

REVISED GUIDELINES

For Implementation of Second Phase Skill Upgradation Training Programme for the Year 2009-10

**Through Employment Mission
(w.e.f. 03.11.2009 to 02.05.2010)**



(Directorate of Technical Education & Training, Orissa, Cuttack)

Industries Department, Government of Orissa, Bhubaneswar

Guidelines for conducting Skill Upgradation Training Programme under Employment Mission
w.e.f. 03.11.2009 to 02.05.2010

- (1) **Training Strategies :-**
 - The Skill Upgradation Training Programme will be conducted in Government ITIs / Private ITCs / Government & Private Engineering Schools / Polytechnics / Colleges and other identified Institutions affiliated to AICTE / SCTE&VT.
 - This training being practical oriented, the institutes must engage the MCMs having relevant experiences in Industrial / Commercial houses as far as practicable.

- (2) **Guidelines for the Course Conducting Institute for successful implementation of the training programme:-**
 - The course should be conducted as per prescribed syllabus of SCTE&VT (4 hours Practical + 1 hour Theory).
 - The Course Conducting Institute must display the time table (for Theory & Practical) i.e. 7.00 AM to 8.00 AM and 8.00 AM to 12.00 Noon in case of Diploma Institutions / Engineering Colleges and 4.00 PM to 5.00 PM and 5.00 PM to 9.00 PM in case of ITIs / ITCs in all entrance points and notice board.
 - The Institute must display the practical jobs as per syllabus of the continuing training programme in the concerned trade. The training jobs should be duly embossed / punched indicating the Roll Number of the trainee and date.

- (3) **Selection, Sponsoring and Admission of Unemployed Youths :-**
 - The selection of candidates will be made through a Selection Committee consisting of District Employment Officer, General Manager, DIC, Principals of Government ITIs / Polytechnics / Representatives of DTE&T and Lead Bank Manager or his Representative where District Employment Officer is the Member Convener.
 - The candidates will be selected on the basis of qualification. Choice of trades befitting the qualification of the candidate and availability of seat in the institute preferred by the candidate will be the selection criteria.

- (4) **EDP Training :-**
 - The Entrepreneurship Development Training Programme (EDP) shall be conducted for at least 6 days during the course, inviting experts from the field such as Banks, Industries, DIC (3 days after 3 months and another 3 days towards the end of the training programme but before the examination).

- (5) **Inspection / Evaluation :-**
 - *Routine Inspection* : To be carried out by a 2 member team consisting of Principal of ITI and Senior Lecturer / Lecturer of Polytechnic once in a month for implementation of the programme. The Supervising Officers will submit inspection report as per enclosed prescribed inspection format

- *Surprise Inspection.* Surprise Inspection should be conducted at least once in a month during running of the course.
 - Journey by hired vehicles at approved rate of DTE&T will be allowed to the Inspecting Officers along with DA as per the State Government.
- (6) **Registration, Examination and Certification :-**
- The Course Conducting Institute has to furnish the following to the SCTE&VT, Orissa, Bhubaneswar for conducting examination and award of certificate to the trainees in time.
 - Registration proposal within 30 days of starting of the training in prescribed format.
 - Rs.20/- towards registration fee & Rs.100/- towards examination fee per trainee.
 - State Council will declare the date and time of the examination and will supply the question papers.
 - The institution has to appoint suitable experts for practical examination. The remuneration will be paid to the external examiner @ Rs.250/- and Rs.100/- to the internal examiner per trade out of Institute contingency funds under Employment Mission.
 - The Course Conducting Institute will submit practical marks to the SCTE&VT, Orissa, Bhubaneswar through a Special Messenger / Registered Post or Speed Post, for publication of result.
- (7) **Release of Funds (By DTE&T, Orissa) :-**
- The Government approved training cost will be released in two installments after receipt of funds from the Employment Mission (after deducting Monitoring and Supervision charges). Only one Honorarium amount per institution is admissible to other staff engaged except MCM, irrespective of number of trades / units and number of trainees.
 - Proportionate amount of training cost will be paid to the institute if the number of trainees is less than 20. The training programme should not be conducted if the batch size is less than 10 per trade.
 - 1st installment to the tune of 50% of total course fee will be paid after receiving the admission figure duly verified by District Employment Officer.
 - The Course Conducting Institute shall have to furnish the admission figure within **18.11.2009** after verification by District Employment Officer directly to the DTE&T for release of 1st installment.
 - For release of 2nd installment (balance amount as per actual number of candidates under going training), the Course Conducting Institute shall furnish utilization certificate of the 1st installment to DTE&T within 3 months of starting of the course failing which the Institute will be debarred for conducting next training programme.
 - The utilization certificate shall be furnished by the Institute in the prescribed **OGFR-7(A)** and shall be countersigned by the authorized Supervising Officers.
 - Expenditure to incur is in conformity with the specific components at the exclusive purpose for smooth conduct of qualitative training programme.
 - The separate Cash Books, Stock Ledger etc. should be maintained by the Course Conducting Institute for verification.

- (8) **Report and Returns :-**
- The Registration proposal duly signed by District Employment Officer in the prescribed format of SCTE&VT, (soft copy CD with cover and hard copy) to be submitted to **Vice Chairman, SCTE&VT, Orissa, Bhubaneswar on 18.11.2009.**
 - **Annexure-I & II** must be submitted to **DTE&T, Orissa** within **18.11.2009** and hard copy and a soft copy (CD) of registration proposal must be submitted to **DTE&T, Orissa** through **Speed Post / Registered Post on or before 18.11.2009** as per the advertisement issued.
 - A copy of **Annexure-I & II** along with the declaration by the trainees to be furnished to the District Employment Officer in the prescribed format (**Annexure-III**).
 - Monthly attendance statement of the trainees must be submitted to the Supervising Officer with a copy to District Employment Officer by 10th day of succeeding month in the prescribed format at **Annexure-IV** for their record.
 - Declaration of the training institutes regarding availability of infrastructure for smooth conduct of informal training must be submitted to the Supervising Officers with a copy to District Employment Officer in prescribed format at **Annexure-V**.
 - The expenditure particulars in prescribed **OGFR-7(A)** form duly filled and signed by the institute and countersigned by the Supervising Officer appointed by DTE&T, Orissa must reach the **Deputy Director (SPIU), DTE&T, Orissa, Cuttack** in prescribed format at **Annexure-VI** before release of final installment of training cost. The final copy of the Monthly Progress Report (**MPR-Annexure-VII**) may be enclosed along with Utilization Certificate.
 - A set of all Annexure must be kept by the institutions as record for verification and produced as and when required by the Inspecting Supervising Officer / District Employment Officer / Authorized Government Officer.

DTE&T, Orissa, Cuttack

TRAINING EXPENSES:

- A sum of **Rs.91,500/- (Rupees Ninety one Thousand Five hundred)** only will be provided to the Principal of the Course Conducting Institute for imparting Training to a unit of 20 trainees of particular trade as per following particulars.

Sl. No.	Component	Rate per trainee per month/Course @ (Rs.)	Amount for six month per unit of 20 trainees (Rs.)
1	Raw Materials	200/-	24,000/-
2.	Prop. Cost of Electricity, Water and Telephone Charges	100/-	12,000/-
3.	Maintenance of Equipments	50/-	6,000/-
4.	Minor maintenance of Workshop	50/-	6,000/-
5.	Office expenses	50/-	6,000/-
6.	Deficient small tools and equipments	L.S	5,000/-
7.	Honorarium		
a.	Honorarium to MCM-01	3,000/-	18,000/-
b.	Principal-01(up to 100 trainees)	450/-	2,700/-
c.	Supervisor/TO-01 (up to 100 trainees)	350/-	2,100/-
d.	Ministerial-02 (up to 100 trainees)	250/-	3,000/-
e.	Class – IV –03(up to 100 trainees)		4,700/-
8.	Examination and Certification fee payable to SCTE&VT, Orissa	100/- (per course)	2,000/-
	Total	-----	91,500/-

Annexure-I

Information of the current programme for the year 2009-10 under State Employment Mission

Sl. No.	Name of the Institute Phone / FAX / E-mail	Name of the Trade	No. of seats allotted by Employment Mission	No. of candidates sponsored			No. admitted			Name of Employment Exchange	Date of commencement of the Programme
				Male	Female	Total sponsored	Male	Female	Total admitted		
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											

ABSTRACT OF CANDIDATES ADMITTED				
Sl. No.	No. of Candidates admitted	Male	Female	Total
1	Scheduled Caste (SC)			
2	Scheduled Tribe (ST)			
3	Minority			
4	OBC candidates			
5	General			
	GRAND TOTAL			

**Signature of Principal of the
Institute with Seal**

**Counter signature of District
Employment Officer with Seal**

N.B. : If the number of trainees admitted is less than 10 per trade then the training programme should not be started. The District Employment Officers are requested to verify the admission particular for counter signature in **Annexure-I & II**. The said annexures to be handed over to the Institute immediately.

Annexure-II

Admission Particulars of Trainees

Name of the Institute.....

Phone / Fax No.....

Name of the MCM.....

E mail.....

Class Timing:- Theory..... Practical.....

Sl. No.	Name of the Trainee	Full Address and Contact No.	Date of Joining	Signature of the Trainee
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Full signature of the MCM	Verified and Full signature by the Training Officer	Principal's signature with seal
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Verified and Countersigned by District Employment Officer with Seal

Annexure-III

DECLARATION BY THE TRAINEE

I Shri / Smt / Kumari hereby declare that I shall complete the Self Employment Training sincerely and will attend all Classes / Sessions seriously. In case, I fail to do so, I shall be penalized as per the provision of law by the Course Conducting Institution and the equivalent training cost shall be recovered by the Institute.

Date :-

Place :-

Signature of the Trainee

Annexure-V

Declaration by the Institute

Name of the Institute.....

Phone No.....

I, on behalf of the Institute..... (*Name of the Institute*), declare that :

(A) The timing for conducting the Skill Upgradation training for educated Unemployed Youth under State Employment Mission is as under:

Sl. No.	Trade	Theory -Time	Practical -Time
i)			
ii)			
iii)			
iv)			

(B) Declaration about MCM / Trainer :

The name of the MCM / Trainer for different trades allotted to our Institute is given below. The concerned MCM / Trainers are competent to train the candidates as per syllabus and develop the desired skill among the concerned trainees.

Sl. No.	Name of the Trade	Name of the MCM.	Regular / Hired	Qualification & Experience.	Signature of the MCM.

(C) Declaration about Availability of Workshop Space & Facility.

Our Institute has adequate workshop space and facility to undertake the training in the trades allotted to the institute. In any case the training programme will not be affected due to non-availability of workshop space & facility etc. The institute will make proper arrangement for the same.

Full signature of the Principal of the Institute with seal	Signature of the Secretary / Managing Trustee in case Private Institute with seal
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Annexure-VI

**UTILISATION CERTIFICATE
FORM NO. OGFR-7(A)**

Name of the Institute.....

I hereby certify that the grant placed at the disposal of Principal, in the year 2009-10 and the amount available for expenditure during the said year were as follows:

- | | |
|---|------------|
| 1. (a) Unspent balance at the end of the year | Rs. |
| (b) Grant received during the year (Vide
B.D. No..... Dt.....) | Rs. |
| 2. Expenditure during the year | |
| (a) Out of the unspent balance as in (A) above | Rs. |
| (b) Out of the grant referred to in I(B) above | Rs. |
| (c) U.C.submitted previously vide No. dtd. | Rs. |
| <u>Total</u> | <u>Rs.</u> |

3. Unspent balance at the end of the year Rs.

I further certify that the expenditure of Rs..... shown as expenditure in the yearhas been expended solely for Skill Upgradation of educated unemployed youths under my charge with the jurisdiction of Principal..... and for no other purpose and that the sum of Rs..... shown as balance at the end of the yearis available for expenditure and no part of its has been diverted to other purpose.

I further certify that a list of work on which the expenditure of Rs..... has been incurred and the amount on each work has been prepared and in maintaining in the office of the

Signature of the Principal with seal

Counter signature of the Supervising Officer

Annexure-VII

**Monthly Progress Report (MPR)
(Financial Statement)**

Name of the Institute.....

Report for the Month.....

Sl No	Name of the Trade	No. of trainee admitted.	Quantum of funds received	Total expenditure incurred upto last month	Expenditure incurred during the month under report	Total expenditure incurred	Balance funds	Name of sponsoring Employment Exchange	Date of Starting of this Course-	Signature of the MCM.
1	2	3	4	5	6	7	8	9	10	11
1										
2										
3										
4										

Full Signature of Principal with seal

**MONTHLY PROGRESS REPORT (MPR)
(ACADEMIC STATEMENT)**

Name of the institute.....

For the month of

Sl. No.	Name of the Trade	No. of Trainees enrolled	No. of Trainees on Roll	Progress on Trade Theory during the month		Progress on Trade Practical during the month		Whether monthly test conducted	Progress of Trainees	Remarks on discipline of Trainees	Signature of the MCM.
				No. of Theoretical classes taken	% of coverage of theory	Total no. of practical hours taken	% coverage of practical				
1	2	3	4	5	6	7	8	9	10	11	12

Full Signature of Principal with seal

INSPECTION FORMAT

INSPECTION REPORT OF THE TRAINING UNDER EMPLOYMENT MISSION :

Name of the Institute :-

Date and time of Inspection :-

Report submitted by :-

General Information

1. Name of the Trade:
2. Date of starting the course:
3. Seat allotted:
4. Trainees admitted in different phases (Give date & Nos.):
5. Total no. of trainees admitted:
6. No. of trainees on Roll:

Academic Information

7. Attendance on the day of inspection:
8. Average attendance of the trainees in a month (out of 20):
9. Name of the MCM:
10. Qualification of MCM:
11. Syllabus covered (percentage of total syllabus):
12. (a) Theory:
(b) Practical:
13. Whether Monthly Test conducted :
(a) If yes, how many till date :
(b) If not, reasons thereof :
14. Performance of the trainees in their respective training programme (Good/Satisfactory/Poor)
15. Performance of the Institution & trainees (Good/Satisfactory/Poor):
16. Views of the trainees about the training:
17. Views of the Principal on the training:
18. Verification of numbers of the jobs and practical records of the trainees in their respective trade:
19. Whether entrepreneurship programme conducted or not (applicable after 2 months of the training programme :
20. Yes / No.
21. If yes, then awareness of the trainees about entrepreneurship programme (Good/Satisfactory/Poor):
22. Last Inspection of the Training held on:
23. Name & Designation of the Officer:
24. No. of inspections held till date by different agencies :
25. Nos. of trainees admitted:
26. Verification of stock and cash of the training programme (views of the Supervising Officer) :

Name of trade	General	SC	ST	Minorities	Total

(N.B. : Use separate sheet, if required)

Specific views of the Supervising Officer on the training

Signature of the Supervising Officer-I with seal	Signature of the Supervising Officer-II with Se
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DATABASE OF TRAINED CANDIDATES

Photograph
of the
Trainee

1	Name of the candidate	::	
2	Father's Name	::	
3	Date of Birth	::	
4	Sex	::	
5	Educational Qualification	::	
6	Category : ST/SC/OBC/SEBC/GENERAL	::	
7	Physical Challenged (Type of deformity) OH / VH / HI / NL	::	
8	Postal Address	::	
9	Telephone / Mobile Number :	::	
10	Month & Year of Training	::	
11	Name of the Trade / Training Programme	::	
12	Duration of the Training Programme	::	From To
13	Name of the training institutes with address	::	
14	Employment / Self Employment / Wage Employment status of the trainee	::	
15	Name and Address of the employer, Name of the post / salary / Wage / Monthly earning etc. to be stated	::	
16	Please mention if the person was engaged in the same job before this training and whether this training has increased his monthly earning (Indicative previous earning and present earning)	::	
17	Incase of Self Employment, present status of the Unit	::	