**Annex-1**

**Monitoring Report**

**on**

**Skills Training Program(s) Being Implemented by**

**………………………….………………… (name of TI/TC)**

**Name of the IA or Public Partner under which the Training is being implemented**

**………………………………………………………………………………………….**

**Date of Visit: …………………………………………………………………………**

**Report Submitted by the Visiting Officer (S)**

**i)……………………………………………………………………………………**

**ii)……………………………………………………………………………………**

**Skills Development Coordination and Monitoring Unit (SDCMU), SICIP**

**Finance Division, Ministry of Finance**

1. **General Information:**
2. Name of the Training Partner:
3. Date of the Visit:
4. Training Institute with address:
5. Status of the Training Institute: Registered with …..BTEB/NSDA/Others
6. Purpose(s) of this Monitoring Visit: i)……………..ii)………………….so on
7. Monitoring Team Members with Designations: i)…………..ii)……………….so on

**1.10 Persons Met/Interviewed from the TI Management & Training Staff during the Visit**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl.No.** | **Name** | **Designation** | **Contact Number** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| 6. |  |  |  |
| 7. |  |  |  |

**1.20 Contract/MoU Information**

1.21: Contract/MoU has been signed with:……………………………

1.22: Date of signing the contract/MoU: ……………………………..

1.23: Total Target:……………………………………………………..

1.24: Contract/MoU Duration: ……………………………………….

1.25: Total contract/MoU amount: …………………………………..

1.26:

**1.30 Contract/MoU signed with organizations other than SICIP for training delivery: Yes/ (N/A). If yes -**

1.31: Name(s) of the organization(s) : i)…………………ii)……………….

1.32: Training courses to be delivered: i)………………..ii)………………

1.33: Overlapping courses with SICIP: i)………….ii)……………iii)…….

1.34: Using the same/different facilities for those training programs?:…….

**Comments of the Visiting Officer:** ………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

**1.40 Name(s) of Course(s) included in the MoU with Duration(s)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Serial #** | **Training Courses** | **Target** | **Duration** | **No. of Batches** | **Batch Size** |
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* 1. **Cumulative Training Information:**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SL. #** | **Course name** | **Target** | **Enrolled in current batches** | | **Enrolled (up to the date of visit)** | | **Certified (up to the date of visit)** | | **Job Placed (up to the date of visit** | |
|  |  |  | **T** | **F** | **T** | **F** | **T** | **F** | **T** | **F** |
|  |  |  |  |  |  |  |  |  |  |  |
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**1.60 Checking Enrollment Information of Current Batches with TMS data**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SL.#** | **Course Name** | **No. of trainees enrolled** | **No. of trainees (data matched with TMS)** | **No. of trainees (data mismatched with TMS)** | **No. of drop-outs** |
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**1.61 Please give the names of the trainees for whom data mismatches have been found with some description:**

1. **………………………………………………………….**
2. **………………………………………………………….**
3. **………………………………………………………….**

**1.62 Please give major reasons for dropouts:**

**i) ……………………………………………………………..**

**ii)……………………………………………………………..**

**iii)…………………………………………………………….**

**1.63 Steps taken by the TI Management to mitigate dropouts:**

**i)……………………………………………………………**

**ii) …………………………………………………………..**

**iii)…………………………………………………………**

**2.00 Training Management Issues:**

| **Training Management** | **Status** | **Remarks** |
| --- | --- | --- |
| 1. **Relating to Training Management** | - | - |
| 1. Full time Center- in-charge/Principal  recruited and available? |  |  |
| 2.Full time core staff recruited? |  |  |
| 3.Training venues / rooms are suitable with adequate space, light, air, sitting arrangement? |  |  |
| 4. Size of the largest and smallest classrooms (in sq. feet) |  |  |
| **5**. How many training workshops used for SICIP programs? |  |  |
| **6.**  The Training workshops are suitable with adequate space, light, air, sitting arrangement? |  |  |
| 7. Tools and training equipment are available and personal protective devices in line with the training contents are provided with proper safeguards? |  |  |
| 8. Adequate training materials (consumable supplies) are available for demonstration or practical training to complete the particular course content? |  |  |
| 9. Safety procedures are explained to the trainees before using training equipment? |  |  |
| 10. First aid box available in the training workshop? |  |  |
| 11. Fire Alarm, fire extinguisher installed and useable? |  |  |
| 12. Instruction equipment (video, overhead projector etc.) are available for delivery of theoretical training? |  |  |
| 13. Separate rest rooms or toilets are available for female trainees? |  |  |
| 14. Separate Female Corners available? |  |  |
| **B. Course Design & Teaching Learning Process** |  |  |
| 15.SICIP’s Competency Standards are available and being followed for imparting training? |  |  |
| 17. Are the trainers clearly familiar with the SICIP’s CSs and Assessment Tools? Please interview them. |  |  |
| 18. Minimum training contact hours as per Business Plan and ratio of practice and theory 80:20 is being followed? |  |  |
| 19. Teaching materials covering job sheets, learning materials/handouts, lesson plans are prepared based on the standards and given to the trainees? |  |  |
| **D. Trainers /Instructors** |  |  |
| 20.Qualifications and experience of trainers are available as specified in the Business Plan? |  |  |
| 21. Two trainers are engaged for each course delivery? |  |  |
| 22.Please specify the number of full-time trainers and part time trainers per batch. |  |  |
| 23. Trainers focus on demonstration using appropriate training equipment and consumable supplies (training learning materials) for practical training? |  |  |
| **E. Enrolment of Trainees** |  |  |
| 24.Advertisement in the dailies, road shows, social networking etc., are done for enrolment of trainees? |  |  |
| 25. Advertisements given specified preference to some social groups such as female, ethnic minority, Physically Challenged, poor & distressed? |  |  |
| 26. Enrollment Committee formed? |  |  |
| 27. What were the processes of trainee selection? |  |  |
| 28. What documents are being maintained for trainee selection? |  |  |
| 29.Parrticulars of the selected trainees are recorded as per SICIP admission form and uploaded the data in the Training Management System (TMS)? |  |  |
| 30.Daily attendance of trainees is maintained properly? Please collect the attendance position of the visit day and two days of the last week and present it in your findings. |  |  |
| 31.Requirement of at least 80% attendance is maintained for payment of stipends /allowances and final assessment? |  |  |
| 32.SICIP’s trainees are dressed in uniforms/aprons marked SICIP on them? |  |  |
| 33. Student counseling services are available? |  |  |
| **F. Assessment of the trainees** |  |  |
| 34. Industry experienced assessors are identified and available for assessing trainees’ performance? |  |  |
| 35. Formative assessments are done as per the requirements of the BP? Please collect one or two assessment records. |  |  |
| 36. Assessment done by assessors to assess practical and theoretical skills achievements using SICIP’s Assessment Guidelines? |  |  |
| 37. Assessment materials are secure prior to start of assessment and the trainees are briefed before the assessment? |  |  |
| 38. Assessment results are documented and uploaded in the TMS immediately? |  |  |
| **G. Certification** |  |  |
| 39. Certificates are issued by the last day of the training period? |  |  |
| 40. Course-wise Certification Registers are maintained and updated? |  |  |
| 41. Drop out records are maintained with reasons identified for the dropouts. |  |  |
| **H. Job Placement** |  |  |
| 42. Job Placement Officer is recruited and working (since......................). |  |  |
| 43. Employers Committee is formed, and meeting takes place regularly (number of meeting held so far)? Please see some meeting minutes/decisions and compliance with them. |  |  |
| 44. List of potential employers such as industries, workshops, business houses is prepared and communications are being made? Please look at the register opened to this effect. |  |  |
| 45. Job Placement Registers are maintained with all necessary information (name, phone no, address, course done with period, joining date in the job, amount of salary/wages, place of the employment with address, self-employment, own business, etc) |  |  |
| 46.Job placement officer’s visit register maintained and updated? |  |  |
| 47.Verify 4 to 5 cases of job placement selected randomly on the spot and record the results in findings. |  |  |
| **48. Major challenges being encountered at the moment (replies to be given by the Center Management)** |  |  |
| 48.1……………………………………………………… | | |
| 48.2……………………………………………………… | | |
| 48.3……………………………………………………… | | |

**49. Financial Management and Procurement Issues:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl No.** | **Things to be looked into** | **Yes** | **No.** | **Remarks** |
| **i)** | Whether separate bank account in the name of SICIP-(Training Provider) has been opened and maintained for SEIP and all payments are made through banking channel |  |  |  |
| ii) | Whether Budget has been prepared on the basis of training target and send to SDCMU before implementation |  |  |  |
| iii) | Whether expenditure has been incurred in line with budget item and not exceeded line items |  |  |  |
| iv) | Whether Bill Register, Cash Book, Ledgers, Vouchers and Fixed Asset Registers are being maintained properly |  |  |  |
| v) | Whether instructors and support staff have been paid honorarium before achieving milestone? (Applicable for PTIs) |  |  |  |
| vi) | Whether stipend has been given to the trainees even if condition of 80% attendance has not been met |  |  |  |
| vii) | Whether there are undelivered cheques/amount related to stipend |  |  |  |
| viii) | Whether stipend has been paid through banking channel |  |  |  |
| viv) | Whether tax has been deducted from guest trainer’s honorarium and from other applicable items |  |  |  |
| x) | Whether SOE has been prepared appropriately on the basis of SOE format provided by SEIP and submitted to SDCMU regularly |  |  |  |
| xi) | Whether total expenditure of the SEIP has been reconciled with concerned CAO/DAO/UAO and supporting vouchers exist. (Applicable for PTIs) |  |  |  |
| xii) | Whether total expenditure of the SEIP has been reconciled with bank account and supporting vouchers exist |  |  |  |
| xiii) | Whether all procurements have been done following ADB guidelines as well as PPR, 2008. |  |  |  |
| xiv) | Whether monitoring log/Register is being maintained. (Applicable for IAs only) |  |  |  |
| xv) | Whether visitor register is being maintained. |  |  |  |

**50. Observations/ Findings:**

**51. Recommendations:**

|  |  |  |
| --- | --- | --- |
| **Name of Team member .................** |  | **Name of Team member....................** |
| Designation.................................... |  | Designation.................. |