REPORT  
SF 5.1U: 15 DAY SUMMARY OF CENTRE STATUS  
SF 5.2A: TRAINING CENTRE INSPECTION  
SF 5.2B: CCTV - SPECIFICATIONS, LOCATION AND RECORDING, REVIEW AND STORAGE  
SF 5.3A: SPECIFICATION OF UNIFORM  
SF 5.4A: ASSESSMENT AND CERTIFICATION OF CANDIDATES