

**PROCEEDINGS OF THE DIRECTOR, TAMIL NADU SKILL DEVELOPMENT
CORPORATION, GUINDY, CHENNAI - 600 032.**

PRESENT: Dr.N.Subbaiyan, I.A.S.,

Procs.No.4229/SDC-4/2015

Dated:02.12.2016

Sub: TNSDC-Expression of Interest - Empanelment of Training Provider -
Approval of Training Partner under TNSDC - Kalvi Trust, Madurai -
Orders issued -Regarding.

- Ref: 1. G.O (Ms) No.23, Labour and Employment Department,
Dated: 27.01.2015
2. EoI submitted by Kalvi Trust, Madurai Dt: 28.09.2015
3. R.J,D (T) Madurai Inspection Report Dt. 11.05.2016

ORDER:

Based on the application submitted by Kalvi Trust, Madurai an Inspection has been ordered to conduct Physical Inspection by RJD (T), Madurai. Consequently RJD (T), Madurai has submitted Inspection report vide reference 3rd cited.

Based on the inspection report Kalvi Trust, Madurai is registered and approved as Training Provider under TNSDC for imparting skill training in the following modules in full time basis supported by biometric attendance.

Sl. No	Sector	Module Code & Duration in Hours	Module Name	No. of batches recommended by RJD (T), Madurai
1.	ICT	ICT/701 500 Hrs	Account Assistant using Tally	20 Trainees One batch at a time in Full time
2.	ICT	ICT/702 500 Hrs	DTP and Print Publishing Assistant	20 Trainees One batch at a time in Full time
3.	ICT	ICT/707 1000 Hrs	Web Designing and Publication Assistant	20 Trainees One batch at a time in Full time
4.	ICT	ICT/708 1000 Hrs	Animation and Multimedia Assistant	20 Trainees One batch at a time in Full time

Commencement of Training:

Training in Registered Modules should be started after submitting proposals and getting specific orders from TNSDC.

Instructions to be followed:**Web Portal:**

Training Provider - should login to the TNSDC Web portal <https://www.tnskill.tn.gov.in> and upload the training details for batch creation before the commencement of training.

Placement:

Training Providers should ensure a minimum of 70% placement of candidates trained by them. The complete placement details like occupation, salary, name and address of the Employer, Employee Provident Fund (EPF), Employee State Insurance (ESI) /Bank Statement for Salary / Salary Slip should be furnished for tracking purposes.

Trainees Admission:

1. The Training Provider should submit the commencement of the training programme (minimum details of Trainees before 10 days before commencement) to the TNSDC for all the batches.
2. Training Provider is responsible for mobilization of candidates, verification proposes, assessment of candidates and selection of candidates for the proposed sector training.
3. Training Provider should furnish the list of trainees per batch and the same should be hosted in the Training Provider website.
4. All Skill Training Course should be started from Zero week in which orientation programme to be covered. Then duration of skill training programme starts from first week.
5. Already trained candidates should not find a place in the training proposed. A Certification / Declaration in this regard should be submitted by Training Provider.
6. While selecting the candidates for skill training the training provider should give preference to women, rural candidates, SC/ST and differently - Abled candidates as applicable for skill training. This should be strictly followed.
7. Batch wise / Course wise scheduling of training proposal should be put up in the notice board as well as in Training Provider Web portal.
8. Training should be provided to unemployed youth and No regular student of any Educational Institution should be inducted for skill training courses.

Daily Attendance:

1. Training should be started after the installation of bio-metric device to record the attendance of trainees and instructors.
2. Training Provider should ensure assessment of training for the trainees who have a minimum of 85% attendance under the stipulated time frame.

Industrial Visit:

Training Provider should ensure field visit to the related training area for each batch at least once in a month to have a firsthand knowledge of Technology under usage in working environment.

Payment:

1. Training Provider will be provided 25% of the training cost of every batch once the admission completed and details received from Training Provider. Another 25% of the training cost on completion of 50% of training period of the batch commenced training. Further 30% of the training cost on completion of 100% training period of the batch. Balance 20% of the training cost will be paid on production of 70% placement and confirmation from the Employer about the placement and joining of the trainees.
2. Proper documentation of the training of each batch by way of Videography, Photograph (both hard and soft copy) should be furnished to TNSDC while claiming payment.
3. Before submitting the final claim training provider should submit the complete details of the trainee placement like name of the trainee, firm in which he is placed with address, job position, monthly salary, along with skill training certificate number.

General:

1. A Training Coordinator should be nominated by the Training Provider for coordinating the entire training programme.
2. Each candidate should wear T-Shirt / outer coat with printing of TNSDC at back side, TNSDC logo on left side pocket and training institute logo at front side right pocket which is to be supplied by Training Provider.
3. Skill Training also to be conducted in soft & entrepreneurship skill (100 hrs) for all the modules having more than 300 hrs duration. All trainees should be taught on soft skills and values.
4. It is further informed to quote the Training Provider registration number in all future correspondences.

Manual:

Each trainee should be given a training manual for reference preferably in Tamil.

Certification:

Successful candidates will be given a State Council for Vocational Training (SCVT) Certificate.

Agreement:

1. Training Provider shall furnish an agreement incorporating all the terms & conditions and deliver.
2. This Empanelment order is awarded subject to condition that any guidelines or Instructions issued by the Government or TNSDC time to time should be adhered strictly by Training Provider.

Validity of Empanelment:

1. The Empanelment of Training Provider is ordinarily valid for a period one year from the date of issue of order or till the validity of Fire Safety License, Building Stability Certificate and Rental / Lease Agreement whichever is earlier. Based on the performance of the Training Provider it will be extended further up to maximum of 3 years. The above

certificates / documents should properly be renewed periodically and the copy of the same should be submitted to the concerned Regional Joint Directors of the Training and the TNSDC.

Name Board:

There should be display of board with TNSDC symbol and name should prominently be displayed as back drop for the stage.

Publicity:

Wide Publicity should be given for selecting candidates through Media, Collectorate & local cable TV and Advertisements through Banner, Poster, Pamphlets, etc.

Fees:

Training provider should not collect any training fee or other charges. Violation of the clauses will lead to cancellation of approval from TNSDC.

Study Kit:

Study kit as a bag consists of File, Study materials, Notebook, Pen, Pencil etc) should be supplied to the Trainees by Training Provider.

Receipt of this Proceeding should be acknowledged immediately.

**Sd/...
Director**

To

Kalvi Trust
No. 134, 1st Main Road,
AR Hospital Road, K.K. Nagar,
Madurai-625020

Copy to:

1. Regional Joint Director of Training,
Madurai.
2. Regional Joint Director of Employment,
Madurai.
3. Deputy Director,
District Employment Office,
Madurai District
4. Stock file.

//Forwarded by Order//

For Director