ARPAN

AID

FOUNDATION

Skill India

Organization

PR0FlLE

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#### ORGANIZATION DETAILS

##### : Arpan Aid Foundation

: 3rd floor, Shima Plaza, Ulubari Chariali,

District- Kamrup Metro, Guwahati-781007, Assam.

##### : Mr. Amit Sinha

Contact Number- +91-9435292999

: [info@arpanaidfoundation.com](mailto:info@arpanaidfoundation.com)

##### NAME & DESIGNATION OF CHIEF FUNCTIONARY : Mr. Amit Sinha

CEO-Chief Executive Officer

##### DETAILS OF LEGAL STRUCTURE:

Arpan Aid Foundation is an NGO registered under Section-8 of the Companies Act 2013

Certificate of Incorporation : **Section 8 NGO**

CIN No : **U80904AS2017NPL017991**

PAN : **AAPCA7304M**

Email Id : [info@arpanaidfoundation.com](mailto:info@arpanaidfoundation.com) CSR-1 Registration Number : CSR00016725

NGO Darpan Unique ID Number : AS/2018/0205303 (NITI Aayog, Govt. of India)

12 AA Unique Registration Number : AAPCA7304ME20214

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**Mr. Amit Sinha**

Director

Arpan Aid Foundation

Dear Guests,

I am pleased to welcome you to Arpan Aid Foundation—where our educators have been committed to training students for in-demand careers in some of India’s most important industries. We are one of the nation's leading providers of career training, with a variety of hands-on training programs that can help turn a person's passion into their profession. We're confident that no matter their goal, no matter their dream, we have the resources to help each student realize a better future for themselves and for their families. The Institute was founded on the principle of keeping our nation positioned as the world's leading economy by providing invaluable training programs to help BPL candidates join the workforce. Since then Thousands of AAI Trainees have taken their lives in new, rewarding directions by launching careers in the fields they love. Starting a new career path is an exciting decision to make—but it is rarely an easy one. At AAF around the country you'll find dedicated teams of academic professionals who are eager to see their students succeed, and highly skilled career services specialists who know how to get the attention of the nation's hiring managers. It's these people that set us apart as a career training organization: AAF teams at each campus who put the needs of their students first. That's the AAF tradition; it's the AAF Edge. Exploring options for career training is the first step toward realizing your own dream. A straighter path to a fulfilling career, a better life for your family, the honor of being the first in your family to attend college: these are just a few of the many reasons students choose AAF year after year to begin their Skill education. That Skill education, when complete, becomes the foundation for professional success. On that foundation, our graduates have built incredible success stories. They have gone onto own their businesses. I invite you to tour an AAF campus and meet firsthand our dedicated instructors and staﬀ who are ready to help you take the first step on your own journey to career success and personal satisfaction. You'll quickly see that it's our people who make AAF unlike any others.

Best Wishes.

Amit Director

Arpan Aid Foundation

**Welcome to Arpan Aid Foundation**

Arpan Aid Foundation provides education and training in a variety of technical areas that enable students to obtain entry-level employment. As a student at Arpan Aid Foundation, you will have the opportunity to learn in several different ways. Choose from a variety of career training programs taught by industry professionals, flexible schedules to fit your needs and experience a class environment designed around different learning styles

Affiliation, accreditation

**About us**

Arpan Aid Foundation – is an NGO Registered under section-8 of the companies Act, 2013, Sub Section (2) of section 7 of the companies Act 2013, having operations across India. Arpan Aid Foundation was incorporated on the 23rd day of June 2017. It has its registered office at Arpan House, Shanti Ram Das Path, A.K. Azad Road, Rehabari, Guwahati-781008. The Company's Corporate Identification Number (CIN) is U80904AS2017NPL017991.

**What we do**

Our purpose is to enable people to unlock their potential and develop the knowledge and skills needed for personal and economic growth. We do this by developing platforms for Skill Acquisition and Enhancement through infrastructure development, relevant qualifications that are recognized and respected by Employers all over the world, facilitating professional & vocational education through managing and partnering with Government & Corporate. We also pioneer the most up-to-date delivery of quality education, and further the skills projects, WASH, Poverty Alleviation, Healthcare, Education, Rural Development activities in the worldwide through profile raising, partnerships and innovative skills projects.

* **Skilled Man Power**

Our unrivalled performance in skill development and flexible approach to working with businesses makes AAF the ideal partner for up skilling the manpower. We support our clients with all aspects of skills development and training, from frontline to boardroom. We acknowledge that skill development is a basic social responsibility and more over it is the necessity of the society.

* **Raising Literacy**

Through our service and partnerships BMPL aim to make a difference to raising literacy levels around the world, helping people to learn to read and to enjoy reading. We run projects and campaigns, often in partnership with BMPL that encourage reading or promote literacy

* **Improving Learning Outcomes**

Through our products, services and partnerships, we aim to make a measurable difference to learning outcomes for students, educators and to education systems. BMPL ensure that its own education programs are developed and assesses for quality, efficacy and usability.

* **Responsibility**

AAF is the best platform for the youth because of its unparalleled tutoring and flexible approach to working with enterprises. We assist our clients with skill development and training elements from the front line to the boardroom. We recognize that skill development is a core social responsibility and a societal imperative.

**Vision, Value and Mission of Arpan Aid Foundation**

**Vision**

A dynamic global education & skill development NGO with a vision of skills for tomorrow. We are very innovative and aggressive to ensure sustainable growth for Inculcating future skills Endeavour for the Nation's Economic Growth by Developing Skills for Tomorrow.

**Values**

* Innovation
* Aggressiveness
* Sustainable Growth
* Inculcating Skills for Tomorrow

**Mission**

The Mission of Arpan Aid Foundation is to facilitate a skilled economy by developing skilled manpower with diversity and innovation, improved learning outcomes and responsible business practice through raising literacy levels, professional & vocational education, research & development and other allied activities.

Arpan Aid Foundation, works with a clear mission: the betterment of ecological, agricultural, skill and Vocation as well as WASH practices, and WID (Women In- Development), SHGs (self-help groups), with a view to ensure sustainable livelihoods for rural pastoral communities in PAN India. Its main objectives are to:

* Work for the development of ecology and agriculture, Poverty Alleviation, Healthcare & WASH, Education & Skills, and Rural Development.
* Study the socio-economic and cultural aspects amongst the rural communities;
* Encourage science and technology amongst rural communities work for the conservation of wild life sanctuaries and national parks through people's participation.

**Operations – PAN INDIA**

With services oﬀered across PAN India, Arpan Aid Foundation is well positioned to meet the increasing demand for skill development and professional education. The operation includes the various livelihoods, skill development projects, WASH, Poverty Alleviation, Healthcare, Education, Rural Development, professional and vocational education activities, higher education partnerships, professional and corporate training, consulting, Govt. project, research & development and other learning solutions.

**Partnering for social impact**

Organizations in the modern world, no longer work solely for profits. The focus on social Responsibility has extended and it has shaped the organizational role and functioning towards the prevailing societal and environmental issues that require extended support.

ARPAN plays a pivotal role in helping design, monitor, and implement the CSR mandate of

Partner companies and government organization. Our solutions are not merely aimed at

delivering benefits but at creating a sustainable and self-running ecosystem that can bring

meaningful change to lives and livelihoods.

* **Women Empowerment**

Making women self-reliant through employability oriented skill development Solutions Uplifting women is pivotal for an equal society. It is empowerment of the society in its truest sense. Our programs are centre around training women and empowering them as independent individuals, making them capable of earning their own livelihood in different ways. Women empowerment initiatives

are a core activity.

* **Livelihood Skilling**

Equipping underprivileged youth with the required skills to earn their livelihood Our livelihood skilling programs focus on the underprivileged youth, equipping them with the required skills to earn their livelihoods.

* **Skill Development Services**

The shortage of trained and certified manpower is severe and intensifies for sectors such as Manufacturing, Engineering and Construction, etc. we have implemented various skill development projects and met the skilled manpower requirement of the industry, through employability oriented skill development, up skilling, and reskilling projects. We offer every student the best-in-class skills training and certification from SSC and followed by placement in an organised sector. This not only helps businesses grow but also strengthens India’s human capital and leverages our strong demographic dividend. BMPL skill has been an active participant in the delivery of many skilling projects like PMKVY, NULM, ELSTP, BSDM

* **Vocational education & Up-skilling**

Building a foundation for employability for individuals at the grassroots level Vocational education and Up-skilling school and college students to ensure they are able to support their families in the future. It involves imparting vocational skills, technology skills (both current and emerging), along soft skills to enhance their employability

* **Recognition of Prior Learning (RPL)**

We help organisations assess, train and upgrade the skill levels of their workforce, within the NSQF framework. Certification of skills, whether acquired formally or informally empowers individuals to monetize them in the job market. Enhancing irreplaceable practical knowledge

* **corporate social responsibility (CSR)**

CSR program involves the inculcation of skills among under skilled individuals with limited means. The aim of the activity is to empower them- Making them capable to apply the learnt skills at the actual workplace environment, thereby converting them into independent earners of their livelihood, therefore, becoming the support systems for their families. The skilling-based CSR initiatives ensure the consistent availability of proficient talent in the workforce, contributing to the process of

nation- building in the long term- Calling organisations to forge CSR partnerships in the field of skill development! AAF Skills follows a rigorous approach for planning and implementing CSR projects. We conduct a development need assessment of the targeted geography, followed by recommending various models for implementing projects directly or indirectly aligned to the company’s business initiative.

* **Health & Hygiene**

Conducted various awareness programmes focused on how to maintain a healthy lifestyle

* **Social Impact Programs**

create a positive, significant and sustainable impact on society Corporates are increasingly seeking a diverse range of social impact programs across domains that are often aligned with their corporate values with an aim to bring out a positive change in society. we aims to inspire collaborations among business leaders, community members, and a wide range of organizations to create a positive, significant and sustainable impact on society.

Address of our NSDC accredited Centres

**Arpan Aid Foundation,** 

Address : Pakiza Path, Hatigaon, Guwahati, Assam E-mail : [guwahati1@arpanaidfoundation.com](mailto:guwahati1@arpanaidfoundation.com)

an Aid Foundation, Charaideo Centre

Address : Madina Complex, Dist : Charaideo, Pin-785690, Assam. E-mail : [sonari1@arpanaidfoundation.com](mailto:sonari1@arpanaidfoundation.com)

Arpan Aid Foundation, Dibrugarh Centre

Address : B. Bagaria Commercial Complex, 1st Floor,

Shani Mandir Road, Jhalukpara, Dist. : Dibrugarh, Pin-786601, Assam E-mail : [dibrugarh1@arpanaidfoundation.com](mailto:dibrugarh1@arpanaidfoundation.com)

**Arpan Aid Foundation, Naharkatia Centre 1** Address : No. 8440, 3rd Floor, Opposite Moran Bus Stand, Naharkatia, Dist. : Dibrugarh, Pin-786610, Assam

E-mail : [naharkatia1@arpanaidfoundation.com](mailto:naharkatia1@arpanaidfoundation.com)

**Arpan Aid Foundation, Naharkatia Centre 2** Address : No. 1077, 1st & 2nd Floor, Near Sasoni Auto Stand, Naharkatia, Dist. : Dibrugarh, Pin-786610, Assam

E-mail : [naharkatia2@arpanaidfoundation.com](mailto:naharkatia2@arpanaidfoundation.com)

Arpan Aid Foundation, Digboi Centre 1

Address : Digboi Chariali, No. 402, 1st Floor, Opposite Adharam Line, Dist. : Tinsukia, Pin-786171, Assam

E-mail : [digboi1@arpanaidfoundation.com](mailto:digboi1@arpanaidfoundation.com)

Empanelment / Funding Agency

MOU with Assam Skill Development Mission

for implementing short term modular skill development

training (PLSTP) and ensuring the gainful employment

of the candidates.

Work order from North Eastern Electric Power

Corporation Limited (NEEPCO) for implementing

Skill vocational training on Cutting and Tailoring

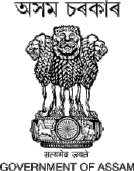
for Girls and Women.



MOU with National Urban Livelihoods

Mission for employment through Skill Training &

Placement (EST&P).

 MOU with Assam Skill Development Mission

(ASDM) for Implementing placement linked skill

Development training program on F&B

Service Steward, Front Office Associate,

Multi Cuisine Cook, Guest House Caretaker,

Room Attendant.

**JJM**



**Beyond the Classroom**

At Arpan aid foundation, you’ll learn from industry-experienced instructors with a curriculum tailored to your specific needs, strengths and challenges. You’ll get just enough “lecture” to prepare you for the real, hands-on education you enrolled for—and you’ll be in the training areas before you know it! Learning at AAF is about combining theory and practice in a way that’s engaging, enriching and fun, and part of the AAF Edge is the 21st century education you’ll receive. Our curriculum, developed with the help of industry professionals, uses learning theories to show you the “why” behind the “what” before introducing you to the tools and equipment you’ll use on the job.

**Third Party Assessment & Certification by Industry Sector Skills Councils**

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**Courses conducted under skill development:**

Apparel

Sewing Machine Operator

Fashion Designer

Self Employed Tailor

Beauty & Wellness

Bridal Fashion and Photographic Makeup Artist

Beauty Therapist

Integrated Course in Hair, Skin and Make-Up

Hair Stylish

Pedicurist & Manicurist

Assistant Spa Therapist

Construction / Electrician

Helper Mason

Mason General

Mason Tiling

Mason Concrete

Helper Shuttering Carpenter

Construction Painter & Decorator

Helper Electrician

Assistant Electrician

Health Care

General Duty Assistant

Front Line Health Worker

Home Health Aide

Health Care Multipurpose Worker

IT/ITeS Sector

Book Keeping & Account using Tally

CRM Domestic Voice

Computer Network Assistant & Administration

Computer Hardware Maintenance & Repair

Domestic Data Entry Operator

Media & Entertainment

Assistant Video Editor

Photography

Hair Dresser

Make-up Artist

Retail

Junior Human Resource Associate

Junior Marketing Associates

Retail Sales Associate

Tourism & Hospitality

Hospitality Assistant

Room Attendant

Bartender

Food & Beverage Service

Kitchen Steward

Front Office

Automobile

Driving Assistant

Plumbing

Plumber General

**The Arpan Aid Foundation Edge**

Starting with your visit to Arpan Aid Foundation, you'll know you've made the right choice to invest here in your education. Each step of the way is designed to help you reach your professional and personal goals—to have the career, and the life, you've been dreaming of. From the day you enroll, to your Orientation, to the day your training begins, Arpan Aid Foundation will be at your service to answer questions, provide additional course details, and ensure you're fully prepared to take advantage of everything Arpan Aid Foundation oﬀers. It's the beginning of an experience known as the Arpan Aid Foundation Edge.

**Structured Project Management**

Implementation is the key to success. Implementation mandate which AAF takes up follows our structured project management approach. The focus remains unwavering on the outcomes.

**Planning & Strategizing**

* company CSR Vision
* Stakeholder needs assessment
* Intervention framework
* Output Indicators
* Milestones & Timelines
* Budget allocation & Resource planning

**Stakeholder Engagement**

* Stakeholder engagement- government, community, beneficiary, Internal resources
* Community & government partnership
* Knowledge partnership & Resources

**Project Monitoring**

* Fields visits
* Progress reports
* Interim reviews
* Course correction

**Programme Implementation**

* Team Formation
* Recruitment & training
* Pro tests
* Instructional design
* programme Implementation
* Branding & Communication
* Programme governance

**Impact Assessment**

* Post tests
* Project monitoring & evaluation
* Mapping outputs & outcomes
* Impact assessment

**Reporting and Documentation**

* Reporting
* Project Report compilation
* Documentation Learning for future programmes
* Initiating next project cycle

**Training**

Our team of experts set to bring in a revolution that will evolve Student Engagement Programs. The driven, young individuals here believe that Student Engagement Program is the missing brick for any training center’s success. Our team is a group of energetic and determined professionals dedicated to furnish and train all students of all centers of different projects, and help them actualize the required zeal to achieve the desired results. With the advent of frequent hiring and lowered screening, the importance of training has increased. The vital and much-required presence of different training concept is being signified in every domain nowadays.

Methodologies

* Practical Learning
* Activity-oriented session
* Faculty Development Program

**Our Approach**

**Approach & methodology**

Our skills value chain involves 'learning by doing' and is built on the foundations of partnerships. We have tie-ups with the best companies as employers, knowledge and infrastructure partners to ensure that the quality of training is maintained across locations.

**Process Flow:**

Our Skills for Jobs programme links every trainee to provide placements in the organized sector. To ensure that every trainee finds a job matching their aptitude and interest, we follow an industry led, industry endorsed training methodology. We have embedded industry as a key stakeholder and the design and delivery of the courses .Our skills value chain integrates the inputs from prospective employers to create a programme which is “competency” driven

**Part A : Mobilization**

* Identification of Trainees
* Selection of Trainees
* Reporting at Training Centre
* Admission & Registration process
* Induction Class

**Part - B: Training**

* Class Room Training
* PD and EDP
* Practical Learning
* Industrial Visits
* On Job Training
* Assessment & Certification
* Books and Uniforms

**Part - C: Placement**

* Filling in Placement Forms
* Conducting Interviews
* Selection of Candidates
* Appointments of Candidates

Pa**rt - D: Post Placement Monitoring**

* Counseling to face new work environment
* PPS (Post Placement Support)
* Employers feedback
* Placement Tracking

TRAINING METHODOLOGY

The training imparted has been designed in a structured pattern incorporating various elements that are required to achieve substantial result in providing employment & adjustment to the physically challenged youth. The elements that are included in the course strategy are structured in a chronological system. The designed system is comprehensive involving all the required ingredients into making of a successful training course and placement opportunities.

The training methodology is a combination of Five modules:

* **English language skills and fluency enhancement**

The training will emphasize on the English language skills-both written and oral as it is an essential component to procure employment, considering the fact that the trainees are from rural background comprising a majority of regional medium students.

* **Subject Training**

The training will educate the trainees regarding the subject. It will constitute more about the subject and aim to bring awareness in a detailed and comprehensive pattern. It shall impart knowledge about several sectors, processes, functions, terminology, techniques and employment opportunities per training to the sector.

* **Soft Skills & Life Skill**

The training will focus on overall personality development and self improvement. It will specifically emphasize on imparting soft skills training essential for employment in the sector. The aim of the module is to create job readiness and to hone the skills of the trainees and also ensure that they procure employment in the related sector.

* **Information and Communication Technology**

The training will bring awareness about the necessity of computers in human life. In today's world, computer has become a necessity and is a perquisite for employment in any sector. Hence, the training shall equip the trainees in CV preparation, intelligent and informed decision making power, staying in contact, saving time, higher productivity and better employment opportunities.

* **EDP**

Entrepreneurship Development Programme (EDP) is a programme which helps in developing entrepreneurial abilities. The skills that are required to run a business successfully is developed among the students through this programme. Sometimes, students may have skills but it requires polishing and 15 incubation. This programme is perfect for them. This programme consists of a structured training process to develop an individual as an entrepreneur. It helps the person to acquire skills and necessary capabilities to play the role of an entrepreneur electively

Academic Support

As you’ll quickly learn once your training program begins, AAF’s instructors are second-to-none. We’ve carefully selected our trainers from among the experienced professionals who want to teach in our classrooms, and we train our students on a curriculum built with input from industry professionals on our advisory boards. Still, there may be times when a specific concept proves especially challenging, a technique just isn’t sticking or you feel like you’re behind the curve—don’t worry! When these things happen, AAF has support systems to help!

We encourage you to actively seek out your instructor or other campus staff members, for tutoring outside of regular class hours. In addition to being great leaders in the classrooms and training areas, they are patient tutors who can help with the one-on-one guidance you may need to master a particular concept or understand key aspects of the subject matter. If it’s important to your training, it’s important to you—and that makes it important to us.

On many campuses, groups of AAF students also meet outside of class hours for peer tutoring—small group instruction led by other students. Students just like you who put their heads together to tackle the same material you might be having difficulty with. When you join one of these peer tutoring groups, you’ll not only find the extra help you need—you might find you’ve got the answer to someone else’s question, or can help your peers see things in a way they hadn’t thought about before. Breakthroughs are common in our peer tutoring groups, where you’re not just getting extra help—you’re making friends and forming relationships that can last long after Graduation!