



# Process Manual

## PRADHAN MANTRI KAUSHAL VIKAS YOJANA (PMKVY) BY TECHNICAL INSTITUTIONS

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Version 1.0





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## Glossary

Term	Detail
AA	Assessment Agency
AICTE	All India Council for Technical Education
MoU	Memorandum of Understanding
NOS	National Occupational Standard
NSDC	National Skill Development Corporation
NSQF	National Skill Qualification Framework
PMKVY-TI	Pradhan Mantri Kaushal Vikas Yojana by Technical Institutions
QP	Qualification Pack
SDMS	Skill Development Management System
SSC	Sector Skill Council
SPOC	Single Point of Contact
TC	Training Centre (colleges approved under this Scheme)



## About this Document

Ministry of Human Resource Development, Department of Higher Education currently caters to over 3 Crore students, which comes to a Gross Enrolment Ratio of 21.1% and the dropout rate at each level is in higher side. There is a large requirement of skilled persons in the core engineering; and it is possible to train the dropouts from the higher education system in these skills. However, the traditional higher education system in the country is rigid in terms of duration.

Keeping in view these National Programmes, Ministry of Human Resource Development directed All India Council for Technical Education, New Delhi to run the Pradhan Mantri Kaushal Vikas Yojana for Technical Institutions (PMKVY-TI).

National Skill Development Corporation (NSDC) will be the Strategic Partner in implementing PMKVY – TI project with AICTE. The main objective of this project is to provide skill based training to the school and college drop outs who to pursue/attain higher order skills and living in the vicinity of College.

This document is a Process Manual that can be used as a step by step guide by AICTE, all sanctioned polytechnics/ engineering colleges under PMKVY-TI, NSDC, Sector Skill Councils and other stakeholders, including Assessment Agencies and Assessors. This manual can be used as reference for clarification during the execution of the skill based training.



## Definitions

- a) **NSDC** - The National Skill Development Corporation (NSDC) has been constituted to foster private sector initiatives in skill development. It is a Private Public Partnership (PPP) organization with representatives of Government and Industry Associations on its Board.
- b) **AICTE** - AICTE is a statutory body through an Act of Parliament 52, in 1987. The Council, i.e. AICTE was established with a view to the proper planning and coordinated development of the technical education system throughout the country, the promotion of qualitative improvement of such education in relation to planned quantitative growth and the regulation and proper maintenance of norms and standards in the technical education system for matters connected therewith.
- c) **SSCs** - Sector Skill Councils (SSCs) are industry-led bodies, who would be responsible for the defining the skilling needs, concept, processes, certification, accreditation of their respective industry sectors. The SSCs shall prescribe the NOSs and QPs for the job roles relevant to their industry, and shall work with the NSDA to ensure that these are in accordance with the NSQF.
- d) **NSQF** - The National Skill Qualification Framework (NSQF) is a descriptive framework that organizes qualifications according to a series of levels of knowledge, skills and aptitude. These levels are defined in terms of learning outcomes i.e., the competencies which the learners must possess regardless of whether they were acquired through formal, non-formal or informal education and training. It is, therefore, a nationally integrated education and competency based skill framework that will provide for multiple pathways both within vocational education and vocational training and among vocational education, vocational training, general education and technical education, thus linking one level of learning to another higher level to enable a person to acquire desired skill levels, transit to the job market and return to skill development to further upgrade their skill sets.
- e) **NOSs** - National Occupational Standards (NOSs) specify the standard of performance an individual must achieve when carrying out a particular activity in the workplace, together with the knowledge and understanding they need to meet that standard consistently. Each NOS defines one key function in a job role. In their essential form, NOSs describe functions, standards of performance and knowledge/understanding.



- f) **QPs** – A set of NOSs, aligned to a job role, called Qualification Packs (QPs), would be available for every job role in each industry sector. These drive both the creation of curriculum, and assessments. These job roles would be at various proficiency levels, and aligned to the NSQF. NOSs and QPs for job roles in various industry sectors, created by SSCs and subsequently ratified by appropriate authority, would be available online and updated from time to time.
  
- g) **SDMS** – The Skill Development Management System (SDMS) is a portal to capture the data that have undergoing training, an MIS system which has been developed and maintained by NSDC.



## List of Activities, Times Lines and Roles of individuals

### 1. Roles and Responsibilities:

Number	Activity Brief	Responsibility	Timeline (Optional)	Remarks
1.	Outlining the roles & responsibilities of all stakeholders.	MHRD & AICTE	-	MHRD along with AICTE will draft the roles & responsibilities of all stake holders (AICTE, NSDC, SSCs, Colleges, AA) for the implementation of the program
2.	Sharing of the roles & responsibilities with all the stake holders.	AICTE	-	AICTE will share the roles & responsibilities with all stakeholders (Colleges, SSCs) to bring clarity about the programme & the part each stakeholders play for smooth implementation of the programme.
3.	Organizing regional workshop with colleges on process of Implementation	AICTE & NSDC	By 20 <sup>th</sup> Nov	<p>Regional Workshop will be organized with Principal/SPOC. The objective of the workshop is to orient the college on the process of the program and the implementation strategies. Agenda for the meeting will be as follows :</p> <ul style="list-style-type: none"> <li>➤ Understanding on Qualification Pack &amp; National Occupational Standard (NOS)</li> <li>➤ Alignment of Curriculum and Lab requirement</li> <li>➤ Finalizing Train the Trainer program</li> <li>➤ Assessment Process &amp; Guideline</li> <li>➤ SDMS alignment with AICTE Portal</li> <li>➤ Monitoring mechanism</li> </ul>



## 2. Monitoring through AICTE Portal & SDMS

Number	Activity Brief	Responsibility	Timeline (Optional)	Remarks (If Any)
1.	The programme implementation will be monitored through AICTE Portal & SDMS	AICTE & NSDC	-	Regular reports would be generated indicating the batch wise, sector, college wise progress of the programme

## 3. Identification of Colleges

Number	Activity Brief	Responsibility	Timeline (Optional)	Remarks (If Any)
1.	Identification of Sectors and Job Role	Institutes	-	Approved list of Institutes along with their approved Sectors & Job Roles are uploaded on AICTE Portal.
2.	Identification & finalization of colleges	National Steering Committee	-	<ul style="list-style-type: none"> <li>• Activity completed</li> <li>• The State Steering Committee formed as per the scheme.</li> <li>• The SSC has already processed their recommendation to the National Steering Committee</li> <li>• The NSC has approved the colleges. Intake and Sectors has also been identified.</li> </ul>





#### 4. Students mobilization and Enrollment :

Number	Activity Brief	Responsibility	Timeline (Optional)	Remarks (If Any)
1.	Student Mobilization	Selected College	Upto 15 <sup>th</sup> December 2016	<ul style="list-style-type: none"> <li>• It will be the responsibility of colleges/ polytechnics which are approved by AICTE under PMKVY-TI scheme to mobilize students from the community.</li> <li>• Students cannot be from the regular college stream. Only drop out students or unemployed students to be mobilised.</li> <li>• Minimum qualification and experience should be as mentioned in Qualification Pack of respective Sector Skill Council</li> </ul>
	Student Enrolment	College/ Polytechnics	15 <sup>th</sup> December 2016	<p>Colleges/ Polytechnics will begin enrolment in approved courses by :</p> <ul style="list-style-type: none"> <li>• Creating Batch as per maximum enrolment approved by AICTE</li> <li>• Completing Batch Level details as mentioned in AICTE Portal</li> <li>• The permissible batch size is 25 students</li> </ul>



## 5. Co-ordination with SSC for Curriculum Alignment, Train the Trainer program and Assessment & Certification

Number	Activity Brief	Responsibility	Timeline (Optional)	Remarks (If Any)
1.	Curriculum	College along with SSC	Before commencement of the batch	<ul style="list-style-type: none"> <li>College will map curriculum as per model curriculum available, with the QPs and NOS set by the respective SSC.</li> <li>Model curriculum will include Key learning outcome, Theory and Practical duration, Training Tools</li> <li>Curriculum developed by College to be validated by SSC.</li> </ul>
2.	Adequate infrastructure	College	-	<ul style="list-style-type: none"> <li>College will also ensure physical infrastructure for theory sessions (classrooms, projectors, black/white boards, tables, chairs, etc.) for the training programs.</li> <li>Availability of adequate infrastructure in terms of laboratories as per the QPs and NOS set by the respective SSC</li> </ul>



3.	Train the Trainer Program (Optional)	College along with SSC	Before commencement of batch	<ul style="list-style-type: none"> <li>• College will identify subject expert/s who will be the lead trainer for the program.</li> <li>• Lead trainer will attend Train the Trainer Program which will be organised by SSC.</li> <li>• Institute need to approach SSC's to nominate trainers for workshops.</li> <li>• Fees for the workshop will be as decided by SSC.</li> <li>• Train the Trainer will be a certification program and passed candidates will be given Certificates.</li> <li>• Passing Criteria for Train the Trainer Program will be as per norms decided by SSC</li> </ul>
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4.	Assessment	College	-	<ul style="list-style-type: none"> <li>• Assessment Guidelines to be followed by College available in QP/ Model curriculum.</li> <li>• College will confirm dates on AICTE portal for conducting assessment.</li> <li>• Assessment date to be entered by College on the AICTE portal and communicated to SSC 30 days prior of end of training/ date of assessment.</li> <li>• SSC will conduct the assessment within the stipulated time in coordination with TC.</li> <li>• AICTE Portal will be linked to SDMS portal and information on Assessment will directly go to SSC.</li> <li>• SSC will send the assessor for conducting assessment.</li> <li>• College should meet all requirements as mentioned in Model curriculum.</li> <li>• College will make all arrangements (raw material, lab facilities, infrastructure setup) for the Assessor to conduct the assessment.</li> <li>• Fees for assessment would be as per National Common Norms.</li> </ul>
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5.	Result & Certification	College & SSC	within <b>15 days</b> from the assessment	<ul style="list-style-type: none"> <li>• College will be able to view result on AICTE Portal.</li> <li>• Result will be declared within <b>15 days</b> from the assessment.</li> <li>• SSC will share the Certificates link to the colleges within 15 days of the assessment.</li> <li>• Certificate to be downloaded by colleges and printed certificates to be shared with students by the college.</li> </ul>
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**6. Responsibility of College/ Polytechnic for Delivery of skill based training:**

Number	Activity Brief
1.	College shall provide training in accordance with the Qualification Pack and Model Curriculum.
2.	College will deploy faculty and equipment labs in the colleges as per the requirements of the respective job roles.
3.	Organize books and study materials relevant for student learning.
4.	Organise industry Guest Lectures, Industry Visits during the training and On-job Trainings for minimum of 15 days in the relevant industries.
5.	At the end of training, College would confirm, through SDMS, the list of students who have completed their training program.



## 7. Submit Assessment Fees to SSC

Step Number	Activity Brief	Responsibility	Timeline (Optional)	Remarks (If Any)
1.	College to share information on training batches with SSC through AICTE Portal	College	1 month before completion of batch	-
2.	College to transfer the cumulative assessment fee to the SSC 15 days to 30 days before the end of the training for a batch through electronic bank transfer	College	15 days to 30 days	<ul style="list-style-type: none"> <li>Assessment fees is Rs. 1200/- per student.</li> <li>Fee is non-refundable in case student is absent.</li> <li>In case of re-assessment, fees will be Rs. 800/- per student even if student has failed or was absent in last assessment.</li> </ul>
3.	College to update on AICTE Portal with Assessment Fee transferred details, NEFT transaction number and the date of transfer.	College	15 days to 30 days before completion of training	<ul style="list-style-type: none"> <li>SSC can verify these details based on the actual bank transfer made.</li> </ul>



## 8. Joint Certification

Number	Activity Brief	Responsibility	Timeline (Optional)	Remarks (If Any)
1.	Standardized Certificate Template will be approved by AICTE and NSDC	AICTE & NSDC	-	-
2.	AICTE & NSDC will share their high resolution logo & signatures with SSCs for inclusion in the certificate	AICTE & NSDC	-	-

## 9. Qualification Packs – National occupational Standards based on NSQF level

Number	Activity Brief	Responsibility	Timeline (Optional)	Remarks
1.	Notional Hours and minimum qualification for identified QP's	SSC	-	<ul style="list-style-type: none"> <li>Allocate Notional Hours for identified QP's</li> <li>Provide minimum qualification for identified QP's.</li> </ul>
2.	Model Curriculum	SSC	-	<ul style="list-style-type: none"> <li>Model Curriculum to be developed for identified QP's</li> <li>Lab requirement and Assessment criteria should be available in Model Curriculum</li> <li>If curriculum for the selected job role is not available, the SSC will Support colleges in developing curriculum or validation of the developed curriculum .</li> </ul>



3.	Train the Trainer (TTT)	SSC	-	<ul style="list-style-type: none"> <li>• Plan Regional Train the Trainer Workshops</li> <li>• Set criteria for minimum qualification as per QP requirement</li> <li>• TTT workshop will be for 2 to 3 days per QP</li> <li>• Maximum of 25 trainers for TTT workshops</li> <li>• Can use AICTE approved college infrastructure for workshops</li> <li>• Support required from AICTE regional team</li> <li>• Optional for Trainers from AICTE Approved Colleges.</li> </ul>
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## 10. Conduct Assessment

Number	Activity Brief	Responsibility	Timeline (Optional)	Remarks (If Any)
1.	SSC to identify Assessment Agencies that can get affiliated with SSC for undertaking assessments under the programme	SSC	-	Eligible Assessment agencies include- <ul style="list-style-type: none"> <li>• Assessment agencies with national presence and having demonstrated ability to assess the eligible training content with respect to NOS and QPs.</li> <li>• Assessment Agencies formed by SSC, but operating independent of SSC</li> <li>• Assessment agencies participating in assessments of training programs under any government scheme, Trade associations, Industry bodies.</li> </ul>





Number	Activity Brief	Responsibility	Timeline (Optional)	Remarks (If Any)
2.	SSC will receive information on assessment date on SDMS Portal before 30 days of finish of training	College	30days	-
3.	Assessment Fees will be paid by College to SSC 30 days prior to assessment date	College	30 days	<ul style="list-style-type: none"> <li>• Fees of Rs. 1,200/- per student to be paid by institutes directly to SSC's</li> <li>• Fees will be paid as per final number of students 30 days before the assessment date</li> </ul>
4.	Inform the relevant assessment agency on receipt of the information of trainees who have completed their training	SSC	2 working days	-
5.	If the assessment agency does not accept, identify another assessment agency to conduct the assessment	SSC	-	-
6.	On acceptance for conducting the assessments, the assessment agency shall assign an Assessor from its contracted pool	AA	2 working days	-
7.	SSC will share the contact details of the training centre where the assessments need to be carried out.	SSC	Specified date and time	-
8.	The Assessor will report at the college on the designated date and time, conduct assessment as per the guidelines, and complete the assessment sheet	SSC/AA	Specified date and time	<ul style="list-style-type: none"> <li>• The assessment fee will be borne by the College.</li> <li>• All other costs of assessments like boarding lodging, travel, etc. will be borne by the SSC.</li> </ul>



Number	Activity Brief	Responsibility	Timeline (Optional)	Remarks (If Any)
				<ul style="list-style-type: none"> <li>Assessment will be conducted either through online or offline medium. It is the responsibility of the SSC to make the necessary arrangements.</li> </ul>
9.	Assessment agency will share the result with SSC with 4 days from date of assessment	SSC/AA	4 days from date of assessment	-
10.	The SSC will validate the data received from the assessment agency.	SSC	-	-
11.	SSC will also input the assessment results on SDMS.	SSC	-	-

## 11. Certification

Step Number	Activity Brief	Responsibility	Timeline (Optional)	Remarks (If Any)
1.	NSDC & AICTE will share their high resolution logos & signatures with SSCs for inclusion in the certificate	NSDC & AICTE	-	-
2.	After assessment is completed by assessment agency and shared on SDMS/AICTE Web Portal, SSC to review the assessment completion information for any discrepancy	SSC	-	-
3.	SSC will approve the assessment results, if found to be in order on SDMS	SSC	-	-
4.	SSC will finally declare the student pass or fail in the course	SSC	-	Depending on the marks scored in Practical and Theory



5.	SDMS will generate an excel sheet in a predefined format (with trainee name, course, assessment marks etc.)	SSC	-	-
6.	SSC will issue certificate for each of the certified trainees	SSC	within <b>15 days</b> from the assessment	<ul style="list-style-type: none"> <li>• The certificates should have the logos &amp; signatures of SSC, NSDC &amp; AICTE</li> <li>• SSCs will issue the certificate within 15 days of assessment</li> </ul>
7.	Review certificates generated for accuracy of information	SSC	-	After review, the SSCs will hand over the soft copy of the certificates to colleges.



## SPOC Details

### 1. AICTE

Sl. No.	Region	Name	E-mail ID
1	Head Office	Dr. R.S.Rathore	<a href="mailto:pmkvvy.nsqfaicte@gmail.com">pmkvvy.nsqfaicte@gmail.com</a>
2	Central	Dr. C.S. Verma	<a href="mailto:cro@aicte-india.org">cro@aicte-india.org</a>
3	North	Sh. Manoj Kumar Tiwari	<a href="mailto:nro@aicte-india.org">nro@aicte-india.org</a>
4	East	Dr. M.S. Ghuge	<a href="mailto:ero@aicte-india.org">ero@aicte-india.org</a>
5	West	Sh. Ramesh U.	<a href="mailto:wro@aicte-india.org">wro@aicte-india.org</a>
6	South	Sh. R. Balamurugan	<a href="mailto:sro@aicte-india.org">sro@aicte-india.org</a>
7	North West	Dr. R.S. Rathore	<a href="mailto:nwro@aicte-india.org">nwro@aicte-india.org</a>
8	South West	Dr. Ramesh U.	<a href="mailto:swro@aicte-india.org">swro@aicte-india.org</a>
9	South Central	Sh. R. Balamurugan	<a href="mailto:scro@aicte-india.org">scro@aicte-india.org</a>

### 2. NSDC

Sl. No.	Name	E-mail ID
1	Nitin Jhamb	<a href="mailto:nitin.jhamb@nsdcindia.org">nitin.jhamb@nsdcindia.org</a>

### 3. SECTOR SKILL COUNCIL

Sl. No	Sector	Name of the SSC	SSC SPOC for PMKVY - TI	
			Name	Email
1	Agriculture	Agriculture Skill Council of India	Sunil M. Naik	<a href="mailto:sunil.naik@asci-india.com">sunil.naik@asci-india.com</a>
			Manzood Alam	<a href="mailto:manzood@asdi-india.com">manzood@asdi-india.com</a>
2	Apparels	Apparel, Madeups & Home Furnishing Sector Skill Council	Nidhi Trehan	<a href="mailto:jdpro@sscammh.com">jdpro@sscammh.com</a>
3	Automotive	Automotive Skills Development Council	Sumita	<a href="mailto:sumita@asdc.org.in">sumita@asdc.org.in</a>
4	Capital Goods	Capital Goods Skill Council	Nirbhay S	<a href="mailto:nirbhay.srivastava@cgsc.in">nirbhay.srivastava@cgsc.in</a>



5	Construction	Construction Skill Development Council of India	Jancy Mathew	<a href="mailto:jancy@csdcindia.org">jancy@csdcindia.org</a>
6	Electronics & Hardware	Electronic Sector Skill Council of India	Rohit Mehra	<a href="mailto:rohitmehra@essc-india.org">rohitmehra@essc-india.org</a>
			Saleem	<a href="mailto:saleem@essc-india.org">saleem@essc-india.org</a>
7	Food Processing	Food Industry Capacity & Skill Initiative	Riya Dhar	<a href="mailto:riya.dhar@ficci.com">riya.dhar@ficci.com</a>
8	Gems & Jewellery	Gems & Jewellery Skill Council of India	Tanvi Shah	<a href="mailto:affiliations@gjsoci.org">affiliations@gjsoci.org</a>
9	Healthcare	Healthcare Sector Skill Council	Megha Aggarwal	<a href="mailto:megha.aggarwal@healthcare-ssc.in">megha.aggarwal@healthcare-ssc.in</a>
			Dr Zainab Zaidi	<a href="mailto:zainab.zaidi@healthcare-ssc.in">zainab.zaidi@healthcare-ssc.in</a>
10	Infrastructure Equipment	Infrastructure Equipment Skill Council	Krishna Vijay	<a href="mailto:krishna.vijay@iescindia.com">krishna.vijay@iescindia.com</a>
11	Iron & Steel	Indian Iron & Steel Sector Skill Council	Ravishankar, Consultant	<a href="mailto:ap.ravishankar@gmail.com">ap.ravishankar@gmail.com</a>
12	Leather	Leather Sector Skill Council	Priya A	<a href="mailto:info1@leatherssc.org">info1@leatherssc.org</a>
13	Logistics	Logistics Skill Council	Dhanashankar	<a href="mailto:dhanab@lsc-india.com">dhanab@lsc-india.com</a>
14	Media	Media & Entertainment Skills Council	Saradhi krishna	<a href="mailto:g.saradhikrishna@ficci.com">g.saradhikrishna@ficci.com</a>
			Mohit Soni	<a href="mailto:mohit.soni@ficci.com">mohit.soni@ficci.com</a>
15	Mining	Skill Council for Mining Sector	CB Sinha	<a href="mailto:scms@skillcms.in">scms@skillcms.in</a>
16	Plumbing	Indian Plumbing Skills Council	Gunjan Aneja	<a href="mailto:gunjan.aneja@ipssc.in">gunjan.aneja@ipssc.in</a>
17	Rubber	Rubber Skill Development Council	Ratnesh Mishra	<a href="mailto:ratnesh.mishra@rsdcindia.in">ratnesh.mishra@rsdcindia.in</a>
18	Telecom	Telecom Sector Skill Council of India	Preet Sandhu	<a href="mailto:govt-academia@tsscindia.com">govt-academia@tsscindia.com</a>
19	Textiles & Handlooms	Textile Sector Skill Council	Dr. Swapna Mishra	<a href="mailto:director@texskill.in">director@texskill.in</a>