



**Assessment Protocol**  
for the Assessment Agencies to assess  
Upskilling/Reskilling trainees under  
समर्थ (SAMARTH)

**Resource Support Agency**



**TEXTILES COMMITTEE**

Govt. of India, Ministry of Textiles  
P. Balu Road, Prabhadevi Chowk  
Prabhadevi, Mumbai – 400 025

[secy.tc@nic.in](mailto:secy.tc@nic.in), [aac.rsa@gmail.com](mailto:aac.rsa@gmail.com)

[www.textilescommittee.gov.in](http://www.textilescommittee.gov.in)



fb.com/textilescommittee,



twitter..com/TexComIndia

**A: Definitions:**

- i. *Resource Support Agency (RSA)*: The Textiles Committee is designated as RSA for implementation of the Scheme Samarth.
- ii. *Assessment Agency (AA)*: An agency duly authorized and empanelled by the RSA to conduct assessments of trainees under Samarth.
- iii. *Designated Assessment Agencies (DAA)*: Assessment Agencies among the empanelled AAs duly designated to take up the certain activities of assessments by RSA
- iv. *Implementing Partner (IP)*: Any interested organization duly authorized by Ministry of Textiles to conduct upskilling/reskilling training under Samarth.
- v. *Trainee under **Upskilling/Reskilling***: Any citizen of India possessing an Aadhaar Card (unless exempted under Aadhaar Act, 2016) with age between 21 to 45 years and in the payroll of IP.
- vi. *Assessment*: Conducting a written test, personnel viva and practical demonstration of a trainee.
- vii. *Pre-training assessment*: Assessment conducted on trainee to know the current level of knowledge/ skill sets before undergoing upskilling/reskilling training.
- viii. *Post-training assessment*: Assessment conducted on trainees to know the level of knowledge/ skill sets acquired after undergoing upskilling/reskilling training.
- ix. *Assessor*: Person employed by AA and duly accredited by RSA under Samarth to conduct such assessments as per the procedures laid out by RSA
- x. *Assessment Protocol for Upskilling/ Reskilling*: A document duly developed by the RSA under Samarth which provides detailed guidelines to conduct assessments.

## **1: INTRODUCTION**

The Ministry of Textiles (MoT) has introduced a new scheme titled “Scheme for capacity Building in Textile Sector (SCBTS)” which shall be known as “समर्थ (SAMARTH)”. The scheme is launched with a view to transform the unskilled manpower to skilled workforce in various sectors like Garmenting, 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). In an era of technological advancements in manufacturing, machineries and changing business priorities, the upskilling/reskilling have become more than a new term for professional training and development. To see the much required enhanced efficiency, the MoT has introduced program of upskilling/reskilling of existing workers/employees of textile industries. Forty thousand personnel are expected to be upskilled/reskilled and certified in various segments of textile sector like Apparels & Garmenting, Made-ups, Home furnishing through the program of the scheme.

### **1.1 Upskilling:**

Upskilling training focuses more on improving workers' skill profiles by training them in new areas so that they can work within the same job with the enhanced efficiency. With reference to the “समर्थ (SAMARTH), upskilling means to provide the same skill to existing worker on higher level where he/she can better understand the machine/job, enhance knowledge, attitude and behaviour, and understand the existing machine operations/its maintenance to the existing job/work but with higher proficiency. The progression of the skill level is considered to be horizontal. In short, upskilling means adding additional skills and improving the trainees current skill set resulting in enhanced

workers value to his/her organisation.

### **1.2 Reskilling:**

It is the process of learning new skills with more focus on creating new skills so that the trained employees can do different jobs. With reference to the “समर्थ (SAMARTH), the reskilling means multi-skill training of an employee to handle 3 to 4 machine/work in addition to his/her existing work. Here the progression in skill is vertical and essentially also includes multi skilling.

## **2: OBJECTIVES**

Keeping in view the demand for skilled workforce, the MoT, Government of India is implementing upskilling/reskilling training under the “समर्थ (SAMARTH)’ with following objectives.

- (i) To upgrade the skill level of existing workers/employees engaged in a textile industry in Apparel & Garmenting, Made-ups, Home furnishing for improving their skill level and productivity.
- (ii) To improve the productivity and competitiveness of the industry to a level prevalent to the international standards.

## **3: 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, MoT has designated the Textiles Committee as **Resource Support Agency (RSA)** for “समर्थ (SAMARTH)’ of the MoT, Government of India for providing resources in various sectors like Garmenting, 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 “समर्थ (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.

#### **4: COURSES FOR UPSKILLING/RESKILLING**

RSA in consultation with industry has already developed/adopted and standardized 6 industry relevant courses which are already aligned to NSQF. Depending upon the requirement, more industry relevant job roles are being identified and are being developed/adopted with NSQF requirement and will be uploaded in the website of Textiles Committee from time to time. The details of segment wise courses already developed/adopted and aligned with NSQF are given below:

Sl. No	Segments	Course Code	NSQF Level	Upskilling /Reskilling
1	Specialized Sewing Machine Operator	AMH/Q2301	4	Upskilling
2	Measurement Checker	AMH/Q0103	4	Upskilling
3	Pressman	AMH/Q0401	4	Upskilling
4	Industrial Engineer (IE) Executive	AMH/Q2001	6	Reskilling
5	Advance Pattern Maker (CAD/CAM)	AMH/Q1101	5	Reskilling
6	Sampling Coordinator	AMH/Q1801	5	Reskilling

A common module on soft skill is also included in all the aforesaid courses. The soft skill component will deal with issues like safety in production centre, cognitive or emotional empathy, and 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.

## 5: ASSESSMENT OF TRAINEES

The Ministry of Textiles through its RFP, empanelled Textile Industry/Textiles Industry Associations as Implementing Partners (IPs) to undertake upskilling/reskilling training programmes on the terms and conditions as stipulated in the scheme guidelines issued on 23<sup>rd</sup> April, 2018. As per the scheme guidelines and Common Norms notified by the MSDE, all the IPs need to adopt RSA approved and NSQF aligned course curricula for imparting upskilling/reskilling training. With a view to make outcomes measurable and to ensure the *enhanced efficiency*, upskilling/reskilling trainees will be assessed by RSA empanelled Assessment Agencies through its accredited Assessors at two stages. The two stages of assessment include :

- i) **Pre-training Assessment**
- ii) **Post- training Assessment**

<b>Pre-training Assessment</b>	<b>Post-training Assessment</b>
It is the process of evaluation of the current skill level (NSQF level 2 or 3) of the identified trainees meant for undergoing upskilling/reskilling training.	It is the process of evaluation of trainees to ensure that after upskilling/reskilling training they are capable of continuing with the regular work with higher knowledge and capabilities. The level of courses offered is NSQF level 4 or above
All tools identified for assessment of entry level training will be employed. Apart from this, each trainee's of upskilling needs to demonstrate relevant skill set operations with objective evidence. In case of the Reskilling trainee need to demonstrate the skill set in the current Job Role which the trainee is performing.	Qualification Pack (QP) of respective courses adopted will be employed as tool of assessment. Upskilling -Trainee's needs to re-demonstrate same skill operation with objective evidence. Objective evidences of pre and post training assessment will be compared to assess the increase in efficiency. In case of Reskilling the trainees evaluated for the new skill (Job role) trained and need to establish that the trainee can perform the multi skill/Job roles.
Assessment is conducted by RSA empanelled AAs for entry level training empanelment	Assessment is conducted by designated post training AA empanelled by RSA for specific purpose

## **6: EMPANELMENT OF ASSESSMENT AGENCIES (AA)**

<b>Pre-training Assessment</b>	<b>Post-training Assessment</b>
Assessments will be conducted by AAs which are empanelled under RSA as third party AAs with criteria based on common norm of Ministry of Skill Development & Entrepreneurship (MSDE) for Entry Level programmes	Assessment of upskilling/reskilling will be carried out by designated AA only.
There will not be separate process of empanelment of AAs for assessment of Pre-training Assessments for upskilling/reskilling programme.	Designated AA may be identified by MoT and empanelled by RSA or AA empanelled directly by RSA (with due approval of MoT) for the specific purpose of post training Assessment.
RSA may, if need be, with the prior approval of MoT, empanell more AAs. Each of AA who will be empanelled afresh for pre training Assessment will need to	Agencies to be empanelled for the Post training Assessment have to pay non refundable Empanelment fee of Rs. 25,000/- (plus applicable GST) valid for a

pay non refundable empanelment fee of Rs. 25000/- (plus applicable GST) valid for a period of 1 year from the date of empanelment. This is apart from assessor accreditation fee.	period of 1 year from the date of empanelment or end of the scheme whichever is earlier. This is apart from assessor accreditation fee.
Need to fulfill all requirements specified in this Protocol to undertake the pre training Assessment under “समर्थ (SAMARTH).	Need to fulfill all requirements specified in this Protocol to undertake the post training Assessment under “समर्थ (SAMARTH).

## 6.1 Eligibility for Continuation of Empanelment

Pre-training Assessment	Post-training Assessment
AAs should possess at least 10 accredited assessors during their entire period of empanelment.	Designated AAs should possess at least 20 accredited assessors during their entire period of empanelment.
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.	Designated AAs should have all such resources to handle the assessment on pan India basis.

## 7. ASSESSORS:

### 7.1 Minimum Eligibility Criteria for Assessors

Pre-training assessment	Post-training assessment
Candidate assessor shall have recognized degree/ diploma (Minimum of Three years duration) in the textile sector/sub-sector and trade and relevant experience in the area of specialization	Candidate assessor shall degree in Engineering/Technology or diploma in Engineering/Technology (Minimum of Three year duration) in the field of Textile sectors, sub sectors and trades and relevant experience in the area of specialization in Textile sectors, sub sectors and trades.
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 Ex. if 3 year diploma, 2 years experience, if 3/4 year of degree, 2/1 years of experience and so on).	In case of educational qualification and experience, the requirement may be in such a way that their total qualification and experience duration should be 8 years or above. (For Ex. if 3 year diploma in, 5 years experience, if 4 year of degree in, 4 years of experience and so on).



In case of traditional sectors like Handicraft, etc, where formal degree or diploma education is not available, 10 years of production/field experience in the relevant subsector and trade will be taken as minimum eligibility criteria.	In case of traditional sectors like Handicraft, etc, where formal degree or diploma education is not available, 12 years of production/field experience in the relevant subsector and trade will be taken as minimum eligibility criteria.
The candidate assessors need to attend Training of Assessor (ToA) and clear Competency Evaluation Programme (CEP) in subsectors organised by RSA.	The candidate assessors need to attend Training of Assessor (ToA) and clear Competency Evaluation Programme (CEP) in subsectors organised by RSA.

The Assessors who are approved/accredited by any Textile related Sector Skill Council (SSC) in the any trade of a particular level will be considered as eligible assessors for accreditation in that particular trade & level only. RSA encourages the assessors to have accreditation for entire sub-sector and therefore the ToA & CEP is conducted for entire sub-sector. At present the courses offered are under Garment sub-sector only. However, as and when courses from other subsectors are included in upskilling/reskilling the accredited assessors will also become eligible for that subsector, provided they clear CEP of the subsector.

## 7.2 Procedure for addition of Assessors by Empanelled AAs

All empanelled AAs for both pre training and post training Assessment have liberty to add any number of assessors separately into pre training and post training Assessment. Such assessor shall have defined qualification and experience for the purpose of Accreditation. The procedure for addition of Assessors is as under:

- I. AAs shall forward the separate applications for pre and post training assessment for proposed Assessors through KYA form with all relevant documents required given at ANNEXURE. Application will be separate for assessors of pre training and post training Assessment. Such proposed Assessor will be called as Candidate Assessor. 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 AA shall put his/her signature with seal/stamp of office.
- II. Each application of candidate assessor must accompany with non refundable application fee of Rs. 2000.00 + Applicable G.S.T for pre-training and post training assessment along with other documents as specified.
  - III. After due scrutiny, the RSA will call eligible candidate assessors for Training of Assessors (ToA) and CEP.
  - IV. Assessor accreditation is subjected to candidate assessor meeting the eligibility criteria and performance in CEP. The CEP will be conducted separately for assessor of pre training and post training assessment.
  - V. The Candidate Assessors need to carry his/her relevant original documents related to educational qualification and experience like certificates for verification, PAN Aadhaar, etc, at the time of ToA & 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.

### **7.3 Training of Assessor (ToA) and Competency Evaluation Program (CEP):**

RSA will conduct the preliminary screening of the applications of candidate assessors both for pre taining and post training Assessment so forwarded by the AAs. If found eligible, candidate assessors will be called for ToA and CEP at pre determined location and date separately for pre training assessment and post training assessment. The purpose of this program is to specify the methodology involved assessment and 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. Following the ToA, all Candidate Assessors need to clear CEP for accreditation.

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. Following to this ToA and CEP, it will be the responsibility of the relevant empanelled AA to allow each assessor to gain further experience periodically.

### **I. Training of Assessors (ToA):**

RSA will conduct separate Training of Assessor for Pre training and post training Assessment. The aim of providing ToA is to impart training 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.

ToA for both pre and post training assessment 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
  - ✓ Evils of Sexual Harassment
  - ✓ Criteria to pass the Assessment
  - ✓ Consolidation of Assessment details
  - ✓ Reporting

Separate module with focus in identification and determination of enhanced efficiency level will be provided to post training assessors.

## II. Competency Evaluation Programme (CEP):

The competency of assessor is very critical for assessment. The RSA will conduct CEP separately for candidate assessors intended to get accreditation of pre training and post training 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.

### 7.4 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 (DST). The test contains 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 sub-sector(s) 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 adopted for test of CEP

- a. CEP begins with Platform skill test (PST). This is a qualifying test. One needs to pass this test for accreditation.
- b. Based on the details in application, Candidate Assessor will be allowed to take Domain skill test in any one or all sub-sectors.
- c. The RSA will conduct CEPs periodically 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 (for Pre-training Assessment) and additional courses (for Post-training Assessment), 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.

#### **I. Platform Skill Test (PST):**

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 PST 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 (minutes)	Minimum Qualifying marks in %
PST (Pre Training Assessment)	20	30	50
(Post Training Assessment)	30	30	50
Note: Only those candidate assessors who score minimum qualifying marks of 50% in PST shall be considered for further evaluation			

## II. 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 subsector. There are eight sub-sectors under which training will be imparted.

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 (Pre Training Assessment)	30	30	60
DST (Post Training Assessment)	30	30	70

### 7.5 Awarding of Accreditation to Assessors

Only those candidate assessors who have attended the ToA and successfully cleared the CEP will be awarded with the accreditation with specific scope for assessment. The RSA will allot 18 digit alfa numeric UID codes to that Accredited Assessor clearly indicating the relevant sub-sector and trade to which the accredited assessors are eligible to carryout assessment for pre training and post training assessment under Samarth. The RSA will intimate the results on accreditation of

assessors to the relevant AAs in a comprehensive and systematic manner. Accreditation and 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 or till the end of the scheme whichever is earlier. Thereafter, if required, the accreditation can be renewed by paying a prescribed fee as declared may be directed 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.

#### **7.6 Uploading of Accredited Assessor detail on MIS:**

The Accreditation UID code of the assessor will be communicated to the concerned AA for uploading the name of the assessor on to the MIS being separately maintained by Ministry of Textiles. The AAs, using this Accreditation code (which is mandatory field), can upload the Assessor detail on to the MIS from their login. After uploading of assessor detail from AA login, the name of the assessor will appear in RSA login for the final approval of RSA. Only after the consent of RSA the name of the assessor will be finally reflected in the MIS. If any assessor is accredited for both entry level course and upskilling/reskilling courses, the AA need to separately upload the assessor profile on to MIS in the respective login.

#### **7.7 Association of assessor with AA:**

An Assessor can be accredited under only one AA at any given point of time. 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 accredited 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 assessor for previous AA. Such Assessor can apply for fresh 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.

#### **7.8: Addition of Scope of Assessments:**

The empanelled AAs are authorized to undertake the assessment of pre training and post training 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.

#### **7.9 Monitoring of Assessments:**

The RSA will conduct surprise checks of assessment activities randomly both for pre training and post training assessment. At the time of surprise checks, the officials nominated by RSA will check the overall assessment activity adherence of AA & its assessor to the assessment protocol. 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. Communication
- d. Accreditation details of assessor.
- e. Time spent by assessor on each trainee.
- f. No of assessments conducted in a day.
- g. The methodology followed by assessor during theory & practical 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, if warranted, which shall have a bearing on overall performance indicated under AAPI.

#### **7.10 Subcontracting of Assessment Work**

Assessment work both for pre training and post training assessments assigned and accepted by the Assessment Agency, under any circumstances shall not be subcontracted to any other entity at any given time. Such cases will result into summary cancellation of empanelment of the concerned Assessment Agency.

#### **7.11 Allocation of batches on MIS for Assessment:**

The Assessment Agency Performance Index (AAPI) or any other methodology adopted by MoT from time to time is the sole basis for the allocation of batches to any AA. 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. Separate AAPI will be derived for AA empanelled for pre training and post training assessment separately. RSA reserves the right to allocate/cancel/change the assessment of a batch to any AA.

#### **7.12 Assessment Agency Performance Index (AAPI):**

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 (not applicable for Post training assessment agencies)	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:

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

- i. All the batches created over a period of 10 days (date: 1<sup>st</sup> to 10<sup>th</sup>, 11<sup>th</sup> to 20<sup>th</sup> and 21<sup>st</sup> to 30<sup>th</sup> / 31<sup>st</sup>) will be accumulated on MIS. Such accumulated batches will be distributed/assigned at the end of 10<sup>th</sup> 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

- ii. The AAPI is a dynamic value which would be reviewed every quarter.
- iii. Separate AAPI score will be tabulated for AA empanelled for Pre training and post training assessment.

### 7.13 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)	
	Pre Training Assessment	Post Training Assessment
Part-1 : Preliminary information:-Writing down the candidates detail including biometric verification	3	3
Part-2 : Practical Assessment:- Practical demonstration	11	20*
Part-3: Theory Assessment:- Oral Assessment	7	20*
Part-4: Summary of Assessment	3	2
Total	24	45

\* Assessment can be arranged in a group of 5 trainees. Individual concentration shall be given to all trainee while trainee performing his/her activities

The Assessor will complete the assessment of batch provided the number of trainees in the batch is not more than 30. However the assessment of each trainee is to be carried out keeping in view the guidelines given above in the table.

## 8. THE ASSESSMENT

### 8.1 Pre-Training Assessment:

The term pre-training assessment refers evaluation of current level skill of identified trainees. The pre training assessment is at par with the courses already adopted/developed by RSA at NSQF level 2 or 3. IPs identifies their workers for upskilling/reskilling prior to training. The lists of such identified trainees are uploaded on to the MIS to create batches. The RSA empanelled AAs will be allotted individual batches for carrying out the pre-training assessment. All tools identified for assessment of entry level training will be employed. Apart from this, each trainee needs to demonstrate relevant skill set operations with objective evidences. Subsequent to the pre training assessment, the IPs will conduct the upskilling/reskilling training following the scheme guidelines. The one of the objectives of upskilling/reskilling program is to enhance the efficiency level of trainees. To measure the efficiency, individual trainee needs to demonstrate relevant operations with objective evidences. The assessors shall make at least 2 photographs of such objective evidences (like duration, number of task, etc) and upload the same along with the outcome of the assessment to MIS. Assessment will be conducted at premises of the training centre. Pre-training assessment is only tool for understanding the current skill set level of identified trainee. No criteria is earmarked for passing the assessment. During post-assessment, the enhanced skill set along with the efficiency will be measure in case of Upskilling and incase of Reskilling trainee need to demonstrate the skill set in new job role and to establish that trainee can perform Multi skill/Job roles. The AAs will be required to ensure video recording of the entire assessment process and such records are to be retained by the AA and produce as and when requested by RSA.

### ii) Post-Training Assessment:

Once IPs completes the training, the effectiveness of the training imparted and skill acquired by the trainees is required to be assessed. After, the pre training assessment of upskilling/reskilling, the trainees will undergo specified training and is expected to learn more skill sets under the same job role/different job roles respectively.

At the end of this upskilling/reskilling training, all the trainees need to undergo a post-training assessment by designated AAs empanelled by the RSA, which are different from the pre-training Assessment agency. Post-training assessment is conducted to ascertain the acquired skills by the way of practical demonstration in line with effectiveness of the training,

- i. understanding the job role & responsibilities
- ii. understanding the machines, operations, its maintenance
- iii. attitude and behaviour
- iv. improvement in the skill set/ability to perform multi skill activities

During post training assessment, the designated AA shall carry out the assessment using QP of the relevant courses. As the main objective of the upskilling/reskilling training is to enhance the efficiency level/Impart New Skill to the trainee, in Upskilling each trainee needs to demonstrate again the relevant operations of same skill sets with objective evidences. The re-demonstration of relevant operation shall be on same criterion which was demonstrated earlier during the pre training assessment. The objective evidence (like duration, number of operations, etc) gathered during the pre-training assessment will be compared with the objective evidence gathered during post-assessment to estimate the efficiency level. The assessor shall also take at least 2 photographs of the objective evidence demonstrated by the trainees. The records of such repetitive demonstration of objective evidences are to be uploaded on to MIS along with the outcome of the post-training Assessment. In case of Reskilling each trainee need to demonstrate the New Skills imparted in training and to establish that the trainee can perform Multiple Skills/Job roles. The AAs will be required to ensure video recording of the entire assessment process and Such video recording of the entire assessment process is mandatorily to be retained and produced before RSA as and when required.

## **8.2 Videography of the Assessment:**

It will be obligatory for the AA carrying out assessment of pre training and post

training assessment to ensure that the whole process of assessment is videographed. If required, AA 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 by the AA for and produced before RSA as and when required.

### 8.3 Criteria to Pass:

A trainee will be considered as successful using following creteria.

a) Upskilling: Minimum score to pass the post-training assessment in line with NOS is **60%** and there shall be atleast 10% enhancement in efficiency level of practical demonstrations of skill sets.

b) Reskilling: Minimum score to pass the post-training assessment in line with NOS is **60%** and trainee need to demonstrate the New skill imparted in training and to establish that the trainee can perform Multi skill/Job roles.

As per the guidelines of the “समर्थ (SAMARTH) Scheme based on the marks obtained, a certificate with the following grades will be awarded.

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

## 9. CERTIFICATION BASED ON POST-TRAINING ASSESSMENT

After completion of assessment, the AA shall upload the assessment result of individual candidates, photographs of objective evidences and Summary Assessment Sheet on to MIS. Based on the data submitted to MIS, a certificate to the effect to each of the successful trainees declaring as “PASS” with grade in a particular course will be generated automatically. The specimen copy of certificate is given at ANNEXURE.

## 10. MODEL ASSESSMENT SHEET

For the purpose of the assessment of trainees, RSA has developed model pre-training and post training assessment sheets for each of the standardized courses. RSA is developing Question Bank (QB) for each of courses under upskilling/reskilling and AAs need to use such QBs only. Different parameters covering whole gamut of content related to each course module are included in respective assessment sheet. The assessors are expected to cover each parameter given in pre-assessment sheet and judge the trainees' practical competence, technical knowhow and proficiency for the course for which he/she is going to be 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 during pre-training and post-training assessment. Each assessment sheet consists of 4 parts. The detail of each apart is as given below.

### Part I:- Trainee Profile

- a. Programme: Upskilling (Pre-printed)
- b. Type of Assessment : Pre-Training / Post- Training Assessment
- c. Sector (Pre-printed):
- d. Course Code (Pre-printed)
- e. Course Name (Pre-printed).
- f. Name of IP
- g. Name of Training Centre
- h. Name of Trainee
- i. Unique ID of Trainee
- j. Batch Unique ID
- k. 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 IP need to sign the part I of the assessment sheet.

### Part II:- Practical Assessment Sheet

Practical assessment sheet consists of practically demonstrable parameters.

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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, assessor will give appropriate marks/ points based on the skill level shown by the trainees while performing the given tasks. On completion of assessment, Assessor will make total of marks scored by the trainee in practical assessment.

### **Part III:-Viva Assessment Sheet**

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 assessor will give appropriate marks/ points based on the level of knowledge of the trainees. On completion of assessment, Assessor will make total of marks scored by the trainee in Viva assessment.

### **Part IV:**

In this part of Assessment Sheet, the summary of assessment for the Trainee need to mentioned. The summary includes Pass/Fail of the trained , Grade obtained if applicable. 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.

## **11. MODE OF ASSESSMENT:**

All empanelled AAs depute their accredited assessors for assessments at designated training centres/IP. Such deputed assessor would verify the credentials of the trainee through Aadhaar Enabled Biometric Machine and attendance (except in case Pre training assessment) from MIS. The assessor then conducts the assessment

of trainees using duly approved assessment sheet. At the end of the assessment, the assessor prepares a Summary Assessment Sheet (Given as ANNEXURE) with all necessary inputs. The assessor shall also make at least 2 photographs of the objective evidences demonstrated by the trainees. The Summary Assessment Sheet complete in all respect along with 2 photographs of the objective evidences of individual trainee is then uploaded on to MIS on the date of assessment by the respective AA. The AA need to verify the marks, grade, candidate name, ID, etc. of each candidates before uploading the Summary Assessment Sheet on MIS in both the cases of pre & post training assessment and retain the same.

RSA proposes to undertake the assessment activities online. Till the software application is made available AAs can do assessment in offline mode. As the software platform becomes operational all AAs need to migrate to online assessments. Under the online mode, AAs will need to adhere to the new guidelines issued from time to time.

## **12. PRESERVATION OF ASSESSMENT SHEET:**

Upon the completion of assessment, the assessor shall hand over the entire set of assessment sheet to Assessment Agency. 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.

## **13. MEETING OF AA 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 authorised persons for such meetings.

## 14. ASSESSMENT FEE:

As per the scheme document of 'Samarth' the assessment fee for pre-training and post training assessment is separately fixed as Rs. 800.00 per trainee assessment inclusive of GST. This fee is applicable for all the courses which are approved by RSA under 'Samarth' Scheme. The assessment fee will be payable to AA upon successful completion of the assessment and uploading the Assessment Summary Sheet/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.

## 15. STANDARD OPERATING PROCEDURE

Sl No	Details	
	Pre-training Assessment	Post-training Assessment
1.	IP/Training centre enrol new batch on MIS.	IP/training center notify the completion of training on MIS
2.	The newly enrolled batch will be allotted to the AA for Pre-training assessment from MIS based on AAPI	Assessment will be allotted to designated AA 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.	An automatic email will be triggered to designated AA with details like 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.	Designated 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. For Example Information on assessment date, Assessor details including Assessor Code.	While accepting the assessment offer, designated AA needs to fill the relevant field in MIS. For Example 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.	If any designated AA rejects the offer of assessment then the batch will be considered for re-allotment to different designated AA during the next cycle of automatic batch allotment from MIS.
7.	Physical Assessment will take place at training centre by accredited Assessor of AA	Physical Assessment will take place at training centre by Assessor accredited for post training assessment of AA
8.	Video record of entire process of Assessment is made and same is retain at least for a period of one year.	Video record of entire process of Assessment is made and same is retain at least for a period of one year.
9.	Assessor to ensure signature in Assessment Sheet and hand over all the Assessment Sheet to AA.	Assessor to ensure in Assessment Sheet and hand over all the Assessment Sheet to AA.
10	Upload the Summary Assessment Sheet filled by Assessor along with two photograph of pre-training assessment of each trainee on MIS on the date of assessment. The objective evidence like duration, number of operation, etc need to be uploeaded separately for individual trainees	Upload the Summary Assessment Sheet filled by Assessor along with two photograph of post-training assessment of each trainee on MIS on the date of assessment. The objective evidence like duration, number of operation, etc need to be uploaded separately for individual trainees. The change in efficiency is calculated using earleir data avaiable on MIS.

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

## Annexure I

**Penalty Matrix for Assessment Agencies (Pre & Post training Assessment)**

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 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.	✓			
9	Assessor conducting assessment of more than 30 candidates in a day.				✓
10	Unauthorized person conducting assessment in the name of approved assessor.				✓
11	Assessor/AA found to be involved in malpractices				✓
12	Assessor not carrying I-Card at the time of assessment.	✓			
13	Assessment agency not uploading the results on the day of Assessment		✓		

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

**Annexure-II****FORM -2  
KNOW YOUR ASSESSOR (KYA)****RESOURCE SUPPORT AGENCY  
Scheme for Capacity Building in Textiles Sector - समर्थ (Samarth)  
Upskilling/Reskilling  
of Ministry of Textiles Government of India  
(To be filled in capital letters only)**

Type of Assessment	Pre Training Assessment/ Post Training Assessment			Please Attach a pass port size Photo
NAME OF THE ASSESSOR				
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 SIGNATORY WITH OFFICE SEAL/STAMP				
<b>FOR RSA USE ONLY</b>				
VERIFIED BY				
APPROVED BY				
ALLOTTED CODE OF THE ASSESSOR				
Assessment Protocol for Upskilling/Reskilling under समर्थ (SAMARTH)				Date: 01/09/2020 Version No. 0

**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



**Annexure-III**

<b>Name of the Assessment Agency</b> Address of AA with Phone No. email address and website			
<b>TAX INVOICE</b>			
<b>Part 1: Particulars of AA</b>			
Invoice No.:	XXXXXXXXXXXXXXXXXX	GSTIN No.:	XXXXXXXXXXXXXXXXXX
Date:	DD/MM/YYYY	SAC No.:	
		Service Category:	Service Provider
		PAN:	AAAAAAAAAA
<b>PART 2: DETAILS OF RECEIVER (BILLING ADDRESS)</b>			
<b>Resource Support Agency</b> Textiles Committee, P. Balu Road, Prabhadevi Chowk, Prabhadevi, Mumbai – 400025 (Maharashtra)			
GSTIN No.	27AAALT1020D1ZK	State Code	27
<b>Part 3: Invoice Particulars</b>			
Name and Address of IA		Contact Person and Phone No.	
Training Centre Name		Batch ID	BATCH/20YY-YY/IAX/TCXXYY/XXXXX
Course Module		Course Code	
Date of Assessment	DD/MM/YYYY	Type of Assessment: Pre/Post	
<b>Details</b>		<b>No. of trainees</b>	<b>Rate</b>
Assessment Fee under "Samarth" Scheme of Ministry of Textiles Govt. of India"			<b>Amount(₹)</b>
CGST			
SGST			
IGST			
<b>Total Amount in ₹ :</b>			
₹ In words:			
Please transfer the amount with intimation to us by <b>NEFT</b> to our _____ Bank in favour of :			
AA Bank Name:			
Account No.	MICR Code :		
IFSC Code :	AA Bank Address:		
Undertaking: We <u>AA name</u> 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			
Assessment Protocol for Upskilling/Reskilling under <b>समर्थ (SAMARTH)</b>			Date: 01/09/2020 Version No. 0

## Annexure-IV



**Summary Assessment Sheet  
Under Samarth  
Upskilling/Reskilling**



Type of Assessment		Pre/ Post Training				
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						
<b>Signature with of</b>						
Name of Assessment Agency:			Assessor Name with Code No.			

Note : Incase of Pre-assessment training Result and Grade is Not applicable.

