

Annexure – B

DRAFT GUIDELINES

The following are the guidelines for implementing Placement linked Training Programs for unemployed Christian Youth.

- 1) **Empanelment of Training Partners:** The Placement linked Training Program shall be organized with the Training Partners empanelled with TASK / EGMM / MEPMA / NSDC / NI – MSME any Government Organization OR any other Training Partner who provides placements in various Sectors of Industries / Institutions / Firms / Companies, with whom the MD, TSCMFC, will enter into MOUs at State Level. In addition, the Training Partners as identified by the District Collectors concerned as per the local requirement are also permitted to conduct Training Programs as per the procedure and guidelines communicated. The details of the tentative training courses along with the duration are shown in *Annexure C & D*. Further, list of MEPMA / N S D C empanelled Training Partners and other Training Partners identified by the District Collector and MD, TSCMFC will be communicated from time to time.
- 2) **Training Centres Inspection:** The respective training centre details submitted by the Training Partners will be verified by the concerned District Minorities Welfare Officer of Minority Welfare Department. The District Minorities Welfare Officer will verify the classrooms, practical labs, computers, projectors, materials and other related infrastructure with respect to those particular training courses offered by the Training Partners. The District Minorities Welfare Officer must also inspect the hostels tied up with the respective training partners (if the course is Residential). The District Minorities Welfare Officer shall submit the inspection report within the (03) working days to MD, TSCMFC from the date of receipt of the training centre details from the TSCMFC.
- 3) **Work Order Issue:** Based on the recommendations and the inspection report submitted by the District Minorities Welfare Officer, the MD, TSCMFC will issue the work orders to the Training Partners at State Level for conducting Training Programs. The District Collectors may however identify the training partners as per the local requirements and communicate proceedings accordingly requesting the MD, TSCMFC to place work orders to the respective Training partners identified by the District Collector.
- 4) **Eligibility Criteria:** The District Minorities Welfare Officer shall follow the below eligibility criteria for selecting the candidates for trainings: (Evidence documents to be enclosed)
 - a) The candidate must be a Christian /Roman Catholic /Anglo-Indian as the case may be. B.C (C) Certificate should be obtained from Mee Seva , issued by Thasildar
Or
Baptism Certificate along with Self Declaration on a Bond Paper worth Rs.10/- is must.
 - b) The candidate should be in the age group of 18 to 45 years.
 - c) The parental annual income of the candidate hailing from the rural areas shall not exceed Rs.1,50,000/- and for the urban candidate it shall not exceed Rs.2,00,000/- (Latest income certificate issued from the Mee Seva office/ Tahsildar must be submitted)
 - d) The candidate must possess minimum educational qualifications as per the training course opted.
 - e) Adhaar Card of the Trainee must be submitted.
 - f) A person who underwent training for a particular course from any Govt. Organisation, or from any Training Partner, cannot opt the same Course again.
- 5) **Scrutiny of the applications:** The District Minorities Welfare Officer must scrutiny the applications of the candidates who desire to undergo trainings strictly as per the guidelines /eligibility criteria and allot them to the concerned Training Partners with the approval of the District Collector. The concerned District Minorities Welfare Officer is responsible for any lapse in future.
- 6) **Classes Commencement:** Once the minimum candidates are available with the training partner (who has been given work order by the MD TSCMFC or by the District Collector), the classes can be started upon the confirmation issued by concerned District Minorities Welfare Officer to the training partner with a copy submitted to the MD, TSCMFC. After receiving the information from the Training Partner, the DMWO should verify the commencement of the batch within 7 days of the commencement of the batch.

7) **Attendance:** The attendance of the candidates must be certified by the concerned District Minorities Welfare Officers. If the attendance of the candidate is below 70% with respect to the number of days of the classes conducted, such a candidate may be treated as dropped from that particular batch and the training partner cannot claim for training fee with respect to that particular candidate. The duration of the classes should be (06) hours per day.

8) **Assessment of the Trainee:** All the trainees will be assessed through Third party Assessment Agency during the training period as per the National Council for vocational Training (NCVT) / Directorate General of Employment and Training (DGET) / Sector Skill Councils. The assessment fee is inclusive of the training fee.

9) **Training Fee Payment:** The payment to the training partner shall be released in (03) installments directly from the State Office to the Training Partner through NEFT transfer/ Cheque payment as per the MOU after the proceedings/bills are raised by the District Minorities Welfare Officer.

The District Minorities Welfare Officer should obtain the details of the Bank account, Name of the Bank, Branch, IFSC Code etc., of the training partner and submit the same to the MD, TSCMFC along with the proceedings/bill.

a) **1st Installment:** The inception bill of 50% of course fee shall be released to the training partner after 15 days from the batch start date upon the confirmation of concerned District Minorities Welfare Officer.

b) **2nd Installment:** After the course completion, the training partner has to place the candidates within 15 days from the date of the course completion. The training partner is eligible for a 2nd installment of 40% bill of the course fee only if training partner shows placements to minimum 70% of the candidates from that particular batch. If the placement ratio is between 50% and 69% the payment to the training partner shall be released on prorata basis. The payment release shall be made on receipt on confirmation regarding placements from the concerned District Minorities Welfare Officer.

c) **3rd Installment:** The final bill of 10% amount of course fee shall be released to the training partners upon the placements report submitted to the concerned District Minorities Welfare Officer for post placement verification done after (03) months. If the placement ratios are maintained at the same rate of 70% and above of that particular batch the training partner will be eligible for remaining payment and if the placement ratio is between 50% and 69% the payment shall be released on prorata basis. The confirmation of the placements must be through concerned District Minorities Welfare Officer.

The training fee payable in respect of each course shall be fixed as per the Common Norms of NSDC or any such type of institutions which are registered at skill development departments under Government of India and in respect of the Governmental organizations the training fee payable for each course shall be fixed as per MOU signed for them.

10) Lodging and Boarding (Optional) :

a) All the trainees are eligible for the lodging and boarding facilities provided by the training partners (if the program is conducted on Residential Basis)

b) The lodging and boarding charges are payable to training partners at Rs.130/- per day per candidate in Metros such as Hyderabad and for Non-Metros at Rs.100/- per day per candidate or on par with REEMAP guidelines which ever is less.

c) The lodging and boarding bills will be paid to the Training Partners every month upon the receipt of proceedings /bill from concerned Executive Director / District Minority Welfare Officers.

The distance of hostels must not be more than 2 Kms from the Training Center. If distance is more, the training partners must provide transportation to the trainees who are residing in the hostels.

11) **Stipend / Conveyance to Trainees:** An amount of Rs. 500/- per month will be provided to the trainees as conveyance charges for trainees who are undergoing Long Term Duration Courses and an amount of Rs.250/- will be provided to the trainees as conveyance charges for trainees who are undergoing Short Term Duration Courses. The amount will be disbursed through the concerned District Minorities Welfare Officer to the trainees and the District Minorities Welfare Officer must submit the Utilization Certificates to the O/o the Managing director, Telangana state Christian (Minorities) Finance Corporation. The trainees who are availing the lodging and boarding facility are not eligible for claiming the conveyance charges.

- 12) **Duties and Responsibilities of the DMWOs for payment of the bill:** Payment of training fee, lodging and boarding fee shall be released directly to Training Partner as per the confirmation received and bill raised by the District Minorities Welfare Officer, who is responsible for checking the correctness of the bills submitted by the training partners. The DMWOs are responsible to achieve the target fixed by the MD, TSCMFC from time to time.
- 13) **Duties and Responsibilities of Training Partners:** The training partners in coordination with the district staff of TSCMFC must mobilize the eligible candidates to their respective training centers. The detailed responsibilities of the Training Partners are as follows:

Guidelines for Training Partners :

- 1) The following documents must be available at Training Centers:
 - a) MoU copies, Agreement copies of Hostels and Training Centre building.
 - b) Resumes of Trainers
 - c) Bio-Data of trainers, Education certificates, Aadhar Card, ration card , proof of age, address proof, Community certificate, Income Certificate etc.,
 - 2) Display of Flex Banners/Boards and compliance:
 - a) Training Centre Name and Hostel
 - b) Minimum Guaranteed skills
 - c) Day Wise Session Plan
 - d) Food Menu at Hostel
 - 3) Maintenance of Records in the Training Centres. Following documents are to be maintained:
 - a) Trainee's attendance register
 - b) Faculty attendance register
 - c) Visitors Register
 - d) Leave letters for trainees and trainers
 - e) Trainees Movement Register at Training Centre and Hostel
 - f) Session Plan Register
 - g) Box file for Bio-data's of Trainees
 - h) Box file for Weekly assessment tests
 4. Other requirements to be fulfilled:
 - a) Student study material and ID cards-must be distributed at an early date – Before batch inception date.
 - b) Infrastructure should be maintained in the Training Centre as well as Hostel as per the MoU norms.
 - c) If the trainee claims for Residential training and found to be not residing in the hostel, training partner will be penalized. Lodging charges shall not be claimed for non-resident students.
 - d) Food Menu should be followed strictly in the hostel.
 - e) Training Partners should get ready with the placements well in advance. The tentative placements of the current batch have to be placed in the notice board without fail. And also the trainees must be made aware of the same.
 - f) Placements can be done during last two weeks of training and must submit to the concerned district Executive Director / District Minority Welfare Officer within 15 days after batch completion date.
 - g) Faculty appointed should be well qualified in the relevant subject and with adequate experience.
 - h) Weekly assessment tests must be conducted to all trainees
- 14) **Declaration to be given by the Trainee:** The trainee should submit a Bond with Surety in the prescribed format enclosed vide **Annexure-E** along with his application to the District Minorities Welfare Officer that he never obtained /undergoing any training from the Central / State Government sponsored schemes implemented by the other Governmental Organizations or any other Training Partners at other places during the last Financial and present Financial year. The parent/guardian of the candidate OR The Training Partner may stand surety and sign the Bond with Surety accordingly. At any point , if a particular trainee is found that he / she has undergone / undergoing training the said training partner need to repay the total training cost, conveyance charges and lodging and boarding charges (if any) to the Telangana State Christian Minorities Finance Corporation.

15. The Managing Director, TSCMFC is authorized to select other Training Partners also issuing orders under pilot projects as per eligible conditions and their experience in unique trades depending on the demand of employment, if any scope arises.
16. The Expenditure towards administrative cost for implementation and monitoring the said Scheme shall not exceed 4% of the allocated budget.
17. The above guidelines shall come into force immediately and shall be followed scrupulously by all concerned.
18. The Managing Director, Telangana State Christian Minority Finance Corporation shall take necessary action accordingly.

Sd/-
Secretary to Government

MW Dept.,


MD - TSCMFC
Managing Director
Telangana State Christian (M) Finance Corporation
(Minority Welfare Dept. Govt. of Telangana)