

GOVERNMENT OF ANDHRA PRADESH
OFFICE OF THE CHIEF EXECUTIVE OFFICER,
EMPLOYMENT GENERATION AND MARKETING MISSION (EGMM)
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Circular No.2458/Assmt & Cert/2013

Date: 07.06.2013

Sub: RD - EGMM - Mandatory Assessment and Certification to EGMM Trainees of Manufacturing, Construction, Electrical, Automobile and IT/ITES courses in all districts - Reg.

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It is to bring to the notice of all training partners that REEMAP is initiating the Assessment & Certification to EGMM trainees. In the first phase, EGMM is making it mandatory for all batches of Manufacturing, Construction, Electrical, Automobile and IT/ITES courses that are completing on or after June 10, 2013 to undergo the assessment and certification process. The process flow for the assessment and certification shall be as follows:

1 Registration of Assessment and Certification Agencies (ACA) in RYK Portal:

1.1 REEMAP has identified the following Agencies for Assessment and Certification of RYK Trainees in different Sectors:

Agency	Sectors	Contact Person of Agency
M/s Manipal City & Guilds	IT/ITES	Mr. Naveen, Head - Quality 09686667238
M/s Centurion University	Manufacturing, Construction, Electrical & Automobile	Ms. Sanjogita Mishra, Director-Operations 9701703717

- 1.2 The details of the agency along with employee details (Assessors and Lead Assessor(s)) will be registered in the RYK portal.
- 1.3 Each lead assessor shall be given a login id for updating the portal of RYK after the assessment process.
- 1.4 The assessor and lead assessor shall have the minimum qualification as follows:
 - 1.4.1 Assessors: Graduates in concerned subject with minimum of 3 years of relevant industry experience.
 - 1.4.2 Lead assessors: Graduates in concerned subject with minimum of 5 years of relevant industry experience.

- 1.5 The details captured by the Lead Assessor during the assessment shall be approved by State Head of ACA and forwarded to REEMAP for final approval.
 - 1.6 Each batch shall be allotted to a lead assessor by the State Head, ACA along with the team of assessors and the proposed date of assessment.
 - 1.7 The State Head of ACA shall also enter the details of organization and their bank account number etc., in RYK Portal for processing of the e-bills.
- 2 Preparation of question bank(s) and question papers by the Assessment and Certification Agency (ACA):**
- 2.1 The ACA shall prepare the question bank(s) for conducting written test, practical skill test and viva-voce and the same shall be kept under security of Lead Assessor.
 - 2.2 The instructions to candidates for writing the test shall be printed on question paper itself.
- 3 Log-in information and date(s) of assessment:**
- 3.1 The details of sector wise batches shall be populated in the state head login of the ACA immediately after inception of the batch. Only batches that are completing on or after 10th June 2013 shall be applicable for the assessment.
 - 3.2 The details to be populated in the state head login shall include:
 - 3.2.1 Name of the sub mission
 - 3.2.2 Name of the district
 - 3.2.3 Name of the training partner
 - 3.2.4 Name of the training center
 - 3.2.5 Address of the training centre
 - 3.2.6 Course name
 - 3.2.7 Batch code
 - 3.2.8 Batch start date
 - 3.2.9 Batch end date
 - 3.2.10 Number of candidates confirmed
 - 3.3 The state head of ACA shall input the proposed date of assessment and allot the batches to the lead assessor and a team of assessors. The allotted batches shall automatically be populated in the concerned lead assessor's login. The same information shall be visible to the login of concerned training partner and JDM.
 - 3.4 The date of assessment shall be 7 to 3 days before the completion of the batch and the State Head shall be allowed to allot to Lead Assessors the batch only 10 days prior to the end date.

- 3.5 The lead assessor shall be responsible for uploading the information captured during the assessment within 3 days of assessment.
- 3.6 The software process flow shall be followed as attached along with. (Annexure 1)
- 3.7 It is the responsibility of the Training Partner / Centre In-charge to ensure the participation of all candidates of that particular batch to go through the assessment process.
- 3.8 The assessment shall be conducted in the Training Centre premises only
- 3.9 Assessment shall be conducted on all days of training except festival and public holidays

4 Establishment of candidates' identity:

- 4.1 The Lead Assessor or Assessor of ACA alone shall authenticate the candidate's identity with the photo available in web-portal, RYK registration number and biometric ID number and finger prints of the candidate enrolled.
- 4.2 Also the Lead Assessor or Assessor of ACA shall check the no. of fingers registered in the bio-metric device for each candidate and shall accordingly update the candidate's authentication into RYK portal.

5 Assessment process:

- 5.1 Each candidate under the assessment process shall be evaluated on the basis of four tests (all of which are compulsory) namely:
 - 5.1.1 Theory written test
 - 5.1.2 Practical skill test
 - 5.1.3 Viva voce
 - 5.1.4 Training attendance
- 5.2 The weightage for each test shall be in the ratio 25:60:10: 5 respectively.
- 5.3 The Question Papers shall cover entire syllabus by covering all key areas.
- 5.4 The examination shall be paper based only.
- 5.5 Written test
 - 5.5.1 The written test questions should be of objective type (including the fill in the blanks, multiple choices, true or false, matching / pairing) from the relevant subjects and duration of the test shall be in the range of 30-60 minutes
 - 5.5.2 No RYK functionary / trainers / training center in-charge shall be allowed to stay in the examination hall during the assessment time.
 - 5.5.3 There should be a minimum of 3 feet distance between two candidates during the tests.

- 5.5.4 The assessor should read out loudly and clearly explain the instructions to the candidates before taking the test.
- 5.6 Skill Test
- 5.6.1 Skill test shall be conducted based on number of testing equipment/computers etc., available in the training centre.
- 5.6.2 The consumables required for conducting skill test shall be provided by the ACA only.
- 5.6.3 The assessor shall allot weightage to each practical skill set of the candidate relevant to the course and accordingly calculate the final score.
- 5.7 Viva voce
- 5.7.1 Viva voce shall be conducted to assess the knowledge and understanding of the subject and communication skills of each trainee and given a weightage of 10%.
- 5.7.2 The entire written, practical skill& viva voce test shall be conducted on the same day.

6 Issuing Performance grades:

- 6.1 Grades shall be given to each candidate based on aggregate score obtained in theory, skill test and viva-voce.
- 6.2 While assigning the grades the workmanship and delivery time while performing theory and practical exercises shall also be taken into consideration.
- 6.3 Grading shall be given on overall aggregate score obtained by the candidate
- Less than 40% - Successfully completed
 - 41- 69% - Successfully qualified
 - 70% and above - Successfully qualified and excelled in

7 Uploading of assessment results to RYK portal:

- 7.1 The ACA shall consolidate the results of assessment and enter the results on to the RYK web based software in the prescribed format available in the login of Lead Assessor.
- 7.2 The ACA shall upload the details of scores obtained in written test, skill test and viva-voce by the candidates within 3 working days of assessment in RYK portal. On uploading the information and approval by the REEMAP, an automatic certificate will be generated.

- 7.3 ACA shall print the certificates on quality card paper (300 gsm) in multi-color and signed by the authorized signatory of the ACA as well as MD, REEMAP. The signed hard copies of the certificates shall be handed over to the Training Centre Head within 5 working days of assessment and get the acknowledgement of the same. The date of acknowledgement shall be uploaded to RYK portal as given in the format by the training partner.
- 7.4 It is the responsibility of Training Centre In-charge to handover the certificates to the candidates before the end date of batch.
- 7.5 Any candidate can approach REEMAP and request for duplicate certificate by indicating the RYK registration number during next five years after assessment.

8 Payments:

- 8.1 Payment shall be paid directly by REEMAP on pro-rata basis on the basis of number of candidates assessed to ACA.

All the EGMM training partners are requested to comply with guidelines for RYK assessment and certification and ensure the assessment and certification to be conducted of all EGMM trainees.


Chief Executive Officer

To
All the training partners of EGMM

Copy to
All the Project Directors of DRDA - IKP
All the Project Officers of ITDA
All the Jobs District Manager

Encl:
Annexure - I (Software process flow)
Annexure - II (Training Partners, Sectors & Courses)