

6 TRAINING INITIATION & COMPLETION

6.1 MOBILIZATION

6.1.1 Planning

Overview

Item	Description
Purpose	To develop a mobilization plan in proposed areas. The plan includes areas to be covered and schedule for coverage.
Reference to guidelines	Para 3.2.2.1.1, page 26
Prerequisite/s	Uploading of sanction order on the designated website
Time for completion	Continuous work but to be initiated not later than I ₄ +5 (issue of Project commencement order)
Resource/s	As per SF 6.1A: Letter to SRLM seeking information on mobilization plan and 6.1B: Letter from SRLM regarding mobilization plan
Process owner	PIAOP team

Activities

Actor	Action	Time for completion	Relevant Documents
PIAOP team	Approach SRLM for a mobilization plan	Continuous work but to be initiated not later than I ₄ +5	SF 6.1A: Letter to SRLM seeking information on mobilization plan 6.1B: Letter from SRLM regarding mobilization plan
SRLM	Give a mobilization plan or permit PIA to make its mobilisation plan.	Within 10 days ¹ of receipt of SF 6.1A	

Note: While the above procedure is suggested it would be good if the PIA and SRLM finalise the mobilisation plan in a joint meeting and draw out the minutes. The DMMUs can be involved in the team either physically or through a video conference.

6.1.2 Execution

Overview

Item	Description
Purpose	To identify/mobilize the Candidates from identified area

¹ If SRLM doesn't reply within 10 days then PIA can make their mobilization plan and inform the SRLM and district administration.

Item	Description
Reference to guidelines	Para: 3.2.2.1.1, page 26
Prerequisite/s	Release of 1 st instalment as well as approval of mobilization plan
Time for completion	Continuous process
Resource/s	As per 6.1C: On field registration of candidates
Process owner	PIAOP team

Activities

Actor	Action	Time for completion	Relevant Documents
PIA OP team	Mobilize the candidates with the involvement of DMMUs/VLO/GP. Also adopt GP saturation model On field registration of identified candidates	Continuous Process	As per agreed mobilisation plan and to fill 6.1C: On field registration of candidates
District Administration / VLO/GPs	Facilitate PIA in mobilisation	Continuous Process	
All SRLMs/CTSA for YPS	Facilitate PIA in mobilizing candidates and review implementation	Continuous Process	

6.1.2.1 Gram panchayat (GP) saturation model

DDU-GKY guidelines, vide section 3.2.2.2.1.1, mandates that GP saturation approach should be followed to mobilize the candidates. The operationalization of GP saturation approach is as follows:

- The PIA should collect the SocioEconomic and Caste Census (SECC) list
- The PIA should extensively canvass in the village using Information, Education and Communication (IEC) tools
- All the contacted candidates, whether in SECC list or outside it, should be listed by PIA
- The PIA should contact at-least 70 to 80 per cent of the candidates from the SECC list
- Candidates contacted from the SECC list should have the following details:
 - TIN no.

- Name of the candidate
- Address
- Gender
- Age
- Candidates who are not in the SECC list but approach the PIA should also be included in the list of potential candidates.

6.1.2.2 Coverage of Saansad Adarsh Gram Yojana (SAGY) Gram Panchayats/ villages

For all DDU-GKY/Roshni projects priority has to be given to Gram Panchayats/villages identified under SAGY. All SRLMs and PIAs implementing DDU-GKY/Roshni projects shall therefore give priority to mobilization of candidates from Gram Panchayats/ villages identified under SAGY in the districts allotted in the sanctioned projects. In order to prioritize such identified Gram Panchayats/villages, the SRLMs and PIAs may refer to the latest list of Gram Panchayats/ villages available at http://164.100.72.105/mobile/reports/Dreports/SummarReport_chosenGP.aspx

PIAs may proceed to other (non-SAGY) Gram Panchayats/ villages only after completing mobilization activities in SAGY Gram Panchayats/ villages in the districts allotted to them in sanctioned projects.

6.2 SCREENING AND SELECTION

6.2.1 Aptitude test

Overview

Item	Description
Purpose	For allotting appropriate trades to candidates
Reference to guidelines	Para 3.2.2.1.3, page 27
Prerequisite/s	On completion of mobilization/identification of candidates
Time for completion	Within 10 working days of on field registration of candidates
Resource/s	SF 6.2A1: Overview of aptitude test
Process owner	PIAOP team

Activities

Actor	Action	Time for completion	Relevant Documents
PIA OP team	Aptitude test to be administered to all the candidates. The aptitude test score to be filled in the application form	Within 10days of on field registration of candidates	SF 6.2A1:Overview of aptitude test
PIA Q team	Verify during inspection	As per inspection schedule	SF 6.2A1
SRLM for APS/CTSA for YPS	Verify during inspection	As per inspection schedule	SF 6.2A1

6.2.2 Counselling

Overview

Item	Description
Purpose	To explain to the candidate growth/career prospects in each profession and help him choose a trade which suits his aptitude.
Reference to guidelines	Para 3.2.2.1.2, page 27
Prerequisite/s	After completion of aptitude test
Time for completion	Continuous process
Resources	SF 6.2A2: Outline of areas to be covered during counselling
Process owner	PIA OP team

Activities

Actor	Action	Time for completion	Relevant Documents
PIA	<ul style="list-style-type: none"> • Provide counselling to every trainee as per the guidelines • Maintain a log of counselling 	On same day of aptitude test	SF 6.2A2:Outline of areas to be covered during counselling

6.2.3 Selection

Overview

Item	Description
Purpose	To select the candidates for training
Reference to guidelines	Para 3.2.2.1.3, page 27
Prerequisite	On completion of mobilization, aptitude test and counselling of candidates
Time for completion	Continuous process but to be completed before training of batch starts.
Resources	SF 6.2A2: Outline of areas to be covered during counselling and SF 6.2A3 Candidate application form
Process owner	PIA OP team

Activities

Actor	Action	Time for completion	Relevant Documents
PIA OP team	<ul style="list-style-type: none"> Select candidates who are desirous of being skilled and placed and have attended the aptitude test and counselling session Get the application form filled in for every selected candidate Allocation of trainee identity card with roll number (on batch freezing date) 	As per the training plan of the PIA but selection confirmation should be given in 15 days to a candidate after completion of counselling	SF 6.2A2: Outline of areas to be covered during counselling SF 6.2A3 Candidate application form
PIA Q team	Verify the documents on sample basis	As per the inspection schedule	
SRLM	Cross verify all the relevant documents	As per the inspection schedule	
CTSA	Cross verify all the relevant documents	As per the inspection schedule	

6.3 TRAINING MANAGEMENT

6.3.1 Start of training and freezing of trainee batch

Overview

Item	Description
Purpose	To start the training and freeze the batch

Item	Description
Reference guidelines to	No specific reference
Prerequisite/s	<ul style="list-style-type: none"> • Training centre approval • Enrolment of required number of candidates per batch (maximum permissible strength is 35 candidates per batch) • Batch freeze summary (including number of SC/ST, women, minority and PWD candidates) and Individual Summary for each candidate
Time completion for	Training start: Continuous as per training plan Batch freezing: 10 days after training starts
Resource/s	As per SF 6.3A1: Batch details, SF 6.3A3: Batch freeze summary, SF 6.3A5: List of candidates who were enrolled,, SF 6.3A6: List of candidates after freezing of the batch, SF6.3B: Candidate attendance, and SF6.3C: Protocols for delisting and drop out of candidates
Process owner	PIA OP team

Activities

Actor	Action	Time for completion	Relevant Documents
PIA OP team	<ul style="list-style-type: none"> • Maintain details of the trainee batches • Make changes in batch details as required • Enrol candidates in a batch • Freezing of each batch • Facilitate obtaining of Aadhar cards • Open bank accounts 	<p>Continuous process Before the batch start date</p> <p>On or before the batch start date</p> <p>Within 10 days of batch start date</p> <p>Within 10 days of batch start date</p> <p>Within 10 days of batch start date</p> <p>Not later than a day after freezing of the batch</p>	<p>SF 6.3A1: Batch details, SF 6.3A3: Batch freeze summary, SF 6.3A5: List of candidates who were enrolled, SF 6.3A6: List of candidates after freezing of the batch, SF6.3B: Candidate attendance, and SF6.3C Protocols for delisting and drop out of candidates</p>
PIA Q team	<ul style="list-style-type: none"> • Verify the details for the batches as per prescribed norms • Verify the documents of candidates 	<p>5 working days in advance of batch start date</p> <p>Up to batch freeze date</p>	<p>SF 6.3A1, SF 6.3A3, SF 6.3A5, SF 6.3A6, SF6.3B and SF6.3C</p>
CTSA/SRLM	<ul style="list-style-type: none"> • Certify the details for the batches as per prescribed 	As per the inspection schedule	SF 6.3A1, SF 6.3A3, SF

Actor	Action	Time for completion	Relevant Documents
	norms <ul style="list-style-type: none"> Verify the documents of candidates on sample basis 	As per the inspection schedule	6.3A5, SF 6.3A6, SF6.3B and SF6.3C

If a candidate is in possession of an Aadhar card issued by the Unique Identification Authority of India, PIAs must collect the 12-digit Aadhaar (UID) number. PIAs must also help those candidates who do not have this number to obtain the Aadhaar card during the training period. However, under no circumstances should non-possession of Aadhar card/number be a basis for denying training to a candidate who is otherwise eligible.

6.3.2 Completion of training of a batch

Overview

Item	Description
Purpose	To define procedures for completion of training of a batch
Reference guidelines to	No specific reference
Prerequisite/s	Batch creation and freezing
Time completion for	Completion of training duration
Resource/s	SF 5.2A: Training centre inspection, SF 6.3A4: Batch completion summary, SF6.3A7: List of candidates after completion of training of the batch, SF6.3B: Candidate attendance, and SF6.3C: Protocols for delisting and drop out of candidates
Process owner	PIA OP team

Activities

Actor	Action	Time for completion	Relevant Documents
PIA OP team	<ul style="list-style-type: none"> Closure of batch after classroom training Closure of batch after OJT, if applicable 	As per completion of training duration	SF 5.2A: Training centre inspection, SF 6.3A4: Batch completion summary, SF6.3A7: List of candidates after completion of training of the batch, SF6.3B:

Actor	Action	Time for completion	Relevant Documents
			Candidate attendance, and SF6.3C: Protocols for delisting and drop out of candidates
PIA Q team	<ul style="list-style-type: none"> Verify the documents of candidates on sample basis 	As per the inspection schedule	SF 5.2A, SF 6.3A4, SF6.3A7, SF6.3B and SF6.3C
CTSA/SRLM	<ul style="list-style-type: none"> Verify the documents of candidates on sample basis 	As per the inspection schedule	SF 5.2A, SF 6.3A4, SF6.3A7, SF6.3B and SF6.3C

6.3.3 Termination of training of a batch

Overview

Item	Description
Purpose	To terminate the training of a batch before the training process is completed, on account of any reason. Some of the possible reasons are – PIA is unable to continue the training, force major clauses as per MoU, malpractices or fraudulent practices.
Reference guidelines to	No specific reference
Prerequisite/s	Batch creation
Time completion for	Continuous process till project closure
Resource/s	NA
Process owner	CTSA for YP states and SRLM for AP states

Activities

Actor	Action	Time for completion	Relevant Documents
PIA OP team	<ul style="list-style-type: none"> Provide appropriate reasons and request the respective CTSA/ SRLM to terminate training for the batch 	Continuous process till project closure	NA
CTSA/SRLM	<ul style="list-style-type: none"> Examine the PIA's request for termination and take a suitable decision Terminate training of the batch, if required 	Within 10 working days of receipt of PIA request	NA

Actor	Action	Time for completion	Relevant Documents
	<ul style="list-style-type: none"> Suo moto action in case major malpractices or fraudulent activities are found 		

6.3.4 Transfer of batches to another centre by CTSA/ SRLM

Overview

Item	Description
Purpose	To transfer the active batches to another training centre during the training process, if required due to unforeseen circumstances
Reference to guidelines	No specific reference
Prerequisite/s	Start of training
Time for completion	Continuous process till project closure
Resource/s	NA
Process owner	CTSA for YPS and SRLM for APS

Activities

Actor	Action	Time for completion	Relevant Documents
PIA OP team	<ul style="list-style-type: none"> Request the respective CTSA/ SRLM to transfer one or more batches to another centre, giving appropriate reasons 	Continuous process till project closure	NA
CTSA/SRLM	<ul style="list-style-type: none"> Examine the PIA's request for batch transfer and take a suitable decision Transfer the batches, if required 	Within 10 working days of receipt of PIA request	NA

Overview

Item	Description
Purpose	To ensure the trainees are provide with quality food
Reference to guidelines	No specific reference
Prerequisite/s	Commencement of the batch
Time for completion	Continuous as per training plan
Resource/s	As per SF 6.5A: Instructions for food menu
Process owner	PIA OP team

Activities

Actor	Action	Time for completion	Relevant Documents
PIA OP team	To finalise and to display the food menu	Atleast 5 days before start of the batch	SF 6.5A: Instructions for food menu
PIA Q team	Cross verify all the relevant documents on sample basis	As per the inspection schedule	
CTSA/SRLM	Cross verify all the relevant documents on sample basis	As per the inspection schedule	

6.4 LIST OF STANDARD FORMS IN CHAPTER 6

- SF 6.1A: LETTER TO SRLM SEEKING INFORMATION ON MOBILIZATION PLAN
- SF 6.1B: LETTER FROM SRLM REGARDING MOBILIZATION PLAN
- SF 6.1C: ON FIELD REGISTRATION OF CANDIDATES
- SF 6.2A1: OVERVIEW OF APTITUDE TEST
- SF 6.2A2: OUTLINE OF AREAS TO BE COVERED DURING COUNSELLING
- SF 6.2A3: CANDIDATE APPLICATION FORM
- SF 6.2A4: LIST OF CANDIDATES WHO WERE ADMITTED
- SF 6.2B: LIST OF CANDIDATES AFTER FREEZING OF THE BATCH
- SF 6.3A1: BATCH DETAILS
- SF 6.3A2: BATCH ENROLMENT SUMMARY
- SF 6.3A3: BATCH FREEZE SUMMARY
- SF 6.3A4: BATCH COMPLETION SUMMARY
- SF 6.3A5: LIST OF CANDIDATES WHO WERE ENROLLED
- SF 6.3A6: LIST OF CANDIDATES AFTER FREEZING OF THE BATCH
- SF 6.3A7: LIST OF CANDIDATES AFTER COMPLETION OF TRAINING OF THE BATCH
- SF 6.3B: CANDIDATE ATTENDANCE
- SF 6.3C: PROTOCOLS FOR DELISTING OR DROP OUT OF CANDIDATES