Guidelines of the Nai Manzil
An integrated Education and Livelihood Initiative for the Minority Communities

1. Introduction

As per the 2001 census data, a little more than 20% of India's population of 1,028 million is comprised of Minorities. Among them, Muslims comprise the largest minority of 13.4% followed by Christians as 2.3%, Sikhs 1.9%, Buddhists 0.8%, Jains 0.4% and very small number of Parsis. The school dropout rate of Minorities is very high, standing at 14% at primary levels (against national 2%) and 18% at secondary level (against national 3%). The workforce participation rate of Minorities is also lower than national average (44% against national average of 54%) indicating the lack of employability skills amongst the community. The existing schemes by the government for Minority communities cater to scholarships for education for Minority population and limited activities of skill and leadership development. As per 2013 survey conducted by EdCIL (India) Limited, Ministry of Human Resource Development, school drop-out rates among Muslims is one of the highest in the country and this drop out is mostly at the primary level. The Sachchar Committee Report on Status of Minorities in India (2005) also points out to low education outcome among Muslims due to reasons such as poverty, low perceived return from education, poor access to schools, etc. Therefore, it is important to have a programme that can ensure access to education which will have direct returns in terms of jobs. A holistic development of the Minority community through an integrated scheme of education and skill training is accordingly designed aiming to address low education attainment and employability of the minorities.

2. Objectives

Nai Manzil aims to engage constructively with poor Minority youth and help them obtain sustainable and gainful employment opportunities that can facilitate them to be integrated with mainstream economic activities. Specific objectives of the project for the next five years are as follows:

i.   Mobilise youth from minority communities who are school drop-outs and provide them with formal education and certification up to level 8th or 10th through National Institute of Open Schooling (NIOS) or other State open schooling systems.

ii. As part of the programme, provide integrated Skill Training to the youth in market driven skills.

iii. Provide placements to at least 70% of the trained youth in jobs which would earn them basic minimum wages and provide them with other social protection entitlements like Provident Funds, Employee State Insurance (ESI) etc.

iv. Raise awareness and sensitization in health and life skills.

3. Approach

The implementation approaches of the Project are as follows:

i. The present project is a pilot and would include a number of activities which will enable the government to learn on strategies and for education and skill training for Minority Communities in India. It would create a base line assessment analysing economic and social background of each family etc.

ii. It is to be implemented throughout the country in a phased manner. Minority concentration areas would be the main geographical target.

iii. Registered Company /Firm/ Trust/ Society and/or Government Programme Implementing Agencies (PIA) would be appointed for the purpose.

iv. Innovation would be encouraged by the Project at every level to bring about equity in terms of educational outcomes and employability of the Minorities keeping in mind their social and economic conditions.

v. The Project would be implemented by a Project Management Unit (PMU) to be based in Ministry of Minority Affairs headed by a Joint Secretary from the Ministry. He/She will be assisted by a team of experts hired from the market to look into different components of the Scheme.

4. Strategy

i. **Mobilisation:** Minority Below Poverty Line (BPL) youth in the age group of 17-35 years who are school drop-outs are the main target population under the Scheme. They will be mobilised through various strategies appropriate to their culture. Advocacy / Information, Education & Communication (IEC) and awareness generation programmes will be designed and implemented at the macro level by the Ministry and at the micro level in the project areas by the PIAs. The women trained under "Nai Roshni", Ministry of Minority Affairs' scheme for leadership development of Minority women, will also be used as mobilizers for this scheme. Similarly community level structures like Self Help Groups (SHGs) could also be used to mobilise youth. The primary catchment area for beneficiaries under this scheme will be the 1,228 Community Development Blocks where Minority population is 25% or

more of total population as identified by the Ministry of Minority Affairs. Additional catchment areas beyond these Blocks may also be notified by the Steering Committee for the implementation of this scheme in consultation with the State governments.

ii. **Identification and Selection:** The youth mobilised under the Scheme will be provided appropriate counselling which will help the PIA to do a pre-selection screening of the candidates to identify appropriate support in terms of education and skilling. This will also form the database for the baseline.

iii. **Placement:** After successful completion of training, the PIAs will facilitate the placement of trainees in jobs for wage employment. It is mandated that minimum 70% of the youth trained under the project should be successfully placed within three months of completion of training. Attempt will be made to place them in organised industries, however, in case this is not possible, it will be ensured that their wage is above basic minimum wage at the state level and they get other benefits like Provident Fund, ESI, Paid leave etc.

5. Scheme Components

The scheme will provide non-residential integrated education and skill training programme for 9 to 12 months of which a minimum 3 months should be devoted to skill training. It is expected that the training delivery under this scheme will be fully integrated, with various components described being offered in parallel to each candidate over the duration of training.

5.1 *Basic Bridge Program*

A Basic Bridge Program will be offered to beneficiaries that will result in a certification from the National Institute of Open Schooling (NIOS) or any other State Board that offers open schooling. Depending on his / her eligibility, a beneficiary will undergo the Open Basic Education (OBE) level 'C' course which is equivalent to Class VIII, or the Secondary Level Examination Program of NIOS / State Board which is equivalent to Class X. The assessment and certification will be as per NIOS / State Board norms. This will also be supplemented with periodic regular internal assessments conducted by the PIA/PIAs to track the learning progress. In case a candidate fails to pass the Open Schooling Examination in the first

attempt, he/she will be encouraged to take more number of attempts (NIOS allows each student to take nine attempts in five years to clear Class X).

5.2 *Skill Training and Placement*

i. The curriculum and other inputs will be used for training as per norms of Ministry of Skill Development and Entrepreneurship (MSDE).

ii. Each participant will undergo a skill based training program based on his/her aptitude and capability to be selected from the options of sector specific Vocational Skill Programs available under this Project. This would also include relevant soft-skills and life-skills.

iii. For the skills training program, the syllabus would be as per the Modular Employable Skills (MES) / Qualification Pack-National Occupational Standard (QP-NOS) compliant with National Skills Qualification Framework (NSQF)

iv. The process of assessment and certification would be as per the stipulation of Modular Employable Skills (MES) of National Council for Vocational Training (NCVT), or the Sector Skill Council (SSC).

v. The skill training programme will be of minimum 3 months duration and will include soft skills training, basic IT training and basic English training.

vi. The focus of this programme will be that the training should result in gainful and sustainable employment for the youth.

vii. The sector for skill training will be market relevant as assessed by the PIA during the skill gap study undertaken for the project.   The skill gap survey done by PIA will be cross checked with skill gap survey done by MSDE. A final decision, on selection of trades /courses will be done by Ministry. Therefore, during the submission of the Proposal, the PIA should mention the skill demand in the area on the basis of some analysis of the industries both the manufacturing and service sectors in the area.

viii. The PIAs are required to place successful candidates in regular employment in the sector in which he/she was trained. Employment in the formal sector is desirable, however, if that is not possible then the PIA should ensure that the job provides for minimum wages as mandated in the state for semi-skilled workers and the employer should provide for Provident Fund, ESI*,* Pradhan Mantri Jeevan Jyoti Beema Yojana (PMJJBY) during the currency of programme and other benefits to its staff.

ix. In order to attract employers, the PIA should have regular contact with the industries in the local area and conduct job fairs either on its own or in partnership with the State Skill Development Mission.

x. Once placed the PIA should provide post placement support to the candidates for atleast three months through regular counselling either through visits or phone calls or any other modes that is convenient.

xi. The PIA will also track all its students for a period of one year. If during that time the students' drops out of the labour market, the PIA will be responsible for finding another job for him/her.

5.3 Health and Life Skills

All participants would also be provided a module on health awareness and life skills including basic hygiene, first aid, etc.

6. Eligibility Criteria

6.1 Trainees/Beneficiaries

The program will be rolled out across all regions in the country. The total physical target of training approximately 100,000 minority candidates under the program will be phased over the implementation period of 5 years. It is expected that about 2% of the target will be covered in the first year, and the remaining distributed over the following years.

i. The trainee should belong to Minority community as notified under National Commission for Minorities Act 1992 (viz. Muslims, Christians, Sikhs, Buddhists, Jains and Parsis).

ii. In the States/UTs where some other minority communities notified by respective State/UT Governments exist, they may also be considered eligible for the programme but they will not occupy more than 5% of the total seats.

iii. The trainee should be between 17-35 years of age.

iv. Certain particular pockets of concentration of minority population within a non-minority district or city will also be eligible for consideration.

v. The trainees should belong to the Below Poverty Line (BPL) population both from urban and rural areas.

vi. The minimum qualification of trainee should be as per NIOS / equivalent defined below:

a) **For Class VIII Bridge Program:** Candidate should possess Class V pass or failed school leaving certificate or equivalent of education or provide self-certificate stating his/her capability to pursue this course. Candidate should fulfil the minimum age as prescribed by NIOS or equivalent board to pursue the course.

b) **For Class X Bridge Program:** Candidate should possess Class VIII pass school leaving certificate or equivalent of education or provide self-certificate stating his/her capability to pursue this course. Candidate should fulfil the minimum age as prescribed by NIOS or equivalent board to pursue the course.

vii. 30% of the beneficiary seats will be earmarked for girl / women candidates and 5% of the beneficiary seats will be earmarked for persons with disability belonging to the minority community under the scheme. To promote inter-community solidarity, 15% candidates belonging to BPL families of non-minority communities will also be considered.

viii. In case reserved categories as prescribed under this scheme remain vacant, these vacant seats may be treated as unreserved.

6.2 Eligibility of Programme Implementing Agencies (PIAs)

(i) PIAs will be invited to participate in the Scheme. The selection of PIA would be subject to a rigorous process of appraisal and due diligence as laid down in the Criteria for Selection of PIAs. Below is a tentative list of the types of institutions that will be selected as PIAs under the Project:

a) Government or Private ITIs affiliated to NCVT or SCVT

b) Schools / Institutes approved by Central or State Boards of Secondary Education or Open Schooling (or equivalent).

c) PIA should have turnover of at least Rs. 15 Crore in preceding 3 financial year and should have at least trained 500 trainees per year in last 3 years for empanelment.

d) Registered Company /Firm/ Trust/ Society conducting vocational education / training / job oriented / self-employment/ entrepreneurship development training courses having essentially trained 500 persons annually in the last three years under a Central Government Scheme. It should have been in existence for at least three years holding a valid Permanent Income Tax Account Number or Service Tax Registration Number. It must have audited accounts of statements for last three years and should not have been blacklisted by any Government entity in India. It should submit a letter of satisfactory performance from concerned Central Government Ministry under whose scheme it has trained more than 1000 persons.

(ii) The PIAs are allowed to come in a Consortium with each partner responsible for implementation of one major component. Under Consortium approach, the documents would be obtained from all partners and lead PIA would be responsible. However, the financial documents like balance sheet etc. of lead PIA and other partner will be obtained in case of consortium/Joint Venture.

(iii) The PIAs would be empanelled by an Inter-Ministerial Selection Committee chaired by concerned Joint Secretary for the period of 5 years subject to their annual performance and priorities set by Ministry. The selected PIAs will be allowed to operate in one or more regions as decided at the time of selection. Outsourcing or franchising is not permitted under the scheme.

(iv) The appraisal process of the PIA would include qualitative appraisal of the following:

a) **Organisation Strength**: Include organisation skilling experience, experience of promoters and management team, robustness of internal organisational policies, quality of trainers.

b) **Training and Placement Track Record**: Include applicant PIAs and/or consortium partners performance in government and private projects, candidate feedback, employer feedback, tie up with industry etc.

c) **Education Record**: Include the Organisation's or consortium partner's experience in implementing basic education projects like number of students enrolled, examined and passed the Board examination in the past three years.

d) **Experience in Minority Areas:** Include evidence of working in minority dominated areas like case studies, strategies adopted, partnering with local groups etc.

e) **Experience in the Sector:** Past experience of conducting training in the proposed sector, course curriculum and alignment with NSQF

f) **Experience in the State/Region:** Past experience of conducting training in the proposed state/region. Include mobilisation strategies, tie ups with employers, understanding of micro level demand for skills through skill gap studies.

g) **Training Infrastructure:** Existing infrastructure for training like labs and machinery etc.

h) **Education Infrastructure:** Tie-ups with agencies that have infrastructure as mandated in NIOS or any other open Boards.

i) **Financials:** Financial documents like balance sheet of the PIA or the lead PIA in case of consortium.

(v) The qualitative appraisal will be followed by physical verification of the PIA where its infrastructure, faculty and financials will be checked by the Project Management Unit setup by the Ministry. In case of more than one organisations being eligible, the partner(s) will be selected on a first come first serve basis once they are able to successfully meet the criteria laid down above. The non price/quality parameters will be used to allot work, in cases where more one than one PIA is wanting to work, at a particular time and location.

(vi) The empanelment of PIAs will not necessarily lead to award of training work. Fresh empanelment can be called for as per need by the Ministry.

7   Project Financing

(i)   This is a 100% Central Sector Scheme and will be implemented by the Ministry directly through empanelled eligible organizations. Full cost of the approved projects as per prescribed financial norms would be borne by the Ministry. The cost of various components under the Scheme which would be eligible for funding is given below:

Broad Items	Details
Mobilisation	• IEC materials • Travel
Identification and Selection	• Counselling of participants • Pre selection screening
Education (costs as per norms laid down by NIOS)	• Enrolment under Open Schooling • Salary/Remuneration of teachers • Rent and infrastructure • Teaching Learning Materials • Equipment and Consumables • Examination fees • Administrative cost
Skill Training (As per norms laid down by the Ministry)	• Local level skill gap analysis • Rent of space and infrastructure • Remuneration of instructors • Equipment and consumables • Examination fees • Administrative costs
Placement and Tracking	• Mobilisation of local industry • Contact with past trainees • Tracking through phone calls and visits
Reporting and monitoring	• Regular reporting on progress in terms of targets and expenditure

(ii)   The payment to PIAs will be based on a per-beneficiary basis. An average cost for training each beneficiary is computed as under:

TABLE 1

| Average cost per beneficiary to PIAs assuming 100 candidates per location (Figures in Rs.)			
S.No.	**Item**	**Cost per beneficiary**	**Remarks**
1	**Direct Cost**		
1.1	**Teaching cost**		
	Rental for the study centre & Maintenance expenses	3,000	500 square feet for 6 classrooms @ of Rs.10 per square feet for the training period, Electricity, Water and housekeeping expenses of the ESCs
	Salary of teachers, One centre in-charge	6,900	5 teachers per ESC (1 for each subject) and 1 Centre head
	One Key resource person for 5 Centres and One Admin/MIS/Counsellor	700	For a group of 5 centres comprising of approx. 500 candidates
	Training the teachers	500	Refresher program for the 5 subject teachers
	Learning Aids	1,150	Computer labs to be set up in each location comprising of 10 computers and a printer on hiring basis
	Teaching Aids	750	Teaching Aids such as projection system, White board, teaching aids and posters etc.
	Learning Kit	1,000	Stationery including note books and other learning material like geometry box, maps, assignments
	Total (1.1)	**14,000**	
1.2	**Skill Training Program Cost including cost of certificate**	**18,000**	
	Sub – Total (1)	**32,000**	
2	**Pass Through costs**		
2(a)	**Assessment and Certification**		
	Education certification under NIOS or equivalent	3,000	This will include registration, examination and practical fees for 5 subjects
	Skill assessment and certification	1,000	This is as per SSC/NCVT guidelines (subject to actuals)

2(b)	**Beneficiary Support**		
	Stipend		
	Education	6,000	Rs.1,000per month for six months
	Skills	4,500	Rs.1,500per month for three months
2(c)	**Post Placement Support**	4,000	Rs.2,000per month for 2 months for the candidates placed as per 'SeekhoAurKamao' scheme guidelines
	Sub – Total (2)	**18,500**	
3	**Preventive Health Check-up and Medicines**	1,000	
4	**Project Management Cost**	5,000	10% of the Project Cost
	Total (1+2+3+4)	**56,500**	

(iii)   The PIAs will be paid at an average rate of Rs. 56,500 *per* beneficiary and will be expected to carry out all modalities associated with the training within this cost. The cost components as shown above are tentative and can be revised as per needs. The skill component of the scheme will be regulated as per common norms (if applicable).

(iv)   The unbundled costs in the table above are only meant as a reference for overall costing, and can be modified. The stipend to the beneficiary will be paid by PIAs in the bank accounts of trainees through electronic transfer. The PIAs would make efforts to enrol trainees for Aadhar through District Administration and link them with bank accounts.

(v)   A preliminary budget for the Scheme is presented below:

TABLE 2

S.No.	Major Head	Amount (Rs. crore)	Remarks
1.	Beneficiary Training Costs to PIAs	565.00	For 1 lakh beneficiaries
2.	Project Administration		
	(a) Project Management Unit including Technical Support Agency	*40.00*	
	(b) Management Information System	*5.00*	
	(c) Pilot interventions and Monitoring and Evaluation Studies	*10.00*	
	(d) Advocacy	*1.50*	
	Sub-total	56.50*	At 10% of training costs
3.	Contingency Cost	28.25	At 5% of training costs
	GRAND TOTAL	**649.75**	

* 10% administrative expenses of the total cost of the project can be re-adjusted as per operational requirement of the scheme within the overall ceiling.

(vi)   The annual targets and costs are computed below:

TABLE 3

Year	Target Beneficiaries	Costs (in Rs. Crore)			
		Cost to PIA	Administration	Contingency	Total
Year 1	2,000	11.30	30.00	0.00	41.30
Year 2	25,000	141.25	7.50	5.00	153.75
Year 3	30,000	169.50	7.50	10.00	187.00
Year 4	30,500	172.33	7.50	10.00	189.83
Year 5	12,500	70.63	4.00	3.25	77.88
TOTAL	**1,00,000**	**565.00**	**56.50**	**28.25**	**649.75**

7.1   Release of Funds

i.   On approval of a project, the funds will be released in three instalments following General Financial Rules. Funds towards release will be disbursed directly to the PIAs by electronic transfer in the account of the PIA.

ii.   The tentative Instalment pattern for fund releases has been described below. The three instalments can be in a ***30:50:20*** ratio. The payment of instalments may be as per common norms if applicable.   Additional components, including a performance incentive may also be added to the payment terms identified below:

1.   **First Instalment:** The first instalment will be released after the approval of the project by Ministry of Minority Affairs and the entering into of a Memorandum of Understanding (MoU) between parties.

2.   **Second Instalment:** The second instalment will be released subject to the compliance with the following:

   a)   Utilisation of 70 % of the first instalment supported by an Audited Utilization Certificate (UC) submitted to Ministry of Minority Affairs mentioning the total expenditure incurred by NIOS and PIA and continuation of training with at least 70% of initial trainees continuing.

   b)   Submission of audit reports of the project as soon as due.

c) The Second instalment will be released on the basis of number of trainees completed training and subsequent adjustments will be made with respect to 1st Instalment.

d) It would also be linked to the outcomes monitored by PMU.

3. **Third Instalment:** The third instalment will be released upon:

a) The project completion report as prescribed by the Ministry of Minority Affairs. The project completion means the completion of educational part, skill development of three months, placement of minimum 70% trained candidates within three months of completion of course, and their tracking for one year period. The entire duration of the project cycle would come around more than 2 years. A professional PMU is being set up to assess the outcomes and project completion.

b) Submission of the audited Utilization Certificate (UC).

c) Deliverables as required in the projects are met and is verified by the PIA through random physical verification of the following

- MIS data both physical and financial achievement
- Details of placement done in prescribed format.
- Details of trained candidates self-employed in prescribed format.
- Details of trained candidates going for higher education in prescribed format

8 Project Monitoring and Evaluation

8.1 *Management Information System (MIS)*

a) A web-based online Management Information System (MIS) will be developed by the Ministry of Minority Affairs consisting of several details such as:

(a) Students' enrolment records

(b) Teachers' profile

(c) Monthly attendance records

(d) Dropouts and reasons

(e) Assessment reports for monthly tests

(f) Re-enrolment of students, if any

(g) Placement tracking data

(h)   Issues identified during monitoring visits and their rectification

(i)   Any other item suggested by Ministry of Minority Affairs

b) The PIAs will be responsible for furnishing the records as required by the MIS in appropriate electronic and / or hard copy format on a periodic basis and comply by all requirements as may be set therein. The PIAs will have to maintain participant specific information and meet all applicable reporting requirements. The regularity and quality of entry of information will be prescribed by the Ministry as required.

c) The CCTV recording of training programmes will be maintained by PIAs for record purpose and cross checking. The Bio-metric attendance (Aadhar based) and GIS tagging of centres will also be done by PIA.

d) The PIA would maintain tracking data for one year after completion of training and would maintain the same on the MIS to monitor the progress of trainees.

e) The MIS portal will also allow online application by candidates who wish to avail the benefits under this scheme, and by mobilizers who wish to register such candidates as beneficiaries. The MIS portal will also be publicised widely as part of the advocacy efforts of the scheme and will be made available through the Common Service Centres (CSCs) of the National e-Governance Plan (NeGP) and National labour Market Information System (LMIS) which is being developed by the Ministry of Skills Development and Entrepreneurship.

f) Project Management Unit (PMU) will conduct overall monitoring and evaluation for the scheme including the project appraisal, annual bench marking surveys etc. In addition, the State Government will have a right to inspect the projects. The inspection report will be submitted to the Ministry by the State Government in the prescribed format. Third party monitoring by independent agencies may also be envisaged. Release of 2nd Instalment would be linked to the outcomes monitored by PMU.

8.2 Supervision and Quality Management

i. Ministry of Minority Affairs may authorize the PIA or any other Agency to conduct concurrent monitoring and random checking of physical and financial reports on the MIS. The training centres would be geo-tagged so that their location is readily available on Google Maps. The inspection team can directly reach the centre without any local assistance. Also, same data can be put up on MIS portal, which can be used by candidates to search a centre in their vicinity. The MIS will also have a special feature by which the visiting team can directly upload photos of the centre visited. The information gathered from this will be fed into the decision making process for further sanctions and release of funds under the Scheme. Monitoring may entail random visits to training centres and validation of:

   a) Presence of minimum infrastructure supposed to be present as per due requirements.

   b) MIS entries by utilizing appropriate methods to certify the veracity of beneficiaries.

   c) Facts about training, placement and retention of those candidates from the residing area who were trained under the scheme by meeting the beneficiaries and / or members of the beneficiaries' family.

ii. The Ministry may also engage specialized agencies in the field of education and skill development through the PMU set up for the purpose as Knowledge Partner(s) as and when necessary.

8.3 Benchmarking Surveys and Scheme Appraisal

The Ministry will undertake annual benchmarking surveys by a third party to assess the impact of the scheme, and fine tune its strategy and / or target areas and population. These surveys will include quantitative and qualitative surveys, rigorous impact evaluations etc. The scheme will also support pilot interventions to identify the optimal additional support that needs to be provided to meet the program to be successful.

9   Administrative Arrangements

9.1   *Steering Committee*

(i)   The Project will be guided by a Steering Committee which will be set up at the Ministry of Minority Affairs for all key decisions related to scheme implementation. The Committee will be chaired by the Secretary, Ministry of Minority Affairs, and will have the following composition:

    (a)   Secretary, Ministry of Minority Affairs – *Chairperson*

    (b)   Chairman, National Institute of Open Schooling (or his / her nominee)

    (c)   Joint Secretary, Ministry of Skill Development & Entrepreneurship

    (d)   Director General, National Skill Development Agency

    (e)   CEO, National Skill Development Corporation

    (f)   Joint Secretary, National Commission for Minorities

    (g)   Managing Director, National Minorities Development & Finance Corporation

    (h)   Two members nominated by the Government of India with particular expertise in education and skills training

    (i)   Three members nominated respectively by CII, FICCI, and ASSOCHAM

    (j)   Financial Advisor to Ministry of Minority Affairs (or his / her nominee)

    (k)   Project Coordinator of the PMU – *Member Secretary*

(ii)   The Steering Committee will, inter-alia, discharge the following functions:

    (a)   Guiding the work of the Project Management Unit (PMU);

    (b)   Reviewing and approving the Annual Work Plan and Budget (AWPB) of the PMU;

    (c)   Reviewing implementation progress periodically;

    (d)   Approving any additional guidelines, changes, and modifications with respect to scheme implementation including beneficiary identification, training delivery, engagement terms for Programme Implementing Agencies (PIAs), etc.; and

    (e)   Take decisions on any other matter escalated by the PMU.

(ii)   The Steering Committee will meet twice a year, although ad hoc meetings may be convened by the Chairperson based on needs.

9.2	*Project Management Unit (PMU)*

i.	The day to day functions will be managed by Project Management Unit (PMU) set up within the Ministry consisting of technical experts hired for the purpose.

ii.	The PMU will, inter-alia, discharge the following functions:

(a)	Being responsible and accountable for project implementation, day-to-day management and coordination, and for meeting all administrative and legal requirements;

(b)	Developing an Annual Work Plan and Budget (AWPB) for Steering Committee approval;

(c)	Selection / termination for the PIAs and notifying the same;

(d)	Reviewing the functioning of PIAs, managing their engagement, processing and approving all disbursements to them;

(e)	Undertaking Advocacy and IEC (Information, Education & Communication) efforts for better beneficiary targeting and enrolment to the scheme;

(f)	Setting up Quality Assurance Standards for the Scheme

(g)	Conducting overall monitoring and evaluation for the scheme, including the project appraisal, annual benchmarking surveys etc.;

(h)	Developing and launching a Management Information System (MIS) for the scheme, periodically reviewing the MIS reports, and identifying and implementing any necessary action items; and

(i)	Take up any other activity as required for smooth implementation of the scheme.

10 Application Procedure of PIAs

i.	Ministry will invite Expression of Interest (EoI) for empanelment through newspapers and official website of the Ministry from organisations/institutions.

ii.	The EoIs will be examined by a Sanctioning Committee of the Ministry for empanelment. The empanelment would be valid for entire scheme period. However, Ministry reserves the right to cancel empanelment at any stage without any notice.

iii.	Ministry may empanel organisations every financial year as per requirement.

iv.	Ministry may verify the credentials of the applicant organisations through a Technical Support Agency.

v. Proposals of the empanelled organisations will be considered by the Sanctioning Committee. Proposals recommended by the Sanctioning Committee will be approved by the Secretary, Minority Affairs.

vi. The Ministry also reserves the right to modify the application procedure.

11 Roles and Responsibilities of PIAs

The detailed roles and responsibilities of the PIAs will be identified in the MoU that will eventually be signed between the parties. A sample list of roles and responsibilities is provided below:

11.1 Education and Training Responsibilities

(a) Conduct a preliminary study of catchment areas to understand the composition of the demographic, education levels and aspirations of the youth.

(b) Mass counselling and mobilization drives to create awareness amongst the minority community about the program and their successful enrolment into the program

(c) Mapping the requirements of the beneficiaries and program objectives vis-à-vis market demand. The Skill Gap Study can be taken as a base for this.

(d) Conducting eligibility tests, counselling, pre-training induction programmes etc. for beneficiaries.

(e) Conducting structured classes for academic education as per the syllabus of NIOS or any other State Board which allow open education.

(f) Making available a pool of high quality infrastructure, and duly qualified and experienced teachers / facilitators in project areas for effective implementation.

(g) Building market linkages for the placement of the trainees in wage employment.

(h) Activating mechanisms in conjunction with industry for "Job fairs" and "Job counselling" in order to spread awareness, create choice and ensure that the poor and vulnerable are adequately catered to in the training process.

(i) Building a program brand for advocacy and awareness generation.

11.2 Placement and Post-Placement Support

(a) Placement assistance and counselling will be offered to all candidates and placement must be ensured for minimum of 70% of certified candidates

(b) including self-employment and / or admission for higher studies and at least 50% in organized sector.

(c) The term "organized sector" for the purposes of this scheme will imply occupations that are covered under Employee State Insurance (ESI) Scheme and have Provident Fund (PF) benefits.

(d) Placement, as far as possible, should be made with minimum dislocation.

(e) The timely distribution of monetary support to candidates is one of the key responsibilities of the PIA under Post Placement Support (PPS).

(f) On account of the fact that some sectors like construction are not very organized but payment mostly exceed the organized sector; informal sector jobs would be considered subject to the following stipulations:

    i. Acquisition of a particular job recognized skill by the candidate; and

    ii. Valid future progression offered by the job.

(g) The placement in the informal sector should be considered only if the following conditions are met:

    i. An offer letter assuring the minimum wages of the state.

    ii. Certificate from the employer that wages have been paid as per the minimum wages; and

    iii. The job should not be purely temporary and must have stability that which means termination of job will be done with proper notice period.

(h) One of the following documents would be treated as proof of placement.

    i. Salary slips issued by employer.

    ii. Statement of bank account of candidate with credits of salary.

    iii. Letter with name of candidate and salary details.

(i) PIA has to ensure Post placement tracking and monitoring, the extent of retention in the new jobs for a period of one year.

(j) The PIA should provide Post Placement Support to provide the candidates in settling down and taking care of their needs in the initial stage of their employment.

12 Audits

i. The Ministry retains the right to carry out audit of the accounts of the project, if deemed necessary, including audit by the CAG and by the Principal Account officer of the Ministry or by independent agency. The PIA shall make available all relevant records for the purpose whenever requested by an agency authorized by the Ministry.

ii. Financial audit is to be carried out by the Chartered Accountant of PIA as per the statutory provisions, and the accounts of the project shall be maintained separately in order to facilitate meaningful audit.

iii. The Audit Report together with action taken on the auditor's observations and physical progress under the project shall be furnished at the time of release of 2nd / 3rd instalment of Central funds.

13 Project Completion

i. The completion report of the project should be made available by the PIA to the Ministry along with audited utilization certificate and audit reports of second instalment before the release of the third (final) instalment.

ii. The project completion means the completion of educational part, skill development of three months, placement of minimum 70% trained candidates within three months of completion of course, and their tracking for one year period. The entire duration of the project cycle would come around more than 2 years.

iii. Documentation (including videos, audio and photographs) is an integral part of the project along with video recording giving the status of beneficiaries before and after the project. It should cover the details of deliverables as indicated in the project and achievements made against these deliverables.

14. The Ministry may amend scheme guidelines as per requirements at any time.

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