

| DESKTOP ASSESSMENT FORM | | | | | |
|---|---|-----------|---|-----------------------------------|----------------------------------|
| Application No (provided by ATAB): ATAB/TP-210/2024 | | | Date of application: 11-06-2024 | | |
| Name and Location of the Training Provider: manish | | | Name of the course to be assessed: A.I/UX | | |
| Way of assessment (Desktop): DDA | | | No of Mandays: 2 | | |
| Signature | | | | | |
| Assessor | | | Ishika Mittal (Co-Assessor) | | |
| Sl. No | Objective Element | NC raised | CAPA by Training Provider | Document submitted against the NC | Remarks (Accepted/ Not accepted) |
| VM0.1 | The institution shall have a clearly defined and documented mission and vision. | Accept | | Accept | Document has been approved |
| VM0.2 | The institution shall have defined objectives and measure them periodically | Accept | | Accept | Document has been approved |
| VM0.3 | The institution shall have mentioned activities that are taken to achieve these objectives. | Accept | | Accept | Document has been approved |
| VM0.4 | The institution shall define its quality policy. | Accept | | Accept | Document has been approved |
| VM0.5 | The institution shall have a policy for evaluation of human resources engaged in training. | | | | |
| VM0.6 | The institution shall have policy for evaluation of the students | | | | |
| OGA.1 | The institution shall declare its ownership and legal status and details of ownership. | | | | |
| OGA.2 | The institution shall define its | | | | |

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| | organizational structure or organogram | | | | |
| OGA.3 | The institution shall define the roles and responsibilities of all personnel. | | | | |
| OGA.4 | The institution shall define rules applicable to all personnel. | | | | |
| OGA.5 | The institution shall have a policy and procedure for outsourcing, if any. The policy shall ensure that the outsourced entity complies with applicable parts of the standards and part of the assessment. The accredited training providers must witness the delivery of the outsourced entity at least once annually. | | | | |
| OGA.6 | The institution shall identify regulations applicable to its activities and shall have a system to meet the regulations. | | | | |
| FA.1 | The institution shall have suitable mechanism to monitor its financial resources. | | | | |
| HR.1 | The institution shall have sufficient resources to operate the training courses. | | | | |
| HR.2 | The institution shall have a procedure for engaging personnel. | | | | |
| HR.3 | The institution shall have a mechanism to identify training needs of its personnel. The feedback of the training is to be collected, analyzed and used for improvement. | | | | |
| HR.4 | The organization shall have appraisal system for its personnel. | | | | |
| HR.5 | The organization shall follow a grievance handling mechanism. | | | | |
| HR.6 | The institution shall adopt measures to prevent the spread of infectious diseases. If applicable. | | | | |

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| HR.7 | The institution shall have a record of the personnel details like name, age, sex, qualification, designation, experience, training etc. | | | | |
| IR.1 | The institution shall determine and provide infrastructure needed to operate training courses. | | | | |
| IR.2 | The institution shall organize for periodic maintenance of infrastructure. | | | | |
| IR.3 | The institution shall ensure for periodic calibration of equipment, if required. | | | | |
| SS.1 | The institution shall define the eligibility requirements for each training course, including prior knowledge needed, if any and make it publicly available without request. | | | | |
| SS.2 | The institution shall have the code of conduct for trainees and shall have a system for addressing any breach of code of conduct. | | | | |
| SS.3 | The institution shall have a system to address any issues related to the trainees | | | | |
| CC.1 | The institution shall identify the courses it wishes to operate, including courses developed by others. | | | | |
| CC.2 | The institution shall have procedure to decide on course content, duration, eligibility etc. for each course that it operates, unless these are decided by an external course provider. In case the courses are designed by the external course provider, the training institution shall ensure that the courses meet all the applicable requirements of this standard. | | | | |
| CC.3 | The institution shall define the competence of those who develop the | | | | |

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| | courses and if needed take external help to develop courses. | | | | |
| CC.4 | The institution shall have procedure to decide on course content, duration, eligibility etc. for each course that it operates, unless these are decided by an external course provider. In case the courses are designed by the external course provider, the training institution shall ensure that the courses meet all the applicable requirements of this standard. | | | | |
| CC.5 | The institution shall define the learning outcome of its training courses. | | | | |
| CC.6 | The institution shall ensure the courses are delivered as designed. | | | | |
| EA.1 | The institution shall have evaluation at the end of training/year for each course | | | | |
| EA.2 | The institution shall define the criteria of evaluation for each training course. | | | | |
| EA.3 | The institution shall define the process of evaluation for each training course. | | | | |
| EA.4 | The institution shall define if the student is not successful in evaluation and if student can appear again without training if yes, how many times. | | | | |
| EA.5 | The institution defines conditions under which, students Page 36 may be required to repeat the training to be reevaluated. | | | | |
| EA.6 | The institution shall have an independent process for appeal against the decision on evaluation. | | | | |
| LR.1 | The institution shall provide information on learning resources – both physical and virtual for self-learning. | | | | |
| LR.2 | The institution shall encourage research, publication, article writing or dissertation | | | | |

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| | work. | | | | |
| QI.1 | The institution shall establish a monitoring system for quality improvement. | | | | |
| QI.2 | The institution shall define its quality indicators/ learning outcome indicators to promote quality in training. | | | | |
| QI.3 | The institution shall collect feedback from students and other stakeholders and analyze it for improvement of quality. | | | | |
| QI.4 | The institution shall have a system of internal audit annually and address the findings for improvement. | | | | |
| Remark* | | | | | |
| <div>this is the test remark</div> | | | | | |

