No. SD-10/1/2024-O/o PMKVY
Government of India
Ministry of Skill Development and Entrepreneurship
(PMKVY Division)
******

3rd Floor, Kaushal Bhawan,
New Moti Bagh, New Delhi-23
Dated: 23rd December, 2025

OFFICE MEMORANDUM

Subject: Monitoring Guidelines for Pradhan Mantri Kaushal Vikash Yojana 4.0 (PMKVY 4.0)-reg.

The undersigned is directed to enclose herewith Monitoring Guidelines for Pradhan Mantri Kaushal Vikas Yojana 4.0 (PMKVY 4.0), for its implementation and necessary action.

2. This issues with the approval of Secretary, MSDE.

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(Harshita Rai)
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Encls: As above.

To

I. Shri Rajesh Swaika, Chief Financial Officer, NSDC
II. Shri Rishikesh Patankar, Vice President, Govt. Programs, NSDC
III. Shri Alok Jain, Vice President, Quality Assurance, NSDC

Copy to (for information):

i. Sr. PPS to Secretary, MSDE
ii. PPS to AS&FA, MSDE
iii. PPS to Joint Secretary (PMKVY),MSDE
iv. NIC, MSDE for uploading on Ministry's website
v. Guard File

सत्यमेव जयते
GOVERNMENT OF INDIA
MINISTRY OF SKILL DEVELOPMENT
& ENTREPRENEURSHIP

MONITORING GUIDELINES FOR PRADHAN MANTRI KAUSHAL VIKAS YOJANA 4.0

Government of India
Ministry of Skill Development and Entrepreneurship

Contents

List of Abbreviations

Abbreviation	Definition
AA	Assessment Agency
AB	Awarding Body
DSC	District Skill Committee
KPI	Key Performance Indicators
MEL	Monitoring, Evaluation and Learning
MSDE	Ministry of Skill Development and Entrepreneurship
NCVET	National Council for Vocational Education and Training
NOS	National Occupational Standards
NSDC	National Skill Development Corporation
NSQF	National Skills Qualification Framework
PIA	Project Implementation Agency
PMC	PMKVY 4.0 Monitoring Committee
PMKVY	Pradhan Mantri Kaushal Vikas Yojana
QP	Qualification Pack
RDSDE	Regional Directorate of Skill Development and Entrepreneurship
RPL	Recognition of Prior Learning
SCN	Show Cause Notice
SIC	Skill India Centre
SIDH	Skill India Digital Hub
SP	Special Projects
SSC	Sector Skill Council
SSDM	State Skill Development Mission
STT	Short-Term Training
ToA	Training of Assessors
ToT	Training of Trainers

1 CHAPTER I: BACKGROUND AND OBJECTIVES

1.1. Background

1.1.1. Pradhan Mantri Kaushal Vikas Yojana (PMKVY) 4.0, the flagship scheme of Ministry of Skill Development and Entrepreneurship (MSDE), aims to empower youth with industry-relevant skills for employment. As the scheme evolves, robust monitoring systems are essential for effective implementation, transparency, and accountability. Monitoring Guidelines for PMKVY 4.0 have been developed to address this need.

1.1.2. It is to be noted that the implementation of PMKVY 4.0 as per these guidelines will be periodically reviewed based on stakeholder feedback and learning as the scheme progresses. All updates shall be published on the official website of PMKVY.

1.2. Objectives of the Guidelines

1.2.1. **Ensure adherence to scheme guidelines and quality standards** by providing a uniform framework aligned with MSDE's strategic goals, including training, certification, and employability outcomes.

1.2.2. **Promote accountability and enable data-driven decision-making** through regular reporting, audits, KPI-based performance analysis, and automated reporting systems to flag underperformance.

1.2.3. **Track performance/compliance of all stakeholders**, especially PIAs/SICs, ABs and AAs with respect to the key check points and processes, to ensure achievement of overall PMKVY goals and objectives.

1.2.4. **Drive continuous improvement** by capturing structured feedback and identifying best practices and taking corrective measures to strengthen implementation quality across the scheme lifecycle.

1.3. Scope and Applicability

1.3.1. **Geographical and Operation Coverage**: These guidelines apply uniformly across all States and Union Territories and cover the entire PMKVY 4.0 lifecycle: pre-training to training delivery, assessment, certification, post-training support, and financial management.

1.3.2. **Stakeholders Involved**: The guidelines shall apply to all stakeholders involved in the PMKVY 4.0 scheme including:

i. Ministry of Skill Development and Entrepreneurship (MSDE)
ii. National Council of Vocational Education & Training (NCVET)
iii. State Skill Development Missions (SSDMs)
iv. Regional Directorate of Skill Development & Entrepreneurship (RDSDE)
v. District Skill Committees (DSCs)
vi. National Skill Development Corporation (NSDC)
vii. Project Implementation Agencies (PIAs) (erstwhile Training Providers)
viii. Skill India Centres (SICs) (erstwhile Training Centres)
ix. Assessment Agencies (AAs)

x. Awarding Bodies (ABs)
xi. Third-Party Monitoring Agencies

1.3.3. **Program Components Covered**: The guidelines cover all components of PMKVY 4.0, including Short-Term Training (STT), Recognition of Prior Learning (RPL), and Special Projects (SP).

2 CHAPTER II: ROLES AND RESPONSIBILITIES OF KEY STAKEHOLDER

2.1 Roles and Responsibilities of Key Stakeholders in Monitoring

2.1.1. **Ministry of Skill Development and Entrepreneurship (MSDE):**

a) **Strategic Oversight and Governance:** Periodic reviews to monitor progress, utilization, and guide scheme course correction.
b) **Policy Formulation and Revision:** Revise guidelines and procedures as needed to align with evolving priorities and industry demand.
c) **Oversight on program Monitoring and Evaluation:**Oversee scheme Implementation and conduct regular inspections through its teams of officials.
d) **Periodic Progress Review:** Review regular updates from Implementing Agency and key stakeholders through defined reporting formats.
e) **Stakeholder Coordination:** Act as central coordinating body for engaging with Ministries, States, industry, and other partners to ensure aligned and collaborative implementation in line with national priorities.

2.1.2. **National Council of Vocational Education & Training (NCVET):**

a) Monitor, accredit, and de-recognize ABs and AAs as per NCVET's regulatory mandate.
b) **Compliance review and grievance redressal**: Periodic compliance reviews of ABs and ABs and address grievances to ensure adherence to NCVET guidelines and fair assessment and certification.
c) **Data Sharing and Reporting:** Provide regular AB and AA performance reports to MSDE and other key stakeholders.

2.1.3. **National Skill Development Corporation (NSDC):**(Implementation Agency)

a) **Inspection of SICs:** Ensure that physical inspection of the SIC at least twice for every batch of training in case of Short Term Training and Special Projects and at least once during RPL training.
b) **Monitoring and Reporting:** Regular monitoring based on scheme level checkpoints, KPIs through dashboards using Skill India Digital Hub (SIDH), biometric attendance, physical inspections, and candidate feedback. Also, based on this monitoring, NSDC's monitoring team will submit a Monthly Monitoring Report to PMKVY Monitoring Committee (PMC) and PMKVY 4.0 Executive Committee for review.
c) **Performance Scorecards and Transparency:** Prepare monthly digitized performance scorecards for grading of PIAs/SICs, submit them for MSDE's approval, and publish approved versions on SIDH.
d) **Public disclosure of non-compliant PIAs and SICs:** Maintaining records and publish details of defaulting PIAs/SICs on SIDH Portal.

2.1.4. **Awarding Bodies (ABs):** All NCVET-recognized ABs shall abide by the 'Guidelines for Recognition & Regulation of Awarding Bodies'. MSDE reserves the right to monitor their activities under PMKVY 4.0 as and when required.

2.1.5. **Assessment Agencies (AAs):** All NCVET recognized AAs shall abide by the 'Guidelines for Recognition & Regulation of Assessment Agencies'. MSDE reserves the right to monitor their activities under PMKVY 4.0 as and when required.

2.1.6. **State Committee:** A state committee comprising SSDMs, RDSDEs, and other members shall oversee program monitoring at State and District levels, including physical inspections as directed by MSDE. The committee will take timely action against non-compliant SICs/PIAs as per guidelines and constitute decentralized state-level committees to address violations based on their severity.

2.1.7. **District Skill Committees:** DSC will be involved in scheme implementation and monitoring as directed by MSDE.This includes providing feedback on the relevance of the training proposals under PMKVY 4.0along with quality and past performance of the entities submitting proposals. In addition, DSC shall undertakephysical inspection of ongoing trainings/OJT/assessments, ensuring de branding of non-PMKVY training centres and recommending actions against defaulting SICs.

2.1.8. **Project Implementing Agencies:**

a) **SIC Monitoring:** Ensure adherence to PMKVY guidelines through regular inspections of their SICs including monitoring training quality, trainer qualifications, trainer performance and trainee engagement and accordingly submit a monthly monitoring reportto MSDE.SICs are encouraged to install CCTV cameras to enable real- time SIC monitoring.

b) **Documentation**: PIAs/SICs must submit documents such as bank statements, notarized affidavits (confirming no outsourcing), valid rent/ownership agreements, trainer appointment proof, and utility bills, as required by the Implementation Agency.

c) The responsibility of the authenticity and accuracy of the information provided in the SIDH rests with the PIA/SIC.

3 CHAPTER III: MONITORING FRAMEWORK & METHODOLOGY

3.1. Checkpoints and framework for scheme level monitoring

3.1.1. The monitoring framework provides a structured mechanism to ensure compliance to defined checkpoints, track scheme implementation, and measure performance against predefined targets. Key Performance Indicators (KPIs) linked to each output and outcome across the training lifecycle shall be monitored systematically.

3.1.2. The framework shall be used for scheme-level monitoring against the defined checkpoints and KPIs, with NSDC responsible for ensuring regular update of SIDH and reporting compliance against the checkpoints and progress against defined KPIs. Some checkpoints may be exempted based on exemptions provided by MSDE to specific entities.

CHECKLIST AND FRAMEWORK FOR PMKVY 4.0 MONITORING						
S. No.	**Process**	**Monitoring Checkpoints**	**Key Performance Indicators (KPIs)**	**Responsible Entity- Checkpoints/ KPIs**	**Auto Alerts/Reports based on Checkpoint /KPI non-compliance**	**Checkpoint and KPI Data Sources**
1.	**Target Allocation**	• Proposals submitted as per defined format with all mandatory details • Proposal verified in pre-EC • Proposal approval by EC • Sanction Order issued to all approved proposals • Performance guarantee submission by PIA w.r.t approved targets	• Sector, job role, region, and PIA wise training targets • Proportion of PIA issued Sanction Order but have not submitted performance guarantee	• MSDE	• PIA not submitting performance guarantee after issue of Sanction Order	• RoDs-Pre EC and EC • Sanction Letters-Target allocation records • SIDH
2.	**Accreditation and Affiliation (A&A)**	• SICs are A&A compliant before the start of training • A&A is completed as per process defined in A&A guidelines • Monitoringof A&A compliance during ongoing training	• Proportion of SICs monitored on A&A compliance during training stage • Proportion of centres found compliant during A&A training stage monitoring	• NCVET • AB	List of PIAs with AB details where: • A&A not initiated as per defined date on SIDH • A&A report submission/completion as per defined TAT in A&A Guidelines	• SIDH • A&A Records
3.	**Batch Formation and Training Initiation**	• Batches are formed only as per the Sanction Order (job role, location, targets, Timelines) issued to PIA • Batch is formed within defined TAT from the date mentioned in Sanction Order • Trainer designated to batch is ToT certified • Trainer and candidates'	• Proportion of batches found deviating from the Sanction Order details • Number of extensions taken per batch • Batches with trainer/more than 10% candidates deviating from minimum defined eligibility as per QP-NoS • Number of Candidates enrolled	• PIA/SIC/IA/ NSDC	• PIAs/SICs found with batches created deviating from Sanction Order • Batches with more than one extension or extending by more than 15 days • Batches with less than 75% enrolment to	• SIDH • NQR

		minimum eligibility as per NCVET approved QP-NoS are uploaded on SIDHTraining is initiated maximum within 15-30 days of batch formation • New batch creation is allowed only post assessment of ongoing batch (of same job role)	• Enrolment vs Target ratio		target ratio at defined timeline • Batches where training not initiated after 30 days of batch formation on SIDH • Batches where registered trainer during batch operations is different from the trainer registered during batch formation	
4.	**Attendance during training**	• All candidates and trainer mark (face-auth) biometric attendance • All biometric devices have Geo fencing enabled and meet prescribed guidelines • Attendance hours mapped with assigned batch timings	• Candidate Attendance (Face-auth) • Batch level average attendance rate(biometric) • Trainer attendance (Face-auth) • Batch wise average log in-log out time deviation from batch timings	• PIA/SIC/IA • NSDC Operation Team • MSDE Monitoring Cell • SSDMs/RDS DEs	• SICs/Batches with attendance below 70% and 50% thresholds • SICs/Batches with attendance login-log out time deviating above defined threshold • SICs/Batches where trainer attendance is not being recorded • SICs/Batches where no attendance is marked for days more than defined threshold	• Face-auth AEBAS attendance • CCTV monitoring • SIDH Attendance Dashboard • Virtual Monitoring, Physical Inspection
5.	**Training compliance (as per guidelines)**	Availability during ongoing training • Complaint Branding availability • Infrastructure availability as per job role requisite and guidelines • Labs and equipment available as per jobrole requirement • Induction kit and course	Proportion and number of SICs with: • Compliant Branding availability • Certified trainer as mapped to batch available at the time of inspection • Infrastructure including training lab availability as per job role	• NSDC • MSDE Monitoring Cell • SSDMs/RD SDEs • PIA/SIC	• PIAs/SICs found non-compliant during Physical Inspection with parameter detail • PIAs with more than one SIC found non-complaint	• Physical Inspection • Candidate feedback through call validation/structure survey

		material provided as per guidelines • Batches are operational as per the submitted schedule • Candidate satisfaction with quality of trainer • Candidate satisfaction with the training course • Training is completed 15 days from the date confirmed during batch formation	requisite and guidelines • Actual student attendance matching with AEBAS • Candidates are aware of the role they are being trained on • Actual trainer attendance matching with AEBAS • Proportion of candidates acknowledging availability of training materials (Induction kits and course material) as per guidelines and job role • Candidate feedback on quality of trainer and overall satisfaction • No. of candidates trained • Enrolled vs Trained vs dropout	• Awarding Bodies		• SIDH • Virtual Monitoring • CCTV Monitoring
6.	**OJT**	• Attendance is marked during OJT and records uploaded on SIDH • OJT is conducted as per schedule uploaded on SIDH • OJT certificates are timely submitted on SIDH	• Proportion of candidates undergone OJT (for the job roles mandated by NCVET) • OJT being conducted with same industry/premises as indicated during batch formation	• NSDC • MSDE Monitoring Cell • SSDMs/RD SDEs • PIA/SIC	• SICs/Batches marked completed but no OJT attendance record is uploaded • OJT details mismatch from batch formation details • PIAs/SICs/batches found non-compliant during Physical Inspection	• SIDH • OJT Digital Attendance • OJT Entity Details • Physical Inspection
7.	**Assessment**	• Assessments are conducted within defined batch completion threshold • Assessor and candidate mark biometric attendance on the day of assessment • Assessment Results are shared as per defined timelines	• Assessor attendance (biometric) on the day of assessment • Proportion of candidates assessed within prescribed timeline post training completion • No. of candidates assessed	• ABs /NSDC	• Batches requesting assessment rescheduling • Batches with AB/PIA/SIC details with assessment /result delayed beyond defined threshold	• SIDH • Candidate Feedback through call validation/ structured survey

8.	**Certification**	• Certificate shall be uploaded within 3 days from day of assessment	• No. of candidates certified • Proportion of candidates receiving certification within prescribed timeline • Target vs certified rate • Trained vs certified dropout rate	• Awarding Body • PIA • NSDC	• Batches with AB/PIA/SIC details with certification issue delayed beyond defined threshold	• SIDH • Candidate Feedback through call validation/ structured survey
9.	**Post certification placement support and tracking**	• Placement opportunities support provided in line with Proposal submitted and approval under Sanction Order	• Proportion of trained candidates in employment i.e., who are employed or self employed • Proportion of candidates acknowledging receiving post training employment support • Average income of trained candidates • Proportion of certified candidates tracked through call validation or Chat Bot based surveys	• NSDC (candidate tracking) • PIA • RSDEs • SSDMs	• PIA/SIC/Batch wise default in placement upload where committed	• SIDH • Candidate Feedback through call validation/ structured survey
10.	**Payments**	Defined in table under Point 9.2.	• Invoice stage wise batches with pending invoice payment • Invoice stage wise average days since invoice pending	• MSDE • NSDC	• PIAs/SICs/batches with due recovery • PIAs/SICs/batches where payment has not been processed beyond defined threshold	• SIDH • Financial Records

Further, critical monitoring checkpoints for scheme level monitoring are summarized below :

1. Target approved by EC.
2. Sanction Order Issued.
3. Performance Bank Grantee submitted by PIA.
4. SIC has been Accredited and Affiliated (A&A) before start of training.
5. Batches formed as per Sanction Order.
6. Candidate and Trainer AEBAS attendance marked through face-authentication and geo fencing based biometric device.
7. Invoice processed as per defined SOP and tranche specific payment checklist.
8. OJT daily attendance record and certificate submitted on SIDH.
9. Assessment conducted and certificate uploaded within defined timeline.

4 CHAPTER IV: MONITORING MECHANISMS

4.1 Monitoring Mechanisms

4.1.1. A combination of data-based and inspection-based methods shall be used to ensure regular, efficient, and robust monitoring.

4.1.2. **Pre-Training Monitoring Mechanisms**: Key pre-training indicators such as target allocation, counselling, and enrolment shall be tracked through SIDH.

4.1.3. **Training Phase Monitoring Mechanisms**:

i. **SIDH Portal:** Shall be used to track enrolment, training, assessment, certification progress, and dropout rates. End-to-end scheme lifecycle management, dashboard-based auto alerts and reporting will be done through SIDH. SIDH shall have the following features to ensure comprehensive monitoring.

a) Drill down functionality – Allow drill down visibility till each batch/OJT level under PMKVY 4.0 PIAs/SICs.

b) Audit Trail: SIDH enabled end to end audit trail to be created, right from A&A, selection of PIA, target allocation (including target numbers, job role, training duration, centre SPOC details, batch creation, enrolment, attendance in classroom training /OJT, assessment, certification, training quality monitoring and other relevant details.

ii. Biometric AEBAS attendance (facial authentication and geo-fencing based) for candidates and trainers shall be monitored. Trainerand candidate attendance shall not be allowed more than 100 m beyond the designated location, unless exception is approved by competent authority. Training hours calculated will be based on hours logged in by the trainer between batch start and end time mapped to SIDH (allowing for 30 mins exemption before batch start and end time). Deviations will trigger further validation through CCTV or virtual verification.

iii. **Physical Inspection:** Conducted using a designated mobile App and its data on KPIs will be synced with monitoring dashboard and SIDH. Based on inspection reports, SICs with monitoring issues will be flagged. Key monitoring parameters (however not exhaustive) are mentioned below (Physical Inspection format provided as **Annexure 1).**

a) **Fake Enrolments:** If any trainee enrolled on SIDH is not found to undergoing training at the SIC during the time of inspection (unless provided leave for the day).

b) **SIC availability at the stated address:** SIC found at a location other than the one approved during accreditation.

c) **Unethical Practices:** SICs found indulging in unethical practices, including outsourcing, bribing assessors, data manipulation, misleading trainees, false marketing claims, false OJT data etc.

d) **Infrastructure:** Consistency of physical infrastructure (building type, classrooms, labs) with details submitted during accreditation.

e) **Trainer Availability:** Availability of Sector Skill Council (SSC)/awarding body-certified trainers; at least one

NIESBUD-certified trainer per centre for entrepreneurship training.

f) **Regularity of training:** Regularity in terms of strength of batches being trained, training environment etc.
g) **Facility Availability:** Availability of computer labs, placement cell, fire fighting, first aid, etc., as declared on SIDH.
h) **AEBAS Compliance:** Mandatory use of Aadhaar-enabled biometric attendance for all trainees.
i) **Lab Equipment:** Availability of equipment for each allocated job role as specified by ABs.
j) **Document Verification:** All relevant documents like enrolment forms, trainee feedback forms, attendance register etc.
k) **Training Material:** Timely provision of induction kits and training materials.
l) **PMKVY Branding:** Adherence to PMKVY 4.0 branding guidelines.
m) **OJT:** OJT is being conducted as per the shared schedule.

iv. **Virtual Verification**: SICs will undergo Virtual verification via mobile/computer/video calls to check compliance on key indicators like branding, AEBAS, infrastructure, trainer/candidate presence, and job role knowledge. Format used for Virtual Monitoring is provided as **Annexure 2**.

v. **Call Validation:** Regular calls by authorised call centre or officials to trainees to capture feedback on training quality, facilities, grievance resolution, and post-training support, using a standard script.

vi. **CCTV Monitoring through Command & Control Centre:** NSDC or any other agency mandated by MSDE may deploy an automated CCTV-based monitoring system, linked with CCTV cameras installed in PMKVY 4.0 centres, to flag deviations from set benchmarks using data-driven triggers. This will enable real-time compliance tracking, two-way information flow, automated responses and instant reporting.

vii. **Structured Trainee Feedback:** Trainee feedback will be collected systematically through short, structured surveys (format provided as **Annexure 3**) on SIDH to assess training quality and outcomes. Feedback may also be collected using Chatbot based survey through approved mechanisms. Trainee feedback either through Chatbots or call validation will be confidential and ring fenced from PIAs/SICs to ensure that the feedback is unbiased.

viii. **OJT Monitoring Mechanisms**:

a) OJT shall be conducted by the PIA as per duration prescribed by NCVET
b) All OJT details including schedule, establishment details must be submitted by the PIA during proposal stage.
c) During the A&A phase, establishments hosting OJT will also be examined. For Institutes of National Importance (INIs) and other educational institutions, any exemption from conducting OJT (e.g., in innovation labs) may be sought from the Executive Committee.
d) The PIA shall ensure that establishment (where OJT is conducted)records daily attendance of the trainees

4.1.4. Daily attendance, uploading of OJT attendance records on SIDH, and timely submission of OJT certificates on SIDH will be monitored. **Post Certification Candidate Tracking Mechanisms:** Certified candidates will be tracked for employment status, job relevance, income growth and/or enrolment into higher education via chatbot based survey, calls, SMSs or other suitable methods for a period of 1 year with one touch point every quarter.

4.1.5. The methodology including the monitoring tools, sampling numbers and approach for Physical, Virtual and other monitoring mechanisms will be developed by NSDC in consultation with MSDE.

4.2 Data based Automated Monitoring System

4.2.1. Under PMKVY 4.0, leveraging SIDH, an automated, business intelligence-driven monitoring system will be implemented to enable real-time tracking, non-compliance detection, and report generation. Key Features include:

i. **Real-Time Data Sync:** Automated scripts/APIs will sync data from Aadhaar and SIDH.Validation and data integrity checks will be built in SIDH to ensure accuracy and completeness of the recorded data.

ii. **Dashboard Integration:** SIDH integrated role-based interactive dashboards to track KPIs in real time, enabling trend analysis and stakeholder-specific insights.

iii. **Automated Alerts & Reporting:**KPI-wise performance benchmarks and business intelligence-based rules shall be defined at each process level, with automated alerts triggered upon deviations (detailed in table in section 4.1,e.g., low training completion rates, delayed assessments) and shared with relevant stakeholders-including state, district, and PIA levels, for timely corrective action.

iv. **Automated MIS and Exception Reports:** Regular (weekly/monthly) checklist and KPI-based performance reports and process stage wise MIS reports will be auto-generated and shared via email with MSDE, NSDC, SSDMs, and district authorities. District authorities will also share MIS reports at key batch milestones including batch formation, training initiation with batch details and certification. District authorities may be invited for a certification distribution ceremony to ensure social audit and appraisal. Further, based on Physical Inspection reports and Penalty Grid, automated reports with communication and action against SICs are recommended.

4.2.2. **Enhanced Data Visualization**: Geospatial and multi-level analysis features to enable stakeholders to identify regional performance trends and drill down from aggregate summaries to detailed insights on individual SICs, batches, or trainees.

4.2.3. **Security and Compliance**

i. Strict role-based access controls to safeguard data integrity by limiting access to authorized users.

ii. Comprehensive audit trails and bi-annual audits to ensure transparency, accountability, and compliance with data protection regulations.

5 CHAPTER V:MONITORING APPROACH AND STRUCTURE

5.1 Monitoring Approach

5.1.1. **Central Inspection Strategy:** A Central Inspection Strategy shall be developed under the guidance of PMKVY 4.0Monitoring Committee (PMC) and approved by Executive Committee (EC) for PMKVY to ensure coordinated and comprehensive monitoring under PMKVY 4.0.Monitoring will be primarily data based through MIS dashboards and auto-alerts based reporting.

i. This will be aligned with the annual physical inspection targets i.e. to ensure each training centre is inspected at least once per year and to prevent duplication across stakeholders.

ii. A quarterly/monthly inspection plan will be approved by the EC, outlining stakeholder wise number, type of inspections and timelines. The percentage of physical and virtual inspections in the quarterly/monthly inspection plan may be decided based on sampling.

iii. Stakeholders involved in conducting physical inspections may include Inspection Agency, SEOs, SSDMs, RDSDEs, PMKVY Monitoring Team and MSDE officials.

iv. A combination of multiple inspection strategies including rotational coverage to ensure inspection of all SICs, targeted inspections (e.g. geography, institute type), risk based prioritization (e.g. previous non-compliance, complaints, KPI data analysis) will be adopted.

v. Independent verification of a sample of inspections conducted, to be carried out by PMKVY Monitoring Team and any other stakeholder assigned by MSDE.

vi. Region-wise Rapid Task Forces, comprising trained inspectors from the Inspection Agency or SSDMs will be identified. These teams will be activated for urgent inspections as directed by MSDE.

5.1.2. **Digital Inspections and report analysis**: All physical inspections shall be conducted using the designated monitoring app, with reports submitted to the MSDE for review, identification, and further processing of non-compliant SICs.

5.1.3. **Action against non-compliant SICs**: Details of the identified non-compliant SICs, based on the joint review by the NSDC and MSDE teams—required to be completed within two weeks from the date of inspection—shall be submitted to the PMC for a decision on issuance of Show Cause Notices (SCNs). Further based on response received, PMC will take decision regarding the action to be taken against non-compliant SICs in line with the Penalty Grid (Chapter 6).

5.1.4. **Appeals**: Any aggrieved stakeholder may appeal PMC decisions to the Appeals committee. The decision of the Appeals Committee shall be final and binding.

5.1.5. The roles and responsibility of each stakeholder involved in PMKVY 4.0 Monitoring process, the composition of monitoring committees and the consequence management process has been detailed below.

5.2 Multi-Layer Monitoring Structure

5.2.1. The PMKVY 4.0 monitoring structure includes:

i. PMKVY 4.0 Monitoring Committee (PMC) comprising members from MSDE and NSDC to review overall scheme progress and takes decisions against non-compliant SICs.
ii. Appeals Committee to hear appeals submitted by aggrieved stakeholders.
iii. State Committee to conduct independent program monitoring.
iv. PMKVY Monitoring Team to oversee implementation, examine inspection reports and provide recommendations to PMC against non-compliant stakeholders.
v. PIAs for conducting independent monitoring and shall ensurequality implementation in their respective SICs.

5.2.1 PMKVY 4.0 Monitoring Committee

5.2.1.1. The PMC shall be constituted to take decisions on the non-compliance and non-performance related issues of stakeholders, such as PIAs/SICs and ABs. The Assessment Agencies (AA) shall be monitored through the ABs.

5.2.1.2. The committee includes members from MSDE and NSDC with the below composition:

Composition of PMKVY Monitoring Committee		
1.	Director/Deputy Secretary/Joint Director (in-charge PMKVY),MSDE	Chairperson
2.	Deputy Director/Under Secretary, PMKVY, *MSDE*	Member Secretary
3.	Representative from IFD, MSDE	Member
4.	Vice President, Monitoring Evaluation & Learning, NSDC	Member
5.	Vice President, Govt. Programs, NSDC	Member
6.	GM, Finance Team, NSDC	Special Invitee
7.	Any other person as desired by the Chairperson	Member

5.2.1.3. **Key roles and responsibilities of the PMC:**

i. The PMC shall convene atleast ortnightly to monitor the overall scheme progress, central inspection strategy, performance of PMKVY Monitoring Team, consider monitoring insights and decide on the critical cases related to monitoring issues of the stakeholders. Its decisions shall be final and binding on the stakeholders.
ii. The power to take action against non-compliant SICs including suspending/blacklisting/de-accreditation of a stakeholder rest with the PMC.
iii. Based on the Monitoring Investigation procedure detailed in Chapter 7 and evidence submitted, PMC shall review the case and may suspend/blacklist the concerned stakeholder from PMKVY or take any other action (including penal action) as deemed fit by the Committee in accordance with the Penalty Grid. Consequences of such actions are also outlined in Chapter 7. The decision of the PMC shall be final and binding on the concerned stakeholder.
iv. The PMC shall deliberate on cases referred by State Committee and those involving non-compliance by SICs, PIAs, and ABs.

v. Review the overall monitoring report submitted by NSDC and MSDE Monitoring Cell.
vi. PMC will place summary of monitoring and action there upon in the Executive Committee (EC) and Steering Committee for PMKVY 4.0.
vii. PMC is empowered to propose amendments to compliance metrics, monitoring processes, or initiate corrective measures as needed under the scheme at any point of time.

5.2.2 Appeals Committee

5.2.2.1. An Appeals Committee shall be constitutedto hear appeals formally submittedby any aggrieved stakeholder against penalty imposed/decision taken by PMC.

5.2.2.2. The decision of the Appeals Committee would be final and binding.

5.2.2.3. The composition of Appeals committee is provided below:

Composition of Appeals Committee		
1.	Additional Secretary / Joint Secretary, MSDE	Chairperson
2.	Director/Deputy Secretary/Joint Director (in-charge PMKVY)	Member
3.	Director NCVET	Member
4.	Director IFD, MSDE	Member
5.	Director -Directorate General of Training (DGT) , MSDE	Member
6.	Chief Financial Officer (CFO) , NSDC	Member
7.	Vice President, Monitoring Evaluation & Learning, NSDC	Member
8.	General Manager/Nominee, Govt. Programs, NSDC	Member
9.	Any other person as desired by the Chairperson	Member

5.2.3 MSDE Monitoring Cell (Samiksha Kendra)

5.2.2.1. **Key Roles and Responsibilities:**

i. Managing physical inspection of SICs with support of MSDE appointed Officials/Agency/SEO etc.
ii. Virtual Monitoring of ongoing SICs.
iii. Provide reports fortnightly to competent authorities and key stakeholders based on the monitoring findings.

5.2.4 State Committee

5.2.3.1. A State Committee shall be constituted at the State/UT level, jointly chaired by the RDSDE, the Mission Director/CEO of the SSDM, and any other member nominated by the Committee.

5.2.3.2. **Key Roles and Responsibilities:**

i. Monitoring of training implementation at both the district and state level.
ii. SSDMs/RDSDEs need to conduct physical inspections of SICs using the MSDE-designated Monitoring App.
iii. The Committee shall be empowered to take appropriate actions against PIAs/SICs falling under the State Government's purview, including

industry partners and public/private agencies as per the Penalty grid. These actions include:

a. For ‘low’ offences, the Committee may issue SCNs or warnings to the non-compliant PIAs/SICs.
b. Additional Protocols for Low Offences:
    - All SCNs and subsequent actions must be shared with the PMC in real-time.
    - The Committee may require the concerned PIAs/SICs to submit a compliance report within a predefined timeframe.
    - A consolidated action taken report must be submitted to the PMC.
    - Before reinstating any suspended PIA/SIC, verify compliance with the prescribed parameters.
c. In the case of Central Government Institutions, for ‘low’ discrepancies, recommend appropriate actions in a predefined format and share with PMC for necessary intervention.
d. **Measures for ‘Moderate’ and ‘Severe’ Offences:**
    - Submitting of information regarding non-compliant PIAs/SICs in a predefined format to the PMC to initiate appropriate directions.
    - This applies to both State Government-affiliated and Central Government-affiliated PIAs/SICs.

iv. Committee will share monitoring findings based report with PMKVY Division, MSDE on a regular basis.

v. Members of the State Committee may be invited as special invitees to Executive Committee meetings of PMKVY 4.0, as and when required.

5.2.5 PMKVY Monitoring Team

5.2.1.1. PMKVY Monitoring team comprises of NSDC monitoring team and any other stakeholder designated by the PMC.

5.2.1.2. **Key roles and responsibilities:**

i. Ensure overall monitoring of the scheme implementation as prescribed in the scheme guidelines.

ii. Concurrent Grading of SICs (based on the methodology defined in Section 9) and monthly performance review of low performing PIAs/SICs based on score card analysis.

iii. Monitor the performance of the Inspection Agency by periodically checking a sample base to ensure that the Inspection Agency is monitoring the PIAs/SICs in the right and desired manner.

i. Examine and analyze all available evidence including surprise inspection reports, call validation results, biometric attendance logs, KPI-based training performance, and stakeholder responses.

ii. Recommend appropriate actions against non-compliant stakeholders based on the evidence and as per the penalty grid for PMC’s decision; also propose performance improvement plans and target revisions for underperforming PIAs.

6 CHAPTER VI: PENALTY GRID & CONSEQUENCE MANAGEMENT

6.1 Background

6.1.1. The Penalty Grid establishes a standardized framework to identify, categorize, and address violations under PMKVY 4.0, ensuring accountability, transparency, and fairness.

6.1.2. It applies to all implementing entities, including PIAs, SICs, and Special Project Agencies, covering violations related to operations, ethics, data integrity, quality, and guideline adherence.

6.2 Penalty Grid

6.2.1. **Authority**: Established under MSDE's authority and aligned with PMKVY 4.0 and applicable legal frameworks, the grid defines enforceable penalties, to be implemented by PMC and other designated bodies.PMC reserves the right to reclassify/amend the levied penalty based on the intensity of the non-compliance. The table below lists specific penalties and associated consequences.

S. No.	Compliance Standards	Offense Severity	Penalty Grid for SIC and PIA **Refer to Matrix A given below for penalty in case of multiple SICs under the same PIA*	
			1st Offence	**2nd Offence**
1.	SIC not found on the address mentioned on SIDH	Severe	• De-affiliation, blacklisting, penal recovery, invocation of performance guarantee including legal action •	• Not Applicable
2.	Unethical practices (subletting, bribery, undue influence)			
3.	Fake enrolments / ghost candidates (unauthorized candidates - non-PMKVY candidates)			
4.	Intimidation of assessors or offsite assessments			
5.	Unavailability of key infrastructure/tools/equipment			
6.	Non-usage or non-installation of biometric attendance (AEBAS/face recognition) marking mechanisms both for trainees and trainers			
7.	Training not being conducted at the time of inspection			
8.	Merging of batches of different job roles			
9.	Enrolments of candidates without prior experience in the job role for RPL			
10.	Centre closed but attendance marked			
11.	SIC found closed during inspection			
12.	Mismatch in attendance marked on AEBAS/face recognition or any other approved attendance marking mechanism and that observed during physical inspection	Severe	• De-affiliation, blacklisting, penal recovery, invocation of performance guarantee including legal action • \	• Not Applicable

S. No.	Compliance Standards	Offense Severity	Penalty Grid for SIC and PIA *Refer to Matrix A given below for penalty in case of multiple SICs under the same PIA*	
			1st Offence	**2nd Offence**
13.	Enrolment of candidates not fulfilling pre-requisites of the job role	Severe	• De-affiliation, blacklisting, penal recovery, invocation of performance guarantee including legal action •	• Not Applicable
14.	Absence of PMKVY marketing and branding guidelines			
15.	Cancellation of batches by PIA/SIC post the date of Physical Inspection/ nearing the Batch end date	Severe	• De-affiliation, blacklisting, penal recovery, invocation of performance guarantee including legal action •	• Not Applicable
16.	Not responding to show cause notice after sending 3 reminders			
17.	Lack of trainer with ToT/other required certification **Official Exemptions if any provided under the scheme may be considered*			
18.	Failure to provide OJT opportunities to candidates (for eligible job roles)			
19.	Failure to notify IA regarding major changes–Not informing PMKVY of any significant changes to training schedules, location, or curriculum within the required notice period	Moderate	• Warning	• A financial penalty of 100% on discrepant batch/es may be imposed
20.	Poor Training Quality–Non-compliance with PMKVY curriculum or improper teaching methods impacting learning outcomes			
21.	Non-Compliance in documentation – Incomplete or inconsistent trainee			

S. No.	Compliance Standards	Offense Severity	Penalty Grid for SIC and PIA *Refer to Matrix A given below for penalty in case of multiple SICs under the same PIA*	
			1st Offence	2nd Offence
	records, assessment results, or attendance logs			
22.	Failure to Address Grievances by PIA/SIC–Not addressing grievances filed by candidates, trainers, or assessors within 15 working days			
23.	Non-Compliance with Health and Safety Standards – Absence of basic health, safety, and sanitation facilities at the SIC	Moderate	• Warning	• 6-month suspension of the SIC
24.	Non-adherence to PMKVY marketing and branding guidelines	Moderate	• Warning	• 6-month suspension of the SIC
25.	Merging of batches of same job role	Moderate	• Warning	• 6-month suspension of the SIC
26.	Non-distribution of course material (hard copy/soft copy) to the trainees	Moderate	• Warning & mandatory distribution of course material (proof of distribution to be submitted to NSDC)	
27.	Inaccurate or delayed reporting of training or other required data on SIDH	Moderate	• Warning & data reporting mandate	
28.	Lack of mandatory pre-training counselling sessions to inform candidates about job roles, training objectives, and expectations	Moderate	• Warning & corrective action plan to be submitted to NSDC	
29.	Inadequate Support for Special Needs Candidates – Not providing accessible infrastructure or support for candidates with disabilities, if registered	Moderate	• Warning & ensure availability of infrastructure for candidates with special needs	
30.	Failure to Implement	Moderate	• Warning and Immediate requirement to initiate the process	

S. No.	Compliance Standards	Offense Severity	Penalty Grid for SIC and PIA *Refer to Matrix A given below for penalty in case of multiple SICs under the same PIA*	
			1st Offence	2nd Offence
	Feedback Mechanism – Not conducting candidate feedback surveys			
31.	Any offence not listed above or any action to be taken against TP not listed	Severe/Moderate/Low	• As decided by IMC	Not Applicable

Note: In case more than 3 warnings have been issued against an SIC i.e. for non-compliances where 2nd level offence doesn't exist, a financial penalty of 100% on discrepant batch/es may be imposed

Penalty Matrix for PIA (A) in case of suspension of multiple SICs under a PIA			
S.No.	**No of SICs under a PIA**	**(No. of SICs Suspended under a PIA (Rounded off to the next number).**	**Action**
1.	1 to 3	More than 1 SIC	Blacklisting for scheme duration
2.	4 to 10	>=12%	
3.	11 and above	>=15% or upto 10 SIC whichever is minimum	

7 CHAPTER VII: CONSEQUENCE MANAGEMENT

7.1. Penalties for non-compliance will be imposed based on severity, as per the Penalty Grid. The Monitoring investigation procedure post identification of non-compliant SIC and related consequence management is explained below:

i. An SCN will be issued within five working days of the PMC's decision, and the concerned SIC/PIA must respond within five working days of receiving the notice. It is in the best interest of the stakeholders to provide the report with as much details as possible, along with the necessary proofs/evidence to defend their cases. Proofs may include pictures, documents, videos, or any other evidence that can justify their explanation.

ii. If the discrepancy is 'proved'(i.e., the response is found unsatisfactory), action will be taken by the PMC considering the Penalty Grid.

iii. A response is deemed 'unsatisfactory' if:
   a. It is not submitted on time.
   b. If the submitted compliance report lacks sufficient supporting proofs.
   c. The explanation fails to justify the discrepancy.
   d. The investigation contradicts the stakeholder's claims.

iv. A response is deemed 'satisfactory' if:
   a. It is timely and includes valid supporting documents (photos, videos, etc.)
   b. The explanation logically addresses the discrepancy.
   c. The investigation supports the stakeholder's claims.

v. Based on the joint examination of monitoring cases by MSDE and NSDC, cases identified with monitoring issues, along with the proposed actions, shall be presented to the PMC. The decision of the PMC shall be final and communicated to the concerned stakeholder.

vi. In cases of severe non-compliance or fraud, PMC may also direct penal action against the fraudulent SICs/PIA as per relevant provisions of the BNS, including but not limited lodging an FIR, initiation of criminal proceedings, and potential arrest for offenses.

vii. In case of malpractice/delay by assessor/AA, the concerned AB must take corrective action and submit an Action Taken Report to PMC within 15 days of the incident.

viii. Based on SIC Gradation (detailed in Section 9) PMC may take action against SICs with below benchmark performance, including cancelling the accreditation of the SIC.

S.No.	Consequence	Action
1.	**Blacklisting**	• Blacklisting indicates that the concernedPIA will not be allowed to operate under PMKVY under any circumstancesand will be de-affiliated. The concerned agency and its affiliates will be permanently debarred from the PMKVY • Penal action under relevant provisions of the BNS, including but not limited to the lodgment of an FIR, initiation of criminal proceedings, and potential arrest for offenses such as fraud, criminal breach of trust, cheating etcmay be recommended in most serious cases as per PMCs recommendation . • No further disbursement shall be made for ongoing batch/es,and all targets shall be revoked from the date of Blacklisting i.e.,all the active batches will be penalized However, the remaining training and assessment of ongoing batches to be completed

S.No.	Consequence	Action
		as per scheme guidelines • In case of blacklisting, the Performance Bank Guarantee (submitted by the PIA at the issuance of work order) will be fortified • Any payments already disbursed for discrepant batches must be refunded or recoveredwithin 30 days from the date of the blacklisting communication • If a PIA fails to refund the said amount or does not complete the training and assessment of ongoing batches, a punitive legal action shall be taken on it • ***A list of Blacklisted PIAs will be published on the official website of PMKVYand shall also be communicated to the other Government of India sponsored skill development schemes***
2.	**Suspension**	• Suspension indicates that the concerned PIA/SIC will not be allowed to operate under PMKVY. Suspension shall be temporary, for a limited period for six months or more, as decided by the PMC on case to case basis **a) Duration of Suspension** • SIC to be suspended for 1 year (SICs would not be able to enroll new batches and raise invoices) • PIA to be responsible for completing training of the ongoing batches for SIC(s) without any future payments. In case PIA doesn't complete ongoing batches, it will be charged a penalty of 100% of the amount which shall be given to SIC • If the penalty is unrecoverable from future payments, the SIC shall be blacklisted **b) Target Revocation** • All remaining targets assigned to the suspended SIC shall be revoked **c) Financial Penalty** • No disbursement for the discrepant batch/es • Any disbursement made earlier for the discrepant batch/es shall be recoverable and adjustable in future payments to PIA • An additional amount of 5% to be deducted from total payout of the PIA on each suspension • PIA with only 1 SIC shall be exempted from additional 5% Financial Penalty d) ***Public Disclosure:****A list of Suspended SICs will be published on the official website of MSDE/PMKVY/NSDC/SIDH*
3.	**Financial Penalty**	• No disbursement for the discrepant batch/es • Any disbursement made earlier for the discrepant batch/es shall be recoverable and adjustable in future payments to PIA

SIC shall not be allocated any target in case a penal action has been taken on it for non-adherence to PMKVY 4.0 guidelines.

8 CHAPTER VIII: GRIEVANCE REDRESSAL MECHANISM

8.1. A grievance redressal mechanism has been put in place for time-bound resolution of monitoring grievances of stakeholders. Grievances will be addressed through the Appeals Committee. Stakeholders can submit grievances to the committee for resolution.The aggrieved party shall be required to file a formal appeal within 15 days of receiving the official communication on the case following the PMC's decision.

8.2. The applicable penalties shall be decided as per the penalty matrix and Appeals committee may recommend a penalty reduction or a more severe penalty on a case-to-case basis. The decision of the Appeals Committee will be final and binding on the stakeholders. The Appeals Committee meeting shall be held on a monthly basis or earlier, as scheduled by the Chair of the Committee.

9 CHAPTER IX: PAYMENT MECHANISM

9.1. Payments as part of PMKVY 4.0 will be system (SIDH linked) based i.e. system generated and system verified mechanism based on a defined checklist and SOP. All these system and auto generated claims (batch wise)generated through SIDH will be processed through a maker-checker mechanism which includes the Implementation Agency responsible for checking and verifying payments and final sanction by PMKVY division MSDE.

9.2. Invoice category wise standard verification and compliance checklist for payment processing will include:

Payment Milestone	Checklist and documents to be verified before making payments
Tranche 1(30% Pay out) – On Training Commencement	i. Training Target approved by Executive Committee and issued through sanction order. ii. Accredited and Affiliated (A&A) of SIC. iii. Batches formed as per Sanction Order. iv. Batch Trainer is ToT certified v. Commencement of Training. vi. Trainer attendance during training days vii. Minimum 70% attendance of the batch during the first 10 training days viii. Invoice Copy (to be uploaded by PIA on SIDH) ix. Monitoring compliance status
Tranche 2(30% Pay out) - 50% Training Completion	i. Trache 1 has been paid x. Completion of 50% of the training, both as per training days and hours for candidates. Trainer attendance during training days.This is verified based on trainer and candidate biometric attendance logs/reports with relevant details (AEBAS based, available on SIDH) ii. Invoice Copy (to be uploaded by PIA on SIDH)

	iii. Monitoring compliance status
Trache 3(40% Pay out) - Certification	i. Trache 1 and Tranche 2 has been paid ii. Assessor and candidate Biometric attendance record on the day of assessment (available on SIDH) iii. Assessment result and Certificate details (available on SIDH) iv. Photograph of passed candidates uploaded on SIDH v. Invoice Copy (to be uploaded by PIA on SIDH) vi. Monitoring compliance status

9.3. Scheme may be migrated to Treasury Single Account (TSA) for ‘just in time’ releases on submission and approval of bills. The TSA may be opened through NIESBUD with NSDC or any other appointed Implementing agency. This will provide transparent expenditure control. Payment will be processed within one month of raising the invoice by the PIA.

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Annexures

Annexure I: Physical Inspection Format

MSDE PMKVY 4.0. Skill Training Implementation - Physical Inspection Form PMKVY PI Form	
Submitted By (Inspector Name)	to be Auto Populated based on Login details
Inspection Start Time (*Date & Time at the start of Inspection***)**	Auto Populated at the START of the inspection
Image of the Inspector Instruction: Inspector is required to take a selfie in front of the Training Centre Entrance (with centre name visible) at the start of the Inspection	Camera will open to record geo tagged image
Training Center ID	TCID to be filled in *Below TC details are getting Auto populated based on TC ID*
Training Center Name	(Text)*editable*
Training Provider name:	(Text) editable
Address of Training Center:	(Custom)
District:	(Text)
State:	(Text)
After TC details are auto populated after adding TCID, a pop up box should be displayed for the inspector to confirm the TCID	

Parameters to be checked	
Is the TC found at same address as on SIDH	Yes -1 Found at a different nearby address-2 Found but closed-3 No -4
Please select Sub Scheme	Skill Hub Initiative (SHI) Govt.- 1 Skill Hub Initiative (SHI)Pvt - 2 Non-PMKK-3 PMKK – 4
Location to be auto picked	Auto picked based on GPS location
Image of the Building + Add Photo	Camera will open to record geo tagged image
TC SPOC Details to be Auto populated *Based on TCID, TC SPOC details including TC SPOC Name and Phone Number should be auto populated for the Invigilator's reference*	
Is TC SPOC available at the centre	Yes-1 No- 0
Ask is yes coded in above question Does the SPOC details match with SIP? Instruction: *Inspector to record based on matching auto populated TC SPOC details with TC ID details*	Yes - 1 No – 0
Instructions: Ask next 3 questions regarding alternative SPOC Details if NO coded in above question	
Name of the Alternate Person	
Designation	
Phone Number	
Were candidates available at the TC	Yes -1 No– 0
If no coded in above question *Whether batches scheduled at the TC, as per SIP ?*	Yes -1 No– 0
Branding displayed inside Classrooms, adhering to PMKVY Guidelines + Add Photo	Yes -1 No– 0
Branding Image of the Class Room + Add Photo	
Branding displayed inside labs, adhering to PMKVY Guidelines	Yes -1

	No – 0	
Branding Image of the Lab		
Batch Inspection Details - Section to be repeated based on the number of active batches as per SIDH *(+ button available to add details for multiple batches)* *(Mandatory to add details of all active batches)*		
A) Batch Level Data		
Batch Id.:	Batch list of the TC ID is auto populated. Invigilator to choose from this list	
Batch Start Date	Auto populated for the Batch ID	
Batch End Date	Auto populated for the Batch ID	
Batch Start Time	Auto populated for the Batch ID	
Batch End Time	Auto populated for the Batch ID	
Job Role Name	Auto populated for the Batch ID though option to edit is available	
No. of Candidates enrolled	Auto populated for the Batch ID though option to edit is available	
Based on Auto Alerts or Attendance Checks, Batches with Attendance deviation in the past to be flagged This Check will be explored with IT team		
Image of the Classroom		
No. of Candidates Present during inspection Skip to next batch if 99 or 77 coded	Number to be filled in ___ No Candidate Available – 0 Candidates have gone for OJT -88 Inspection time is outside batch timing -99 Batch Completed - 77	
Image if the present candidates	Camera will open to record geo tagged image	
Photo of OJT proof to be captured if Option 88 coded in the above question *Add Image+*		
Batch Trainer Details as per SIDH to be Auto populated *Based on Batch ID, Trainer Details including Trainer Name, Phone Number, Trainer ID should be auto populated from SIDH for the Invigilator's reference*		
If Batch Trainer is available at the time of inspection	Yes, as per SIDH Records – 1 Yes, but not as per SIDH records - 2 No – 0	
Is the Batch Trainer ToT certified *Instruction: Invigilator to ask for ToT certificate (hardcopy/digital) to verify*	Yes -1 No – 0	
Photo of Batch Trainer with ToT certificate to be recorded		
If Lab Available, corresponding to this job role	Yes -1 No – 0	
If Mandatory Equipment available as per guidelines, corresponding to this job role	Yes -1 Yes,Partially-2 No - 0	
ASK if YES CODED in Above Question Record details of Mandatory Equipment which was not available in the Lab	_______________ Text Box	
Photo of Lab with Mandatory Equipment to be recorded	Geotagged photo to be captured	
B) Infrastructure Details		
Each of the below infrastructure to be asked separately in the App and coded as Yes/No	**Yes**	**No**
Select all the facilities available at the centre *Multiple Response select*	Placement/Entrepreneurship Cell -1 Separate Washroom for Male & Female -2 Clean Drinking Water-3 Housekeeping Staff, Checklist, Dustbin	

	at all places -4 First Aid Kit & Fire Fighting Equipment - 5 Internet Connectivity - 6 Power Backup - 7 Library Facility - 8
Type of Building	Stand Alone– 1 Industrial/Commercial Complex -2 Part of Education Institute/Residential Building -3
Photo of the Centre Building to be Recorded + Option to add another Image	
Number of Classrooms	___
Number of Lab	___
Area of the Centre	Less 1500 sqft – 1 1500- 3000 sqft – 2 3000 – 5000 sqft - 3 More than 5000 sqft – 4
Proximity of Centre to Public Transport	0-3 km – 1 3-5 km – 2 5-10 km - 3 +10 km - 4
Tick the places where CCTV camera is available *Multiple response question* *Validation – If option 4 coded, any of the above 3 will not be accepted*	Classroom -1 Labs – 2 Reception – 3 None - 4
Is the CCTV Camera Functional	Yes, All -1 Partial -2 No -0
Image of CCTV footage	Camera will open to record geo tagged image
Please select the available facilities *Multiple Response select*	Panty -1 Lifts – 2 Parking facilities – 3
Please select the differently-abled friendly options available at the center	Ramps -1 Lifts -2 Toilet -3
Overhead projectors in Classrooms	Available in all classrooms -1 Available in some classrooms -2 Not Available - 3
Availability of Air Conditioner	Yes -1 No - 0
Availability of Computer Lab	Yes with AC -1 Yes, without AC - 2 Not Available - 3
Availability of functional AEBAS device	Yes -1 No - 0
Ask this question is Yes coded in above question Image of AEBAS Dashboard	Camera will open to record geo tagged image
Please select the options regarding documents	Select from dropdown menu/pre-defined categories
Has a batch been already completed before?	Yes -1 No - 0
Any Non-Compliances Observed?	Yes -1 No - 0
C) Awareness of Candidates/Candidate Feedback **(**Instruction – To be recorded based on interaction with candidates in one of the batches) *SKIP Section if No candidates available in the SIC*	
Candidates aware of the PMKVY Scheme	Yes/No

Candidates were provided pre- training counselling		
Any fee collected from candidates	Yes/No	
Candidates aware of job role	Yes/No	
Candidates aware of Assessment and Certification	Yes/No	
Candidates aware of the job Placement opportunities /were provided career counselling	Yes/No	
Candidates aware of entrepreneurship opportunities	Yes/No	
Candidates received induction kit	Yes/No	
Were there any Dummy Candidates observed in the Class Instruction: 1. Inspector to take candidate enrolment data from the Centre SPOC for the particular Batch 2. Inspector to randomly ask 5-10 candidates sitting in the class regarding their name, parents name & Aadhar details and verify this with the Batch Enrolment Records 3. Based on this , the response to this question will be recorded	Yes/No	
Candidates received Training Handbook/course material	Yes/No	
Candidate satisfaction with training quality and usefulness	Highly Satisfied -1 Satisfied -2 Dissatisfied -3 Highly Dissatisfied – 4 No answer – 5	
Candidate Remarks /Additional Feedback (if any)	______________________	
C.1 Classroom Training Observation **(Instruction – Invigilator to observe One Classroom and record observation)**		
Was the training session conducted as per the scheduled time? Instruction (Invigilator to verify if it started at ended as per the scheduled batch time)	1- Yes, started and ended on time 2- Started late but completed the full session 3- Started late and ended early 4- Training did not take place	
Was the trainer able to explain concepts clearly and effectively?	1- Yes, explained clearly with examples 2- Somewhat clear, but needed further clarification 3- Unclear explanations, trainees struggled to understand 4- Trainer did not explain concepts	
Did the trainer actively engage with trainees by encouraging participation, discussions, or practical demonstrations?	1-Yes, actively engaged through discussions and activities 2-Some engagement, but not consistent 3-Minimal engagement, mostly one-way instruction 4- No engagement, trainees were passive listeners	
Were trainees actively engaged, asking questions, or interacting during the session?	1-Yes, most trainees were engaged and asking questions 2- Some trainees participated, but engagement was limited 3- Minimal participation, trainees were mostly passive 4-No participation, trainees were disengaged	
E) Non-Compliance Observed *Multiple selection from the list*	**Yes**	**No**
Non-Existence of PMKVY Center		
Unethical Practices (Such as- subletting, offering/demanding undue favours in cash or in kind to a stakeholder like Assessor, in order to influence the outcome of assessment OR with any other malafide intention		

Fake Enrolments/ Ghost candidates		
Intimidation of assessors or offsite assessments		
Non-Availability of mandatory/required infrastructure/tools and equipment for each job role post inspection		
Mass enrolments		
Center was closed at the time of visit		
Training not being conducted at the time of visit as per PMKVY guidelines		
Intimidating the assessor to conduct assessment at a place other than authorized by SMART		
Batch merged of different job roles		
Batch merged of same job roles		
Non-Availability of SSC Certified Trainers at the Center (Has trainer been formally nominated for the ToT and the ToT is pending from SSC's end)		
Non-Distribution of Handbook to the trainees		
Non usage of AEBAS for recording Trainees and Trainers attendance		
Regular candidates are admitted to the Training Centre		
Enrolment of candidates not fulfilling prerequisites of the job role		
Additional Remarks – Non-Compliance		
Overall Rating:	Good -1 Average -2 Poor - 3	
Overall Remarks *(to be filled in mandatorily)*		
Any other additional images *(+ button to add more images)*	Camera will open to record geo tagged image	

Enquire the status of PMKVY payments with centre SPOC	All due payments are cleared -1 Payments Due – 2 Payments due because od specific reason (record reason)-88
Image of the Inspector at END of the Inspection *In front of the Training Centre Entrance at the END of the Inspection*	Camera will open to record geo tagged image
Inspection END Time (Date & Time of form submission)	Auto Populated at the END of the inspection

OJT Inspection Module *(This Inspection will be done for Batches where it is reported that candidates have gone for OJT recorded while capturing batch level inspection details)*	
Distance of OJT location from Training centre Location	____ distance in KM
Number of Candidates available at the establishment at the time of inspection	___ no of candidates
Image of the Establishment with candidates on OJT Add Image+	
Are proper attendance and work logs being maintained for OJT candidates?	Yes, in both physical and digital format -1 Yes, only digitally -2 Yes, only physically -3 No documentation found -4
Image of the OJT Records Add Image+	
OJT Alignment with Job Role Are candidates engaged in tasks related to their job role ?	Fully aligned -1 Partially aligned -2 Not aligned-3
Establishment SPOC Feedback regarding candidates at OJT	______________________________
Candidate feedback on the OJT experience and usefulness	______________________________
Inspector Additional Observation regarding OJT	______________________________

Annexure II: Virtual Monitoring Format

Script for Invigilator and Process to be followed

1. Hello, I am XX and am calling from Ministry of Skills and Entrepreneurship (MSDE) Monitoring team.
2. As part of regular PMKVY program monitoring, the Ministry has directed surprise inspections, including Virtual Monitoring of PMKVY-affiliated training centers.
3. Your centre has been shortlisted for today's Virtual Monitoring/Inspection. As part of this inspection, you would need to show the centre infrastructure, classroom trainings scheduled for today and documents as per the monitoring survey. We will also interact with the trainer and candidates participating in the ongoing trainings.
4. An email from MSDE informing about this Virtual Inspection process has been shared with your PIA and centre on their registered email id.
5. Action will be taken against the SICs not complying during this Virtual Monitoring.

Process Establish Monitoring Authenticity

1. Email on behalf of MSDE sent to all centres informing about regular program monitoring which includes physical inspection and virtual monitoring.
2. Daily sample of SICs shortlisted for Virtual Monitoring will be emailed every morning informing them MSDE monitoring team members will reach out forcentre Virtual Monitoring.

Virtual Monitoring Format

S.No.	Question	Options	Instructions/Remarks
	State		*Pre-populated based on SIDH data and when the invigilator enters the unique batch id (parentbatchid)*
	District		
	PIA Name		
	TC_SMART_ID		
	Type of Institute		
	SIC Name		
	Training Type		
	SIC SPOC Name		
	SIC SPOC Email		
	SIC SPOC Mobile		
	Job Role		
	parentbatchid		
	Batch End date		
	Batch Start Time		
	Batch End Time		
	No of Candidates in ongoing Batch		
	Trainer Name		
	Trainer Registered Mobile no.		
1	Inspection Date (*Day 1*)	(DD/MM/YYYY)	
2	Date of inspection (*Day 2*)	(DD/MM/YYYY)	

S.No.	Question	Options	Instructions/Remarks
2	Name of the Monitor		
3	SPOC Calling Status	1-Virtual Monitoring Done-1 2-Switch off/ did not answer 3-SPOC said will call back but did not 4-SPOC was outside, requested to call tomorrow 5-Currently SIC is closed 6-Wrong number 99-Others (specify reason)	*Option 2 onwards recorded if SPOC not reachable/VM could be completed*
4	Alternate SPOC Name		*To be filled in case alterative SPOC details provided:*
5	Alternate SPOC mobile No	_____________Mobile number	
6	Trainer Calling Status	1-Virtual Monitoring Done 2-Switch off/ did not answer 3-Trainer said will call back but did not 4-Trainer was outside, requested to call tomorrow 5-Currently SIC is closed 6-Wrong number 99-Others (specify reason)	*Reason if Trainer not reachable/VM could not be completed*
7	Status of SIC at the time of Inspection	1-Functional 2-Non-Functional/ 99-Others	
8	PMKVY Branding is available Outside the centre	1-Yes 0-No	
9	PMKVY Branding is available inside the centre	1-Yes 0-No	
10	Is AEBAS functional at the centre?	1-Yes 0-No	
11	No. of Labs available at the centre	___ No of centres	
12	Lab Equipment available at the centre(related to sampled training/job role)	1-Yes 0-No	
13	Computer Lab available at the Centre?	1-Yes 0-No	
14	Number of Ongoing Batches at the time of Inspection	___ No of batches	
15	Job Roles (name) for which training is being currently conducted (record if multiple)	Name of Job roles	*To be recorded one after the other*
16	*(for the job role sampled)* Is the trainer available at the time of inspection?	1-Yes 0-No	
17	Trainer Available at the time of inspection)	1-Yes 0-No	
18	Is the trainer aware about the course he/she is teaching?	1-Yes 0-No	*Skip if 0 recorded in Q17*
19	Number of candidates available at the time of inspection	Number _____ If 0 mention reason Reported candidates are currently in OJT Reported Batch closed Others (Specify)	

S.No.	Question	Options	Instructions/Remarks
20	Do Candidates know about the PMKVY Scheme?	1-Yes 0-No	*Skip if 0 recorded in Q19*
21	Do candidates know about the job role for which they are attending the training?	1-Yes 0-No	*Skip if 0 recorded in Q19 Invigilator may ask different questions to*
22	Are the candidates able to explain what is being taught inthis training course?	1-Able to explain confidently 2-Able to explain little bit 3-Not able to explain at all	
23	Candidate Feedback about the trainer, regularity of trainings in the centre		*Response to be recorded in 2 lines*
24	Invigilator's Overall Remarks for Centre -	1-Excellent 2-Satisfactor 3-Improvement Required 4-Action Required	
25	Recommended for Physical Verification	1-Yes 0-No	
26	Any additional Remarks of Inspector		

Annexure III: Candidate Feedback Structured Survey

SN	STAGE	Questions for Candidate Feedback
1	**Feedback on Training** *During Training* S1- After 15th day and before 30th day of training. S2 -After 40th day and before 60th day before S3- Last week of training	1. Is the training happening timely (as per the SIDH start and end time) and regularly? – Yes/No 2. Does the trainer take the class regularly? Yes/No 3. Are you satisfied with the trainer? Yes/No 4. Do you get enough time to use lab equipment as per the job role for learning practical aspects of this training? Yes/No 5. Do you mark attendance regularly on AEBAS and in register? Yes/No 6. Have you received the induction kit (T-shirt for Mal or Jacket for females), Diary, ID Card holder with Lanyard and Backpack) during this training? Yes/No 7. Have you received any course material (e-books/ printed course material/practice material for practical) during training? Yes/No
2	**Feedback on Assessment** *Next day of assessment*	1. Was the assessment scheduled per the scheduled date and time (SIDH date & time)? Yes/No 2. Was the lab equipment sufficient to conduct assessment? Yes/No 3. Was the assessor fair while conducting the assessment? Yes/No 4. Were you able to mark attendance through AEBAS? Yes/No 5. Was assessment conducted in your local language? Yes/No 6. Did you get sufficient time during assessment? Yes/No
3	**After Training Completion**	1. Have you done training under PMKVY? Yes/No 2. Were you charged any fee by the Training Partner/Centre for the training? Yes/No 3. If yes, was it refundable? Yes/No 4. Were you satisfied with the quality of trainer(s)? Yes/No 5. Were you satisfied with the overall training? (Infra, equipment, amenities etc) Yes/No 6. Would you recommend PMKVY training to others? Yes/No 7. Were you made aware about the training curriculum at before/ at start of the course ? Yes/no 8. Did the training module cover 100%of the actual course curriculum? Yes/No 9. Rate your satisfaction with the training received on a scale of 1 (lowest) to 10 (highest).? Rating from 1 to 10 10. Rate the trainer on the quality of training provided from a scale of 1 (lowest) to 10 (highest)? Rating from 1 to 10 11. Overall training experience from a scale of 1 (lowest) to 10 (highest)? Rating from 1 to 10 12. Was On Job Training (OJT) made available to you as part of this training course ? Yes/No 13. Rate your satisfaction with the OJT on a scale of 1 (lowest) to 10 (highest).? Rating from 1 to 10 14. Rate your satisfaction with the relevance of the OJT on a scale of 1 (lowest) to 10 (highest).? Rating from 1 to 10 15. Share in case of any other feedback regarding this PMKVY training course ? (open text field) ______

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