



JHARKHAND SKILL DEVELOPMENT MISSION

(An autonomous institution under Dept. of Higher, Technical Education and Skill Development)

ShramBhawan, Doranda, Ranchi – 834002

Email ID - skilljharkhand@gmail.com Website- www.skilljharkhand.org



Order No: 504

Date: 10/10/2017

Order

This Order is to regulate the Employability Excellence with College Education and Learning (EXCEL) program of Jharkhand Skill Development Mission Society (JSDMS) and is applicable to all the Training Service Providers (TSP) implementing the program. The TSPs will follow the below mentioned guidelines for implementation of the programme as an interim measure until the Process Manual for the EXCEL program is issued. Process Manual once issued by JSDMS will supersede this Office Order.

1. The EXCEL Program is for College going and non-College going **10+2 passed out youth**, providing them career option to follow the skill development programs leading to wage or self-employment, in addition to traditional education system.
2. The Program will enroll not more than 50% students from the College, and the balance will be from the erstwhile passed out students from the College or the Society in general.
3. The TSP will mobilize youth from the College as well as outside for enrolment into the program. The TSP will use all mobilization tools, print, radio, digital and social media and counselling for enrolment into the EXCEL program.
4. The EXCEL program will run in Government as well as Private Colleges of all the Universities of Jharkhand.
5. The Principal of the respective College will act as the Centre Manager, supported by a specialist resource from the TSP.
6. The appointed District Skill Coordinator (DSC) will coordinate the program in the Colleges of the respective District on behalf of JSDMS and report to the State Team on a regular basis.
7. The JSDMS State Team will visit the Colleges for monitoring purpose as and when required, for Quality Assurance of the program.
8. The Program will follow 405 Hours Curriculum issued by JSDMS until the QP/NOS of the Management, Entrepreneurship and Professional Skills Council (MEPSC) is finalized, approved and issued.
9. The Base cost applicable for the present courses will be INR 27.50 (category III) per hour until the QP/NOS of the Management & Entrepreneurship and Professional Skills Council is approved and issued.
10. That the Training Service Provider will install "**Aadhaar based biometric device**" for capturing attendance at the training centers established within the college premises.
11. The TSP will install CCTV cameras in the Classroom, Laboratory and Workshop with recording facility, for the portion of the building used for the program.
12. The Maximum and Minimum Batch strength for the program will be 30 and 15 respectively. If the batch strength falls below 15 for 6 consecutive days, the Batch will be dissolved. The revival of such dissolved batch will be at the discretion and written approval of the Chief Executive Officer, JSDMS.

13. TSPs will use the JSDMS LMIS portal HUNAR for all purpose of the training. (<http://hunar.jharkhand.gov.in>).
14. The minimum and maximum training hours per day would be 2 hours and 8 hours respectively.
15. Work orders will be issued to the TSPs for only those colleges, where the TSP has signed the tripartite agreement between the College, TSP and JSDMS.
16. TSPs may continue training on holidays of the college with prior approval of the college authorities and intimation to JSDMS.
17. Provisions of guidelines of SJKVY main phase would be applicable for the batches created for non-college going youth.
18. TSPs will use the portion of College building, premises and infrastructure allocated by the Principal, for running the skill development program.
19. The TSPs will use the Branding Manual of SJKVY program modified to suit EXCEL program, till a specific Branding Manual for EXCEL is issued by JSDMS.
20. The TSPs will inform the concerned SSC regarding the batch initiation upon batch approval so that timely assessment and certifications may be completed.
21. TSPs will conduct HR meet and counselling sessions inside the college premises at regular interval for enrolment as well as retention of the youth during the program.
22. Provisions have been created for college going students in the HUNAR portal where they may fill the required data regarding their enrolment. If the same is done by the TSPs, they are advised to ensure that the student data is accurate and authentic. The TSP will be responsible for accuracy and authenticity of the documents uploaded on HUNAR portal.
23. No batches of non-college going male youth candidates should be created in Women' Colleges.
24. TSPs will issue proper identity cards to its employees and trainers who would be responsible for conducting training inside the colleges.
25. TSPs will inform the college authorities in writing about each member of the team deployed by them with master copy to JSDMS State team.
26. The TSPs will use jsdm.excel@gmail.com for all communication with JSDMS.
27. Mission Director, JSDMS is the final authority for all project related matters.

Sd/-

(Ravi Ranjan)

Mission Director

Jharkhand Skill Development Mission Society

Memo No.-JSDM/516/2017-1210

Date. 10/10/17

CC: IL&FS Skills Development Corporation Limited/ Tata Institute of Social Sciences/
All related officers/employees of JSDMS and PMU team for information and necessary action.

(Ravi Ranjan)

Mission Director

Jharkhand Skill Development Mission Society