



**National Minorities Development & Finance Corporation  
(NMDFC), New Delhi,**

**“Maulana Azad National Academy For Skills”  
(MANAS)**

**Eligibility Conditions for Empanelment &  
Operational Framework For Training Entities**

**February, 2015**

## Preface

The National Minority Development and Finance Corporation (NMDFC) working under the aegis of Ministry of Minority Affairs (MOMA), Govt. of India has recently set-up “Maulana Azad National Academy for Skills” (MANAS) on 11.11.2014. It is an institutional arrangement to cater to all Skill up-gradation/Skill Development needs of Minority communities in India. It aims at providing them training in all those skills which are determined by the current & future market demand, focusing primarily on increasing their self-employment potential, by setting-up / up-grading their business enterprises.

i. The Academy aims at providing an all India level of Entrepreneurship and Skill Development Programme (E&SDP) training framework, based upon tie-ups with National/International training organization, **on PPP model**, for imparting training to Minority population, for skills in demand. Thereby, it will provide meaningful and sustainable Livelihood options in terms of self-employment/employment to Minority communities, with primary focus on self-employment leading to their **socio-economic main streaming** to achieve the goal of “**Sabka Saath - Sabka Vikas**”. It will provide crucial linkage in terms of concessional credit for Minority Communities, after meeting their ‘Skilling Needs’ for expanding their existing business & setting up of new business.

ii. MANAS is a multi-dimensional organization as it includes a special vertical for identifying, supporting & promoting those arts & crafts of Minority Communities, which are getting phased out due to globalization and technological changes. MANAS will establish ‘Research Chairs’ for this purpose & in the process, help in preserving ‘Hamari Dharohar’. Establishment of MANAS is in line with the **transformational vision of the Hon’ble Prime Minister for ‘Skilling the country’** in order to fuel its economic development & in the process, also ensure the inclusion of Minority Communities (by skilling them appropriately) and achieve the vision of ‘**Sabka Saath – Sabka Vikas**’.

Proposals are invited from the different reputed Project Implementing Agencies (Entities) for conducting the Entrepreneurship & Skill Development Programmes (E&SDP) for the persons belonging to Minority community, subject to fulfilling the following eligibility criteria:-

### **General Eligibility Criteria**

1. Incorporation / registration details of entity
  - a. The applicant for pre-qualification shall be a single Entity.
  - b. The applicant entity should either be :-
    - i. An entity incorporated under the Companies Act, 1956 or its substitute thereof; or
    - ii. An entity registered under the Indian Trusts Act, 1882 or the Bombay Public Trusts Act, 1950 (or other applicable laws); or
    - iii. An entity registered under the Societies Registration Act, 1860 (or other applicable laws) or
    - iv. An entity not-for-profit company incorporated under Section 25 of the

- Companies Act, 1956 or its substitute thereof, or
- v. Any Sole Proprietorship/Partnership entity duly registered under any Act,
2. The entity should have been functioning in the related field at least for one year, preferably for three years at the time of submission of proposal.
  3. The entity should have experience of training at least 2,000 trainees and should have ensured at least 60% placement of trainees in self-employment/employment in similar trades; preference will be given to the NSDC/SSC partners, and others who are already affiliated/recognized by any Govt. institution in terms of their training capacity.
  4. The entity will furnish the details of placement linkages with the employer/employment agencies where they have placed successfully trained candidates during the past and the details of self-employment ventures set up/up-graded by them.
  5. The entity should furnish Audited accounts of at least one year, preferably up to three years, and turnover should be at least 50% of the total proposed project cost.
  6. The entity should fulfill the eligibility criteria prescribed by SSCs/NCVT/NSQF in terms of infrastructural facilities and trained faculty members for the applied trades. For any new trade, common industry standards have to be followed with the approval of MANAS.
  7. The entity should have capacity & ability to devise modus operandi to identify/mobilize members of Minority communities, already engaged in their own enterprise or willing to set-up new enterprises, with the help of NMDFC Credit.
  8. The entity should also be able to identify & mobilize the minority community particularly women and place them in organized/un-organized sectors for employment, for a period of not less than 12-18 months on regular basis.
  9. The entity should not have been blacklisted by any Ministry/ department/ agency /undertaking of the Central or any State Government; nor should it have been indicted for corrupt and/or fraudulent practices. Self-affidavit should be submitted on Rs. 10/- stamp paper, certifying that it has not been blacklisted as mentioned above.
  10. The entity will be required to furnish a Performance Bank Guarantee to MANAS for 10% amount of the funds sanctioned by MANAS.
  11. The agency should use available Skill Gap Analysis (SGA)/market surveys or some other survey/research for assessing the emerging demand for skill-sets in a particular region for Minority Communities primarily from the point of view of setting-up of business enterprises, and or up-scaling the existing ones, and/or place them in wage-employment for at least 12-18 months, after training.
  12. Course curriculum for training should be in accordance with the current requirement of industry/trade which should be certified by National Council for Vocational Training (NCVT) or Sector Skills Council (SSC) or NSQF or leading industry players (after consultation with MANAS). There should be mandatory modules on soft skills, communication and IT Skills, integrated with the training. A separate and distinct module for specialized EDPs for the particular trades/skills, chosen, should have minimum 10% to 20% of the total hours, of main skills training package as a separate module. The evaluation for specialized

trade/skill-wise EDPs will be done separately. Specialized EDPs must have minimum 3-5 hours of practical training sessions, with enterprises being run by the member of the minority community working in the particular trade/skill sector chosen for training.

13. Adequate practical and on the job training /internship must be incorporated into the training module as per the norms to ensure 100% placement of the trainees, in self-employment/wage-employment with primary focus on self-employment after successful training and certification.
14. The entity should arrange the third party certification of the trainees in consultation with MANAS and those who do not qualify in the third party certification should be given extra training to enable them to qualify the same. However, the fees for the third party certification is borne by the entity.
15. The agency should identify and furnish details of prospective employers for placement of trainees and match their aspirations and aptitude to ensure right fit. A minimum placement of 80% of trained candidates in self-employment/wage-employment is a non-negotiable. A credible documentary evidence of the proposed placement and the currently valid agreement of entity with employer / placement agency are necessary. A concrete plan to assist the trainees in setting-up/up-grading their own business enterprises with the integrated package of training cum credit from MANAS is also mandatory, to achieve a maximum percentage of this component, in overall training.
16. The entity should be able to furnish proof that the trained persons placed in self-employment/wage-employment have continued to be so engaged for a period of at least twelve months after completion of training. This would require the entity to have an effective post-placement monitoring system in place.
17. The entity should set up website and provide up-to-date MIS information, as per the NSDC database format and the guidelines issued by MANAS from time to time. It should also ensure biometric real-time attendance of trainees & trainers and make it available on MANAS website as well its own website.
18. The entire training programme should be covered with CCTV having recording facility and provide the live feed for monitoring on the MANAS website. Standard CCTV technology with static IP address should be used to facilitate remote live CCTV monitoring by MANAS and its funding agencies. The entity will have to follow the technology related guidelines of MANAS for the purpose of standardisation of technology based monitoring.
19. The entity should also furnish soft & hard copies of all the required documents related to pre-training/during training/post training stages to MANAS. They will be certified/ self-certified as per the directions of MANAS.
20. The Entity may also identify such cost intensive skill training programme having high training cost with high employment potential abroad for the minority communities. The Entity should be able to channelize NMDFC educational loans for such training programmes and ensure repayment through the employer.
16. The entity should have concrete business plans for converging the facility of term loans and micro finance/educational loans available under NMDFC schemes, for assisting the candidates for self-employment. It should mobilize the target groups as per the priority groups laid down by MANAS.
17. A non-refundable amount of Rs.25, 000 in the form of demand draft/banker's

cheque drawn in favour of MANAS at any scheduled bank payable at Delhi should be enclosed for empanelment.

18. It should furnish self-declaration certificate for the followings:-

- a. The details of necessary infrastructure available for the training and the reference norms to which it is in conformity. In case the entity is affiliated with SSC / NCVT / NSQF or leading industry players, it is in compliance with the guidelines of the respective body. A copy of the affiliation certificate should be enclosed.
  - b. Details of human resource conforming to the norms prescribed by SSC / NCVT / NSQF or leading industry players should be given. The copies of following documents should be attached –
    - i. Resume of all the trainers/demonstrators and other training staff along with contact details & Aadhar Card number
    - ii. Employment status – Regular/Contractual/Part-time.
    - iii. Salary details along with the salary bank account number of the trainers/demonstrators and other training staff
    - iv. Proof of technical qualification.
  - c. Copies of all the training material, session plan, and course curriculum duly certified by National Council for Vocational Training (NCVT) or Sector Skills Council (SSC) or NSQF or leading industry players (after consultation with MANAS) in hard & soft formats should be submitted to MANAS. A copy of the certificate from the concerned body should be enclosed. Time table for training has to be prepared and submitted to MANAS before the commencement of the training programme.
  - d. The entity is having positive net-worth and has not been reporting excess of expenditure over income during the last financial year.
22. The entity should furnish **an affidavit on non-judicial stamp paper** to the effect that whatever information, claims, documentation etc. have been furnished along with the application are true. MANAS will reserves right to initiate legal action in case of any discrepancy or false information at any stage and will black list the entity.
23. The entity will have to submit all the required documents in hard & soft formats and display the same on it's website whenever required by MANAS.
24. MANAS specifically prohibits Lease/sub-lease/outsourcing/franchise model for imparting E&SDPs funded by it. The entity should have it's own training centres properly equipped, and training staff on it's rolls directly. In instance of sub-letting/outsourcing of any activity related to training (except certification) will lead to disqualification and blacklisting of the entity (PIA). Similarly, intimation will be made to all other stakeholders, including Ministries/Departments of the Central and State Governments and other penal action, as per law, will also be taken against such PIAs.
25. The Entity should furnish its application in a format enlisting each of the above eligibility conditions, item wise duly enclosing the supporting documents, to the Chairman, MANAS. Based on which MANAS will provisionally enlist the

organization as Training Provider. On receiving of the application MANAS will send an inspection team as and when it deems necessary to the centre with prior intimation to the organization. The centre inspection cost is to be borne by the concerned organization, which will differ from case to case.

Subject to satisfactory report of the inspection team, MANAS will empanel the entity as a training provider and a unique centre identification number will be generated for it by MANAS.

The Entity shall be given one chance to rectify deficiency/ies found by the Inspection team. Second Inspection shall be done within three months of receiving such request from the concerned organization after removing the marked deficiencies.

### **Specific Eligibility Criteria based on Standard Operating Procedures**

#### **SOPs of “MANAS”**

The Entity shall be required to adhere to necessary conditions for eligibility, as reflected by its **Standard Operating Procedures (SOPs)** designed for various stages of skills training by the entities. Adherence to these necessary conditions will determine the chances of their getting training work from MANAS, as specific weightage will be given to the degree of adherence/ achievement of the conditions by them, while evaluating their proposal on comparative basis.

#### **I. Pre-Training Stage**

- a. The Entity will be given a specific centre registration code by MANAS, which will indicate its name, location, trades of training, along with year of empanelment during which it has been approved by MANAS. The Entity will have to display boards/hoardings/banners as specified by MANAS, on its premises and also its website.
- b. Advertising/publicity/awareness campaign for mobilization of trainees (if not allotted by MANAS to it directly) by using all effective channels for mobilization.
- c. **Screening of the trainees**

Candidate counselling should educate the prospective trainees on the following points at least –

- A.
  - i) Brief about the industry;
  - ii) Potential for setting-up of own business enterprises, within the industry;
  - iii) Informing them about the backward/forward linkages, in supply chain, ancillary, production – the marketability of the product/service etc. for setting-up of new business enterprises;
  - iv) The market determined need for upskilling/upgrading the existing skill levels of the minority population, engaged in their own enterprises.
- B. i) Major employers in the industry;

- ii) Employers having tie-ups with Entity;
- iii) Salary (CTC & Break-up);
- iv) Average no. of working hours/other general working conditions;
- v) Roles and responsibilities to be handled
- vi) Career development opportunity, future training courses etc.
- vii) Risk Factor

This is aimed at helping both candidates and parents in making informed decision and to match aptitude with aspirations. Counselling would be done preferably in presence of the parents/guardians/ business partners/community leaders, for motivating people already engaged in their own business enterprises with particular focus on women.

- d. Documentation – Agency will have to prepare 3 copies of trainee’s documents in both hard and soft formats. Two sets of documents will be submitted to MANAS for the record and one set of documents will be kept at the centre. Documents of trainee as follows: -
  - i. Application form in prescribed format
  - ii. Every candidate should have AADHAR Card (if not, The entity will facilitate to get the AADHAR for each trainee)
  - iii. Educational Certificate and Mark sheet of trainee
  - iv. Age proof (Age group 18 – 35 Years) – for wage-employment and (Age group 18 – 65 years) – for self-employment.
  - v. Photographs of trainees
  - vi. Thumb impression (left & right) of the trainee should be captured on the application form
  - vii. Bank Account Details – (If trainee do not have the bank account then open it under PM’s Jan Dhan Yojna and link to UID, The entity will facilitate to get the UID linked bank account.)
- e. The socio-economic background, education and motivation level of candidates mobilized will have a significant impact on retention during the training providing them sustainable livelihood in terms of self-employment/wage-employment for at least 12-18 months. Therefore these have to be assured and analysed correctly by the entity for successful completion of the training, leading to the desired level of outcome.
- f. Selection of trainees would be based on counselling and aptitude tests (psychometric and others) and any other tests which should accomplish three expected outcomes –
  - i. **Trainee will have to register and complete the training,**
  - ii. **Trainee will register and appear for assessment & certification and**
  - iii. **Trainee will go for self-employment/employment given by the entity, with primarily focus on self employment and will continue to remain in it for 12-18 months, at least.**
- g. The quality of training is influenced by training content, training methods, and trainer’s profile. **The Entity would submit the course curriculum, session plan, and course content (both for Theory & Practical)** at the time of **first** inspection of the centre before the beginning of actual training programme. It

- will submit time table, day wise and batch wise for the entire group. It cannot be changed without prior approval of MANAS, once submitted to it.
- h. The entity will provide complete admission/enrolment details of all the trainees, captured on all the fields as laid down by NSDC (SDMS) one week before commencement of the training. (Annexure SDMS excel sheet).
  - i. All the trainees/trainers should be registered for bio-metric attendance before start of the training, the registration process should be video recorded and made available for verification as and when required.
  - j. Certified copies of course curriculum, syllabus, and session plan/time table to be given both in hard & soft copies.

## **II. Training Stage**

- a. Suitable changes will be made in time table of the training schedule, to incorporate the needs of those trainees, who are already engaged on self-employment ventures i.e. tailor made training schedule on the basis of before and after business hours, for them at least.
- b. Training will be started as per the submitted session plan and batch freezing would be done within 7 days from the date of training start.
- c. Uniform, photo ID card, welcome kit, training aids will be handed over to trainees at the time of batch freezing.
- c. Daily record of training by CCTV camera and bio-metric based attendance of both trainers/trainees should be captured and uploaded on its own website and also on the website of MANAS as per prescribed guidelines.
- d. Arrangement of alumni meet with the candidates undergoing training should be made.
- e. Arrangement of Guest Lecture to ensure interaction with industry expert and owners of the household enterprises of minorities, working in the particular trade/skill sector should be invited, to motivate trainees, to set-up their own business ventures. Success stories, in these trades should be identified, mobilized and even used for delivering lectures, to the trainers, in order to motivate them.
- f. Adequate practical and arrangement of hands-on-training along with the successfully functioning enterprises of the minority communities, in the particular trade/skill areas should be organized.
- g. There should be mandatory modules on soft skills, communication and IT integrated with the main training module and curriculum and daily session plan should be uploaded on their own website as well as MANAS website, for the verification and monitoring.
- h. Separate & distinct module on specialized EDP would be the integral part of training module.

## **III. Assessment & Certification Stage**

- a. Internal and continuous assessment should be integral part of the course curriculum, these assessments will be verified by the MANAS Assessment Panel and will be kept on record, for the assessment of the work of the Entity.
- b. Independent Assessment and certification by third party agencies jointly by MANAS, of curriculum and the skill, knowledge and aptitude level of each trainee



is mandatory in presence of MANAS Assessment Panel. These should include only those agencies that have been empanelled by NCVT/SSC. Own certification in cases of established brands can be used provided it has been approved by MANAS.

- c. The entity will inform to the MANAS about the trainees who are completing the training, before 25 days of completion of the training.
- d. MANAS and SSC/NCVT/ any other agency selected by MANAS will conduct assessment and certification of the trained candidates in presence of external invigilators appointed by MANAS. Training Partner will make all arrangements (raw material, lab facilities, infrastructure setup etc.) for the Assessor to conduct the assessment. Training Partner will do all the work related to printing of question papers/answer booklets tabulation sheet etc.
- e. Post conduct of the assessment, the assessment agency will provide the result along with the original assessment sheets physically/electronically to the MANAS and MANAS will upload the result and disclose the result to the training partner also.
- f. Secure certificate with a bar code and MANAS & Assessment Agency's Logo for successful completion of training and assessment will be issued to the trainees. The certificate will be electronically verified and linked to UID number of the candidate.
- g. MANAS will store original physical assessment records of the trainee assessed for a minimum specified period from the date of the assessment.

#### IV. **SELF EMPLOYEMTN AND PLACEMENT SUPPORT**

##### **A. SUPPORT FOR SELF- EMPLOYMENT**

- i) As mentioned above, PIA will identify and mobilise enrolled beneficiaries directly according to the prioritised categories of potential beneficiaries prescribed by MANAS.
- ii) For effective mobilisation of the target group of beneficiaries with a focus on self employment, PIA would be required to conduct a local area survey to gather information /data regarding the enterprises owned/operated/managed by the members of the minority communities for specified trades/skills under the programme.
- iii) PIA is expected to organize awareness/orientation/campaigns involving community, community leaders and prominent social persons of the minority communities engaged in trades/enterprises or willing to setup their own business enterprises.
- iv) PIA would be required to give a detailed presentation on aims and objective of MANAS to inform and motivate the potential beneficiaries to avail the benefit of integrated training-cum-concessional credit package being offered under this programme.
- v) MANAS will be providing a bilingual booklet to all the PIAs for the purpose of advocacy/awareness/information/campaigns.
- vi) PIA should be able to ensure that appropriate mix of beneficiaries is selected who could be motivated to be placed in the self employment sector and remaining in appropriate employment sector.

- vii) NMDFC is exploring the possibility of motivating the PIA to work as Channelising Agencies for disbursement and recoveries of concessional credit to the trainees on successful completion of training.
- viii) PIA through MANAS/NMDFC will establish contact with the concerned SCAs (wherever they are operational) for providing detailed information required for availing concessional loan of NMDFC through the concerned SCA. More specifically, PIA will assist the trainees in filling up all the forms, helping them in completing all the formalities required for taking concessional credit from the concerned SCA and other activities related to disbursement of loan.
- ix) PIA will do handholding of the trained beneficiaries for setting up of their business enterprises after availing concessional credit from NMDFC. It will ensure that the beneficiary is able to translate his training speciality in terms of specialised EDPs for setting up and running of his own business enterprise. PIA will help the beneficiaries in getting registered / affiliated with local municipal bodies/local departments for functioning as business enterprise.
- x) The PIA will contact all Govt./Semi-govt. agencies and other leading organizations like RUDSETTI, NIESBUD, DIC, etc. specialised in providing EDPs, to obtain the list of trainings that could be imparted to the minority communities after mobilising them for availing skills training and concessional credit from NMDFC.
- xi) PIA will help in establishing contact with the beneficiaries for forward and backward linkages of the products/services being produced by them to ensure their market viability. For this purpose local industries /industrial bodies will be contacted and invited to the orientation /awareness/ campaigns where they can guide/advise the potential entrepreneurs from the minority communities for establishing industrial/market linkages at local level.
- xii) PIA will ensure that the beneficiary has a bank account seeded with Aadhar Number. The Bank account should preferably be a Current Account which could be used for depositing the bank loan from NMDFC and at the same time for running the entire business establishment. PIA will monitor this account for 12-18 months and provide access to MANAS to closely monitor the function of newly established business enterprise of the beneficiary.
- xiii) Wherever feasible, the PIA will motivate and organize the beneficiaries into forming the SGHs for running a business enterprise collectively or severally and assist them in the same manner as it is expected to assist individual business enterprise of its trade.

## **B. SUPPORT FOR WAGE EMPLOYMENT**

- a. Tie-up letters /MoUs with potential employers with whom the entity has established tie ups for placement of trained candidates, must be furnished along with the contact details and name of authorized contact person for verification of placement of trained trainees, before the commencement of training.
- b. Placement is defined as continuous employment for a minimum period of three months having regular monthly wages at or above the minimum wages. The period of continuous employment need not be with the first employer. However the trainee should have worked and received payment for three continuous

months, proof of which can either be in the form of a salary slip or a certificate indicating salary paid signed by the employer and salary received by the person placed along with a bank statement. PF/ESIC records or as per other available records to support this. Details of bank accounts of trainees where salary is deposited should be made available to MANAS for tracking of the trainees for at least 12-18 months.

- c. The entity has to ensure that the trainees are tracked for at least 12 – 18 months from the date of the employment and provide linkages of tracking details to MANAS also.
- d. Tracking of candidates for a period of 12 – 18 months (at least once every month) after completion of training should be done. Candidate wise records are to be maintained regarding mode of tracking, date of tracking, person by whom tracking was done, latest status of the candidate (working / not working, satisfied unsatisfied with job, wants new job etc.) and remedial measures to be taken.
- e. Amongst other indicators, the performance of PIA will be gathered in terms of percentage of trainees placed in self employment ventures against the total number of trainees and the percentage of women to the total number of trainees.

[Click here to download the Application Form for Empanelment as a Training Partner](#)