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**STANDard OPERATING PROCEDURE allocation of batches to aa**

**STANDARD OPERATING PROCEDURE**

**ALLOCATION OF BATCHES TO AAs**

**Introduction**

1. Assignment of batches to Assessment Agencies (AA) is a critical activity in operation for both PMKVY & Non-PMKVY assessment process. Correct & fair assignment of batches will lead to fairness in providing equal opportunity to all AA and will encourage quality in assessment process

**Purpose**

1. This SOP is to lay down and bring out the guidelines & processes for allocation of batches to Assessment Agencies.

**Overview**

1. Batches are assigned to only affiliated AAs. Assignment of assessment batches is a challenging task and require strict compliances of the guidelines. Assessment Agencies are allocated with the batches for assessment on PAN India basis, based on the laid out parameters on monthly basis.

1. Parameters are laid out to carry out allocation of batches will be applicable to all three verticals i.e. PMKVY and Non-PMKVY Teams and ToT vertical.

**Process**

1. Batch assignment will be based on **Batch Allocation Proportion** depending on following to parameters
	1. Number of certified assessors with AA - **“a”**
	2. Performance of the AA in last month – As given in next para
2. **Performance of AA .**
	1. Operational performance of AA - **“b”** to be measured on a scale of 10
	2. Attitude/approach/cooperativeness - **“c”** to be measured on a scale of 10

of the assessment agency.

7. **Responsibility for Performance Evaluation of AAs for monthly Allocation of Batches**. The following will be responsible for grading all the AAs for monthly allocation of batches, based on the parameters laid out in para 4 ibid :

* Manager PMKVY Team.
* Manager Non PMKVY Team.
* Manager ToT.
* Assistant Manager/Manager Quality.
* Assistant Manager IT & Audit.
1. **Batch Allocation Proportion** –
	1. For each AAs will be calculated and will be equal to (=) a\*b/10\*c/10 for each AA **- “d”**
	2. The percentage proportion for each AAs will be calculated - ( **d** / **∑ d ) \*** 100
	3. This Proportion will be maintained in allocation of targets during the month
2. **Parameters for Batch Allocation Proportion**
* Only the assessors registered on Takhashila will be considered.
* Manager ToT to update the number of assessors listed on Takhashila on 25th of every month which will form basis for calculation for number of batches to be assigned in next month.
* The performance evaluation of all AA will be submitted by all concerned on 27th of every month.
* Assignment of batches for assessment, will be done by respective managers (Manager PMKVY, Manager Non-PMKVY and Manager ToT) and will provide report on adherence of the process by 5th of every month.
1. The managers will be responsible for following correct procedures :
* The Rules as given in performance evaluation & proportion/ratio for assignment of candidates per 1000 will be worked out which will be followed as per excel sheet prepared on monthly basis.
* Proportion /ratio for assignment of candidates per 1000 will be reworked every month on 25th for the following month and will be ensured by managers. No deviation, except in few cases of operational necessity will be accepted.
* Number of candidates/batches will be ensured same for all AAs as per the monthly proportion.
* It will also be ensured that no AA is allocated batches beyond 25%.
* Assistant Manager IT will ensure generation of reports from SDMS & submission on numbers of candidates assigned to each AA for every month and the same will be put up to the CEO accordingly.
* For new AAs, batches on pilot basis will be assigned by managers for the month of joining.
1. The above SOP will be updated based on the latest development being taken place from time to time.

**Exceptions**

1. Following exceptions will be allowed on prior sanction of CEO
2. If AA is newly affiliated and no data of previous month is held
3. If assessor of the job roles are not held by the AA or held only by a particular agency/ few agencies.

**Conclusion**

The SOP will be followed all dealing with the subject to maintain fairness & transparency in the system.