

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

Shivaji Stadium Annexe,
New Delhi – 110001
Dated: 22.11.2018

OFFICE MEMORANDUM

Subject:- Revised Accreditation Standards Grading Metrics for accreditation and affiliation of training centres under the skilling ecosystem-reg.

The undersigned is directed to convey the approval of Chairman, Steering Committee under PMKVY on the Revised Accreditation Standards Grading Metrics for accreditation and affiliation of training centres under the skilling ecosystem. In this regard, it is stated that the revised metrics should be soft launch in quarter 4 of FY 2018-19 and complete rollout in quarter 1 of FY 2019-20.

2. It is informed that the matter mentioned in above Para shall be placed before the Steering Committee under PMKVY in its next meeting for its post facto approval.

Encl: as above

Sanjeev Kumar

(Sanjeev Kumar)

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To,

CEO & MD, NSDC
(Shri Manish Kumar)
Aerocity, New Delhi

Copy to:

1. PS to Secretary (MSDE)
2. PS to JS (SD) (MSDE)
3. SMART Team (NSDC)

Revised Accreditation Standards Grading Metrics with the list of documents required

Accreditation Standards Grading Metrics New

Accreditation Standards have been classified into two parts:

Part-A: The Training Centres applying for accreditation needs to qualify in all the parameters of Part-A Standards to get accredited. Part-A is mandatory and non-negotiable.

Part-B: These Standards will be scored out of 100 marks. The Training Centres are expected to achieve at least 40% score in the Sub-Sections 2 and 3 of Part-B Standards and overall 40% in Part-B Standards to get 1 Star Rating or more

S. No.	Accreditation Standard	Centre's compliance for Accreditation	Documents/Proof required
Part-A			
1.0	Classroom area/ Capacity of Classroom (For each Classroom): (Total carpet area of the Classroom) / Capacity of the Classroom in terms of number of trainees		<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
a	Minimum space requirement for each Classroom is 200 square feet. Minimum space requirement per trainee in each Classroom is 10 Square Feet	Yes	
b	If the Classroom is not meeting the above criteria	No	
2.0	Laboratory area/ Capacity of Laboratory (For each Laboratory): (Total carpet area of the Laboratory) / Capacity of the Laboratory in terms of number of trainees		<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

a	<p>Laboratory has to meet SSC specifications In case SSC specific requirements are not given, Minimum space requirement for each Laboratory is 200 square feet. Minimum space requirement per trainee in each Laboratory is 10 Square Feet</p> <p>Hybrid arrangement is also allowed subject to SSC's approval for the concerned Job Role.</p> <p>Such arrangement to be allowed with a condition that the area of Hybrid room should be minimum of 120% of the size of the bigger of the two rooms (Classroom or Lab). (Example: if Classroom is 200 sq. ft., and Lab is 400 sq. ft., then Hybrid room should be 480 sq. ft. at least).</p> <p>In case of Agriculture Sector Lab can be a demonstration or practical area, for more details refer to SSC Lab specifications.</p>	Yes	plan could be accepted as a record
b	If the Laboratory is not meeting above criteria	No	
3.0	Placement / Entrepreneurship Coordinator		Any one of the following: <ul style="list-style-type: none"> • Salary Slip • Bank Transaction • Appointment letter
a	Availability of a Placement Coordinator	Yes	
b	No Placement Coordinator deployed by the Training Centre	No	
4.0	Counsellor		Any one of the following: <ul style="list-style-type: none"> • Salary Slip • Bank Transaction
a	Availability of a Counsellor	Yes	
b	No Counsellor deployed by the Training Centre	No	

			<ul style="list-style-type: none"> • Appointment Letter
5.0	Type of Construction of the Building of the Training Centre		<ul style="list-style-type: none"> • Photographs
a	<p>All walls of the Training Centre including Classrooms, Laboratories, Library, and Reception etc. should be well plastered, coloured / distempered/ whitewashed.</p> <p>The walls and roof made of Tin / Bamboo sheets are not allowed. Exceptions are as follows:</p> <ol style="list-style-type: none"> 1. Engineering Sector: The lab or practical area for such trades can have tin/ bamboo structures however, the Classrooms shall have proper false Ceiling in case such structures are used. Also, Centre needs to provide detailed justification for its usage. 2. Services Sector: No exemption 3. Agriculture Sector: The lab/ practical/ demonstration area for such trades can have tin/ bamboo structures however, the Classrooms shall have proper false Ceiling in case such structures are used. Also, Centre needs to provide detailed justification for its usage. <p>The floor of the Training Centre including Classrooms, Laboratories should be cemented/ tiled/ mosaic/ ceramic/ hardwood/ laminate/ marble.</p> <p>All the Classrooms and Laboratories should be properly ventilated.</p> <p>All the wires and switchboards in the</p>	Yes	

	Training Centre should be properly covered and secured.		
b	Non-compliance to any of the above	No	
6.0	Separate Male and Female Washroom facility		<ul style="list-style-type: none"> • Photographs
a	Availability of separate Male and Female washroom facility	Yes	
b	Unavailability of separate Male and Female washroom facility	No	
7.0	Cleanliness and Hygiene		<ul style="list-style-type: none"> • Photographs
a	Availability of a dedicated housekeeping staff at the Training Centre. Availability of safe/clean drinking water facility in the form of Reverse Osmosis (RO) / Water purifier/ Packaged drinking water/ Packaged drinking water dispenser Dustbin should be placed in all the rooms, reception area and all washrooms.	Yes	<ul style="list-style-type: none"> • For Housekeeping Staff, any one of the following: <ul style="list-style-type: none"> • Salary Slip • Bank Transaction • Appointment Letter • 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 certificate on the letter head could be accepted
b	Non-compliance to any of the above	No	
8.0	Trainers certified by SSC or Availability of Qualified and Experienced Trainers as per SSC Specifications (For each Job Role)		<ul style="list-style-type: none"> • ToT Certificate issued by SSC with Takshashila ID OR • Qualification and Experience Certificate (valid only for 2 months post which ToT Certificate needs to be submitted and registered on Takshila portal) • Validity of the ToT certification should be checked
a	All trainers certified by SSC or Trainers meets minimum educational qualification as well as minimum work experience, as prescribed by SSC. <i>However, ToT is mandatory and only 2 months relaxation will be given. TC needs</i>	Yes	

	<p><i>to complete the ToT of all Trainers within 2 months from the date of Accreditation. Automatic de-accreditation by SMART portal after 2 months if condition is not met with a warning before 1 month of de-accreditation.</i></p> <p>For re-accredited Centres, Trainers should be mandatorily SSC Certified and validity of the ToT certification should be there.</p>		
b	Non-compliance to the above	No	
9.0	Availability of Equipment/ Tools/ Machinery in Laboratory For each Job Role		<ul style="list-style-type: none"> • Photographs • Ownership proofs in terms of Purchase receipt/invoice (or), lease agreement of the equipment (or) self-declaration • Self-declaration to be presented by the TP mentioning the name and the serial number of the equipment as per asset register. (Asset register to be maintained by each TC mentioning the serial no, name and location of the equipment. The format of the serial number shall be SMART TC ID/Equipment name/number, for e.g.: TC012342/Baggage conveyor/1) • The serial no. as per the asset register must be written on the asset using a permanent marker / paint
a	Laboratory is equipped with mandatory equipment (as per SSC specified mandatory list) for each job role	Yes	
b	Laboratory is not equipped with mandatory equipment (as per SSC specified mandatory list) for each job role	No	
10.0	Availability of Chair and Table in Classroom and Laboratory		<ul style="list-style-type: none"> • Photographs • Ownership proofs in terms of Purchase receipt/invoice

a	Availability of Chair and Table/ Chairs with fixed or attached writing plank in Classroom	Yes	<p>(or), lease agreement of the equipment (or) self-declaration</p> <ul style="list-style-type: none"> Self-declaration to be presented by the TP mentioning the name and the serial number of the equipment/assets as per asset register. (Asset register to be maintained by each TC mentioning the serial no, name and location of the equipment. The format of the serial number shall be SMART TC ID/Equipment name/number, for e.g.: TC012342/Baggage conveyor/1) The serial no. as per the asset register must be written on the asset using a permanent marker / paint
b	Non-compliance to the above	No	
11.0	IT/ Computer Laboratory facility with Air conditioner		<ul style="list-style-type: none"> Photographs Internet facility should be verified with speed test report (or) speed mentioned in the invoice/bill of the internet connection, either way screenshot be taken Ownership proofs for Computer, Air conditioner, Table, chairs and other equipment (present in the IT/Computer Lab) in terms of Purchase receipt/invoice (or), lease agreement of the equipment (or) self-declaration Self-declaration to be presented by the TP mentioning the name and the serial number of the equipment/assets as per asset register. (Asset register to be maintained by each TC mentioning the serial no, name and location of the equipment. The format of the serial number shall be SMART TC ID/ Equipment name/number, for e.g.: TC012342/Baggage conveyor/1) The serial no. as per the asset register must be written on the asset using a permanent marker / paint
a	<p>Availability of IT/ Computer Laboratory with Air conditioner facility</p> <p>(If IT/ Computer Laboratory is used as Hybrid Lab or Sector Specific Lab even then air conditioner is a mandatory requirement)</p> <p>(Availability of AC in High altitudes Regions is exempted)</p> <p>Internet facility with a speed of at least 1 MBPS should be there in the IT Lab</p>	Yes	
b	Non-compliance to the above	No	

12.0	Power Backup for the training centre		<ul style="list-style-type: none"> • Photographs • Ownership proofs for products/asset/equipment in terms of Purchase receipt/invoice (or), lease agreement of the equipment (or) self-declaration • Self-declaration to be presented by the TP mentioning the name and the serial number of the equipment/asset as per asset register. (Asset register to be maintained by each TC mentioning the serial no, name and location of the equipment. The format of the serial number shall be SMART TC ID/Equipment name/number, for e.g.: TC012342/Baggage conveyor/1) • The serial no. as per the asset register must be written on the asset using a permanent marker / paint
a	Availability of power backup for the centre, at least covering IT Lab and minimum facilities like lights and fans in the classrooms and lab area	Yes	
b	Non-compliance to the above	No	
13.0	Availability of Aadhaar Enabled Biometric Attendance System (AEBAS)		
a	<p>Availability of AEBAS</p> <p>AEBAS should be on-boarded on Skill Attendance Portal and needs to be in working condition</p> <p>AEBAS should be in accessible position</p> <p>Power backup should be there for AEBAS</p> <p>1 AEBAS devise should cater to not more than 4 concurrent batches and for more than 4 concurrent batches, 2 devises should be installed</p>	Yes	<ul style="list-style-type: none"> • Photographs • Bills of purchasing the products in the name of the TP/TC • Sub domain URL of skill attendance to be reported if linked to a scheme • If linked to a scheme, anyone of the trainer from the TC to enrol in the device and mark attendance. Attendance record of the day downloaded from the portal to be considered.
b	Non-compliance to the above	No	
14.0	Availability of fixed tutoring media such		<ul style="list-style-type: none"> • Photographs

	as black board/ green board/ white board/ projector screen in all classrooms		<ul style="list-style-type: none"> • Ownership proofs for products/asset/equipment in terms of Purchase receipt/invoice (or), lease agreement of the equipment (or) self-declaration • Self-declaration to be presented by the TP mentioning the name and the serial number of the equipment/asset as per asset register. (Asset register to be maintained by each TC mentioning the serial no, name and location of the equipment. The format of the serial number shall be SMART TC ID/Equipment name/number, for e.g.: TC012342/Baggage conveyor/1) • The serial no. as per the asset register must be written on the asset using a permanent marker / paint
a	Availability of fixed tutoring media such as black board/ green board/ white board in all classrooms	Yes	
b	Non-compliance to the above	No	
15.0	Health Facilities : First- Aid Kit		
a	<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 at the Training Centre (accessible to all):</p> <ol style="list-style-type: none"> 1. Emergency telephone numbers for emergency medical services 2. Sterile gauze pads (dressings) in small and large squares to place over wounds 3. Disinfectants like Dettol or Savlon 4. Medicines like pain killers 5. Roller bandages to hold dressings in place 6. Adhesive tape / Adhesive bandages in assorted sizes 7. Scissors and Tweezers 8. Antiseptic wipes or soap 	Yes	<ul style="list-style-type: none"> • Photographs • Bills of purchasing these products in the name of the TP/TC

	9. Thermometer		
b	Non-compliance to the above	No	
16.0	Safety Facilities : Fire Fighting Equipment		
a	<p>Availability of the Fire Fighting equipment as per below mentioned norms</p> <p>1. Fire-Fighting Equipment - At least one of the following equipment to be available at the Centre with Fire safety instructions should be well displayed at key areas of the Training Centre 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 style="text-align: center;">AND</p> <p>2. Contact number for fire brigade, hospital, ambulance and other emergency numbers should be well displayed in Classroom, Laboratories and the Reception area.</p> <p>AND</p> <p>3. Emergency Exit directions</p>	Yes	<ul style="list-style-type: none"> • Photographs • Ownership proofs for products/asset/equipment in terms of Purchase receipt/invoice (or), lease agreement of the equipment (or) self-declaration • Self-declaration to be presented by the TP mentioning the name and the serial number of the equipment/asset as per asset register. (Asset register to be maintained by each TC mentioning the serial no, name and location of the equipment. The format of the serial number shall be SMART TC ID/Equipment name/number, for e.g.: TC012342/Baggage conveyer/1) • The serial no. as per the asset register must be written on the asset using a permanent marker / paint • The expiry of the refill of the fire extinguisher should be checked and mentioned
b	Non-compliance to the above	No	
Sr. No.	Accreditation Standard	Scores	
Part-B Standards			
Sub-Section - 1			
1.0	Training Provider Organisation Credentials	30	