



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

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

**Eligibility Conditions for Empanelment of  
Training Entities for “MANAS”**

**January 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) in the month of November 2014. It is an institutional arrangement to cater to all the skill development/skill up-gradation 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.

i. The Academy aims at providing an all India level 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 gainful employment/self-employment to Minority communities, and lead to their **socio-economic main streaming** to achieve the goal of “**Sabka Saath - Sabka Vikas**”. It will also provide 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. MANAS is expected to 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 Skill Development Programmes for the persons belonging to Minority community on or before **31<sup>st</sup> January, 2015**, subject for 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. A 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 proposal submission.

3. The Entity should have experience of training at least 2,000 trainees and should have ensured at least 60% of placement of trainees in the similar trades; preference will be given to the NSDC/SSC partners.
4. The Entity will provide the details of placement linkages with the employer/employment agencies where they have placed the successfully trained candidates during the past.
5. Audited accounts of at least one year, preferably up to three years to be submitted by the Entity, and turnover should be at least 50% of the total proposed project cost.
6. The Entity should confirm the eligibility criteria of SSCs/NCVT/NSQF in terms of infrastructural facilities and trained faculty members for the applied trades. For any new trade common industry standard has to be followed and subject to the approval of MANAS.
7. Capacity & modus operandi to mobilize members of Minority communities, 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.
8. The Entity should not have been black listed 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.
9. The Entity will be required to furnish a performance Bank guarantee to MANAS for 15% amount of the funds sanctioned by MANAS.
10. 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, from the point of view of their placement for at least 12-18 months, after training.
11. Course curriculum for training should be in accordance with the current requirement of industry/trade. This is to 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.
12. Adequate practical and on the job training /internship must be incorporated into the training module as per the norms to ensure at least 80% placement of the trainees, in wage/self-employment after successful training and certification.
13. 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 wage/self-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.
14. The applicant Entity should be able to furnish proof that the trained persons placed in wage or self-employment have continued to be so engaged for a period of at least twelve months after completion of training. This could require the applicant to have an effective post-placement monitoring system in place.
15. 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. Ensure biometric real-time attendance and making it available on MANAS website as well its own website.

16. The entire training programme should be covered with CCTV with 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. Agency will have to follow the technology related guidelines of MANAS for the purpose of standardisation of technology based monitoring.
17. 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.
18. The Entity may also identify such cost intensive skill training programme having high training cost with high employment potential. The Entity should be able to channelize NMDFC educational loans for such training programmes and ensure repayment through the employer.
19. The entity should also be able to converge the facility of term loans and micro finance available under NMDFC schemes for assisting the candidates for self-employment.
20. 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.
21. 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. 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.
  - c. 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.
    - 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.
  - 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 have 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.

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 two months of receiving such request from the concerned organization after removing the marked deficiencies.

### **Specific Eligibility Criteria based on Standard Operating Procedures (SOP) of “MANAS”**

The Entity shall be required to adhere to necessary conditions for eligibility, as reflected by it's **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 on 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 –
  - i. Brief about the industry
  - ii. Major employers in the industry
  - iii. Employers having tie-ups with Entity
  - iv. Salary (CTC & Break-up)
  - v. Average no of working hours/other general working conditions
  - vi. Roles and responsibilities to be handled
  - vii. Career development opportunity, future training courses etc.
  - viii. 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.

- 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 14 – 35 Years)
  - 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 motivational level of candidates mobilized will have a significant impact on retention during the training as well as 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.
- f. Selection of trainees would be based on counselling and aptitude tests (psychometric and others) and any other tests which should assure 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 employment given by the Entity and will remain in employment for 12 – 18 months.**
- 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 inspection of the centre. 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 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. 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.
- b. 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 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 should be made.
- f. Adequate practical and arrangement of hands-on-training along with industry visits to help in transformation from class to corporate culture should be made.
- g. There should be mandatory modules on soft skills, communication and IT integrated in to the main training module and curriculum and daily session plan should be uploaded on website their own website as well as MANAS website, for the verification and monitoring.

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

- a. Internal and continuous assessment should be integral part of the course curriculum, these assessment 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 on receipt of the information of trainees who have completed the training before 25 days of completion of the training.
- d. MANAS and SSC will allot the assessment agency and coordinate for assessment and certification of the trained trainees in presence of external invigilators appointed by MANAS. Training Partner makes 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. Placement & Post Placement Support**

- 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 to ensure 80% 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 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.

**V. Project Completion and Conclusion Stage -**

- a. Verify the check list and finalise the training and placement have been completed as per allocations under the physical targets as per MoU.
- b. Feedback should be collected by MANAS at the time of the completion of the projects from all the stake holders –
  - i. Trainees
  - ii. Training Partner
  - iii. Assessment Agencies
  - iv. Employer/Placement Agencies
- c. The Project Completion report should be uploaded by MANAS on website.

[\(To download application form, please click here\)](#)

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