



STANDARD OPERATING PROCEDURE

(SOP)

ALLOTMENT OF TARGET TO ASSESSMENT AGENCIES

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1. INTRODUCTION

Allotment of target to Assessment Agencies (AAs) 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. Hence this SOP deals with Allotment of target to Assessment Agencies (AA).

2. ACRONYMS

Abbreviation	Long Form
ABs / AAs	Assessment Agencies/ Bodies
CSSM	Central sponsored state managed
CSCM	Central Sponsored Central Managed
CSDCI	Construction Skill Development Council of India
NSDC	National Skill Development Corporation
NOS	National Occupational Standards
NSQF	National Skill Qualification Framework
Non – PMKVY	Schemes not covered under PMKVY
PMKVY	Pradhan Mantri Kaushal Vikas Yojana
PIAs	Project Implementation Agencies
QPs	Qualification Packs
RPL	Recognition Prior Learning
SIP	Skill India Portal
STT	Short Term Training
SSCs	Sector Skill Councils
TPs	Affiliated Training Partners
TC	Training Centre
TOT	Training of Trainers
TOA	Training Of Assessors

3. PURPOSE AND SCOPE

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

The Scope of this SOP is limited to monthly allocation of assessment agencies, not for any other purpose outside of CSDCI.

4. OBJECTIVE

- (a) To make allocation of assessment targets transparent and objective.
- (b) To maintain a data bank on performance of Assessment Agencies for re-affiliation or any other internal purpose.

5. ROLES AND RESPONSIBILITIES

S. No	Process Activity	Responsibility	Email Address
1.	Process owner	Quality Team	manish@csdcindia.org ravi@csdcindia.org
2.	Monthly Evaluation and data maintenance of AA	Operations (PMKVY & Non PMKVY), Quality, ToT, IT & Audit	aakash@csdcindia.org shaikh@csdcindia.org akansha@csdcindia.org saurabh@csdcindia.org saurabh.s@csdcindia.org
3.	Compilation & communication	Quality Team	ravi@csdcindia.org manish@csdcindia.org

6. DETAILED PROCEDURE STEP-

1. **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,

- Operations Team.
- TOA Team.
- Quality Team.
- IT & Audit team.

2... Batch Allocation Proportion –

2.1 For each AAs ,it will be calculated and will be equal to e =

*(No. of job roles/57*0.15 + No of active payroll assessors/ total payroll assessors*0.20 + No of active freelance assessors/ Total freelance assessors* 0.10 +Language covered by AA/22*0.10 + No. of occupation covered/17*0.05+Marks by operation Team/ total of marks for all AAs by operation Team*0.07+ Marks by IT Team/total of marks for all AAs by IT Team*0.10+ Marks by Quality manager/total of marks for all AAs by Quality Team*0.15+ Marks by TOA Team/total of marks for all AAs by TOA Team*0.08)*

(Refer Annexure 1 for Matrix Excel sheet)

NOTE- (a) If AA is newly affiliated and no data of previous month is available, Average 50% marks will be given by each Team for the month of joining.

(b) Total 57 job roles are considered.

(c) 22 language are considered as per Indian constitution.

(d) Total 17 occupations are considered.

2.2 The percentage proportion for each AAs will be calculated - $(e / \sum e) * 1000$

2.3 Process owner will initiate the in prescribed format to all Teams responsible for Performance evaluation on by 28th of each month.

2.4 The operation team and Quality team (It & audit, technical audit and TOT/TOA team) will provide the details of evaluation based on data held by them of the previous month. Again, Quality Team will provide the verified details from respective vertical (1st of the month to 30th of the month) regarding job roles covered, No. of Assessor, Language covered and No. of occupation Evaluation & data sheet will be handed over to process owner .

2.5 This Proportion will be maintained in allocation of targets during the month

3 **Parameters for Batch Allocation Proportion**

3.1 This data to be submitted to CSDCI on a monthly basis by AAs.Same will be verified by respective vertical.

3.2 Quality team will update following information every month which will form basis for calculation for number of batches to be assigned in next month.

(a) Number of assessors for AAs (20% weightage for payroll assessors and 10% weightage for freelance assessors)

(b) No. of occupations, (5% Weightage in Assignment matrix)

(c) Language covered by AAs, (10% Weightage in Assignment matrix)

(d) No. of job roles, (15% Weightage in Assignment matrix)

3.3 The performance evaluation of all AA will be submitted by all concerned on last date of every month.

3.4 Assignment of batches for assessment, will be done by Operation Team and will provide report on adherence of the process by 5th of every next month.

4 Important procedure-

4.1 Assignment proportion to AAs will be approved by CEO, CSDCI each month. After approval of the CEO, the same will be circulated by the end of the month to operation team for compliance during the next month.

4.2 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.

4.3 Proportion /ratio for assignment of candidates per 1000 will be reworked every month on 28th for the following month and will be ensured by respective teams. 5% deviation in few cases of operational necessity will be accepted. Deviation of more than 5% will be approved by CEO CSDCI by 5th of every month.

4.4 Number of candidates/batches will be ensured same for all AAs as per the monthly proportion.

4.5 It will also be ensured that no AA is allocated batches beyond 25%.

4.6 The above SOP will be updated based on the latest development being taken place from time to time.

4.7 Operation Managers will submit tracker of assigned candidates to AAs to IT team every month, and IT Manager will provide analysis report against assigned candidates to AAs and allotted candidates to AAs.

7. Conclusion

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

