

Terms and conditions- Standard Operating Procedure – Assessment and Certification.

This standard operating procedure lays down the step by step process (as per the process map) to facilitate assessment and certification of batches run by the state government funded schemes through Sector Skill Councils. The state government agencies/departments that are implementing NSQF aligned short term training programs may choose to follow these modalities for assessment and certification through Sector Skill Councils. In case the state government agencies/departments adopt this SOP, the terms and conditions mentioned here will be enforceable on all sector skill councils. In case this standard operating procedure is not in coherence with the mandate of any government of India Scheme/Program (for e.g. PMKVY State component), the operational modalities laid down by the respective government of India scheme should be considered. The National Skill Development Corporation would play a facilitative role and would provide the IT interface for the state and sector skill council for assessment and certification. The State governments should contact NSDC at the email – state.engagement@nsdcindia.org in order to get the requisite IT support. All states/implementing agencies willing to use NSDC system for assessment and certification will have to sign a data sharing agreement with NSDC.

1. Activity 1 – Accreditation of Training Centers

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

Till the states come on SMART, State skill mission/implementing agency will have to accredit and affiliate training Centers following their own due diligence process unless mentioned otherwise in a specific MoU/SLA/Agreement signed with NSDC. This accreditation and affiliation should be in accordance with the Norms specified by the SSCs/SMART for the respective SSC courses. The relaxation from SMART(except for PMKVY) is currently applicable to states only till 31st March 2018.

States will share a list of recommended Training Providers with NSDC, following which NSDC will facilitate the SMART onboarding and the rating of the training centres. The final decision as to which centres need to be allocated targets will be decided by the State.

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

State skill mission has the responsibility of approving the batch (after entry by the TP/TC in the designated state MIS) by verifying elements of the batch within stipulated timeline as per their own norms. It is the responsibility of the state government to ensure that the common norms as well as guidelines (State Skill Missions guidelines/ Any program specific) are followed for each candidate that is being approved by the states as a part of the batch.

NSDC will be presently responsible for de-duplication only against PMKVY 2.0 Candidate data and will check if the candidate for which the assessment has been asked is undergoing any training in PMKVY at the same point of time.

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

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

State skill mission has the responsibility of uploading the approved batches on NSDC’s State Assessment and Certification portal or transfer the data through an API to NSDC’s Skill Development Management System (SDMS). It is the responsibility of the state government to ensure that the common norms as well as applicable guidelines (State Skill Missions guidelines/ Any program specific) are followed for each candidate that is being uploaded by the states the NSDC State Assessment and Certification portal/API.

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

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

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

Training Centre Responsibility (1)	SSC responsibility (2)		Timelines (3)	Consequences/Penalties/Other Actions		State Government Responsibility (6)
				Financial Penalty (4)	Other actions/Penalties (5)	
1) After approval of certification, either directly or through state or TC should print the certificate and distribute to the candidate	Assessment of a batch, Result approval and Certification	<ol style="list-style-type: none"> 1) The SSC should ensure the date of assessment of the batch as well as assessment agency is lined up as soon as the batch is approved by the State. 2) The Assessor must verify candidate details as per MIS. 3) All Assessors must have valid Aadhar Ids. 4) It is Assessor's responsibility to check 	<ol style="list-style-type: none"> 1) Assessor and Assessment Agency will be provided with 5 working days from the day of assessment to submit approved assessment results to SSC. 	<ol style="list-style-type: none"> 1) Assessment Fee will be reduced by 1 % assessment fee per day per trainee (payment to SSC), if there is delay in upload/approval of assessment marks by Assessor/Assessment Agency/SSC. 2) There will be no penalty if results are approved/rejected within 10 working days from the day of assessment 3) Post 10 working days from the days of assessment, a penalty of 1 % assessment fee per day per trainee (payment to SSC) will be levied. 	<ol style="list-style-type: none"> 1) It is the SSC's responsibility to control and monitor the Assessment Agencies as well as to monitor the assessment done by them and their Assessors. 2) In case of repeated delay on part of the AAs in uploading the results or any malpractices coming into notice, the SSCs are expected to take suitable action against the agencies, including suspension/blacklisting as the case may be (in line with the applicable penalty grid) 5) If it is found that a SSC is not verifying the 	The States should Make the payment to SSCs as per the process within 15 working days of bill being raised by concerned SSC after results upload.

		<p>Attendance, Trainer's Certificate. This must be recorded in the Assessor's App.</p> <p>5) The Assessors to be provided with centre details through designated MIS.</p> <p>6) If number of candidates present during assessment is less than 20 then the State need to pay SSCs the Assessment Fees for 20 candidates</p> <p>7) A soft copy of the certificate should be uploaded on MIS.</p> <p>8) SSCs are not responsible for printing and distributing</p>	<p>2) Post this SSC should check and approve the results.</p> <p>3) State should make the payment to SSCs within 15 working days of the result uploading.</p>		<p>results/monitoring the assessment, the state government may document the case and refer to NSDC.</p> <p>Assessment Fees for Job roles:</p> <p>Manufacturing Sector: Rs. 1200 per trainee</p> <p>Services Sector: Rs. 800 per trainee</p>	<p>The state government should oversee and monitor the entire process. It should document any the cases of delay by SSC and/or assessment agencies and refer the same to NSDC for action.</p>
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		<p>certificates.</p> <p>9) Generate a monthly assessment and certification bill and send to the states for payment. The assessment fee should be charged for each candidate who has been assessed and his/her result being uploaded. SLA and any delay's while generating the bill.</p> <p>10) Make the applicable payment of certificate and marksheet generation to the designated IT vendor of NSDC SAC portal directly.</p>				
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	Result rejection	The SSC can reject the batch upon stating reasons for rejection at candidate, Assessor or batch level.		<p>Assessment Fee will be reduced by 1 % assessment fee per day per trainee (payment to SSC), if there is delay in rejection of assessment marks by Assessor/Assessment Agency/ SSC.</p> <p>1) There will be no penalty if results are rejected within 10 working days from the day of assessment</p> <p>2) Post 10 working days from the days of assessment, a penalty of 1 % assessment fee per day per trainee (payment to SSC) will be levied</p>	<p>Apart from financial penalties, any gross issue/discrepancy can attract disciplinary actions as per the penalty grid</p> <p>In case of the conditions discussed in Financial Penalty column, suitable action against AAs and / or Assessors which may include suspension or blacklisting of AAs and / or Assessors may be taken as per the applicable penalty grid</p>	
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5. Activity 5 - Authenticity of the trainees

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

State Government/ TC Responsibility (1)	SSC responsibility (2)	Timelines (3)	Consequences/Penalties/Other Actions		State Government Responsibility (7)
			Financial Penalty (4)	Other actions/Penalties (6)	
<p>The TC is responsible for ensuring authentic trainees are enrolled in a batch and go through the training.</p>	<p>SSC must ensure that the following aspects are checked during assessments (through Assessors):</p> <p>(1) Trainees enrolled at the TC are same as those uploaded on designated MIS- Verification to be done by checking of Aadhar ID (if mandated in the scheme) and enrolment forms</p> <p>(2) Trainees have regularly attended the training at the TC Verification to be done by checking the attendance records as per concerned State Government processes.</p>		<p>In case of any gross issue/discrepancy, such as fake enrolments identified during assessment and/or fake candidate appearance for assessment, SSC to immediately report the same to State government for appropriate action.</p> <p>For the specific cases of non-compliance like:</p> <p>(1) AAs and/or assessors have not followed the due process which led to the assessments of fake trainees, and/or</p> <p>(2) AAs and/or assessors have conducted the assessment of fake trainees in return of financial and other favors from TC, and/or</p> <p>For all the cases discussed above, State governments are not liable to pay Assessment Fees to the SSC for that batch or eligible for full refund in case</p>	<p>Apart from financial penalties, any gross issue/discrepancy can attract disciplinary actions as per the applicable penalty grid</p> <p>In case of the conditions discussed in Financial Penalty column, SSC is expected to take suitable action against AAs and / or Assessors which may include suspension or blacklisting of AAs and / or</p>	<p>The State government is responsible for ensuring authentic trainee batches are uploaded on the NSDC SAC portal. The state government shall bring any delay by SSCs/AAs to the notice of NSDC for action.</p>