Assessment Protocol
for the Assessment Agencies under

समर्थ (Samarth)

Developed by

Resource Support Agency

TEXTILES COMMITTEE

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A: Definitions:

a) *Resource Support Agency (RSA): The Textiles Committee is designated as RSA for implementation of the Scheme Samarth.*

b) *Assessment Agency (AA): An agency duly authorized and empanelled by the RSA to conduct assessments.*

c) *Provisional Empanelment: Preliminary stage of empanelment after which the agency is required to ensure the accreditation of minimum 10 Assessors from RSA to be eligible for final Empanelled as Assessment Agency of the RSA.*

d) *Implementing Partner (IP): Any interested organization duly authorized by Ministry of Textiles to conduct training under Samarth.*

e) *Trainee: Any citizen of India possessing an Aadhaar Card (unless exempted under Aadhaar Act, 2016) with age over 14 years.*

f) *Assessment: Conducting a written test* and personnel interview of a trainee

g) *Assessor: Person duly accredited by RSA under Samarth to conduct such assessments as required by the RSA through its empanelled Assessment Agencies*

h) *Assessment Protocol: A document which provides detailed guidelines to conduct assessments duly developed by the RSA under Samarth, as updated from time to time.*

i) Identity Card : The card issued by RSA to carry out assessment assigned by RSA

j) KYA: Know Your Assessor

1. <u>Introduction:</u>

The Ministry of Textiles (MoT) has introduced a new scheme titled "Scheme for capacity Building in Textile Sector (SCBTS)" which shall be known as ″ (Samarth)".

The Samarth is launched with a view to transform the unskilled manpower to skilled workforce in various sectors like Garment, Knitting, Processing, Manmade & Synthetic fibres and other unorganised textile sector/sub-sector and trade including traditional sectors like Jute, Silk, Handloom, Handicraft & Carpet by running the certified skill development programme in these sectors across the country. The proposed scheme is with target outlay Rs. 1300 crore as government contribution with a physical target to train 10 lakh personnel (9 lakh personnel in organised & 1 lakh personnel in traditional sectors) over the period of 3 years (2017-2020).

The previous scheme of Integrated Skill Development Scheme (ISDS) addressed the critical gap of skilled manpower in textile industry through industry-oriented training programmes. It was implemented through three components where major thrust was given to PPP mode in which a forged partnership had been developed with the industry in establishing a demand driven skilling ecosystem. Under this scheme, so far a total of 10.84 lakh people have been provided skilling, out of which 10.12 lakh have been assessed and 8.05 lakh have been placed. The scheme had been largely aligned with the common norms of the Ministry of Skill Development & Entrepreneurship.

1.1 Objectives of the Scheme:

Keeping in view, the demand for skilled workforce, the Ministry of Textiles, Government of India is implementing the 'Samarth' with following objectives.

i. To provide demand driven, placement oriented National Skills Qualification Framework (NSQF) compliant skilling programmes to incentivize and supplement the efforts of the industry in creating jobs in the organized textile

and related sectors; covering the entire value chain of textiles, excluding Spinning & Weaving.

ii. To promote skilling and skill up-gradation in the traditional sectors of handlooms, handicrafts, sericulture and jute.

iii. To enable provision of sustainable livelihood either by wage or self employment to all sections of the society across the country.

1.2 Resource Support Agency:

Textiles Committee a Statutory body under the Ministry of Textiles, Government of India was set up by an Act of Parliament viz., 'Textiles Committee Act', 1963. The main objectives of the Committee activities are oriented towards overall quality improvement of Textiles in India. The Government of India, Ministry of Textiles has designated the Textiles Committee as **Resource Support Agency (RSA)** for the new scheme – "(Samarth)" of the Ministry of Textiles, Government of India for providing resources in various sectors like Garment, Knitting, Processing, other unorganised Textile sector and traditional sectors like Jute, Silk, Handloom, Handicraft & Carpet.

The Textiles Committee, as RSA, will be performing the following functions under the "Samarth)":

i. To identify and finalize the skill development needs in consultation with Sector Skill councils (SSCs) and industry.

ii. To standardize the course content and to develop the content.

iii. To specify the training centre's infrastructure with reference to the NSQF courses.

iv. To standardize the admission, assessment, certification and accreditation processes in consultation with the SSCs and industry to ensure consistency and acceptability by various stake holders.

v. To empanel Assessment Agencies and to monitor their performance.

vi. To conduct Training of Trainers (ToTs) and Training of Assessors (ToAs) in co-ordination with respective SSCs.

vii. To conduct the skill gap studies from time to time and build up skill data base for the industry.

viii.   To study the global scenario and best practices in skilling in Textile Sector.

2. <u>Assessment:</u>

The effectiveness of any training is reflected in Assessment of the trained candidate (hereinafter referred to as Trainee). The term assessment refers *Conducting a written test* and personnel interview of a trainee. While assessments are often equated with traditional tests, there are diverse array of assessment tools and methods to measure effectiveness of training imparted. Assessments are also used to identify gaps in training and strengths so that trainers can provide specialized support, if required. While assessments come in many complex forms and they are used for a wide variety of purposes, Assessment Protocol is used in evaluating a person to assess if procedures and standards are being followed properly according to set standards. All relevant government agencies, institutions and businesses adhere to protocols assessed on a regular basis.

2.1 Assessment of Trainees under ″(Samarth)″ :

The Implementing Partners (IPs) duly empanelled by the Ministry of Textiles are required to provide training under the ″(Samarth)″ scheme of the Ministry of

Textiles, Government of India. As per the Scheme guidelines and Common Norms notified by the Ministry of Skill Development & Entrepreneurship (MSDE) all the IPs need to adopt RSA approved and NSQF aligned course curricula for imparting training. With a view to make outcomes measurable, successful trainees will be assessed and certified by RSA empanelled third party Assessment Agencies through their accredited Assessors. 10 lakh persons are expected to be skilled and certified in various subsector of Textile Sector like Garment, Knitting, Processing, Manmade Synthetic fibres, Handloom, Silk, Jute and Handicraft & Carpet through the scheme over a period of three years.

The RSA in consultation with industry has already developed/adopted and standardized industry relevant courses under the Samarth Scheme. Details of the segment wise

courses developed and aligned with NSQF is available on http://www.textilescommittee.gov.in/........ Depending upon the employability, more industry relevant job roles are being identified whose course curriculum would be developed and will be aligned with NSQF as per requirement.

In addition to the core course content, a common module on soft skill is also included in all the RSA approved courses. The soft skill component will deal with issues like safety in production centre, cognitive or emotional empathy, cleanliness at work place, attitude to deliver a work, ethical communication, importance of health and hygiene in work place, time management, team work, language skill, personal habit, leadership traits, etc. in order to meet the overall objective of the 'Samarth' scheme, RSA will develop/adopt some other courses as relevant to the scheme.

Once an Implementing Partner (IP) completes the training, the effectiveness of the training imparted and skill acquired by the trainees is required to be assessed by third party Assessment Agency duly empanelled by the RSA to ensure that the trainees after attending the skilling program is ready to take up the regular work at shop floor level as a skilled worker. Keeping this in mind following objectives for assessment have been developed.

2.2 Objectives of the Assessment:

i. To ascertain effectiveness of training imparted by way of practical demonstration of acquired skills.

ii. To assess the proficiency in skills imported to the trainees based on the standards used by the relevant industry segment.

iii. To see the effectiveness of the training imparted by way of demonstration of level of transfer of knowledge

iv. To see the level of understanding and skills acquired during course of experiential training.

As per the above objectives, a trainee after successful training is expected to practically demonstrate the skills acquired by him/her. He/She is expected to know basics of machinery/tools for which he is trained and should be proficient with them.

3. <u>Assessment Agencies (AAs):</u>

Assessment Agency is an agency duly authorized and empanelled by the RSA to conduct assessments under Samarth. The Empanelled AAs under 'Samarth' scheme during their period of empanelment under RSA, shall not be involved in any of the activities related to the training involving Implementing Partners under this scheme.

The effectiveness of training provided under Samarth is required to be assessed by an independent third party Assessment Agency to be empanelled by the RSA. Such assessment needs to be carried out in an unbiased and professional manner. Considering the target of 'Samarth', there is a need to have a large pool of accredited assessors for assessment of trainees. Keeping this in mind, the RSA has empanelled professional Assessment Agencies engaged in assessment activities with large pool of qualified and experienced assessors to conduct assessments across India for an initial period of one year, to be renewed further based on the performance of the Assessment Agencies and requirements of the programme.

3.1 Continuation of Empanelment:

To continue their Empanelment with RSA, the AAs need to ensure that, they fulfill the following minimum eligibility criteria at any stage during their empanelment:

1. AAs should have at least 10 accredited assessors during their entire period of empanelment.

2. AAs should be active in at least 2 States with at least two accredited assessor per State subject to a minimum overall requirement of 10 accredited assessors per AA.

Non-fulfillment of the above criteria, at any stage during empanelment, would result into cancellation of empanelment of AA.

4.0 Accreditation of Assessors:

4.1 Minimum Eligibility Criteria for Assessors

The minimum essential criteria for accreditation of an Assessor is as under,

a. Candidate Assessor shall have recognized Degree/ Diploma (Minimum of Three year duration) in the textile sector/sub-sector and trade and relevant experience in the area of specialization.

b. In case of educational qualification and experience, the requirement may be in such a way that their total qualification and experience duration should be 5 years or above. (for example. if 3 year diploma, 2 years experience, if 3/4 year of degree, 2/1 years of experience.). The candidate Assessors need to attend Training of Assessor (ToA) and clear Competency Evaluation Programme (CEP) organised by RSA.

c. In case of certain sub-sector, (like Handicrafts) where formal Degree or Diploma is not available, RSA may accept application of those candidate Assessor who possess adequate knowledge, experience (5 years and above) and proven track record in the relevant field.

d. The Assessors who are approved/accredited by any textile related Sector Skill Council (SSC) and satisfying the minimum eligibility criteria in the relevant field will be considered as eligible assessors for accreditation provided they attend ToA. Such Assessors are exempted from CEP.

4.2 Procedure for Addition of Assessors by Empanelled AAs:

All empanelled AAs have liberty to add any number of assessors into their directory during their period of empanelment with RSA. Such assessor shall have defined qualification and experience for the purpose of Accreditation. The procedure for addition of Assessors is as under:

1) AAs shall forward the application for proposed Assessors through KYA form with all relevant documents required given at ANNEXURE. Such proposed Assessors will be called as candidate Assessors. The documents needed to be submitted along with KYA are,

   a. A Passport size photograph (with white background, with 70 % face covered in photo)
   b. Address proof (Passport/Voter ID/Driving License/Aadhaar Card/Bank Passbook/Water Bill/Electricity Bill/Declaration on the Assessment Agency Letter Head/telephone postpaid connection bill/gas connection bill/rent agreement/income tax assessment order etc.)
   c. Specimen signature of Assessor need to be made during ToA & CEP
   d. The authorized representative of Assessment Agency shall append his/her signature with stamp of office.

2) Each application of Candidate Assessor must accompany with non refundable application fee of Rs. 2000.00 + Applicable G.S.T [1] and other documents as specified.
3) After due scrutiny, RSA shall call eligible Candidate Assessors to Training of Assessors (ToA) programme and CEP

4.3 Training of Assessor (ToA) programme and Competency Evaluation Programme (CEP) for accreditation of Assessors:

RSA will conduct the preliminary screening of the applications of Candidate Assessor so forwarded by the AAs and if found suitable such Candidate Assessors will be called for attending ToA programme and CEP at pre determined location(s) and date (s). The purpose of this program is to specify the methodology involved in providing insight into Assessment procedure and evaluating the competency of Candidate Assessor. All the eligible Candidate Assessors inclusive of SSC certified Assessors will have to undergo a ToA programme. Following the ToA programme, all Candidate Assessors need to clear CEP for accreditation. The Candidate Assessors approved by SSCs in the relevant field are exempted from clearing CEP.

The purpose of CEP is for evaluating the competence of Assessor who has applied for "Accreditation" related to the assessment of trainees trained by IP in specific sub-sector of the scheme 'Samarth'. Following this ToA programme and CEP, it will be the responsibility of the relevant empanelled AA to allow each assessor to gain further experience periodically.

The ToA programme and CEP of Candidate Assessors goes through various phases – Verification of applicant's original documents, ToA programme, CEP - Online Test and/or Interview. Each phase has unique issues, methods, and procedures. In this section, each of the phases are discussed.

4.3.1 Verification of Candidate Assessors' original documents:

Candidate Assessors are nominated by individual AAs through the KYA. After scrutiny, RSA will call such Candidate Assessors, who meet minimum eligibility criteria for ToA programme & CEP. The Candidate Assessors need to carry her/his relevant original documents related to Educational Qualification and Experience like certificates for verification, PAN Aadhaar, etc at the time of ToA programme & CEP. In the course of verification, if in the RSA's opinion, the documents are materially deficient or inconsistent in any aspect or fraudulent, the candidate will not be considered for further evaluation. The decision of RSA in this regard will be final.

4.4   Training of Assessors (ToA) programme:

The aim of providing ToA is to impart initial training requirements to enable Candidate Assessors to acquire the necessary knowledge and skills to carry out assessments as per Assessment Protocol of Samarth. Upon successful completion of the training and with evidence that the skills and knowledge have been successfully imparted to Assessor, he/she would be eligible to conduct workplace assessments, provided they themselves are technically competent in the discipline being assessed.

4.4.1 ToA will cover the following topics:

- What is Assessment?
- Methods of Assessment
- Principles of Assessment
- What is Competency?
- Differentiation of Instructor, Trainer, Trainee and Assessor
- Skills, Knowledge, Attitudes and Competency
- Applying Principles of Assessment
- Making decisions about Skill & Competency
- Identification of Assessor
- Attributes of Assessor
- Assessment process
  - ✓ Scope
  - ✓ Verification of course and Batch ID
  - ✓ Trainees Eligibility
  - ✓ Infrastructure of Training
  - ✓ Training Material and necessary accessories
  - ✓ Theoretical Knowledge, Practical demonstration
  - ✓ Assessment Questions (Machine related, Process related etc)
  - ✓ Dos and Don'ts
  - ✓ Checking of Skills and Practical demonstration
  - ✓ Soft Skills
  - ✓ Communication
  - ✓ Health, Hygiene and Safety
  - ✓ Repercussion of Sexual Harassment
  - ✓ Criteria to pass the Assessment
  - ✓ Consolidation of Assessment details
  - ✓ Reporting

4.5 Competency Evaluation Programme (CEP):

The Competency of Assessor is very critical for assessment. The CEP will therefore intend to understand the depth of knowledge in general and subject in particular, skill, attitude and aptitude of Candidate Assessor. Therefore, following methodologies are adopted.

4.5.1 Online Test:

The Candidate Assessors are required to appear in those tests and/or Personal Interview as may be prescribed for that particular sub-sector. The online test comprises of two stages

(i) Platform skill Test (PST)

(ii) Domain skill Test (DST)

The tests shall contain series of multiple choice questions to be answered in a stipulated time limit. Since the answers provided below each question can be misleading more often than not, the answers must be selected carefully. Both Platform and Domain skill tests are designed to accurately evaluate an individual's skill set and technical knowledge specific to that particular(s) sub-sector for which the candidate desires to be an Assessor. Candidate Assessor need to specify all sub-sector (s) for which accreditation is sought. Following procedure shall be adopted for test of CEP

a. CEP shall begin with Platform skill test (PST) This test is of qualifying nature. Candidate Assessor needs to pass this test for accreditation.

b. Based on the details given in his/her application, Candidate Assessor will be allowed to take Domain skill test in any one or all sub-sectors.

c. The RSA will conduct CEPs at least once in every month or as felt needed and the Assessors can appear for accreditation of additional sub-sectors later on also. Under such situation Assessors need not take Platform skill test

d. The Assessors who subsequently intend to appear in the DST for additional sub-sectors, the concerned AA need to pay the non-refundable fee of Rs. 1000 for each appearance separately, as declared by the RSA. During CEP the candidate Assessors can appear for anyone or all sub-sectors.

4.5.1.1 Platform skill Test:

PST is for testing the potential of the Candidate Assessor and his/ her ability to grasp new concepts which are crucial to his/ her role as an Assessor regardless of any specific trade. The Platform skill is the innate learned or acquired ability of an individual to perform certain tasks. The questions are specifically designed to test a candidate's ability to perform challenging tasks and react to different assessment-related situations. The table showing test wise number of questions, duration and minimum qualifying marks is as under:

Type of test	No of questions	Duration (min-utes)	Minimum Qualify-ing marks in %
PST	20	30	50

N.B.: Only those candidate assessors who score minimum qualifying marks of 50% in PST shall be considered for further evaluation.

4.5.1.2 Domain skill Test (DST):

The second part of test is to assess the technical knowledge of the Assessors meant for assessing those trainees trained under the *Samarth* for the Garment, Knitting, Processing, Manmade Synthetic fibres, Handloom Silk Jute and Handicraft & Carpet. There are eight sub-sectors under which training will be imparted. Any Candidate Assessor can get accreditation for assessment in any one sub-sector or all sectors based on his/her qualifications, experience and performance in CEP.

The table showing test wise number of questions, duration and minimum qualifying marks is as under:

Type of test	No of questions	Duration (minutes)	Minimum Qualifying marks in %
DST	30	30	60

4.6   Personal Interview:

In such cases where formal degree/diploma is not available (like Handicraft) RSA may conduct personal interview to assess the competency of candidate assessors. However, clearing PST is pre-requirement for such personal interview

4.7   Awarding of Accreditation to Assessors:

Only those Candidate Assessors who have attended the ToA program and successfully cleared the CEP will be awarded with the accreditation with specific scope for assessment. The Assessors approved by relevant SSCs are exempted to appear for platform and domain skill test. The RSA shall intimate the results on Accreditation of Assessors to the relevant Empanelled AAs in a comprehensive and systematic manner. Accreditation/Continuation of accreditation of the Assessors will be at the sole discretion of the RSA. Accreditation of Assessors is valid for a period of one calendar year. Thereafter the accreditation can be renewed by paying a specific fee as declared by RSA from time to time. However, any Assessor approaching for renewal of accreditation shall have conducted at least assessment of 5 batches during the period of Accreditation.

4.8   Assessor Accreditation Code No:

Each of the accredited Assessors will be assigned Unique Identification (UID) code number for the purpose of identification clearly indicating the relevant sub-sector to which the Accredited Assessor is eligible for carrying out assessments under Samarth. UID is 18 digit Alfa-numeric code.

The Accredited Assessors can conduct assessments in their relevant sub-sector only.

An Assessor conducting an assessment other than his/her defined sector will be treated as a deviation from Assessment Protocol.

5.0   Uploading of Accredited Assessor on MIS:

The Accreditation code of the assessor will be communicated to the concerned AA for uploading the name of the assessor on to the MIS being separately developed by Ministry of Textiles. The AAs, using this Accreditation code (which is mandatory field), can upload the Assessor name on to the MIS from their login. After uploading of assessor name from AA login, the name of the assessor will appear in RSA login for the final approval of RSA. Only after the RSA's consent, the name of the assessor will be finally reflected in the MIS.

5.1 Attendance of assessors on MIS:

The MIS will have a provision to capture the Aadhaar Enabled Biometric Attendance of each assessor on the day of assessment. The attendance record of each assessor will be maintained in MIS.

6.0   Association of Assessor with AA:

An Assessor can be empanelled under one AA at any point in time. If at any time, during their period of empanelment as an Accredited Assessor of a particular AA, he/she is found to be conducting assessments for any other AAs, his/her accreditation shall stand cancelled with immediate effect. Such assessors will be blacklisted from conducting any further assessments under 'Samarth' scheme.

7.0   Procedure for change of AA by Accredited Assessor:

However, the Accredited Assessors shall have liberty to change their original Assessment Agency subjected to fulfilling following requirements.

   i.   An assessor has to submit formal resignation to the authorized person of concerned AA with which he/she is empanelled and the copy of the same should be marked to the RSA.

ii. The resignation submitted can either be in hard copy or on E-mail.

iii. RSA in turn, will confirm the same from the concerned AA.

Only after fulfilling above requirements, the RSA shall cancel the accreditation code allotted to the Assessor for previous AA. Such Assessor can apply for f r e s h accreditation through another empanelled AA and the assessor need not to undergo for ToA and CEP. The assessor will be given new accreditation code with accreditation in the subsector/s, which he/ she has already cleared in his/her previous CEP appearance.

8.0 Assessment Fee:

As per the scheme document of 'Samarth' the assessment fee is fixed at Rs. 800.00 per trainee which is inclusive of GST for all the courses which are approved by RSA under 'Samarth' Scheme. The Assessment fee will be payable to Assessment Agency upon successful completion of the Assessment and uploading the results on to MIS. As per the scheme document of 'Samarth' the Assessment Fee will be routed through RSA. No extra financial assistance will be provided by RSA under any circumstances. AA will generate the invoice in the name of the RSA in the prescribed format as given in the ANNEXURE updated and notified on website of Textiles Committee from time to time. The payment will be made to the AAs only after confirming the requirements stated in the Assessment Protocol after deduction of charges, if any.

9.0 Addition of Scope of Assessments:

The empanelled AAs are authorized to undertake the assessment of courses which are approved by the RSA under 'Samarth'. New Job Roles, as and when added by the RSA will be available for assessment under Samarth. The empanelled AAs are liable to undertake assessments on pan India basis (in unserved areas) if instructed by the RSA. At the time of initial empanelment, RSA will allot state and sub-sectors (i.e. Scope) to each AAs for undertaking assessment activities. The scope in terms of number of states can be enhanced as long as the requirement of availability of at least 2 accredited assessors in that particular state is met.

10.0 Monitoring of Assessments:

The RSA will conduct surprise checks of assessment activities randomly. At the time of surprise checks, the RSA official(s) will monitor the overall assessment activity and verify whether the Assessment Protocol is being followed at the time of assessments.

The RSA official(s) will look into the following areas at the time of Surprise Checks:

a. Punctuality in adherence to the assessment schedule on MIS.
b. Check implementation of Aadhar Enabled Biometric Attendance System (AEBAS).
c. Punctuality of Assessors.
d. Accreditation details of assessor.
e. Time spent by assessor on each trainee.
f. No of assessments conducted in a day.
g. The methodology adopted by assessor during the assessments.
h. Knowledge of local language of assessor and comfort level of trainees while interacting with the assessor.

On the basis of surprise check reports, and depending upon non-conformities observed

in implementation of Protocol, appropriate prescribed penalty shall be imposed on the AA, which shall have a bearing on his overall performance indicated under AAPI.

10.1 Subcontracting of Assessment Work:

Assessment work assigned and accepted by the Assessment Agency under-the 'Samarth' scheme shall, under NO Circumstances, be subcontracted to any other entity at any given time. Such cases will result into summarily cancellation of Empanel-ment of the concerned Assessment Agency.

11.0 <u>Allocation of batches on MIS for Assessment:</u>

All Empanelled Assessment Agencies can take up assessment of trained candidate under 'Samarth' in all the sectors such as Garment, Knitting, Processing, Manmade Synthetic fibres, Handloom, Silk, Jute and Handicraft & Carpet. The batches for assessment will be automatically allotted by MIS based on Assessment Agency Performance Index (AAPI) or any other methodology to be adopted by the Ministry of Textiles, from time to time. Presently, the AAPI is an important criterion while allocating the batches for assessment to individual AA so that the AAs with best possible resources and ability to deliver quality Assessments will get preference over the others.

12.0 <u>Assessment Agency Performance Index (AAPI):</u>

Assessment Agencies Performance Index (AAPI) is a combination of following two important aspects.

I. **CREDIT POINT (CP)**:- These are the points earned by an AA on account of availability of its resources/capabilities and developmental activities.

II. **PENALTY POINT (PP)**:- These are the points lost by an AA for any of observed deviation from Assessment Protocol (non conformities) and other procedures laid out by the RSA and same will be calculated from Penalty Matrix based on surprise checks conducted by RSA.

APPI = (CP-PP)

(i) Credit Points (CP):

No.	Credit Criteria	Points
1	Total Assessment conducted under Samarth ***	1 point for every 1000 Assessments
2	Approved Number of State	1 point per State
3	Number of Accredited Assessors	1 point per 10 Active Assessors. (i.e At least one assessment per assessor in last 6 months.)
4	Qualification of each Assessor in the relevant field	1.5 Point for Masters and above 1.0 Point for Bachelors 0.25 Point for 3 years Diploma
5	Experience of Assessors in the relevant field	1.0 Point for 5 years and above per Assessor, 0.5 Point for 3- 5 years per Assessor.
6	Scope of Assessment for Assessors	1 Point for 5 Assessors in at least 5 sub sectors.
7	Affiliation of AA with other schemes/certification like ISO 17024.	1 Point per affiliation

*** Initially all AAs will be given '0' in this Criteria.(Sr.No.1)

ii) Penalty Points (PP):

Penalty Matrix of AAs is given at ANNEXURE.

No.	Severity of Deviation	Penalty Points *
1	Low	1
2	Moderate	3
3	High	5
4	Very High	10

*Penalty Points are taken from Penalty matrix and are accrued over the period of time.

Grading of AA's under AAPI:

1) The Assessment Agency with highest AAPI will be given a reference score of 100 and relative index of other agencies will be calculated.

2) Based on the above index of the AAs, each AA will be categorised into the following 5 grade

Group No.	Index	Grade
1	AAPI: 100 – 70	A
2	AAPI: 69 – 50	B
3	AAPI : 49 – 30	C
4	AAPI : 29 – 0	D
5	AAPI: Less than 0	E

3) All the batches created over a period of 10 days (date: 1st to 10th, 11th to 20th and 21st to 30th / 31st) will be accumulated on MIS. Such accumulated batches will be distributed/assigned at the end of 10th day 18:00 hrs) among the AAs as per their grading.

While allotting the batches to a particular AA, the weightage assigned to its grade and the number of AAs in that particular grade will be factored in. The grade wise assigned weightage is under:

No.	Individual AA in group	Weightage (%)
1	A	40
2	B	30
3	C	20
4	D	10
5	E	Nil

4) The AAPI is a dynamic value which would be reviewed every quarter. For example first AAPI would be valid from 1st January to 31st March.

13.0 Number of Trainees for Assessment per day:

Presently, as per the RSA assessment, an assessor would need about 24 minutes for assessment (offline) of one trainee as per tentative calculation given below.

Work required on Assessment Sheet	Min. Time (minutes)
Part-1 :Preliminary information :-Writing down the Candidate's detail including biometric verification	3
Part-2 : Practical Assessment:- Practical demonstration	11
Part-3: Theory Assessment:- Oral Assessment	7
Part-4: Summary of Assessment	3
Total	24

Based on above calculation, an assessor can assess a maximum of 20 trainees per shift. Hence RSA has standardized 20 assessments per day. However under the special circumstances, more than 20 trainees could be assessed per day but in no case the number of assessment can exceed 30 in any given day even after working extended hours.

14.0 Videography of the Assessment :

It will be obligatory for the AA and its Assessor to ensure that the whole process of assessment is videographed. If required, they could make use of the existing videography setup available at the Training centre of the IP after ascertaining the working status of the videography setup. Such video recording of the entire assessment process is mandatorily to be retained and produced before RSA as and when required.

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15.0 The Assessment:

The assessment in this scheme is consisting of following steps.

    a. Demonstrating the **practical knowledge** on machinery and process

    b. Orally demonstrating the **theoretical knowledge** on machinery, process and soft skill

    c. Practically demonstrating the **proficiency of skill**

15.1 Model Assessment Sheet(s) for reference of Assessment Agencies.

For the purpose of the assessment of Trainees, RSA has developed model Assessment Sheets for each of the standardized courses. RSA is developing its Question Bank for each of its approved courses and AAs need to use such QBs only. Different parameters covering whole gamut of content in each course module are included in respective assessment sheet. The assessors are expected to cover each parameter given in assessment sheet and judge the Trainees' practical competence, technical knowhow and proficiency in the course for which he is trained. It is important to note that appropriate working knowledge about the Job role, is expected from the trainees. Separate assessment sheet need to be used by assessor for assessment of each Trainee. Each assessment sheet consists of 4 parts. The detail of each apart is as given below.

    Part I:- Trainee Profile

    a. Sector (Pre-printed).

    b. Course Code (Pre-printed)

    c. Course Name (Pre-printed).

    d. Name of IP

    e. Name of Training Centre

    f. Name of Trainee

    g. Unique ID of Trainee

h. Batch Unique ID

i. Aadhaar Enabled Biometric Identification (AEBI)

The above information needs to be carefully filled up by the assessor himself. The assessor should ensure that in absence of biometric Identification of the trainee, assessor shall discontinue the assessment of that trainee. Assessor need to sign the part I of the assessment sheet.

Part II:- Practical Assessment

Practical part of the assessment sheet consists of practically demonstrable parameters. Each parameter is to be posed to trainees. Trainee is expected to practically demonstrate for individual parameter for the given machinery/process. The proficiency of the Trainee may also be measured using these parameters. If a trainee is able to satisfactorily demonstrate for each of the parameter posed, then the Assessor shall award appropriate marks in the box.

Part III:- Viva Assessment

This part consists of parameters which include information on Machinery/Process and also on soft skill. The answers for these parameters be 'Verbal'. The proficiency of the Trainee may also be measured using these parameters. If a trainee is able to satisfactorily express for each of the parameter posed, then the Assessor shall award appropriate marks in the box.

15.2 Part 4

In this part of Assessment Sheet, the summary of assessment for the Trainee need to mentioned. The summary includes Pass/Fail of the trainee, Grade obtained. A trainee is declared as 'pass' in the assessment, if a mark of the trainee is more than or equal to **60 %.** Assessor shall sign with date on Part-4 by writing his/her full name. Assessor shall also write down Assessor code allotted by RSA. The entire assessment sheet of individual trainee shall be returned to Assessment Agency. The AA shall sign on the appropriate place and retain the same. AA shall need to the individual trainee assessment sheet in original as and when asked by RSA.

15.3 Criteria to 'PASS' the Assessment :

Trainee is eligible for assessment only if he/she has attended 80% of classes during the course**. Any trainee not having 80% attendance shall not be assessed by the Assessor.**

Minimum score to pass the Assessment is **60%**. As per the guidelines of the Samarth Scheme, the assessors need to grade the trainees based on the marks scored by them as detailed below..

Marks Scored	Grade
> 85%	'A' Grade
70 % - 85%	'B' Grade
60% - 69%	'C' Grade

15.4   Summary of Assessment:

After the assessment of all Trainees in a centre, the assessor shall prepare a Summary of Assessment as per the format given at ANNEXURE . The data of only 20 candidates need to be filled in one page. In case where the number of candidates is more than 20, additional pages of same format can be used. Such filled in Summary of Assessment shall be uploaded by the AA on to the MIS on the date of assessment or as may be prescribed by the RSA and The AA shall not dispose the assessment sheets pertaining to all the trainees without prior approval of RSA.

15.5   Preservation of Assessment Sheet:

Upon the completion of assessment, the assessor shall hand over the entire set of assessment sheet to AA. The AA shall not dispose the assessment sheets pertaining to all the trainees without prior approval of RSA.

16.0 Mode of Assessment:

All empanelled AAs depute their accredited assessors for assessments at allotted Training Centres. Such deputed Assessor would verify the credentials of the trainee through Aadhaar Enabled Biometric machine and attendance from MIS. The Assessor shall also check the working status of CCTV/Videography setup. The Assessor shall conduct the manual oral exam of trainee using duly approved assessment sheet. The assessor would then enter the result of trainees in a Summary Assessment Sheet and TRANSMIT IT to his/her AA which will then upload it on to the MIS on the date of assessment or as may be prescribed by the RSA. The Assessment Agency shall verify the marks, grade, candidate name, ID, etc. of each candidates before uploading the Summary Assessment Sheet on MIS.

RSA propose to undertake the assessment activities online and a software application is under preparation. Till the software application is made operational AAs can do assessment in pen-paper mode.

As the software platform becomes operational all AAs shall have to mandatorily migrate to online assessments. The RSA will come out with a detailed working Instruction about the Online Module at the time of its launch.

17.0 Certification:

Based on the Summary Assessment data uploaded by the AAs on to MIS of Ministry of Textiles. An Online certificate will be automatically generated by the system in favour of those Trainees who have Passed the assessment. The specimen copy of certificate is given at ANNEXURE.

18.0 Meeting of Assessment Agencies with RSA:

The meeting under the Chairmanship of Secretary, Textiles Committee who is also the Head of RSA will be conducted at regular intervals with the view to review performance and problems of AAs, if any in the smooth functioning of assessment activities. It is mandatory for all the AAs to send their authorized persons for such meetings.

19.0 Important Aspects of Assessment Activities:

1	IP/Training centre enroll new batch on MIS.
2	The newly enrolled batch will be allotted to the AA for assessment from MIS
3	AA needs to accept or reject the offer within 3 working days on MIS.
4	While accepting the assessment offer, AA needs to fill the relevant field in MIS.
5	Once accepted, AA shall not deny the assessment. In case of any such complaint from IP, the AA will penalised with penalty points which may have adverse impact on its empanelment status.

6	IP/training centre shall offer a batch of minimum 20 trainees for assessment at a time at each location. In cases where the batch size is less than 20, trainees of two or more location can be pooled together for assessment with a prior intimation to RSA/PMU. At least 15 days in advance before final assessment date, IP/training centre shall confirm the AA about the actual batch size.
7	AA shall conduct not more than 30 assessments in a day by a assessor
8	Any AA willing to reschedule the assessment, they shall take permission from RSA.
9	The assessment fee payment will be done through RSA.
10	AA shall depute only Accredited Assessors for assessment.
11	The assessment agency will upload the results of the assessments immediately after carrying out the assessment at an IPs in the format given at Annexure.
12	RSA will monitor the assessment activities of all AAs throughout the empanelment period. RSA has the right the invoke agreement clause if warranted.

20.0 Standard Operating Procedure for Assessment:

Step	Details
1.	IP/Training centre enroll new batch on MIS.
2.	The newly enrolled batch will be allotted to the Assessment agency for assessment from MIS based on AAPI
3.	An automatic email will be triggered to AA with details like proposed course, date of assessment, Number of trainees, location, etc.

4.	AA needs to accept or reject the assessment offer within 3 working days on MIS. Immediately another automatic email is triggered to IP informing the status of accept/reject by the AA will be generated to IP/TC.
5.	While accepting the assessment offer, AA needs to fill the relevant field in MIS. Information on assessment date, Assessor details including Assessor Code.
6.	If an AA rejects the offer of assessment of any IP/training centre then, the batch will remain in the system as a batch waiting for allotment, and the same will be considered for re-allotment during the next cycle of automatic batch allotment from MIS. The provision in MIS is made in such a way that the batch will not be again allotted to the same agency, which has rejected it previously.
7.	Physical Assessment will take place at training centre by Approved Assessor of AA
8.	Assessor to ensure signature in Assessment Sheet and hand over all the Assessment Sheet to AAs
9.	Summary Assessment Sheet need to be filed up by Assessor/AA on MIS on the date of assessment.
10	IP/ training centre can download the training certificates instantaneously.

***** E N D O F D O C U M E N T *****

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Annexure-I

Penalty Matrix for Assessment Agencies

Sr.No.	Deviations from Protocol	Severity of Deviation			
		Low (1)	Moderate (3)	High (5)	Very High(10)
1	Assessment not conducted on scheduled date.No intimation to RSA/PMU	✓			
2	Accredited Assessor not deputed for assessment				✓
3	Assessor not reported the assessment location in time.	✓			
4	Approved assessor conducting assessment in the sector in which he is not authorized to do the assessment.		✓		
5	Assessor did not reported for assessment at all without intimation.			✓	
6	Assessor not conducting assessment as per protocol.			✓	
7	Assessor not checked biometric credentials of the candidates.		✓		
8	Assessor not mentioned the assessor code in the summary assessment sheet.	✓			
10	Assessor conducting assessment of more than 30 candidates in a day.				✓
11	Unauthorized person conducting assessment in the name of approved assessor.				✓
12	Assessor/AA found to be involved in malpractices				✓
13	Assessor not carrying I-Card at the time of assessment.	✓			
14	Assessment agency not uploading the results on the day of Assessment		✓		

Sr.No.	Deviations from Protocol	Severity of Deviation			
		Low (1)	Moderate (3)	High (5)	Very High (10)
15	Assessor/Assessment agency conducting fake assessments.				✓
16	Conducting assessment of trainees with less than 80% attendance		✓		
17	No or unsatisfactory reply to show cause notice.			✓	
18	To deny the assessment after accepting the same on MIS.			✓	

Penalty Points:

Sr.No.	Severity of Deviation	Penalty Points
1.	Low	1
2.	Moderate	3
3.	High	5
4.	Very High	10

Disciplinary actions:

Sr.No.	Type of Disciplinary Action	Penalty Points
1.	Warning Letter	25
2.	Show cause notice.	40
3.	One month suspension	50
4.	Three months suspension	60
5.	Cancellation of empanelment(Blacklisted)	100

FORM -2
KNOW YOUR ASSESSOR (KYA)
RESOURSE SUPPORT AGENCY
Scheme for Capacity Building in Textiles Sector - समर्थ (Samarth)
of Ministry of Textiles Government of India
(To be filled in capital letters only)

NAME OF THE ASSESSOR		Please Attach a pass port size Photo
ADDRESS OF ASSESSOR		
ASSESSOR MOBILE NO		
ASSESSOR E-MAIL		
ASSESSOR QUALIFICATION (Please attach attested copy of proof of qualification)		
AADHAAR No.		
PAN CARD No.		

ASSESSOR SPECIMEN SIGNATURE	**1**	**2**	**3**

UNDERTAKING BY ASSESSMENT AGENCY	We undertake that Sh/Smt _____ is not involved in any of the training activities as trainer with any of IP and as assessor with other Assessment Agency under समर्थ (Samarth)
NAME OF ASSESSMENT AGENCY	
NAME & SIGNATURE OF AUTHORIZED SIGNATURY WITH OFFICE SEAL/STAMP	

FOR RSA USE ONLY	
VERIFIED BY	
APPROVED BY	
ALLOTED CODE OF THE ASSESSOR	

Instruction while attending the programme:

1) The photograph should be with white background and 70% of area of photograph should be covered by face.

2) Please attach a self attested copy of following documents

       i) Aadhaar card

       ii) PAN card

       iii) Proof of Qualification in Textiles related field.

       iv) Proof of Experience

Name of the Assessment Agency Address of AA with Phone No. email address and website				
TAX INVOICE				
Part 1: Particulars of AA				
Invoice No.:	XXXXXXXXXXXX		GSTIN No.:	XXXXXXXXXXXXXX
Date:	DD/MM/YYYY		SAC No.:	
			Service Category:	Service Provider
			PAN:	AAAAAAAAAA
PART 2: DETAILS OF RECEIVER (BILLING ADDRESS)				
Resource Support Agency Textiles Committee, P. Balu Road, Prabhadevi Chowk, Prabhadevi, Mumbai – 400025 (Maharashtra)				
GSTIN No.	27AAALT1020D1ZK		State Code	27
Part 3: Invoice Particulars				
Name and Address of IA			Contact Person and Phone No.	
Training Centre Name		Batch ID	BATCH/YYYY-YY/IAX/TCXXYY/XXXXX	
Course Module			Course Code	
Date of Assessment	DD/MM/YYYY			

Details	**No. of trainees**	**Rate**	**Amount(Rs.)**
Assessment Fee under "Samarth" Scheme of Ministry of Textiles Govt. of India"			
CGST			
SGST			
IGST			
Total Amount in Rs. :			

Rs.In words:	

Please transfer the amount with intimation to us by **NEFT** to our_____Bank in favour of :

AA Bank Name:	
Account No. _____ _____	MICR Code :
IFSC Code :	AA Bank Address:

Undertaking: We   AA name   registered with RSA as an Assessment Agency with Reg. No.___ for conducting Assessments under Samarth. We declare that Invoice No._____raised for the payment of Assessment Fees for the Assessment Conducted for Batch No._____ is actually conducted by us. We hereby indemnify the RSA/ Textiles Committee from all responsibilities/ Consequence (s) thereof and shall hold ourselves responsible for the authenticity particulars declared by us in the document submitted for the purpose.

Authorized Signature of AA with stamp

**Summary Assessment Sheet
Under Samarth**

Batch Unique ID		Course Name	
Course Code No		Name of IP/TC	
IP/TC Code No		Date of Assessment	

Sl. No	Name of the Trainee	Unique ID of the Trainee	Biometric identification confirmed (Y/N)	Result Pass/Fail	Grade
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
Signature with of					
Name of Assessment Agency:		Assessor Name with Code No.			

MOT Certificate No**. YYSS000001**

GOVERNMENT OF INDIA
MINISTRY OF TEXTILES
TEXTILES COMMITTEE

CERTIFICATE

Shri/ Smt / Kum **>>>>>>>>>>>>>>>>>**

Son/ Wife/ Daughter of Shri **>>>>>>>>>>>>>>>>>** having completed the training and passed the prescribed trade test in **(Name of Course- code number of the trade with NSQF level) with (Grade of passing)** held in the month of (**name of the month**) year YYYY is awarded this certificate under **Scheme for Capacity Building in Textile Sector - समर्थ (Samarth)** .
Period of training from **dd-mon-yyyy** to **dd-mon-yyyy**

Date: **dd-mon-yyyy**

Digital signature

Implementing Agency :
Name/Training Center :
Name

Assessment Agency:
Name

Head
R S A