

# **Swami Vivekanand Yuva Kaushal Setu**

Standard Operating Procedures

(SOP) – Jan 2019

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## Glossary

<b>S.NO</b>	<b>Acronyms</b>	<b>Particulars</b>
1.	AA	Assessment Agency
2.	TA	Training Agency
3.	DTTC	Direct Training cum Training Centre
4.	TTC	Training cum Training Centre
5.	RPL	Recognition of prior learning
6.	PMU	Project Management Unit
7.	TAMT	Training Assessment Management Team
8.	AAMT	Assessment Agency Management Team
9.	QP	Qualification Pack
10.	DD	Demand Draft
11.	NSQF	National skill Development Agency
12.	SVYKS	Swami Vivekanand Yuva Kaushal Setu
13.	NSQF	“National Skills Qualifications Framework
14.	CVC	Centre Verification

## **1. Implementation Guidelines for RPL**

### **1.1 Mobilization**

- For Project Types 1 and 3, TTCs may engage a Mobilising Agency (such as Associations/ NGOs/ SHGs /Facilitator) to assist in on-ground mobilisation of potential candidates to RPL Camps / RPL Centres.
- For Project Type 2, mobilisation of employees is to be undertaken by the employer engaged or TTC.
- TTC need to take note of the different implementation modalities and stakeholders engaged in each project type

### **1.2 Counselling & Pre-Screening**

- TTC shall engage Trainer for counselling and pre-screening of candidates.
- Potential candidates shall be counselled by Trainers in the following areas:
  - ✓ What is RPL?
  - ✓ How will Skill Certification according to NSQF help in transforming the candidate's life
  - ✓ The pre-screening process is Collection of supporting documentation and evidence from the candidate.
- TA/DTTC is the owners of the Enrolment Process and will be subject to the following guidelines:
  - Enrolments will happen in a cyclical manner for the Scheme
  - TA/DTTC that is affiliated under the SVYKS Scheme is allowed to enrol candidates and conduct Orientation at any of their own centres or their affiliated centres strictly as per the list of centres.
  - TA/DTTC need to ensure that candidates meet the eligibility criteria to undertake training for the relevant Qualification Pack (QP)
  - TA/DTTC must fulfil all the responsibilities including providing training/reading/study material to the candidates as per the guidelines.

### **1.3 Orientation**

- TA/DTTC must ensure that candidates are provided with standard booklet/ pamphlet consisting of information of SVYKS Scheme before beginning of the Orientation.
- TA/DTTC must ensure that the duration of orientation of the batch is as per the guidelines.
- TA/DTTC must mention preferred Language of assessment for every batch, prior to the start of the training/ assessment of batch.
- All the Training Centres will maintain day-wise attendance record for the batch and provide the same to the Assessor during the Assessments. The attendance record should be signed by respective candidates in the batch.

## 1.4 Assessment

Following guidelines on Assessments under SVYKS Scheme must be adhered to by all the concerned stakeholders:

### ✓ **Assessment Criteria:**

- Assessments will happen strictly as per the assessment criteria mentioned by the SVYKS ,in the language (as available) preferred by the candidates and on the date assigned for assessment
- AAs must ensure that the relevant Assessor is made available on the proposed date of assessment. In case of lack of assessor on the particular date, the same must be communicated to the concerned TA, through AAMT, at least 1 week prior to the proposed date, and an alternate date must be finalized through mutual consent. Or assessment will assign to other assessment agency.

### ✓ **Identity of Assessors:**

- AAs will upload the details/register the approved assessors on SVYKS Portal.
- At the time of assessment, Assessor will mandatorily carry his/her photo identity issued by AA that must be validated by the concerned TA.

### • **Candidate's ID proof at the Time of Assessment:**

- The permissible photo-IDs that a candidate can carry for the assessment are voter ID card, passport, driving license, PAN card, Aadhaar card, identity card provided by school/college etc.
- Assessor will upload /Submit Answer sheet of every student.
- AA needs to upload/Submit the evaluation sheet of the assessed batch on SVYKS as per the marks shared by the assessor and the assessment criteria of the SVYKS.
- AAMT must validate the result uploaded/submitted by the AA. Two level result validation to be done by the AAMT and Senior of project (Project head, Super Admin). After Project head/Super Admin approval no further changes would be allowed for the result.
- Prior to approval of result by SVYKS, any discrepancy in results can be considered for re-evaluation as decided by the SVYKS.
- Post validation of the result by the SVYKS no change in the result of the concerned batch will be acceptable.

## 1.5 Certifications

- AAMT to ensure that candidates' certificates are dispatched/ sent online to the TA/DTTC within the defined time frame as per SVYKS.
- AAMT are encouraged to keep records of soft copies of Certificates. Duplicate certificates can be issued for candidates/ batch due to loss of certificate / errors in entries, only after one month of issuing original certificates.

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

### 2.1 Recognition of Prior Learning:-

Step No	Activity Brief	Responsibility	Timeline	Remarks
1	TA/DTTC needs to mobilize candidates who are eligible to take benefit under RPL.	TA/DTTC		TA are expected to assist candidates for understanding the RPL process and its benefits
2	TA/DTTC shall register candidates on SVYKS Portal	TA/DTTC		<p>However candidates are allowed to register themselves as an individual.</p> <p>TA &amp; DTTC are advised to keep candidate registration No. of each candidate that they have registered. That will be further used for creating batches.</p>
3	SVYKS scrutiny Team to approve/reject the candidates profiles.	SVYKS scrutiny Team		SVYKS may suggest to update contact details on candidates profile
4	TA/DTTC needs to create batch and apply for orientation and Assessment.	TA /DTTC		<p>Only approved candidate profile are eligible to appear in RPL batch.</p> <p>Candidate's registration no. will be use to crating batches.</p>
5	SVYKS will verify the received batch details & payment details.	SVYKS	Preferably within 7 -10 working days.	If any deficiency found we will inform to TA/DTTC. They need to clear the deficiency in given time period.
6	SVYKS send the DD to Registrar (CSVТУ) for its realization.	SVYKS	3-5 working days	<ul style="list-style-type: none"> <li>If CSVТУ will mail to SVYKS that DD has been successfully realized then SVYKS will proceed with Batch scheduling.</li> </ul>

				<ul style="list-style-type: none"> <li>• Else ,SVYKS will acknowledge the corresponding TA/DTTD with appropriate remarks</li> </ul>
7	CSVТУ will verify the DD/Payment.	CSVТУ	3-5 working days	<ul style="list-style-type: none"> <li>• If CSVТУ will mail to SVYKS that DD has been realized successfully then SVYKS will processed with the batch scheduling.</li> <li>• Else, SVYKS will acknowledge the corresponding TA/DTTC with appropriate remarks.</li> </ul>
8	SVYKS Team schedules the Orientation and Assessment and the same detail will be share with respective TA/DTTC & along with documents related to orientation.	SVYKS	3-5 working days	<ul style="list-style-type: none"> <li>• Trainer profile will cross verify by SVYKS before assigning the Orientation.</li> <li>• Document provided to TA via mail:- <ul style="list-style-type: none"> <li>➤ Attendance Sheet</li> <li>➤ Instructions for orientation</li> </ul> </li> </ul>
9	SVYKS will assign the Assessment to AA.	SVYKS		<ul style="list-style-type: none"> <li>• Confirmation may be taken as per situation or requirement from AA before assigning the Assessment.</li> <li>• Document provided to AA via mail:- <ul style="list-style-type: none"> <li>➤ Guidelines for question paper</li> <li>➤ Evaluation Sheet</li> <li>➤ Attendance Sheet</li> <li>➤ Answer Sheet</li> </ul> </li> </ul>
8.1	AA will Accept or Reject the Assessment and give conformation to SVYKS via mail.	AA	Within 2 days from received of assessment.	<ul style="list-style-type: none"> <li>• If accept, AA will inform SVYKS with profile of assigned assessor which will further verified by SVYKS.</li> <li>•</li> </ul>
8.2	If AA will Return the Assessment then Assessment will be assigned to other assessment agency.	AA	If AA will Return the Assessment then Assessment will	<ul style="list-style-type: none"> <li>• If accept, AA will inform SVYKS with profile of assigned assessor which will further verified by SVYKS.</li> </ul>

			be assigned to other assessment agency.	
9	Conduction of Orientation & Assessment.	Trainer & Assessor	As per Schedule.	<ul style="list-style-type: none"> <li>Orientation is accepted to complete as per finalized schedule.</li> </ul>
10	SVYKS will monitor the Orientation & Assessment through the photos and video clip to correlate with Attendance sheet.	SVYKS		<ul style="list-style-type: none"> <li>TA has to send 5 photos and 1 video clip of orientation every day to SVYKS.</li> <li>AA has to send 5 photos and 1 video clip of Assessment to SVYKS.</li> </ul>
11	TA sends Attendance Sheet, pictures, Video clips of Orientation to SVYKS.	TA	Preferably next day after completion of Orientation.	<ul style="list-style-type: none"> <li>TA needs to send 15 photos and 5 video clip of orientation collectively to SVYKS.</li> </ul>
12	AA will send Evaluation Sheet, Attendance Sheet, Answer Sheet, picture and video clip to SVYKS.	AA	Within 5 days after completion of assessment	
13	Verification/Validation of Orientation & Assessment documents.	SVYKS		SVYKS review/validate/verify the evaluation reports provided by AAs, for any discrepancy and provide approval.
14	SVYKS will send the Evaluation Sheet/Report to Registrar (CSVТУ) for Validation & Publication	SVYKS		Soon after the preparation of reports submitted to CSVТУ
15	CSVТУ will validate the Report.	CSVТУ	Within 10-15 working days	



16	If a candidate is Successful, he/ she will award with certificate. Or SVYKS will trigger certificate for each of the certified trainees.	SVYKS	Within 10-15 working days	
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## 2.2 Training Agency/ Assessment Agency Affiliation/ Direct Training Cum Testing Centre :-

### Affiliation of Training Agency:-

Number	Activity Brief	Responsibility	Timeline (Optional)	Remarks
1	Identification of the eligible TA for affiliation and undertaking training under the Scheme	SVYKS		Eligible TA include : <ul style="list-style-type: none"> <li>• TA are agencies having ability to conducted orientation training through Training cum Testing centres (TTC).</li> <li>• TA will register and affiliated by PMU.</li> <li>• Training agency (TA) is allowed to register 100 centre (TTC) and will implement any or all of three project types of RPL 1, 2 and 3 i.e. RPL camp, RPL at Employer's premises and RPL centre.</li> <li>• All TTCs should have trainers having SVYKS certified Training of Trainers certificate.</li> </ul>
2	Interested TA approach SVYKS, pay the necessary registration fee (prescribed by	TA		Please note that the payment cannot be made in cash.

	SVYKS) through electronic means and get affiliated through a standard registration process set by SVYKS			
3	Interested TA and TTC will apply for Inspection	TA		TA and TTC will empanelled by PMU after verification of documents and satisfactory onsite inspection of TTC & final approval after successful compliance.
4	SVYKS will give login credential to TA	SVYKS		
5	SVYKS uploads details of TA on SVYKS website	SVYKS		Please note that the list of training agencies updated on website can be appended during the course of the scheme

### 2.2.1 Affiliation of Assessment Agencies:

Step No	Activity Brief	Responsibility	Timeline (Optional)	Remarks (If Any)
1.	Identification of the eligible AAs for affiliation and undertaking assessments under the Scheme	SVYKS		<p>Eligible AA include :</p> <ul style="list-style-type: none"> <li>• AA with national presence and having demonstrated ability to assess the eligible training content with respect to QPs.</li> <li>• AA approved by SVYKS.</li> <li>• AA participating in assessments of training programs under other schemes.</li> <li>• All AA should have assessor having SVYKS/TOT/TOA certified Training of assessor certificate.</li> </ul>

2	Interested AA approach SVYKS, pay the necessary registration fee (prescribed by SVYKS) through electronic means and get affiliated through a standard registration process set by SVYKS	AA		Please note that the payment cannot be made in cash
3	Interested AA will apply for Inspection	AA		AA will be affiliated by PMU after verification of documents & final approval after successful compliance
4	SVYKS will give login credential to AA	SVYKS		
5	SVYKS uploads details of AA on SVYKS website	SVYKS		Please note that the list of assessment agencies updated on website can be appended during the course of the scheme

### 2.2.2 Affiliation of DTTC:

Step No	Activity Brief	Responsibility	Timeline (Optional)	Remarks (If Any)
1.	Identification of the eligible DTTC for affiliation and undertaking training under the Scheme	SVYKS		Eligible DTTC include : <ul style="list-style-type: none"> <li>• DTTC are agencies having ability to conducted orientation training.</li> <li>• DTTC is allowed to work in project types of RPL 3, RPL centre.</li> <li>• All DTTC should have trainers having training of trainer's certificate.</li> </ul>

2	Interested DTTC approach SVYKS, pay the necessary registration fee (prescribed by SVYKS) through electronic means and get affiliated through a standard registration process set by SVYKS	DTTC		Please note that the payment cannot be made in cash.
3	DTTC will apply for Inspection	DTTC		DTTC will be affiliated by PMU after verification of documents and satisfactory onsite inspection of DTTC & final approval after successful compliance.
4	SVYKS will give login credential to DTTC	SVYKS		
5	SVYKS uploads details of DTTC on SVYKS website	SVYKS		Please note that the list of DTTC updated on website can be appended during the course of the scheme

### 2.3 Enrolment:

Step No	Activity Brief	Responsibility	Timeline (Optional)	Remarks (If Any)
1.	TA, TTC, DTTC & its TTCs would publicize the scheme and mobilize candidates/Applicant	Empanelled TA/DTTCs		
2	Counselling Conducted at approved TTCs	Approved TTCs through their respective TAs/DTTCs		Analyse candidates eligibility based his/her choice qualification/ability etc. Suggest them for right trade /course.
3	Pre Screening	Approved TTCs through their respective TAs/DTTCs		Filter Candidate based on the above activity & assist them for Registration/Enrolment Process.
4	Listing candidates	Empanelled		Eligible Candidates /Applicant

	for appearing in RPL	TA/DTTCs		include : <ul style="list-style-type: none"> <li>On the date of enrolment, fits the minimum age and Qualification criteria as per the courses (Qualification Pack (QP)) requirements.</li> <li>Fits the pre-screening criteria defined for the respective courses (job role)</li> </ul> Candidates should have valid Aadhaar numbers. If a candidate does not have an Aadhaar number the candidate is required to enrol for Aadhaar.
2	Candidate can register themselves in SVYKS portal or TA/TTC/DTTC register candidate in portal.	TA/TTC/DTTC/Candidates		However candidates are allowed to register themselves as an individual
3	Each time candidate has to pay required RPL fees Or TA/TTC/DTTC to transfer the cumulative fee to the SVYKS on while applying for batch through electronic bank transfer/ DD	TA/TTC/DTTC/Candidates		

## 2.4 Conduct Orientation:

Step No	Activity Brief	Responsibility	Timeline (Optional)	Remarks (If Any)
1.	SVYKS schedule about batch start date and end date.	SVYKS		After approval of batch from university.
2	TTC/DTTC to mobilize/identify trainers for batch at the training centre	TTC/DTTC		Trainers should be register in SVYKS Portal.

3	TTC/DTTC to brief the batch about the SVYKS scheme, the Orientation, assessment and the certification. TA will ensure that standard scheme booklet/information pamphlet is provided to all Candidates/Applicant.	TTC/DTTC	Day of commencement of the batch	The brief should be in line with the media guidelines for SVYKS. (Reference). Any media guideline violations may lead to the TTC/DTTC getting de-affiliated/banned from the scheme.
4	Trainer shall provide orientation in accordance with the QP.	TTC/DTTC		Trainers should be register in SVYKS Portal.
3	At the end of training, TTC/DTTC confirms the list of students who have completed their orientation program.	TTC/DTTC		

## 2.5 Assessment

Step No	Activity Brief	Responsibility	Timeline (Optional)	Remarks (If Any)
1.	SVYKS assign AA for each batch	SVYKS		
2	AA allocates Assessor(s) to conduct assessment at the training centre location.	AA	After assessment assign	
3	On day of assessment, Assessor(s) reaches the training centre location to conduct assessment at	Assessor(s)		Assessor only brings along question paper, Answer sheet, attendance Sheet.

	scheduled time			
4.	TTC/DTTC makes all arrangements (raw material, lab facilities, infrastructure setup) for the Assessor to conduct the assessment.	TTC/DTTC		
5	Assessor(s) conducts the assessment in accordance with the Assessment guidelines.	Assessor		
6	On day of assessment, Assessor(s) reaches the training centre location to conduct assessment at scheduled time	Assessor(s)		

## 2.6 Certification

Step No	Activity Brief	Responsibility	Timeline (Optional)	Remarks (If Any)
1.	SVYKS review the assessment results uploaded by AAs on portal, for any discrepancy and provide approval	SVYKS		Post the approval of result by the SVYKS, the result of any candidate/batch can be changed only once. Any further changes in the result require approval by SVYKS Head and reason for the same.
2	SVYKS will trigger certificate for each of the certified trainees	SVYKS		
3	Review certificates generated for accuracy of information	SVYKS		
4.	Certificates are available in portal from login id and	Candidates		

	password candidate can download certificate.			
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## 2.7 Grievance Redressal

**All the stakeholders would be expected to raise their grievances.**

Step No	Activity Brief	Responsibility	Timeline (Optional)	Remarks (If Any)
1.	SVYKS will constitute a complaints/ grievance cell comprising of 2 members from SVYKS.	SVYKS		<ul style="list-style-type: none"> <li>• Complaints/Grievance Cell will be specific to RPL Scheme</li> <li>• The first level of redressal for any complaint/grievance from any involved stakeholder related to the RPL Scheme will be handled by the complaints/grievance Cell of SVYKS</li> </ul>
2	SVYKS will nominate a contact person with mobile number and create a separate email id to receive complaints/grievances	SVYKS		
3	SVYKS grievances cell will resolve the problem of stake holders.	SVYKS		



### 3. Processes

#### 3.1 TA/DTTC

S. No.	Activity Brief	Responsibility	Timeline (Optional)	Remarks
1	TA/DTTC will mobilise /identify the Trainer.	TA/DTTC		
2	TA/DTTC registers their Trainers in consultation of trainer or Trainers register themselves.	TA/DTTC/ Trainers		<ul style="list-style-type: none"><li>• However Trainers are allowed to register themselves as an individual.</li><li>• Following profile essential which are compulsory in nature-</li><li>• Basic Details</li><li>• Contact Details</li><li>• KYC Details</li><li>• Qualification Details</li><li>• Experience Details</li></ul> <p>And provide proof of documents like Aadhar card, Qualification, Experience letter, appointment letter etc.</p> <ul style="list-style-type: none"><li>• TA &amp; DTTC are advised to keep trainer registration No. of each candidate that they have registered. That will be further used for creating batches.</li></ul>
3	TAMT Scrutiny team will verify the profile of trainers.	TAMT		Only approved Trainers profiles are appearing in associate trainers.
3	TA/DTTC adds Trainers.	TA/DTTC		<ul style="list-style-type: none"><li>• Trainer registration No. Will be used for add trainers.</li></ul>
4	TA/DTTC needs to mobilize potential candidates.	TA/DTTC		<ul style="list-style-type: none"><li>• Candidate should be eligible for applied course.</li><li>• Candidate should not appear in any other course at the same time.</li><li>• Candidate appearing in any particular course are eligible</li></ul>

				for that or not.
5	TA/DTTC registers their candidates in consultation of candidate or Candidates register themselves.	TTC/DTTC/Candidates		<ul style="list-style-type: none"> <li>• However Trainers are allowed to register themselves as an individual.</li> <li>• TA &amp; DTTC are advised to keep candidate registration No. of each candidate that they have registered. That will be further used for creating batches.</li> <li>• following profile essential which are compulsory in nature:- <ul style="list-style-type: none"> <li>• Basic Profile</li> <li>• Contact Detail</li> <li>• KYC Detail</li> <li>• Qualifications Detail</li> </ul> </li> <li>• Any candidate will fail to fulfill the above desired his/her profile will also be not approved and so they will also not appear during batch creation.</li> </ul>
3	Verify the details of duplicity and the form, document of candidates.			<ul style="list-style-type: none"> <li>• Candidate Registration is rejected due to duplication.</li> <li>• Aadhar no will help to rectify duplicity.</li> <li>• If deficiency found candidates need to fulfil the deficiency in given time period</li> </ul>
4	Candidates put in free pool and any empanelled entities can put them in their batch.			<ul style="list-style-type: none"> <li>• Only approved candidate profile are eligible to appear in batch.</li> </ul>
5	TA/DTTC needs to create /form batch and apply for orientation and Assessment.	DTTC/TTC		<ul style="list-style-type: none"> <li>• Batch creation /formation according to allotted batch size.</li> <li>• Candidates registration No. will be use to associate the candidates in batch.</li> </ul>

9	TAMT will verify the received batch details & payment details.	TAMT	Preferably within 7-10 working days	<ul style="list-style-type: none"> <li>• If any deficiency found we will inform to TA/DTTC. They need to clear the deficiency in given time period.</li> </ul>
10	SVYKS send the DD to Registrar (CSVТУ) for its realization.	SVYKS	3-5 working days	<ul style="list-style-type: none"> <li>• Documents: <ul style="list-style-type: none"> <li>✓ The list of proposed candidates.</li> <li>✓ Demand Draft/ Receipt of payment.</li> <li>✓ Covering Letter regarding RPL fee submission.</li> </ul> </li> </ul>
11	CSVТУ will verify the DD/Payment.	CSVТУ	3-5 working days	<ul style="list-style-type: none"> <li>• If CSVТУ will mail to SVYKS that DD has been realized successfully then SVYKS will processed with the batch scheduling.</li> <li>• Else, SVYKS will acknowledge the corresponding TA/DTTC With appropriate remarks.</li> </ul>
12.	TAMT schedule the Orientation and Assessment and the same detail will be share with respective TA/DTTC & along with documents related to with documents related to orientation.	TAMT	3-5 working days after receiving mail from CSVТУ about realization of DD.	<ul style="list-style-type: none"> <li>• Trainer profile will cross verify by SVYKS before assigning the Orientation.</li> <li>• Document provided to TA via mail:- <ul style="list-style-type: none"> <li>✓ Attendance Sheet</li> <li>✓ Instructions for orientation</li> </ul> </li> <li>• 3 days Orientation</li> </ul>
13	TTC/DTTC will assign trainer for Orientation at the training centre.	TTC/DTTC		Trainers should be register in SVYKS Portal.

14	Orientation is conducted for 3 days by assign trainer in TA /DTTC premises.	Trainer		<ul style="list-style-type: none"> <li>• Orientation Shall include the following activities (As per SVYKS Guidelines)</li> <li>• Orientation should be according to relevant QP.</li> <li>• Attendance on each day of Orientation</li> <li>• TA needs to send 5 photos and 1 video clip of orientation every day to SVYKS.</li> </ul>
14	TA sends Attendance Sheet, pictures, Videos clip of Orientation to SVYKS.	TA	Preferably next day after completion of Orientation.	TA needs to send 15 photos and 5 video clip of orientation collectively to SVYKS.
15	TAMT will Verification/Validation of Orientation documents.	TAMT		
16	TA/DTTC can apply for claim.	TA/DTTC	After certification is given to candidates.	<ul style="list-style-type: none"> <li>• By filling the form</li> </ul>

## 43.2 AA

1	AAMT will assign the Assessment to AA. Assign same detail is share with TA/DTTC & SVYKS provide some documents related to Assessment.	AAMT		<p>Assign Assessment on the basis:-</p> <ul style="list-style-type: none"> <li>✓ Previous records of assessment agency - accept and reject of assessment, Accuracy of assessment.</li> <li>✓ Empanelled agency having that course or not</li> <li>✓ Empanelled agency having assessor in that area in assessment date.</li> <li>• Conformation may be taken as per situation or requirement from AA before assigning the Assessment.</li> <li>• Documents:- <ul style="list-style-type: none"> <li>➤ Guidelines for question paper</li> <li>➤ Evaluation Sheet</li> <li>➤ Attendance Sheet</li> <li>➤ OMR Sheet</li> </ul> </li> </ul>
2	AA will Accept or Reject the Assessment and give conformation to SVYKS via mail.	AA	Within 2 days from received of assessment.	<ul style="list-style-type: none"> <li>• If accept, AA will inform SVYKS with profile of assigned assessor which will further verified by SVYKS.</li> <li>• Documents:-</li> <li>• Assessor Profile</li> </ul>
3	If AA will Return the Assessment then Assessment will be assigned to other assessment agency.	AA	Next 3-5 working days.	<ul style="list-style-type: none"> <li>• If accept, AA will inform SVYKS with profile of assigned assessor which will further verified by SVYKS.</li> </ul>
4	Conduction of Assessment.		As per Schedule	<ul style="list-style-type: none"> <li>• Orientation is accepted to complete as per finalized schedule.</li> </ul>
5	AA allocates Assessor(s) to conduct assessment at the training centre location.	AA		
3	AA will send Evaluation Sheet, Attendance Sheet, Answer Sheet, picture and video clip to SVYKS.	AA	Within 5 days after completion of assessment	<ul style="list-style-type: none"> <li>• AA needs to Send/Submit the evaluation sheet sealed and signed by the head of the assessed batch duly filled and signed by the assessor and the assessment criteria of the</li> </ul>

				SVYKS.
4	AAMT will Verification/Validation of Assessment documents.	AAMT		<ul style="list-style-type: none"> <li>SVYKS review/validate/verify the evaluation reports provided by AAs, for any discrepancy and provide approval.</li> </ul>
5	AAMT will send the Evaluation Sheet/Report to Registrar (CSVТУ) for Validation & Publication.	AAMT	Soon after the preparation of reports submitted to CSVТУ.	
6	CSVТУ will validate the Report.	CSVТУ	Within 10-15 working days	
7	AAMT Team will trigger certificate for each of the certified trainees.	AAMT	Within 10-15 working days	
8	AA can apply for claim.	AA	After certification is given to candidates.	<ul style="list-style-type: none"> <li>By filling the form</li> </ul>

### 3.3 TAMT

<b>S. No.</b>	<b>Activity Brief</b>	<b>Responsibility</b>	<b>Timeline (Optional)</b>	<b>Remarks</b>
1	TAMT will approve the Candidate & Trainers Profile.	TAMT		✓ If any deficiency found TAMT will suggest update.
2	TAMT will give approval to Batch.	TAMT		<ul style="list-style-type: none"> <li>✓ If Document is completed of candidates.</li> <li>✓ Batch is as per the allotted Batch Size</li> <li>✓ DD/Online payment should be successful.</li> </ul>
3	TAMT will monitor orientation.	TAMT		<ul style="list-style-type: none"> <li>✓ Through photos, video clips of orientation and Attendance Sheet.</li> <li>✓ Surprise Inspection.</li> </ul>
4	TAMT verify the claim.	TAMT		

### 3.4 AAMT

<b>S. No.</b>	<b>Activity Brief</b>	<b>Responsibility</b>	<b>Timeline (Optional)</b>	<b>Remarks</b>
1	AAMT will approve the Assessors Profile.	AAMT		✓ If any deficiency found, AAMT will suggest update.
2	AAMT assign the assessment to the AA.	AAMT		<ul style="list-style-type: none"> <li>✓ If Assessment agency reject the assessment then AAMT will assign the assessment to other assessment agency</li> <li>✓ Reassigns the assessment to other agency.</li> </ul>
3	AAMT will monitor orientation.	AAMT		<ul style="list-style-type: none"> <li>✓ Through photos, videos clip of orientation and Attendance Sheet.</li> <li>✓ Surprise Inspection.</li> </ul>

4	AAMT review the assessment results declared by AAs, for any discrepancy and provide approval.	AAMT		
5	AAMT will publish certificate for each of the certified Trainees/Applicant/Candidates.	AAMT		
6	AAMT verify the claim.	AAMT		

### 3.4 CVC

1	An entity (TA/DTTC) needs to register/apply on SVYKS .After registration and form submission.			<ul style="list-style-type: none"> <li>• TA has to be filled with respect to all the job roles, for which the Centre is seeking accreditation.</li> <li>• The responsibility of the accuracy and authenticity of the data uploaded lies with the concerned TA/DTTC.</li> </ul>
2	SVYKS will verify the form's & provide the Empanelment letter to TTC/DTTC.			<ul style="list-style-type: none"> <li>• TTC/DDTC needs to submit the undertaking after receiving empanelment letter.</li> </ul>
2	The applicant Centre shall login using login credential to submit the Accreditation/Affiliation fee and other related documents. /apply for inspection.			<ul style="list-style-type: none"> <li>• SVYKS will provide login credential to DTTC /TA.</li> </ul>
3	SVYKS will verify the payment and documents.			
4	The Inspection Agency reviews the Self-Assessment Request of the concerned Training Agency, post which it provides a status of 'Deemed Ready' or 'Deemed Not Ready' to the Centre.			
4.1	If Deemed Ready, The Inspection Agency shall communicate the status to the Training Centre within 5 days of receiving the Self- Assessment Request by the			



	Training Centre.			
4.2	If Deemed not Ready, the Inspection Agency sends a communication to the concerned Centre that it does not seem to be ready for the on-site visit, giving detailed comments/justification.			
5	If Deemed Ready, CVC team will prepare inspection Document.			
6	SVYKS Proposed 3 name for inspection.			1 CSVTU member 1 Technical Expert 1 SVYKS Representative
7	The inspection team name will inform to CSVTU for approval.			<ul style="list-style-type: none"> <li>• CSVTU Expert Name.</li> </ul>
8	Physical verification of TTC/DTTC.			
9	The Centre will be given maximum of 7 Calendar days to complete or take action for the non-conformities and send the revised inspection form to the Inspection Agency.			
10	The Inspection Agency also provides an on-site inspection date to the Centre. The notification for inspection would be sent to the respective Centre at least 7 days in advance of the inspection date.			<ul style="list-style-type: none"> <li>• The on-site inspection is expected to be completed in a period of 15 days from the date of receiving 'Deemed Ready' status from the Inspection Agency.</li> <li>• Once the Inspection Agency reaches the Centre on the scheduled inspection date, the Centre must cooperate in completing the on-site visit.</li> <li>• Documents :- <ul style="list-style-type: none"> <li>✓ Rent Agreement/Ownership</li> <li>✓ Electricity Bill</li> <li>✓ Authorization letter( if required)</li> <li>✓ Society incorporation proof</li> <li>✓ Layout</li> <li>✓ Photograph</li> <li>✓ Tools Equipment's</li> <li>✓ Any other info.</li> </ul> </li> </ul>

9.1	<ul style="list-style-type: none"> <li>• Training Centre may request for the change of inspection date only once. The next date however, may be allotted only after 30 to 45 days, considering the Inspection Agency's prescheduled plan to visit other Centres.</li> </ul>			
10	After inspection completed, if deficiency found then TA/DTTD needs to fulfil.		Within 7 days	<ul style="list-style-type: none"> <li>• All necessary documents.</li> </ul>
11	The Inspection Agency shall prepare a detailed report of the on-site visit & allot Batch Size to TTC/DTTC.	Within 30 days		<ul style="list-style-type: none"> <li>• The report has to provide one of the following recommendations with regards to the accreditation status for the concerned Centre : <ul style="list-style-type: none"> <li>i. Recommended for Accreditation/Affiliation / Empanelment</li> <li>ii. Recommended for Conditional Accreditation/Affiliation /Empanelment</li> <li>iii. Not Recommended for Accreditation/Affiliation/Empanelment</li> </ul> </li> </ul>
12	The TTC/DTTC detail will publish in the website as facilitation centre.			<p>Details available:-</p> <ul style="list-style-type: none"> <li>• TA/DTTC REG. No</li> <li>• Name of TA/DTTC</li> <li>• TTC REG. No</li> <li>• Address of centre</li> <li>• Types of centre</li> <li>• Sector</li> <li>• Available Course</li> <li>• Course Code</li> <li>• Contact No</li> <li>• Email Id</li> </ul>

#### 4 Validation of Candidate's Identity:

**What is Aadhaar:** Aadhaar is a 12 digit individual identification number issued by the Unique Identification Authority of India (UIDAI) on behalf of the Government of India. This number serves as a Proof of Identity (POI) and Proof of Address (POA), across Chhattisgarh.

**What is Aadhaar Authentication:** Aadhaar Authentication is the process where in Aadhaar number along with other related attributes (Demographic/ Biometric) are submitted to UIDAI's Central Identity Data Repository (CIDR) for verification; the CIDR verifies whether the data submitted matches with the data available in CIDR and responds with either a YES or a NO.

**Need for Aadhaar Authentication:** Aadhaar Number under SVYKS enables residents to prove their identity and for service providers to confirm that residents are 'who they say they are' in order to supply services and give them access to various benefits.

S. No.	Validation Status	Significance	Action Require from Training Partner
1	BLANK or NULL (Default Value)	Validation has not been attempted even once	TA /Candidate needs to update details.
2	YES	Validation has been Successful	No action required
3	NO	Validation has failed	TA/Candidate needs to update correct candidate name and /or Aadhar Number.

SVYKS team will verify the updated details against following criteria and accordingly approve or reject the newly uploaded candidate's name:-

- Candidate's name will get approved if it is case of name correction
- Candidate's name will get rejected if it is case of name replacement

Post approval by SVYKS PMU, details of the candidates will once again be sent to the designated Higher Authority for revalidation.

