



## **Monitoring Tools – Steps to follow**

**Customized Crash Course  
Programme for COVID  
Warrior under PMKVY 3.0**



## **TC Self-Assessment through mobile application**

**Links for downloading TC Self-Assessment App on mobile:**

**IOS:** [itms-apps://itunes.apple.com/app/id1196090587](https://itunes.apple.com/app/id1196090587)

**Android:** <https://play.google.com/store/apps/details?id=com.senpiper.nsdc>

### **Virtual Verification through Push Notification**

#### **1. Procedure**

PMKVY monitoring team will send random mobile push notification to the Training Centre (TC)/Location SPOCs which will show up as 'PMKVY TC Self-assessment', for them to initiate and complete their respective 'Self-assessment' (Virtual verification) of the training location/centre. The push notification may be sent anytime within training hours by IAs as declared by Training Partner (TP)/PIA on the Skill India Portal (SIP).

The mobile app will provide an array of objective parameters to be captured to complete the TC Self-assessment. Desk assessment (DA) of the self-assessment report will be carried out by third-party agency. If non compliances observed, they will follow through the same monitoring process as for physical inspection.

#### **2. Monitoring Parameters**

The TCs/Locations will be selected on a random basis for TC self-assessment (through push notifications) may be asked to self- assess components related to training which may include, but is not limited to:

- Infrastructure, facilities, and lab equipment
- Attendance and availability of candidates
- Attendance and availability of trainers
- Branding at the training Centre
- Availability of relevant documents
- Covid related and applicable guidelines
- Any other parameter related to functioning of PMKVY scheme

#### **3. Responsibility of TPs/PIAs**

The TPs/PIAs must ensure that:

- Name and mobile number of training centre/location SPOC is updated on SIP.
- Training location/centre SPOC must have mobile phones and TC self-assessment software/app installed on their mobile phones which can be downloaded from Android/IOS stores.
- Training location SPOC must be oriented/apprised of the TC self-assessment activity.

- In case notification goes unanswered/not connected, the same shall be informed to TP/PIA via email on registered email id as provided on SIP.
- Further attempt shall be made on unanswered/not connected notifications in future. A total of three attempts shall be made on different dates within training duration.
- In case, notifications are unanswered/unattended even after three attempts, a notice shall be sent for above non-compliance and the case will be referred to Internal Monitoring Committee (IMC) for a final decision.
- For the discrepancy observed on submitted Self-Assessment Report through the app, a notice shall be sent as per current monitoring process and all decisions shall be taken as per approved penalty grid after submission of reply by TP/PIA in pre-defined timeline.

#### 4. Process Guide

- **Video link for demo, to understand the process of performing the verification:**  
[https://drive.google.com/file/d/1EJ2NbA8mpCe7GaZjp\\_fFC35tJRywyjmc/view?usp=sharing](https://drive.google.com/file/d/1EJ2NbA8mpCe7GaZjp_fFC35tJRywyjmc/view?usp=sharing)
- Demo video is also made available on the TC self-assessment app for TC/location SPOCs. All SPOCs are expected to have gone through the demo video and understood the process of performing the verification.
- In case, if any exemption is given or any of the above-mentioned parameter(s) is not applicable for the training centre, TC/PIA may write 'NA' on a blank piece of paper and click a picture of it.
- For any technical assistance please write at [support@senpiper.com](mailto:support@senpiper.com)
- Step by Step process for TC SPOCs:
  - TC SPOC to download the mobile application on their android or IOS device through Play store or Appstore.
  - Post installation of the application, TC SPOC will land on a login page.
  - TC SPOC to login using their credentials, which will be shared with TC by monitoring team.
  - TC SPOC to begin the 'PMKVY TC Self-Assessment' process once they receive the notification alert.
  - Once TC SPOC acknowledges the notification alert, the SPOC will reach a form with a button "Complete Audit" at the bottom.
  - To begin the assessment, start clicking photographs or as per respective parameters in the assessment form.
  - TC SPOC is expected to complete the TC self-assessment form within a stipulated period (as intimated in notice and email), for successful submission.
  - Once done with clicking photographs and uploading required documents, TC SPOC should submit the form.
  - Note: If TC SPOC has missed the alert for some reason, they can refer to the alerts section (bottom right corner of the screen), in the mobile application, to check for any unattended alerts regarding self-assessment process.

## **Attendance Monitoring on mobile application**

TCs/TPs/SPIAs are required to submit photograph of candidates for daily attendance tracking along with daily upload of activities in the TC Self-Assessment mobile app. Facial recognition<sup>1</sup> technology will be used record candidate attendance.

These daily uploads would help in ensuring that the training is being conducted regularly at the TCs.

### **1. Procedure**

TC will receive daily mobile push notification to the Training Centre (TC)/Location SPOCs, for them to initiate and complete their respective daily attendance of the training location/centre.

TC SPOCs will input their Batch ID in the Attendance Form (Provided under Group name: Face Recognition Attendance Management). Candidate details will be auto populated to the attendance form after selection of Batch ID.

TC will have to click individual candidates' photos which will be used to track attendance of the candidate.

Picture of the candidate being clicked must contain 80% of candidate's face without mask.

Photographs provided by the TC SPOCs will be verified by Assessors or a face recognition technology to mark the final attendance in the SIP.

### **2. Responsibility of TP/PIAs**

The TPs/PIAs must ensure that:

- IDs and Name of training centre/location SPOC is updated on SIP along with the Batch details
- Training location/centre SPOC must have mobile phones and the assessment software/app installed on their mobile phones which can be downloaded from Android/IOS stores
- Training location SPOC must be oriented/apprised of the Attendance Management form

### **3. Process Guide**

- Demo video would be made available on the mobile app for TC/location SPOCs. All SPOCs are expected to have gone through the demo video and understood the process of performing the daily upload.
- For any technical assistance please write at [support@senpiper.com](mailto:support@senpiper.com)
- Step by Step process for TC SPOCs of Daily Training Activities Upload and Attendance Management:
  - TC SPOC to download the mobile application on their android or IOS device through Play store or Appstore if not downloaded already.
  - Post installation of the application, TC SPOC will land on a login page.
  - TC SPOC to login using their credentials, which will be shared with TC by monitoring team.

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<sup>1</sup> This is a new tool being used in the Programme

- To begin the attendance, please click on Attendance Form (Provided under Group name: Face Recognition Attendance Management).
- TC will select Batch ID based on which candidate details will get auto populated in the form.
- TC SPOC can now start clicking photographs or as per respective parameters in the form.
- TC SPOC needs to ensure that the photos clicked are without a mask or other face-covering items. All photos are to be clicked in front of a plain background - No posters or other candidates should be present in the photograph for optimal working.
- On subsequent days of training, TCs need to select "Present" or "Absent" against the photograph in the application and upload the candidate photograph accordingly.
- Once done with clicking photographs and uploading required information, TC SPOC should submit the form.

### **Daily Training Activities Upload on mobile application**

TPs/PIAs/SPIAs are required to submit select photos and video of Training Center activities on daily basis. These daily uploads would help in ensuring that the training is being conducted regularly at the TCs.

#### **1. Procedure**

PMKVY monitoring team will send mobile push notification to the Training Centre (TC)/Location SPOCs for them to initiate and complete their respective daily assessment of the training location/centre.

The push notification will be sent by the application once during the batch timings as declared by Training Partner (TP)/PIA on the Skill India Portal (SIP).

#### **2. Monitoring Parameters**

The mobile app will provide parameters to be captured to complete the manual attendance sheet and daily activity upload process.

- TC/Location IDs and Names.
- Batch details, Batch ID, Start and End Date, Start and End Time.
- Image of Classroom with Candidates
- Image of Lab with Candidates
- Image of Batch Attendance Sheet
- 30 seconds Training Center Video

#### **3. Process Guide**

- Demo video would be made available on the mobile app for TC/location SPOCs. All SPOCs are expected to have gone through the demo video and understood the process of performing the daily upload.
- For any technical assistance please write at [support@senpiper.com](mailto:support@senpiper.com)

- Similar steps as mentioned for the Attendance monitoring can be followed to land on the daily upload page in the mobile application.

#### **On the Job Training<sup>2</sup> - Monitoring**

- TPs/SPIAs are required to ensure that a daily log as prescribed by Health sector skill council (HSSC) is maintained for the candidates going through the OJT at the employer premises.
- The logbook recording the daily activities should be signed by the supervisor of the trainee (or any other health facility official or even District Skill Officer if supervisor is unavailable)
- The logbook photo should be uploaded daily by TC in the virtual verification (TC Self-Assessment) app.
- PIA should appoint monitors/ persons to arrange and manage OJT at healthcare facilities/ hospitals.
- These logs may be used to release stipend to the candidates during OJT.



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<sup>2</sup> OJT is applicable only in case of fresh skilling under Special Projects