



F.No 8/72/2018-Sch

भारत सरकार / Government of India

दिव्यांगजन सशक्तिकरण विभाग

Department of Empowerment of Persons with Disabilities (Divyangjan)

सामाजिक न्याय और अधिकारिता मंत्रालय/ Ministry of Social Justice & Empowerment

पाँचवा तल, बी विंग, पंडित दीनदयाल अंत्योदय भवन, सी जी ओ कॉम्प्लेक्स, लोधी रोड, नई दिल्ली -110003

5th Floor, B Wing, Pt. Deendayal Antyodaya Bhawan, CGO Complex, New Delhi-110003

Date: 20th Mar 2019

OFFICE MEMORANDUM

Subject: - Guidelines to streamline the procedure of training Center validation under National Action Plan (NAP) for Skill Development of Persons with Disabilities under SIPDA Scheme.

The undersigned is directed to refer to this Department's letter No. 16-31/2017-DD-I dated 17th Aug, 2018 notifying the revised Scheme for Implementation of Persons with Disabilities Act, 2016, concerning National Action Plan (NAP) for Skill Training of PwDs and to issue guidelines for validation of training centers willing/engaged in imparting skill training under NAP for information and compliance of all concerned.

2. This issues with the approval of Secretary, DEPwD.

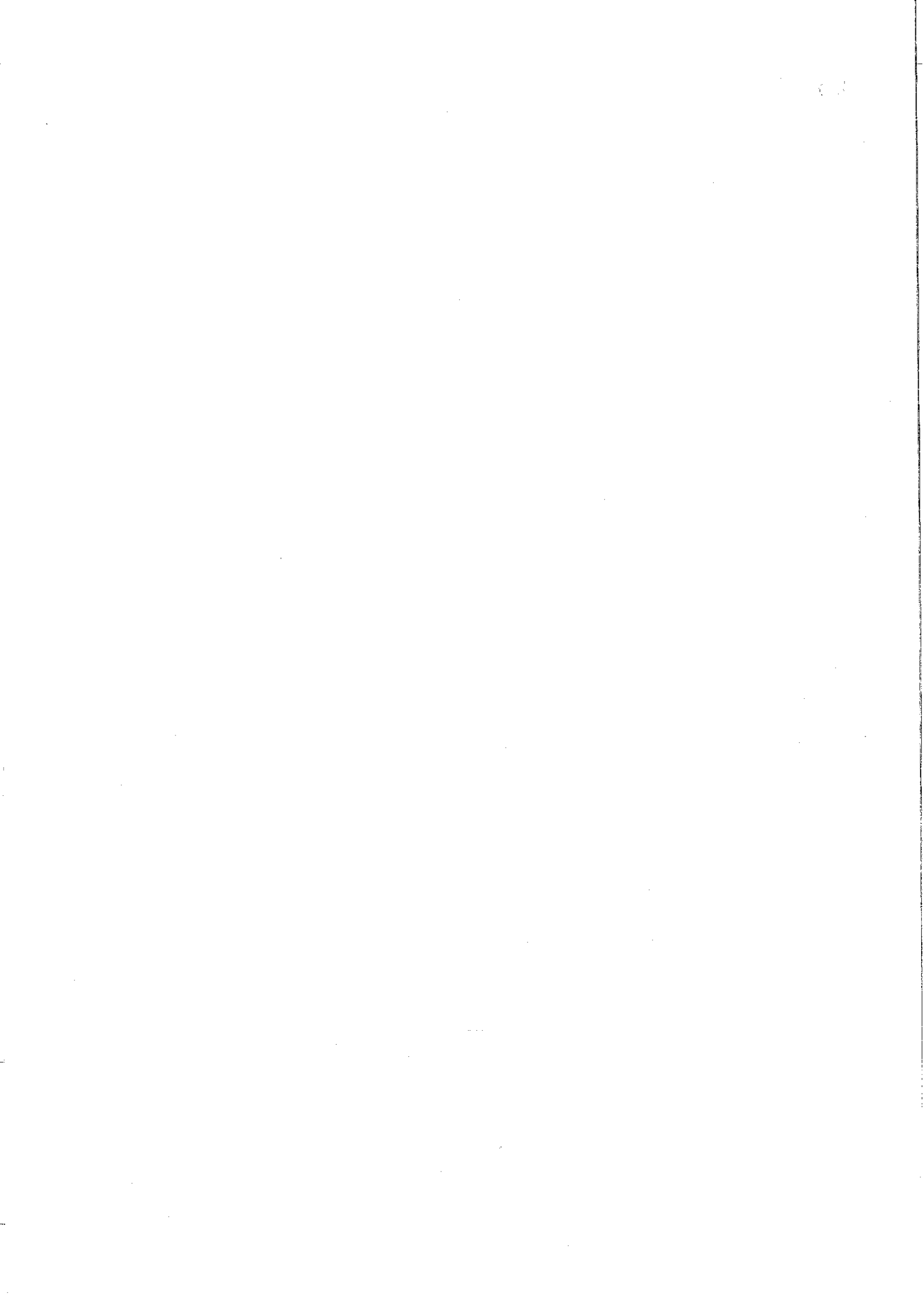
(Meena Kumari Sharma)

Under Secretary to the Govt. of India
Email: disabilityskilltraining@gmail.com

Enclosed: As Above

To

1. Chief Secretaries of all State Governments/Union Territories
2. PS to Minister (SJ &E)/PS to MOS (KPG)/PS to MOS (RA)/PS to MOS(RLK)/PS to Secy, DEPwD
3. PS to JS (PS)/PS to DDG
4. Directors of all National Institutes of DEPwD/ CMD, NHFDC
5. All the ETPs under SIPDA
6. NIC Cell for posting this O.M. on the website of the Department



**Guidelines for Validation of Training
Centers
under National Action Plan
Under SIPDA**

Validation of Training Centers

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Abbreviations and Acronyms

AEBAS	Aadhaar Enabled Biometric System
MIS	Management Information System
MSDE	Ministry of Skill Development and Entrepreneurship
NAP	National Action Plan
NSDC	National Skill Development Corporation
NSQF	National Skills Qualification Framework
PwD	Persons with Disabilities
RPWD	Right to Persons with Disabilities
SSC	Sector Skill Council
TC	Training Centre
TP	Training Partner
UNCRPD	United Nations convention on the Rights of Persons with Disabilities
VC	Video Conferencing

1. Background

According to census 2011, there are 26.8 million Persons with Disabilities in India. Which constitutes 2.21% of our population. These include Persons with Hearing Disability, Locomotor Disability, Visual Disability, Speech Disability, Intellectual Disability, Mental Illness, Multiple Disabilities and other benchmark disabilities as mentioned in the Schedule of the Right of Persons with Disabilities Act, 2016 .

India is a signatory to the UNCRPD which came into the effect from May 2008. The Government of India has enacted the RPWD Act which came into force from 19.04.2017 and it is aligned with the spirit of the UNCRDP.

The RPWD Act provides rights and entitlements for Persons with Disabilities and aims to foster inclusive development. It recognizes the needs of Persons with Disabilities and mandates the government to take appropriate measures for their empowerment and inclusion in the society so that they can live a dignified life independently.

Persons with Disabilities are one of the most marginalized segments in the society. Most of them do not have access to education, training and thus remains deprived of gainful employment.

Economic empowerment is one of the key elements of independent living and it comes through gainful wage employment or through self-employment. With a view to create a society inclusive of Persons with Disabilities, it is imperative to develop schemes and programmes to enhance skills of Persons with Disabilities to enable them to meet job requirements both in the Public and Private Sector. The National Action plan for Skill Training for Persons with Disabilities was launched by the Department in March 2015 to address this concern.

It has been marked that it is pertinent to create synergies between all stakeholders of the skill ecosystem, to coordinate and streamline multiple skill development initiatives undertaken by the Government of India. It is of critical importance that the processes that impact the quality of training at the Training Centres (TCs) are aligned across various schemes. In view of this, the center guidelines have been formulated for the scheme by this Department, hereafter referred to as *Center Guidelines*. These guidelines shall help in meeting the following objectives:

- a. To meet the challenge of skilling PwDs with speed and quality standards. The guidelines aim to provide an umbrella framework to all the skilling activities being carried out within the ambit of NAP under SIPDA, thereby providing quality benchmarks in the concept, establishment and running of the skill Center.
- b. To align skill development programs by different TPs to common standards and processes, and allow reduction in multiplicity of norms and parameters that result in avoidable difficulties in implementation of the scheme.
- c. To evaluate performance of the skill development programmes in an objective

manner.

- d. To foster excellence in TPs, building effectiveness in delivering competency based training, and to enable trainees and other stakeholders to make informed choices with regard to TCs.

2. Centre Validation

Centre Validation is a quality assurance process, under which required parameters of TPs are evaluated. To ensure that PwDs are provided quality training, it is realized that a well-defined validation process of the TCs is required. Validation encourages the TCs to pursue continual excellence.

The process involves mechanism of external evaluation by Officers of the Department or a Third Party Inspection Agency to determine if the prescribed qualitative standards are met by the TC.

3. Validation Standards

The Validation Standards inspected are related to the operations and services offered by the TCs to its trainees. These standards will be a set of practices and concepts, as laid down by the SSCs pertaining to each job role, that provide guidance to the TCs on all relevant aspects of skilling.

The Validation Standards applicable to a TC is a combination of certain parameters categorized as Part-A, Part-B standards and Additional standards.

The standards of the Part-A category are the mandatory common indicators related to infrastructure to be adhered to. It is necessary that a TC complies with all the Validation Standards of Part-A category to become a Validated TC.

The standards of the Part-B category are the job role specific indicators, on which the TC is required to comply with the standards & requirements of respective Sector Skill Council.

Additional standards are those indicators which the TPs are required to follow in the continued pursuit of excellence.

4. Centre Validation Process

To become a validated Centre, a TC is expected to go through the following steps, which are explained in the subsequent sub-sections.

- a. Request with Self-Assessment report in pro-forma
- b. Review of the Self-Assessment report by the Department
- c. On-site Inspection of the TC by the authorized representatives of the Department
- d. Final Recommendation by the Inspection Team

5. De-validation of a Training Centre

The Department may suspend or cancel the validation of a TC because of any of the following reasons, but not be limited to:

- a. Severe non-compliance or violation of the scheme specific guidelines
- b. Improper/misleading use of validation status
- c. Improper/misleading use of the application for validation prior to receiving the validation status
- d. Providing wrong/forged data in the application for validation, or at any point of time in any form during the scheme implementation
- e. Imparting training in the job role for which it is not validated
- f. Any other condition deemed appropriate by the Department

6. Metrics for Validation Standards

S. No.	Validation Standard Indicator	Eligible for validation
Part-A Standards		
Common Standards		
1	<i>Total Classroom area/ Capacity of Classrooms</i>	
A	10 Sq Ft / trainee or more	Yes
B	Less than 10 Sq Ft / trainee	Batch Size will be restricted as per the size.
2	<i>Total Lab area/ Capacity of the Labs</i>	
A	10 Sq Ft / trainee or more	Yes
B	Less than 10 Sq Ft / trainee	Batch Size will be restricted as per the size.

3	<i>Availability of Placement and Entrepreneurship Cell</i>	
A	Separate Counselling /Placement Desk and Entrepreneurship Cell (With availability of a dedicated/shared full time/part time PlacementCoordinator)	Yes
B	No separate Counselling /Placement Desk and Entrepreneurship Cell (Placement Coordinator is not deployed by the Training Centre)	No

Note for point no. 3:

It is mandatory to have Counselling /placement coordination area/desk along with a coordinator. The center may be given Conditional validation if it is not available. However, Centre will need to comply with this indicator before start of training, else, Conditional validation may be withdrawn.

4	<i>Type of Construction of the Building</i>	
A	Good quality building (Good construction quality)	Yes
B	Poor quality building (Poor construction quality)	No
5	<i>Availability of Aadhar-Enabled Biometric Attendance System (AEBAS)</i>	
A	Availability of AEBAS	Yes
B	Unavailability of AEBAS	No

Note for point no. 5:

As long as system (software) of AEBS is not provided, Non Aadaar enabled biometric system shall be acceptable. However, the TC will need to get AEBS ready biometric machines installed upon implementation of the same, else, Conditional Validation for Center may be withdrawn.

6	<i>Availability of CCTV cameras/ Video Conferencing facility</i>	
A	Availability of CCTV cameras in all the classrooms, labs, counseling area and/or reception area along with VC facility	Yes
B	Availability of CCTV cameras in all the classrooms and labs, but not in other areas	No
C	Availability of CCTV cameras in all the classrooms, and not in labs or other areas	No
D	Unavailability of CCTV camera at the Training Centre	No

Note for point no. 6:

It is mandatory to have CCTV in classroom, lab, and Counselling /placement coordination

area/desk. The center may be given Conditional validation if it is not available or partly available. However, Centre will need to comply with this indicator before start of training, else, Conditional validation may be withdrawn.

It may also be noted that VC facility at the center should either be available or made available before start of training otherwise conditional validation may be withdrawn.

7	<i>Availability of Internet Connectivity</i>	
A	Availability of the Internet connectivity with speed more than 1 MBPS at the Training Centre	Yes
B	Unavailability of Internet connectivity at the Training Centre	No
8.	<i>Availability of Power Backup</i>	
A	Availability of the Power backup facility at the Training Centre	Yes
B	Unavailability of the power backup facility at the Training Centre	No
<p>Note for point no. 8: Centers not having power back up facility may be given validation with the condition that it will upgrade its facilities before start of training, else, Conditional validation may be withdrawn.</p>		
9	<i>Availability of Printer/Photocopier at the Center</i>	
A	Availability of the printer/photocopier facility at the Training Centre	Yes
B	Unavailability of the printer/photocopier facility at the Training Centre	No
10	<i>Availability of accessible Separate Washroom facility for male and female trainees</i>	
A	Availability of accessible separate washroom facility for male and female trainees	Yes
B	Unavailability of accessible separate washroom facility for male and female trainees	No
<p>Note for point no. 10: Centers not having accessible and separate washroom facility may be given validation with the condition that it will upgrade its facilities, else, Conditional validation may be withdrawn.</p>		
11	<i>Availability of Safe/Clean Drinking Water</i>	
A	Availability of safe/clean drinking water facility	Yes
B	Unavailability of safe/clean drinking water facility	No
12	<i>Cleanliness and Hygiene Factor</i>	

A	Training Centre is acceptably clean	Yes
B	Training Centre is unhygienic and not clean	No
13	<i>Health and Safety Facilities</i>	
A	Availability of the First-Aid kit and fire fighting equipment	Yes
B	Unavailability of the Fire Fighting equipment and First-Aid kit	No

14	<i>Differently-abled friendliness details</i>	
A	Availability of ramps, Lifts and toilets for differently-abled people	Yes
B	Unavailability of ramps, Lifts and toilets for differently-abled people	Conditional
<p>Note for point No. 14 Only those centers having lift/ramp may be validated for all disabilities. Otherwise centers may be validated for specific disabilities as per available facilities.</p>		
15	<i>Availability of Sufficient Furniture</i>	
A	Availability of sufficient furniture in classroom/lab/Centers	Yes
B	Unavailability of sufficient furniture in classroom/lab/Centers	No

S. No.	Validation Standard Indicator	Eligible for validation
Part-B Standards		
Job Role Specific Standards		
1	<i>Total no. of trainees who can be simultaneously trained in a Centre in a month (for the job role) (Total number of qualified trainers for the job role, as per the prescribed minimum requirement of SSC)</i>	
A	30:1 or less than 30:1	Yes
B	more than 30:1	No
2	<i>Availability of Qualified Trainers (for a particular Job Role) (The Training Centre has qualified trainers as per the prescribed minimum requirement of SSC)</i>	
A	Trainers meet minimum educational qualification as well as minimum experience, as prescribed by SSC	Yes
B	Trainers don't meet minimum educational qualification criteria/experience criteria as prescribed by SSC	No

Note for point No. 2		
Reasonable relaxation allowed in experience but no relaxation allowed in qualification		
3	<i>Trainers certified by SSC (For a particular Job Role)</i>	
a	At least one trainer certified by SSC	Yes
b	At least one trainer not certified by SSC	No
4	<i>Availability of NSQF aligned training material (For each Job Role)</i>	
a	Availability of NSQF aligned training material for each job role	Yes
b	Unavailability/Partial Availability of NSQF aligned training material for each job role	No
5	<i>Availability of Equipment/ Tools/ Machinery in Lab (For each Job Role)</i>	
a	Lab is equipped with mandatory equipment (as per SSC specified mandatory list) for each job role	Yes
b	Lab is not equipped with mandatory equipment (as per SSC specified mandatory list) for each job role	No
<p>Note for point no. 5: In case Training Centre doesn't have mandatory equipment, Conditional Validation may be awarded. However, Centre will need to comply with this indicator of Conditional validation before start of training, else, Conditional validation may be withdrawn.</p>		

S. No.	Validation Standard Indicator	Eligible for validation
Additional Standards		
1	<i>Proximity of Public Transport System i.e Bus, Railway Station, Metro Station etc.</i>	
a	Upto 10 KM	Preferred
b	More than 10 KM	Not Preferred
2	<i>Air Conditioned Campus</i>	
a	Availability of Air Conditioning system in classroom as well as labs	Preferred
b	Non Availability of Air Conditioning system in classroom as well as labs	Not Preferred
3	<i>Availability of Enrolment Form</i>	

a	Availability of signed and filled enrolment form for PwDs	Preferred
b	Non availability of signed and filled enrolment form for PwDs	Not Preferred
4	<i>Organization of Job Fairs in Six Months</i>	
a	If at least one job fair is organized in last Six Months with press/media coverage	Preferred
b	If no job fair is organized in last Six Months with press/media coverage	Not Preferred
5	<i>Mobilization of PwDs</i>	
a	If at least one Kaushal Mela is organized in last Six Months with press/media coverage	Preferred
b	If no Kaushal Mela is organized in last Six Months with press/media coverage	Not Preferred
<p>Note for point no. 1-5: All these conditions are to be met by the TP in their pursuit for excellence in imparting training.</p>		

**PROFORMA FOR "SELF ASSESSMENT REPORT" FOR GRANT IN AID FROM MINISTRY OF SOCIAL JUSTICE & EMPOWERMENT , DEPARTMENT OF EMPOWERMENT OF PERSONS WITH DISABILITIES UNDER NAP UNDER SIPADA
(To be filled by Training Partner)**

1. Date

2. Name and Complete Postal Address of the Organization with Pin-code (Registered office), Telephone No. (with STD code) , Mobile No., Fax & email and website address

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3. Details of Authorized Person(s) of the Organization

Name of Authorized Person	Designation	Mobile No.	E mail

4. Nature of the organization :

Type of Org (Society/Trust/Company/Govt. Organisation)	
Act under which registered (Please specify)	
Date of registration	
Period up to which registration is valid	

5. Whether organisation is registered under Right to Persons with Disabilities Act, 2016- Yes /No -
If Yes -

Date of registration	
Period up to which registration is valid	

6. Whether organization is affiliated to NSDC/ Any other Sector Skill Council - Yes /No

Name of SSC through which it is affiliated	
Date of affiliation	
Period up to which affiliation is valid	

7. TRAINING CENTRE DETAILS	
(i) General Details	
Training Centre Name	
Whether owned or rented (If rented , attach valid ownership documents/ rent agreements)	
Contact Details of Authorized Representative	
Name	
Mobile	
Alternate Number	
Email ID	
Name of Centre Principal/ Director	
Contact Number of Centre Principal/ Director	
Email Address of Centre Principal/ Director	
Centre Address	
Address Line 1	
State/UT	
District/City	
Sub District (Tehsil/Mandal)	
Landmark	
Pin Code	
Area Classification of Centre, please specify from below options: 1. Urban 2. Rural	

<p>Previous State of the Building, please specify from below options:</p> <ol style="list-style-type: none"> 1. School 2. College 3. University 4. Private Institute 5. ITI 6. Polytechnic 7. Any other 	
If any other, please specify	
Is Training partner currently functional, please specify Yes/ No	
If yes, please specify the nature of training currently under progress	
Whether these courses are Degree/Diploma/Vocational/Skill training/ Others (Please specify)	
Whether courses that is currently being offered are NSQF aligned	
<p>Availability of Internet, please specify from below options:</p> <ol style="list-style-type: none"> 1. Speed of 1 MBPS and above 2. Speed of Less Than 1 MBPS 4. Internet not Available 5. If internet is available, whether it is also available in classroom as well as lab 	
Whether below mentioned facilities are available Yes/ No (Please specify)	
<ol style="list-style-type: none"> 1. Aadhaar enabled biometric attendance system 2. Adequate Power Backup (UPS/ GenSet/Inverter) 3. Photocopier 4. Printer 	
Commendations and International Affiliations	
Affiliation Name	
<p>Type of Affiliation, please specify from below options:</p> <ol style="list-style-type: none"> 1. National 2. International 	
Date of Affiliation from	
Date of Affiliation to	
Brief Description of the Affiliation	
<p>Total Training Centre Area (in Sq. Ft.) (The Total Centre Area should be a sum of Total Classroom Area, Total Lab Area, and other Centre Areas)</p>	

(ii) Details of Divyangjan Friendliness	
(Please attach Photographs)	
Availability of Ramps at the entrance of the Centre, please specify Yes/ No	
Whether the whole training center is situated on Ground Floor, please specify Yes/ No	
Availability of Lifts in case the Centre is extended to other floors (besides ground floor), please specify Yes/ No	
Availability of accessible toilets at the Centre, please specify Yes/ No	
(iii) Hygiene and Sanitation	
Availability of a Dedicated Housekeeping Staff, please specify Yes/ No	
Washroom is Clean and Hygienic, please specify Yes/ No	
Availability of Safe Drinking Water, please specify Yes/No	
(iv) Medical & Safety	
Availability of Fire Fighting Equipment, please specify Yes/ No	
Fire safety instructions displayed at the Centre, please specify Yes/ No	
Availability of First Aid Kit, please specify Yes/ No	
Contact of Fire Brigade , Ambulance, Hospital, Emergency Numbers displayed in the Reception Area, please specify Yes/ No	
(v) Details of Mobilization Capacity	
Whether Organisation has previously mobilized PwDs for any training project, please specify Yes/ No	
If yes, please specify number of PwDs mobilized	
If no, please share brief details of mobilization plan	
Whether organisation has any MoU with entities such as NGO for mobilizing PwDs	
Please specify methodology used for mobilizing PwDs (Ads/Camps/ Awareness Campaigns etc)	

(vi) Classroom Details (Please attach separate sheets in respect of each classroom) (Please attach Photographs)	
Please specify the total number of Classrooms in your Training Centre -	
Carpet Area (In Sq.Ft)	
Whether Classroom is accessible for PwDs	
Availability of CCTV Camera with Recording Facility, please specify Yes/ No	
Whether facility of transmitting CCTV feed is available, please specify Yes/ No	
Proposed Batch Size (for this Class Room)	
Proposed Number of shifts per day in this classroom, please specify in number (1 or 2)	
Whether sufficient furniture is available for proposed number of batches	
Is the Classroom clean and hygienic, please specify Yes/ No	
Categories of PwDs for which classroom is suitable, please specify	
Remark(If any):	

(vii) Lab Details (Please attach separate sheets in respect of each Lab) (Please attach Photographs)	
Please specify the total number of labs in your Training Centre:	
Lab Type, please specify from below options: 1. IT/ Computer Lab 2. Sector Specific (trade) Lab	
Whether Lab is accessible for PwDs	
Is the Lab situated in a different room or in the Classroom, please specify Yes/ No	
Total Number of Computers/ Laptops in IT Lab	
Total Number of other equipment (Job role specific requirement) in Sector Specific (trade) Lab, Please	

mention type of equipment	
Availability Of Air Conditioner, please specify Yes/ No	
Availability of CCTV Camera with Recording Facility, please specify Yes/ No	
Whether facility of transmitting CCTV feed is available, please specify Yes/ No	
Lab used for which Job Roles, please specify	
Remark(If any):	

(viii) Centre Area Details (Please attach Photographs)	
Note: Please enter the Area details of all the Rooms other than Classrooms and Labs. This will enable to capture the total area of the Centre in square foot	
Please Specify Yes/No, If yes then mention Size of Area	
1. Counselling Area	
2. Reception Area	
3. Library	
4. Placement And Entrepreneurship Cell	
5. Pantry	
6. Washrooms	
7. Recreation room/area (Where Training is not conducted)	
8. Parking if any	
9. Any Other Centre Space	
10. Any outside area which is a part of the Centre	
Total Carpet Area (In Sq.Ft)	
Is all the area accessible for PwDs (Mention such area which are not accessible)	

Availability of CCTV Camera with Recording Facility, please specify Yes/ No (Not applicable in case of Washroom)	
Whether facility of transmitting CCTV feed is available, please specify Yes/ No	
Whether rooms in this area are well ventilated, please specify Yes/ No	
Whether the whole area clean and hygienic, please specify Yes/ No	
Remarks(If any):	

8. Job Roles Details (Attach separate sheets , if required): Details of such job role which the organisation is willing to impart at the center		
	Job Role 1	Job Role 2
Skill Sector (Please mention name of Sector Skill Council)		
Job Role 1 (Please mention name of trade)		
Is the Trainee to Trainer Ratio in the range of 10:1 to 30:1 for all the batches, please specify from below options: 1. 10:1 2. 20:1 3. 30:1		
Total Number of Parallel Batches You Plan to Run for this Job Role at a Given Point of Time, please specify a number		
Remarks(If any):		

9. Add Trainer's Detail (Attach Separate Sheet in respect of each trainer)	
Details of Trainer No 1 (Please fill in the details of all Trainers in tables below)	
Trainer Name	
Aadhaar No. (Aadhaar No is not mandatory in NE and J&K)	
Whether Permanent or Contractual	
Trainer Identified for which Job Role and Certified for which SSC (Add more Job roles, if applicable)	
Job Role 1, please specify Job Role	
Trainer's Certified for which SSC, Please specify name of SSC	
Does Trainer have Minimum Qualification as per SSC criteria (Please specify Yes/ NO)	
Job Role 2, please specify Job Role, Please specify name of SSC	
Trainer's Certified for which SSC	
Does Trainer have Minimum Qualification as per SSC criteria (Please specify Yes/ NO)	

10. Equipment (Attach Separate Sheet in respect of each Job role)	
(Please attach Photographs)	
	Job Role 1
Job Role Name, please specify	
Equipment Name, please refer to Equipment list in the Model Curriculum of the Job role	
Mandatory	
Quantity	
Unit Type	

Remarks in case Mandatory Equipment is not Available	
Job Role Name, please specify	Job Role 2
Equipment Name, please refer to Equipment list	
Mandatory	
Quantity	
Unit Type	
Remarks in case Mandatory Equipment is not Available	

11. Maintenance of Records (Whether following records are being maintained)		
	Yes	No
Cash Book		
Ledger		
Register of Assets		
Fee Register (If applicable)		
Attendance Register for trainees		
Payment Register for Trainers		
Payment Register for stipend to trainees		

12. Sign and stamp of the authorized signatory of the organization to certify that the information given at above 11 points are true.

Date :
Place :

Signature with stamp
Full Name (In capital letters) :

Photographs to be captured

1. Training center with clearly visible name along with address on board/signage
2. Biometric Device
3. CCTV/Video Conferencing facilities
4. Internet bill (where plan details are mentioned)
5. Front/Back view of the building
6. Left side/Right side view of the building
7. Accessibility features such as ramp/lift/accessible washrooms etc
8. Approach road to the center
9. Equipment
10. Furniture
11. Class room /Lab/Placement cell area/Counselling area

