

Terms and conditions- Standard Operating Procedure – Batch Life Cycle

1. Activity 1 – Accreditation of Training Centers

State skill mission/implementing agency will have to accredit and affiliate training Centers following their own due diligence process unless mentioned otherwise in a specific MoU/SLA/Agreement signed with NSDC or any particular SSC. This accreditation and affiliation should be in accordance with the Norms specified by the SSCs for the respective SSC courses. The final decision of eligibility of any training center will be with the State or any alternative entity designated by the state for this purpose. The SSC will make sure that the centres follow the accreditation and affiliation standards set by them at the time of assessment through the assessors.

The State skill mission/implementing agency are encouraged to come on SMART portal of NSDC for accreditation and affiliation in due course of time to standardize this process. Any state/agency who wishes to come on SMART may contact NSDC through respective state engagement officers, list of which is available on PMKVYofficial.org

2. Activity 2 – Candidate registration and Batch approval by the state skill mission/implementing agency

State skill mission has the responsibility of approving the batch (after entry by the TP/TC in the designated state MIS) by verifying elements of the batch within stipulated timeline as per their own norms. It is the responsibility of the state government to ensure that the common norms as well as guidelines (State Skill Missions guidelines/ Any program specific) are followed for each candidate that is being approved by the states as a part of the batch. NSDC will not be responsible for any de-duplication of the candidates against any of its existing databases.

TC Responsibility (1)	State responsibility (2)	
Uploading the batch on designated MIS with the fields specified	Batch approval and sending to SSC for assessment (see point 3).	All elements of the batch need to be verified as mentioned in the format that will be circulated by NSDC in its State assessment and certification (SAC) portal.

3. Activity 3 – Batch upload in State Assessment and Certification Portal

State skill mission has the responsibility of uploading the approved batches to NSDC State Assessment and Certification portal. The responsibility of checking authenticity and eligibility of each batch and candidate shared with NSDC SDMS. It is the responsibility of the

state government to ensure that the common norms as well as applicable guidelines (State Skill Missions guidelines/ Any program specific) are followed for each candidate that is being uploaded by the states the NSDC SAC portal. NSDC will not be responsible for any de-duplication of the candidates against any of its existing databases.

The Batch after upload and basic check, (all necessary data available, unique candidates in each batch etc.) will start showing in SDMS workspace for SSCs to allot Assessment agency and further processing, as per the existing process of NSDC SDMS.

4. Activity 3 - Assessment of a Batch, Result approval and Certification

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

Training Centre Responsibility (1)	SSC responsibility (2)		Timelines (3)	Consequences/Penalties/Other Actions		State Government Responsibility (6)
				Financial Penalty (4)	Other actions/Penalties (5)	
1) After approval of certification, either directly or through state or TC should print the certificate and distribute	Assessment of a batch, Result approval and Certification	1) The SSC should ensure the date of assessment of the batch as well as assessment agency is lined up as soon as the batch is approved by NSDC – after approval from State. 2) The Assessor must	1) Assessor and Assessment Agency will be provided with 5 working days from the day of assessment	1) Assessment Fee will be reduced by 1 % assessment fee per day per trainee (payment to SSC), if there is delay in upload/approval of assessment marks by Assessor/Assessment Agency/SSC. 2) There will be no penalty if results are approved/rejected within 10 working days from	1) It is the SSC’s responsibility to control and monitor the Assessment Agencies as well as to monitor the assessment done by the them and their Assessors. 2) In case of repeated delay on part of the AAs in uploading the results or any malpractices coming into notice, the SSCs are expected to take suitable action against the agencies, including	The state States should Make the payment to SSCs as per the process within 15 working days of bill being raised by

to the candidate.		<p>verify candidate details, receipt of Trainee Handbook, receipt of Induction Kit, Induction video, Alternate Id document and Candidate Feedback Form.</p> <p>3) All Assessors must have valid Aadhar Ids</p> <p>4) It is Assessor's responsibility to check AEBAS, Manual Attendance, Trainer's Certificate, correctness of data related to TC Location. This must be recorded in the Assessor's App</p> <p>5) The Assessors to be provided with centre detailsthrough designated MIS.</p> <p>6) If number of candidates present during assessment is less than 20 then</p>	<p>nt to submit approved assessment results to SSC.</p> <p>2) Post this SSC should check and approve the results.</p> <p>3) State should make the payment to SSCs within 15 working days of the result uploading .</p>	<p>the day of assessment</p> <p>3) Post 10 working days from the days of assessment, a penalty of 1 % assessment fee per day per trainee (payment to SSC) will be levied.</p>	<p>suspension/blacklisting as the case may be.</p> <p>5) If it is found that a SSC is not verifying the results/monitoring the assessment, the state government may document the case and refer to NSDC State Technical Assistance team (STA) Team.</p> <p>Assessment Fees for Job roles:</p> <p>Manufacturing Sector: Rs. 1200 per trainee</p> <p>Services Sector: Rs. 800 per trainee</p>	<p>concerned SSC after results upload.</p> <p>The state government should oversee and monitor the entire process. It should document any the cases of delay by SSC and/or assessment agencies and refer the same to NSDC STAfor action.</p>
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		<p>the TCs/State need to pay SSCs the Assessment Fees for 20 candidates</p> <p>7) A soft copy of the certificate should be sent to the candidate via email after certification and also be uploaded to their respective digi-locker.</p> <p>8) SSCs should keep a soft copy of the certificate with them and provide a soft copy to the TP. SSCs are not responsible for printing and distributing certificates.</p> <p>9) Generate a monthly assessment and certification bill and send to the states for payment on 15th of every month. Only those assessments should be charged for</p>				
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		<p>which the results for all candidates and certificates for passed candidates have been uploaded. The SSCs should account SSC SLA and any delay's while generating the bill.</p> <p>10) Make the applicable payment of certificate and marksheet generation to the designated IT vendor of NSDC SAC portal directly.</p>				
	Result rejection	The SSC can reject the batch upon stating reasons for rejection at candidate, Assessor or batch level.		<p>Assessment Fee will be reduced by 1 % assessment fee per day per trainee (payment to SSC), if there is delay in rejection of assessment marks by Assessor/Assessment Agency/SSC.</p> <p>1) There will be no penalty if results are rejected within 10 working days from the day of</p>	<p>Apart from financial penalties, any gross issue/discrepancy can attract disciplinary actions as mandated by the MSDE.</p> <p>In case of the conditions discussed in Financial Penalty column, MSDE and/or SSC is expected to take suitable action against AAs and / or Assessors which may include suspension or blacklisting of AAs and / or</p>	

				assessment 2) Post 10 working days from the days of assessment, a penalty of 1 % assessment fee per day per trainee (payment to SSC) will be levied	Assessors.	
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1. Activity 4 - Authenticity of the trainees

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

State Government/ TC Responsibility (1)	SSC responsibility (2)	Timelines (3)	Consequences/Penalties/Other Actions		State Government Responsibility (7)
			Financial Penalty (4)	Other actions/Penalties (6)	
The TC is responsible for ensuring authentic trainees are enrolled in a batch and go through the	SSC must ensure that the following aspects are checked during assessments (through Assessors): (1) Trainees enrolled at the TC are same as those uploaded on designated MIS- Verification to be done by checking of Aadhar ID (if mandated in the scheme)		In case of any gross issue/discrepancy, such as fake enrolments identified during assessment and/or fake candidate appearance for assessment, SSC to immediately report the same to State government for appropriate action. For the specific cases of non-compliance like: (1) AAs and/or assessors have not followed the due process which led to the assessments of	Apart from financial penalties, any gross issue/discrepancy can attract disciplinary actions as mandated by the MSDE. In case of the conditions discussed in Financial Penalty column, PMC and/or	The State government is responsible for ensuring authentic trainee batches are uploaded on the NSDC SAC portal.

training.	and enrolment forms (2) Trainees have regularly attended the training at the TC Verification to be done by checking the attendance records and interaction with the trainees		fake trainees, and/or (2) AAs and/or assessors have conducted the assessment of fake trainees in return of financial and other favors from TC, and/or For all the cases discussed above, State governments are not liable to pay Assessment Fees to the SSC for that batch or eligible for full refund in case that fees has been already paid.	SSC is expected to take suitable action against AAs and / or Assessors which may include suspension or blacklisting of AAs and / or Assessors.	The state government shall bring any delay by SSCs/AAs to the notice of NSDC STA team for action. The state government should bring cases of non-compliance to the notice of NSDC STA team along with substantial proof for action.
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2. Activity 5- Indulgence in unethical practices

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

TC Responsibility (1)	SSC responsibility (2)	Timelines (3)	Consequences/Penalties/Other Actions		State Government Responsibility (6)
			Financial Penalty (4)	Other actions/Penalties (5)	
	To monitor cases	SSC to	Suitable financial	For example-If complaint with valid proofs received	The responsibility of

	<p>such as offering or demanding bribery to influence the outcome of assessment, or any other matter that indicates indulgence in unethical practice.</p> <p>SSC has to initiate the action against guilty and update the same to the state government and MSDE/NSDC in a timely manner</p>	<p>report the irregularity to the MSDE/NSDC in a timely manner.</p>	<p>penalty may be imposed on the SSC, if SSC is involved in malpractices.</p> <p>Suitable financial penalty would be imposed on the TCs if they are found to be indulged in malpractices</p> <p>Suitable disciplinary actions may be taken against SSCs/TCs as mandated by the MSDE.</p>	<p>about the TC or the AA/Assessor offering or seeking any undue favor in cash or kind to influence the outcome of assessment and SSC fails to initiate suitable action against AA and update the same to NSDC in a timely manner (In case a TC is found indulged in unethical practice, SSC should report the case to State government). If such non-compliances are observed in more than two TCs, states may refer the case to the NSDC which will refer it to the Grievance Committee of the SSC to take suitable administrative action against the concerned SSC. This is in addition to the financial penalty.</p> <p>In cases where AAs and /or Assessors are found indulged in unethical practices, the SSC is expected to take suitable action against AAs and/or Assessors which may include their suspension or blacklisting.</p>	<p>overseeing the program and putting in mechanisms to bring transparency lies with the state government.</p> <p>The state government shall bring any malpractices by SSCs/AAs to the notice of NSDC STA team with relevant proofs immediately.</p>
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