

< To be printed on Institutional Member's letterhead >

Date:

**To
National Institute of Technology and Management**

Sub: National Skill Certification and Monetary Reward Scheme

This is regarding the PMKVY scheme by GOI for award of monetary incentives for skill certification of trainees.

We accept the following points governing the PMKVY scheme:

1. Only Indian Nationals can participate in the scheme.
2. The Institutional Member shall ensure that trainers are qualified to handle the training program as per the Qualification Packs and National Occupational Standards and provide adequate lab infrastructure as per the guidelines set by RASCI, CAPITAL GOODS, LSC, apparel made-ups home furnishing sector skill council .
3. The Institutional Member will enter the student details into Captured Form completely and correctly as he will be liable for any wrong or misleading information put into the Captured Form.
4. The Institutional Member will ensure all candidates have a UID number and bank account. Adequate assistance will be provided by the Institutional Member to the trainee to facilitate the UID number and a bank account by guiding them to the nearest CSC to facilitate and fasten the process.
5. Till the time the trainee gets a UID number and a bank account number, the trainee can use the mobile number to enroll in the training program.
6. It will be the responsibility of the Institutional Member to update the UID and bank account information of the trainee on its receipt.
7. The Institutional Member will have to ensure that the start and end date of every batch is entered into SDMS. In case of any delay in the information provided – the Training Partner will be liable for the same.
8. The Institutional Member can choose to facilitate economically weaker section of trainees (with a below poverty line (BPL) card) by providing credit facility. This will be applicable only on the training fee.
9. The assessment fee has to be collected by the Institutional Member in full at the time of enrolment. This money collected by the Institutional Member from the student has to be transferred electronically to National Institute of Technology and Management on the same day.
10. The Institutional Member shall ensure that at least 25% of the course fee is collected mandatorily from the trainee in case the Training Partner is allowing the financially disadvantaged student to make part payment at the time of enrolment.
11. In the eventuality of student dropping out of the training program, the assessment fee will be non –refundable.

12. It will be the responsibility of the Institutional Member for entering the correct fee amount given and credit given to the trainee. the Institutional Member has to enter the receipt number clearly depicting the fee taken and credit given to the trainee as the Institutional Member only will be responsible in case of any dispute on this.

13. The Institutional Member will be expected to provide the training as per the promised schedule to the trainee and ensure that the trainee is adequately skilled as per the performance criteria defined in the Qualification Packs and National Occupational Standards provided by SSC.

14. The Institutional Member has to ensure availability of lab infrastructure, internet, computer with necessary consumable materials as may be required for the assessment.

15. The boarding lodging and travel expenses of the Assessor will not be the responsibility of the Institutional Member.

16. The Institutional Member may allow the trainee to take the assessment as many times as required by the trainee and ensure that the assessing fee collected and transferred to National Institute of Technology and Management for each and every assessment.

17. Institutional Member will report on 1st of every month the variance analysis of the previous month, centre – wise and QP-wise.

18. The trainee can get the award money only once.

19. SSC will declare the results within 10 working days after the assessment and will send PDF of certificates to training partners. It will be the responsibility of the Training Partner to printout the certificate and issue the same to the Trainees/Institutional Member.

20. In the eventuality of student dropping out before taking the assessment at least once and is availing training on credit, both the Training Partner and the trainee will not be eligible any reimbursement.

21. The fund comprising monetary awards for the Institutional Member will be auto debit from the account of the Trainees when they receive funds from NSDC. National Institute of Technology and Management is not responsible for any monetary transaction in this regard.

Thanking You,
Yours Truly,

Name: _____

Designation: _____