CSR PROTOCOLS FOR TRAINING PARTNER

Registration & Setup Requirements

- **Skill India Portal Registration: The Training Partner/Training Center must be registered on the Skill India Portal.**

- **Training Center Setup: The center must comply with the norms specified by the relevant Sector Skill Council (SSC) for the approved job roles.**

- **Designated Spaces: A specific lab and classroom should be available for each job role.**

- **Beneficiary Capacity: The center must be capable of catering to the number of beneficiaries specified in the signed MOU/Work Order.**

- **Timely Completion: The project must be completed within the timeline specified by the donor.**

2. Timeframes

- **Center Setup Timeline: The Training Partner must set up the training center within 15 days from the date of the Work Order.**

- **Inauguration & Certification Events:**

  - **Inauguration: Must be conducted before the first batch of training starts.**

  - **Certification: Must be conducted after the completion of the project, following the generation of certificates.**

3. Financial Documentation

- **Disbursements: Payments will be made as per the clauses outlined by the donor.**

- **Utilization Certificate (UC): A CA-certified UC must be provided for each instalment received, along with:**

  - **Training pictures.**

  - **Candidate list with photos.**

  - **Other relevant documentation as required.**

4. Completion Reporting

- **Final Documentation: After project completion, the Training Partner must submit:**

  - **Completion report.**

  - **CA-certified UC.**

  - **Placement proof for all candidates.**

  - **Certification photos for the candidates.**

5. Regular Reporting

- **Weekly Status Report: A mandatory weekly status report must be shared every Monday, including:**

  o **Number of days and hours completed for each batch.**

  o **Accompanied by timestamped pictures of the training progress.**

6. Project Guidelines

- **MOU Compliance: All terms as outlined in the MOU with AMHSSC must be followed by the Training Partner.**

- **Need Assessment: The Training Partner must conduct a need assessment for the project, location, job roles, and target geography, and share the findings with AMHSSC.**

- **Pre-Training Information Capture: The Training Partner must capture the income status of the candidates before the training begins.**

- **Post-Training Impact Assessment: The impact of the training on the candidates and their families should be evaluated after completion of the program.**

7. Training Standards

- **Trained Trainers: Only trainers who are Active TOT (Trainers of Trainers) certified should be assigned to deliver training.**

- **Tools & Books: All candidates should be provided with a toolkit and books during the training session by the Training Partner.**

- **Industry Exposure: The Training Partner must arrange for:**

  o **Industry visits.**

  o **Professional skills workshops.**

  o **Hands-on experience with industry professionals.**

- **On-the-Job Training: The Training Partner must, wherever possible, facilitate on-the-job training for all candidates.**

8. Course Requirements

- **Full Training Hours: The Training Partner must ensure that the full number of hours specified for the assigned job role is completed as per the project requirements.**

9. Dropout Candidates

- **Non-Payment for Dropouts: In the case that a candidate discontinues or drops out of training, the Training Partner will not receive payment for that dropout candidate, regardless of the reason.**

11. Premises Changes

- **No Unapproved Relocation: The Training Partner cannot change the address or shift the training premises without obtaining prior written permission from AMHSSC.**

- **Unauthorized Shifting: Any unauthorized relocation of the premises will be considered illegal, and the agreement between the Training Partner and AMHSSC will be terminated.**

12. Training Centers

- **Direct Training Centers: The Training Partner is only permitted to provide training through its own centers. Use of franchisees for training is not allowed.**

- **Responsibility: The Training Partner will remain fully responsible for the training delivery and outcomes at its centers.**

13. Target Segment

- **Age Group: The target beneficiaries for the training must generally fall within the age group of 18 to 40 years, unless the donor specifies a different age range.**