Department of Training and Technical Education

Technical Education Community Outreach Scheme (TECOS)

Operational Guidelines

Foreword

It gives me immense pleasure to know that the Department of Training and Technical Education and NGOs are partnering in the Technical Education Community Outreach Scheme (TECOS). The success of any partnership is based on a clear understanding of the roles and responsibilities of each party. These Operational Guidelines are the primary statement on the roles and responsibilities of both the Department of Training and Technical Education and NGOs under the Program. Together with the Funding and Performance Agreements, they provide clear guidance for appropriate use and administration of the Program's resources.

I am glad to know that these Operational Guidelines would be refined 6 months after opening the scheme and are proposed to be reviewed after every 3 years based on an evaluation of the scheme. Many people and Organisations will have to contribute to this process, including the Department's Committee Constituted for implementation of TECOS. The efforts of all these partners will bring great value to the poor and needy sections of our society. A HeadQuarters level supervisory Committee will also be actively involved in developing an overarching policy framework to lead the partnership between Department of Training and Technical Education and NGOs. I hope that these Operational Guidelines will guide the efforts of partners in creating livelihood opportunities for the deprived sections of society living in the slums of Delhi.

(**Smt. Sheila Dikshit)**

Chief Minister

1. Overview of Technical Education Community Outreach Scheme (TECOS)

The Technical Education Community Outreach Scheme (TECOS) comprises of a public private citizen partnership based provision of Training and Technical Education services to the poor & needy segments of society in Delhi. Department of Training and Technical Education, Government of Delhi, has hitherto focused on policy development, financing, planning and delivery of Training and Technical Education services. In order to fulfill the department's obligations towards the poorest sections of society, a step is being taken in the direction of developing, maintaining and improving the Training and Technical Education services for enabling people from the poorer sections of society of Delhi to earn their livelihood through self /wage employment . TECOS would be a part of the overall scheme of Delhi government's efforts in engaging with the Community through the Bhagidari-Sanjha Prayas initiative and otherwise. The purpose of the Technical Education Community Outreach Scheme is therefore to enable the poorer sections of Delhi's society to acquire good quality livelihood skills.

2. Target Group of Beneficiaries

A large percentage of Delhi's population, verging on a third, lives in slum clusters under poor quality of living conditions. There have been several statutory pronouncements in the recent past, which led to tearing down of households and locking up of working spaces. This has caused large scale dislocation and relocation of families and individuals. Such dislocations and relocations have meant loss of the small livelihood opportunities that could be available to large numbers of the impoverished. Even as these dislocations continue to occur the large influx of masses from the hinterland of Delhi continues unabated, adding fuel to the fires that surround Delhi's impoverished. Large numbers of these immigrants are not only resource poor but are also poor in skills.

Relocation efforts of the Government meet with difficulties on account of the disconnect between the sources of livelihoods and places of residence and mismatch between skill demand and skill supply. Livelihood opportunities , which were hitherto available at earlier places of residence yield wages small enough to prevent people from travelling to their former places of work. Therefore, provision of livelihood opportunities in the nearby vicinities of the impoverished becomes a necessity.

On the other hand, the industry and services sectors that provided employment to reasonable numbers of the impoverished have also suffered on account of the suddenness of the statutory pronouncements, asking many of them to close down and relocate. Though the Government has been making efforts to get these employment entities relocated , such efforts have been long-drawn and painstaking, mainly on account of the sheer magnitude of effort that such relocation entails. Even as the employers make efforts to relocate, competition on a global scale stares them in their face.   Relocation of these employment

entities, even while they stand up to global scale competition, calls for a new paradigm of organizing production and service provision. This scheme is therefore an effort at harmonizing the livelihood needs of the impoverished and the production oriented requirements of manufacturers and service-provider agencies.

Even as the scheme aims to bring about this harmony between the needs of the impoverished and those in the employer organizations it   bears behind it   the general shortfall in the skill levels of technical manpower, besides the shortage in the numbers of such manpower needed in the country. The scheme therefore endeavors to develop a low-cost solution to the growth of high quality skills among the impoverished through a network of stakeholder partners, including therein Government Departments, Bagidhari Cell of the CM's Secretariat, NGOs, Industries, Service Provider organizations and most important, the low-skilled impoverished citizen.

3. Aim and Subsidiary Objectives

The aim of the TECOS is to deliver training programmes for uplifting the quality of life of the target group of persons by   enabling them to gain self /wage employment. Further this scheme has the following subsidiary objectives:

- support models of Training and Technical Education for service delivery through local communities, in a manner which increases access to services and support for community participation;

- build self reliance and commitment for Training and Technical Education at a community and personal level, through development of stakeholder networks   and self help initiatives;

- enable   complementarity between the community and Training & Technical Education services, which ensure the continuity of services and efficiency in the use of local resources;

- assist NGOs in providing a range of priority Training and Technical Education for enhancing the quality of citizen services and boosting the rate of economic growth .

4. Non-Government Organisations (NGOs)

Technical Education Community Outreach Scheme (TECOS) aims to provide a wide range of Training and Technical Education services to the people of Delhi   in partnership with the NGO sector. NGOs are community based, not-for-profit Organisations which exist independent of State Government Departments and their instrumentalities, but which may receive financial or other assistance from these for the provision of services required by the Government. This entails that NGOs are independently incorporated Organisations with their own management structures which are responsible for the provision of those services. The NGO sector is a complex mix of agencies of varying size incorporated under various

legislations and with a plethora of objectives, but having a common thread of altruistically serving the community, in one form or the other. Being close to the community, NGOs are sensitive to changing community needs and are well placed to develop innovative forms of service delivery. In many instances they may act as intermediate agencies to provide services to those groups which feel alienated and have difficulty in accessing mainstream Training and Technical Education services.

The Technical Education Community Outreach Scheme offers financial assistance to eligible Organisations for the provision of specified Training and Technical Education services in Delhi for the people of Delhi. Funding assistance is generally available to meet the core costs of the specified Training and Technical Education services under TECOS. This includes necessary recurrent costs (direct and indirect) but would normally exclude capital funding other than as a limited component, eg. Basic Equipments. Funding is generally not available for major capital items such as building projects.

5. Roles and Responsibilities

Specific Roles of Implementing Organizations, Departmental Agencies and the Department

The foci for management of the Program would be with   the partner NGOs and the following 3 levels of the Department of Training and Technical Education. Their respective roles   are as follows:

NGOs:

- Setting up of infrastructure and providing facilities for imparting technical education training to the beneficiaries in slum areas of Delhi as per MES pattern , with a view to getting the beneficiaries/ trainees certified by the NCVT/ SCVT.
- Identification of opportunities for wage/ self employment of even illiterate persons living in the slums, preferably through outsourcing of industrial work/ services provided by larger organizations.
- Conducting a baseline survey of the community's needs for self/wage employment and on the number of industries/organizations available in the nearby vicinity with outsourcing potential.
- Preparing and mobilizing the community in getting skill enriched.
- Enabling the industry to understand the potential and opportunities for reorganizing their production processes in order to derive benefits from decentralized production through the beneficiaries of the program.
- Engaging instructors, providing materials and supplies required for training and ensuring that quality training is provided to beneficiaries.

- Selection of suitable beneficiaries for taking up training as per the scheme. While selecting these beneficiaries preference should be given to the most vulnerable beneficiaries such as illiterate people, families without primary earners etc.
- Keeping the beneficiaries motivated to continue with the program and to take steps for ensuring that they do not drop out of the programme.
- Bring about a productive tie-up between the beneficiaries and potential employers / job providers, right from the stage that the training commences up to the stage when the certified trainees get self/wage employment. The tie-ups which the NGOs would be expected to forge would include tie-ups not only with industries, government programmes and service providers , but also with financial institutions in order to ensure access to credit for self-employment , either individually or in groups.
- Enabling a part of the training to take place in real work settings in collaboration with nearby industries/organizations, which can hold out potential for outsourcing work.
- Ensuring that the training is production oriented and that the surpluses from such training-cum-production activities are shared with the beneficiaries of the program at least to an extent of 50% of the surplus.
- Ensuring that the quality of training is up to levels high enough to enable beneficiaries to get certification for the same from the NCVT/SCVT under the MES scheme.
- Submitting funding proposals, monitoring reports, other documentation required by the department, its agencies and the certifying agency. Funding proposals would include the latest audited financial statements of the NGO, which shall not be later than one year preceding the year in which the proposals are being submitted.
- Submitting utilization certificates in the prescribed format and duly certified by a chartered accountant to the supervising institution/ department of training and technical education. The utilization certificate must be accompanied by the income and expenditure statement of the NGO for operating the scheme.
- Submitting an annual plan of action to the supervisory institute , with a copy marked to the high level committee. This annual plan would include: the areas in which the NGO proposes to operate , the trades/ modules in which training would be imparted and the number of beneficiaries proposed to be trained , efforts that would be made to get the certified trainees wage/ self-employed and efforts for ensuring that the training provided by the NGO is in tune with the demands of the industry/community and in keeping with the requirements of the market. The annual plans so prepared by the NGO concerned , for the succeding year , would be submitted to the Suprevisory institute atleast one and a half months before the close of the financial year.

Supervising Institutions

- To identify local industry requirements/potential with respect to outsourcing of industrial work/ services and community needs through organizing interactive meets of various stakeholders, including industries, NGOs , members of the local community and technical educators.

- Identification of a suitable set of NGOs for imparting training under the scheme , their area of operation and the trades/ modules in which training would be imparted.

- Carrying out weekly monitoring visits to ensure that the trainees are able to meet the skill milestones set by the high level committee for implementing the scheme.

- Holding monthly progress review meetings with the various stakeholders to ensure that the implementation of projects and courses are progressing on expected lines and that they are able to deliver desired outcomes.

- Carrying out field visits as may be required by the high-level committee/ departmental officers concerned.

- Analyzing monitoring reports submitted by NGOs , in order to give corrective feedback to NGOs and perfomance reports to the High Level Committee.

- The Supervisory institute will review and modify the annual plans for the subsequent year , submitted by the NGOs coming under their area of operation , consolidate these annual plans and submit the same for the approval of the high level committee / concerned departmental officers atleast a month before the close of the last quarter of the financial year.

- Approving proposals for real work situation training in industries/organizations that hold out potential for subsequent employment/ outsourcing of work to successful trainees. While granting such approvals it must be ensured that the trainees , who are to be placed with the industries/ organizations do not use the students as a source of cheap labour.

- Scrutinizing the funding applications of NGOs and recommending/ rejecting them on the basis of the performance/ capabilities of the NGO concerned.

- Releasing funds to the NGOs as per parameters set by the High level Committee/ concerned departmental officers, which wil include a minimum percentage of trainees who would need to get certification from NCVT/SCVT under the MES programme.

- Ensuring that surplus funds accruing from training-cum-production activities reach the beneficiaries in the proportion prescribed by the high level committee/ appropriate officers of the department.

- Imparting training, where required, for the instructors engaged by the NGOs, should it be found that they are deficient in imparting training in certain aspects of the curriculum.

- To directly provide training through its instructors/ faculty for ensuring that the quality and effectiveness of training does not suffer.
- Disseminating information to the public on the operation of the scheme.
- Ensuring the safety and upkeep of equipments, etc purchased through non-recurring grants provided under the scheme.
- Functioning as a liason between the NGO, Industries, Community and the Head Quarters unit of the department.

High-Level Committee (HLC) at the HeadQuarters

- Setting out the policy and roadmap for implementation of the scheme.
- Liaising with industry and community to assess the opportunities for industrial production/ services outsourcing .
- Selecting NGOs for implementing the scheme under the supervision of the technical institute concerned.
- Setting Outcomes to be achieved by each of the stakeholders, namely the NGOs, Supervising institutes & department officers; and setting qualitative and quantitative indicators for monitoring the achievement of these outcomes.
- Selecting targets for the number of beneficiaries to be covered under the scheme annually, the areas in which the scheme would operate under a supervisory institute and the trades/ modules in which training would be imparted.
- Organizing orientation/ refresher programmes for NGOs, Supervising institutes, industry and the community.
- Setting in consultation with the SCVT the syllabus for courses in demand for the industry/ community , in order to effectively meet these demands.
- Setting in consultation with the SCVT weekly monitoring milestones on the skill levels required to be achieved by the trainees.
- Setting the minimum percentage of trainees in a particular trade/module who should get certified by the NCVT/SCVT under the MES Programme, based on which continuation of funding to the NGOs would be decided.
- Conducting visits to the training centers of NGOs and the supervisory institutes to assess the effectiveness of implementation of the scheme.
- Keeping a check on the quality of monitoring being conducted by the supervisory institute and to give a feed back independently to the concerned officers of the Department of Training and Technical Education.
- Disseminating information to the public on the operation of the scheme.
- Suggesting measures for ensuring that the funds allocated under the scheme are being spent effectively and efficiently.

- The high level committee will approve the annual plans submitted by the NGO concerned, as may be modified by the supervisory institute and in consultation with the the concerned officers of the department , latest by the 15th April of the year in which the annual plan is to be operational . As far as possible approval for such annual plans will be accorded before close of the preceding financial year.
- Liaising with other departments of the Government of NCT of Delhi, Government of India and their agencies to ensure achievement of the scheme's objectives.
- Engaging an external agency to assess the effectiveness of the scheme on an annual basis.

The Department of Training and Technical Education:
- Ensuring that the required funding support is available for the effective implementation of the scheme.
- Ensuring that the required funds are released annually in advance to the supervisory institutions , funds required for operations during the first quarter of a year would be released during the last quarter of the previous year.
- Ensuring that the supervisory institutions and high-level committee perform their respective roles effectively.
- Ensuring that the overall objectives of the program are achieved.
- Redesigning the program guidelines, as and when necessary, based on feedback obtained from the concerned sources.

General Responsibilities of Various Organisations and Levels under the Scheme

Following are the general responsibilities of various organizations and levels within the Department of Training and Technical Education   under the scheme:

Non-Government Organisations (NGOs)

Organisations which receive grant funding will be accountable to the Government and the Community for accountable use of that funding to provide Training and Technical Education services at an acceptable standard, through a Performance Agreement with the Department of Training and Technical Education. NGOs shall provide adequate period of notice to the Department of Training and Technical Education on any significant changes that may be needed in the pattern of funding, that may impact on the delivery of those services. NGOs may at times have serious adverse incidents occurring during the course of providing training. Such incidents must promptly be reported to the Department of Training and Technical Education, though the responsibility of dealing with such incidents would be that of the NGO concerned. The type of incidents that may be reported would include fatal accidents, grievous hurts, suicides, serious assaults that may occur during the course of imparting training. NGOs who need to report such incidents should liaise with the supervisory institute assigned to them.

Supervising Institutes

Institutes under the Department of Training and Technical Education (ITI s & Polytechnics) will serve the role of Supervising Institutes under the scheme and would be responsible for delivery of a cluster of livelihood skills through a cluster of NGOs. Each cluster of courses delivered by an NGO would be called a project and the combination of projects under a given institute would be called a programme. A Programme Management Committee would be setup at the level of each such participating institute for supervision, monitoring and advice on the implementation of the scheme through the NGO Grant Program. Principal of the concerned institute will normally be the Chairperson of the Programme Management Committee and would bear overall responsibility for effective implementation of the programme through NGOs associated with the institute.

High-Level Committee (HLC) at the HeadQuarters

This Committee at the institute's level will in addition to the annual plans indicated under the section on specific responsibilities make strategic plans. Such strategic plans would highlight the Training and Technical Education priorities of the communities and stakeholders, that the institutes/ NGOs serve and would include local area specific Training and Technical Education responses to meet the needs of disadvantaged sections of society in Delhi. Major stakeholders including NGOs, industry representatives, service-provider organizations, other departments of the Government and the local community would be consulted during the course of preparation of these plans. These Supervisory Institutes will have overall responsibility for implementation of the projects at the individual NGO level. The responsibilities of these institutes would include: processing of applications for new and recurrent funding, disbursement of funding, monitoring of the quality of technical education being provided, assessing organizational performance of NGOs and enforcement of performance agreements.

The Department of Training and Technical Education

The Secretary (Training and Technical Education) will be the approving authority for all grants to NGOs under the TECOS. Any variations to grants from the funding pattern and period as may be required under exceptional circumstances, must also be approved by the Secretary (Training and Technical Education). However, the Secretary (Training & Technical Education) may delegate such powers of approval under the scheme to the authority concerned within the framework of Government Rules.

The Department would be responsible for the overall policy of the TECOS. The TECOS unit within the Department will set policy directions for implementation of the scheme. The Department of Training and Technical Education will enter into agreements with NGOs for attainment of the objective of this programme. The Department will also ensure that the agreement/contract elements include the efficient and effective management of the administration of the Grant Program and will provide for measures to monitor its performance. The Department will consult with the NGO's top management team before finalizing the roles and responsibilities of the stakeholders as contained in the Agreement for

NGO Grants. Any review of the effectiveness and appropriateness of these contract elements shall be conducted in consultation with the NGO sector, however as need be through an appropriate external agency. The Department of Training and Technical Education will establish a scheme management Committee to be named as High Level Committee at HQ level. This committee which will include experts in the fields of technical education, industry, service-provider organizations and entrepreneurship, would be responsible for the ensuring the overall effective implementation of the scheme, while focusing on key strategic implementation issues. In order to facilitate a consultative approach, this High Level Committee (HLC) in conjunction with the NGO sector, will develop an appropriate consultation protocol, which fosters good management and quality assurance practices. The Department will be responsible for the funding, through the appropriate the appropriate functional sections within the Department. All funded agencies and implementation formations will be required to ensure that timely information on courses/ projects/ programs/scheme   is provided to the Department.

6. *Eligibility Requirements for NGOs Seeking Funding*

The following are the requirements, which must be met by the organization applying for funding.

To be within legal constraints

Organisations must be in compliance with the required legal, legislative and regulatory requirements relating to the operation of Training and Technical Education Department funded services. Technical Education Community Outreach Scheme will not normally provide new or continuing funding to agencies which do not comply with, or do not have the capacity to meet   statutory requirements and including therein fire regulations, safety legislations and professional registration.

Legal status of agency

A requirement for successful funding is that the organization applying for funding is a not for profit organization in a form considered appropriate by the Technical Education Community Outreach Scheme's High Level committee .

Compliance with a formal Funding and Performance Agreement

Agencies granted funding will be required to comply with the General Conditions of Grant and enter into a Funding and Performance Agreement with the Department of Training and Technical Education.

Capacity to provide services

Organizations applying for funding need to demonstrate that they have the resources, infrastructure and technical capacity to deliver the services at acceptable standards. These standards cover such items as, accommodation, training, management expertise and safety of operations. The onus for adducing proof on these items, to the satisfaction of the Department of Training and Technical Education, is on the grant seeking Organizations. Such grant seeking organizations may also be required to demonstrate, to the Department of Training and Technical Education awareness of the standards that apply to the areas of operation, their capacity to meet these standards and the presence of organizational accountability procedures to measure, monitor and report on compliance to these standards. Organizations that have worked with poor communities, especially women, will be given preference.

Organizational capacity

Organisations applying for funding are required to demonstrate that they have the capacity to plan service delivery, set clear measurable and achievable objectives including qualitative and quantitative objectives that are linked to a time period and highlight the strategies which the organisation will apply to achieve these objectives.

7. *Minimum Eligibility Criteria*

NGOs willing to participate in the scheme must meet the following minimum criteria:
- Must be a non-profit organization or public trust registered under the Indian Societies Registration Act, 1860/ Public Trusts Act.
- The NGO must have at least 3 years experience of working in a field related to technical education or for providing livelihood opportunities for slum populations in Delhi.
- Financial Position of the organization should be sound and should have facilities, resources and experience to undertake the nature of work mentioned in this document.

Detailed documentation to be furnished by trust/organization

The Organization/Trust needs to provide documentary evidence of its
- Office Address
- Year of Establishment
- Personal Profile/Composition of Governing Body members
- Name of the Head of Organisation
- Legal status of the Organisation
- Proof of the Achievements of the Organisation
- Documents to indicate the relevant of the Organisation
- Basic infrastructure details like
  1. Head Office premise (Location)
  2. Office Space(Area)
  3. Office Equipments
- Human Resources (Number of project staff-Male & Female)

- Audited Financial Statements for the last three Years.
- Annual Reports
- Statement of no conflict of interest i.e. an affidavit sworn before an executive magistrate of first class/sub divisional magistrate by the applicant NGO that no member of Board of Directors or employees (paid on honorary) or their blood relative/spouse has/had any direct and indirect employment or contract with the Department of Training and Technical Education.
- Income Tax returns (for last two years) along with IT exemptions if any (with documentary support.

Omnibus terms and conditions validity clause

- In the event of any document furnished by the application NGO being found false, incorrect or misleading or if any material fact that favors selection of the agency is found at any stage of the selection and the subsequent period of partnership with the government the bank guarantee furnished by the NGO will be liable to be forfeited.
- The terms and conditions referred to above may change at any stage subject to the sole discretion of Secretary, Department of Training and Technical Education.
- The decision of the Department of Training and Technical education in case of any dispute shall be final and binding on the partner NGOs.

8. Process for Evaluation/Final Selection of the Partner NGO

The screening cum selection committee consisting of Government nominees, institutional nominees as well as technical experts will short list eligible NGOs for the proposed partnership on the basis of these detailed term and conditions as well as other government and technical norms.

These short listed NGOs shall then be invited by Department of Training and Technical Education to make a detailed presentation before the screening cum selection committee about the suitability and capability of these NGOs for fostering this partnership with the government on these broad parameters:

1. Organisational profile
2. Work experience, especially work related to technical education services for under privileged sections of society or for providing livelihood skills for residents of slum areas.
3. Proof of achievements of the organization in the aforementioned lines of work.
4. Financial strength and capabilities status.
5. Members personal profile.
6. Number of personnel(paid or honorary) along with their pay structure
7. Strength of organization and suitability to delivery services under this scheme

9. Funding Arrangements

Non-Government Organizations are welcome to consider applying for funding under the TECOS. Funding criteria are broad due to the vast range and diversity of the prospective NGOs applying for funding.

NGOs meeting the requirements outlined in these Guidelines will be eligible to be considered for funding assistance. These Guidelines apply to the administration and management of the NGO Grant Program and aim to ensure consistent funding across Delhi whilst encouraging effective service provision which is responsive to local and regional community and its people's needs.

Under the TECOS, NGOs have their grants funded, administered and monitored by the Department of Training and Technical Education, its sub-ordinate offices or agencies. NGOs which would be eligible for funding under this partnership scheme provide local services and in some cases those which are regional. There is a provision in this program to have a number of NGOs, including therein NGOs which are funded to provide technical education services and policy inputs to the Department.

Technical Education Community Outreach Scheme is committed to comprehensive and effective consultation with the NGO sector. In this regard, any proposed major policy and program changes in the TECOS will normally be the subject of a consultative process.

Amount of Funding

Various components of funding for NGOs under the (TECOS)

Name of activity	Norms/amount	
Cost per course (minimum 25 number of trainees per shift and training is to be imparted in two shifts)	**Rs 63,000/-per NGO for up to 3month programme +** up to Rs. 30,000/- will be paid in advance in respect of grant for one time non-recurring expenditure (in case of more equipment intensive courses the High Level Committee may increase the non-recurring grant up to an amount of Rs. 60,000)	
	Break up (Rs. per month expenditure)	
	Rent	**5000/-**

	Water Electricity Charges	2500/-
	Sanitation & Security	500/-
	Honorarium to Instructor	5000/-
	Raw Material cost	2500/-
	Administrative Expenses, (Stationary, Traveling and other office expenses) etc.	1500/-
	Travel expenses for trainees	2500/-
	Payment to Community Mobilizer/Project coordinator	1500
	Total	**21,000/-**
Overheads costs of supervisory institute @ 15% of Course funding to NGO.		
Overheads costs of activities at the level of high level committee @ 5% of total funding to NGOs		

Funding pattern

The following pattern of funding / payments would be put in place for effective implementation of the scheme at various levels:

- In the first quarter (three months period since starting), no advance will be paid towards recurring expenses. However, an amount up to Rs. 30,000/- will be paid in advance in respect of grant for one time non-recurring expenditure based on production of a suitable guarantee. However, in case of the need for more equipment intensive courses the High Level Committee may increase the non-recurring grant up to an amount of Rs. 60,000. Hiring/leasing of Equipment for delivering courses would also be treated as non-recurring expenditure and in such cases the amount eligible for grant would be fixed by the High Level Committee. The Payment of grant during first quarter will be released on monthly basis after successful operation of each month.
- At the beginning of second quarter (After expiry of three months of operation), 50% of amount will be paid in advance subject to satisfactory performance of operation of first quarter. Rest of the 50% amount for the quarter i.e. period of operation of 3

months will be released at the beginning of second month of the quarter. The release of funds will be at Institute level.

- The payment of grants for the third quarter will be made subject to the condition that the operation of first quarter was satisfactory (results of examination conducted by NCVT/SCVT will have to meet the criteria of assessment set by the high level committee/ Department). A minimum percentage of total successful trainees in the said examination is expected to be at least 40%.
- The payment of grants for the fourth quarter will be made subject to the condition that the operation of second quarter was satisfactory and so on. The similar criteria as of third quarter will be observed before releasing the grant.
- For the operation to be continued for next year the NGO has to submit an application seeking extension of the contract at least 1 ½ months before close of the year's last quarter. Based on an overall assessment of performance of the NGO, the high level committee/department will take a decision regarding extension of services to the NGO and contract period thereof.
- Advance expenditure sanctions in the name of the head of office of the concerned supervising institution will be released on a half-yearly basis in the months of April and September of the year concerned.
- The head of office concerned will arrange to make payments against these sanctions as per aforementioned terms and conditions on his subjective satisfaction based on the performance of the NGO concerned with respect to the yardsticks laid-down under this Scheme.
- Not withstanding anything contained in this Scheme changes in the pattern of funding will have prospective effect.
- The NGO concerned will arrange to have the grants utilization certificate submitted by 31st May, of the subsequent financial year. This certificate would include a statement of income and expenditure audited by a chartered accountant and the financial statement on the over all activities of the NGO. The income & expenditure statement should also reflect payments made to trainees from surpluses generated through training cum production activities.
- All human resources are to be engaged by the NGO on part-time/consolidated basis and such engagement may be coterminous with the courses being offered by the NGO. All the human resources/employees so engaged will be those of the NGO and will have no right or claim whatsoever to seek employment in Government of NCT of Delhi.

Within Training and Technical Education portfolio and identified priority needs

Only those NGOs that provide services within the set priorities of The Training and Technical Education Department and are targeted towards fulfillment of same needs identified through the Department's planning processes will be eligible for funding.

Complaints procedures

Organisations need to demonstrate that there are policies and protocols in place which inform their clients of their right to make a complaint about any service delivered by the organization.

Accountability in Utilization of Public Funds

Where Training and Technical Education funds are requested by an organization already receiving funding from another Government Department, the specific Training and Technical Education objectives to be achieved and the specific services to be provided need to be clearly identified. Training and Technical Education funding will not be provided for services/projects that come within the responsibility of other Government Departments/ private organizations. Where the proposed service is also provided by another Training and Technical Education service sector, an NGO will be funded to provide that service only where it can be demonstrated that it can do so with greater economy, efficiency, effectiveness and equity than another sector. In general, branches or affiliates of organizations receiving funding will be ineligible for additional funding for the same or similar services/projects. Consideration will be given to Organisations which demonstrate a capacity and willingness for piloting innovative models of Training and Technical Education service delivery.

Liaison with and support of local community

Organisations need to demonstrate that they have consulted with the local community and the client base which the service will target. This can be demonstrated in a number of ways, including the local support the community will provide, including voluntary assistance and by community representation on the management committee. Organisations seeking funding to provide services should liaise with the High level commitee of Department of Training and Technical Education prior to submitting any application for funding. This is to ensure that there is no duplication of services at a local or regional level. There are activities which by their nature should be self funding and which in general will not be eligible for funding, eg. conference operating expenses. The Program provides funding to NGOs and not to individuals. Applications from individuals for funding for Training and Technical Education services, conference registration costs or overseas travel will not be considered under the NGO Grant Program. Requests for capital funding for building, renovations and other major works are not eligible for funding under the NGO Grant Program.

10. General

To ensure the ongoing success of the Program it is important for the Department of Training and Technical Education contact officers and the NGOs to develop and foster good working relationships based on mutual trust and respect for each others' role in the NGO Grant Program.

Department of Training and Technical Education is committed to high quality administration and management of the NGO Grant Program and will provide appropriate program development and support services. It is recognized that there are a number of tasks involved in the administration and management of the NGO Grant Program and that these are performed by a number of different levels of the Training and Technical Education system. These tasks include the following and are expanded on in the following sections:

- Planning and priority setting for Training and Technical Education services and funding

- Applications and assessment of projects

- Monitoring and Evaluation of funded organizations

Procedures need to be in place to ensure that the integrity of the NGO Grant Program and that the principles of probity, fairness, accountability and transparency of process and decision making are observed at all levels. One means of achieving this is for adequate documentation and records being maintained at all stages of the administration and management of the Grant Program.

Planning

Training and Technical Education planning

Grant of funding will be planned within this context and will be consistent with Government social justice principles and Training & Technical Education priority. Planning for Training and Technical Education services is an ongoing open and participative process which is responsive to and reflects the changing Training and Technical Education needs of the community. Planning processes need to include comprehensive consultation with relevant stakeholders including NGOs and provide advice on the outcomes to the relevant participants.

The model of service delivery

An element of the planning process is the identification of options for service delivery, taking into consideration the complementarities with NGOs in providing Training and Technical Education services. Selection of the NGO concerned for service delivery will be based on criteria such as social and economic assessment of costs, benefits and risks as well as other factors such as effectiveness and equity of service delivery. Assessments about preferred models of service delivery should involve all key stakeholders in the Training and Technical Education system, including beneficiaries and NGOs. Where it is decided that a particular Training and Technical Education service will be delivered by the NGO sector, Applications would be invited for selection of suitable NGO's, in a fair and transparent manner. However at the end of the training period beneficiary will be enabled to appear for certification exam by SCVT, based on the modular employability skills(MES) programme. Continuation to the funding of NGO's would depend on a minimum percentage of the beneficiaries successfully obtaining certifications who would be limited to get certified would be set from time to time by the high level committee at the HQ level.   Help to the extent possible will be provided to NGOs in carrying out operations related to various technical aspects such as selection of teachers/instructors, finalization of course curriculum will be taken care by Institutes concerned /BTE.

Funding and Performance Agreements

Successful applicants will be required to enter into a formal Funding and Performance Agreement consistent with the approved grant to ensure that both parties are clear about their roles and responsibilities. The Agreement will clearly define accountability of the NGO for the achievement of certain outputs and possible outcomes and will specify terms and conditions to foster effective service delivery and for accountable use of public funds. The period of the Funding and Performance Agreement will be for a maximum of 3 years which will allow NGOs the opportunity to consolidate activities, to innovate and make refinements to services. With achievement at the objectives set out a multi year Agreement is subject to annual compliance review of funding and performance by the Department's high level committee at HQ level. Based on such review of services if it is found that there are not enough beneficiaries in the concerned area of operation of the NGO, the NGO concerned would be required to shift to an alternative location as may be identified by the supervising institute and the department's high level committee.

Funding period

Funding under the scheme is normally provided on an annual basis, and therefore the maximum period of each grant is twelve months. Though the prospect of funding available to the NGO is for a period of 3 years, NGOs will be required to submit a continuation of funding applications annually, at least 3 months before close of the year. Funds within a year will be released on a quarterly basis, subject to receipt of satisfactory performance reports by the supervising institute. However during the first quarter of commencement of an NGO's work release at funds would be on a monthly basis. The Department will therefore provide a base grant for three one-year periods to approved applicants, subject to fulfillment of conditions mentioned herein before. Funding in the second and third year of the triennium is conditional upon the NGO meeting the Department's requirements for performance monitoring and accountability subject to variations as outlined above.

Payment of grants

Any transfer of funds must be the subject of timely negotiations involving the Department and the NGO, so as to ensure minimal disruption to service provision (rules are under process of formation). All payments will be made by cheque or through ECS.

Monitoring and evaluation

Monitoring and evaluation involves the collection of project information that will allow the Department to assess whether services being provided are consistent with those documented in the Funding and Performance Agreement. This assessment will be carried out by institutes/high level committee under the Department of Training and Technical Education to establish achievements under following areas and must be adequately documented.

1. The achievement of the overall aims and objectives of the program.

2. Compliance with specific terms and conditions of the Agreement.

3. Meeting targets for specific inputs, outputs and outcomes.

4. Conforming to the prescribed service standards.

5. Financial management.

Information requirements

Reporting requirements would be as stipulated in the Conditions of Grant and the standard annual reporting format that would accompany the agreement with the NGO concerned.The Department will specify to the NGOs any reporting requirements which are in addition to these requirements at the time of initial funding, following quarterly/ annual review and/or each triennium. Additional reporting requirements may cover the above five areas and such other aspects as are covered under this scheme. The information requirements may also include more frequent written reports describing activities and certifying achievements of specific outputs. It may include regular meetings or compliance with local Training and Technical Education data collections. When submitting funding requests to the Department, the NGOs will be required to submit, in addition to the funding requirements, supporting material and other material as may be stipulated in the annual grant approval instructions. The Department, HLC and supervisory institutes will endeavor to maximise the effectiveness of reporting requirements and minimize unnecessary requirements so that NGOs can devote maximum resources to service delivery.

Variations to approved grant levels

The NGO Grants budget could be affected by fluctuations in the Government allocation to the Technical Education Community Outreach Scheme. Advice on any approved variations will be provided to the NGO as soon as possible following the approval process as laid down.

Applications for new grants

Applications to fund new initiatives under the NGO Grant Program will be called for if and when funds are available. On calling for applications a functional specification of outcomes to be achieved, eligibility of applying organizations and manner of work for achieving these objectives will be provided as a part of the application in addition to details required of organizations as specified in this scheme. This specification will also include performance standards, specific targets and deadlines thereof. When new NGO Grant funding is available and where it is considered that more NGOs are required for achieving the scheme's objectives / delivery of services effectively, the Department of Training and Technical Education will invite applications through a process of advertising for the same. Though NGOs would be expected to have the experience of working in a specified geographical area , they would not be barred from taking up projects in more than one area provided they have the required experience of working with the local community and /or experience of working in the areas of technical education community outreach or in the area of providing livelihoods/ training for livelihoods. In the event of NGOs not having experience

of working in the local community the NGO concerned must be in a position to develop requisite relations with the local community for achieving the objectives of the scheme/ projects there under. In the event of such NGOs not having local area specific work experience, the NGO concerned which otherwise meets the selection criteria must be in a position to demonstrate to the High Level Committee /Selection Committee of his capability to be able to develop working relations with the community and of its ability to mobilize the community for meeting the objectives of the scheme.

Applications for continuation of funding

All NGOs who would be currently receiving grant funding are eligible to apply for continuation of funding.   Continuation of funding applications for the supplementary grants are to be lodged with the Department for appropriate action one and half months before commencement of the year for which funding is sought.   Application for continuation of grant funding in every third quarter from the year in which funding commenced would be tied to attainment of satisfactory percentage of trainees, having attained SCVT certifications during the first quarter of that year, as per norms set by the high-level committee at the Headquarters.

Assessment process

The Department of Training and Technical Education will undertake an appropriate assessment of applications for new funding which can include funding to new Organisations or an enhancement to existing services. All applications will be assessed on merit against the funding criteria and Program Training and Technical Education priorities, having regard to available funding, along with recommendations based on this process.

Approval process

The Secretary, Department of Training and Technical Education or his delegates, will be the authority to approve grants under this scheme. All applications for new and continuation of grants under TECOS will be submitted to the Department of Training and Technical Education. Assessment of these applications would be done by a duly constituted selection committee/ high level committee and based on such assessment the committee will make its recommendations to the concerned officer designated by the Secretary (Training and Technical Education). Recommendations for continuation of funding will include advice as to whether there is a significant variation in the project being funded. The assessment and approval process will be a transparent process and significant changes to grants and/or services will be negotiated in a timely manner between NGOs and the Department.

List of MES Course Curricula

(APLICABLE UNDER TECOS)

Approved by NCVT

(as on 15.05.2007)

Khadi Spinning & Weaving

1. Spinning on new model Charkha,
2. Advance Spinning (Woolen)
3. Advance Spinning (Cotton & Muslin)
4. Advance Spinning (Silk)
5. Plain Weaving on Frame Loom
6. Advance Weaving (Woolen)
7. Advance Weaving (Silk)
8. Advance Weaving (Cotton/Polyvastra)

Fabrication

9. Basic Welding (Gas)
10. Basic Welding (Arc)
11. Gas Cutting
12. TIG Welding
13. MAG/ CO2 Welding
14. Fabrication Welding
15. Pipe welding (TIG & ARC)

Electronics

16. Basic Electronics (Repair & Maintenance of Power supply, inverters and UPS
17. Installation & Maintenance of DTH System

18. Digital Videography Editing and Mixing

19. Repair & Maintenance of washing machine and microwave oven

20. Repair & Maintenance of TV Receiver

21. Maintenance & Repair of Electronic Test Equipment

22. Repair & Maintenance of Cellular Phone

23. Repair & Maintenance of Intercom System

24. Installation & Maintenance of Electronic Equipments in Cell Phone towers

25. Repair & Maintenance PA & Audio Systems

26. Repair & Maintenance Photocopier and Fax Machine

27. Operation of clinical Equipment

28. Operation of ECG & ICCU Instruments

29. Maintenance of ECG & ICCU Equipment

30. Operation of X-Ray Machine & Dark room Assistance

31. Maintenance of X-Ray Machine

32. Operation of Physio Theraphy Equipment

33. Maintenance of Physio Theraphy Equipment

Process Instrumentation

34. Instrumentation Panel fabrication and installation of pipe line

35. Process instrumentation machinery and equipment mechanic

36. Maintenance of recorders, transmitters and analyzers

Refrigeration & Air-conditioning

37. Basic Refrigeration & Air Conditioning

38. Repair & Maintenance of Refrigerators and Deep Freezers

39. Service & Maintenance of Water Cooler & Bottle Cooler

40. Repair & maintenance of Air Conditioner

41. Repair & maintenance of Car Air-Conditioning Unit

42. Service & Maintenance of Air Conditioning Plant

Automobile

43. Basic Automotive Servicing (4 Wheelers)

44. Basic Automotive Servicing (2-3 wheelers)

45. R&O of 2 wheelers(moped)

46. R&O of 2 wheelers (scooter)

47. R&O of 2 wheelers (motor cycle)

48. R&O of 3 wheelers

49. R&O of engine systems (petrol/diesel)

50. R&O of Chassis system (Light Vehicle)

51. R&O of Chassis system (Heavy Vehicle)

52. R&O of Auto electrical & Electronic system

53. Repairing of Auto Air Conditioning System

54. Wheel Alignment & Balancing

55. Minor Repair of Auto Body

56. Auto Body Painting

57. Diesel Fuel Injection Technician

Chemical

58. Safety & General Awareness in Chemical Industry

59. Process Attendant Chemical Plant

60. Mechanical Operation Attendant in Chemical Plant

61. Maintenance Attendant Chemical Plant

62. Instrument Attendant Chemical Plant

63. Lab Attendant (Chemical Plant)

64. Industrial Chemical Manufacturing Attendant

65. Heat Transfer Equipment Attendant (Chemical Plant)

66. Mass transfer Equipment Operator – I

67. Mass transfer Equipment Operator - II

68. Maintenance of Pumps & Valves (Chemical Plant)

69. Industrial Chemical Manufacturing Assistant

70. Maintenance & Repairs of Pressure, Flow, Temperature and Level Instruments

71. Advance Instrumentation & Control attendant

Garment Making

72. Hand Embroider

73. Machine Embroidery Operator

74. Garment packer

75. Garment Ironer

76. Maintenance of Machines in Garment Sectors

77. Basic Sewing Operator

78. Computerized Embroidery Machine Operator

79. Garment Cutter

80. Garment Checkers

81. Skilled Sewing Operators

82. Special Sewing Machine Operator

83. Tailor Children

84. Tailor Ladies

85. Tailor Gent's

86. Tailor Suits

Production and Manufacturing

87. Turning

88. Advance Turning

89. CNC Turning

90. Milling

91. Advance Milling

92. CNC Milling

93. Surface Grinding

94. Cylindrical Grinding

Plastic Processing

95. Basic Fitting & Measurement

96. Basic Electrical Joints & Fitting

97. Plastic Mould assistant for injection moulding

98. Plastic mould assistant for Compression moulding

99. Plastic mould assistant for Extrusion Moulding

100. Plastic mould assistant for Blow moulding

101. Auto Plastic mould assistant (injection moulding)

102. Auto Plastic mould assistant (compression moulding)

103. Auto Plastic mould assistant (extrusion moulding)

104. Auto Plastic mould assistant (blow moulding)

Printing

105. Basic for Printing Sector (Except Book Binding)

106. Basic Book Binding

107. Offset Machine Operator –Sheet Fed (Single & Multi Colour))

108. Offset Machine Operator – (Web Perfector)

109. Offset Plate maker

110. DTPO

111. Screening printing

112. Book Binder

113. Advanced/ Supervisory (Except Book Binding)

114. Advanced/ Supervisory (Book Binding)

Electrical

115. Basic Electrical Training

116. Repair of Home Appliance

117. House Wiring

118. Electronic Choke & CFL Assembling

119. Transformer Winding

120. Armature Winding

121. Rewinding of AC/DC Motors

122. Repair of Electrical Power Tools

123. Maintenance of Batteries

Beauty Culture & Hair Dressing

124. Basics of Beauty and Hair Dressing

125. Massage Therapist

126. Make up Artist

127. Facial Therapist

128. Hair stylist

129. Hair Colourist

130. Hair cutting Specialist

131. Beauty Therapist

132. Hair Therapist

Carpet

133. Handknotted Woolen Carpet Manufacturing

134. Tibbetan Carpet Manufacturing

135. Flat woven Dhurrie Manufacturing

136. Hand Spinning of Woolen Carpet Yarn

137. Hand Spinning of Cotton Carpet Yarn

138. Hand tufted Carpet Manufacturing

139. Broadloom Carpet Manufacturing

140. Carpet Yarn Dyeing

141. Carpet Finishing – I

142. Manufacture of fabric related to Carpet

143. Entrepreneurship & Export Management

144. Hand knotted Silk Carpet Manufacturing

145. Natural Fibres for Carpets

146. Spinning of Woolen Carpet yarn

147. Spinning of Cotton Carpet yarn

148. Carpet Backing

149. Carpet yarn dyeing with Natural Dyes

150. Carpet Finishing - II

151. Designing of fabric related to Carpet

152. Modern Carpet Yarn Manufacturing

Retail

153. Sales Person (Retail)

154. Senior Sales Person (Retail)

155. Customer Relation Assistant

Toy Making (Soft Toy)

156. Pattern & Mould Maker

157. Cutter & Fixer of Toys Parts

158. General Sewing m/c Operator

159. Willower & Stuffer

160. Finisher & Painter

161. Packer

162. Special Sewing m/c Operator

Hospitality

163. Hospitality Assistant

Medical and Nursing

164. Bedside Assistant

Banking and Accounting

165. Accounting

Gem and Jewelry

166. Gem Cutting Assistant

Information and Communication Technology

167. Computer Fundamentals, MS-Office, Internet & Soft Skills

168. Desk Top Publishing

169. Telecom Sales

170. Hardware Assembling, Trouble shooting & Basic Networking

171. Domestic BPO

172. Internet Kiosk Operators & Entrepreneurship Skills

173. Web Designing with HTML & DHTML

174. Tally