

Process Flow of E&SDP of MANAS

Steps	Process	Stages of Work Covered	Outcome for PIA from MANAS
Step - 1	PIA Registration Form along with Rs. 25000/- as application Fees	<ol style="list-style-type: none"> 1. Introduction of MANAS with PIA 2. First-hand information on PIA's work experience, human resource, centre infra, academic competency etc. 	Registration with MANAS and issue of Login ID and Password
Step - 2	Form No. I - Online Application for submission of Expression of Interest by PIA. (within 21 working days after getting login Id and Password)	<ol style="list-style-type: none"> 1. Complete details of PIA's existing centre, in terms of Infrastructure along with the MANAS specified centre category. (Self-Owned & Operated, Rented but self-operated, Franchise & Outsourced) 2. Details of targeted beneficiaries, categories wise as specified by the MANAS. 3. Details of available course content/session plan/course validation 4. Details of existing placement competency along with existing placement tie-ups/MoU with various industry body/companies 5. Existing MoU/Tie-up with NCVT/SSC/Third party agencies for assessment and certification 6. Willing to complete and work as per the guidelines and terms and conditions of MANAS e.g. CCTV Camera with Static IP, GPS enabled bio-metric machine etc. 7. Details of proposed locations / sector/ trades 	<ol style="list-style-type: none"> 1. Issue of Letter of Empanelment to the eligible PIAs 2. Rejected PIA will be given another chance to amend their application, failing which proposal will be rejected by MANAS

<p>Step - 3</p>	<p>Form No. II - Online Application by PIA for getting Sanction Order from MANAS (within 20 working days after receipt of Letter of empanelment)</p>	<ol style="list-style-type: none"> 1. Complete centre training infrastructure details as per NCVT/SSC/Third party agency or any other leading industry body along with the centre approval certificate. These centres will be used exclusively for conducting E&SDP of MANAS, during the schedule time for MANAS training. 2. Static IP address along with user name and password for live CCTV monitoring of E&SDP of MANAS 3. GPS enabled biometric device to capture trainees & trainers attendance. 4. Copy of certified course content/ course curriculum/ time table for proposed trades in soft and hard format. 5. Copy of localized survey conducted by PIA with specific out comes on skill gaps and skill requirements, details of minority community member, already engaged in their own business or willing to setup their business. 6. Total no of beneficiaries in prescribed MIS format along with the trainees categories with Aadhar no. 7. Prospective placement plan for self-employment/wage employment along with tie-up letters from bank and companies. 8. Details of assessment agency along with MoU and other contact details. 9. Compliance on finding of 1st field Inspection carried out by MANAS/NMDFC/ Independent Monitors. 10. Readiness of centres to impart the training 11. Socio Economic survey format to be filled by each trainee at the time of registration 12. Orientation to the trainees on concessional credit of NMDFC. 	<ol style="list-style-type: none"> 1. Issue of Sanction Order by MANAS 2. Signing of MoU with MANAS
<p>Step - 4</p>	<p>Form No. III - Online Application – for release of 1st Instalment (within 15 working days after getting sanction order)</p>	<ol style="list-style-type: none"> 1. Submission of performance Bank guarantee, 10% of the total project cost, valid for at least 15 months from the date of submission 2. Orientation of trainees on E&SDP of MANAS, and CCTV Footage/Recording of orientation programme submitted to the MANAS 3. Distribution of tool kit/bag/study materials/uniform to the trainees and sample copy submitted to the MANAS 4. Biometric attendance of trainers and trainees for first 15 days of the training programme submitted to the MANAS and uploaded on website - up to 5% random checking by MANAS 5. CCTV footage/still shots of 15 days training programme on random basis. 6. Submission of trainees application form in soft and hard format along with thumb Impression (Left & Right) 7. Copy of ID cards issued to the trainees, submitted to MANAS 8. 15 days progress report in line to the time table submitted before start of the training programme. 9. E-mail ids of all the trainees (if not available, created by PIA for trainees and submitted to MANAS to get the feedback directly from trainees.) 	<p>Release of 1st instalment, 30% of the total project cost.</p>

<p>Step - 5</p>	<p>Form No. IV - Online Application – for release of 2nd Instalment</p> <p>(After carrying out midterm inspection of the training programme)</p>	<ol style="list-style-type: none"> 1. Compliance report on findings of mid-term & surprise inspection submitted to MANAS 2. Sample Copy of internal assessment/mock test, sample question papers/tutorials/assignments submitted to MANAS along with internal assessment score sheet. 3. Regular availability of biometric attendance of trainers and trainees, and uploaded on MANAS website 4. Regular availability of CCTV footage through Static IP 5. Course/training coverage/progress report submitted to MANAS and uploaded on website. 6. Copy of trainee's feedback submitted and uploaded on website of MANAS 7. Detailed report on organizing guest lecture/ industry visit/industry exposure & specialized EDP exposure of the household enterprises of minorities along with documentary proof. 8. Statement of MANAS dedicated Bank account from the start of the training to mid of the training programme and ensured all payments made by PIA through this account. 	<p>Release of 2nd Instalment, 30% of total project cost</p>
<p>Step - 6</p>	<p>Form No. V - Online Application - for organizing Assessment</p> <p>(To be filled before 15 days of completion of training programme)</p>	<ol style="list-style-type: none"> 1. Compliance report on findings/observations of end-term inspection submitted to MANAS. 2. Submission of validated MIS report (with only 20% variation from original list) to MANAS. 3. Sample copy of second internal assessment / mock test, sample questions paper/tutorials/assignment submitted to MANAS. 4. Bio-metric attendance of trainees and trainers from mid-term assessment to end of the training programme. 5. CCTV footage / still shots of training programme from mid-term to end of the training programme. 6. Submission of training completion report as per the session plan submitted by PIA before start of the training programme. 7. Submission of details of Assessment body along with copy of MoU, seeking approval of MANAS. 8. Organize work shop with coordination of SCAs for providing loan to the trainees who are willing to set up their own business. Check list to be prepared by the PIA on trainee's eligibility to avail concessional credit from NMDFC. 9. Training Partner will make all required arrangements (Raw Material, Cab facilities, infrastructure setup etc.) for the assessors to conduct quality assessment. Assessment fees will be transferred by the PIA to assessing body as per their time lines and seeking tentative dates for assessment. 10. MANAS and SSC will conduct assessment of the successful trained candidates in presence of external independent invigilators, appointed by MANAS. 	<ol style="list-style-type: none"> 1. Permission to hold assessment of trainees 2. Finalization of assessment schedule 3. Assessment of Trainees

<p>Step -7</p>	<p>Form No. VI - Online Application for Certification & Placement</p> <p>(Certification will be done within 30 days from the date of assessment)</p> <p>(Placement process should be completed with 60 days from the date of certification)</p>	<ol style="list-style-type: none"> 1. Post conduct of the assessment, the assessing body will send the answer booklets to MANAS along with the results. MANAS will upload the result on website and one copy of the result will also be forwarded to the PIA. 2. Submission of the list of successfully trained certified trainees (only with 20% variation from the original list). The list will be uploaded by MANAS on its website. 3. Certificates will be handed over to the PIA by the assessing body. These certificates will have the logo of NMDFC/MANAS/Ministry of Minority Affairs/SSC & NSDC along with secure bar code which can be verified electronically. 4. One copy of answer booklet and certificate will be stored with MANAS for a minimum specified period from the date of certification. 5. A Certificate ceremony will be organized by the PIA and certificates will be handed over to the trainees. 6. PIA will provide the details of Bank Account seeded with Aadhar Number of beneficiaries which will be used for getting loan from NMDFC and running the entire business. IFSC code/MICR, bank name, branch details will also be furnished by the PIA. 7. PIA will help the trainees in formation of SHGs, to get the loan from NMDFC to start their own business and assist the trainees in completing the form and other documentation / procedure for getting concessional credit from NMDFC through SCAs. 8. PIA will ensure in establishing contact with the beneficiaries for forward and backward linkages of the business being run by trainee and ensure the linking with call of MANAS viz., "Karobari Salahiyat". 9. PIA will submit the employment details of beneficiaries who have opted wage employment. The employment should be regular in nature and salary should not be less than minimum wages act (as applicable). Only those wage employment will be considered under placement, for which proof of employment can be generated in terms of salary slip PPF/ ESIC deductions, bank account transfer details or a Salary certificate issued by employer (supported by documents). 10. Submission of placement proof for each trainees who have opted the wage employment, e.g. Copy of Joining/Offer/Appointment Letter, PF/ESIC account details, bank account statement where salary is being credited. Complete updated contact details of employer should also be furnished by the PIA. 11. Submission of successfully placed trainees MIS (self & wage), total placement cannot be less than 80% (self/wage employment in formal sector and informal sector with at least 40%* in self-employment) of the total trained candidates. 12. PIA will provide the details of trainees on Pradhan Matri Bima Yojana (Life & Accidental) and Atal Pension Yojana. PIA will ensure that all the trainees are covered under the national insurance policy and pension yojana. <p>* Rank of PIA's will depend on increase in self-employment Percentage.</p>	<p>Release of 3rd instalment - 40% of total project cost.</p>
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<p>Step - 8</p>	<p>Online Application Form No. VII – Post Placement Tracking/ Handholding/Project Completion (After completion of placement tracking – minimum 12 months from the date of employment)</p>	<ol style="list-style-type: none"> 1. All the students who complete the course will be registered with Post Placement Tracking cell under “Karobari Salahiyat”. PIA will do handholding of the trained beneficiaries for setting up of their business enterprises after availing concessional credit from NMDFC. 2. Submission of final tracking (monthly tracking report also) report along with all the updated contact details of trained and placed beneficiaries. 3. Utilization certificate of project cost, certified by a Chartered Accountant. 4. Submission of Project outcome report on specific parameters - total percentage of beneficiaries opted loan from NMDFC to set-up their own business, total percentage of beneficiaries with disability, total percentage female of beneficiaries, timely and effectively completion of the training programme etc. 5. Upload project completion report on MANAS website 	<p>Release the performance bank guarantee to the PIA</p>
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