



STREAMLINING NSQF- COMPLIANT SHORT-TERM TRAINING: GUIDELINES FOR CENTER APPROVAL, COUNSELING, BATCH APPROVAL, AND PAYOUTS

In our commitment to the efficient delivery of short-term training programs compliant with the National Skills Qualification Framework (NSQF), it becomes essential to establish well-defined and organized procedures. These guidelines outline the essential steps and factors crucial for the seamless implementation of such training initiatives. Covering aspects ranging from center approval and validation to the facilitation of effective counseling procedures, streamlined batch approval processes, and the intricate details of payout procedures, these guidelines provide an all-encompassing roadmap for stakeholders dedicated to enhancing and nurturing our workforce's skills

UTTARAKHAND SKILL DEVELOPMENT SOCIETY
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INTRODUCTION:

Uttarakhand Skill Development Society also known as Uttarakhand Skill Development Mission (UKSDM) is entrusted with the mission of equipping and enhancing the skills of Uttarakhand's youth through collaborations with Domain Experts and Industry Partners in fields driven by demand. These skill training programs strictly adhere to the latest approved Qualification Packs (QP) under the National Skill Qualification Framework (NSQF), and their financial aspects are governed by the most recent Common Cost Norms approved by the Ministry of Skill Development & Entrepreneurship (MSDE), Government of India, as on date of target allotment by the Mission

As part of this program, it is imperative to ensure that the labs and other requisite equipment are made available at all training centers in accordance with the approved equipment lists for each specific QP, as per the standards set by the respective Sector Skill Councils (SSCs).

To effectively fulfill this mandate and to streamline the rollout of Short-Term Training (STT) programs through Domain Experts and Industry Partners, who will serve as Training Providers (TPs), UKSDM has outlined a set of comprehensive guidelines. These guidelines are designed to be meticulously adhered to, ensuring uniformity and the seamless implementation of the State Funded Entrepreneurship & Employment Linked Skill Training Programme (ELSTP).

Henceforth, we present the following guidelines that Training Providers (TPs) must strictly comply with before the initiation of any training under the ELSTP. These guidelines encompass critical aspects of center approval, candidate mobilization, counseling, batch approvals, and the actual training process, all of which are essential for the success of this mission.

I. CENTRE APPROVAL:

- (a) Prospective training centers must undergo an inspection by UKSDM's designated officials to validate the presence of all necessary laboratory equipment, instruments, branding, and other specifications as per Sector Skill Council (SSC) norms. Additionally, these centers must have valid active SMART accreditation.
- (b) Training Providers (TP) are required to submit an affidavit stating that the designated training center is free from any litigation or encumbrance when proposing a new training center. Sub-letting or franchise arrangements for training are strictly prohibited. Training Provider (TP), Training Center owners name and address must be mentioned on the banner hanged outside the office main entry gate.

IMPORTANT ACTIVITIES AND POINTS:

- a) Accreditation on the Skill India Portal (SIP) for training centers is mandatory. All branding and Information, Education, and Communication (IEC) material must adhere to UKSDM-approved guidelines and standards, with support provided by the UKSDM Team.
- b) Communication regarding program implementation should exclusively occur between the Training Provider (TP) and UKSDM. Subletting or third-party involvement is strictly prohibited.
- c) TP is responsible for all aspects of training, including maintaining the quality of training centers, lab equipment, assessments, certifications, candidate mobilization quality, authenticity of job offers or Letters of Intent (LOI), trainer qualifications (mandatory SSC certification), placement (minimum 70% of certified candidates), monthly reporting, review meetings, Single Point of Contact (SPOC) details, Management Information System (MIS) updates, job fairs, and job drives. Any discrepancies or quality gaps must be promptly rectified by the TP.
- d) TP must submit an Implementation Plan within 30 days of signing the MoU and commencement of batch training. This plan should cover mandatory areas and any additional requirements:
- Approach and Methodology for Mobilization Background.
 - Details of Training Coordination/Single Point of Contact (SPOC) from TP for daily coordination and MIS SPOC details.
 - Batch Implementation Plan (Center-wise), specifying the number of centre's, sectors, job roles, and monthly progress.

ACTIVITY SCHEDULE (TENTATIVE):

S. No	Activity	2023-24						
		Oct	Nov	Dec	Jan	Feb	March	April
1	MoU Signing, Center layout & Location Approval	■						
2	Center Infrastructure setup & Approval	■	■					
3	UKSDM approved Branding & IEC Material	■	■					
4	Resource Deployment	■	■					
5	Mobilization of Candidates	■	■					
6	Inauguration of Programme	■	■					
7	Commencement of Training		■					
8	Assessments & Certification			■	■	■	■	■
9	Placement offers/Joining offers			■	■	■	■	■
10	Placement & Handholding			■	■	■	■	■
11	Retention of 3 months and closure Report					■	■	■

Resource Deployment includes Training Provider SPOC, Trainer (SSC certified), Center Manager, MIS staff, Mobilizers, and any other required personnel. Training Centre office must have valid ID proof, contract sheet/appointment Letter of every Experts employed and deployed at the training center.

TRAINING CENTER DETAILS FORMAT (MANDATORY):

Sl. No.	Particular
1.	Center Category Cities/ Town (X, Y, Z) (in case of residential trainings its Mandatory)
2.	Total Area of Infrastructure (in sq. ft) *
3.	Total Area for Hostel (in sq. ft) *
4.	Total Training Hours (per day)
5.	Working Hours in (per day)
6.	Total No. of Classroom *
7.	Total No. of Labs *
8.	No. of Washrooms for Female
9.	No. of Washroom for Male

10.	No. of Washroom for Differently Abled *
11.	No. of Drinking Water Facility
12.	Availability of the First Aid Kit
13.	Availability of the Fire Fighting Equipment
14.	No. Biometric Attendance System Machines
15.	Total No. of active and working CCTV *
16.	Internet Connectivity at Training Center *
17.	Availability of Power Back-Up
18.	No. of Students Per Trainer
19.	Trainers Meets Minimum Education Qualification
20.	Availability of Ramps, Lifts and Toilets for DIVYANG People
21.	Reception Area / Counseling Area *
22.	Maximum No. of Batch Proposed (per day) *
23.	Total No. of Batch Proposed *
24.	Batch Size *

Training Center Photographs & Location Details: Include GPS enabled pictures of the building's exterior, front view, classrooms, labs, washrooms, reception, drinking water, and kitchen/pantry (if applicable). Additionally, provide details on residential facilities where applicable along with photographs.

Biometric Attendance: Mandatory for monitoring. Training Provider(TP) must ensure daily punching of students/trainee's attendance without being fail. If on any working day, attendance is not being punched due to any technical reason the same reason should be communicated to UKSDM office on the same day with screen shot of machine failure/technical error message. If TP fails to do as stated above, UKSDM shall pay the Training Provider as per actual hour of training which is being reflected at its own portal.

II. MOBILIZATION AND COUNSELING OF CANDIDATES

(a) Advanced Notification and Collaborative Planning:

- ❖ The TP's designated official should ensure a proactive and cooperative approach by informing UKSDM and the District Skill Committee at least one week in advance of the mandatory counseling sessions. These counseling sessions will receive vital support from the district Employment Officer, emphasizing the importance of collaboration between all stakeholders.

(b) Compliance with Counseling Format:

- ❖ TP holds the responsibility of overseeing that each candidate diligently completes the counseling format (Annexure A - English) in their own

handwriting during the counseling sessions. The completed counseling forms are integral to understanding the aspirations and needs of the candidates and should be promptly provided to the respective Mission officer representative.

(c) Effective Outreach and Publicity Strategies:

- ❖ TP is encouraged to undertake comprehensive outreach and publicity campaigns aimed at attracting a diverse pool of candidates. This pool should ideally consist of individuals who are not only eligible but also genuinely committed to participating effectively in the training programs.
- ❖ Special care should be exercised in enrolling candidates who possess the right aspirations, aptitude, and a willingness to embrace wage employment, even if this entails relocating outside of their domicile district.

(d) Timely Achievement of Mobilization Targets:

- ❖ TP is urged to prioritize and strive for the completion of the entire mobilization target well before the set deadline of November 30, 2023. This proactive approach not only allows for smoother program commencement but also allows for addressing any unforeseen challenges or gaps that may arise.

(e) Inclusivity and Gender Parity:

- ❖ TP should actively reach out to and enroll candidates from diverse backgrounds, including school/college dropouts, unemployed youth, and other eligible individuals residing in Uttarakhand.
- ❖ Gender parity should be maintained as a fundamental principle throughout the mobilization process to ensure equal opportunities for all.

(f) Adherence to Eligibility Criteria:

- ❖ TP is obligated to strictly adhere to the educational and experiential eligibility criteria specified by the respective Sector Skill Councils for each allocated job role. This ensures that candidates are well-matched to the training programs, enhancing the likelihood of their success.

(g) Parental Consent and Informed Decision-Making:

- ❖ TP must diligently collect parents' consent forms, duly signed by parents or guardians. These forms should clearly indicate parental approval for the candidate's participation in training, consent to placement opportunities outside the district/state, and agreement to residential arrangements where applicable. This process ensures that candidates and their families make informed decisions about their participation in the program.

III. BATCH APPROVALS & SKILL TRAINING IMPLEMENTATION

1. Formal Batch Approval Process:

- The initiation of any new training batch by the TP must adhere to a formal approval process by UKSDM. After obtaining formal Centre Approval from UKSDM, the TP is required to follow a structured procedure, which includes the following vital steps:

2. Batch Initiation Report:

- Following the grant of formal Centre Approval, the concerned TP should promptly inform the Mission office about mobilization readiness. Within 7 days of this notification, the TP must submit a comprehensive Batch Initiation Report, which includes the following essential annexures:

a. **Student Selection Details:** The TP must provide details of all students selected for the specific batch. This data should be submitted using the prescribed format (**Annexure-A**).

b. **Staff and Trainer Information:** The TP must furnish a declaration outlining the details of the training staff and SSC certified trainers assigned to the training batch. This declaration should adhere to the specified format (**Annexure-B**).

c. **Biometric Attendance Undertaking:** An undertaking is required from the TP, confirming that candidates have personally registered their first biometric attendance. This undertaking should bear the joint signatures of the District Employment Officer/ Principal of ITI, or any other relevant Government official, particularly when the Training Centre is situated at the block or tehsil level within the district. This undertaking should be submitted to the UKSDM office within **01 week**.

d. **Attendance Recording Protocol:** If, at any point during training, trainees are unable to record their attendance on the biometric portal, it is the TP's responsibility to promptly communicate the reasons to the UKSDM MIS team. Failure to report such instances to the UKSDM office will result in the presumption that no training occurred on days where biometric attendance was not recorded. If the TP claims OJT as the reason for non-punched biometric attendance, this must be communicated to the UKSDM office well in advance, along with a letter from the employer where the candidate is undergoing OJT. In case of OJT to be hold at farthest place from training center then it will sole responsibility of TP to get signed and verified manual attendance register from Employer/Firm or biometric attendance at the OJT centre. Total hours of training shall be calculated attendance at the Training Center and attendance at the OJT center.

e. **Adherence to SSC Courses:** The Training Provider is required to strictly adhere to the parameters specified in the list of SSC (Sector Skill Council) courses approved by the SSC. Furthermore, the TP should follow the course curriculum and duration as stipulated by the SSC Courses as on the date of target allocation. To ensure the successful implementation of the training program, the TP must:

(i) **Maintain Batch Sizes:** Keep batch sizes within a range of a minimum of 20 to a maximum of 30 candidates.

(ii) **Training Schedule Finalization:** Finalize the training schedule before initiating batches and share it with UKSDM.

(iii) **Schedule Changes Notification:** Notify UKSDM promptly of any changes in the training schedule due to holidays, examinations, or any other reasons. Any undisclosed absence of training will be considered a default.

(iv) **Training Inputs:** Maintain all the necessary training inputs, including training materials, content, curriculum, infrastructure, and assessment methodologies.

(v) **Resource Sourcing:** Source the required training resources and manpower.

(vi) **Quality Assurance:** Ensure training quality aligns with the required standards and specifications.

(vii) **No Franchise-Based Training:** Franchise-based training or outsourcing any part of its responsibilities to third parties is strictly prohibited.

(viii) **Integration of Soft Skills:** Integrate Soft Skills, such as computer literacy, language proficiency, and workplace interpersonal skills, into the course modules without allocating separate durations, as these skills are integral to the qualification packs.

(ix) **Monitoring and Review:** Monitor and review program components to assess the quality of delivery and learning achievement every 15 days. This assessment should be conducted through assignments, tests, group discussions, demonstrations, industry faculty assessments, and other suitable means.

(x) **Activity Records:** Maintain activity records for each course at the training center.

(xi) **Completion of Training:** Ensure that trainees successfully complete their training.

(xii) **Prevent Duplicity:** Avoid duplicity of training when collaborating with other Central or State-sponsored training programs. Stringent action will be taken if any duplicity is identified.

(xiii) **Record Maintenance:** Maintain all records, including attendance, session plans, assessments, certifications, and training outcomes, both in manual (hard copies submitted to UKSDM) and digital formats for the UKSDM MIS.

(xiv) **Technology Installation:** Install CCTV cameras and biometric machines as per the provided guidelines.

IV ASSESSMENT & CERTIFICATION

(a) **Conduct of Assessments:** The Training Provider shall oversee the assessment of trained candidates through Assessing Bodies approved and empaneled by the Sector Skill Council under the Skill India Portal of the Ministry of Skill Development & Entrepreneurship, Government of India.

(b) **Advance Assessment Notification:** The Training Provider shall proactively inform UKSDM and District Employment Officer (DEO) about the upcoming assessments at least 01 weeks prior to the assessment date. This ensures that assessments can be closely monitored and coordinated.

(c) **Photography & Video Recording:** It is mandatory to capture still photographs and live running video recordings of all assessments conducted to maintain transparency and accuracy in the assessment process. At the time of claims, such recording and photographs must be adhered to the file by the TP.

(d) **Candidate ID Verification:** Assessors must verify the identity of each candidate participating in the assessments. The Training Providers are required to keep a copy of the candidate's ID proof verified by the assessor for documentation purposes, ensuring the authenticity of the assessment process.

(e) **Transparent Assessment Process:** In addition to the above measures, UKSDM may also appoint independent observers to oversee the assessment process, further ensuring that the certification of trained candidates is conducted independently and without bias. This comprehensive approach upholds the principles of fairness and integrity in the assessment and certification of skilled individuals, promoting trust and credibility in the skill development process.

V. PAYOUTS FOR TRAININGS TO TP'S

Payment to Second Party shall be made as per effective rates of common norms and state government mandate for the scheme:

- TPs claim for release of payments shall be consider and made subject to fulfillment of norms, achievements of milestone, completion of required documents and validation of the same for each tranche.
- UKSDM will pay TPs total cost as per common norms basic cost method which includes everything except Boarding and lodging cost.
- Boarding and Lodging Cost shall be paid to TP in two tranches. TP should enclose following doc./clips for claim of Boarding and Lodging Charges:
 - a. GPS enabled photographs of the building, Rooms and facility area

- where students are residents.
- b. Name of students gender wise.
- c. Attendance Register maintained by warden of the facility.
- d. Boarding and Lodging Inspection Report of UKSDM officials/District Employment Officer.

VI. TRAINING DELIVERY:

a. **Comprehensive Training Responsibility:** The Training Provider (TP) shall assume full responsibility for all aspects of the training program, ensuring its success from start to finish. This includes not only delivering quality training but also managing assessment, certification, and achieving successful placement outcomes for the trained candidates. The TP should be dedicated to the holistic development and employability of the trainees.

b. **Qualified Domain Trainers:** To impart effective training, the TP must deploy domain trainers who possess in-depth knowledge, skills, and practical experience in their respective domains. These trainers should have obtained ToT certification from the relevant Sector Skill Councils (SSCs) to validate their competence. Prior to deployment at training centers, trainers may undergo assessments by UKSDM to ensure they meet the necessary standards and can effectively convey their expertise to the trainees.

c. **Provision of Training Materials:** The TP is responsible for providing comprehensive training materials. This should include hard copies of Trainer's and Trainees' curriculum, incorporating the National Occupational Standards (NOS's) and Qualification Packs (QP's) developed by the respective Sector Skill Councils (SSCs). Additionally, one soft copy of these materials should be submitted at the Mission office. This dual provision ensures that the curriculum is readily available and accessible to trainers and trainees alike.

d. **Regular Training Reviews at Training Centre's:** To maintain and enhance training quality, the TP should conduct regular training reviews and assessments. These reviews encompass monitoring the training content, delivery methods, and trainer performance. By doing so, the TP can identify areas for improvement, implement necessary adjustments, and ensure that the training program aligns with specified standards and achieves the desired learning outcomes.

e. **Evaluation of Soft Skills:** Beyond technical skills, soft skills such as computer literacy, language proficiency, and workplace interpersonal skills are crucial for a trainee's overall employability. The TP should integrate the evaluation and enhancement of these soft skills into the training modules seamlessly. This integration ensures that trainees are not only technically proficient but also equipped with the interpersonal and communication skills necessary for success in the workplace.

f. **Record Keeping:** Effective record-keeping is essential. The TP must maintain comprehensive records of all training activities, including but not limited to attendance, Candidates data, session plans, assessments, certifications, and learning outcomes.

g. **Preventing Training Duplicity:** In cases where the TP collaborates with other Central or State-sponsored training programs, it is crucial to prevent the duplication of training efforts. Any duplication may lead to cancellation of entire batch.

h. **Compliance with Common Cost Norms:** All expenses related to training should adhere to the Common Cost Norms established by the Ministry of Skill Development & Entrepreneurship, Government of India. This includes cost components such as trainer fees, training material expenses, infrastructure costs, and any other expenses associated with skill development programs.

i. **Practical Learning:** Practical hands-on experience is invaluable. The TP should prioritize practical training elements and provide opportunities for trainees to apply their skills in real-world scenarios.

j. **Inclusivity:** The training program should be inclusive, accommodating individuals from diverse backgrounds, including differently-abled individuals. Facilities, materials, and methods should be accessible and adapted to ensure that everyone has an equal opportunity to learn and succeed.

k. **Safety Protocols:** Ensuring the safety of trainees during training is paramount. The TP should implement safety protocols and guidelines to prevent accidents or injuries in training centers, especially in practical training environments.

l. **Job Market Insights:** The TP should maintain a strong connection with the local job market and industry stakeholders. Understanding job market demands, emerging roles, and required skills can help adapt training programs to meet evolving needs.

m. **Conflict Resolution:** Establish a clear conflict resolution mechanism for addressing grievances, disputes, or issues that may arise among trainees, trainers, or other stakeholders during the training program.

n. **Ethical and Professional Conduct:** The TP and its trainers should uphold high standards of ethical and professional conduct throughout the training program. This includes maintaining integrity, confidentiality, and a respectful learning environment for all trainees.

VII. DELIVERABLES AND REPORTING:

a. **Comprehensive Program Completion Report:** Upon the conclusion of the training program, the Training Provider (TP) shall prepare a comprehensive program completion report in both hard copy and digital format. This report should be submitted to the UKSDM committee and should highlight various aspects, including the processes followed, outcomes achieved, best practices employed, challenges faced, and success stories emerging from the training program. This report serves

as a valuable document for assessing the program's effectiveness and sharing insights for future improvements.

b. Non-Compliance and Corrective Actions: In the event of any non-compliance with the instructions, guidelines, or if any of the information and/or documents furnished by the TP are found to be incorrect, misleading, or mismatched with the data uploaded on the UKSDM MIS Portal, the following actions may be taken:

ii. **Affiliation Withdrawal:** Uttarakhand Skill Development Mission (UKSDM) reserves the right to take appropriate actions, including but not limited to the withdrawal of affiliation of the specific non-compliant Training Center. This action will be at the sole discretion of UKSDM.

iii. **Affirmation of Commitment:** The TP affirms its unwavering commitment to fulfill and achieve the mutually agreed-upon objectives outlined in this agreement.

iv. **Financial Repercussions:** UKSDM retains the right to recover any disbursed amount and withhold further disbursements in response to non-compliance or discrepancies identified.

v. **Indemnification:** The TP shall indemnify, hold harmless, and keep indemnified UKSDM, its directors, employees, and other officers from all claims, liabilities, losses, fines, penalties, fees, costs (including legal fees and expenses), and any other liabilities suffered and/or incurred by UKSDM due to such misrepresentation or violation of instructions or guidelines.

These measures are essential to maintain the integrity of the training program, uphold compliance with guidelines, and ensure that the objectives of the program are met in a transparent and accountable manner.

VIII CANCELLATION/ DEBARMENT OF TARGET/BATCH:

In the event that a Training Provider is found engaging in any inappropriate activities that tarnish the dignity and reputation of the department and hinder its objective of conducting training programs in line with government norms, the Competent Authority is empowered to take action. This may include canceling or disqualifying the target or batch allocated to that Training Provider at any point in time, thereby ensuring the integrity of the training programs.

ANNEXURE-A SELECTED TRAINEE REPORTING FORMAT

Passport
Photograph

Basic Information:

Name:
Fathers Name
Gender: Male <input type="checkbox"/> /Female <input type="checkbox"/> Others <input type="checkbox"/>
Date of Birth (D/M/Y)
Aadhar Card Number
Mobile No. __
Email-
Highest Education Qualification
Year of HEQ
Any Prior Experience
Block
Full Address
District

Batch Details

Job Role	
QP code	
SIP Batch Id	
Batch Start Date	
Batch End Date	
Training Centre Id	
Training Centre Address	
Trainer Name	
Trainer's ToT Id	
Trainer Mobile Number	
Proposed date of Assessment	

Training Providers Details

- Name of Training Provider
- TP Id
- TC Id
- TC Full Address

Name & Signature of Trainer:

Name & Signature of Candidate:

Authorized Signature
(Training Provider Name)

*** Enclosures:**

Please ensure you enclose the following documents (self-attached) along with this form:

- Self-attached copy of Highest Education Certificate
- Self-attached copy of Aadhaar Card (signed, stamped & verified by TP)

ANNEXURE-B SKILL TRAINING CENTER INFORMATION AND INFRASTRUCTURE ASSESSMENT FORM

Basic Information:

Name of Training Provider
 TP Id
 Official Point of Contact
 Official Email id
 Address of correspondence

Training Centre Details

Name of Training Center: _____
Address: _____
City: _____
State: _____ PIN Code: _____
Contact Person: _____ Contact Number: _____
Email Address: _____
Date of Establishment: _____ (dd/mm/yyyy)
SMART Inspection Report Grading
Centre Capacity as per SMART
Job role with QP code & version approved

Infrastructure and Facilities:

Total Area of Infrastructure (in sq. ft): _____
Total Area for Hostel (if applicable, in sq. ft): _____
Number of Classrooms: _____
Number of Laboratories: _____
Number of Washrooms for Male and Female: _____
Number of Washrooms for Differently Abled (if applicable): _____
Number of Drinking Water Facilities: _____
Availability of First Aid Kit: <input type="checkbox"/> Yes <input type="checkbox"/> No
Availability of Fire Fighting Equipment: <input type="checkbox"/> Yes <input type="checkbox"/> No
Number of Biometric Attendance System Machines: _____
Total Number of CCTV Cameras: _____
Internet Connectivity at Training Center: <input type="checkbox"/> Yes <input type="checkbox"/> No
Availability of Power Back-Up: <input type="checkbox"/> Yes <input type="checkbox"/> No
Maximum Number of Students Per Trainer: _____
Trainers Meet Minimum Education Qualifications: <input type="checkbox"/> Yes <input type="checkbox"/> No
Availability of Ramps, Lifts, and Toilets for Differently Abled: <input type="checkbox"/> Yes <input type="checkbox"/> No
Reception Area / Counseling Area: <input type="checkbox"/> Yes <input type="checkbox"/> No
Maximum Number of Batches Proposed per Day: _____
Batch Size: _____

Infrastructure Photographs and Location Details:

Please attach photographs of the training center's facilities, including the building from outside, front view, classrooms, labs, washrooms, reception, drinking water, and any other relevant areas.

Training Resources and Manpower:

Name of Domain Trainer: _____
Qualification: _____
Trainer Certification by Sector Skill Council: <input type="checkbox"/> Yes <input type="checkbox"/> No
ToT Certificate Number
Center Manager: _____
Email id Center Manager: _____
Contact Number Center Manager: _____
MIS Staff: _____
Email id Mis Staff: _____
Contact Number MIS Staff: _____
Other Staff (please specify): _____
1.
2.

Training Schedule:

Please provide a tentative training schedule for the upcoming year (Month-wise):

Month	No. of Batches	Job Role Name	QP Code	Tentative Batch Start Date	Tentative Batch End Date	Tentative Batch Assessment Date	No. of Trainees per Batch
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Declaration:

I hereby declare that the information provided above is true and accurate to the best of my knowledge. I understand that any false information provided may result in actions as per the guidelines and agreements.

Date:

**Signature (Authorized Signature)
Designation**