

ಕರ್ನಾಟಕ ಸರ್ಕಾರದ ನಡವಳಿಗಳು

- ವಿಷಯ: ಮುಖ್ಯಮಂತ್ರಿಗಳ ಕೌಶಲ್ಯ ಕರ್ನಾಟಕ ಯೋಜನೆಯಡಿ ಕೌಶಲ್ಯ ತರಬೇತಿ ಯೋಜನೆಗಳ ಅನುಷ್ಠಾನ ಕುರಿತು ತರಬೇತಿ ಸಂಸ್ಥೆಗಳ / ಕೇಂದ್ರಗಳ / ಮೌಲ್ಯಮಾಪನ ಸಂಸ್ಥೆಗಳ ನೋಂದಣಿ ಮತ್ತು ಮಾನ್ಯತೆ ಕುರಿತು ಪರಿಷ್ಕೃತ ಮಾರ್ಗಸೂಚಿಗಳ ಬಗ್ಗೆ
- ಓದಲಾಗಿದೆ: 1. ಸರ್ಕಾರಿ ಸುತ್ತೋಲೆ ಸಂಖ್ಯೆ: ಕೌಉಜೀಇ 51 ಕೌಗುಇ 2017 ದಿನಾಂಕ: 13.11.2018.
 - 2. ಸರ್ಕಾರಿ ಸುತ್ತೋಲೆ ಸಂಖ್ಯೆ: ಕೌಉಜೀಇ 51 ಕೌಗುಇ 2017 ದಿನಾಂಕ: 01.02.2019.
 - ಸರ್ಕಾರದ ಕಾರ್ಯದರ್ಶಿಗಳು, ಕೌಉಜೀಇ ಇವರ ಅಧ್ಯಕ್ಷತೆಯಲ್ಲಿ ದಿನಾಂಕ: 10.08.2021 ರಂದು ನಡೆದ ಪರಿಶೀಲನಾ ಸಮಿತಿಯ ನಡವಳಿಗಳು.
 - 4. ದಿನಾಂಕ: 04.09.2021 ರಂದು ನಡೆದ 18ನೇ ಅಧಿಕಾರಯುಕ್ತ ಸಮಿತಿ ನಡವಳಿಗಳು.

ಪ್ರಸ್ತಾವನೆ:

ಮೇಲೆ ಓದಲಾದ ಕ್ರಮ ಸಂಖ್ಯೆ (1) ಮತ್ತು (2)ರಲ್ಲಿ ತರಬೇತಿ ಸಂಸ್ಥೆಗಳ ಮತ್ತು ತರಬೇತಿ ಕೇಂದ್ರಗಳ ನೋಂದಣಿ ಮತ್ತು ಮಾನ್ಯತೆ ಪರಿಷ್ಕರಿಸಿ ಮೌಲ್ಯಮಾಪನ ಸಂಸ್ಥೆಗಳ ನೋಂದಣಿ ಮತ್ತು ಮಾನ್ಯತೆ ಕುರಿತು ಮಾರ್ಗಸೂಚಿಗಳನ್ನು ಹೊರಡಿಸಲಾಗಿತ್ತು.

ಮೇಲೆ ಓದಲಾದ ಕ್ರಮ ಸಂಖ್ಯೆ (3) ರಲ್ಲಿ ಸದರಿ ಮಾರ್ಗಸೂಚಿಗಳಲ್ಲಿ ಮೌಲ್ಯಮಾಪನ ಉಪ ಸಮಿತಿ, ರಾಜ್ಯ ಮಟ್ಟದ ಮೌಲ್ಯಮಾಪನ ಸಮಿತಿ, ಕೌಶಲ್ಯ ತರಬೇತಿ ಅನುಭವ ಇಲ್ಲದಿರುವ ತರಬೇತುದಾರ ಸಂಸ್ಥೆಗಳಿಗೆ ಸಂಬಂಧಿಸಿದಂತೆ ಮಾನ್ಯತೆ ನೀಡುವ. TP ಮತ್ತು TC ಗಳ Scoring Matrix, SMART app for geo-tagging of TPs, Condition on ToT for existing TPs ಮತ್ತು allocation of batches, face recognition system ಹಾಗೂ ಹಣ ಬಿಡುಗಡೆ ವಿಧಾನ ಒಳಗೊಂಡಂತೆ ಪರಿಷ್ಕೃತ ಮಾರ್ಗಸೂಚಿಗಳಿಗೆ ಅನುಮೋದನೆ ನೀಡಲು ಅಧಿಕಾರಯುಕ್ತ ಸಮಿತಿಗೆ ಶಿಫಾರಸ್ಸು ಮಾಡಲಾಗಿತ್ತು.

ಮೇಲೆ ಓದಲಾದ ಕ್ರಮ ಸಂಖ್ಯೆ (4) ರಲ್ಲಿ ಅಪರ ಮುಖ್ಯ ಕಾರ್ಯದರ್ಶಿಗಳು ಹಾಗೂ ಅಭಿವೃದ್ಧಿ ಆಯುಕ್ತರು ಅಧ್ಯಕ್ಷರಾಗಿರುವ ಅಧಿಕಾರಯುಕ್ತ ಸಮಿತಿಯು ದಿ:04.09.2021 ರಂದು ನಡೆದ ಸಭೆಯಲ್ಲಿ ಪರಿಷ್ಕೃತ ಮಾರ್ಗಸೂಚಿಗಳಿಗೆ ಅನುಮೋದನೆ ನೀಡಿದೆ. ಪರಿಷ್ಕೃತ ಮಾರ್ಗಸೂಚಿಗಳನ್ನು ಸರ್ಕಾರವು ಪರಿಶೀಲಿಸಿ ಈ ಕೆಳಕಂಡ ಆದೇಶವನ್ನು ಹೊರಡಿಸಿದೆ.

<u>, ಸರ್ಕಾರಿ ಆದೇಶ ಸಂಖ್ಯೆ: ಕೌಉಜೀಇ 179 ಕೌಗುಇ 2021, ಬೆಂಗಳೂರು,</u> ದಿನಾಂಕ: 20.09.2021

ಪ್ರಸ್ತಾವನೆಯಲ್ಲಿ ವಿವರಿಸಿದ ಹಿನ್ನೆಲೆಯಲ್ಲಿ ಸರ್ಕಾರಿ ಆದೇಶ ಸಂಖ್ಯೆ: ಕೌಉಜೀಇ 51 ಕೌಗುಇ 2017, ದಿನಾಂಕ: 01.02.2019 ರಲ್ಲಿನ ಮಾರ್ಗಸೂಚಿಗಳನ್ನು, ರಾಜ್ಯ ಕೌಶಲ್ಯ ತರಬೇತಿ ಯೋಜನೆಗಳ ಅನುಷ್ಠಾನ ಕುರಿತು ತರಬೇತಿ ಸಂಸ್ಥೆಗಳ / ಕೇಂದ್ರಗಳ ನೋಂದಣಿ, ಮೌಲ್ಯಮಾಪನ ಸಂಸ್ಥೆಗಳ ನೋಂದಣಿ ಮತ್ತು ದರಗಳ ಹಾಗು ಇನ್ನಿತರ ವಿಷಯಗಳನ್ನು ಸೇರಿಸಿ ಪರಿಷ್ಕೃತ ಮಾರ್ಗಸೂಚಿಗಳನ್ನು **ಅನುಬಂಧದಲ್ಲಿ** ಲಗತ್ತಿಸಿ ಅನುಷ್ಠಾನಗೊಳಿಸಲು ಆದೇಶಿಸಿದೆ. ಈ ಪರಿಷ್ಕೃತ ಮಾರ್ಗಸೂಚಿಗಳನ್ನು ಕಟ್ಟುನಿಟ್ಟಾಗಿ ಪಾಲಿಸಿ ಮುಖ್ಯಮಂತ್ರಿಗಳ ಕೌಶಲ್ಯ ಕರ್ನಾಟಕ ಯೋಜನೆಯನ್ನು ಈ ತಕ್ಷಣದಿಂದ ಜಾರಿಗೆ ತಂದು ಅನುಷ್ಠಾನಗೊಳಿಸಲು ಆದೇಶಿಸಲಾಗಿದೆ.

> ಕರ್ನಾಟಕ ರಾಜ್ಯಪಾಲರ ಆದೇಶಾನುಸಾರ ಮತ್ತು ಅವರ ಹೆಸರಿನಲ್ಲಿ

20/09/2004 (ರಂಗನಾಥ)

ಸರ್ಕಾರದ ಅಧೀನ ಕಾರ್ಯದರ್ಶಿ ಕೌಶಲ್ಯಾಭಿವೃದ್ಧಿ ಉದ್ಯಮಶೀಲತೆ ಮತ್ತು ಜೀವನೋಪಾಯ ಇಲಾಖೆ

ಇವರಿಗೆ:

- 1. ಮಹಾಲೇಖಪಾಲರು, (ಎ & ಇ), ಜಿ & ಎಸ್.ಎಸ್.ಎ), ಇ & ಆರ್.ಎಸ್.ಎ) ಕರ್ನಾಟಕ, ಬೆಂಗಳೂರು.
- 2. ಆಯುಕ್ತರು, ಕೈಗಾರಿಕಾ ತರಬೇತಿ ಮತ್ತು ಉದ್ಯೋಗ
- 3. ಅಭಿಯಾನ ನಿರ್ದೇಶಕರು, ರಾಷ್ಟ್ರೀಯ ಜೀವನೋಪಾಯ ಅಭಿಯಾನ (ನಗರ ಮತ್ತು ಗ್ರಾಮೀಣ)
- 4. ವ್ಯವಸ್ಥಾಪಕ ನಿರ್ದೇಶಕರು, ಕೆ.ಎಸ್.ಡಿ.ಸಿ.
- 5. ವ್ಯವಸ್ಥಾಪಕ ನಿರ್ದೇಶಕರು, ಜಿಟಿಟಿಸಿ.
- 6. ನಿರ್ದೇಶಕರು, ಸಿಡಾಕ್ ಸಂಸ್ಥೆ ಧಾರವಾಡ
- 7. ನಿರ್ದೇಶಕರು, ಪೌರಾಡಳಿತ ನಿರ್ದೇಶನಾಲಯ, ವಿ.ವಿ. ಚಿಕ್ಕಗೋಪುರ, ಬೆಂಗಳೂರು.
- 8. ನಿರ್ದೇಶಕರು, ಕೈಗಾರಿಕಾ ತರಬೇತಿ ಮತ್ತು ಉದ್ಯೋಗ
- 9. ಜಂಟಿ ಕಾರ್ಯದರ್ಶಿ, ಕೆ.ಜಿ.ಟಿ.ಟಿ.ಐ. ಬೆಂಗಳೂರು.
- 10. ಮುಖ್ಯ ಕಾರ್ಯಚರಣ ಅಧಿಕಾರಿ, ಸಂಜೀವಿನಿ ಕರ್ನಾಟಕ ರಾಜ್ಯ ಗ್ರಾಮೀಣ ಜೀವನೋಪಾಯ ಮಿಷನ್, ಬೆಂಗಳೂರು.

- 11. ಮುಖ್ಯ ಯೋಜನಾಧಿಕಾರಿಗಳು, ಡೇ-ನಲ್ಮ್, ಪೌರಾಡಳಿತ ನಿರ್ದೇಶನಾಲಯ, ಕನ್ನಿಂಗ್ ಹ್ಯಾಮ್ ರಸ್ತೆ, ಬೆಂಗಳೂರು.
- 12. ಜಿಲ್ಲಾಧಿಕಾರಿಗಳು, ಎಲ್ಲಾ ಜಿಲ್ಲೆಗಳು
- 13. ಮುಖ್ಯ ಕಾರ್ಯನಿರ್ವಾಹಕಾಧಿಕಾರಿಗಳು, ಎಲ್ಲಾ ಜಿಲ್ಲಾ ಪಂಚಾಯತ್ಗಳ
- 14. ಯೋಜನಾ ನಿರ್ದೇಶಕರು, ಡಿ.ಆರ್.ಡಿ.ಎ. ಎಲ್ಲಾ ಜಿಲ್ಲಾ ಪಂಚಾಯಿತಿಗಳು
- 15. ಉಪ ವಿಭಾಗಾಧಿಕಾರಿಗಳು, ಎಲ್ಲಾ ಜಿಲ್ಲೆಗಳು
- 16. ಕಾರ್ಯನಿರ್ವಾಹಕಾಧಿಕಾರಿಗಳು, ಎಲ್ಲಾ ತಾಲ್ಲೂಕು ಪಂಚಾಯಿತಿಗಳು.
- 17. ಎಲ್ಲಾ ಜಿಲ್ಲೆಗಳ ಜಿಲ್ಲಾ ಕೌಶಲ್ಯ ಅಧಿಕಾರಿಗಳು

ಪ್ರತಿಯನ್ನು ಮಾಹಿತಿಗಾಗಿ :

- 1. ಸರ್ಕಾರದ ಅಪರ ಮುಖ್ಯ ಕಾರ್ಯದರ್ಶಿಗಳು ಮತ್ತು ಅಭಿವೃದ್ಧಿ ಆಯುಕ್ತರು
- 2. ಸರ್ಕಾರದ ಕಾರ್ಯದರ್ಶಿಗಳು, ಕೌಉಜೀ ಇಲಾಖೆ
- 3. ಮಾನ್ಯ ಮುಖ್ಯ ಮಂತ್ರಿಯವರ ಪ್ರಧಾನ ಕಾರ್ಯದರ್ಶಿ, ವಿಧಾನ ಸೌಧ, ಬೆಂಗಳೂರು
- 4. ಮಾನ್ಯ ಸಚಿವರು ಉನ್ನತ ಶಿಕ್ಷಣ, ಐಟಿ-ಬಿಟಿ ಮತ್ತು ವಿಜ್ಞಾನ ಮತ್ತು ತಂತ್ರಜ್ಞಾನ ಮತ್ತು ಕೌಶಲ್ಯಾಭಿವೃದ್ದಿ, ಉದ್ಯಮಶೀಲತೆ ಮತ್ತು ಜೀವನೋಪಾಯ ಇಲಾಖೆ ರವರ ಆಪ್ತ ಕಾರ್ಯದರ್ಶಿಯವರು.
- 5. ಶಾಖಾ ರಕ್ಷಾ ಕಡತ / ಹೆಚ್ಚುವರಿ ಪ್ರತಿ.

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<u>Annexure to GO No. SDEL 179 SSM 2021,</u> <u>dt.20.09.2021</u>



GUIDELINES FOR CMKKY AND STATE SCHEMES

REGISTRATION OF TRAINEES, TRAINING PROVIDERS, TRAINING CENTRES, ACCREDITATION/ALLOTMENT OF TARGETS, FORMATION OF BATCHES, INSPECTION, ASSESSMENT, CERTIFICATION, PAYMENT AND ACCOUNTING

GOVERNMENT OF KARNATAKA

Skill Development, Entrepreneurship & Livelihood Department (SDEL)

KARNATAKA SKILL DEVELOPMENT CORPORATION (KSDC)

OFFICIAL WEBSITE: WWW.KAUSHALKAR.COM



CMKKY GUIDELINES - KSDC

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1. BACKGROUND:

In pursuance of Hon'ble Chief Minister's announcement in 2016-17 Budget Speech, a new Department of Skill Development, Entrepreneurship and Livelihood (SDEL) was created vide Government order number DPAR 164 SAS 2016, dated 24-09-2016. Chief Minister's Kaushalya Karnataka Yojane is the flagship training scheme of SDEL which envisages to skill 5 lakh youth annually of which 2.50 lakh youth shall be targeted under schemes implemented directly by SDEL and 2.50 lakh youth shall be targeted under schemes implemented by other Government departments and government bodies.

The new Department was established to bring various Skill Trainings hither-to being conducted by different departments under one umbrella. The various skill sets and the corresponding job roles need to be standardized. It also envisages standardizing the Content, Syllabus, Selection of Trainees, Selection of Training Providers, Assessment of Trainees and their Placement. It also aims to develop a new strategic framework for Skill Development for the school drop-outs and existing workers, especially in the Informal Sector in close consultation with Industry, Micro Enterprises in the Informal Sector, State Governments, Experts and Academia. The Common Cost Norms, Qualification Packs of the NSQF and Assessment Methodology as prescribed by Government of India, MSDE will be adopted for state schemes till the State Government evolves its own Cost Norms, Assessment Method and where feasible or necessary, QPs.

1.1 KEY FEATURES OF THE NEW FRAMEWORK FOR SKILL DEVELOPMENT

- a. Demand Driven: Short term Training Courses to be finalized in consultation with Industry as per the NSQF standards till State Standards are Framed where feasible.
- b. Online Web Application based: All the candidates aspiring to be Skilled to be registered on <u>www.kaushalkar.com</u>. Online selection of registered Trainees (Aadhaar linked) to avoid duplication and ensure they are resident in Karnataka.
- **c.** Innovation for Inclusion: Inclusive framework by bringing the Jai Kaushal Jawan (Exservicemen), Widows of ex-servicemen, war-widows, specially abled, juvenile delinquents, Jail inmates (Kaushal karagruha) along with other skill seekers.
- d. Flexible mechanism: Residential/ Non-residential, Full time/ Part time etc, RPL, Soft Skill Enhancement. Different levels of Training to meet demands of various Target groups.
- e. Universal Centralized Accreditation of VTPs, TCs and Assessment Agencies: Training to be

provided by Vocational Training Providers (TP) through the Training Centres (TC) under the Government, Private Sector and Industrial establishments. The Training Providers (TP) and the Training Centres (TC and/or MTC) should be registered online with the Department and should be accredited by prescribed Agency/ Body/ Committee. TPs and respective TCs of PMKVY, DDUGKY, NRLM, NULM, RGCY and CMKKY etc. should register on www.kaushalkar.com portal. Only duly accredited TCs shall be eligible to impart Training. No accredited TC or TP can subcontract or sub- lease the training or provide training through franchisees. The TCs must be fully owned or leased by the TP or there should be a Joint Venture or contract or lease agreement which pre-dates the date of accreditation of the TC. No TC can be part of or in contract with more than one TP. Testing of Skills of Trainees by an independent assessing body that would not be involved in conduct of the training program to ensure that it is done impartially. The Assessing and Certification Body / Bodies will be appointed and monitored by the Skill Mission/Karnataka Skill Development Corporation under the guidance of KSDA and the standards of assessment and certification will be set by KSDA in due course.

- f. Placement Conditionality: Placement after training for at least 70 % of the trainees.
- **g.** Placement Assistance: Those who do not receive placement after passing assessment under CMKKY training program, will receive special assistance for placement.

2. REGISTRATION OF TRAINEES:

- 2.1 All those seeking:
 - a. Skill Training
 - b. Employment
 - c. Entrepreneurship & Livelihood
 - d. Apprenticeship

Should register on <u>www.kaushalkar.com</u>, which is free of cost. The registration form is bilingual and available in **English** and **Kannada**.

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2.2 The prescribed age spectrum for the registrants are as follows:

a.	Jai Kaushal Jawan (Ex-servicemen)	33 to 50 Yrs.					
b.	Widows of ex-servicemen, war-widows	15 to 50 Yrs.					
c.	Specially challenged	14 to 50 yrs.					
d.	Juvenile delinquents	14 to 18 Yrs.					
e.	Jail inmates (Kaushal Karagruha)	15 to 50 yrs.					
f.	Trainees for Short Term Agricultural & Animal Husbandry Courses*:	15 to 50 yrs.					
g.	All Others	15 to 35 yrs.					
*Ir	Include those in animal husbandry, agriculture, horticulture, sericulture, fisheries						

and allied sectors.

- 2.3 The registrant has to read the Aadhaar consent form (Annexure B), provide consent and enter their Aadhaar number in the registration form.
- 2.4 Aadhaar number and mobile phone contact number are mandatory while registering and also to avail information on services of www.kaushalkar.com.
- 2.5 The registrant can choose any of one of Skilling, Employment, Entrepreneurship or Apprenticeship options or any combination.
- 2.6 Upon successful registration, the aspirant will receive SMS and the username and password of a free email with the details of login. When a trainee starts training, he or she will also receive a free Digital Locker.
- 2.7 Registrant can login to utilize the various information and functionality that are available on www.kaushalkar.com portal.
- 2.8 Registration of aspirants for Juvenile delinquents and Jail inmates would be done by the respective departmental officers and would not be available in public domain.

3. REGISTRATION OF TRAINING PROVIDERS

3.1ELIGIBILITY CRITERIA FOR TPS

The applicants fulfilling the following conditions are eligible to apply:

- 3.1.1 TPs already affiliated/ accredited by NSDC / DDUGKY.
- 3.1.2 Any other institute / PSU / Company / Board / Corporation set up by Central or State / UT government. These include Organizations / Institutes (including autonomous organizations) set up by Central Government / State Government / UT Administrations.
- 3.1.3 Private, Aided and Self-financed institutions of higher, secondary and technical education duly recognized by the Government (State and Central).
- 3.1.4 Registered societies, trusts or companies/ firms which are duly registered under various statutes in India, having been in existence in at the time of submission fapplication having a valid Permanent Income Tax Account Number (PAN) and Service Tax Registration Number (TAN).
- 3.1.5 Proprietary entities set up exclusively for skill training.
- 3.1.6 In future, if the registration/affiliation of the institute is cancelled for any reason by the respective accrediting/registering/governing authority, then its Registration as TP / TC would also stand cancelled automatically. TP/TC will not be allowed to operate any new courses/batches from the date of cancellation. It will, however, have to complete the training of the on-going courses.

3.2 REGISTRATION AND SUBMISSION OF TP

- 3.2.1 The TPs desirous of providing skill training under the various schemes shall compulsorily register themselves on www.kaushalkar.com. Only upon successful registration of TP, can a TP register the TC/ TCs/MTC/MTCs through which the said TP intends to impart the training. The registration will be as per the following procedure:
- 3.2.2 The TP shall complete the Training Provider Application Form (TPAF) online on www.kaushalkar.com website.
- 3.2.3 The TPAF should have the following three sections:

(I) General Details :

The fields below are to be filled (those with * being mandatory)

a. Name of the Training Provider (TP) *

- b. Type of Training Provider * Main Business/ Background of the TP
- c. Past Experience in Skilling * This will have two options New Training Provider and Existing Training Provider. If TP chooses New Training Provider there is no requirement to furnish details of Skilling experience. Existing training Providers should complete the Skilling Experience section also.
- d. Current States of Operation *
- e. Website of TP
- f. Name, Email, Mobile number and Aadhaar of CEO/ MD / Head *
- g. Name, Email ID and Mobile number of the Aadhaar Authorized Signatory *
- h. Name, Email ID, Mobile number of the Aadhaar authorized Single Point of Contact (SPOC) *
- i. Landline No. and Contact Address of the TP *
- j. Address Proof ID * : TP should Upload File (The following can be provided as Address Proof-Certificate of Incorporation, Telephone Bill, Electricity Bill and Service Tax registration Certificate)
- **k.** If the Electricity/Telephone Bill is not on Company's Name, TP will have to upload rental agreement additionally merged in a single file.
- 1. The documents should be in the following formats: JPG | JPEG | PNG | GIF | BMP | PDF up to a maximum File Size 2MB.
- m. Bank Details with Account Number *, Bank Name *, Branch Name *, IFSCCode * and Bank Address

(II) Financial:

- a. Year of Incorporation *, Permanent Account Number (PAN) of the TP * and
- b. Tax Account Number (TAN) of the TP
- c. The following proof has to be uploaded: Certificate of Incorporation of the TP *, PAN Proof *,

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TAN Proof

The documents should be in the following formats: JPG | JPEG | PNG | GIF | BMP | PDF up to a maximum File Size 2MB.

(III) Skilling Experience:

(This shall be applicable only for those TP's who have prior experience)

- a. Number of Years of Experience in Skill Development*
- b. Total Number of Trainees Trained for three immediately previous financial years (for eg: 2018-19, 2019-20 and 2020-21 for the Registration year of 2021-22) and under each of the following categories : Government Funded / Corporate Social Responsibility(CSR) / Self Paid Count.
- c. Total Number of Trainees assessed and certified for the three immediately previous financial years for Government Funded / Corporate Social Responsibility (CSR) / Self Paid Count
- d. Total Number of Trainees Placed for the three immediately previous financial years for Government Funded / Corporate Social Responsibility (CSR) / Self Paid Count
- e. Recognition, Awards and Accolades for Training Services by well known public authorities or Government organizations
- **f**. The documents should be in the following formats: JPG | JPEG | PNG | GIF | BMP | PDF up to a maximum File Size 2MB.
- g. The TPs should upload all documents supporting their claim.
- 3.2.4 The TP after completing all the mandatory fields should be provided with an option to read the Aadhaar Consent form (as per Annexure B). Submission shall happen only after TP provides Aadhaar consent.
- 3.2.5 Upon successful submission of TPAF, an email shall be sent to the email ID of CEO/MD/Head of the TP with a "username and password" to acknowledge the successful registration.
- 3.2.6 In case the TP has not received the email or has entered a wrong email ID, the login credentials can be requested by visiting http://www.kaushalkar.com/forgot- password
- 3.2.7 TPs should submit the online form after verifying their data.
- 3.2.8 If it is found that the TPs have submitted more than one form with similar details, such TPs will be rendered inactive on www.kaushalkar.com.

3.2.9 No prior skilling experience:

If the TP doesn't have prior skilling experience, but wishes to be accredited with KSDC shall have to follow the conditions as **explained in 3.3.5**

3.3 ACCREDITATION OF TP

Accreditation is a process of quality assurance and improvement. It provides quality assurance that the aims and objectives are honestly pursued and effectively achieved by the resources available, and that the TP/TC has demonstrated capabilities of ensuring effectiveness of the programme, over the validity period of accreditation.

3.3.1 Evaluation of Application for accreditation of TP:

Upon successful submission of TPAF and registration of TP, the evaluation of applications for accreditation of TP shall be done as per the evaluation process prescribed in para 3.3.4 and the Scoring matrix as per para 3.3.7 and 4.5 by the **Accreditation Evaluation Sub-Committee (AESC)**. The Accreditation Evaluation Sub-Committee shall also verify the documents submitted online by the TP.

The Accreditation Evaluation Sub-Committee shall comprise of the following:

٠	Managing Director, KSDC	-	Chairperson
•	Director, DITE	-	Member
•	Joint Director, Bangalore- CEDOK	-	Member
•	Deputy Director/ Executive Director-2, KSDC	-	Member Secretary

• Any other member to be co-opted as deemed necessary by the committee.

This committee shall issue Provisional Accreditation Certificate for those TPs & TCs which qualify according to the norms and intimate the provisionally accredited TPs and TCs to deposit the Accreditation Fee and other charges and forward/submit its recommendations to SLEC as and when the provisionally accredited agencies deposit their fees. The SLEC to **take decision accordingly** and make the final decision. The SLEC shall consist of the following:

•	Secretary / Principal Secretary/ ACS, SDEL	-	Chair person
•	Managing Director, KSDC	-	Member Secretary
•	Commissioner, Employment and Training	-	Member

• Any other member to be co-opted as deemed necessary by the committee.

3.3.3 Evaluation process to be followed by Accreditation Evaluation Sub-Committee

- a. Accreditation Evaluation Sub-Committee (AESC) shall verify the details of all sections -General, Financial and Skilling Experience separately and in detail as per Scoring matrix in para 3.3.7 and 4.5. The committee shall verify the documents submitted by TP. The authenticity and veracity of the documents shall be established as far as possible. In case of any doubt with respect to the documents, TP may be asked to submit the original for verification.
- b. The committee shall forward/submit its recommendations to SLEC along with the Provisional Accreditation Certificate of the TP and its constituent TCs and proof of payment of Accreditation fees.

3.3.4 Process of Accreditation of TP:

- a. The Training Provider will be allotted marks against the details uploaded on www.kaushalkar.com
- **b.** The Training Centers/ Mobile Training centers will be scored after inspection.
- c. TC's with scores of 70 and above will be considered accredited for the Job roles.
- **d**. The average score of TC = total score of job roles/ number of job roles
- e. Score for TCs will be determined after inspection of the concerned DSM officer.
- f. The Average score of TP for accreditation = 40% * TP score + 60% * Average TC score
- g. If the TP has more than 1 TC, then average score of TC = Avg Score TC1 + Avg Score TC2+
 + Avg Score TCn/ Number of TCs
- h. The score of TP determines overall grading
- i. The terms TC are used interchangeably only with regards to scoring and gradation.
- j. For grading of additional TCs or Job Roles after initial accreditation, only the score of the additional TC with respect to the Job Role will be considered provided it is above the average score.

3.3.5 Accreditation for TPs with no prior skill experience.

A Training Partner with no prior skilling experience, but wishes to provide skill training by being accredited with KSDC can do so with the following conditions.

- a. The TPs should have trainers certified with ToT certification from Sector Skill Council and NSDC for the job role they apply.
- **b**. The TP should also submit a bank guarantee. Amount of the bank guarantee will be equivalent to 30% of the Target that the TP wishes to take up in a year.
- c. The TC of TP should score 90 points and above in scoring matrix for TC as mentioned in para4.5. Such TP can have maximum of 2 TC and 2 job roles in the first year of its application.

3.3.6 Conditions for the existing TPs:

The existing TPs should get their existing trainers TOT certified by Sector Skill Council within 3 months from the day of initiation of these guidelines. Without ToT certified trainers, batches will not be allotted to the TPs.

3.3.7 Scoring matrix for TP

Scoring Matrix for TP is categorized into 3 – General, Financial and Skilling Experience with a cumulative score of 100 as per details below.

Sl. No		Details		Score	Maximum Score
Cate	gory: General				·
			Non Skilling Non Educational	0	
	Type of Training	Main Business /	Non Skilling Educational	4	
	Provider	rovider Background of the TP	Industry	4	
			Skilling Non Educational	8	10
			Skilling & Educational	10	
			Other than Karnataka	3	
2	Current States		Karnataka only	5	
2	ofOperation		Karnataka and any other state	8	10
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			Karnataka and more	10	
			than two other states	10	
		Total	(General)		20
late	egory: Financial		2		
	Average		< 2 crore	2	4
	Turnover of		2 cr – 5 cr	4	4
1	previous three		5 cr – 10 cr	8	10
	years		> 10 cr	10	
	Average Profit		< 2 crore	2	_
	ofprevious		2 cr – 5 cr	4	
2	three years for		5 cr – 10 cr	8	
	non NGO's		> 10 cr	10	10
	For NGOs		NA	5	
		Total	(Financial)		20
Cate	egory: Skilling Exp	erience			1
	Number of		Nil	0	
	Years of		< 3 yrs	3	1
1	Experience in		3yrs to 5yrs	5	10
	Skill		> 5 yrs	10	1
	Development *		-		
2	Number of	Govt. Funded	< 250	3	15
	Trainees		251 - 500	8	15
	Trained for		251 - 500	0	
	previous three		501 to 1000	12	
	years		>1000	15	
3	Number of	Other than Govt.	< 250	2	10
	Trainees Trained for	funded	251 - 500	4	10
	previous three		501 to 1000	8	
	years		>1000	10	
4	Number of	Self Paid	< 250	1	5
	Trainees Trained for		251 - 500	2	
	previous three		501 to 1000	4	
	years		>1000	5	
5	Total	Percentage of	< 29 %	5	1
	Placements	trainees placed			20

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(previous three years cumulative)	vis-à-vis enrollment in TP	30% to 49% 50% to 69%	8 10	
		> 70 %	20	
Total (Skilling Exp	perience)	1		60
Number of Owned Training CentresMaximum 15 marks				
Number of Fully leased Training centres*Maximum10 marks				1/2 Grace mark for each

Note: Every TP and its constituent TCs must provide correct detailed address with pin codeand GPS Coordinate which will be cross-checked by the Inspection team. Every TP and its constituent TC must upload the photos of its TC in the SMART app which will indicate the latitude and longitude of the TC. Also, photos of each of the equipment mentioned in the TC should be uploaded by the TP and its TC in the SMART app which will indicate the longitude and latitude of these equipment. The DSM team which does the inspection of TC will have to upload the photos taken by them in respect of TCs and equipment in the TCs in the SMART app.

3.3.8 Parameters for accreditation and grading of TPs

a. The TP having the grade A or A+ shall be eligible for provisional accreditation. The TPs with grade B and C shall not be eligible for accreditation. These TPs, however, can improve and apply again after a minimum period of 3 months (three months) from the date of rejection. In the event that there is no TC in a particular geographical location in Karnataka, State Skill Mission/KSDC can consider TPs with grade of B in such location with conditions for improvement of their score to B+ or more. Provisionally Accredited TPs must deposit requisite fees to receive final Accreditation. Grading is a continuous process and TPs will be evaluated as per their performance on Training (Number of persons trained, % of Successful Assessed Trainees and % of Placement Achieved every year of operation). Any default or blacklisting will automatically result in negative grading and may lead to de- Accreditation)

3.3.9 Communication of accreditation to TP

a. Based on the evaluation of the application, status of provisional accreditation shall be communicated online to the TP's registered email ID and they will be invited to remit accreditation fees within 4 weeks for the TP and the number of TCs and Job Roles in each TC for which they wish to obtain accreditation. If within4 weeks the TP does not remit the fees for the TP and at least 1 TC and 1 Job Role, then the offer will lapse and the TP shall have to re-apply. After remission of fees, the TP will apply for final accreditation and after final decision of the SLEC the TP will be issued an Accreditation Certificate for TP and as many TCs as it has remitted fees for in the given format and the same will be communicated to the TP and uploaded on <u>www.kaushalkar.com.</u>

b. In order to make the TPs to deliver effective skill training, Any TP can have maximum of 10 Job roles of all their constituent TCs put together for which it has been accredited at any time within the year after remission of fees and will receive additional Accreditation Certificates. Relaxation to this norm of maximum 10 job roles can be considered by AESC with valid reasons and only for industry relevant job roles and the same is to be communicated to SLEC for accreditation. This norm of Maximum of 10 job roles for a single TP will be applicable to existing TPs at the time of renewal of their TPs and TCs.

3.3.10 MoU between the TP and KSDC

- a. Work orders will be issued to the accredited TP by KSDC based on the approved annual action plan of KSDC. The TP will then be intimated to sign a MoU with MD, KSDC. The MoU will set out the batches and Job Roles for each Accredited TCs that the TP and its TCs are committed to train in each financial year.
- b. By mere accreditation, TPs /TCs cannot claim the right to get the batches from KSDC and KSDC can allocate batches to TPs based on the demands of such job roles in the district.
- c. While allocating the batches, preference will be given to those TPs/TCs with job roles relevant to industrial demands such as future skills, health care, capital goods, automotive sector & other sectors.
- d. While allocating the batches, preferences will be given to those TPs who have done the maximum placement.
- e. A maximum of 2 batches per job role per TC will be allocated in a year in conventional job role such as SMO, DEO, SET & others.

3.3.11 Validity period of accreditation of TP

- a. Accreditation of TP will be valid for a period of 3 years unless otherwise cancelled / suspended by the department/KSDC or if the VTP or any TC is suspended or penalizedor blacklisted under any other state or central government training scheme.
- b. At the end of 3rd year, TP may apply for renewal of its accreditation by paying a non-refundable fee of Rs.50,000/-. This renewal of accreditation will be valid for another 3 years.

3.3.12 Accreditation fee for TP

- a. The general accreditation fee for TP shall be Rs 50000/- (Rupees Fifty thousand only) and shall be non-refundable. The applicant can pay through bank challan or NEFT or through online payment to the account of Skill Mission of Karnataka. If the fee is not received by Skill Mission Karnataka, the application shall not be considered for accreditation. (Accreditation fee has to be paid as per **Annexure C**)
- b. Government Organizations/Institutions are exempted from Accreditation Fee. The accreditation fee shall be 50% of the general accreditation fee for TPs fully owned by SC /ST /Women /PWD /Minority. For this purpose the owner and all partners in case of a partnership

firm must give documentary proof attested by a Gazetted Officer of the State Government.

3.3.13 RELATED INFORMATION

a. The Executive Director-2 of KSDC is authorized to perform operations on the web application with respect to approval / rejection of application for accreditation as decided by SLEC.

b. If the TP is not provisionally accredited, it shall be communicated to the concerned TP through email.

c. The concerned TP shall have the option to re-apply for accreditation. The TP will be placed in the "Re-application Category" for this period. If it fails to reapply within three months the TP will be de-registered.

d. If the accreditation is rejected for the second time also, the TP shall be barred from applying for period of 1 year. Further application shall be treated as a new application and requisite fees shall have to be paid accordingly.

4. REGISTRATION AND ACCREDITATION OF TRAINING CENTRE (TC)

4.1Eligibility criteria for TCs

- a) Training Centers can be registered only by a Training Provider that is registered in www.kaushalkar.com.
- b) The training center should have the requisite infrastructure, manpower and resources as prescribed to undertake the training programs.
- c) Training Centers should not be franchises but may be in Joint Venture / LeaseAgreement
 / Contract with a TP.

4.2 Registration and Submission of TC

- a. The successfully registered TP would be provided an option to register the TCs by using the credentials.
- b. The TP would have the option to add number of centers and provide the name for each center. TPs having more than one TC in Karnataka can register multiple TCs by adding more locations in their login. However, a TP can add maximum of 10 job roles of all its constituent TCs put together.
- c. The TC registration should have the following sections:

- I. General
- II. Job Role
- III. Classroom
- IV. Equipment
- V. Laboratory
- VI. Trainer

VII. Centre Staff

I. General

This section is meant to capture generic details of the TC as below:

- 1. Name of the Training Provider : Should be auto reflected from TP login
- 2. Training Centre Name
- 3. Type of Training Centre Space
- 4. Website (If Any), Social Media Link (If Any)
- 5. Availability of Biometric Attendance System and Aadhaar enabled biometric system
- 6. Proximity to nearest transport (Mention Distance and Type of Transport)
- 7. Type of building, Type of Construction: Pakka ("pakka" would mean "with RCC roof and masonry /plastered brick walls for main building")
- 8. Is the TC Currently Functional?
- 9. Nature of internet connectivity
- 10. Nature of Power backup, Hours of Power backup
- 11. Total Carpet Area of Centre (In Sq Ft)
- 12. Availability of Ramps at the Entrance of the Centre
- 13. Availability of Washroom for Men and Women separately
- 14. Availability of Safe Drinking Water
- II. Job role
- 1. TP should select the skill sector which is mapped to Job role. TP can selectmultiple skill sectors and multiple job roles.

III. Class rooms

- 1. TP Should enter number of classrooms, number of intended batches and seats per batch
- 2. TP should also provide the number of batches per classroom Maximum of 30 per batch

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shall be permitted.

3. Each classroom should accommodate not more than 30 trainees.

IV. Equipment

1. TP should select the job role against which all equipment list should appear. TP should enter the number of equipment available and the other details (if any).

V. Laboratory

- 1. TP should select the job role for which laboratory details in TC should beentered.
- 2. TP should provide details of any additional area required for the Job role (egWorkshop)

VI. Trainer

- 1. TP should enter total number of trainers number of part time and full time trainers.
- TP should enter the Trainer Name, Gender, Job role identified for trainer, Qualification, Experience, if TOT certified, Aadhaar Number, Mobile Number, State/UT, District and Taluk, Language of Instruction.
- 3. The documents should be in the following formats: JPG | JPEG | PNG | GIF | BMP | PDF up to a maximum File Size 2MB.

If a trainer is full time with a TC, then the same trainer cannot be added to any other TC. For a part time trainer, the same trainer can also be added to any other TC in the same taluk only.

VII. Center staff

- 1. TP should enter the staff type: Accountant, Receptionist/ Counsellor, Supportstaff, Technical staff, HOC/ Administrator, Others wherever permitted
- 2. TP should then provide the staff name, Qualification, Experience, Job Type,Gender and Aadhaar Number
- 3. The HOC of TP, TC, Administrator of TC and trainer can be same person for oneTC only. Multiple roles across TC shall not be permitted.
- 4. The documents should be in the following formats: JPG | JPEG | PNG | GIF |BMP | PDF upto a maximum File Size 2MB.

All fields marked * are mandatory

VIII. Course Materials

- Hard & Soft copy of Course Materials for each Job Role with Question Bank for evaluation (preferably in English and Kannada) shall be provided. The Course Material must be as per NSQF norms or any other norm adopted by the State Government.
- Training Centers need to have check point system, uploading of photos and videos for classroom, Equipment, Laboratories and other Area mentioned in the Areas of TP inspections by both TPs and inspection Team by Mobile Applications.

4.3 Registration and Submission of Mobile Training Centre (MTC)

- 1. The minimum capacity of mobile training vehicle or centre would be 7 seater and maximum may be 15 seater in job roles with less than 50 hours of training requirement.
- 2. Mobile Training Providers (MTPs) must own / lease the vehicles prefabricated and fitted with
 - (a) Genset
 - (b) LED/LCD/Screen/TV
 - (c) Projector
 - (d) Dongle based internet connectivity
 - (e) Adequate lighting and ventilation
 - (f) Trainee Seating and Training Desks
 - (g) Computer/Laptops with peripherals
 - (h) Audio visual Aids
 - (i) Training Equipment for the selected trades
 - (j) Suitable Biometric Attendance Device (may be portable)
 - (k) VTU ie., GPS based Vehicle Tracking Unit
- 3. The Monitoring of MTCs to be done through a suitable GPS enabled software in addition to the established monitoring system.

TPs can have TC as well as MTC. Accredited TPs can add MTCs at any time for special projects of CMKKY.

4.4Accreditation of TC/MTC

The terms TC and MTC are used interchangeably and provide the same meaning

4.4.1 Objectives and benefits of Accrediting TC

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Accreditation is a process of quality assurance and improvement. It provides quality assurance that the aims and objectives are honestly pursued and effectively achievedby the resources available, and that the TC has demonstrated capabilities of ensuring effectiveness of the programme(s), over the validity period of accreditation.

- a. To ensure that the TCs confirm to the required standards as per CMKKY.
- b. To ensure that the TCs confirm to the required specifications with regards to the equipment and laboratory.

4.4.2 Evaluation of Application for accreditation of TC/MTC

Once the TC is registered by the TP after completing all the requisite details, the TC shall be eligible for evaluation for its accreditation. The district level inspection team constituted by the Government will inspect the TC and submit the report as prescribed by the government.

4.4.3 Evaluation Process for accreditation of TC

- a. The district level inspection team shall be provided through e-mail and their respective dashboards with the printable and soft copy of TP/TC details in a prescribed format which capture all details as per TCAF and the Scoring matrix in para 4.5/4.5.1
- b. The printout and soft copy shall consist of:
 - i. The standard prescribed specifications for all fields of all the sections
 - ii. The data entered by the TC for each field of all the sections.
 - iii. The different sections include: General, Job role, Classroom, Equipment list, Laboratory& Additional area, Trainer details and Centre staff details for the job role.
 - iv. It shall also have an option for district level inspection team to fill the actualdata for the particular field existing at the time of inspection.
- c. The district level inspection team shall visit the TC to inspect and verify the details submitted in TCAF.
- d. The district level inspection team shall fill the appropriate fields provided in the print out (the same shall be updated online also).
- e. The district level inspection team shall make the appropriate recommendations to the Accreditation Committee w.r.t every job role applied for by the TC.
- f. The Accreditation Evaluation Sub-Committee shall meet as and when required and consider the recommendations of district level inspection team and submit its recommendations to SLEC for every job role applied by TC.
- g. The SLEC shall consider the recommendations of Accreditation Evaluation Sub-

Committee to either accredit the TC or otherwise.

- h. The District Skill Development Officer shall ensure the concerned Inspection Team will inspect the TC and submit the report online. TCs which achieve Grades of B+ and above and are otherwise qualified shall be issued a Provisional Accreditation Certificate by the Accreditation Evaluation Sub-Committee signed by the MD, KSDC subject to final accreditation of the TP and full deposit of TC charges and TP fees.
- i. The Inspection Team, consisting of the verifier and the approver, has to Strictly ensure that the physical measurements of the building (TC) and all tools and equipment are as per the norms (Individually both verifier and approver are responsible for the veracity of the data).

Sl. No		Details		Score	Maximum Score
Categ	gory: General				
1	Type of Training Centre Space	Standalone/ Non sha	ared	2	2
2	Type of building, Type of			_	-
2	Construction: Pakka	Pakka		5	5
		Standard broadband		1	
3	Mandatory availability of internet connectivity	between 8 - 10Mbps		2	4
		>10 Mbps		4	
4	Mandatory availability of Power backup in terms of Upto 1 Hr				
4	hours of power back up	s of power back up More than 1 Hr			2
5	Provision for IEC as specified by KSDC	Good quality	2	2	
6	Availability of Domno at the Entreneo of the Control	No		0	1
0	Availability of Ramps at the Entrance of the Centre	Yes		1	
7	Mandatory availability of Washroom for Men and Women separately	Yes	Yes		
		Ĩ	'otal (G	eneral)	18
Categ	gory: Class room (There should be at least one class	s room)			
		Yes (Good Qualit	y)	2	
1	Student chairs and Desk	Yes		1	2
2	Type of Teaching Board	Good Quality Teaching Board		2	2
3	Projector/LED interactive Display (min.55inches)	Yes	2	1	2
4		< 500	3		

4.5SCORING MATRIX FOR TRAINING CENTRE

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SI No	Job Role	Hours	Content Norms	Hours	Qualification of Trainer	Hours	Qualific of Trair		Hours	Qualifi cation of Sof Skill Traine r
		Total	Course	Theory	Name &	Practical	Name &		Soft Skill	Name &
					rks: 3 Marks fo P and 3 Marks fo				itional O	ccupation
	Total	(Equipme	ent)							8
4	Projec	ctor/LED	interactive	Display (n	nin.55inches)	Yes		2		2
3		ing Board				Yes		2		2
2		bility of S ure for jo	Specialized : b role	seating /		Yes		2		2
1	Туре	of Labora	tory			Dedicated		2		2
Cate			y/ Additior	nal Area						
	Total	(Equipme	ent)			uoou		5		20
2	Overa	ll Quality	of Equipme	ent		Very Good Good	1 5 3			5
1	Availa for Jol		equipment	& Special	lized Furniture	Maximum of all ma equipment prescribed Role as spe Kaushalkar	for job ccified in	15		15
Cate	1	quipmen	-							
	Total	(Classroo	m)			room per ju	DDTOIE			15
5	Numb	er of Clas	s Rooms pe	er Job Role		1 Addition for addition room per jo	nal class			4
						2 Marks fo room per jo				
			of trainees of all job ro		be trained in a tches)	>500		5		5

Note: Course Content in detail (in English and Kannada where available) must be provided / uploaded and must comply with NSQF norms or the proposal of the TC for the non-compliant job role will not be accepted. If there are any additions or changes in the Course Content, it must be provided before Batch Approval to the MD Skill Mission.

1	Trainer Availability	Part time	2	7
1	(Job role domain trainer)	Full Time	7	,
2	Trainer Availability	Part time	2	5
	(Soft Skill trainer)	Full Time	5	5
	Trainer Qualification	Below UG	3	
3	(soft skill trainer	Graduate	5	8
	should compulsorily	Post Graduate and	8	-
	be of Graduate and	above		
	above only)			
4	Trainers certified ToT	Yes	10	10
	Total (Train	30		

Category: Trainer (Per Job Role marks to be Averaged for TC)

It is mandatory for all the TCs to have Job role specific NSDC certified ToT trainers for accreditation of their TCs. The certificates of those TOT trainers should be uploaded along with their TC details.

Scoring Matrix for TCs is categorized into 5 – General, Class room, Laboratory/ Additional Area, Equipment and Trainers with a cumulative score of 100 as per details above. If the TCs do not have the mandatory equipment along with minimum quantity required to train, such TCs shall not be accredited and not be accorded permission to train.

4.5.1 SCORING MATRIX FOR MOBILE TRAINING CENTRE

Scoring Matrix for MTC is categorized into 4 – General, Class room, Equipment and Trainers with a cumulative score of 100 as per details below. If GPS, Internet and IEC provision are not available, such MTCs shall not be accredited and permission shall not be accorded to train.

Sl.No		Details	Score	MaximumScore
Catego	ry: General			1
	Type of MTC	Leased	2	_
1	Type of MTC	Own	4	4
	Is the MTC Currently Functional?	No	2	_
2	is the Mile Currently Functional:	Yes	4	4
	Availability of internet connectivity	No	0	
3	Availability of internet connectivity	Yes	4	4
		Yes Upto 6 Hr	2	
	-	Yes More Than 6		
4	Hours of Power backup	Hr	4	4
		No	0	
	Availability of Ramps/ faciity forspecially	No	1	
5	abled	Yes	4	4
		7 - 10	1	
	Number of seats	11 - 13	2	
6		14 - 15	4	4
7	Availability of GPS	No	0	3
		Yes	3	
	Provision for IEC (outside - on rear	2	2	2
8	and either side of MTC)	3 sides	3	3
		2 sides	1	
	Total (General)		30
Catego	ry: Class room			I
		Yes Good	4	
1		Quality	т	4
	Student Desk/ Tables	Yes	1	. 4
		No	0	
	Type of Teaching Board	Teaching Board	4	

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2		Good Quality		4	
Z		The shine D	1	4	
		Teaching Board	1		
		No	0		
3	Projector / CD player/ DVD player	Yes	4	4	
		No	0		
4	LED/LCD/TV/ Projection screen	Yes	4	4	
	(minimum 20 inches)	No			
		Yes Good	4		
5	Student seating	Quality		4	
-		Yes	2		
		No	0		
	Total (Classroo	m)		20	
Catego	bry: Equipment		1		
		Only Mandatory			
		equipment's			
		prescribed for	10		
	Availability of equipment &	job role			
1		Maximum		15	
	Specialized Furniture for Job Role	quantity of all			
		equipment's	15		
		prescribed for			
		job role			
2	Quality of Equipment		5	5	
-	Total (Equipme	unt)		20	
<u> </u>	20				
Latego	ory: Trainer				
		Part time	5		
1	Trainer Availability (All	Full Time	10	10	
	trainer combined)	Part time + full	7		
		time			
2		Below UG	2		
	Trainer Qualification (All	Under Graduate	4	10	
-	trainer combined)	Graduate only	7	10	
		PG and above	10		
	Trainers certified ToT	No	0		

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3		Yes	10	10
	Total (Trainer)			30
4	Grand Total Scored			100

Note: Every MTC must have a qualified Driver.

4.5.2 Provisional Accreditation Certificate

Provisional Registration and Accreditation Certificate for TC/MTC The Training Provider _____with its office at _____and Registration Number _____and ____www. Training Centres/ Mobile Training Centres for the following Job Roles:

Sl	Training Centre	Address	Taluka	District	Registration	Job Role	NSQF
No	Name				Number		Number

and Leased Training Centres/ Mobile Training Centres for the following Job Roles:

Sl	Training Centre	Address	Taluka	District	Registration	Job Role	NSQF
No	Name	Auuress	Taluka	District	Number	JOB KOIE	Number

Is granted this Provisional Accreditation Certificate subject to the following conditions:

- The TP confirms that all the information submitted is fully true and the Training Centers are fully owned or exclusively on lease to it and if at any time it appears that any part or the entire information submitted is false or the TCs are franchises, then the Accreditation Certificate would be cancelled and the fees forfeited.
- The TP undertakes to remit the Training Centre Accreditation Fees of Rs10000 per Job Role per TC and Rs 50000 Training Partner Accreditation Fees within 30 days failing which the Provisional Accreditation Certificate shall be cancelled.

4.5.3 Related Information

a. The Executive Director-2, KSDC is authorized to perform operations on the web application with respect to approval/rejection of application for accreditation as decided by SLEC.

b. If the TC is not accredited for any/all job roles applied, it shall be communicated to the concerned TP by email.

c. The concerned TP shall have the option to re-apply for accreditation after 3 months. No extra/additional fee is required to be paid. The TP will be placed in the "Reapplication Category" for this period. If it fails to reapply within three months the TP will be deregistered.

If the accreditation is rejected for the second time also, the TP shall be barred from applying for period of 1 year. Further application shall be treated as a new application and requisite fees shall have to be paid accordingly. The TP will be placed in the "Failed Category". However, on second rejection the TP will have the opportunity to appeal within 30 days of the second rejection to the ACS & Development Commissioner & Chairperson Empowered Committee who after giving reasonable opportunity will pass such orders as he may deem fit.

4.5.4 Parameters for accreditation of TC/MTC

The TC having the grade A or A+ shall be eligible for accreditation. The TCs with grade B+, B and C shall not be eligible for accreditation. These TCs, however, can improve and apply again after a minimum period of 3 months (three months) from the date of rejection.

The SLEC shall have the authority for the following:

i. to give additional points up to maximum of 10% of scores obtained for any TC that is located in backward regions where Special Development Plan (SDP) is being implemented or in Hyderabad - Karnataka Region where Article 371 - J is being implemented.

ii. to give additional points upto maximum of 10% of scores obtained for any TC that is fully owned by SC / ST/ Women / Specially Abled / Minorities / Ex- servicemen or war widows.
iii. to give additional points upto maximum of 20% of scores obtained for any Government TC on a case to case basis.

4.5.5 Communication of Accreditation

Based on the evaluation of the application and final decision of SLEC, status of accreditation shall be communicated online to the registered email ID of TP and TC. Printable Certificate will be uploaded.

4.5.6 Validity period for accreditation of TC/MTC

- a. Accreditation of TC will be per Job role registered by the TC and will be valid for a period of 3 years per Job role per TC unless otherwise canceled/suspended by the department.
- b. At the end of 3rd year, TP may apply for renewal of its accreditation of TC for the expiring job role. The district Inspection team shall again inspect the TC and give its recommendations. The TC with grade of A or A+ will be given Re-accreditation after the TC pays an amount of Rs.10,000 per job role per TC. This renewal of accreditation will be valid for another 3 years.

4.5.7 Accreditation fees of TC/MTC

The Accreditation fees per TC shall be Rs 10,000 (Rs Ten thousand only) per job role and shall be non-refundable. The applicant can pay through bank challan or NEFT or through online payment to the account of KSDC. If the fee is not received by TP the application shall not be considered for accreditation. Government Organizations/Institutes are exempted from submission of Accreditation Fee. TCs registered by Government Department under their respective schemes shall be considered accredited by SDEL for the purpose of selection of candidates by the TC.

4.6 Grading of TCs

4.6.1 Grading Methodology

- a. The TCs are scored as per the scoring matrix provided below.
- b. The TCs are individually provided rating based on computation of scores

4.6.2 Grading for TCs

Scores	Grade
80% and above	A +
70% to 79%	А
60% to 69%	B +
50% to 59%	В
Below 49%	С

5. Process of registration of TPs/TCs already accredited by other Government departments

5.1 The following possibilities arise with respect to other Government departments:

- 5.1.1 The department has registered pool of TPs and TCs viz. NRLM, NULM etc.
- 5.1.2 The department itself is a TP with various TCs registered with it viz. Keonics etc.
- 5.1.3 The department itself is a TP and TC viz. KGTTI, CEDOK, GTTC, DET and ITIs etc.
- 5.2 For the all the three possibilities outlined above, the following process shall be adopted for registration of those TPs/ TCs on kaushalkar.com.
- 5.2.1 A separate login shall be created for each government body with two roles. One role to enter the details of TP/ TC and other to approve the TP/ TCs.
- 5.2.2 The government body shall register online on kaushalkar.com the TPs/ TCs that are already accredited by the respective government body.
- 5.2.3 The various fields that are to be captured to register the TPs/ TCs are as follows:i. General
 - a) Name, Email, Mobile number and Aadhaar of CEO/ MD / Head *
 - b) Name, Email ID and Mobile number, Aadhaar of the Authorized Signatory *
 - c) Name, Email ID, Mobile number, Aadhaar of the Single Point of Contact(SPOC)*
 - d) Landline No. and Contact Address of the TP *
 - e) Bank Details with Account Number *, Bank Name *, Branch Name *, IFSC Code * and Bank Address

ii. Financial

- a) Year of Incorporation * , Permanent Account Number (PAN) of the TP *and Tax
- b) Deduction Account Number (TAN) of the TP
- c) The following proof has to be uploaded
- d) Certificate of Incorporation of the TP *, PAN Proof *, TAN Proof

iii. Details for TC

- a. Name of TC
- b. Address of TC
- c. Name of SPOC
- d. Mobile number of SPOC
- e. Email SPOC
- f. Name of scheme
- g. Job roles for TC under the scheme
- h. Number of students per Job role for the scheme
- 5.2.4 The approver of Government body has to approve the TP/ TCs entered
- 5.2.5 Upon approval by the government body, the TP/ TCs will receive email and sms with details of their username and password to log into kaushalkar.com
- 5.2.6 The TPs shall login to kaushalkar.com and select trainees.

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6. Procedure for Short listing of Registered Trainees

- a. Trainees will be tele-counselled to determine the veracity of the data and their inclination towards training and placement.
- b. Tele-counseled Trainees will be placed in a separate folder titled "Counselled" for selection by accredited TPs or for further counseling. Those interested will be contacted through SMS and invited to be counseled face to face either at DSDO office/YES office in the District Employment Office or at Kaushalya Mela events which will be held at six monthly intervals to ascertain their qualifications, assess their aptitudes, check their documents and impart orientation, soft skill training and / or carry out RPL.
- c. The Kaushalya Mela events will be held preferably in Taluka Headquarters and accredited TPs will be invited to attend these to select trainees face to face. Counseled Trainees will be placed in a folder titled "Training Ready" and those who receive training successfully shall be placed in a folder titled "Placement Ready".
- d. Those trainees who refuse training or seem to have submitted incorrect data or information or cannot be contacted by their telephones or are not qualified (by age) for training will be placed in a folder titled "Invalid". They will be sent an SMS, e-mail and postcard seeking response and correction of the data within 30 days failing which they will be de-registered by MD, KSDC.
- e. The TPs can also counsel the candidates and help them in registering with Kaushalkar portal.

7. Selection of Trainees by TC

- a. Only accredited TCs shall be eligible to select trainees.
- b. Trainees will be allocated to TC based on targets provided and availability of batches (District wise, Taluk wise, Category wise, gender wise, specially abled etc).
- c. The TP can itself counsel the candidates and register them in Kaushalkar portal and select them as trainees for training.

The procedure for selection trainees by different category of TCs is as below:

7.1 Batch Formation for TC

- a. KSDC will enable the login for the TC
- b. The Head of Centre of TC (as entered on Kaushalkar.com) shall receive the login credentials through email.
- c. Upon logging into the portal, the TCs shall be provided with data of all registered Counseled and Training Ready candidates once they log on to www.kauskalkar.com portal.
- d. TC shall have the option of searching the trainee using certain search criteria suchas trainee Unique ID, mobile number, district, taluk, gender etc.
- e. TC shall then choose job role and batch for which they wish to choose the trainee.
- f. TC shall be provided the option to either save or submit the chosen trainee
- g. An email/SMS shall be sent to the selected trainee.
- h. A trainee once selected by a TC will not be available to other TCs for selection till such time the trainee is not reverted to selection pool.
- i. TC shall have 10 days from the first chosen trainee to submit the batch
- j. If the TC does not submit the batch within the prescribed period, the entire batch shall be de-selected and all trainees shall revert back into the selection pool.
- k. The TC can choose number of trainees as filled and approved on Kaushalkar.com
- I. Upon completion of the batch, the TC shall submit the batch to SDEL for approval.
- m. Upon approval of batch, the TC shall register the fingerprint of trainees, trainers and Head of Centre on the Biometric System on or before the first day of batch commencement.
- n. The TC has up to 10 days from commencement of batch to register the fingerprint of all trainees.
- o. If the TC does not register the fingerprint of the trainees within 10 days the batch shall be de-selected and revert to selection pool.
- p. If TC does not register the fingerprint of the trainers TC cannot commence batch for the job roles of such trainers
- q. Upon commencement of batch, the TC shall ensure that daily biometric attendance of trainees, trainers and centre staff are uploaded on kaushalkar.com as per the format.
- r. The Training Provider should provide details of the first seven days of training along with invoice as per the format below.
7.2 Batch Formation for MTC

- a. SSM will enable the login for the TC
- b. The Head of Centre of TC (as entered on Kaushalkar.com) shall be receive the login credentials through email and sms.
- c. Upon logging into the portal, the TCs shall be provided with data of all registered Counseled and Training Ready candidates once they log on to www.kauskalkar.com portal.
- d. TC shall have the option of searching the trainee using certain search criteria such as trainee Unique ID, mobile number, district, taluk, gender etc.
- e. TC shall then choose job role and batch for which they wish to choose the trainee.
- f. TC shall be provided the option to either save or submit the chosen trainee
- g. An email/SMS shall be sent to the selected trainee.
- h. A trainee once selected by a TC will not be available to other TCs for selection till such time the trainee is not reverted to selection pool
- i. TC shall have 2 days from the first chosen trainee to submit the batch
- j. If the TC does not submit the batch within the prescribed period, the entire batch shall be de-selected and all trainees shall revert back into the selection pool.
- k. The TC can choose number of trainees as filled and approved on Kaushalkar.com
- l. Upon completion of the batch, the TC shall submit the batch to SDEL for approval.
- m. Upon approval of batch, the TC shall register the details of trainees, trainers and HoC on the Biometric System/face recognition system on or before the first day of batch commencement.
- n. The TC has up to 2 days from commencement of batch to register the details of trainees, trainers and HoC on the Biometric System/face recognition system.
- o. If TC does not register the details of trainees, trainers and HoC on the Biometric System/face recognition system- TC cannot commence batch for the job roles of such trainers.
- p. Upon commencement of batch, the TC shall ensure that daily biometric attendance/face recognition attendance of trainees, trainers and centre staff are uploaded on www.kaushalkar.com as per the format.
- q. The Training Provider should provide details of trained batch along with invoice as per the format in Annexure D.
- r. The face recognition system as and when developed/instructed by KSDC should be implemented by all the TPs in all their TCs for attendance and monitoring of training.

7.3 Approval of proposals through an Empowered Committee

The TPs/TCs including the prospective TPs and TCs who have worked satisfactorily and having required infrastructure stipulated under various central government schemes such as DDU-GKY, PMKVY, ESTP component of DAY-NULM and also the agencies who have worked satisfactorily under skilling & placement activities including RGCY, will be preferred for allocating the targets under CMKKY.

- 7.4.1 Prospective TPs/TCs may submit the proposal to the MD, KSDC/Commissioner, Industrial Training and Employment Department/Additional Chief Secretary /Principal Secretary/Secretary SDEL Department. MD, KSDC has to conduct the first stage of scrutiny of proposals.
- 7.4.2 The scrutiny of proposals will be done in a particular format by the Scrutiny Committee under the chairpersonship of Secretary / Principal Secretary, SDEL department. This committee would be convened as and when required to meet the target. This committee would recommend the proposals deems fit to the Empowered Committee under the chairpersonship of ACS and Development Commissioner for its approval or reject the proposals giving reasons or send back to the concerned authority for resubmission after getting clarifications on the observations made on the proposals.
- 7.4.3 The scrutiny committee shall examine the proposals with the following aspects and recommend them on the merit of the proposals, which fall within:
 - 1. Cost, Payment and other norms Common norms notified by the MSDE
 - 2. Capacity of TP/TCs in providing quality training to the candidates and placements more than the stipulated target fixed under CMKKY with higher wages
 - 3. Applicability of various laws like registered under Karnataka Private Security Agencies Rules 2008 And Construction Workers Conditions of Service Rules
 - 4. Industry or corporate bodies who can optimally employ 500 or more per job role in theirown organization or one of the subsidiaries and have suitable in-house training facilitiesmay be considered provided they:
 - a. Convert existing Training Centers to confirm to CMKKY norms
 - b. Submit projects for consideration and approval/sanction
 - c. Mobilize and train 500 fresh candidates per job role annually as per

commitments subject to condition that fresh candidates only be selected for skill training and not the persons already working in their establishments.

- d. Affidavit in this regard to be taken to this effect.
- 7.4.4 The third stage of scrutiny of proposals and acceptance will be done by the Empowered Committee (EC). It would examine the proposals recommended by Scrutiny Committee and accord in principle approval on the basis of their merit or reject the proposals giving sufficient reasons or send back to Scrutiny Committee for obtaining more clarification on the observations made on the proposals.
- 7.4.5 The EC is empowered to sanction proposals with project cost up to Rs. 50 crore. The Government has given exemption under Section 4(g) of KTPP Act 1999 for the proposals which are approved by the EC. The SDEL secretariat would issue GO giving administrative approval for EC approved proposals with terms & conditions.

8. SUPERVISION OF TP/TC

- 8.1 SDEL/KSDC or any agency authorized by them may carry out random visits round the year at any time for verifying the status of the institution and to ensure that the specified norms and standards are followed.
- 8.2 SDEL/KSDC or any agency authorized by it may also conduct from time to time inspections with or without notifying such dates in such cases where specific complaints of misrepresentation, violation of norms and standards, malpractices etc. are received to verify the facts. Upon inspection, if the complaint is found to be correct, the SLEC shall have the rights to cancel/suspend the registration and accreditation of TP/TC. Before taking such decision, the concerned TP shall be given an opportunity to represent their case.
- 8.3 Depending on a particular case the SLEC may decide to allow the TP/TC to create the facilities/remove the deficiencies/comply with stipulated conditions/fulfillment of prescribed requirement as per timelines fixed by SLEC.

9. Suspension/ Cancellation of TP/TC

- a. In case, it is found at a later stage that any of the documents submitted by the applicant are forged and not true, the accreditation of the TP/TC shall be cancelled and TP/TC shall be black-listed, and it will not be allowed to register as TP in future.
- b. In case the registration/accreditation of a TP is cancelled/suspended the registration/accreditation of the TCs registered by that TP shall automatically stand cancelled.
- c. The proposal for cancellation of accreditation of a TP will be considered by SLEC and SLEC shall take final decision with respect to the suspension/ cancellation of TP/TC.
- d. A show cause notice shall be issued to the TP giving him 7 days time to explain why the accreditation should not be suspended/ cancelled.
- e. After receipt of reply from the TP, SLEC shall consider the same and take appropriate decision as early as possible but not later than 15 days.
- f. In case the TP/TC/MTC provide any false/ mis-leading information or any forged document, action under sections 181 or 188 of IPC may be taken and such entities will be debarred. MD, KSDC will issue notification and take action in this regard.

9.1 Power to Modify

The Government of Karnataka has the power to modify any/all of the provisions of these Guidelines in respect of any/all class or category of institutions without notice at any time.

10. OTHER CONDITIONS

- 10.1 The TPs wish to commence training in Karnataka, but are successfully imparting training for Central government schemes in other parts of India shall directly submit their applications to the KSDC and these applications shall be considered by the Empowered Committee.
- 10.2 The TCs would be eligible to impart training in only those course/s for which it has been registered. However, the registration of the TP will not automatically give it any right to claim reimbursement from the Government for training costs of students enrolled in a particular course without approval of the Government/Competent authority.

- 10.3 Once the training has commenced, TP/TC shall not discontinue any course (s) without written approval of the SDEL.
- 10.4 Trainees having minimum 70% attendance shall be eligible for assessment
- 10.5 TCs shall have to provide placement or self-employment for minimum 70% of the successfully assessed trainees.
- 10.6 Training under Jai Kaushal Jawan (Ex-servicemen, widow ex-servicemen and war widow) will be conducted without any overlap of programs of Ministry of Defence, Gol.

11. NORMS OF TRAINING AND FUNDING

The Notification of Ministry of Skill Development and Entrepreneurship,

Government of India No. H-22011/2/2014-SDEL— dated 08/08/2015, has constituted a Common Norm Committee as the apex body to update and suitably revise the Common Norms applicable to the Skill Development Schemes of the Government of India being implemented through various Ministries/Departments. The State Governments are also expected to align their skill development schemes with the Common Norms so as to bring in uniformity and standardization. Accordingly, the following Norms of Skill Development, Entrepreneurship and Livelihood schemes executed wholly by the Karnataka Government are issued:

- (i) For fresh entrants to the job market, the training duration to be minimum 200 hours (including orientation, theory, practical, soft skill training and/or on the job training) except where prescribed by any Statute.
- (ii) In case of re-skilling or skill up-gradation of persons already engaged in an occupation, training programmes having a minimum duration of 80 hours of trainings including orientation, theory, practical, soft skill training and/or on the job training.
- (iii) In the case of persons who have acquired Skill through informal, non-formal or experiential training in any vocational trade or craft, formal recognition and certification of such skill, if necessary after imparting bridge courses, to be treated as Skill Development.
- (iv) Extension work, such as that carried out in the fields of agricultural and related activities, public health etc. would be recorded as an activity distinct from skill development. These would need to be programmes of durations of 32 hours or more, which leads to any economic or social benefit that may not be immediately measurable, and the Common cost norms would not be applicable to such extension work.
- (v) Skill Development Courses Soft skills (which would include computer literacy, language, communication, work related safety and work-related norms and rules / codes, labour laws, welfare benefits, life skills and workplace inter-personal skills

relevant for the sector/trade) would be an integral part of the skills training process and must be suitably integrated into the course modules of all the above-mentioned categories. Alignment with the National Skills Qualifications Framework (NSQF) All Skill Development courses offered under the scheme framework must conform to the National Skill Qualification Framework (NSQF) notified on 27.12.2013 which provides for transition of all training / educational programmes / courses so as to be NSQF compliant by the third anniversary date of the notification of the NSQF (i.e., after 27.12.2016). Government funding would not be available for any training or educational programme/course if it is not NSQF complaint. All training providers empaneled /approved by the various Departments of the Government of Karnataka would need to comply with this requirement. The KSDA will oversee if a particular course or training program is as per NSQF standards. Government of Karnataka has adopted the NSQF and will also evolve through KSDA, its own standards in Job Roles where necessary.

- (vi) Alignment with the National Skills Qualifications Framework (NSQF) All Skill Development courses offered under the scheme framework must conform to the National Skill Qualification Framework (NSQF) notified on 27.12.2013 which provides for transition of all training / educational programmes / courses so as to be NSQF compliant by the third anniversary date of the notification of the NSQF (i.e., after 27.12.2016). Government funding would not be available for any training or educational programme/course if it is not NSQF complaint. All training providers empaneled /approved by the various Departments of the Government of Karnataka would need to comply with this requirement. The KSDA will oversee if a particular course or training program is as per NSQF standards. Government of Karnataka has adopted the NSQF andwill also evolve through KSDA, its own standards in Job Roles where necessary.
 - (vii) Input Standards: The following inputs may also be considered so as to ensure that adequate training infrastructure and capacity exists.
 - (a) The overall training infrastructure specially the training aids and equipment being as per guidelines.
 - (b) Trainers with suitable qualifications / experience being hired and each trainer to having undergone Training of Trainers (ToT).
 - (c) Industry relevant content, appropriate to the learning groups, and conforming to the broad requirements of NSQF. All course material in detail (with daily

Orientation, Theory, Practical, Soft Skill, OJT modules with hours of training each day along with the name and qualifications of the Trainer for each module, in English and Kannada (wherever feasible) is provided to all trainees and to Skill Mission in advance. A copy of the same should be sent to the KSDA by the Skill Mission to ensure compliance.

- (d) The student and trainer enrollment linked to Aadhar. Biometric attendance will form the basis of calculation and must be provided directly from the device or in a format provided by Skill Mission.
- (e) Trainings and Assessments being video recorded if required
- (f) All Training Agencies will have to be Registered on www.kaushalkar.com and accredited by SDEL before they take up training for any State Government Department (Detailed Guidelines in Para 4). The Agency must apply as per guidelines with all documents online and all testimonials of trainers, and submit Detailed Course Content of all Job Roles selected.
- (g) All such Agencies which wish to take up training programs must ensure they select only aspirants registered on <u>www.kaushalkar.com</u> and such aspirants must have an Aadhaar card issued in Karnataka to be eligible. The method of batch formation is given in further detail in Paras 6 & 7.
- (h) A Certificate of Skill as approved by KSDC is to be issued to each trainee on successful completion of the course in the following format.
- Batches are created in such a way that the requirement of representation of SC / ST / Women / Minorities and PHP is ensured over the total program by each agency
- (j) Only those candidates who attend 70% of the fixed training hours will be allowed to attend assessment tests.
- (k) Candidates who lack the normative attendance or fail the assessment will not be considered for re-assessment unless they are provided additional training by the agency at its own cost to make good the attendance deficit or skilling deficit.
 - (viii) Outcomes:
 - In addition to independent third party certification of the skilled individual, the outcomes from skill development programmes shall be as under:

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- (a) Employment (both wage and/or self) on an annual basis of at least 70% of the successfully certified trainees within three months of completion of training.
- (b) In case of wage employment and recognition of prior learning, candidates shall be placed in jobs that provide wages at least equal to minimum wages prescribed and such candidates should continue to be in jobs for a minimum period of three months, from the date of placement in the same or a higher level with the same or any other employer.
- (c) In case of self-employment, candidates should have been employed gainfully in livelihood enhancement occupations which are evidenced in terms of trade license or setting up of an enterprise or becoming a member of a producer group or proof of additional earnings (bank statement) or any other suitable and verifiable document as prescribed by the respective Department.
- (d) In case of re-skilling or skill up-gradation of persons already engaged in an occupation, at least 50% of such persons shall have an increase of at least 5% in remuneration within 6 months of completion of the skill development training.
- (e) In case of persons who have acquired skills, through informal, non-formal or experiential training in any vocational trade or craft, the formal recognition and certification of such skills, (after imparting bridge courses if necessary) that provide appropriate increase in wages in the skill category of the candidate for immediate and subsequent production cycle in case of wage employment or meets the conditions of self-employment will be treated as the outcome of this effort.

12. Payment

The payment for CMKKY will be made by the MD, KSDC to the TPs as per norms of CMKKY on the inspection report by the District level Inspection Team of SDEL or any third party agency appointed by SDEL. The funds for CMKKY should be released to the Training Provider as per the following schedule:

i) The funds should be released to the Training Provider as per the following schedule:

Installment	Percentage oftotal cost of each Batch	Output Parameters
1 st	40%	After the Completion of 30% of the Training Duration.
2 nd	30%	On successful assessment and certification of the trainees by Assessment and Certification Body.
3rd	30%	On successful placement of minimum 70% of Assessed Trainees.

Any TPs/TCs entering into litigation will be de-recognized and not be allowed to participate in any training. Payment of 1st instalment shall be made only after the receipt of the Inspection Report and other relevant documents duly certified by the District Inspection Team.

- ii) The above payment schedule is subject to the following:
 - a. The second tranche of 30% will be calculated on the basis of candidates actually attending with 70% cumulative attendance excluding the dropouts and on successful assessment and certification of the trainees by Assessment and Certification Body.
 - b. The 1st tranche payment of the dropouts will be adjusted in second tranche.
 - c. The drop outs will not be considered for 2nd tranche.
 - d. Payment will be suspended when there is a complaint by any trainee till the complaint is fully resolved.
 - e. The 30% of training cost which is linked to the outcome 3rd tranche would bereleased against the successful placement of minimum 70% of Assessed Trainees.
- ii. TP shall be eligible for 100% of the Third tranche for those trainees with 70% attendance at time of assessment.
 - a. Employment (both wage and self) on an annual basis of at least 70% of the successfully certified trainees within three months of completion of training, with at least 50% of the trainees passing out being placed in wage employment; Provided that the SDEL Department will have freedom to alter the percentage of wage and self-employment based on specifics of

the scheme that have been designed exclusively for self-employment/ entrepreneurship, nature of activity, local economy, social conditions, etc.

- In case of wage employment and recognition of prior learning, candidates shall be placed in jobs that provide wages at least equal to minimum wages prescribed and such candidates should continue to be in jobs for a minimum period of three months, from the date of placement in the same or a higher levelwith the same or any other employer. Proof of appointment letter and pay slipfor 3 months should be provided for this.
- c. In case of self-employment, candidates should have been employed gainfully in livelihood enhancement occupations which are evidenced in terms of trade license or setting up of an enterprise or becoming a member of a producer groupor proof of additional earnings (bank statement) or any other suitable and verifiable document as prescribed by the SDEL Department.
- iii. The third instalment to training provider will be released on achievement of 70% placement and on pro rata basis on achievement of 50-69% placement of those who have been certified with at least 50% minimum wage employment of the certified trainees within three months of completion of training in case of fresh entrants.
- iv. Training provider will be asked to discontinue the training in that particular trade / center and will be paid only on pro rata basis, if the outcome achievement over the period of one year in case of fresh entrants / 14 months in case of reskilling and upskilling, is unsatisfactory as defined under.

a. 49% and below placement of those who have been certified with at least 50% minimum wage employment of the certified trainees within three months of completion of training in case of fresh entrants.'

b. 49% and, below number of certified candidates with increase of at least 3% n remuneration within 14 months in case of reskilling and up skilling.

c. 49% and below number of formal recognition and certification of experiential training in vocational trade or craft leading to appropriate increase in wages in the respective skill category of the candidate for immediate and subsequent production cycle or meets the conditions provided as above in case of self- employment.

d. In the case of such disengagements, the SDEL Department would take a

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prompt decision, after careful consideration of all related factors with respect to performance, whether to disengage such Training Provider from implementation of the Scheme/Project.

e. The de-empanelment by SDEL Department would be done for the trade under advice by the Managing Director, Karnataka Skill Development Corporation Ltd, to the SDEL Department.

f. This would be intimated to all the departments undertaking Skill Development Programmes and not to engage this training provider.

g. The training provider would get an opportunity to re-apply for empanelment for the training after a gap of at least one year from the date of notification of de-empanelment by the SDEL Department.

h. MD, KSDC is authorized to design the MoU to be signed by TP by keeping the overall objectives of CMKKY guidelines.

Note: All payments shall be made on submission of pre-receipted invoices by the TP in duplicate for the respective stages.

A. Payment Conditions:

- Payment shall be made in Indian Rupees, no later than 60 days following submission by the TP of invoices in duplicate to the Coordinator designatedin Clause 4 through following conditions and procedures.
- ii. The payouts will directly be transferred to TC bank accounts in installments on the output performance parameters detailed in para 3B above.
- iii. The TCs will submit bills of each tranche / installment to the DSDOs along with the compliance of output performance parameters
- iv. The bills will be verified by the DSDO's office after the submission of bills and TC shall be inspected by District Inspection Team to verify the particulars and report should be sent to MD, KSDC along with the compliance of output performance parameters or returned back to TCs for compliance if any and same procedure should be repeated.
- v. All available visit/inspection reports should be taken into consideration while processing the bills. At least two visits to the TCs or inspection to the TCs should be undertaken by the District Inspection Team for processing bills of each installment.
- vi. In case of the second installment, the DSDOs will also verify the Assessment and Certification given by the Assessment and Certification Body.

- vii. In case of the third installment, the DSDOs will also verify the placement / selfemployment records.
- viii. The payment shall be made to TC on the basis of valid and verified bills and records by the MD, KSDC after the receipt of report of the DSDO.

13. Approval for trainings to be undertaken by accredited TP/TC - exemption under section 4(g) of KTPP Act

All the applications for TP/ TC shall be evaluated on the objective parameters as elaborated in Point 4.2.5 and other guidelines specified herein. The TCs shall also be inspected and evaluated by DISTRICT LEVEL INSPECTION TEAM. The recommendation of the district level inspection team will be evaluated by Accreditation Committee which will then send the appropriate recommendations to the SLEC.

The application would be scrutinized for the various guidelines prescribed above. The evaluation and accreditation as proposed herein is a transparent process and all those TPs and TCs which meet the prescribed criteria shall be accredited and will be eligible to impart training.

The common norms prescribed by MSDE shall be followed for the payment to TPs for the various trainings undertaken by them.

In light of the TPs/ TCs being selected by a transparent process following the prescribed norms and guidelines, the allocation being objectively done in terms of number of trainees (batches) and also the maximum amount for which training can be allocated and the payment being as per the common norms prescribed by MSDE, it is proposed to give 4(g) exemption to allocate the trainings to the accredited TPs/TCs based on the above guidelines.

Note: The TPs/TCs approved by the Empowered Committee and accredited by SLEC shall be deemed to have been accredited for the purpose of exemption under 4(g) of KTPP Act as above.

14. Resolution of Disputes

In case of any dispute arising, the aggrieved party and SDEL shall resolve the same by mutual consultations. In the event of failure at consultation, the matter may be referred for arbitration by either party/parties. The Additional Chief

Secretary to Government,/Principal Secretary/Secretary, Skill Development, Entrepreneurship and Livelihood Department shall be the sole arbitrator. The decision of the Arbitratorshall be final and binding on both parties.

15. Certificates, Forms, Formats and Logos used under CMKKY:

15.1 The templates used for the following is attached in Annexure:

- a. Inspection Report of Training Centers- Annexure-1
- b. Training Centre wise Contract Agreement- Annexure-2
- c. Skill and RPL Certificate Annexure 3
- 15.2 The following logos of Government of Karnataka, Chief Minister's Kaushalya Karnataka Yojane and Karnataka Skill Mission shall be displayed in all the places of the training centers and residential facilities. These logos shall also be used for training kits and others.

For CMKKY (English)	For CMKI	KΥ
CMKKY Chief Minister's Kaushalya Karnataka Yojana		
Skill Development, Entrepreneurship andLivelihood Department		
Government of Karnataka		
* * * * * * * * * * * * * * *		र्डी इत्तेवरधेव

The Certificate should conform to the following model:

16. Certificate of Skill

This	Certificat	te is	issued	to S	Shri	/	Shri	imati	/	Kun	nar	/	Kum	ari
				/ 5	Son	of	/	Daug	hter	of	/	Wi	fe	of/
		Resic	lent of					K	Causł	nalka	r	Regis	strat	ion
Numb	oer	_Age		years	wit	h hig	ghest	eduo	catio	nal	qua	lificat	tion	for

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Vocational Training in Job Role_____of the Skill Sector______, under CMKKY Program/ Training Program of Department of_____ The Assessment has been conducted by_____the Accredited Assessors of Department of SDEL, Government of Karnataka.

Job Role	Code	NOS Hours	Grade in Core Skills	Overal lGrade	Result /Remarks
Sector	Code	NSQF Level	Grade in Soft Skills		

The Candidate is declared fit to be selected for employment as :

Training Centre Head GoK Seal & Fascimile MD KSDC, SDEL, Seal & Fascimile

17. Abbreviations and definitions

- 17.1 SDEL would mean Skill Development, Employment and Livelihood Department, Government of Karnataka any of its offices or officers/any other agency appointed by SDEL for performing a specified function.
- 17.2 TP would mean Training Providers who are legally registered/ recognized entities in India and may be any one of Registered societies, trusts or companies/ firms, Organizations/Institutes (including autonomous organizations) set up by Central Government/State Government/UT Administrations.

- 17.3 TC would mean Training Centre who are legally registered/ recognized entities and either fully owned by or having a legal agreement with a TP to impart skill training
- 17.4 District level inspection team would mean the official inspection team tasked with inspecting the TCs, Inspecting the Training Procedure, Recording the Attendance and Responding to Complaints.
- 17.5 SLEC would mean State Level Evaluating Committee which shall be tasked with evaluating the recommendation of Accreditation Evaluation Sub-Committee
- 17.6 Assessing and Certification Body would mean the third party assessors and evaluators of the training appointed by the KSDA KSDC who must not be a training provider or training centre and would be tasked with the responsibility of conducting tests on trainees and assessing the training and certifying the curriculum being adopted and evaluating the Trainers being used.

ANNEXURE - A

GRADING MATRIX FOR ACCREDITATION STANDARDS OFTRAINING CENTRE

General Details:

Sl. No	Accreditation Standard Indicator	Eligibility for accreditation
1	Type of Training Centre Space	
2	Availability of Biometric Attendance System	Yes
2	and Aadhaar enabled biometric system	165
3	Type of building, Type of Construction:	Pakka
4	Type of roof	RCC
5	Type of floor	Tiled
6	Availability and Speed of internet	Yes
0	connectivity	105
7	Availability and Nature of Power backup	Yes
8	Total Carpet Area of Centre (In Sq Ft)	Yes
9	Availability of Washroom for Men and	Yes
9	Women separately	ies
10	Availability of Safe Drinking Water	Yes
11	Availability of Photocopier, Printer	Yes

Classroom and Laboratory:

Sl. No	Accreditation Standard Indicator	Eligibility for accreditation
1	Availability of CCTV	Yes
2	Availability of Projector	Yes
3	Availability of Ventilation	Yes
4	Availability of equipments to Job role	Yes

Trainers and Centre Staff

Sl. No	Accreditation Standard Indicator	Eligibility for accreditation
1	Trainer Appointment letter	Yes
2	Presence of Trainer at TC	Yes
3	Trainer Qualification (verification of certificate)	Yes
4	Centre Staff Appointment letter	Yes
5	Presence of Centre Staff at TC	Yes

ANNEXURE - B AADHAAR CONSENT FORM

I hereby state that I have no objection in authenticating myself with Aadhaar based authentication system and consent to providing my Aadhaar number, Biometric and/or One Time Pin (OTP) data for Aadhaar based authentication for the purposes of registering with the Department of Employment, training - Govt of Karnataka. I understand that the Biometrics and/or OTP I provide for authentication shall be used only for authenticating my identity through the Aadhaar Authentication system for this department and for no other purposes. I understand that the department shall ensure security and confidentiality of my personalidentity data provided for the purpose of Aadhaar based authentication

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ANNEXURE - C STEPS FOR CHALLAN GENERATION

Steps for Challan Generation on https://k2.karnataka.gov.in

Click on Citizen

ateritet uneritetete Citizen III andrad Department 🗄 🕹 osfelitzetete Pensioner 🛝 📰 discu	etwattedda Supplier 🞧
--	-----------------------

Click on Generate Challan



TP AND TC CAN BE PAID SEPARATELY

1. Enter Remitter Details as below

ಪ್ರಥಮ ಹೆಸರು First Name	Name of VTP	A 1	ಮಧ್ಯದ ಹೆಸರು Middle Name	
			ಇ-ಮೇಲ್	
Last Name	CEO or SPOC Name	•	E-mail	
ವಿಳಾಸ Address	Address		ಮೊಬೈಲ್ ಸಂಸ್ಕೆ	

For TP Fees

First Name = TP Name

Last Name = CEO or SPOC Name

In the address field, enter VTP Number only -Followed by the TP address

For TC Fees

First Name = TC Name

CMKKY GUIDELINES - KSDC

Last Name = Head of the Center Name

In the address field, enter <mark>VTP Number & CAAF Number-Followed by the TC address</mark>

2. Enter Department Details as below

For Department ---- Type ----- Department of Industrial Training and Employment For DDO Office ----- Select from dropdown Skill Mission Unit, Bengaluru

DDO Code 352190 appears automatically

리카F Category	Government •	District SENGAL	LURU URBAN 🛛 👻 *
SKRS Departmen	DEPARTMENT OF INDUSTRIQ +	DDO Office	ISSION UNIT, BENGI ¥

Select Purpose ----- Fees and Fines

Head of Account (0230-00-800-6-02-000) appears automatically. Enter the amount Click Add button

ಉದ್ದೇಶದ ವಿವರಗಳು\Purpose Details			-
ಉದ್ದೇಶ Purpo <mark>s</mark> e	Fees and Fines •	ಲೆಕ್ಕ ಶೀರ್ಷಿಕೆ Head of Account	0230~00~800~6~02~000
ಮೊತ್ರ Amount	50 *		
	***	ಸು \ Add	
	ಸಲ್ಲಿಸು \ Submit	ಮರುಜೋಡಿಸು \ Reset	

If Clicking Add, screenshot as below, Remitter can select <mark>Cash</mark> or <mark>Cheque/Draft</mark> or E-payment underMode of Payment.

ಉದ್ದೇಶ Purpose	ಲೆಕ್ಕ ಶೀರ್ಷಿಕೆ Head of Account	ಉಪ ಉದ್ದೇಶದ ಹೆಸರು Sub Purpose Name	ಉದ್ದೇಶ ನಿರ್ದೀಷ್ಟ ಐಡಿ Purpose Specific ID	ಮೊತ್ತ Amount		ಕಾರ್ಯಾಚರಣೆ Operation	
es and Fines	0230~00~800~6~02~000		NA:	50	ಮಾರ್ಪಡಿಸು(Ed	lit)/ತೆಗೆದುಹಾಕು(Del	ete)
ಜಾನೆ ವಿವರಗಳು	Treasury Details						
	ಒಟ್ಟು ಮೊತ್ತ Total Amo <mark>u</mark> nt			ಪಾವ Mode of Pa	ತಿ ವಿಧ yment Select		T .
	ಖಜಾನೆ Treasury		ಸಂದಾಯ	ು ಮಾಡುವ ಬ Remittance	∂gO S Cash		
		ಸಲ್ಲಿಸು \ Submit	t ಮರುಜೋಡಿಸು \ Reset				
Scena i	rio 1 : If selecti			below	v and cl	ick sub	mit.
<u>Scena</u>	rio 1 : If selecti			<mark>below</mark>	<mark>and cl</mark>	<mark>ick sub</mark>	<u>mit.</u>
<u>Scena</u>	<mark>rio 1 : If selecti</mark>			<mark>below</mark>	<mark>/ and cl</mark>	<mark>ick sub</mark>	<u>mit.</u>
<u>Scena</u>	<mark>rio 1 : If selecti</mark>			<mark>below</mark>	<mark>/ and cl</mark>	<mark>ick sub</mark>	<u>mit.</u>
	<mark>rio 1 : If selecti</mark>)ವರಗಳು\Treasury Details			<mark>below</mark>	<mark>/ and cl</mark>	<u>ick sub</u>	<u>mit.</u>
)ವರಗಳು\Treasury Details					ick sub	mit.
)ವರಗಳು\Treasury Details ಒಟ್ಟು ಮೊತ್ತ	ing Cash, ent	er details as l	Mo ಸಂದಾಯ <mark>,</mark> ಮಾ	ಪಾವತಿ ವಿಧ de of Payment		
)ವರಗಳು\Treasury Details ಒಟ್ಟು ಮೊತ್ರ Total Amount ಖಜಾನೆ	50	er details as l	Mo ಸಂದಾಯ <mark>,</mark> ಮಾ	ಪಾವತಿವಿಧ de of Payment ಡುವ ಬ್ಯಾಂಕ್ 7	Cash	∵ ₹.

Challan appears as below

ಚಲನ್ ಚಾಲ್ತಿ ಅವಧಿ Challan Validity	ಜಿಲ್ಲೆ District	තුළානේ Department		, ಕಚೇರಿ) Office
7 Days	BENGALURU URBAN	DEPARTMENT OF INDUSTRIAL TRAINING AND EMPLOYMENT		RIAL TRAINING AND EMPLOYMEN GALURU
ವರ್ಗ Category	ದಿನಾಂಕ Date	ಚಲನ್ ಉಲ್ಲೇಖ ಸಂಖ್ಯೆ Challan Reference Number		, ಕೋಡ್) Code
Government	27/03/2018		20	3310
ಸಂದಾಯದಾರನ ಹೆಸರು Remitter Name	Raj Kumar	.k.	ಮೊಬೈಲ್ ಸಂಖ್ಯೆ Mobile Number	1234567980
ఇ-మోలో E-mail	rajkumar@gmail.com			
ವಿಳಾಸ Address	address			
ಉದ್ದೇಶ Purpose	ಲೆಕ್ಕ ಶೀರ್ಷಿಕೆ Head of Account	ಉಪ ಉದ್ದೇಶದ ಹೆಸರು Sub Purpose Name	ಉದ್ದೇಶ ನಿರ್ದೀಷ್ಟ ಐಡಿ Purpose Specific ID	ಮೊತ್ತ Amount
Fees and Fines	0230~00~800~6~02~000		NA-	
ಸಂದಾಯ ಮಾಡುವ ಬ್ಯಾಂಕ್ Remittance Bank	CANARA BANK	ಒಟ್ಟು ಮೊತ್ತ Grand Total		
			ತ್ತೆ ಅಕ್ಷರಗಳಲ್ಲಿ unt in Words	Fifty Or
	5	ಪಾವತಿ ವಿವರಗಳು\Payment Details		
ಪಾವತಿ ವಿಧ Payment Mode	-	C	ash	
	Enter CAPTCHA Cod	e 7DY0K2	7DY0K2	
	නස්ම	ಪಡಸು \ Confirm ರೆಂ೦ದಕ್ಕೆ ಹೋಗು '	GoBack	

Click on confirm, Challan reference number is generated as in below screenshot.

Make a payment at the Bank in favour of **Commissioner Industrial Training and Employment (SkillMission).**

Head of Account: 0230-00-800-6-02-000

ಚಲನ್ ಅನ್ನು ಯಶಸ್ವಿಯಾಗಿ ಸೃಜಿಸಲಾಗಿದೆ. ಚಲನ್ ಉಲ್ಲೇಖ ಸಂಖ್ಯೆಯು : CR0318023000002189 Challan is generated Successfully. Challan Referance No. is: CR0318023000002189

Scenario 2 : If selecting option Cheque/Draft in Mode of Payment, add details below & keep yourcheque /dd number handy,

Enter Cheque/DD Number

a. All Cheque/DD drawn in favour of **Commissioner Industrial Training and Employment (SkillMission).**

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b. Head of Account : 0230-00-800-6-02-000.

Select the Bank Name

ಖಜಾನೆ ವಿವರಗಳು\Treasury Details		F		
ಒಟ್ಟು ಮೊತ್ತ Total Amount	50	ಪಾವತಿ ವಿಧ Mode of Payment	Cheque/Draft	•
ಖಜಾನೆ Treasury	STATE CYBER TREASURY	ಸಂದಾಯ ಮಾಡುವ ಬ್ಯಾಂಕ್ Remittance Bank	CANARA BANK	¥ *
ಇನ್ಸ್ಟ್ರುಮೆಂಟ್ ವಿವರಗಳು\Instrument Detai	is			
ಚೆಕ್/ಡಿಡಿ ಸಂಖ್ಯೆ Cheque/DD No	125847 *	ಚೆಕ್/ಡಿಡಿ ದಿನಾಂಕ Cheque/DD Date	27/03/2018	
ಚೆಕ್/ಡಿಡಿ ಬ್ಯಾಂಕ್ Cheque/DD Bank	ANDHRA BANK • *	ಶಾಖೆ Branch	Bellary	y .
ಐ.ಎಫ್.ಎಸ್.ಸಿ ಕೋಡ್ IFSC Code	ANDB0000041	ಮೈಕರ್ ಕೋಡ್ MICR Code	583011102	
	ಸಲ್ಲಿಸು \ Sub	mit ಮರುಜೋಡಿಸು \ Reset		
	~			

Click submit button to generate challan details as in below screenshot

ಚಲನ್ ಚಾಲ್ತಿ ಅವಧಿ Challan Validity	ಜಿಲ್ಲೆ District	ඉලාන් Department		ಓ ಕಚೇರಿ 10 Office
7 Days	BENGALURU URBAN	DEPARTMENT OF INDUSTRIAL TRAINING AND EMPLOYMENT	1.5766	TRIAL TRAINING AND EMPLOYMEN NGALURU
ವರ್ಗ Category	ದಿನಾಂಕ Date	ಚಲನ್ ಉಲ್ಲೇಖ ಸಂಖ್ಯೆ Challan Reference Number	1	ಓ ಕೋಡ್ 00 Code
Government	27/03/2018	8	1	203310
ಸಂದಾಯದಾರನ ಹೆಸರು Remitter Name	Raj Kumar	*	ಮೊಬೈಲ್ ಸಂಖ್ಯೆ Mobile Number	1234567980
ಇ-ಮೇಲ್ E-mail	rajkumar@gmail.com			
ವಿಳಾಸ Address	address			
ಉದ್ದೇಶ Purpose	ಲೆಕ್ಕ ಶೀರ್ಷಿಕೆ Head of Account	ಉವ ಉದ್ದೇಶದ ಹೆಸರು Sub Purpose Name	ಉದ್ದೇಶ ನಿರ್ದೀಷ್ಟ ಐಡಿ Purpose Specific ID	ಮೊತ್ತ Amount
Fees and Fines	0230~00~800~6~02~000		NA-	
ಸಂದಾಯ ಮಾಡುವ ಬ್ಯಾಂಕ್ Remittance Bank	CANARA BANK	ಒಟ್ಟು ಮೂತ್ರ Grand Total		
			ತ್ರ ಅಕ್ಷರಗಳಲ್ಲಿ unt in Words	Fifty O
		ಪಾವತಿ ವಿವರಗಳು\Payment Details	i	
ಪಾವತಿ ವಿಧ Payment Mode		Cheq	ue/Draft	
ಚೆಕ್/ಡಿಡಿ ಸಂಖ್ಯೆ Cheque/DD No	ಚೆಕ್/ಡಿಡಿ ಬ್ಯಾಂಕ್ Cheque/DD Bank	ಐ.ಎಫ್.ಎಸ್.ಸಿ ಕೋಡ್ IFSC Code	ಮೈಕರ್ ಕೋಡ್ MICR Code	ಚೆಕ್/ಡಿಡಿ ದಿನಾಂಕ Cheque/DD Date
125847	ANDHRA BANK	ANDB0000041	583011102	27/03/2018
	Enter CAPTCHA Code	• TT2TE0	TT2TE0 🖸	\$259
	ಖಚಿತ	ವಡಿಸು \ Confirm ಹಿಂದಕ್ಕೆ ಹೋಗು	\GoBack	1

Enter Captcha & Click confirm. Challan reference number is generated as in below screenshot.

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Scenario 3 : If selecting E-payment as Mode of payment,

Select Net Banking as Type of payment & Select Bank Name in Net Banking field.

2	ಚಲನ್ ಅನ್ನು ಯಶಸ್ವಿ. ಕೆಲನ್ ಉಲ್ಲೇಖ ಸಂಖ್ಯೆಯು	: CR031802300000218	9	
	Challan is generate Challan Referance No. is:			
ಜಾನೆ ವಿವರಗಳುTreasury Details	ಸಂಗಂ	рк		5
ಒಟ್ಟು ಮೊತ್ತ Total Amount	50	ಪಾವತಿ ವಿಧ Mode of Payment	E-Payment	¥ -
ಖಜಾನೆ Treasury	STATE CYBER TREASURY			
ಾವತಿ ವಿವರಗಳು\Payment Details				
ಇ-ಪಾವತಿ ವಿಧ Type of E-Payment	Net Banking V	Net Banking	ICICI Bank	•

Click submit button to generate challan details as in below screenshot. Enter Captcha code and confirm.

ಚಲನ್ ಚಾಲ್ತಿ ಅವಧಿ Challan Validity				
	ಜಿಲ್ಲೆ District	තුළුබන් Department	10.000	ಒ ಕಚೇರಿ O Office
7 Days	BENGALURU URBAN	DEPARTMENT OF INDUSTRIAL TRAINING AND EMPLOYMENT		TRIAL TRAINING AND EMPLOYMENT. IGALURU
ವರ್ಗ Category	ದಿನಾಂಕ Date	ಚಲನ್ ಉಲ್ಲೇಖ ಸಂಖ್ಯೆ Challan Reference Number		ಓ ಕೋಡ್ 10 Code
Government	27/03/2018		2	03310
ಸಂದಾಯದಾರನ ಹೆಸರು Remitter Name	Raj Kumar		ಮೊ ಬೈಲ್ ಸಂಖ್ಯೆ Mobile Number	1234567890
ఇ-మోలో E-mail	rajkumar@gmail.com			
ವಿಳಾಸ Address	address			
ಉದ್ದೇಶ Purpose	ಲೆಕ್ಕ ಶೀರ್ಷಿಕೆ Head of Account	ಉವ ಉದ್ದೇಶದ ಹೆಸರು Sub Purpose Name	ಉದ್ವೇಶ ನಿರ್ದೀಷ್ಟ ಐಡಿ Purpose Specific ID	ಮೊತ್ತ Amount
Fees and Fines	0230~00~800~6~02~000	NA	NA-	5
ಂದಾಯ ಮಾಡುವ ಬ್ಯಾಂಕ್ Remittance Bank	ICICI Bank	ಒಟ್ಟು ಮೊತ್ತ Grand Total		5(
			ಕ್ಷ ಅಕ್ಷರಗಳಲ್ಲಿ unt in Words	Fifty Only
	1:	ಪಾವತಿ ವಿವರಗಳು\Payment Details	0	
ಪಾವತಿ ವಿಧ		E 8-	yment	
Payment Mode		10.004	Contraction (Contraction)	
	Enter CAPTCHA Code	e 7PWLXF	7PWLXF	
	ಚಲನ್ ಉಲ್ಲೆ ಭವಿಷ್ಯದ ಉಲ್ ವಹಿವಾಟಿನೊಂದಿಗೆ ಪ Challan Ref	<mark>ಪಡಿಸು \ Confirm</mark> ಹಿಂದಕ್ಕೆ ಹೋಗು Dear us ನೆ ಖ ಸಂಖ್ಯೆಯು : CR03180 ರೈ ಖಕ್ಕೆ ದಯವಿಟ್ಟು ಸಂಖ್ಯೆ ಮುಂದುವರೆಯಲು ಸರಿ ಎ ferance No. is: CR031802	(GoBack ser, prease note Knajane 233000002196 300ನ್ನು ಉಳಿಸಿ ಂಬುದರ ಮೇಲೆ ಒತ್ತಿರಿ 23000002196	
	ಚಲನ್ ಉಲ್ಲೆ ಭವಿಷ್ಯದ ಉಲ್ಲೆ ವಹಿವಾಟಿನೊಂದಿಗೆ ತ Challan Ref Please sa	ಪಡಿಸು \ Confirm ಹಿಂದಕ್ಕೆ ಹೋಗು Deal US (೩೫ ಸಂಖ್ಯೆಯು : CR03180 ರೈಖಕ್ಕೆ ದಯವಿಟ್ಟು ಸಂಖ್ಯೆ ಮುಂದುವರೆಯಲು ಸರಿ ಎ	GoBack ser, prease note Knajane 223000002196 5ಯನ್ನು ಉಳಿಸಿ ಂಬುದರ ಮೇಲೆ ಒತ್ತಿರಿ 23000002196 reference.	
	ಚಲನ್ ಉಲ್ಲೆ ಭವಿಷ್ಯದ ಉಲ್ಲೆ ವಹಿವಾಟಿನೊಂದಿಗೆ ತ Challan Ref Please sa	<mark>ತಡಿಸು \ Confirm</mark> ಹಿಂದಕ್ಕೆ ಹೋಗು Dear us ನೇಖ ಸಂಖ್ಯೆಯು : CR03180 ರೈಲುಕ್ಕೆ ದಯವಿಟ್ಟು ಸಂಖ್ಯೆ ಮುಂದುವರೆಯಲು ಸರಿ ಎ ferance No. is: CR031802 ve the number for future	GoBack ser, prease note Knajane 223000002196 5ಯನ್ನು ಉಳಿಸಿ ಂಬುದರ ಮೇಲೆ ಒತ್ತಿರಿ 23000002196 reference.	
	ಚಲನ್ ಉಲ್ಲೆ ಭವಿಷ್ಯದ ಉಲ್ ವಹಿವಾಟಿನೊಂದಿಗೆ ಪ Challan Ref Please sa Click or	<mark>ತರಿಸು Confirm</mark> ಹಿಂದಕ್ಕೆ ಹೋಗು Dear us ನೆ ಐ ಸಂಖ್ಯೆಯು : CR03180 ರೈ ಐ ಕ್ಕೆ ದಯವಿಟ್ಟು ಸಂಖ್ಯೆ ಮುಂದುವರೆಯಲು ಸರಿ ಎ ferance No. is: CR031802 ve the number for future n OK to proceed with tran	(GoBack set, prease note Knajane 23000002196 3000002196 23000002196 reference. 1saction.	

Make online payment, starting as in below screenshot & continue.

Challan Reference Number	CRO	0318023000002196
Challan Amount		50
Transaction Date		27032018
Name of the Remitter		Raj Kumar
Payment Mode	ICICI Retail Netbanking	ICICI Corporate Netbanking

ANNEXURE – D :

Formats for Payment, Inspection, Assessment, Certification & Utilization Certificate

CLAIM FORMATS FOR CMKKY

Request in FormatA1.2: Advance on Comme is received on _ for a sum of from TCTO Place			
Format A1.3: Sanction of Advance on Comm	nencement of Train	ing for release of 1st	Installment
Name of TP			
Address			
Name of TC			
Address			
Date of Registration			
TCAF Number			
Date of Accreditation			
Grade			
Job Role			
Sector			1
Number of Training Hours	Theory	Practical	Total
Date of Batch Approval			
Date of Inspection by District Inspection Team (7th day of Commencement)			
Inspection Details	Non-Residential	Residential	Total
Number of Trainees Attended on Inspection date			

CMKKY GUIDELINES - KSDC

Number of Trainees	with loss t	han 700	6 Attand	anco till I	Incnacti	on Dato			
Number of framees	with less t	iiiaii 707	o Attenu		inspectio	on Date			
				Of Which	SC	ST	Minorit y	Other	РН
Number of Trainees				Male					
Dropped out till Inspection Date				Femal e					
Number of Trainees In Commenced Batch till Inspection Date*									
Hours As Per QP	1	1	Trainer 1	Trainer 2	Trainer 3	Trainer 4	Trainer 5	Trainer 6	Trainer 7
Number of Qualified Trainers who Conducted Training till Inspection Date**	Theor y								
	Practic al								
	Total								
Training Equipment Available (%)***									
Training Materials Available (%)***									
Claimed 1st Installment due on Commencement of									
Training (30%)									
Sanctioned 1st Installment due on Commencement of									
Training (30%)									
Final Batch Details	Non- Reside ntial	Resid ential	Total						
Number of Final Trainees									
		SC	ST	Minori ty	PH	Other			
Final Batch Composition	Male								
	Femal e								

*Note1 : Advance Sanctioned will be Proportionately Deducted

**Note2: 10% of Advance due will be deducted as penalty for less than qualified Trainers

***Note3: 10% of Advance due will be deducted as penalty for less Equipment and/or Training Materials

Date Place KSDC

Signature & Seal of MD,

CLAIM FORMATS FOR CMKKY

Format A2.1: Cla Assessment & Ce		on Completion	n of						
Name of TP									
Address									
Name of TC									
Address									
Date of Registration									
TCAF Number									
Date of Accreditation									
Grade									
Job Role									
Sector									
Number of Training Hours	Theory	Practical	Total						
Qualification of Trainer Required as per QP									
Number of Trainers Required as per QP									
Equipment Required for Training as per QP									
Consumables Required for Training as per QP						1			
Final Batch Composition	- Non- Residential	Residential	Total		SC	ST	Minority	Other	
				Male					1

CMKKY GUIDELINES - KSDC

		Female			
Final Bath					
Details					
Batch Timings					
Rate per Hour					
Total Amount					
per Trainee					
Number of					
Trainees In Final					
Batch					
Sanctioned					
Amount for					
Training					

1st Installme	ent on Comme Released -	encement of Ti	raining
Date of	itereaseu -	10 /0	
Release			
Date of			
Certification			
&			
Assessment			
Inspection by District			
Inspection			
Team and			
Certification			
&			
Assessment			
Agency			
	Non-		
Assessment	Residential	Residential	Total
Details	neoraentiai	Residential	Total
Number of			
Trainees			
Attended			
Assessment Number of			
Trainees			
with 70%			
and more			
and more Attendance			
Attendance between			
Attendance between 2nd and			
Attendance between 2nd and Assessment			
Attendance between 2nd and			

Number of									
Trainees									
with less									
than 70%									
Attendance									
between									
2nd and									
Assessment									
Inspection									
Date									
				Of Which	SC	ST	Minority	Other	PH
Number of									
Trainees									
Dropped									
out									
between									
2nd				Male					
Inspection				inture					
and									
Assessment									
Inspection									
Date									
Date				Female					
Number of				remate					
Trainees In									
Batch on									
completion									
of									
Assessment				-					
Number of									
Trainees									
who passed									
Assessment									
and Issued									
Certificate									
2nd									
Installment									
due on									
Completion									
of									
Assessment									
(30%)									
Final		SC	ST	Minority	PH				
Certified						1			
Batch	Male								
	Female					1			
Signature and		1	1		1				
Signature and									

ACKNOWLEDGEMENT BY MD, KSDC

Request in F	ormat A3.2: Ad	vance on Co	ompletionAssess	ment & Cer	tifica	tion is
received on_	for a sum of	fromTC	TCAF No_	of TP	on	

Dir Skill MissionDate

Place

Format A3.3: Sancti	on of Advanc	e on Complet	tion of A	Assessment and Cert	tification		
Name of TP							
Address							
Name of TC							
Address							
Date of Registration							
TCAF Number							
Date of Accreditation							
Grade							
Job Role							
Sector							
Number of Training H	lours			Theory	Pract	ical	Total
Date of Batch Approv	ral						
1st Installment on Co Released -40%	mmencement	of Training					
Date of Release							
Date of Certification & Assessment Inspection by District Inspection Team and Certification & Assessment Agency							
	Non-						
Assessment Details	Assessment Details Residential Residential Total						
Number of Trainees Attended Assessment							

CMKKY GUIDELINES - KSDC

Number of Trainees with 70% and more Attendance between 2nd and Assessment Inspection date Number of Trainees with less than 70%									
Attendance									
between 2nd and									
Assessment Inspection Date									
Inspection Date			+	Of Which	SC	ST	Minority	Other	РН
Number of Trainees Dropped out between 2nd Inspection and Assessment Inspection Date				Male					
			+	Female					
Number of Trainees In Batch on completion of Assessment					I			L1	
Number of Trainees who passed Assessment and Issued Certificate*									
3rd Installment due on Completion of Assessment (30%)					r	ī			
		SC	ST	Minority	PH	Other			
Final Certified Batch	Male								
	Female								
*Note1 : Advance San	ctioned will be	Proportion	ately Dec	ducted					
Date									
Place Signature & Sea	l of MD, KSDC								

CLAIM FORMATS FOR CMKKY

Format A4.1:	Claim on Plac	ement / Self-							
]	Employment								
Name of TP									
Address									
Name of TC									
Address									
Date of Registration									
TCAF Number									
Date of Accreditation									
Grade									
Job Role									
Sector					-				
	Non- Residential	Residential	Total		SC	ST	Minority	PH	Other
Final Batch				Male					
Composition				E					
				Female					
Final Bath Details									
Batch Timings									
Rate per Hour									
Total Amount per Trainee									
Number of Trainees In Final Batch									
Sanctioned Amount for Training									
1st Installment on Commencement of Training									
Released (30%)									
Date of Release									

Date of Certification &						
Assessment Inspection						
by District Inspection						
Team and Certification						
&						
Assessment Agency						
		SC	ST	Minority	PH	Other
Final Certified Batch	Male					
	Female					

CMKKY GUIDELINES - KSDC

2nd Installment on						
Completion of						
Assessment (30%)						
Date of Release						
		SC	ST	Minority	PH	Other
Placement Details*	Male					
	Female					
		SC	ST	Minority	PH	Other
Self-Employment Details**	Male					
	Female					
*Note 1 : Attach						
Placement Report with						
List of names, copies of						
Appointment Letter, ESI						
& EPF Number						
**Note 2 : Attach Self-						
Employment Report						
with List of names,						
copies of Start-Up /						
Bank Loan / Bank						
Statement						
Signature and Seal of TC S	-		l of TP			
Acknowledgement						
			Placem	ent /Self- Employment is	-	
received onfor a			llowing	TCAF Noof T	Р	
on		IUI FO	nowing	Reports		
1. Placement Repor		. 1 .				
2. Copies of		entlet	ters			
3. Self-employment	-	of of C	lf Emai	low-		
4. Copies of docume Dir Skill MissionDat		01 01 50	еп - Еттр	loyment		
Place						
Format	A4 3. San	ction	ofClaim	on Placement / Self- Employr	nont	
Name of TP				on rucement, sen- Employ		
Address			-			
Name of TC			-			
Address			-			
Date of			\neg			
Registration						
TCAF Number			1			

Date of										
Accreditation										
Grade										
Job Role										
Sector										
Final Batch	Non- Residentia l	l	Residential	Total		SC	ST	Minority	PH	Other
Composition					Male					
					Female					
Final Bath Details										
Batch Timings										
Rate per Hour										
Total Amount per										
Trainee										
Number of										
Trainees In Final										
Batch										
Sanctioned										
Amount for										
Training										
Date of Release			·							
Date of								_		
Certification &										
Assessment										
Inspection by										
District Inspection										
Team and										
Certification &										
Assessment										
Agency										
		SC	ST	M	linority		PH	Total		Other
Final Certified	Male									
Batch										
	Female									
2nd Installment										
on Completion of										
Assessment -30%										
Date of Release										
		SC	ST	M	linority		PH	Other		Percent
Confirmed										
Placement	Male									
Details*	Male									
Detalls										

	Female						
		SC	ST	Minority	PH	Other	Percent
Confirmed Self Employment Details**	Male						
	Female						
Final Instalment Due (30%)							
*Note 1 : Confirmation of Placement Reportwith List of names, copies of Appointment Letter, ESI & EPF Number by District Inspection Team							
**Note 2 : Confirmation of Self-Employment Report with List of names, copies of Start-Up / Bank Loan / Bank Statement by DistrictInspection Team							
Date Place						Signatu of MD, KS	re & Seal DC

INSPECTION FORMATS FOR CMKKY

Format B1.1: Intimation of Commencement of Training for Inspection									
Name of TP									
Address									
Name of TC									

CMKKY GUIDELINES - KSDC

Address							
Address							
Date of Registration TCAF Number							
Date of Accreditation							
Grade							
Job Role							
Sector							
Number of Training Hours		,	Гheory	Pr	ractical		Total
Qualification of Trainer Required as pe	er QP						
Number of Trainers Required as per Q							
Equipment Required for training as p	er QP						
Consumables Required for Training as per QP							
			SC	ST	Minority	PH	Other
Approved Batch Composition	Male						
	Female						
Approved Bath Details	Non- Residential	Res	idential	Total			
Batch Timings							
Rate per Hour							
Total Amount per Trainee							
Number of Trainees In Approved Batch							
Date of Batch Approval							
Date of Commencement of Batch							
			SC	ST	Minority	PH	Other
Actual Batch Attendance at the time of Inspection Intimation*	Male						
	Female						
*Note : Inspection intimation should b below:	e given at least 3 d	days at	fter Batch	start an	d must hav	e attao	ched lists as
1. Excel Sheet of individual Biometric	attendance of Tr	ainees	s and Trai	iners on	each day o	f Trai	ning
2. List of Trainers with Qualifications							-
3. List of Equipment required as per	-	y of It	ems with	quantit	у		
4. List of Training Materials and Cons	-	-		· ·		ıs wit	h quantity
5. Copy of the Curriculum Covered ar	_	-			-		

Signature and Seal of TC

Signature and Seal of TP

Acknowledgement By MD, KSDC

Request in Format B1.2: Intimation on Inspection on Commencement of Training

is received on_____fromTC____TCAF No____of TP_____.With following Reports

1. Excel Sheet of individual Biometric attendance of Trainees and Trainers on each day of Training

2. List of Trainers with Qualifications, Age etc

3. List of Equipment required as per QP and availability of Items with quantity

4. List of Training Materials and Consumables required asper QP and availability of Items with quantity

The Documents Ticked above are not received. Please Re-send to enable deployment of Inspection Team

The Inspection Team will be deployed soonDir Skill Mission

DatePlace

Address					
Date of Registration					
TCAF Number					
Date of Accreditation					
Grade					
Job Role					
Sector					
Number of Training Hours	Theory	Practical	Total		
Date of Batch Approval					
Date of Inspection by District					
Inspection Team (7th day of					
Commencement)					
Inspection Details		Non-			
		Residential		Residential	Total
Number of Trainees Attended on I	nspection				
date					
Number of Trainees with 70% and	l more				
Attendancetill Inspection date					
Number of Trainees with less than	n 70%				
Attendance till					
Inspection Date					

CMKKY GUIDELINES - KSDC
Number of Trainees Dropped out	Of					
till Inspection Date	Which	Other	SC	ST	Minority	PH
	Male					
	Female					
Number of Trainees In						
Commenced Batch till Inspection						
Date*						

		Hours As Per QP	Train er 1	Traine r 2	Train er 3	Train er 4	Train er 5	Train er 6	Train er 7
Number of Qualified Trainers who Conducted Training till Inspection Date**	Theory								
	Practical								
	Total								
Training Equipment Available (%)***									
Training Materials Available (%)***									
Claimed 1st Installment due on Commencem ent of Training									
(30%) Sanctioned									
1st Installment due on Commencem ent of Training									
(30%)									
Final Batch Details	Non- Resident ial	Resident ial	Total						
Number of Final Trainees									
		SC	ST	Minori ty	Other	РН			
Final Batch Composition	Male								
	Female								
*Note1 : Actua								-	
**Note2 : Actua				_				_	
***Note3: Actu Report Given b		of working E	quipmen	t and/or '	Fraining	Materials	to be co	mpared v	vith
Date									

Place Signature & Seal of Inspection Team Leader

INSPECTION FORMATS FOR CMKKY

	Format B2.1	: Claim Adva	ince o	n Completi	on of 5	0% Training I	Hours		
Name of TP									
Address									
Name of TC									
Address									
Date of Regist	tration								
TCAF Numbe	r								
Date of Accre	ditation								
Grade									
Job Role									
Sector									
Number of Tr	aining Hours			Theory		Practical		Total	
Qualification		<u> </u>	-						
Number of Tr	-								
Equipment R	-								
Consumables	Required for	Training as p	ber						
QP									
Final Batch	Non- Residentia l	Residentia l	Tota		Other	SC	ST	Minority	PH
Compositio n				Male					
				Female					

Final Bath Details		
Batch Timings		
Rate per Hour		
Total Amount per Trainee		
Number of Trainees In Final Batch		
Sanctioned Amount for Training		
Date of Commencement of Batch		
1st Installment on Commencement of Training		

CMKKY GUIDELINES - KSDC

Released @ 40% (after completion of 15 days of training	
commencement)	

Date of Completion of 15 days of									
training									
Date of Inspection									
by District									
Inspection Team									
(On Completion of									
15 days of training)									
	Non-	Resi							
	Resi	denti	Total						
	denti al	al	Total						
Actual Attendance									
on Completion of									
15 days of training									
Training Hours*				Of Which	Other	SC	ST	Minori ty	PH
Number of Trainees									
Dropped out				Male					
between 1st									
Inspection and									
Completion of 50%				Female					
Inspection									
Number of Trainees				Male					
In Batch on				_ ,					
completion of 50%				Female					
Training Hours		Hour	Trainer	Trainer	Trainer	Trainer	Trainer	Trainer	Trainer
		s As	1	2	3	4	5	6	7
Number of	1								
Qualified Trainers									
who Conducted									
Training between		Per							
1st Inspection date		QP							
and Completion of									
50% of Training									
Hours and *									
	Theo								
	ry Dreat								
	Pract ical								
	Total								
*Note : Inspection int must have attached li			oe given a	t least 3 d	ays after (Completion	n of 50% T	raining Ho	urs and

1. Report of individual Biometric attendance of Trainees and Trainers on each day of Training

2. List of Trainers with Qualifications, Age etc.

3. List of Equipment required as per QP and availability of Items with quantity

CMKKY GUIDELINES - KSDC

4. List of Training Materials and Consumables required as per QP and availability of Items with quantity

The Training of Batch No_for Job Role __for Sector ____for a batch of _____ Trainees has commenced on _____and 50% of Training Hours as per norms is completed. Please depute the Inspection Team to conduct Inspection.

Signature and Seal of TC

Signature and Seal of TP

ACKNOWLEDGEMENT BY MD, KSDC

Request in Format B2.2: Intimation on Inspection on Completion of 50% Training Hours is received on_from TC____ TCAF No_of TP__With following Reports.

- 1. Excel Sheet of individual Biometric attendance of date of 1st Inspection.
- 2. List of Trainers with Qualifications, Age etc.
- 3. List of Equipment required as per QP and availability of Items with quantity
- 4. List of Training Materials and Consumables required as per QP and availability of Items with quantity

The Documents Ticked above are not received. Please Re-send to enable deployment of Inspection Team The Inspection Team will be deployed soon Dir Skill Mission Date Place

CMKKY GUIDELINES - KSDC

Name of TP address :

Name of TC									
Address									
Date of				-					
Registration									
TCAF Number				-					
Date of				-					
Accreditation									
Grade									
Job Role									
Sector	Theory	Practical	Total	-					
Number of				-					
Training Hours		1	1						
Date of Batch				-					
Approval									
1st Installment				-					
on									
Commencement									
of Training									
Released (30%)									
Date of Release				-					
Date of2nd				-					
Inspection by									
District									
Inspection									
Team									
(On Completion									
of 50% of									
Training Hours)									
		Hours As	Trainer						
		Per QP	1	2	3	4	5	6	7
Number of									
Qualified									
Trainers who									
Conducted									

CMKKY GUIDELINES - KSDC

Training									
between 1st									
Inspection date									
and Completion									
of 50% of									
Training									
Hours**									
,	Theory								
J	Practical								
	Total								
	Non-								
Inspection		Residential	Total	Of					
Details	Residential	Residential	Total	Which	Other	SC	ST	Minority	PH
Number of				WIIICII					
Trainees									
Attended on									
2nd Inspection									
date Number of									
Trainees with									
70% and more									
Attendance									
between 1st									
and 2nd									
Inspection date									
Number of									
Trainees with									
less than 70%									
Attendance									
between 1st									
and 2nd									
Inspection Date									
Number of									
Trainees				Male					
Dropped out									

between 1st					
and 2nd					
Inspection Date					
		Female			

Number of Trainees In Batch						
on completion of 50%						
Training Hours*						
Training Equipment Available						
(%) on 2nd Inspection Date***						
Training Materials Available						
(%) on 2nd Inspection Date***						
2nd Installment due on		1	1			
Completion of 50% Training						
Hours (20%)						
Final Batch Composition on		SC	ST	Minority	Other	PH
Completion of 50% of	Male					
Training Hours	Female					

*Note1: Actual number of trainees available to be compared with Biometric Attendance Report

**Note2: Actual number of trainers available to be compared with Biometric Attendance Report

***Note3: Actual quantity of working Equipment and/or Training Materials to be compared with Report Given by TC

Date

Place

INSPECTION FORMATS FOR CMKKY:

Format B3.1: Inspect	tion Intimati	on on Comp	oletion of	Assessmer	nt & Ceri	tifica	tion		
Name of TP									
Address									
Name of TC									
Address									
Date of Registration									
TCAF Number									
Date of									
Accreditation									
Grade									
Job Role									
Sector									
Number of Training	Theory	Practical	Total						
Hours									
	Non- Residential	Residential	Total		Other	SC	ST	Minority	PH
Final Batch				Male					
Composition				Male					
				Female					
Final Bath Details						1	1	1	
Batch Timings									
Rate per Hour				_					
Total Amount per									
Trainee									
Number of Trainees									
In Final Batch									
Sanctioned Amount									
for Training									
1st Installment on									
Commencement of									
Training Released -									
30% Date of Release									

CMKKY GUIDELINES - KSDC

2nd Installment on									
Completion of 50%									
Training Hours									
(30%) Date of									
Release									
Date of Completion									
of Training									
Assessment Details	Non- Residential	Residential	Total						
Number of Trainees									
Attended									
Assessment									
Number of Trainees									
with 70% and more									
Attendance between									
2nd and Assessment									
Intimation date									
Number of Trainees									
with less than 70%									
Attendance between									
2nd and Assessment									
Intimation Date									
				Of	0.1	0.0	om		DU
				Which	Other	SC	ST	Minority	PH
Number of Trainees									
Dropped out									
between 2nd									
Inspection and				Male					
Assessment									
Intimation Date									
				Female					
			1						

Number of Trainees In Batch		SC	ST	Minority	Other	PH
Eligible for Assessment	Male					
	Female					

*Note : Inspection intimation
should be given at least 3
days after Completion of
Training and must have
attached lists as below:

1. Excel Sheet of individual Biometric attendance of Trainees and Trainers on each day of Training

2. List of Trainees who have 70% of Attendance

3. Copy of the Curriculum Covered and Study Material Issued The Training of Batch No___for Job Role___for Sector for a batch of Trainees has commenced on _ and 100% of Training Hours as per norms is completed. Please depute the Assessment and Certification Team to conduct Inspection and Assessment Signature and Seal of TC Signature and Seal of TP

ACKNOWLEDGEMENT BY MD, KSDC

Request in Format B3.2: Intimation on Inspection for Assessment on Completionof Training

is received on_____fromTC____TCAF No____of TP__.

With following Reports

1. Excel Sheet of individual Biometric attendance of Trainees and

Trainers on each day of Training from date of1st Inspection

2. List of Trainees who have 70% of Attendance

3. Copy of the Curriculum Covered and Study MaterialIssued

The Documents Ticked above are not received. Please Re-send to enable

deployment of Inspection Team

The Inspection Team will be deployed soonDir Skill

Mission

DatePlace

Format B3.3:Inspection report on Completion of Assessment and Certification

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Name of TP			
Address			
Name of TC			
Address			
Date of Registration			
TCAF Number			
Date of Accreditation			
Grade			
Job Role			
Sector			
Number of Training Hours	Theory	Practical	Total

Date of Batch		
Approval		
1st Installment		
on		
Commencement		
of Training		
Released -30%		
Date of Release		
2nd Installment		
on Completion		
of 50% Training		
Hours -30%		
Date of Release		
Date of		
Certification &		
Assessment		
Inspection by		
District		
Inspection		
Team and		
Certification &		

Assessment									
Agency									
0	Nara			1					
	Non-			-					
Assessment	Residential	Residential	Total						
Details				-					
Number of									
Trainees									
Attended									
Assessment									
Number of									
Trainees with									
70% and more									
Attendance									
between 2nd									
and Assessment									
Inspection date									
Number of				•					
Trainees with									
less than 70%									
Attendance									
between 2nd									
and Assessment									
Inspection Date									
				Of					
				Which	Other	SC	ST	Minority	P
Number of									
Trainees									
Dropped out									
between 2nd				Male					
Inspection and									
Assessment									
Inspection Date									
- F				Female					
Number of				i cinaic					
Trainees									

Eligible for							
Assessment							
Number of				-			
Trainnees who							
passed							
Assessment and							
Issued							
Certificate*							
		SC	ST	Minority	Other	PH	
Final Certified							
Batch *	Male						
	Female						
3rd Installment				I			
due on							
Completion of							
Assessment							
(30%)							
*Note1 : Report o	f Assessment	and Certificat	tion Tear	m to be atta	ched		I
Date							
Place							
						Signa	ture & Seal of Inspection
							Team

PLACEMENT REPORT FORMAT C1

Name of TP	
Address	
Name of TC	
Address	
Date of	
Registration	
TCAF Number	
Date of	
Accreditation	
Grade	
Job Role	
Sector	
Date of Commencement	
of Batch	
Date of	
Completion ofBatch	

		SC	ST	Minority	PH	Other
Final	Male					
Certified	Female					
Batch						
		SC	ST	Minority	PH	Other
Placement	Male					
Details*						
	Female					

Name	Age	Kaushal kar Number	Date of Completion of Training	Total Hours Of Training	Assessment Grade	Category	Mobile Number	Company Where Placed	Date of Placemen t	Job	Pay Scale	Contact No of HR Head of Company	ESI No	EPF No	
			<u> </u>									<u></u>	<u> </u>		

* Note : Attach copy of Appointment Order, Latest Pay Slip and Affidavit of Certified Trainee

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SELF-EMPLOYMENT REPORT FORMAT C2

Name of TP	
Address	
Name of TC	
Address	
Date of Registration	
TCAF Number	
Date of Accreditation	
Grade	
Job Role	
Sector	
Date of Commencement	
of Batch	
Date of Completion of	
Batch	

Final		SC	ST	Minority	PH	Other
Certified	Male					
Batch	Femal e					
Self-		SC	ST	Minority	PH	Other
Employmen	tMale					
Details*	Femal e					

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Name Age Age Kaushal kar Number Kaushal kar Number Date of Completion of Training Total Hours Of Training Total Hours Of Training Assessment Grade Assessment Grade Assessment Grade Date of Placement Job Pay Scale Pay Scale Company Company Bate of Placement Job Pay Scale Contact No of HR Head of Company
EPF No Remarks
Kelliarks

* Note : Attach copies of Proof of Start-up or Business or Bank Loan or Government Scheme Loan or Bank Statement

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ASSESSMENT & CERTIFICATION REPORT – FORMAT D

Name of TP	
Address	
Name of TC	
Address	
Date of Registration	
TCAF Number	
Date of Accreditation	
Grade	
Job Role	
Sector	
Date of Commencement of	
Batch	
Date of Completion of Batch	
Date of Assessment	

Final Batch qualified		SC	ST	Minority	PH	Other
for Assessment	Male					
	Female					
		SC	ST	Minority	PH	Other
Final Certified batch*	Male					
	Female					

CMKKY GUIDELINES - KSDC

		and Det				Acconcenter Modulo 1	ASSESSIIIEIIL MOULE 1	Accoccmont Modulo 2		Acconcement Modulo 2		Accoccment Medule A	Assessment Mouure 4	Accoccmont Modulo 5		Accoccment Medule 6		Accoccment Medule 7	V33C33111C111 MIOMMIC /	Accoccment Module 8		Accessment Module 0		Accecement Module 10		Total Accessment	10,000 10,000 1	
Name	Аяе	Kaushalkar Numher	Date of Comuletion of Training	Total Hours Of Training	Categony	Total Marks	Assessment Grade	Total Marks	<u>Assessment Grade</u>	Total Marks	Assessment Grade	Total Marks	Assessment Grade	Total Marks	Assessment Grade	Total Marks	Assessment Grade	Total Marks	Assessment Grade	Total Marks	Assessment Grade	Total Marks	Assessment Grade	Total Marks	Assessment Grade	Total Marks	Assessment Grade	

* Note : Assessment and Certification Team will attach copies of Curriculum, Theory and Practical Question Papers, and Answer sheets with Marks

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CERTIFICATE: "FORMAT E"

			Candidate D	etails		Total Assessr		Remarks
Name	Age	Kaushalkar Number	Date of Completion of Training	Total Hours Of Training	Category	Total Marks	Assessment Grade	Pass = P / Fail = F / Retrain = RT

Name of TP	
Name of TC	
Address	
TCAF Number	
Grade	
Job Role	
Sector	
Date of Commencement of Batch	
Date of Completion of Batch	
Date of Assessment	
Assessment By	

Utilization Certificate for Government Agency / Department

Utilization Certificate for the Month_____FY____

Scheme, Sanction order , Date of Sanction, Details of Sanction

Sl. No	Amount Sanctioned	Amount Released	Purpose	Amount Spent	Balance	
Certified that I have satisfied myself that the conditions on which the amount was						
sanctioned have been duly fulfilled and that I have exercised the following checks to see						
that the money was actually utilized forthe purpose for which it was sanctioned.						
Kinds of checks exercised:-						
1. Progress Reports As Per Guidelines						

Signature, Name & Designation of the Head of the Government Agency / Department

Utilization Certificate for KSDC / District Skill Mission

Utilization Certificate for the Month____FY___Scheme___Sanction Order Date of Sanction Details of Sanction

Sl No.	Amount Sanctioned Amount Released Purpose Amount Spent Batter								
Certified that I have satisfied myself that the conditions on which the amount was									
sanctioned have been									
duly fulfilled and that I have exercised the following checks to see that the money was									
actually utilized for									
the purpose for which it was sanctioned. Kinds of checks exercised:-									
1. Progress Reports As Per Guidelines									
Signature, Name & Designation of the MD, KSDC / DC									

Inspection Teams: The following Officials will be involved in inspection of TPs, TCs and Training Programs including Placement Programs and Assessment Exercises and will also be responsible for response to grievances and complaints.

Inspection Team Composition

CMKKY GUIDELINES - KSDC

(JD / GM / AD) District Ski District Ski KSDC GM KSDC GM KSDC GM KSDC GM NULM Expert NRLM District Executives, Ex Executives, Ex Exchange Cour Exchange Cour DISHA Consult Vidyapeetha O	U) CEDUK LEAM LEAGE	skill Alternate Team leader 1 (First Grade ITI Principal / Employment Officer/ KSFC Officer)	Alternate Team leader 2 (PMKVY PMU / KSDC GM / Manager)	rt Team Member 1	ict Staff Team Member 2	t Alternate Team Member 1 Exchange	LM Alternate Team Member 1	.M Alternate Team Member 2	ounsellor Team Helper 1	ultant Team Helper 2	a Official Team Helper 3	
	ՍՍ / ԿМ / A	District Skill Officer	KSDC GM	NULM Expert	NRLM District Staff	Employment Executives, Exchange	PM, DAY NULM	CO DAY NULM	Exchange Counsellor	DISHA Consultant	Vidyapeetha Official	

ANNEXURE - E

CONTRACT FOR TRAINING PROVIDER

CONTRACT FOR TRAINING SERVICES FOR TRAINING, ASSESSMENT, CERTIFICATION, PLACEMENT AND POST PLACEMENT OFCANDIDATES BY THE TRAINING PROVIDER

(To be printed on Rs. 200 stamp paper in duplicate)

THIS	CONTRACT	is	entered	into	on	thisof

h) of 2020, by and between The Managing Director, Karnataka Skill Development Corporation Ltd, Karnataka hereinafter known as "The Client "having its office at Kaushalya Bhavan, Near Diary Circle, Bannerghatta Road, Bangalore 560029 and please provide full name as registered on Kaushalkar) having its registered office at (please provide full address as registered on Kaushalkar) hereinafter known as the "Service Provider".

The Service Provider also has their training centre/s at (please provide full address and job roles for respective centers as registered on Kaushalkar and for which Provisional Accreditation has been issued and requisite fees paid)

WHEREAS, the Client wishes to have the Service Provider performing the services hereinafter referred to, and

WHEREAS, the TP is willing to perform these services,

NOW THEREFORE THE PARTIES hereby agree as follows:

- 1. Services:
- (i) The TP shall perform the services specified in Attachment A, "Terms of Reference and Scope of Services," which is made an integral part of this Contract ("the Services").
- (ii) The TP shall provide the personnel listed in Attachment B, "TP's Personnel" to perform the Services.
- (iii) The TP shall submit to the Client the reports in the form and within the time periods specified in Attachment C, "TP's Reporting Obligations".

2. Term:

(i) The TP shall perform the Services during the period commencing [insert start date] and continuing through for a period of three years from the date of signing of this contract.

3. Payment:

a. Ceiling

For Services rendered pursuant to Attachment A, the Client shall pay the TP an amount not to exceed to Rs._/- (Rupees in Words) _____)

This amount has been established based on the understanding that it includes all of the TP's costs and profits as well as any tax obligation that may be imposed on the TP and at no point of time, TP would collect any fee or any charges from the trainees. If at all such instances are brought to the knowledge of the government/client/DistrictSkill Mission this contract stands terminated.

b. Schedule of Payments

i) The funds should be released to the Training Provider as per the following schedule:

Installment	Percentage of total cost of each Batch	Output Parameters
1 st	30%	After the Completion of 30% of the Training Duration.
2nd	40%	On successful assessment and certification of the trainees by Assessment and Certification Body.
3rd	30%	On successful placement of minimum 70% of Assessed Trainees.

Any TPs/TCs entering into litigation will be de-recognized and not be allowed to participate in any training. Payment of 1st instalment shall be made only after the

receipt of the Inspection Report and other relevant documents duly certified by the District Inspection Team.

- ii) The above payment schedule is subject to the following:
 - a. The second tranche of 30% will be calculated on the basis of candidates actually attending with 70% cumulative attendance excluding the dropouts and on successful assessment and certification of the trainees by Assessment and Certification Body.
 - b. The 1st tranche payment of the dropouts will be adjusted in second tranche.
 - c. The drop outs will not be considered for 2nd tranche.
 - d. Payment will be suspended when there is a complaint by any trainee till the complaint is fully resolved.
 - e. The 20% of training cost which is linked to the outcome 3rd tranche would be released against the successful placement of minimum 70% of Assessed Trainees.
- iii) TP shall be eligible for 100% of the third tranche for those trainees with 70% attendance at time of assessment.
 - a. Employment (both wage and self) on an annual basis of at least 70% of the successfully certified trainees within three months of completion of training, with at least 50% of the trainees passing out being placed in wage employment; Provided that the SDEL Department will have freedom to alter the percentage of wage and self-employment based on specifics of the scheme that have been designed exclusively for self-employment/ entrepreneurship, nature of activity, local economy, social conditions, etc.
 - b. In case of wage employment and recognition of prior learning, candidates shall be placed in jobs that provide wages at least equal to minimum wages prescribed and such candidates should continue to be in jobs for a minimum period of three months, from the date of placement in the same or a higher level with the same or any other employer. Proof of appointment letter and pay slip for 3 months should be provided for this.
 - c. In case of self-employment, candidates should have been employed gainfully in livelihood enhancement occupations which are evidenced in terms of trade license or setting up of an enterprise or becoming a member of a producer

group or proof of additional earnings (bank statement) or any other suitable and verifiable document as prescribed by the SDEL Department.

- iv) The third instalment to training provider will be released on achievement of 70% placement of those who have been certified with at least 50% minimum wage employment of the certified trainees within three months of completion of training in case of fresh entrants.
- v) Training provider will be asked to discontinue the training in that particular trade / centre and will be paid only on pro rata basis, if the outcome achievement over the period of one year in case of fresh entrants / 14 months in case of reskilling and upskilling, is unsatisfactory as defined under.
 - a. 49% and below placement of those who have been certified with at least 50% minimum wage employment of the certified trainees within three months of completion of training in case of fresh entrants.'
 - b. 49% and, below number of certified candidates with increase of at least 3% n remuneration within 14 months in case of reskilling and up skilling.
 - c. 49% and below number of formal recognition and certification of experiential training in vocational trade or craft leading to appropriate increase in wages in therespective skill category of the candidate for immediate and subsequent productioncycle or meets the conditions provided as above in case of self-employment.
 - d. In the case of such disengagements, the SDEL Department would take a prompt decision, after careful consideration of all related factors with respect to
 - e. Performance, whether to disengage such Training Provider from implementation of the Scheme/Project.
 - f. The de-empanelment by SDEL Department would be done for the trade under advice by the Managing Director, Karnataka Skill development Corporation Ltd, to the SDEL Department.
 - g. This would be intimated to all the departments undertaking Skill Development Programmes and not to engage this training provider.
 - h. The training provider would get an opportunity to re-apply for empanelment for the training after a gap of at least one year from the date of notification of de- empanelment by the SDEL Department.
 - i. Note: All payments shall be made on submission of pre-receipted invoices by

the TP in duplicate for the respective stages.

3.b Payment Conditions:

- a. Payment shall be made in Indian Rupees, no later than 60 days followingsubmission by the TP of invoices in duplicate to the District Skill Mission following conditions and procedures.
- b. The payouts will directly be transferred to TP bank accounts in installments on the output performance parameters detailed in para 3B above.
- c. The TPs will submit bills of each tranche / installment to the DSMs along with the compliance of output performance parameters
- d. The bills will be verified and certified by the DSM's office within 3 days of the submission of bills and TP shall be inspected by District Inspection Team to verifythe particulars and report should be sent to Managing Director, Karnataka Skill Development Corporation along with the compliance of output performance parameters or returned back to TPs for compliance if any and same procedure should be repeated.
- e. All available visit/inspection reports should be taken into consideration while processing the bills by the DSM. Mandatory visits to the TCs of the TPs or inspection of the TCs should have been undertaken by the respective Inspectionteams constituted by SDEL for processing bills of each installment.
- f. The payment shall be made by Karnataka Vocational training and Skill Development Corporation to the TPs on the basis of the recommendations/ duecertification of the valid and verified bills by the DSM.
- g. In case of the third installment the DSMs will also verify the Assessment and Certification given by the Assessment and Certification Body
- h. In case of the third installment, the DSMs will also verify the placement / selfemployment records
- i. The payment shall be made to TP on the basis of valid and verified bills and records by the Managing Director, Karnataka Skill Development Corporation within 7 days of receipt of report of the DSO.
- 4. Contract Administration:
 - a. Coordinator

The District Skill Officer acts as a Coordinator for this agreement. The Coordinator shall be responsible for the coordination of activities under the Contract, for acceptance and approval of the reports and other deliverables by the TP and for receiving and approving/ certifying invoices for the payment.

b. Reports:

The Reports listed in Attachment C, "TP's Reporting Obligations" shall besubmitted in the course of the assignment, and will constitute the basis for the payments to be made under Clause 3.

5. Performance Standards:

The TP undertakes to perform the Services with the highest standards of professional and ethical competence and integrity. The TP shall promptly replace any employees assigned under this Contract that the Client considers unsatisfactory.

6. Confidentiality :

The TP shall not, during the term of the Contract and after 2 years of its expiration, disclose any proprietary or confidential information relating to the trainees, Services, this Contract or the Client's business or operations without the prior written consent of the Client.

7. Ownership of Material:

Any studies, reports or other material, graphic, software or otherwise, prepared by the TP for the Client under the Contract shall belong and remain the property of the Client. The TP may retain a copy of such documents and software; but shall not use them for purposes unrelated to this Contract without prior written approval of the Client.

8. TP not to be engaged in certain activities:

The TP agree that during the term of this Contract and after its termination, the TP and any entity affiliated with the TP, shall be disqualified from providing goods, works or services (other than the Services or any continuation thereof) for any project resulting from or closely related to the Services.

9. Insurance:

The TP will be responsible for appropriate insurance coverage. In this regard, the TP shall maintain workers compensation, employment liability insurance for their staff on the assignment. The TP shall also maintain comprehensive general liability insurance, including contractual liability coverage adequate to cover the indemnity of obligation

against all damages, costs, and charges and expenses for injury to any person or damage to any property arising out of, or in connection with the services which result from the fault of the TP or its staff. The TP shall provide the Client with certification thereof up on request.

10. Assignment:

The TP shall not assign this Contract or to sub-contract any portion without the Client's prior written consent.

11. Law governing the Contract and its Jurisdiction:

The contract shall be governed by the Laws of India and subject to the jurisdiction of Bangalore courts.

12. Indemnity:

The TP shall indemnify and hold harmless the Client against any and all claims, demands and/or judgements of any nature brought against the Client arising out of the Services by the TP and its staff under the Contract. The obligation under this Clause shall survive the termination of the Contract.

13. Taxes:

The TP shall pay the taxes, duties, fees, levies and other impositions payable under the Applicable Law. The Client will perform such duties in this regard to the deduction of such tax as may be lawfully imposed.

14. Franchise:

The TP confirms that all the information submitted is fully true and the Training Centers are fully owned or exclusively on lease to it. If at any time it appears that any part or the entire information submitted is false or the TC/ TCs are franchises, then the Accreditation Certificate would be cancelled, the fees forfeited, and this contract shall be deemed as null and void.

For the Client

For the Service Provider Training Provider

Signed by:	Signed by:
Name and designation: MD KVTSDC	Name and designation

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Date:

Place

Place:

List of Attachments to the Contract:

- 1. Attachment A: Terms of Reference and Scope of Services
- 2. Attachment B: Training Provider Personnel
- 3. Attachment C: Training Provider's Reporting Obligations
- 4. Copy of Challan (accreditation fee paid for TP and TC)
- 5. Relevant deeds/ documents to substantiate constitution of TP (for those availingsubsidized accreditation fee)

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ATTACHMENT A:

TERMS OF REFERENCE AND SCOPE OF SERVICES (TO BE FILLED BY DEPARTMENT)

Sector	Job Role	Residential /Non- Residential	Batch Number	Number of Candidates Allocated	Hours of Training	Total Amount Sanctioned (Rs. In Lakhs)	Duration of the Training (from date to date)
Total	•	Residential					
		Non-Residen	itial				
Grand Total							

1. The Categories of beneficiaries shall include the following:

Sect or	Job Rol e	Residen tial /Non- Residen tial		Candidates								
			2	SCs STs Minorities Total					otal	Gra		
			Wom en	Speciall y Challen ged	Wom en	Speciall y Challen ged	Wom en	Speciall y Challen ged	Wom en	Speciall y Challen ged	nd Tota 1	

CMKKY GUIDELINES - KSDC

Total	Residen tial					
	Non- Residen tial					
Grand Total						

2. Hence, Training Provider has to implement CMKKY/ PMKVY in letter and spirit by providing quality training to the aspiring candidates under each job role listed above, allocated by the client through selection from the list of registered candidates in the kaushalkar.com and place 70 % of the trained candidates in gainful employment following the tasks with terms and conditions explained against them.

TASKS TO BE CARRIED OUT BY TP:

- The TP would conduct training to the candidates allocated by the client in the Training Centre at, (Address) having requisite physical infrastructure and equipment as per CMKKY/ PMKVY and duly verified/ inspected by the District Skill Mission and to be found as per requirement.
- 2. The TP would maintain good environment in the training center keeping all the infrastructure and equipment in better condition with qualified trainers and other facilities to provide quality training to all the candidates undergoing the training.
- 3. The TP would provide equipment and teaching learning materials including course content, trainers kit, assessment material as required by the guidelines/orders/circulars issued from time to time by the government/ Client.
- 4. The TP would maintain forms and registers as required by the guidelines/orders/circulars issued from time to time by the government/ Client.
- 5. The TP would maintain Biometric based attendance of candidates, Trainers and Inspection Team visiting TC.
- 6. At least 75% of the trainers should be on the roles of the TC and 25% may be guest trainers and these trainers' details should be provided in Annexure-B.
- 7. The TP should follow the procedure for Allocation of Targets to Training Providers (TP)/Training Centers (TC), Training, Assessment, Certification and Placement and Post Placement of Candidates and instructions issued from time to time by the government/ Client.

- 8. The TP should have Career Counseling, Guidance and Placements Centre at the TC for candidates undergoing training and aspiring candidates visiting TC enabling them to get decent employment. One of the TC personnel may be made in charge of this center and literature with regard to employer job roles and their description, etc. made available to the candidates.
- 9. The TP will make available following at the beginning of the training programme:

SI. No.	Iob Role	Candidates Kit	Course Materia l	Assessment Material	Trainers Kit	Assessment and Certifying Agency	Prospective Employers	Others (Specify)
1	Job role name							
2	Jobrole name							
3	Job role name							
4	IT							
5	Soft Skills							
6	English							
7	Others (Specify)							

ATTACHMENT B:

TRAINING PROVIDER'S PERSONNEL

1. Training Staff

SL. NO	Name	Position/ Assignment	Education Qualification	Other Courses required for training	Experienc e	Date of Joining to the TC	Remarks

2. Supporting Staff

Sl. No	Name	Position / Assignment	Education Qualification	Experience	Date of Joining to the TC	Remarks
1						
2						
3						
4						
5						

** Alternately, Attach a print out of the CAAF as submitted on Kaushalkar.com

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ATTACHMENT C:

Training Provider's Reporting ObligationsTC will report the following:

- a. Reports designed by Government / Client including the Manual and Online data submission and also the following:
- i. Biometric capture of attendance of trainees and trainers
- ii. Biometric capture of attendance of visits by inspection team
- iii. CCTV footages
- iv. Completion details of Training Programme of each batch
- v. Assessment and certification details of candidates
- vi. Placement details of candidates
- vii. Post placement services
- viii. any other report/information sought by Government/ Client/ District SkillMission

b. Training Provider should submit the information in addition to the above:

- i. TP / TC Documents in Annexure TP/TC-1
- ii. Recipient ID in Annexure TP/TC-2
- iii. Tax Invoice / Bill in Annexure TP/TC-3
- iv. Furnishing of GST No. is Mandatory.

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<u>SUBMISSION OF TP/TCS DOCUMENTS –</u>

(ANNEXURE - TP/TC-1)

TP/TCs Name	:
VTP Number	:
CAAF No.	:
Batch No.	:
Job Role	

Passport size photo of training provider along with Authorized signatory

TP & TC online reportsContract Copy Content of Curriculum

TP & TCs fee receipt or KTC-25 issued by DSDO

Tax Invoice (4 copies for each head account (SCP, TSP & General) certified by DSDO/District Inspection Team.

Insurance certified by DSDO/ District Inspection

Team.DSDO Inspection Report as follows:

- 1st Inspection report within 15 days from the commencement of thetraining for claiming the 50% of training cost. The DSDO should certify the trainees in respect of SC/ST candidates.
- 2. 2nd Inspection report on successful assessment and certification of thetrainees by Assessment and Certification Body.
- 3. 3rd Inspection report on successful placement of minimum 70% of Assessed Trainees.

PAN CARD

PROOF OF GST

TAN PROOF

Authorized Signatory

Name, Designation with Seal & Signature

DOCUMENTS TO CREATE RECIPIENT ID

(ANNEXURE – TP/TC-2) CMKKY GUIDELINES - KSDC

	1	
1	Aadhaar Number	
2	Pan Number with proof	
3	GST Number with proof	
4	First Name	
5	Middle Name	
6	Last Name	
7	E-mail ID	
8	Recipient Name as per BankPass Book	
09	Bank Name	
10	Bank Branch Name & Email IDof the Bank	
11	Bank Account Number	
12	Bank Account Type	
13	IFSC Code	
14	MICR Code	
15	Bank Address	
16	Cancelled Cheque Leaf	One
17	Bank Pass Book Account DetailSheet Xerox	

Authorized Signatory Name, Designation with Seal & Signature

TAX INVOICE / BILL

(ANNEXURE - TP/TC-3)

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ANNEXURE F: ASSESSMENT NORMS & GUIDELINES

Accreditation of Assessment Agencies under Karnataka State Schemes

ELIGIBILITY

Following applicants are eligible to apply:

1. Agency

Any entity fulfilling any of the following criteria: Organizations including OEM /Training Assessment Agencies for NSQF Job Roles / ConsultancyFirms / AICTE recognized Technical Institutions / Management Institutions

2. Assessor

ITI / Graduates / Post Graduates having qualification in the Sector concerned and Soft Skills required for the Sector / more than 30% Job Roles in the Sector

Note:

- **i.** The Assessment Agency or any of its partners or promoters must not be registered orAccredited as a VTP or TC under any State or Central scheme.
- ii. The Assessor shall not be a Trainer / Employee of any Registered / Accredited VTP / TC
- iii. Notwithstanding the above the assessors to be used by the approved agency will be independently assessed by Skill Mission for the module for which these are planned to be deployed.

2. REGISTRATION PROCEDURE

All applicants are required to submit duly filled in application in the prescribed form online along

With prescribed application fee through RTGS / Net Banking, and upload all supporting documents.

3. APPLICATION FORM

4. EVALUATION OF APPLICATION

SKILL MISSION shall evaluate all applications received.

SKILL MISSION may call for additional information, if required.

SKILL MISSION or its representative(s) may investigate the correctness of the information provided by the applicant.

The applicant and its assessors may be called for an evaluation test by SKILL MISSION.

5. APPLICATION FEE

The applicant must submit a non-refundable application fee in form of Electronic transfer or RTGS /Net Banking drawn in favour of Skill Mission. The application fee for the year 2018 - 2019 is Rs 10,000/- . In addition, Rs 1000 /- per Sector for which assessment is offered must be deposited.

6. ACCEPATANCE OF APPLICATION

SKILL MISSION shall officially intimate applicant about the successful evaluation of the application. Acceptance of application shall not be the confirmation to partnership.

7. AFFILIATION / ACCREDITATION LETTER

Based on successful completion of requirements and following recommendations of the Evaluation/Affiliation process, SKILL MISSION shall ask the applicant to:

Sign the 'Assessment Partner Agreement'

8. EVALUATION OF ASSESSORS

Based on the acceptance of application, the applicant, may proceed to propose competent assessors for obtaining SKILL MISSION approval

SKILL MISSION assessment methodology includes the following:

CORE SKILLS ASSESSMENT

i. Theoretical Assessment (written/on-line)ii. Practical Assessment (simulator based/ on-machine)iii. Viva Voce

SOFT SKILLS ASSESSMENT

iv. Theoretical Assessment (written/on-line) v. Viva Voce

TEACHING SKILLS ASSESSMENT

vi. Theoretical Assessment (written/on-line) vii. Viva Voce

(SKILL MISSION may deploy all three or select assessment processes from above as per Standard Assessment Framework) SKILL MISSION or representative(s) nominated by SKILL MISSION shall arrange to evaluate applicantsor the applicant may be called at SKILL MISSION office to give demonstration. SKILL MISSION will evaluate assessors nominated by applicant. SKILL MISSION will certify those found competent. It should be

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the endure of Assessment Partners to have assessors that qualify for QPs at least one levelhigher than the level they would be deployed to assess. SKILL MISSION may suggest further trainingfor assessors, if needed.

9. GUIDELINES

Affiliation/ Accreditation may be suspended or cancelled based on the terms of the Termination Clause of Assessment Partner Agreement.

i. APPLICATION FORM FOR ASSESSMENT PARTNER

INSTRUCTIONS TO THE APPLICANT

- 1. Kindly go through the form thoroughly before filling it up.
- It may be noted that the "Applicant" here refers to the main promoter/ partner who would run theday to day operations of the proposed Vocational Training Assessment Agency Partner (VTAAP).
- 3. All the financial information should be mentioned in Rs. Lakhs.
- 4. Please upload documentary proofs (in PDF / JPEG format) as mentioned in the Application form.

A. CONTACT DETAILS

- i. Name of the Organization
- ii. Name of main promoter
- iii. Contact Details
- iv. Address:
- v. District:
- vi. City:
- vii. State/UT:
- viii. Pin Code
- ix. Telephone:
- **x.** Mobile:
- xi. Fax:
- xii. E Mail:
- xiii. Website:

B. ASSESSMENT MODULE(S) APPLIED

Sectors Applied For

NOS based Module(s) / Job Roles opted for

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Please refer to the list of QPs on SKILL MISSION website Applying for First time / Renewal

If Renewal, date of previous application & Registration & Accreditation No

C. ORGANIZATION DETAILS

a. Type of Organization

OEM

Training Assessment Agencies for NSQF Job Roles

Consultancy Firms

AICTE recognized Technical Institutions

Management Institutions

Sectors and Job Roles for which assessment have been done:

Sector:

Job Role:

Assessi	ment	Record							
Year	of	Sector	Job	Training	No of	Subject	Course	Education	No of
Assess	nent		Roles	Agency	Aspirants			Agency	Aspirant
					Assessed				S
									Assessed

Assessment record giving details of assessment done in last five years: Please attach

C.1 ORGANIZATION DETAILS

Name, Date of incorporation / registration, Turn Over

Year	Turnover	Remarks

Nature of business:

Documentary proof attached:

1. PAN Number Yes/No

2. GST Tax Registration Number Yes No

3. PARTICULARS OF THE MAIN PROMOTER

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- 4. Particulars of the Main Promoter (who would run day-to-day operations)Name:
- 5. Date of Birth:
- 6. Citizenship:
- 7. Residence Address:
- 8. Office Address:
- 9. Aadhaar Card No:

10. Knowledge of Kannada : Yes / NoEducation Qualifications:

Qualification	SSLC	PUC	Graduation	Post-	PhD	Other	Other
				Graduation		Professional	Qualification
						Qualification	/ Skill
Name of Qualification							
Year of Passing							

Total work experience:

	Job	Self - Employment	Business
No of Years			
Company / Institution			

Details of other Promoters / Partners (including main promoter): Name: , % stake:, Name: Employee Record:

	Permanent	Contract	Temporary / Job Specific	Casual	Total
Assessors					
Other (Managerial)					
Other (Workmen)					
SupportStaff					
Total					

Assessor Record & Education

Sector	Leve	Nam	Ag	Aadh	Mobil	SSL	ITI	Gradua	ation			Post-G	radua	tion	
	1	e	e	aar	eNo	С	/								
Job				No		Yea	PUC	Name	Yea	Subjec	%	Name	Yea	Subjec	%
-						r	Yea		rea	Subjec	70		rea		70
Role						•	r	of	r	t		of	r	t	
s								Degre				Degre			
								e				e			

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Assesso								
r 1								
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r 2								
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r 6								
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r 7								
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r 8								
Assesso								
r 9								
Assesso								
r 10								

Assessor Record for Skill Assessment

	Sector	Job Roles	Level	Name	Skill in Sect	or			Skill In Inst	ructio	1	
					Name of Certificate	Year	Sector/ Job Role	Grade	Name of Certificate	Year	Subject	%
Assessor 1												
Assessor 2												
Assessor 3												
Assessor 4												
Assessor 5												
Assessor 6												
Assessor 7												
Assessor 8												
Assessor 9												
Assessor 10												

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Documentary proof attached

- 1.Certificate of Registration of company/Firm/Society/Trust
- 2.Memorandum of Association
- 3. Audit account statement of previous year
- 4.PAN Number
- 5.GST Registration number

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SCHEDULE 1

VTAAP Agreement

SKILL MISSION, which expressions shall include its subsidiaries, affiliates, associates, legal assigns and successors (herein after referred to as "SKILL MISSION").

And, a Company / Establishment / Trust / Society / Association registered under_having its registered office at, which expressions shall include its permitted assigns, associates and successors, (herein after referred to as "Vocational Training Assessing Agency Partner" or VTAAP)

SKILL MISSION & VTAAP is also referred individually as Party 1 and Party 2. AND WHEREAS there is a need to train the youth in relevant skills so as to make them employable inthe value chain across the Various Sectors, where it is envisaged that the availability of skilled manpower is one of the major challenges to sustain the expected growth and development of the State of Karnataka.

AND WHEREAS SKILL MISSION, funded by the Government of Karnataka is primarily engaged in the domain of skill development, in the areas of conducting research related to skill development, developing training course curriculum & training modules, training the trainers, assessment and certification of trainers and students.

AND WHEREAS SKILL MISSION conducts skill trainings by leveraging existing training facilities and partnering with agencies that have the facility, and experience in conducting such training programs; it is responsible for independently assessing the students/ candidates undergoing such trainings as part of Quality Assurance of the skilling Infrastructure.

AND WHEREAS the VTAAP	has	been	established to	

. (brief about the VTAAP)

AND WHEREAS the Parties desire to structure a relationship and enter into this Agreement so as to offer assessment of students enrolled in skill development training program for employment for which both the Parties shall deploy their core competencies.

1. DEFINITIONS & INTERPRETATIONS

- 1.1 In the Agreement, in addition to the words and expressions above, unless there is something in the subject or context inconsistent therewith, the following expressions shall have the following meanings:
- a. Agreement means the VTAAP Agreement together with the Schedules, any Amendments/ Modifications hereto attached provided that such Schedules Amendments/Modifications have been executed in accordance with the procedures outlined in the Agreement.
- Applicable Laws mean various Statutes, Legislations, Rules and Regulations, Notifications etc. as and to the extent the same is applicable to the Parties and substratum of this Agreement.
- c. Person means an individual, company, body of individuals, whether incorporated or not.
- d. Assessment aids means and includes all hardware, software, equipment, or any other means used for assessment of trainees.
- e. Aspirant / Trainee means an individual selected for the training program by the Training Partner(s)of SKILL MISSION any other agency or department of Government of Karnataka.
- f. Assessor means an individual engaged by the VTAAP and certified/approved by SKILL MISSION, forassessing Trainees.
- g. Training program means generally a program of defined duration, organized by the Training Partner and certified/approved/organised by SKILL MISSION any other agency or department of Governmentof Karnataka and in accordance with the terms of this Agreement, for imparting training to the selected Trainees.
- Successful assessment of trainee means that the Trainee has passed all the qualifying tests and hasbeen assessed successfully by the VTAAP affiliated by SKILL MISSION for this purpose.
- i. Certificate means any authentication document issued to the Trainee on successful assessment by SKILL MISSION any other agency or department of Government of

Karnataka.

- j. Curriculum means and includes the syllabus/curriculum outline/curriculum standard/content for the courses offered by the Training Partner/SKILL MISSION any other agency or department of Government of Karnataka.
- 1.2 This Agreement will be interpreted based on the following principles:
- a. All interpretations will secure the primary object of this Agreement set out In Clause 2.
- b. This Agreement reflects the complete understanding as on date of its execution amongst the Parties for the services to be rendered by SKILL MISSION & the VTAAP.
- c. Where any act, matter or thing is required by this Agreement to be performed or carried out on acertain day and that day is a holiday, then the act, matter or thing shall be carried out or performedon the next following business day.
- d. Headings are for convenience only and shall not affect the interpretation of a Clause.
- e. Words importing singular shall include plural and vice versa, gender shall include all gender.

NOW THEREFORE IT IS AGREED BETWEEN THE PARTIES TO ENTER INTO AN AGREEMENT HERETO ASUNDER:

2. PURPOSE

The purpose of this Agreement is to establish a partnership between the Parties for assessment of trainees in one or more of the several occupations related to Sectors under which training is imparted by accredited VTPs and TCs of Skill Mission and any other agency or department of Government of Karnataka.

3. SCOPE & OBLIGATIONS OF THE PARTIES

- 3.1 SKILL MISSION shall be responsible for.
- a. Defining the qualification standard of the training program.
- b. Setting the qualification standards for the Assessors .
- c. Setting the qualification standards for the Trainee
- d. Training, Assessing & Certifying the Assessors of the VTAAP
- e. Providing assessing standards for the trainees as well as assessors

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- f. Accrediting and approving the existing assessment methodology of the VTAAP provided it meets theaccreditation criteria of SKILL MISSION.
- g. Providing the list of assessment aids and equipment required for assessment.
- h. Overall guidelines of the assessment and their continual improvement
- i. Certification of Trainees
- j. Maintaining a data base for Trainees who have successfully completed the training and assessment
- k. Assist in Coordination with Training Partners
- I. SKILL MISSION will validate the results of the assessment undertaken by assessors as per thequalification packs and share the results.
- m. After the completion of result and associated documentation SKILL MISSION will pay the Assessment Partner the amount for assessment fees as per the agreed terms.
- 3.2 VTAAP shall be responsible for/to:
- a. Providing suitable assessment aids to conduct the assessment in accordance with the requirements stipulated by SKILL MISSION.
- b. Identification & short listing of Assessors as per the qualifications stipulated by SKILL MISSION

Providing adequate administrative support to the assessor working in the field.

- c. Supervision of the Assessment
- d. Ensuring safe custody of the data/information provided by SKILL MISSION.
- e. Provide support in pre-screening tasks and work with the SKILL MISSION to update agency detailson to the SDMS.
- f. Co-ordinate and Liaise with training partners to get information about commencement of trainingbatches.
- g. Certified assessors to carry out assessments.
- h. Undertaken as per the pre-defined format and in accordance with each of the performance criteriaoutlined in respective qualification packs.

- i. Exercise happens within the stipulated timeline and that on–site visits are conducted by the agencyto cross–check for quality and transparency of assessment exercises.
- j. Carry out assessment within timeline given and provide results within 2 days of assessment

4. SCOPE OF ASSESSMENT

- 4.1 The VTAAP shall do assessment of the modules as per directions of the Skill Mission.
- 4.2 The VTAAP shall conform of the curriculum/ syllabus & course content as determined by SKILLMISSION/ obtained from SKILL MISSION.
- 4.3 The VTAAP shall use the Assessment Format/criteria / training content, trainee/trainer manuals and any other material provided by SKILL MISSION, exclusively for the purpose of assessmentof training program(s) covered under this Agreement. Any material provided by SKILL MISSION shallnot be reproduced, copied, transferred, sold or assigned to any other person/party by the VTAAP, directly or indirectly, without the written consent of SKILL MISSION.

5. ENGAGING/HIRING ASSESSORS

- 5.1 It shall be the responsibility of the VTAAP to engage/hire suitable and qualified number of Assessors for doing assessment.
- 5.2 The Assessors engaged/hired by the VTAAP shall be certified and approved by SKILL MISSIONbefore being authorized to conduct the assessment. As per the policy they will have to qualify for QPsof a level higher than they will assess.
- 5.3 Assessors may be required to obtain re-certification based on modification/ upgradation of the training module and as decided by SKILL MISSION.
- 5.4 The VTAAP shall not deploy/engage any assessor for SKILL MISSION assessments who has notbeen certified and approved by SKILL MISSION.

6. COMMERCIAL TERMS

The Commercial Terms related to this Agreement shall be as per this Agreement.

7. BOOKS OF ACCOUNTS

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The VTAAP shall keep separate and proper books of account as per Indian Accounting Standards and as prescribed by SKILL MISSION from time to time, to reflect completely and accurately, the particulars of all transactions related to this Agreement.

8. REPORT & DOCUMENTATION

8.1 The VTAAP shall maintain:

- a. Documentation of assessment and trainee or training partner feedback.
- b. Attendance of Trainees, Assessors in all assessments
- c. Documents & reports as desired by SKILL MISSION for transactions related to this

Agreement.

9. The VTAAP shall provide assessment reports in a time period as prescribed by SKILL MISSION.

9.1 The Training Partner shall provide such other reports, though not limited to, monitoring &evaluation, financial information etc required by SKILL MISSION for audit purpose.

10. AUDIT & COMPLIANCE

The VTAAP shall cooperate with SKILL MISSION and provide all assistance to enable auditors/assessors engaged by SKILL MISSION to view the records whenever desired by SKILL MISSION.

11. INTELLECTUAL PROPERTY RIGHTS & NON DISCLOSURE

The VTAAP disclaims any right to or interest in SKILL MISSION trade mark/s and copyrights relating to the methods, the programs, courseware, operation manuals, information, material and services made available by SKILL MISSION and the goodwill derived there from and further agrees not to divulge ordisclose information, procedures, technical and other information and programs made available by SKILL MISSION, confidential or proprietary to SKILL MISSION. VTAAP shall, upon expiry or termination of this Agreement, cease to use scope/syllabus /curriculum outline /curriculum standard/content, of which the exclusive rights vest with SKILL MISSION.

12. USE OF SKILL MISSION NAME & LOGO

The VTAAP will seek and obtain prior written approval from SKILL MISSION for using its name and promotional material during performance of work under this Agreement. Any violation of this clauseshall be treated as an event of breach and shall result in termination of this Agreement.

11. INDEMNIFICATION

11.1 SKILL MISSION shall be under no legal obligation to indemnify or hold harmless, any third party, for any damage such third party might suffer, which may be related to the services provided by the VTAAP under this Agreement. VTAAP hereby declares and irrevocably undertakes that it shall defend, holdharmless and indemnify SKILL MISSION against all loss, damage or claims or other lawsuits or proceedings that may arise out of breach of any of its obligations under this Agreement, including those arising out of any accident that occur during or in relation to the services and assume full responsibility for the payment of indemnification, penalties, attorneys' fees, legal costs and other charges.

12. MODIFICATION

12.1 This Agreement may be modified, through a written document signed by duly authorized representatives of both Parties.

In the event the VTAAP is required to close its activities for any reason beyond its control, the VTAAP shall provide at least 60 days prior written notice in that regard to SKILL MISSION and obtain its prior approval before closure of its activities. The VTAAP shall continue its activities during the above notice period in such a manner, which shall not prejudicially affect the interest of SKILL MISSION, and to alsoensure that the assessment of undergoing batch completes its tenure till SKILL MISSION's final assessment / completion.

13. DISPUTE RESOLUTION

13.1 This agreement shall be governed according to the Indian laws and each Party shall submit, only and exclusively, to the jurisdiction of the Courts at Bangalore, Karnataka.13.2 Any and all differences and disputes whatsoever arising between the Parties concerning theinterpretation or implementation of this Agreement or in relation to the subject matter contained in this Agreement shall, in the first instance, be resolved

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mutually between the Parties and in the event of non-resolution, the matter shall be referred to arbitration.

Arbitration proceedings shall be held in Bangalore in accordance with the Arbitration and Conciliation Act, 1996 and procedures established for the purposes of regulating and determining matters relating to or arising to or arising from arbitration. Both the Parties shall mutually appoint one arbitrator failing which; the dispute shall be decided by an arbitration panel consisting of 3 arbitrators. Each Party shall appoint one arbitrator and both the arbitrators so appointed shall appoint a third arbitrator, who shall preside over the arbitration proceedings. Any decision, determination or award of the Arbitrator/s shall be binding on the Parties. Unless otherwise decided by the arbitrator/s, thecost of arbitration shall be shared by the Parties in equal proportion.

14. COMPLIANCE WITH LAWS

- 14.1 The Assessment Partner at all times and as its expense shall strictly comply with all applicable Laws, Rules, Regulations and Government orders, relating to its performance under this Agreement.
- 14.2 The Assessment Partner shall pay all fees and chargers required under any Law, Rule or Regulation and maintain in full force and effect all licenses, authorizations and registrations from allGovernment departments and agencies to the extent necessary to perform its obligation under thisAgreement.

15. FORCE MAJEURE

15.1 The Parties hereto agree that a Force Majeure Event shall mean any unforeseeable act or event that prevents the affected Party from performing its obligations under this Agreement or complying with any conditions required by the other Party under this Agreement and such act or event is beyond the reasonable control and not because of any fault of the affected Party and such Party has been unable to avoid such an act or event by the exercise of prudent foresight and due diligence. Neither Party hereto shall be considered in breach hereof or in default if it fails to perform or observe any or all of the terms of this Agreement resulting directly or indirectly, from Force Majeure Events such as acts of God, Civil or Military authority, acts of Government, acts of Public Enemy, war, riots, explosion, earthquake, flood, storm, lighting strike, etc. In such a case the affected Party shall notify the other party of the occurrence of such

Force Majeure Event and should as a consequence, the performance under his Agreement be prevented for a period longer than 30 days, then the other Party shall have the right to terminate this Agreement.

16. SEVERABILITY

16.1 If any of the provisions of this Agreement are declared to be invalid, such provisions shall be severed from this Agreement, through a written document signed by duly authorized representatives of both Parties, and the other provisions hereof shall remain in full force and effect.

17. TERMINATION

- 17.1 SKILL MISSION may terminate this Agreement upon 30 calendar days notice in writing on occurrence of any of the events below:
 - a. If the Assessment Partner does not remedy any failure in the performance of its obligation under the Agreement within 30 days of being notified of such a failure or within such further period as approved by SKILL MISSION.
 - b. If the Assessment Partner fails to pay any dues as per the Financial Considerations.
 - c. If the Assessment Partner becomes insolvent or bankrupt.
 - d. If, as a result of Force Majeure event, the Training partner is unable to perform its obligation underthis Agreement.
 - e. If the Assessment Partner uses SKILL MISSION name and promotional material without prior written consent, in contravention of Clause 12.
- 17.2 The Assessment Partner may terminate this Agreement upon 7 calendar days notice in writing on occurrence of any of the events below:
 - a. If SKILL MISSION fails to perform any of its obligation under this Agreement
 - b. If, as a result of Force Majeure event, SKILL MISSION is unable to perform its obligation under thisAgreement.
 - 17.3 The termination of this Agreement shall not prejudice or affect in anyway, the rights and benefits accrued or liabilities and duties imposed on the Parties of this Agreement.
 - 17.4 Upon termination, the Assessment Partner shall:
 - Cease to conduct SKILL MISSION certified/ accredited Assessments .Hand over all material, including assessment aids related to the program or otherwise provided by SKILL MISSION
 - b. Hand over all registers, documents and supporting papers related to this

Agreement.

17.5 Irrespective of the cause of termination of this Agreement, SKILL MISSION shall have absolute right to replace the Assessment Partner with any other suitable partner and the Assessment Partnershall have no rights to claims whatsoever in this regard.

18. NOTICES

This Agreement is executed on the official stationery of SKILL MISSION, in two counterparts, both of which together shall constitute one instrument and each of which shall be an original to be retained by either party.

IN WITNESS WHREOF THE PARTIES HERETO HAVE SET THEIR RESPECTIVE HANDS ON THE DAY MONTH& YEAR FIRST ABOVE WRITTEN

For Skill Mission For

(Authorized Signatory) Name: Witness 1 Witness 2 Place: Date: For VTAAP

(Authorized Signatory) Name: Witness 1 Witness 2 Place: Date:

SCHEDULE 2

ASSESSOR PROFILE & ASSESSMENT NORMS

SI N O	Qualifications for & Norms Assessors	Core Skill Assessor	Soft Skill Asses sor	· ·	rience ars)	Asse	essment (Rs.) e	Rate pe xcludin		ate
I	Sector : Automotive			Secto r	Or As Asse ssor	Cor e Skill	Core Skill	Soft Skill	Soft Skill	To tal

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				Indu		The	Pract	The	Pract	
				stry		ory	ical	ory	ical	
1	Automotive Electrician L-4	Mechanical E	ngineer							
2	Service Technician (2&3 wheeler)	/ Automo	-	5	2	150	200	50	50	45
	L-4	Engineer			_	100				0
3	Service Technician L-4									
II	Sector : Security									
1	Unarmed Security Guard	Ex-Servicer		15	10	100	150	25	25	30
2	Security Officer	Former Police	e Officer							0
II I	Sector : Retail									
1	Retail Store Ops Assistant									
2	Retail Cashier	MBA Sal	65	5	2	200	150	50	50	45
3	Retail Sales Associate	, MBIT Sal		5	-	200		50		0
4	Retail Store Manager									
IV	Sector : IT-ITeS									
1	Domestic IT Helpdesk Attendant									
2	CRM Domestic Voice	B.E(IT) / N	MCA	5	2	200	200	50	50	50
3	CRM Domestic Non-Voice	. D.E(11)/1	NCA	5	2	200		50	50	0
4	Domestic Data Entry Operator									
v	Sector : Health Services									
1	Assistant Physiotherapist							25	25	
2	Dental Assistant				3	250	250			
3	Diet Assistant									
4	Dialysis Technician									55
5	General Duty Assistant	MBBS / N	MD	10						0
6	Home health Aide									Ů
7	Medical laboratory Technician									
8	pharmacy Assistant									
9	Vision Technician	1								
VI	Sector : Electronics									
1	TV Repair Technician									
2	Field Technician-Air Conditioner									
3	Field Technician-Refrigerator	1								
4	Field Technician-Washing Machine	B.E (Electri	ical &							
5	DTH set up box Installer & Service Technician	Electronic (Instrument	cs) /	5	2	200	250	50	50	55 0
6	DTH set up box Installer & Service Technician									
7	Smartphones Repair Technician									
-	Field Technician-Computing &									
8	Peripherals									
L		I		1	1	1	1	1	1	1

9	Field Technician-Networking &										
1	Storage	-									
1 0	Solar Panel Installation Technician		1								
VI I	Sector : Agriculture & Allied										
1	Pack House / Cold Storage	B.Sc / M	Sa							40	
2	Green House Operator	Agricult		3	1	150	200	25	25	40	
3	Milk Collection Centre In-Charge	Agricuit	uie								
VI	Sector : Telecom										
II											
А	Sub-Sector : Network Management										
	Outside Plant Fibre (OSP)										
1	supervisor					200	250				
2	BSS Engineer				2			50	50		
В	Sub-Sector : Handset Segment	B.E in									
1	Line Assembler	Electronics	MBA							55	
	Terminal Equipment Application	and	(HR)	5				50		0	
2	Developer (Android)	Telecommu									
	Terminal Equipment Application	nication									
3	Developer (Native)	-									
С	Sub-Sector : Passive Infra Segment	-									
1	Wireless Technician	-									
2	Tower Technician										
IX	Sector : BFSI										
1	Business Correspondents	-									
2	Loan Approval Officer	-									
3	Debt Recovery Agent	MBA Finai			_					50	
4	Life Insurance Agent	Retired Bai		5	2	200	200	50	50	0	
5	Micro Finance Executive	Insurance Ex	ecutive								
6	Goods & Service Tax (GST)										
	Accounts Assistant		1								
X	Sector : Food Industry										
A	Sub-Sector : Bread & Bakery	-									
1	Baking Technician										
В	Sub-Sector : Diary Products	-									
1	Diary Processing Equipment	P. I.									
	Operator	Diploma in		10	3	200	200	25	25	45	
2	Ice-Cream Processing Technician	Product	ion							0	
С	Sub-Sector : Fruits & Vegetables	-									
1	Jam Jelly ketchup Processing										
2	Technician	1									
۷	Pickle Making Technician										
		KKY GU		NTEC .	110-	~					

	Squash & Juice Processing									
3	Technician									
D	Sub-Sector : Miscellaneous									
1	Traditional Snacks & Savoury									
	Maker									
2	Food Products Packing Technician									
XI	Sector : Logistics									
А	Sub-Sector : Courier Service									
1	Lead Courier-LSC/Q3028									
2	Mail Handler-LSC/Q3025									
В	Sub-Sector : Land Transportation									
1	Consignment Booking Assistant-									
	LSC/Q1120	Diploma in Lo	ogistics							
С	Sub-Sector : Ware Housing (Storing	Management		5	2	200	150	50	50	45
	& Packing)	in Logist								0
1	Warehouse Supervisor-LSC/Q2307	Managem	ient							
2	Inventory Clerk-LSC/Q2108									
D	Sub-Sector : Air Cargo Operations									
1	Pallet Maker-LSC/Q6102									
2	Ground Operations Associate-									
	LSC/Q6101									
N/T										
XI I	Sector: Capital Goods									
	CNC operator - grinding Machine									
I	CNC operator - grinding Machine centre									
I	CNC operator - grinding Machine									
1 1	CNC operator - grinding Machine centre CNC Operator Vertical Machining									
I 1 2	CNC operator - grinding Machine centre CNC Operator Vertical Machining Centre									
I 1 2 3	CNC operator - grinding Machine centre CNC Operator Vertical Machining Centre CNC operator - Turning									
I 1 2 3 4 5	CNC operator - grinding Machine centre CNC Operator Vertical Machining Centre CNC operator - Turning CNC Programmer	Certificate Co	ourse in							
I 1 2 3 4	CNC operator - grinding Machine centre CNC Operator Vertical Machining Centre CNC operator - Turning CNC Programmer Draughtsman Mechanical Fitter Electrician and electronic assembly	Certificate Co Tool Technolo								55
I 1 2 3 4 5	CNC operator - grinding Machine centre CNC Operator Vertical Machining Centre CNC operator - Turning CNC Programmer Draughtsman Mechanical Fitter Electrician and electronic assembly Fitter Fabricator hand tools		ogy CNC	5	2	200	250	50	50	55
I 1 2 3 4 5 6 7	CNC operator - grinding Machine centre CNC Operator Vertical Machining Centre CNC operator - Turning CNC Programmer Draughtsman Mechanical Fitter Electrician and electronic assembly Fitter Fabricator hand tools Manually Operated Machines	Tool Technolo	ogy CNC ; and	5	2	200	250	50	50	
I 1 2 3 4 5 6 7 8	CNC operator - grinding Machine centre CNC Operator Vertical Machining Centre CNC operator - Turning CNC Programmer Draughtsman Mechanical Fitter Electrician and electronic assembly Fitter Fabricator hand tools Manually Operated Machines Fitter Mechanical Assembly	Tool Technolo Machining	ogy CNC ; and	5	2	200	250	50	50	
I 1 2 3 4 5 6 7 8 9	CNC operator - grinding Machine centre CNC Operator Vertical Machining Centre CNC operator - Turning CNC Programmer Draughtsman Mechanical Fitter Electrician and electronic assembly Fitter Fabricator hand tools Manually Operated Machines	Tool Technolo Machining	ogy CNC ; and	5	2	200	250	50	50	
I 1 2 3 4 5 6 7 8 9 1	CNC operator - grinding Machine centre CNC Operator Vertical Machining Centre CNC operator - Turning CNC Programmer Draughtsman Mechanical Fitter Electrician and electronic assembly Fitter Fabricator hand tools Manually Operated Machines Fitter Mechanical Assembly MIG MAG or GMAW Welder	Tool Technolo Machining	ogy CNC ; and	5	2	200	250	50	50	
I 1 2 3 4 5 6 7 8 9 1 0	CNC operator - grinding Machine centre CNC Operator Vertical Machining Centre CNC operator - Turning CNC Programmer Draughtsman Mechanical Fitter Electrician and electronic assembly Fitter Fabricator hand tools Manually Operated Machines Fitter Mechanical Assembly	Tool Technolo Machining	ogy CNC ; and	5	2	200	250	50	50	
I 1 2 3 4 5 6 7 8 9 1 0 1	CNC operator - grinding Machine centre CNC Operator Vertical Machining Centre CNC operator - Turning CNC Programmer Draughtsman Mechanical Fitter Electrician and electronic assembly Fitter Fabricator hand tools Manually Operated Machines Fitter Mechanical Assembly MIG MAG or GMAW Welder Operator - Convectional Milling	Tool Technolo Machining	ogy CNC ; and	5	2	200	250	50	50	
I 1 2 3 4 5 6 7 8 9 1 0 1 1	CNC operator - grinding Machine centre CNC Operator Vertical Machining Centre CNC operator - Turning CNC Programmer Draughtsman Mechanical Fitter Electrician and electronic assembly Fitter Fabricator hand tools Manually Operated Machines Fitter Mechanical Assembly MIG MAG or GMAW Welder Operator - Convectional Milling Operator - Convectional Turning	Tool Technolo Machining	ogy CNC ; and	5	2	200	250	50	50	
I 1 2 3 4 5 6 7 8 9 1 0 1	CNC operator - grinding Machine centre CNC Operator Vertical Machining Centre CNC operator - Turning CNC Programmer Draughtsman Mechanical Fitter Electrician and electronic assembly Fitter Fabricator hand tools Manually Operated Machines Fitter Mechanical Assembly MIG MAG or GMAW Welder Operator - Convectional Milling	Tool Technolo Machining	ogy CNC ; and	5	2	200	250	50	50	

1	Tungsten inert Gas welder (GTAW)					1				1
	Level 5									
3										
1	Flux cored Arc Welder Semi-									
4	Automatic									
1										
5	MMAW SMAW Welder									
1										
6	Tool and Die Maker									
1										
7	Electroplating Operator									
1										
8	Oxy Fuel Gas Cutter - Manual									
1 9	Plasma Cutter - Manual									
2	Plasilia Cutter - Maliuai									
0	Resistance Spot Welder									
XI	Resistance Spot Welder									
II	Sector : Iron & Steel									
1	Mobile Equipment Operator									
XI	Mobile Equipment Operator		1							
V	Sector : Beauty and Wellness									
1	Barber									
2	Beauty Therapist						0 200	25	25	
2		Dialomo								40
3	Bridal Fashion and Photographic Makeup Artist	Diploma Cosmetol		3	1	150				40
	Fitness Services Trainer	Cosmetor	logy							
4										
5	Hari Stylist		1							
X	Sector : Textile & Handlooms									
v										
	Hand Operated knitting Machine									30
1	Operator			3	1	100	150	25	25	0
2	Twister Cum Doubler - Handloom		1							
X	Sector : Furniture									
VI	Component Was des Frankling		Cours							<u> </u>
1	Carpenter Wooden Furniture	Course in	e in							
2	Moulded Component Maker	Carpentry &	interi							
3	Assembler - Modular Furniture	Joinery /	or							
		Interior	Desig	5	2	100	200	25	25	35
		Design from	n from						_0	0
		NIOS /	any							
		ITI/any	Accre							
4	Lead Interior Designer	Accredited	dited							
		I								

	Ins	stitu			
	ti	ion			

SCHEDULE 3

COMMERCIAL TERMS & ADDITIONAL GUIDELINES

SKILL MISSION CHARGES

Application Fees	For Accreditation 1 Year	For Renewal 1 Year
Per VTAAP	Rs. 10000	Rs. 5000
Per Sector	Rs. 1000	Rs. 500

A. Additional Guidelines for Assessor Certification Process

- 1. Assessment Agency need to have a pool of Assessors for conducting assessments who would beassessed and certified by SKILL MISSION.
- The Assessors will be evaluated on domain knowledge (levels 1-6), currency of Skill Sets, StandardOperational Procedures and Guidelines and Professional Credentials for becoming an Assessor for evaluating Qualification Pack / Job Role through a SKILL MISSION Assessor Certification Process.
- 3. Assessment Agency needs to upload / share the assessor profile with full photograph via SKILL MISSION's Web Application / Mobile App to enable assessment and certification.
- 4. Assessment Agency to deploy only Certified Assessor having Assessor Registration Code (ARC) assigned by Skill Mission.
- Assessment Agency has to ensure that all the assessors (existing or new) are SKILL MISSION certified with ARC.
- 6. Assessment Agency would be responsible to orient the assessor on the Q/P- NOS assessment process before they undergo the Assessor Certification.
- **B.** Guidelines for Selection applicable for New and Existing Assessment Agencies:
- **1.** Experience in conducting retail assessment, existing clientele list corporate with references and presence in other SSC.
- 2. Pan Karnataka Presence
- **3.** Capability to execute timely assessment across the length and breadth of the state.
- 4. Capability to have facilities to conduct assessment in both online and offline.
- **5.** Good content team who contribute to the question bank a minimum of 100 Questions per Job Role which could be used in assessment post validation and approval by SKILL

MISSION.

- 6. Capability of Proctoring, Recording and Videography of the assessment process.
- **7.** The Assessment Agency should conform to Non franchise model and undisputed business identity.
- 8. Willingness and Capability to conduct assessment for PWD batches.

C. Guidelines for Assessment Process:

- 1. Would be notified by SKILL MISSION about the need to complete the assessment for a training batch.
- 2. Within 2 working day of receipt of information on the training batches by the training partner / SKILL MISSION, provide decision to accept assessment.
- 3. Video recording the assessment to be part of assignment.
- 4. Co-ordinate and Liaise with training partners to get information about completion of training batches so that they could plan the assessment.
- 5. It would be the responsibility of the Assessment Agency to notify SKILL MISSION about the changes in the assessment dates in concurrence with the training partner.
- 6. Within two working days of acceptance of conducting the assessment, share the details of approved assessors deputed to carry out assessments.
- 7. Ensure that certified assessors are sent to training locations/sites within the specified date and time.
- 8. Assessment Agency has to ensure that the assessor conducts and completes the necessary centre audit on time.
- 9. Conduct assessments conforming to assessment guidelines and that these are undertaken as per the pre-defined format and in accordance with each of the performance criteria outlined in respective qualification packs.
- 10. Ensure that the assessment exercise happens within the stipulated timeline without any deviation and that on–site visits are conducted by the partner to cross–check for quality and transparency of assessment exercises and video record the same.
- 11. SKILL MISSION will validate and approve/share the results of the assessment undertaken as applicable under the respective scheme.
- 12. Assessment Agency should ensure that the assessor results are uploaded into www.kaushalkar.com within time span of 72 hours of completion of assessment.
- 13. Assessment Agency should provide the final results to SKILL MISSION within seven

working days of the completion of the assessment.

- Assessing Agency should digitize and maintain all records of assessments conducted for a periodof 3 years
- 15. Provide Qualitative analysis as required
- 16. Explain the Assessment Process to all Candidates and VTPs and answer their post assessment queries if any.
- 17. Conduct re-assessment if on complaint from VTP or Candidates if so directed by Skill Mission free of charge. Re-assessment is automatic if more than 75% Aspirants fail.

D. Guideline for the Assessment of Candidate:

- (a) Design of Assessment Tools
 - I. Assessment tools designed to test both practical skills and theoretical knowledge.
 - II. Parameters for assessing student's abilities or understanding should be aligned to the relevant competencies that are expected to be acquired at the end of the training.
 - III. Expected standards of performance for each competency should be clearly defined and Student'sperformance assessed against these standards.
 - IV. Refer Summative Assessment Framework [Suggestive/Recommended]

tanuaru Assessin	entitaniew	UIK													
	Practical & Viva														
Knowledge based								Knowledge based							
Level of	No. of	Marks per	Max.	Nature of	Nature of	Duration	Remarks	Level of	No. of	Marks	Max.	Nature of	Nature of	Duration	Remarks
Understanding	Questions	Question	Marks	test	questions	(Min)	Remarks	Understanding	Tasks	per Task	Marks	test	questions	(Min)	Remarks
Easy	20	1	20		MCQ		Uniform	Easy	1	1	1	Practical			Кеу
Average	8	2	16	Written	MCQ	40	Coverage	Average	1	2	2	Task &	Verbal	10	Coverage
Difficult	4	3	12		MCQ		of NOS	Difficult	1	3	3	Viva			of NOS
		Co	re Skill B	Based						(Core Skill Ba	ased			,
Level of	No. of	Marks per	Max.	Nature of	Nature of	Duration	Remarks	Level of	No. of	Marks	Max.	Nature of	Nature of	Duration	Remarks
Understanding	Questions	Question	Marks	test	questions	Duration		Understanding	Tasks	per Task	Marks	test	questions	Duration	Remarks
Easy	10	1	10		MCQ		Uniform	Easy	1	1	1	Practical			Кеу
Average	4	2	8	Written	MCQ	40	Coverage	Average	1	2	2	Task &	Verbal	10	Coverage
Difficult	2	3	6		MCQ		of NOS	Difficult	1	3	3	Viva			of NOS
		So	ft Skill B	ased				Soft Skill Based							
Level of	No. of	Marks per	Max.	Nature of	Nature of	Duration	Remarks	Level of	No. of	Marks	Max.	Nature of	Nature of	Duration	Remarks
Understanding	Questions	Question	Marks	test	questions	Duration	Kennarks	Understanding	Tasks	per Task	Marks	test	questions	Duration	Remarks
Easy	3	1	3		MCQ		Uniform	Easy	1	1	1	Practical			Кеу
Average	2	2	4	Written	MCQ	10	Coverage	Average	1	2	2	Task &	Verbal	10	Coverage
Difficult	1	3	3		MCQ	1	of NOS	Difficult	1	3	3	Viva			of NOS
TOTAL	54		82			90			9		18			30	
Grand Total	100 Marks														
5 M I	600/														

Standard Assessment Framework

Pass Marks 60%

VI. Questions framed should be simple and without ambiguity.

CMKKY GUIDELINES - KSDC

(b) Scoring

- i. All assessments recommended as part of the curriculum should be faithfully administered
- ii. All assessments should be scored carefully and a log of all scores for every candidate Maintained.
- iii.Batch wise/ Learner wise hard copies and soft copies of assessment forms and scores should be maintained in digitized form and be readily available for any audit by SKILL MISSION / NSDC or third party.
- iv.At the end of the assessment the Assessment Agency would provide SKILL MISSION with a Summation of Scores for the batch and keep in-depth qualitative analysis readily available.
- v. Maintained in digitized form and be readily available for any audit by SKILL MISSION
 / NSDC or third party.
- vi.At the end of the assessment the Assessment Agency would provide SKILL MISSION with a Summation of Scores for the batch and keep in-depth qualitative analysis readily available
- (c) Guidelines for Assessment Claims and Reimbursement
 - 1. Monthly invoices to be raised on the 25th of the month for all the assessment completed and results declared on www.kaushalkar.com.
 - 2. Ensure that all the invoices are duly sealed and signed as mentioned below
 - I. Attendance sheet signed by the assessor and the centre manager with the seal of the center and also with the seal of the Assessment Agency while submitting the invoice.
 - II. Feedback form signed by the assessor and signed by the centre manager with the seal of the center and the assessment while submitting the invoices.