



## **ARIDHIMA MEDICAL EDUCATION AND RESEARCH SOCIETY**

### **OPERATIONAL PLAN & STRATEGY FOR SPREADING SKILL PROGRAMS**

2020 To 2025

This Detailed Operational Plan & Strategy For Spreading ESSC Program has been prepared with the objective to align all the concern teams (Project Implementation/ Procurement/ Learning Delivery Services/ Communications& Placement) assigned with the Project across the country. This document will act as guideline to improve the service delivery and mitigate the risk of failure during the progress of the training program. This document is confidential by its nature and is to be used by the concerned team and its representative.



Document Name	DETAILED OPERATIONAL PLAN & STRATEGY FOR SPREADING ESSC PROGRAMME
Document ID	OPERATIONAL PLAN & STRATEGY - 001
Electronic Document ID	OPERATIONAL PLAN - STRATEGY - 001.PDF
Date of Release	9 <sup>TH</sup> November 2020
Version No.	1.1
Prepared by	Operations Team
Approved by	Board of Directors / Members
Next Revision Date	01 <sup>st</sup> April 2025

# **TABLE OF CONTENT**

<b>INTRODUCTION</b>	4
<b>VISION, MISSION, VALUES &amp; OBJECTIVES</b>	4
<b>DETAILED PLAN &amp; STRATEGY FOR SPREADING ESSC PROGRAMME</b>	5
<b>OPERATIONAL PROCESSES</b>	5
• PROJECT ORDER VERIFICATION, ORDER PROCESSING AND PROJECT PLAN (3.1)	5
• AUTHORIZED TRAINING CENTRE (ATC) SELECTION FOR LEARNING SERVICE DELIVERY(3.2)	5
• TRAINING OF TRAINER (TOT) PROGRAMME(3.3)	6
• ASPIRANTS MOBILISATION(3.4)	7
• BATCH FORMATION(3.5)	9
• INVOICING TO CUSTOMER(3.6)	10
• PROCEDURE ON LEARNING SERVICE DELIVERY	
○ INAUGURATION OF THE TRAINING PROGRAM (3.7)	11
○ MONITORING OF THE TRAINING PROGRAM(3.8)	12
○ ASSESSMENT & CERTIFICATION (3.9)	14
• PLACEMENT & POST PLACEMENT SERVICES(3.10)	15
• PAYMENT RELEASES FROM SPONSORS (3.11)	16

## **ANNEXURE-REFERENCE PROJECT FORMATS**

ANNEXURE DETAILS	PAGE	ANNEXURE DETAILS	PAGE
PROJECT DETAILS	4	PROJECT SHEET	4
APPLIATION FORMAT	4	TRAINING CENTRE READINESS FORMAT	5
SPONSOR'S AGREEMENT	5	CENTRE DETAILS- MASTER DATABASE	5
TOT ATTENDANCE SHEET	6	TRAINING FEEDBACK	6
STUDENT APPLICATION FORM	8	PROJECT MONITORING & STATUS UPDATE	8
FINAL DATABASE - BENEFICIARY	8	INVOICE TO ESSC	10
WEEKLY STUDENT ATTENDANCE	13	SESSION PLAN FORMAT	13
COURSEWARE DISTRIBUTION REPORT	13	TOOLKIT DISTRIBUTION REPORT	13
STIPEND DISTRIBUTION REPORT	13	MINUTES OF MEETING	13
WORK PLAN	13	SUPPORT VISIT DOCUMENT	13
EXAM MARKS FORMAT	14	CERTIFICATE DISTRIBUTION REPORT	14
POST PLACEMENT TRACKING SHEET	15	PROJECT DETAILS FORMAT	15
MONTHLY BUDGET	16	VALEDICTORY	16
STANDARD BALANCED SCORE CARD	17	EVALUATION OF PROJECT	17

<b>REVIEW MECHANISM</b>	17
<b>CHAIRMAN'S SUMMARY</b>	19

## 1. INTRODUCTION

ARIDHIMA MEDICAL EDUCATION AND RESEARCH SOCIETY (AMERS) is registered under Society Act 1958, Registration Number. 592/JAIPUR/2008-09 at Distt. Jaipur, Rajasthan, as a Social Voluntary Organization. As mentioned above that although Society was registered in 08.10.2008 but it has been carrying out its activities for the last several years in Rajasthan, Madhya Pradesh & Gujarat.

### **Vision**

- ❖ Establish and sustain an Institution which acts as an incubation & state of art infrastructure for underprivileged students and help them to become self-reliant socially as well as economically and ensure their inclusion in the main stream.
- ❖ Support sustainable development, livelihood mission and encourage entrepreneurship in Nation.

### **Mission**

- ❖ Make a significant difference in the lives of the youth, whose only mistake is to have been born deprived of normal facilities and give them a second chance in life.
- ❖ Guaranteeing the well-being, welfare and reintegration into society of the underprivileged youth and make them important contributors of our liberal and democratic society.

### **Values**

- ❖ Love and respect for individuals, growth and continuous learning are the principle values in which ARIDHIMA MEDICAL EDUCATION AND RESEARCH SOCIETY (AMERS) strongly believes. These values will dictate all the policy making decisions within ARIDHIMA MEDICAL EDUCATION AND RESEARCH SOCIETY (AMERS) .

### **Objectives**

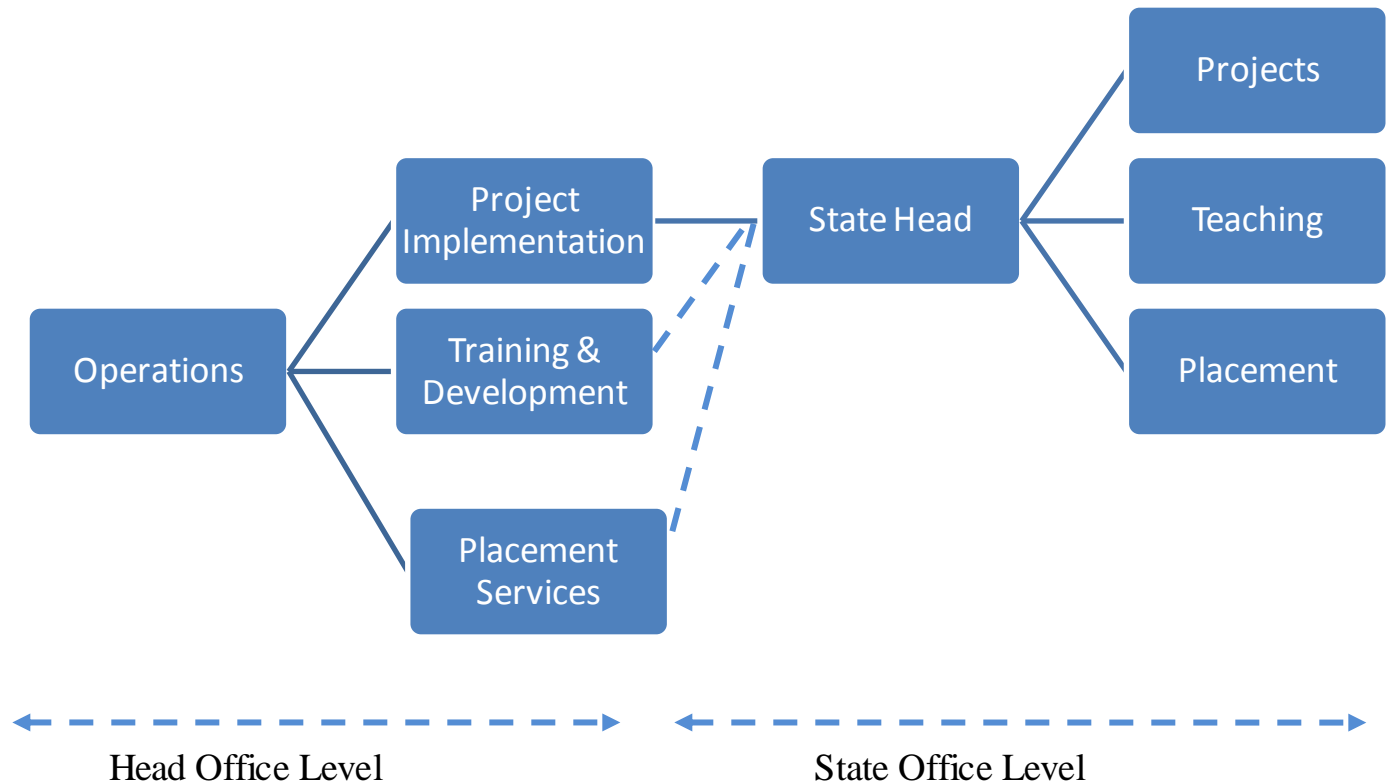
- ❖ To educate and train manpower for the development of the country
- ❖ To establish linkages with industries for the promotion of science and technology
- ❖ To pay special attention to the improvement of social and economic conditions and welfare of the people, their intellectual, academic and cultural development
- ❖ Innovative Courses and skill development training program of studies shall be introduced with provision for periodic review and restructuring.
- ❖ Operational Plan a Strategic Plan for Training & Development of ESSC project

This Detailed Plan & Strategy for Spreading ESSC Program has been prepared to strengthen our Operations starting from Aspirant mobilization to Vocational Training/ various Skill Development programs launched under Ministry of Skill Development, Government of India. It has further been as certain that project meant for similar social groups across the country, will have to have similar delivery mechanism for the success of the project.

While all the project stakeholders are conversant with the process of learning service delivery, this Detailed Plan & Strategy for Spreading ESSC Program has been prepared or every project manager to use this document as a ready reference. Any suggestions on these guidelines need to be provided for deliberation, consensus and subsequent incorporation of the same as are vision to this issue.

## 2. OPERATIONS & OPERATIONAL STRUCTURE

In order to streamline the organizational processes, it is an imperative to have a well defined reporting structure, both at Head Office Level as well as State Office Levels. This brings clarity and accountability of the work that needs to be completed in the project life-cycle. There would be situations where role holders would be assigned multiple responsibilities in exception.



### 3. OPERATIONAL PROCESSES

#### Process Number: 3.1

#### Process Name: Project Order Verification, Order Processing and Project Plan

#### Process Owner: Head of the operations

This process defines the activities to be undertaken when an order is bagged. These activities may be further divided into micro-level activities in discussion with the Process Owner.

SL	ACTIVITY	R	A	S	C	I
1	Verification of Project Order for scope of work, project time line, preparation of operation Handover and project cost estimates	Operational Head	Operational Head	Account Head	CEO	Project Head
2	Preparation & handover of External Dependency chart for further communication & relationship building.	Operational Head	Operational Head	Operational Head	Operational Head	Project Head
3	Finalization of scope of work and Commercials for Training Centre (ATC), Agreement/MoU to be signed or contract to be used	Project Head	Project Head	Project Manager	Account Head	
4	Floating of enquiry, obtaining quotations from partners for course material, training of trainer (TOT) programme and certification programme.	Procurement Team	Project Head	Training & Development	Project Head	Teaching Delivery, Content Expert

#### Exception Handling:

Scope of work with the Authorized Training Center needs to be finalized based on the project requirement which may vary from Project to Project, Location to Location.

Credit terms for procurement needs to be finalized by Procurement team. Minimum Credit days should be 45 days from delivery of materials. Training department partners with managers, employees in making training toolkit distributions and decisions.

#### Formats to be used in the ESSC process:



## Process Number: 3.2

### Process Name: Authorized Training Centre (ATC) Selection for Training & Development

#### Process Owner: Project Head

This process defines the activities to be undertaken for selection of ATC involved in Training and development. These activities may be further divided into state-level activities in discussion with the Project Manager.

SL	ACTIVITY	R	A	S	C	I
1	Authorised Training Centre (ATC) Short listing for Training and development	District Coordinator	Project Coordinator	Project Manager		
2	Site visit for selection of Authorized Training Centre and initiation of Authorized Training Centre finalisation through EOI, site photograph etc.	Project Coordinator	Project Manager	District Coordinator		
3	Class room arrangement requirements, Lab Specifics	Training Centre	Project Manager	District Coordinator/ Project Coordinator	State Head	Project Head
4	Training Centre finalisation & Finalization of Terms & Commercial. Agreement Sign up with Centre Manager with necessary documentary evidence and approval.	Project Manager	State Head		Accounts Head/ Legal Team	
5	Finalization of Approved Authorized Training Center database & Overall activity monitoring processes till batch launch	Project Manager	State Head	District Coordinator/ Project Coordinator		All Operational Heads

#### Exception Handling:

Scope of work with the Authorized Training Centre needs to be finalized based on the project requirement which may vary from Project to Project, Location to Location.

Classroom arrangements and lab specifications may vary as per the requirement of the project. However, a standard Classroom to accommodate 30 aspirants is 15 ft x 20 ft.

#### Formats to be used in the process:



Training\_Centre\_Readiness\_Format.docx



Centre Details - Master Database.xlsx

### Process Number: 3.3

### Process Name: Trainings of Trainers (TOT) program

### Process Owner: Project Head

This process defines the activities to be undertaken for conducting “Trainings of Trainer” program. These activities may be further divided into micro-level activities in discussion with the Project Manager.

SI	ACTIVITY	R	A	S	C	I
1	Short listing of Trainer from the CVs received	Project Manager	Project Manager	District Coordinator/ Project Manager/ HR Manager	Project Head	Project Head
2	Finalization of Trainer through interview process as per the eligibility criteria mentioned in the MoUs/Work orders/SSC guidelines	Project Manager	Project Manager	State Head		Project Head/ State Head/ Project Manager
3	Collection of signed CVs of the Resource Person/ Skilled Instructor/ Trainer with photographs and Xerox copy of all educational qualification, ID proof address proof.	Project Manager	Project Head			
4	Batch formation for TOT programmes AND Finalisation of TOT venue & programme duration	Project Manager	Project Head			Project Head/ State Head/ Project Manager/ Trainer
5	Finalisation of master trainer, their movement & stay	Project Manager	Project Head	Admin/ Project Manager	Admin	State Head/ Project Head
6	Arranging, distribution & acknowledgement of course material for TOT programme	Project Manager	Project Head	Admin/Procur ement		State Head/ Project Head
7	Invitation to all trainers for TOT programme (By email/SMS) with venue & schedule details	Project Manager	Project Head			State Head/ Project Head
8	Trainer feedback & Master trainer feedback	Project Manager	Project Head			State Head/ Project Head
9	Based on feedback and gap analysis, recommendation to Trainers & master trainers	Project Manager	Project Head			State Head/ Project Head

### Exception Handling:

Master Trainers should be trained by Subject Matter Experts mandatorily under the direct supervision of the Teaching Head. All Trainers needs be informed by phone in order to avoid Technological issues as Emails are difficult to check at some location and SMS do not get delivered in proper formats.

### Formats to be used in the process:



Attendance Sheet



Training Feedback  
Format.xlsx



## Process Number: 3.4

## Process Name: Aspirants Mobilization

## Process Owner: State

### Head / Project Head

This process defines the activities to be undertaken for Aspirants Mobilization. These activities may be further divided into State-level activities in discussion with the Program Head.

SL	ACTIVITY	R	A	S	C	I
1	Assigning the task of beneficiary mobilisation to field staff and TC	Project Coordinator	Project Manager	State Head		
2	Establish connection with the concerned persons at the state level to mobilise in districts/blocks/panchayats	Project Manager	Project Manager	District Coordinator	State Head	Project Head
3	Establish connection with the concerned persons at the districts/blocks/panchayats level to mobilise	District Coordinator	Project Coordinator	Project Manager	Project Manager	State Head
4	Initiation of mobilisation by different means e.g., Announcement through Loudspeaker, distribution of leaflet, advertisement through popular local newspapers, broadcasting in local cable channels.	Centre Manager/ District Coordinator	District Coordinator	Project Coordinator	Project Manager	State Head
5	Collection of Filled in Application Form and other relevant documents as per the SLA to be submitted	District Coordinator	Project Coordinator	E-mitra Centre	Project Manager	State Head
6	Finalization of screening date & venue AND intimation to all mobilised beneficiary about screening date & venue.	Project Manager	Project Manager	Centre Manager/ District Coordinator/ Call Centre	District Authorities	Project Head/ Placement Team/ District Authorities
7	Briefing about the project, class procedure, placement procedure to all candidates.	District Coordinator	District Coordinator	Centre Manager	Project Manager	
8	Screening through one-to-one meeting	District Coordinator	Project Coordinator	Learning Delivery/ Placement Team/ District Authorities	Project Manager	Project Head
9	Selection of beneficiaries	Project Manager	Project Manager	Project Coordinator	State Head	Project Head
10	Preparation of final database & submission	Project Manager	Project Manager	Project Coordinator	State Head	Project Head/ Placement Head

**Process Number: 3.4(Continued)**  
**Process Name: Aspirants Mobilization**  
**Process Owner: State Head / Project Head**

**Exception Handling:**

Selection of Aspirants needs to be done on the basis of the Selection Criteria decided internally and with the consent of the department.

**Formats to be used in the process:**



Application  
Form.docx



Project Monitoring &  
Status Update.xlsx



Final Database-  
Aspirants

Process Number: 3.4(Continued)  
Process Name: Plan for Project implementation  
Process Owner: State Head / Project Head

**Area of ESSC Project implementation or project execution**

<b>S: No</b>	<b>States and Union Territories in India</b>	<b>No. of Districts</b>	<b>Population</b>
1	Punjab	22	27704236
2	Himachal Pradesh	12	6856509
3	Madhya Pradesh	52	72597565
4	Chandigarh	1	1054686
5	Rajasthan	33	68621012
6	Orissa	30	41947358
7	Haryana	22	25353081
8	Gujarat	33	60383628
9	Sikkim	4	607688
10	Tamil Nadu	37	72138958
11	Uttar Pradesh	75	199581477
12	Uttarakhand	13	10116752
13	Jammu and Kashmir	22	12548926

**Already we Prepared the infrastructure of training centers above states and within some districts**

## Process Number: 3.5

### Process Name: Batch Formation

### Process Owner: State Head / Project Head

This process defines the activities to be undertaken for forming the batches for an Authorized Training Center (ATC). These activities may be further divided into state-level activities in discussion with the project head.

SL	ACTIVITY	R	A	S	C	I
1	Batch finalization, intimation of Class start date to the selected candidate	Project Coordinator	Project Manager	Call Centre/ATC/District Coordinator	State Head	Learning Delivery Head/ Placement Head
2	Issue of Batch list including waitlisted applicant to ATC for intimation to selected candidate	Project Manager	Project Manager	Project Coordinator/ District Coordinator	State Head	Centre Manager
3	Establish communication with Concerned/District Authorities for intimation / approval of the final batch for commencement of training and intimation to Department	Project Manager	Project Manager	Project Coordinator	State Head	Centre Manager
4	Batch Formation & commencement of Training	District Coordinator	Project Manager	Faculty/Project Coordinator	State Head	Project Head/ Centre Manager/ Learning Head/ Placement Head/ Gov. Authorities
5	Ensuring all prerequisites for raising invoice to end customer as per Work order and get it signed by the Concerned/District Authorities (Wherever required)	Project Manager	Project Manager	Project Coordinator	State Head	Centre Manager
6	Relationship Management with ATC	Project Coordinator	Project Manager	Project Coordinator	State Head	Project Head
7	Collect the invoice from ATC for payment with all the supporting documents as per the check list and forward to accounts department.	Project Coordinator	Material Manager & Accounts Department/ Project Manager	District Coordinator	State Head	Project Head

## Process Number: 3.6

### Process Name: Procedure on Invoicing

#### Process Owner: State Head

This process defines the activities for invoice. These activities may be further divided into state-level activities in discussion with the Process Owner.

SL	ACTIVITY	R	A	S	C	I
1	Collection of requisite documents (Attendance Sheet / Application Form / Caste Certificates/ Photographs etc) as applicable in the Work Order.	Project Coordinator	Project Manager	District Coordinator		
2	Mobilizing for the concerned district authority reports and collection of the District authority Certificates	Project Coordinator	Project Manager	District Coordinator		
3	After Verification as per Work Order, Collation of documents batch-wise and preparation of batch register for invoicing	Project Manager	State Head	MIS		
4	Preparation of Invoices at HO based on the information of the SLA, soft copy to be sent to the raising branch for printing and signature		Accounts Team	State Head	Operations Head	State Head
5	Submission of invoices to the department for payment	Operational Head	State Head	Project Manager		
6	Tracking of the invoices and daily update/ progress through Tracker internally	Project Manager	State Head			Operations Head / CEO

#### Exception Handling:

Invoicing is completely based on the agreed terms of Work Order and is linked to the submission of documentary evidences to be submitted to the department.

Invoicing would be specific to the projects. Some departments would have batch-wise invoices, other would have consolidated invoice for the project based on the number of Aspirants. Accounts team needs to be briefed accordingly.

#### Formats to be used in the process:



Invoice Sheet

### Process Number: 3.7

### Process Name: Inauguration of the Training Program

### Process Owner: State Head / Project Head

This process defines the activities to be undertaken for inaugurating a training program. These activities may be further divided into micro-level activities in discussion with the Process Owner.

SL	ACTIVITY	R	A	S	C	I
1	Create a proper budget for the project & get approval.	State Head	Project Head	Accounts Department/ Project Manager	Operations Head/ CEO	Accounts Department/ Project Manager
2	Proper intimation to department officials available in the district for launching the centre.	State Head/ Head Communications	Project Head	Admin & Project Manager		Learning Head, Placement Head, Centre Manager/ Head Communications
3	Need to monitor activity and ensure presence of District Coordinator/ Cluster Coordinator at the venue.	Project Manager	State Head	Project Coordinator	Project Head	
4	Make sure the presence of Concerned/District Authorities for inauguration.	Project Manager	State Head	Project Coordinator	Project Head	
5	Make sure the presence of media person during inauguration.	Media Manager	Head Communications	Admin/Head Communication	Project Head	All Concerned
6	Ensure photography of venue with signboard and also all the inauguration activity	Project Manager	State Head	Admin & District Coordinator	Project Head	
7	All the above photographs need to be mailed for all future use.	Project Manager	State Head	Centre Manager & District Coordinator	Project Manager	All Concerned
8	Collect the media clipping in scan and in original regarding inauguration programme published in the local newspaper.	Media Manager	Head Communications	Centre Manager & District Coordinator		Head of Communications
9	Documents to be maintained for all future reference in hardcopy and in softcopy for ease of communications in Head Office.	Media Manager	Head Communications	Admin/Head Communication		All Concerned

### Process Number: 3.8

### Process Name: Monitoring of the Training Program

### Process Owner: State Head / Project Head

This process defines the activities to be performed for monitoring the training program. This is one of the Core activities for the success of the program. These activities may be further divided into state-level activities in discussion with the Project head.

SL	ACTIVITY	R	A	S	C	I
1	Maintaining the records of Attendance-By trainer as well as students in a batch file	Trainer	Project Manager	District Coordinator	State Head	Project Manager
2	To ensure 100 % batch strength in every class	Trainer	Project Manager	District Coordinator	State Head	Project Manager/ Project Head
3	Follow up for absentees through counselling, phone call	District Coordinator	Project Manager	Trainer	State Head	Project Manager/ Project Head
4	Record and report student drop-out. Analyse the reasons of drop-out, measures taken to avert drop-out.	Trainer	Project Manager	District Coordinator / Project Coordinator	State Head	Project Manager/ Project Head
5	Distribution of Courseware & Toolkit (As Applicable). Record distribution by maintaining signature of each student in the Issue Register.	District Coordinator / Project Coordinator	Project Manager	Procurement	State Head	Project Manager/ Project Head
6	Verification of distribution, its record maintenance and feedback from the student on distribution of study material, toolkit.	Project Manager	Project Manager	District Coordinator / Project Coordinator	State Head	Project Head/ Project Head
7	Collect all the activity photographs of Training (Theory and Lab), Courseware and Tool Kit distribution, Certificate distribution, Stipend distribution.	District Coordinator / Project Coordinator	Project Manager	District Coordinator / Project Coordinator	State Head	Project Head/ Project Head
8	Invoices from Centre Manager needs to be collected with necessary supporting document, verified and subsequently should be forwarded for processing. All the documents received in this process should be used as supporting.	District Coordinator	Project Coordinator	Centre Manager	State Head	Project Manager

**Process Number: 3.8(Continued)**  
**Process Name: Monitoring of the Training Program**  
**Process Owner: State Head / Project Head**

SL	ACTIVITY	R	A	S	C	I
9	Release payment to the Centre Manager as per MoU terms.	Project Manager	State Head	Accounts Department	Project Head/ Operation Head/ CEO	
10	Regular visit in the districts for assuring regular presence of Aspirants, Faculty Audit, meeting the Concerned/ District Authorities as per approved work plan	All Staffs	Project Head			All Team Heads
11	Career Development Seminar to be conducted between 45-60 days from start of the program	Placement Manager	Placement Head	Trainer/Learning Manager	Placement Head	Project Manager/ State Head
12	Monthly Aspirants Feedback as per designated formats.	District Coordinator/ Project Coordinator	Project Manager		State Head	Project Head

**Formats to be used in the process:**

  
 Weekly Student Attendance Sheet.doc


  
 Session Plan Format.xls

  
 Courseware Distribution Report.xl

  
 Toolkit Distribution Report.xlsx

  
 Stipend Distribution Report.xlsx

  
 Minutes Of Meeting.xls

  
 Work Plan, Action Plan and Corrective A

  
 Support\_Visit\_Document.doc



## Process Number: 3.9

### Process Name: Assessment Services & Certification

#### Process Owner: State Head

This process defines the activities to be performed for Assessment Services & Certification. These activities may be further divided into state-level activities in discussion with the Process Owner

SL	ACTIVITY	R	A	S	C	I
1	Preparation of standard question papers based on topics covered (six sets)	Project Manager	State Head			
2	Conduction of periodic assessment (3 assessments)	Project Manager	State Head	District /Project Coordinator		All Operational Heads
3	All the Necessary arrangements(Question Papers, Evaluation) to complete Assessments	Learning Manager	State Head	District Coordinator	Project Manager	Project Head/Education Partners
4	Score Sheet preparation and sharing to the concerned	Learning Manager	State Head			All Vertical Heads
5	Certificate Processing	State Head	State Head	Procurement / State Head	Operations Head	
6	Certificate Distribution and acknowledgement needs to be captured and stored.	Project Coordinator	Project Manager	District Coordinator		Project Head/District Authorities

#### Exception Handling:

For Programs where assessment is third party or through online-mode, procurement of exam pattern needs to be done 1 month to the exam and issuance of these pattern to the candidates needs to be trapped in localised database for Certificate processing.

#### Formats to be used in the process:



Exam\_Marks\_Format  
.xlsx



Certificate  
Distribution Report.xl

## Process Number: 3.10

### Process Name: Placement and Post Placement Services

#### Process Owner: State Head / Placement Head

This process defines the activities to be performed for Assessment Services & Certification. These activities may be further divided into micro-level activities in discussion with the Process Owner

SL	ACTIVITY	R	A	S	C	I
1	Relevant industry Tie Ups as per the Trades selected for the project and database creation	Placement Manager	Placement Head			All Operational Heads
2	Career Orientation Program - Level 1 & Level 2 to be conducted within a span 30 and 60 days	Placement Manager	Placement Head	State Head / Faculty / Manager		Project Manager
3	Industry Visit/ Exposure of at least 5-10% of the beneficiaries for the project	Placement Manager	Placement Head	State Head / Faculty / Manager		
5	Job Fair / Final Placement as per project (Min 3 opportunity)	Placement Manager	Placement Head	State Head / Faculty / Manager	Project Head	All Operational Heads
6	Collation/ Updating of database for tracking of various categories of placement	Placement Manager	Placement Head	State Head/MIS		All Operational Heads
7	Post placement Tracking on a weekly basis for 4 months	Placement Manager	Placement Head	State Head / MIS		All Operational Heads

#### Exception Handling:

Most of the Projects in Skills Development are linked to Employability. But there would be projects which may not be linked to the Employability. In such scenarios as well, the student base of such programs to be added in the Placement Bank and opportunities may be provided to those Beneficiaries as well for highlighting the success of the Project. This may lead to better aspirant's Satisfaction.

In case the beneficiary opts out for the Placement Opportunity, declaration of the Participant is mandatorily kept in the Placement record of the Project.

Three opportunities is defined as 3 different opportunity in three dates/companies/job fair.

#### Formats to be used in the process:



Post Placement Tracking Format.xlsx



Aspirant Details Format



ASPIRANT\_EVALUATION\_FORM

## Process Number: 3.11

### Process Name: Payment Release / ATC Payments for Project Execution

#### Process Owner: Operations Head

This process defines the activities to be performed for payment release to vendors/ATC Payments involved for Project Execution. These activities may be further divided into micro-level activities in discussion with the Process Owner

SL	ACTIVITY	R	A	S	C	I
1	Registration of ATC/Vendors involved in project execution as per Standard Vendor Registration Form	State Head	Project Head	Project Manager	Project Head	Project Head
2	Recommendation for ATC Payment	Project Head/Procurement	Project Head/Procurement	State Head		Operation Head
3	Verification of Expenses in Project Budget as well as in Monthly expenses Budget	Operation Head	Operation Head		CEO/Directors	
4	Payment Approval to Accounts Department	Operation Head	Operation Head		CEO/Directors	Accounts Head/State Head/Procurement
5	Payment by RTGS/NEFT/Cheque(subject to Availability of Fund)	Accounts Department	Accounts Head			Operation Head/State Head/Project Head/Procurement
6	Post Payment Tracking & acknowledgement	Accounts Department/State Head/Procurement	Accounts Department/State Head/Procurement	ATC		Operation Head/Accounts Head/Project Head

#### Exception Handling:

It is always advised to adhere to the budgets of the projects as well as Monthly budgeted plans. However, non-budgeted/sudden expenses needs to be taken up based on the priority levels. All concerned needs to put the efforts to adhere to the planned budgets and make each project profitable.

#### Formats to be used in the process:



Aspirant Evaluation



Monthly Budget.xls

## 4. REVIEW MECHANISM

Review is a formal assessment of work with the intention of instituting change as and when required. A Review Mechanism is a structured and on-going process of review to see how conventions and protocols are being put into practice.

Some Common features used by review mechanisms to review how they are put into practice include :

- A Self Assessment checklist
- A Review between review and the reviewer.
- A Final dialogue between review group.

The below matrix defines the Review-Reviewer mechanism which may be followed for quantitative as well as qualitative results. During the review process, the reviewer should look for highlights/tragedies of the past review period and planning for the next review period. The reviewer should provide at least 1 “Focus Area” for the next review period.

Reviewee	Reviewer	Review Frequency
Faculty	District Coordinator	Monthly
District Coordinator	Project Coordinator	Monthly
Project Coordinator	Project Manager	Monthly
Project Manager	State Head	Monthly
State Head	Project Head	Monthly
Learning Coordinator	Learning Head	Monthly
Placement Coordinator	Placement Head	Monthly
Project Head/Placement Head	Operation Head/CEO/Directors	Quarterly
Operational Head/Operation Head	CEO	Quarterly

To measure the review mechanism and ensure employee appraisals at the end of the year, each individual role holder should have defined specific to a role. The balanced scorecard is a strategy performance management tool - a semi-standard structured report, supported by design methods and automation tool that can be used by managers to keep track of the execution of activities by the staff within their control and to monitor the consequences arising from these actions. Within the strategy management context, all these characteristic closed-loop control elements need to be derived from the organization's strategy and also need to reflect the ability of the observer to both monitor performance and subsequently intervene - both of which may be constrained. Annexure below is a tool, called “**Balanced Score Card**” which would facilitate in measuring the productivity and keep the stakeholders focused.



Standard Balanced  
Score Card.xlsx

## Chairman's Summary:

It is important to realize that developing useful and effective SOPs requires time and commitment from all levels, management as well as employees. Once the development task is complete, three important steps still remains.

- **Educate** Employees.
- **Control** “Procedural drifts” by ensuring that the program is followed consistently over a period of time in entirety.
- Establish an **evaluation** and review system to be certain that over time all the steps of an standard operating procedure are still correct and appropriate for the system
- A successful program of student employment and training support with cooperation under the sponsorship of **Skill Training Programs**
- Create a technology replacement old plan in line with the new academic technology strategy
- Increase class utilization in continuing training courses **Skill Training Programs**
- Our Endeavor is to develop self employment, and Responsible Citizens for the Country
- To Provide Quality Education to Learners at All Levels with **Skill Training Programs**

This document on various processes has been developed/revamped with inputs from various team members of Project team, Learning Delivery team and Placement team as well as valuable inputs from Project implementation team. The efforts have culminated into a document which is a **DETAILED OPERATIONAL PLAN & STRATEGY FOR SPREADING SKILL DEVELOPMENT TRAINING PROGRAM** for Operations team.