

CIRCULAR

Sub : Additional Skill Acquisition Programme - Training records management at Skill Development Centers - Guidelines - reg

Ref : Decision in File No.ASAP/HEAD (TRAINING)/707/2018

Since the Management Information System (MIS), of ASAP which was used for comprehensive management of the skill training, including scheduling of the classes, online marking of attendance, uploading of assessment score and scheduling and conduct of final assessment etc.. is under temporary maintenance, the following guidelines are issued for conducting the skill batches in offline mode with the help of hard copy documents. Under these circumstances all the programme managers are instructed to ensure quality training by adopting the following procedures until the ASAP MIS is made functional. It may also be noted that the records and documents being created in hard copy has to be captured back onto the MIS once it is functional.

1.Student Details

1.1 The count of students allotted to each skill course was obtained as Certificate of Allotment from each of the SDCs for the issue of the work order. SDC PMs / DPMs are directed to ensure that there is no deviation from the count communicated during actual class transactions.

1.2 In SDC where Foundation and Skill batches are yet to be created on MIS, utmost care shall be taken while preparing the details of students.

1.3. The details of students allotted to each skill batches shall be maintained at the SDC in the form of an **Admission Register**.

1.4. Admission register will have details of all students enrolled into the skill course, with the following details. This should include the dropped out students already communicated to HQ. The details of such drop out students shall be marked/highlighted for easy identification..

- MIS Number
- Name
- Date of Birth
- Aadhaar Number
- Name of Father
- Name of Mother
- Contact Number
- Skill Course
- Name of School
- Remarks

1.5.Student Attendance Register: Genuine efforts are to be taken from the side of the Programme Managers for ensuring 100% attendance of all registered students for the skill training.

A course wise attendance register shall be maintained at the SDC. This should be entered and closed on a daily basis. The daily attendance count of each skill batch shall be reported, along with

the class progression to the ASAP HQ through the online excel sheet shared. The comprehensive attendance details of each of the students has to be consolidated at the end of the month.

2.Training Records

In the MIS based skill training system, the delivery of lab equipment's and consumables delivered to each skill development center is captured through the MIS and then only class commencement is granted. Also the On the Job Training (OJT) center will be added to MIS only after the center audit and thus it was ensured that the training happens as required in the national standards. In the offline system also this has to be ensured and the matter recorded on the hard copy register signed by the Programme Manager. This registers has to be updated every skill day for ensuring the minimum number / quantity of equipment's and consumables for each training session. The classes shall be permitted only if the minimum quantity of the consumable is available.

2.1.Study Materials and Skill Lab stock register: Programme Manager in charge of Skill Development center shall maintain the records of stock and details pertaining to date of delivery of study materials, training equipment's and consumables for each batch and get the same signed by representative of TSP or the Trainer. The hardcopy of the supply note issued by the TSP shall be cross verified then and there and maintained after obtaining signature from the TSP representative and the Programme Manager.

2.2.Class Commencement readiness details: The following details with regard to class commencement may be captured in the first page of the log book, for communication to ASAP HQ.

- Date of delivery & quantity of study materials
- Date of delivery & quantity of lab equipment's
- Date of setting up of skill lab (if any)
- Date of delivery & quantity of consumables

2.3.Details of Training: The following details may be captured in the initial pages of log book, for communication to ASAP HQ.

- Comprehensive training schedule / training calendar for the entire course
- Details of trainer(s) with copy of ID Card.
- Details of Field Visits (if any)
- Details of OJT (if any)
- Details of Master Trainer with copy of ID Card and date of visit.
- Details of Guest Session with Name, designation & Contact Number of Guest Trainer.
- Class cancellation details – trainer may be asked to countersign the cancellation.

2.4.Assessment details: Continuous and comprehensive evaluation is very much essential for the ASAP Certificate generation. Hence all the following details are to be captured carefully. A separate page shall be kept for entering the student wise assessment records in the course log book. The programme manager should ensure periodical conduct of assessments and due recording of the scores on the register.

- Due Date & Actual date of Assessments including Final and Internal Assessments
- Assessment Scores of each student for Internal exam with date.

- Final Examination attendance sheet with report

2.5. Internship details: The following aspects are to be recorded for documentation.

- Date of Submission of Internship Plan by the TSP.
- Details of Internship locations proposed / audited and confirmed.
- Details of Internship meeting with the attendance sheet of students and parents.
- Details of Internship commencement and completion date for each student.
- Checklist for submission of Internship report card for each student.

3. Final Assessment

3.1. Eligible students list : Eligible student list shall be prepared on the basis of the manual attendance recorded (if MIS is not ready) and shared to sector as soon as batch is completing 70% of the sessions, for scheduling final assessment. **Since batch is not yet moved to sector login, sector PMs do not have any data about the student enrolled in each batch.** Hence the same may be prepared and communicated in SDMS format to the sector without fail on the basis of projected attendance.

3.2. Condonation of attendance : The students who are expected to be eligible for condonation shall be asked to submit documentary proof for condonation of attendance. SDC PMs shall forward such requests with the documents to DPM who shall approve the same after due verification. List of students condoned has to be communicated to the concerned sector by the DPM along with the list of eligible students, specifically marking the students condoned.

4. Skill Days & Skill Class timings

- All efforts has to be taken by the Programme Manager for a hassle free skill training, utilising all possible days including weekends and holidays.
- For college batches the FM as well as skill batches shall not be prolonged to the 3rd year.
- Programme Manager in charge of Skill Development Centers should prepare a plan for each skill course, with a broad schedule done after consultation with trainer and the sector.
- Regular skill training shall be scheduled for 3 hours per day unless a special permission from the Training Division through the sector is taken for extension of hours. Here special care has to be taken to ensure that all facilities for a technology based hands-on training is available throughout. It is the responsibility of the Programme Manager to ensure sufficient quantity of consumables for each of the sessions.
- Meeting of the FM SDEs shall be convened in all SDCs before the commencement of the skill courses for effective communication to the students regarding the class scheduling of skill courses also. It must be ensured that each of the students are tracked by the FM SDEs from the Institution they are assigned with in connection with the skill attendance. The Programme Manager shall handover the list of students of each of the ASAP Institutions, categorized into different skill courses for this purpose. The SDEs & Institution coordinators has to be informed, the schedule details of each of the skill courses so that they will be in a position to regularly communicate the details to the students.
- The existing SMS System of Foundation Module can also be utilized for the class intimation.
- SMS to the absentees shall be sent from mobile of Programme Managers / PE considering the daily limits of CUG plan. Absentees has to be very closely tracked as we had a delayed

start.

- PM Sector operations may be contacted for any day to day issues and support required, keeping cc to Training Division & Skill Coordination.
- Any information with regard to the skill training to the head quarters should be done only under intimation to the DPM, Training Division & Skill Coordination.
- Please make sure that the trainer approved from HQ only is engaging the sessions at SDC. Programme Manger shall verify the ID Card of trainer before permitting skill training.
- Quality Framework of the course is available under the Program menu in MIS. The excel sheet may be downloaded after confirming the TSP
- **Upkeeping of records** : All records pertaining to the conduct of skill courses shall be maintained and regularly updated by the SDC Programme Manager. It may kindly be noted that these details are to uploaded to ASAP MIS on a later point of time.
 - Admission register
 - Trainer attendance register – common for all
 - Student attendance register.
 - Quality Framework signed by trainer on daily basis.
 - Absentees Register with reasons properly recorded.
 - Skill Course Log Book.

5. Monitoring by DPM

5.1 All DPMs should verify that the recording of data as prescribed by this Circular are being done by the SDC PMs and are in a uniform structure to be uploaded to MIS at any time.

5.1. All District Programme Managers should verify these records and report to Head, Training within a fortnight of starting the course.

5.2. DPMs should have comprehensive picture of the skill training happening in the district from the point of the feasibility, quality training and permissive sanction from the headquarters.

Since earnest efforts are in progress for the operationalization of the Management Information System of ASAP which is expected anytime, we have to be ready with the totality of the data, which has to be entered into the system and proceed with the training through MIS at the earliest. All are requested to keep every information available in a ready to enter stage.

Sd/-

Haritha V Kumar IAS
Chief Executive Officer

To

1. All Senior Programme Managers and Programme Managers
2. All Heads of Division
3. SF / OC