

F. No.-B-12011/01/2016-SDE (Part II)
Government of India
Ministry of Skill Development and Entrepreneurship
(Division II - Wing II)

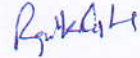
Shivaji Stadium Annexe,
New Delhi - 110001.
Dated: 06.03.2019

OFFICE MEMORANDUM

Sub: Guidelines for validation of residential facilities on SMART - reg.

The undersigned is directed to enclose the copy of the guidelines for validation of residential facilities on SMART which is approved by the competent authority (MSDE). In this regard, NSDC is requested that dissemination of these guidelines should be done at the earliest. It is also requested to upload these guidelines on NSDC website at the earliest.

Encl: As above



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To,

CEO & MD, NSDC
(Shri Manish Kumar)
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Copy to:

1. PS to Hon'ble Minister, SDE
2. PS to Hon'ble MoS, SDE
3. PS to Secretary, MSFDE
4. PS to Joint Secretary (Skill Development), MSDE
5. SMART team, NSDC

Guidelines for validation of Residential Facilities on SMART

Date: 06th March, 2019

Disclaimer:

Kindly note that approval of Residential Facility through SMART does not directly guarantee reimbursement for boarding and lodging of trainees under any scheme. The below guidelines are drafted to assist Training Centres who have scheme approved residential training target allocation and are seeking residential facility approval in SMART. Kindly refer to the respective scheme guidelines to know more about boarding and lodging payout policies.

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1. Background

Skill India is a Government of India initiative which has been launched to empower the youth of the country with skillsets that make them employable and more productive in their work environment. As India moves progressively towards becoming a global knowledge economy, it must meet the aspirations of youth and aim towards skilling them with the best possible standards. It is pertinent to create synergies among the stakeholders of the skills 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.

The Accreditation and Affiliation of Training Centres is a quality assurance process, under which Training Centres (TCs) are evaluated against pre-determined parameters to ensure standardization of training infrastructure. Proper training infrastructure is a pre requisite to providing quality training for all trainees. Considering that Training centre Accreditation and Affiliation through SMART is adopted by multiple Skill Development schemes to ascertain quality and adherence to standards and specification for running a Skills Training Centre, this guidelines is intended to set the quality standards and specifications required for Residential facilities attached to a Skills Training Centre..

This process will help in ensuring that the TC has met prescribed qualitative and quantitative standards required for running a residential skills training centre which are imperative from respective schemes' perspective. It is to be noted that these guidelines shall be reviewed periodically, depending upon the feedback from stakeholders and learnings during implementation of various schemes. All updates shall be published on NSDC and SMART website. The stakeholders are advised to regularly check the websites for amendments/changes, if any.

1.1 Services offered on SMART for Residential Facility validation

- i. Web based application
- ii. Mobile App based TC CAAF submission, Inspection & Continuous Monitoring
- iii. Online repository of details at Pan India level
- iv. E-Payment of residential facility evaluation
- v. Physical Inspection of each TC based on the information submitted related to residential facility
- vi. Standardization of infrastructure

2. About Residential Facility Validation

Residential Facility Validation is a quality assurance process, under which residential facility mentioned by TCs are evaluated against the required parameters. The parameters are designed to ensure safety, security and a comfortable stay for the trainees at the residential facility keeping in mind the ultimate objective of making the trainees employable. The process involves a combined mechanism of self-evaluation by the TCs and an external evaluation by a Third Party Inspection Agency, hereafter referred to as “Inspection Agency”, to determine if the prescribed standards are met by the residential facility offered by the TC.

2.1.1 Objectives

Residential Facility validation shall help in meeting following objectives:

- i. To evaluate the facilities available in an objective manner.
- ii. To standardise the residential facilities offered across all the Centres.
- iii. To provide a safe, secure and comfortable residential facility.

2.1.2 Residential Facility Standards

The Residential Facility Standards are related to a set of infrastructural norms, practices and concepts, that will provide guidance to the TCs on the relevant aspects. For the metrics, please refer section 2.1.4 (parameters to be checked during physical inspection).

2.1.3 Residential Facility validation process on SMART

The process for Residential Facility validation is detailed below:

Step 1: Interested entities can register their residential facility details on SMART. The application submitted by the TC is desk evaluated by a third party. Once a TC is found compliant to the parameters of Residential Facility basis desk evaluation, it is allowed ‘Deemed Ready’ status.

In this, the desk evaluation of the Training Centre Residential Facility is undertaken by NSDC empanelled Inspection Agency.

Stage 2: Once a Training Centre attains “Deemed Ready” status, and gets recommendation from respective scheme meaning there by that the said scheme/SSDM would allocate the targets to that center subject to various conditions, it would be physically inspected. The authorised Inspector to carry out following tasks:

- i. Visit the the residential facility as per the proposed visit date and conduct the inspection.

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- ii. Upload the Aadhaar Card details through Inspector's mobile application (approved/recommended by NSDC).
- iii. Conduct the inspection as per the Residential Metrics.
- iv. Cross check and match the information provided in CAAF by the TC.
- v. Check the original documents/ photographs as mentioned in the section 2.1.4 (parameters to be checked during physical inspection). The inspector will submit the findings of the Visit through the inspector's app.

The empanelled Inspection Agency/ SSDMs will carry out following tasks to complete the Quality Check process for final report marking:

- i. Login on the website through their credentials and execute the QC operations real time.
- ii. Check the authenticity of the documents/ data during the processes carried out.
- iii. Review the data captured and remarks submitted by Inspector.
- iv. Mark the facility as 'Qualified' or 'Not Qualified'.

2.1.4 Parameters to be checked during physical inspection

Indicative parameters along with the applicable proofs/ documents to be checked during Physical Inspection of Residential facility are covered in the metrics below:

Mandatory Parameters- Draft		Centre's compliance for Accreditation	Proofs/ Documents Required
Sl. No.	Accreditation Standard		
1	Room area/ Capacity of Room (For each room):		<ul style="list-style-type: none"> Specify Area along with Floor plan approved by Architect/ Government Designated Authority In small towns/rural areas [areas (Z category and any rural areas and any area not notified as a municipal/ town area) as defined under Common Norms], a self certifying floor plan could be accepted as a record. Pictorial evidence to be provided Original documents may be required during physical inspection
	Minimum space requirement per occupant in each room is 35 sq. ft. Minimum size of the room to be 70 sq. ft. Minimum height of the ceiling to be 9 ft.	Yes	
	If the room is not meeting the above criteria	No	
2	Door and Window in the Room		<ul style="list-style-type: none"> Door locks must be in working condition Pictures of all Doors and Windows along with the locks In case hostel is in basement, picture of an Airconditioner will be required; Airconditioner must be in working condition Will be verified during Physical Inspection
	<p>Availability of Window for cross ventilation. The windows must have doors with working lock. Minimum size of the window to be 3ft. x 2 ft. (HxW).</p> <p>Availability of door at the entrance of the room, the lock must be working properly from inside and outside. Minimum size of the door to be 6ft. 6in.x 2ft. 6in.</p> <p>If the hostel is in basement, centralized airconditioning is mandatory</p> <p>A minimum of One (qty) - 1 Ton AC has to be available per 80-120 sq.ft..</p>	Yes	

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	If the room is not meeting the above criteria	No	
3	Amenities in the Room		
3 a			
	Amenity	Minimum Quantity Per Trainee	
	<p>Cot Minimum size of the bed/cot to be 6ft (length) x 3ft. (width). The bed/cot can be with Wooden frame or Metal frame. In case of Bunk Beds, the bed should not exceed 2 stories (1 bunk bed/ 70 sq. ft.).</p>	1	<ul style="list-style-type: none"> • Picture of Cot • Will be verified during Physical Inspection
	<p>Mattress Type of mattress - cotton/foam/fiber; Size- minimum thickness 5 in. for foam/fiber; minimum thickness 3 inches for cotton mattress.</p>	1	<ul style="list-style-type: none"> • Picture of Mattress • Will be verified during Physical Inspection
	<p>Pillow</p>	1	<ul style="list-style-type: none"> • Picture of Pillow • Will be verified during Physical Inspection
	<p>Trunk with lock, minimum size of the trunk to be 30x18x12 inches</p> <p>Cupboard/Almirah with locking arrangement Minimum volume of the cupboard to be 6480 sq. in. (same as trunk). A deviation of 20% in the dimensions (height/width/depth), than that of the trunk, is permissible for the cupboard/almirah.</p>	1	<ul style="list-style-type: none"> • Picture of Cupboard/ Trunk along with the size • The locks for Cupboard/ Trunk must be in working condition • Will be verified during Physical Inspection
		Yes	

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3 b	Amenity	Minimum Quantity Per Room		
	LED/CFL/Incandescent light bulb (1000 -1400 lumens) Power: LED (min. 12W)/ CFL (min. 18W)/ Incandescent (min. 75W)	1 bulb per 70 sq. ft.		<ul style="list-style-type: none"> • Picture of LED/ CFL Light Bulb • LED/ CFL Light Bulb must be in working condition • Will be verified during Physical Inspection
	Ceiling Fan 2 Wall mounted Fan per 100 sq ft 1 Ceiling Fan per 100 sq ft <i>A deviation of 30 percent may be allowed in the floor area</i> <i>Exempted for Hilly Regions (One plug point with capacity 230V, 50 Hz to be available per 70 sq.ft for room heater)</i>	1 per room		<ul style="list-style-type: none"> • Picture of Fans • Fans must be in working condition • Will be verified during Physical Inspection
	Plug Point Two regular plug points per 70 sq. ft.	2 per 70 sq. ft.		<ul style="list-style-type: none"> • Picture of Plug Points • Plug Points must be in working condition and should be properly covered and secured • Will be verified during Physical Inspection
	If the room is not meeting the above criteria		No	
4	Distance From Training Centre			
	Within 7 KM from TC. If the distance is greater than 1.5 kms, to and fro transportation facility to be provided.		Yes	<ul style="list-style-type: none"> • Google map Snapshot to be required • Will be verified during Physical Inspection
	If Not meeting the above criteria		No	
5	Type of Construction of the Building of the Residential Facility			

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	<p>All walls of the Residential Facility should be well plastered, colored / distempered/ whitewashed. The floor should be cemented/ tiled/ mosaic/ ceramic/ hardwood/ laminate/ marble. Walls/partition between rooms must connect the floor to the roof. There should not be any gap between the roof, the partition and the floor. The rooms must be 100% covered by the roof. <i>(The partition can be brick wall/ wooden/gypsum board)</i></p> <p>All the wires and switchboards in the residential facility should properly covered and secured.</p> <p>Proper Segregation of hostels for male & female candidates. Separate entrances for male and female facility if the hostel is in the same building. (Male and female facilities can be on different floors of the same building but with dedicated entries)</p>	Yes	<ul style="list-style-type: none"> • Hostel has pre Fabricated / Non Pre fabricated structure. • All walls of the Hostel including Classrooms, Laboratories, Library, Reception, etc. should be well plastered, colored / distempered/ whitewashed • The floor of the Hostel including Classrooms, Laboratories, etc. should be cemented and preferably tiled • Pictures of the above mentioned structures • Will be verified during Physical Inspection
	Non-compliance to any of the above	No	
6	Availability of Toilet		
	<p>Availability of Male Toilet if a Male Residential Facility. Availability of Female Toilet if a Female Residential Facility.</p> <p>1: 10 toilet : inmate, for standalone toilet 1:7 toilet : inmate, in case of bathroom plus toilet</p>	Yes	<ul style="list-style-type: none"> • Toilets and Bathrooms should be functional with availability of clean water and soap • Dustbins must be available • Pictorial evidence of the above two points • Will be verified during Physical Inspection
	Non-compliance to any of the above	No	
7	Availability of Bathroom		
	Availability of 1 Bathroom per 10 trainee, in case of standalone bathrooms	Yes	<ul style="list-style-type: none"> • Bathrooms should be functional with availability of clean water and soap

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			<ul style="list-style-type: none"> • Pictorial evidence of the above two points • Will be verified during Physical Inspection
	Non-compliance to any of the above	No	
8	Cleanliness and Hygiene		
	<p>Availability of a dedicated housekeeping staff at the Residential Facility.</p> <p>Availability of safe/clean drinking water facility in the form of Reverse Osmosis (RO) / Water purifier/ Packaged drinking water/ Packaged drinking water dispenser.</p> <p>Availability of dustbin in each room & floor of the residential facility</p> <p>Dustbin size: 5L-10L/ 70 sq. ft. for rooms. 10L in dining area</p>	Yes	<ul style="list-style-type: none"> • Housekeeping staff's attendance record to be maintained; Pictorial Evidence required • Drinking water facility must be in working condition; Pictorial Evidence required • Dustbins pictorial evidence to be captured • Will be verified during Physical Inspection
	Non-compliance to any of the above	No	
9	Power Backup for the Residential Facility		
	<p>Availability of power backup covering basic facilities such as lights and fans in the rooms. (Power backup should be able to power lights and fans in all rooms and common areas.)</p>	Yes	<ul style="list-style-type: none"> • Power backup facility must be in working condition • Pictorial Evidence required • Will be verified during Physical Inspection
	Non-compliance to the above	No	
10	Health Facilities : First- Aid Kit		
	<p>Availability of the First-Aid kit as per below mentioned norms</p> <p>First-Aid kit should contain below mentioned items, and the First aid box should be wall mounted (accessible to all):</p> <p>1. Emergency telephone numbers for emergency medical services</p>	Yes	<ul style="list-style-type: none"> • Doctor's number to be active and must regularly be updated • Pictorial evidence of First Aid Kit and Doctors' number display • Will be verified during Physical Inspection

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	<p>2. Sterile gauze pads (dressings) in small and large squares to place over wounds</p> <p>3. Disinfectants like Dettol or Savlon</p> <p>4. Medicines like pain killers</p> <p>5. Roller bandages to hold dressings in place</p> <p>6. Adhesive tape / Adhesive bandages in assorted sizes</p> <p>7. Scissors and Tweezers</p> <p>8. Antiseptic wipes or soap</p> <p>9. Thermometer</p> <p>AND</p> <p>Availability of women doctor on call (if female hostel)</p> <p>Availability of men doctor on call (if male hostel)</p>		
	Non-compliance to the above	No	
11	Safety Facilities : Fire Fighting Equipment		
	<p>Availability of the Fire Fighting equipment as per below mentioned norms (2 fire extinguisher cylinders per floor)</p> <p>1. Fire-Fighting Equipment - At least one of the following equipment to be available with Fire safety instructions should be well displayed at key areas of the residential facility along with Fire extinguisher:</p> <ol style="list-style-type: none"> 1. Water based Fire Extinguisher 2. Foam based Fire Extinguisher 3. Dry Powder based Fire Extinguisher 4. Carbon dioxide based Fire extinguisher 5. Wet Chemical based Fire Extinguisher <p>AND</p> <p>2. Contact number for fire brigade, hospital, ambulance and other emergency numbers should be well displayed in hostel common areas such as Reception area/mess etc.</p> <p>AND</p> <p>3. Emergency Exit directions</p>	Yes	<ul style="list-style-type: none"> • Pictorial evidence of Fire Fighting Equipment and emergency number display • Will be verified during Physical Inspection
	Non-compliance to the above	No	
12	Security and Safety		

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	<p>Availability of Security Guards(Female Security Guard preferable for Female Hostel) Availability of Female warden (If female hostel) Availability of Male Warden (If Male hostel)</p>	Yes	<ul style="list-style-type: none"> • Guard's attendance record to be maintained (Annexure 3) • Warden's attendance record to be maintained (Annexure 3) • Pictorial evidence of the above mentioned records • Will be verified during Physical Inspection
	Non-compliance to the above	No	
13	CCTV Camera		
	Availability of separate CCTV with Recording Facility at the entrances of both male and female facilities.	Yes	<ul style="list-style-type: none"> • CCTV cameras must be in working condition with the recording available for past 1 week (minimum) • Pictorial evidence of CCTV camera • Will be verified during Physical Inspection
	Non availability of CCTV with Recording Facility at entrance	No	
14	Aadhar Enabled Biometric Attendance System (AEBAS) (1:200 machine: inmate)		
	Availability of AEBAS	Yes	<ul style="list-style-type: none"> • UIDAI logo on the AEBAS device OR • Availability of BAS Android App on the Wall Mounted Tablet Device • OR • Biometric Attendance System Application installed on Desktop (along with availability of USB Biometric device) • OR • Device is on boarded and activated on the attendance portal through the Nodal Officer Login (Screenshot to be

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			<p>taken)</p> <ul style="list-style-type: none"> • Pictorial evidence of above mentioned applicable option to be provided • Will be verified during Physical Inspection <p><i>Exception: The Training Centre of North-East (NE) and Jammu & Kashmir (J&K) region are exempted as of now , however, Centres should preferably have AEBAS. In all the other States, AEBAS is mandatory</i></p>
	Non Availability of AEBAS	No	
15 a	<p style="text-align: center;">Dining Area</p> <p>(minimum area per inmate= 2.3 sq ft)</p>		
	Minimum available area more than 100 sq. ft.	Yes	<ul style="list-style-type: none"> • Specify Area along with Floor plan approved by Architect/ Government Designated Authority • In small towns/rural areas [areas (Z category and any rural areas and any area not notified as a municipal/ town area) as defined under Common Norms], a self certifying floor plan could be accepted as a record. • Pictorial evidence to be provided • Will be verified during Physical Inspection
	Minimum available area less than 100 sq ft	No	
15 b	<p style="text-align: center;">Dining + Recreational Area</p> <p>(minimum area per inmate= 4 sq ft)</p>		

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	Minimum available area more than 175 sq. ft.	Yes	<ul style="list-style-type: none"> Specify Area along with Floor plan approved by Architect/ Government Designated Authority In small towns/rural areas [areas (Z category and any rural areas and any area not notified as a municipal/ town area) as defined under Common Norms], a self certifying floor plan could be accepted as a record. Pictorial evidence to be provided Will be verified during Physical Inspection
	Minimum available area less than 175 sq ft	No	
16	Grievance Register		
	Availability of Grievance register or a dedicated Email ID for raising grievances	Yes	<ul style="list-style-type: none"> Grievance register to be maintained in the format defined in Annexure 2 Pictorial evidence to be provided Will be verified during Physical Inspection
	Non available of Grievance register	No	
17	Code of Conduct		
	Code of Conduct displayed in centre common areas	Yes	<ul style="list-style-type: none"> Code of conduct display to be available in the format defined in Annexure 1 Pictorial evidence to be provided Will be verified during Physical Inspection
	Code of Conduct not displayed in centre common areas	No	
18	Menu and Display of Meal Timing		
	Breakfast, lunch and dinner timing should be displayed in	Yes	<ul style="list-style-type: none"> Pictorial evidence of the Breakfast, lunch and dinner timings to be

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the dining area

Menu Specification

Lunch/Dinner

Dal/ Sambhar/ Rasam

Seasonal vegetable

Rice/ pulao

Chappatis/Parathas/Puris

Breakfast

Continental as well as Indian foods.

Tea/ Coffee/ Milk/ Curd or any other milk product

Note: If the local cuisine is different the same can be provided in consultation with the students instead of what is given above.

Evening Snacks/ Tea

To be served as appropriate

Note:

i. The meal will be provided “Full Diet/Stomach” basis for

provided

- Will be verified during Physical Inspection

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	<p>lunch and dinner with at least one cereal unlimited</p> <p>ii. Egg should be served once a week.</p> <p>iii. Once a week non-vegetarians should be served with mutton/chicken/any other local non vegetarian item and vegetarians should be served</p>		
	Non availability of meal timing	No	

2.1.5 Compliance with Residential Facility requirements

The parameters listed in the aforementioned section are non-negotiable compliance parameters i.e. any residential facility must qualify all these parameters for getting the status as 'Deemed Ready' during desktop assessment stage and 'Qualified' during Physical Inspection stage.

The Residential Facility compliance will not have any impact on the Training Centre Accreditation Status and Score as the facility assessment and inspection will be independent of that of Centre. For example, in case a Training Centre is marked as Qualified whereas the Residential Facility is not complying with one or more parameter then there will not be any impact on the Training Centre qualification status.

3. Appeal to the Accreditation Committee

The appeal process to be followed as per the Centre Accreditation and Affiliation Guidelines.

4. Continuous Monitoring

The Continuous Monitoring report with Self-Audit Report (SAR) will help in tracking and monitoring the already Qualified Residential Facilities. The purpose of continuous monitoring, is to get an accurate insight into the infrastructure, and other details those were furnished at the time of inspection and basis which the facility was accorded Qualified status.

The continuous monitoring of the training centres will be conducted with the help of Mobile application and surprise visits may get conducted.

5. Amount to be paid for Desktop Assessment and Inspection of Residential Facility

The fees to be paid for Desktop Assessment and Inspection of Residential Facility is detailed in the table below:

S.No.	Type of Fees	Applicable Condition	Amount to be Paid
1	Desktop Assessment Fees	New CAAF is submitted with or without residential facility	INR 3,000
2	Desktop Assessment Fees	Changes are made to the entire CAAF including residential facility	INR 3,000
3	Desktop Assessment Fees	Changes are made only to the residential facility parameters in the CAAF	INR 3,000
4	Inspection Fees	The Recommended Centre along with Residential Facility to be	INR 10,000 + INR 1,000 per Job Role + INR 2,500 per

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		visited	Residential Facility Type (Male/Female/Transgender)
5	Inspection Fees	Only Residential Facility to be visited for a 'Recommended Centre' (Please note that no inspection will be conducted for the Non-Recommended Centre)	INR 10,000

6. Annexures

Annexure 1: Code Of Conduct for Residents

Residential Facility Code of Conduct

- a. Hostel Inmates to maintain discipline and decorum everywhere in general and around the hostel complex always.
- b. Ragging in any form is strictly prohibited, if someone found guilty, severe action will be taken.
- c. Possession, distribution and/or consumption of alcoholic beverages, prohibited drugs, any form of narcotics, chewable tobacco, gambling in hostel is a serious offence and is strictly prohibited.
- d. Trespassing from Boys hostel to Girls hostel and vice versa is strictly prohibited.
- e. Hostel Residents are responsible for keeping their rooms and the common areas clean and tidy always. All fans, lights and electrical appliances must be switched off when not in use.
- f. Students of the allotted rooms shall be responsible for the maintenance and upkeep of their respective rooms and the space/corridor outside including furniture.
- g. Every case of illness and accident must be reported immediately to the hostel authorities.
- h. All matters relating to differences among students and complaints against theft shall be brought to the notice of the hostel management.
- i. All visitors must first make an entry in the register at the Security cabin and provide all details and documents as requested by the Security personnel before entering the visitor's area of the hostel complex (Visitor's Record Register is given at **Annexure 4**).
- j. Any Inmate who find his/her room-mate missing for more than 24 hours, must report to the warden/caretaker immediately. This is to enable the hostel authorities to take necessary action.

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k. In case of any emergency, please contact the Care takers, Assistant wardens staying in the hostel premises or call authorities. Important telephone numbers are provided and displayed in hostel premises.

l. All the students should take prior approval from the Warden before leaving for their homes or to any field visit/tour/meet etc. Violation of this rule will lead to disciplinary action

m. Any other point other than the above mentioned points deemed necessary/ fit by competent authority for the betterment of all residing in the hostel will be intimated separately.

Issuing Authority

Name:

Designation:

