

"Pathway to Progress: Your Handbook for PMKVY 4.0 Skill Hub Excellence"

The Pradhan Mantri Kaushal Vikas Yojana (PMKVY) Skill Hub Initiative is a transformative program launched by the Government of India under PMKVY 4.0. It aims to empower India's youth by providing them with skill development and vocational training opportunities. The program is designed to make education more relevant, create an industry-ready workforce, and address the growing demand for skilled professionals in various sectors.

Key features and objectives of the PMKVY-Skill Hub Initiative:

- 1. Skill Development for All:** The initiative's primary goal is to make skill development accessible to all. It provides an opportunity for individuals from diverse backgrounds to enhance their skills and increase their employability.
- 2. Targeted at Educational Institutions:** The scheme mainly targets educational institutions, including colleges and schools, that have valid accreditation from bodies like **NAAC, NBA, and NIRF**. These institutions play a crucial role in shaping the skills and careers of students.
- 3. NSDC Authorization:** The initiative offers educational institutions the chance to become authorized training partners of the National Skill Development Corporation (NSDC). This partnership opens doors to a range of skill development opportunities.
- 4. Streamlined Processes:** The program streamlines various processes such as accreditation and affiliation requirements, Training of the Trainer (TOT), placement tracking, and more. This simplifies the path to becoming a recognized training partner.
- 5. Enhancing Institutional Ratings:** By participating in the PMKVY-Skill Hub Initiative, educational institutions can score a maximum of 40 marks in NAAC accreditation, which can significantly improve their institutional ratings.
- 6. Financial Benefits:** Educational institutions that take part in the initiative can generate substantial revenue, ranging from 20 Lakhs to 40 Lakhs or more, depending on their efforts and capacity.
- 7. Skill Development without Additional Investment:** Institutions can use their existing infrastructure, requiring no additional investments in facilities or resources. This cost-effective approach allows them to offer skill development programs alongside their regular curriculum.

The PMKVY-Skill Hub Initiative offers educational institutions an opportunity to enhance the employability of their students and contribute to the nation's skill development goals. By meeting the eligibility criteria and participating in the program, these institutions can expand their offerings, score higher in accreditation assessments, and play a vital role in nurturing a skilled workforce for India's growing economy.

The following steps play a vital role in the PMKVY-Skill Hub Initiative program, ensuring its successful implementation:

STEP 1: Approval from NSDC

- Obtain approval from the National Skill Development Corporation (NSDC) for the scheme and the allocated target numbers.

STEP 2: New TP Registration

- If you are new to NSDC, register as a Training Partner through the online portal. Required documents include:

a. Trust PAN

b. Trust Deed

c. Valid Address Proof (e.g., BSNL/MTNL bill, bank statement with manager's signature, electricity bill with a valid address).

STEP 3: TP Registration Approval

- After approval of your Training Partner (TP) registration, create a Training Center (TC) within the portal. Select the relevant job roles and set the maximum batch size. You can offer up to five courses simultaneously.

STEP 4: Project Creation and Approval

- Create a Project ID and seek project approval for the courses you plan to offer under the scheme.

STEP 5: AEBAS Registration

- Begin the process of registering students in the Aadhar Enabled Biometric Attendance System (AEBAS).

STEP 6: Student Registration

- Enroll students by collecting the necessary documents, including a valid Aadhar card, passport-sized photos, and proof of education.

STEP 7: Trainer Registration

- Register trainers for all the courses you plan to offer as part of the program.

STEP 8: Commencement of Batches

- Finally, start your training batches and deliver the skill development programs as per the scheme's guidelines.

These steps collectively form the core of the PMKVY-Skill Hub Initiative program, ensuring its smooth execution and the delivery of high-quality training.

STEP 9: Training Lifecycle and Attendance Monitoring on SIP (Skill India Portal):

- Ensure daily attendance of candidates is recorded on the Aadhaar Enabled Biometric Attendance System (AEBAS). It is imperative that institutes procure and install AEBAS devices before the training commencement and mark candidates' attendance on AEBAS daily.

(For detailed information on procuring AEBAS devices and the onboarding process, please refer to Annexure 2: AEBAS Onboarding Process attached herewith.)

- The release of the **first tranche of funds** for a batch will be initiated upon achieving 70% attendance for that batch on any single day within the initial 20 days of training. (For instance, if the batch size consists of 30 candidates, attendance for at least 21 candidates must be marked on AEBAS within the first 20 days of training commencement to qualify for the first tranche amount.)
- Any batch that fails to achieve **70% attendance of the batch size within the first 20 days of batch commencement will be Auto-Cancelled on SIP.**
- Attendance will be closely monitored, and it is essential for each candidate to accumulate at least 70% of the total training hours within the batch end date to become eligible for the final assessment.

Candidate Eligibility Criteria for Assessment

Candidates must fulfil specific eligibility criteria to be eligible for assessment. These criteria are crucial for ensuring the successful completion of the training program. The eligibility criteria are outlined as follows:

Job Roles without Mandated OJT (On-the-Job Training) Hours:

- Candidates must achieve attendance of at least 70% of the total Qualification Pack (QP) hours, which includes both classroom and practical training.
- If the course duration encompasses 300 hours (comprising classroom and practical training), candidates must attain a minimum of 210 hours (70% of the course duration) on AEBAS to qualify for assessment.

Job Roles with Mandated OJT Hours (On-the-Job Training):

- Attendance requirements for job roles involving OJT hours are defined by achieving 70% of both QP (classroom and practical) and OJT hours.
- For instance, if the course duration is 300 hours (consisting of 180 hours of classroom and practical training and 120 OJT hours):
 - Candidates must reach 70% of both QP and OJT hours to be eligible for assessment.
 - Attendance for classroom and practical training must be recorded on the AEBAS portal.
 - In the case of OJT hours, training providers need to submit an undertaking letter from the employer or industry where the OJT was conducted, confirming that the candidate(s) has completed the required number of hours. This serves as proof of attendance, and records must be maintained for audit purposes.
- The assessor will verify the hours attended by candidates on the day of assessment.
- Skills hubs are responsible for ensuring that AEBAS attendance records and industry undertakings are prepared and available before the assessment date.

These eligibility criteria are critical to guarantee that candidates are adequately prepared to undertake their assessments and ultimately succeed in their chosen job roles. Monitoring and enforcing attendance requirements are essential for maintaining the integrity and quality of the PMKVY-Skill Hub Initiative.

STEP 10: Payout Eligibility & Tranches - Ensuring Timely Disbursements

The disbursement of funds in the PMKVY-Skill Hub Initiative follows a structured approach with distinct eligibility criteria. Payouts are divided into three tranches, each linked to specific achievements. These payout tranches and their corresponding eligibility percentages are outlined as follows:

Tranche 1: 30%

- ***Enrolment:*** The initial payout is based on enrolment and the attainment of T-1 AEBAS compliance.
- ***T-1 Compliance:*** This criterion necessitates that 70% attendance for the entire batch size must be achieved within the first 20 days of training initiation.

- For example, in a batch with 30 candidates, the attendance for 21 candidates should be marked on AEBAS within the first 20 days of training to qualify for the first tranche amount.

Tranche 2: 30%

- ***Mid Training:*** Payouts for candidates who have maintained 70% attendance on AEBAS.
- Payment requests (invoices) for T-2 can be raised by PIAs for batches where training equivalent to 50% of the total Qualification Pack (QP) hours has been completed. This applies to candidates who have achieved 70% attendance.

- As an example, for a course with a duration of 300 hours, T-2 invoices can be raised once 150 hours of training are completed. PIA can only raise T-2 invoices for candidates reaching 105 hours (70% of 150 hours).

- The formula for calculating the number of hours candidates must achieve for Tranche 2 is as follows: $50\% \text{ of the Course Duration} \times 70\%$.

Tranche 3 (Final Settlement): 40%

- **Certification of Candidates:** The ultimate settlement of funds is contingent upon the certification of candidates post-assessment.
- All funds transferred in the previous tranches will be settled in the third and final tranche.

This structured payout system ensures that funds are disbursed in line with the achievement of crucial milestones, fostering transparency and accountability in the PMKVY-Skill Hub Initiative program. By adhering to these guidelines, the program maintains its integrity while providing essential support to candidates and institutions.

We kindly request you not to be overwhelmed or find any of the above steps challenging. At Skillpoint Learning Services, we are here to assist and guide you every step of the way. From Step 1 to successfully completing all project hours without any dropouts, we are committed to ensuring a 100% pass rate in assessments and timely project completion. Your success is our priority.