

HCCI

Himachal
Chamber of Commerce &
Industry

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No-HCCI-IC/002

Dated:- 31.01.2023.

To

The Director

Technical Education, Vocational & Industrial Training,

Sundernagar Distt. Mandi(HP)

Respected Sir,

Sub:- Regarding submission of IAI proposal on behalf of Himachal Chamber of Commerce & Industry, Industrial Area Gondpur Paonta Sahib under STRIVE project-2023.

Sir,

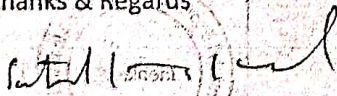
With reference to the above cited subject, we are submitting IAI proposal on behalf of Himachal Chamber of Commerce & Industry – Industrial Area Gondpur Paonta Sahib under STRIVE project. We are sending these documents for further progress in the fulfilment of the formalities required for this project. All the documents are attached along with this form and if you need anything more please inform us so that the same can be submitted to you as per the requirement.

Encls:

1) IAI form

2) Annexure -30

Thanks & Regards



Satish K Goel
(Chairperson) STRIVE PROJECT

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Annexure 17: IAI Proposal

I. Planned IAI Activities

(1) How many member companies/enterprises of the IC are expected to participate in the IAI activities? (list of enterprises to be attached)		20 members (detail attached). HCCI has around 103 members.			
(2) Any other important partner in the IAI and the role it will play		In due course of time IC may engage more members in the Industry Cluster			
(3) Estimated number of apprenticeship contracts to be signed (Number of apprentices member companies/enterprises will engage with)		Male:60	Female:20	Other	
		SC:8	ST:5	Total:80 Nos.	
(4) Please provide details of identified training programs proposed to be carried out through Industry Apprenticeship Initiative (IAI):					
Type	Name of IC members who will provide apprenticeship training	Category Designated trade/ Optional trade	Duration	Trainee strength in each programme	Whether IC will provide Basic Training or tie-up with a registered BTTP
Production Machine Operator	Tirupati	Optional	2785 Hrs	20	Surajpur, Paonta Sahib
Solar Technician	HCCI	Designated	2580 Hrs	20	Industrial Area, Gondpur
Domestic Data Entry Operator	HCCI	Optional	2920 Hrs	20	Industrial Area, Gondpur

20

Boiler Attendant	Zeon Lifesciences	Designated	4120 Hrs	20	Rampur Ghat, Paonta Sahib
Total trainees				80	

**Note: Selection of trade is completely demand led and shall be discretion of IC. (Please mention "(O)" in case it is planned to introduce an optional trade and "D" in case for Designated Trade). Refer designated trades notified under Apprenticeship Act/Rules (source# <https://apprenticeshipindia.org>); Optional trades as approved by NSDC (provide details of standards being used from Sector Skill Council)*

For trades opted by IC, kindly elaborate details – relevance with the labour market and rational with the cluster requirements; how was the trades identified and the process of selection; strategy for designing new curriculum etc.

Production Machine Operator	As a result of meeting held on dated 17th, Jan, 2023 with other members of Himachal Chamber of Commerce and Industry, Himachal Pradesh regarding selection of trade for the implementation of STRIVE project i.e. Improved and broadened training apprenticeships. Accordingly, above mentioned four trades are very high in demand therefore, these trades are selected for engagement of apprentices in order to achieve the KPIs under STRIVE project in time bound manner.
Solar Technician	
Domestic Data Entry Operator	
Boiler Attendant	

(5) What does the IC plan to do in order to attract more female apprentices (outline your strategy)

a) By mobilizing through member Industries.
b) Through Social Welfare societies
c) Through different govt. departments
d) By approaching various NGO's.
e) By organizing workshops in the nearby areas
f) Through newspaper advertisement

(6) Estimated number of apprentices to be trained under the IAI by IC? Clearly define Number of women to be trained. (Please mention 'NA' if not yet known.)	Year 1	Year 2
	10	10



(7) What is the Employment prospects of apprentices who will be trained by participating members of IC?

Every industry member has shortage of manpower, beside this expansion of business is also at peak in our industrial area. Therefore, IC may ensure the employment prospects will be atleast 90% after completion the apprenticeship training scheme.

(8) What type of basic training institute will you collaborate with under the IAI? Also provide name of such institutes, if already known

IC- owned training centre	Company- training centre of IC member	External training institute	Not yet known
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Surajpur, Paonta Sahib

Industrial Area, Gondour

Owned

RampurGhat, Paonta Sahib

External
External
External

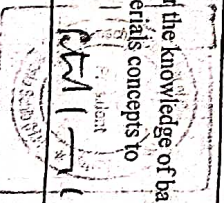
(9) Provide approximate details of in-kind support extended by participating members for Basic Training such as Tools/Equipment's/Training Space/AIC office space etc.

Yes, participating members will provide all the possible support for the implementation of this STRIVE program like Tools/ Equipments/ Training space/AIC office/ Space. IC members have their own well equipped ITI and may be further utilized as BTP centre.

(10) Provide details about planned activities to improve the training skills and capacity building plan for participating enterprises, supervisors, and staff engaged in the IAI delivery.

Note - Below activities are indicative and applicable according to the requirement of IC and nature of trades opted by the IC. IC is also encouraged to propose any other innovative additional activities as part of capacity building program. IC should provide supporting information to substantiate the plan defining how the outcomes will help IC achieving the objectives which it could not do otherwise in absence of capacity building program

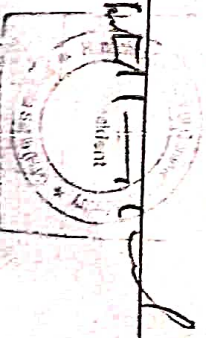
Activity (for 2 years)	Number	Subject/content of training program	Expected Outcomes	Who will provide the training
BTP Trainer to be trained	4	Communication Skills and Soft Skills training	Effective communication skills	External Agency
Supervisor to be trained	25	TQM, 5S, TPM, KAIZEN	To deliver the knowledge of basic management's concepts to trainees.	External Agency



AIC staff to be trained	2	Capacity Building session on Apprenticeships Training scheme and knowledge of Apprenticeships Portal, PFMS portal	To redress queries related to apprenticeships program and portal as raised by the establishments.	External Agency
27 External training institute -ITIs/Commercial Training/ Skilling Centre/Skill provider				
Manager/member enterprise to be trained	10	Capacity Building session on Apprenticeships Training scheme and knowledge of Apprenticeships Portal, PFMS portal	To reform the existing policies for the better facilitation for the apprentices will be engaged under by the initiative of STRIVE project.	External Agency



Workshops to be organized	5	<p>a) Importance of apprenticeships training Scheme in establishments</p> <p>b) Problem of unemployment solving it through engagement of apprentices in MSME sector</p> <p>c) Using motivation as management tools to increase the productivity and efficiency of worker.</p> <p>d) The contribution of MSME in growth and development of Indian economy</p> <p>e) How the communication gap affect the organization goal achievement.</p>	<p>To create awareness about the various scheme for the benefits MSME sector like NAPS and NATS.</p>	External Agency
Other Training programs to be conducted for cluster members	2	<p>Awareness of IC member related to new schemes under apprenticeships Training Scheme.</p>	<p>Complete information about Apprenticeship Act, 1961 and amendments</p>	Trainer
<p>(11) What are the plans for mobilizing SC/ST and members from disadvantage community?</p> <p>Conduct Seminars and Awareness program at school, college, ITI and Gram Panchayat level</p> <p>Advertising through Newspaper and Digital media</p> <p>Coordination with SC/ST department and employment office</p> <p>Through NGO</p>				
<p>(12) What are the Quality assurance mechanism (using logbooks, supervision by IC, workshops, etc.) put in place by IC for the implementation of the apprenticeship program?</p>				



a) Deployment of regular supervisor in the establishment to ensure the quality training to apprentices in the establishments.
 b) Workshop on occupation, Health and safety by engaging external agency time to time for the upgarding the knowledge of apprentices and Supervisor by the IC in the establishments.

(13) How likely is it that the apprenticeship program will continue after implementation of the STRIVE project? How will the AIC be financed in the future?

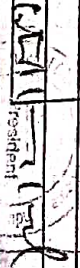
After the completion of the STRIVE Project, IC will ensure to continue its prevailing services as it is for the stake holder and also others members may like to join us with very small registration fees.

(14) What are the arrangements for Occupational Health and Safety for Apprentices who will be trained?

- a) Deployment of Safety officer to adhering the guideline of occupation Health and Safety for the apprentices on job training in the establishment.
- b) Allocation of budget for the procurement of PPE's from the safety point of view.
- c) Group insurance of all the apprentices will be engaged in the establishments.

Estimated Budget

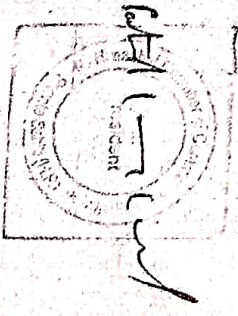
Apprenticeship Program Development Cost		Total cost to be covered under the IAI Grant, in INR	% of total grant
Consultancy costs(needs assessments, curriculum development, etc.)		4	4
*To add content etc or to develop new module if needed as per latest req.			
Production/purchase of teaching and learning material		2	2
Other			
TOTAL Development cost		6	6
Capacity Development Cost (training of stakeholders)			
Training of company supervisors and company managers		7	7
Further training of teachers from basic training institutions		2	2
Others			
TOTAL Capacity Development Cost		9	9
Apprenticeship Training Cost			
Tools/equipment s/machinery/raw material		24	24
Training material		4	4
Insurance		2	2


 President

Transport	8	8
other (stationery, id card etc)	2	2
Total Training Cost	40	40
Organization and facilitation (apprenticeship cell, etc)		
Staff cost	19	19
Office expenses, communication, furniture and fixtures, repair etc	19	19
Other	2	2
Total Organization and Facilitation	40	40
Communication & Outreach		
Communication and outreach cost – workshop, seminars etc	5	5
Grand Total	100	100

Note-

1. Budget Head " Organization and facilitation " should be more than 40% of the total budget.
 2. Budget Head " Apprenticeship Training Cost " should also accommodate expenses for object/tools / uniform etc. related to occupational safety of apprentices.
 3. Additional breakup for cost heads such as under organization and facilitation can be submitted as annexure with the proposal for exa. Staff details / job roles, Description, salary/ heads
 - ICs should further population the budget with detail and greater specification on the until cost heads add additional line items subject to remove by SAMC and their
 - Please note that the cost of stipends is not covered under STRIVE. The cluster or individual enterprises may however apply for grant a under these categories under any other applicable government scheme such as NAPS.
- Supporting documents to be submitted along with IAI proposal:
- -List of member's enterprises who will be engaging apprentices in the cluster
 - Details of BTP setup (if planned) and details of BTP partner (if outsources) with details such as affiliation, training, facilities, staff qualification etc.
 - Detail of the need assessment instrument/process IC has used to determine the selection of trade
 - Detail of strategy in case IC has opted to design any trade/curriculum
 - Details of capacity Building Plan
 - Implementation Time Frame



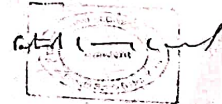
Annexure 30: Consolidated Procurement Plan of IC for entire project (year-wise)

Name and address of IC

Himachal Chamber of Commerce and Industry, Gondpur, Paonta Sahib (H.P.)

Names of Apprenticeship training programs along with estimated number of apprentices

Head of expenditure (INR '000)	Year 1 (2023-24)	Year 2 (2024-2025)
Capital expenditure:		
1. Machinery and equipment	8	2
2. Furniture and fixtures	9	2
3. Repair and maintenance	4	1
4. Others.....	1	1
Sub-total (A)	22	6
Development and preparation of the training program:		
5. Costs of needs assessment	1	1
6. Cost of curriculum development	1	1
7. Development/procurement of teaching and learning materials	8	3
8. Training of company supervisors	4	1
9. Training of trainers in basic training provider	1	1
10. Others.....	1	1
Sub-total (B)	16	8
Apprenticeship Training costs:		
11. Tools	5	1
12. Raw materials	2	1
13. Protective equipment	2	1
14. Assessment and certification costs	1	1
15. Training fee charged by basic training provider	2	1
16. Others.....	0.5	0.5
Sub-total (C)	12.5	5.5
Incremental Operating costs:		
17. Transport for apprentices	4	4
18. Insurance for apprentices	1	1
19. Salary/fee and other costs for apprenticeship coordination	10	9
20. Others.....	1	
Sub-total (D)	16	14
Total (A + B + C+D)	66.5	33.5



Annexure 18: Standard Evaluator Sheet- IAI Plan
Standard Evaluator Sheet- Reference for evaluating IAI activity plan submitted by ICs









Name of Industry Cluster: Himachal Chambers of Commerce & Industry (HCCI) Paonta-Sahib, H.P.

State: Himachal Pradesh

Evaluation Date: 25th March 2023

Feasibility Aspect	44/54		
Evaluation Score	44/54		
Recommended Action	LAI Plan Approved	IC to revise the LAI Plan	LAI Plan Stands Rejected
	Approved (✓)		

Evaluation conducted by screening committee:

Sr. No.	Member	Name	Designation	Signature
1.	SAA	Sh. Akshay Sood	Additional Director, Directorate of Technical Education, Sundernagar, H.P.	
2.	RDSDE	Sh. Mohinder Pal	Assistant Director, Regional Directorate for Skill Development & Entrepreneurship, Shimla, H.P.	
3.	NSDC	Sh. Jitender Sharma	State Engagement Officer (SEO), National Skill Development Corporation, Shimla, H.P.	
4.	SSDM	Sh. Sanceel Thakur	GM, Himachal Pradesh Kaushal Vikas Nigam, Shimla, H.P.	
5.	SAMC	Sh. Mohinder Singh	Deputy Director-Training, Directorate of Technical Education, Sundernagar, H.P.	
6.	SAMC	Sh. K.D. Sharma	Assistant Director- Training, Directorate Technical Education, Sundernagar, H.P.	
7.	BBNIA-Baddi (H.P.)	Sh. Jaideep Aggarwal	Representative of BBNIA, Baddi, H.P.	
8.	Other	Sh. Rachhi Sharma,	Member Secretary, SWCA-DIC, Paonta-Sahib, H.P.	

Standard Evaluator Sheet- Reference for evaluating IAL plan (HCCI, Poona Sahib)

Evaluators to read each plan and evaluate based on the requirements in the IAL application form.

Selection criterion	Scores (0-3)	Multiplication factor	Total score	Remarks
1. Trade Selection and Apprentices Programs	3	2	6	Evaluator to assess the selection of trade proposed by IC. STRIVE emphasis on combination of workplace - basic training in integrated manner, number of apprentices per trade and introduction of new trades for the first time.
2. Relevance for female youth	2	3	6	Applicant IC will receive higher weightage if participation of women apprentices have more than 20% share in projection.
3. Relevance with Labour Market Employability of Apprentices	3	3	9	IAL emphasise on quality and relevance of IAL plan with labour market. Evaluators to assess the relevancy of trades proposed by IC with reference to employability of apprentices.
4. Quality of Basic Training Providers	2	1	2	Apprenticeship is combination of workplace and class room (basic training) in an integrated manner is one training programme and curriculum. Evaluator to assess quality provisions in basic training.
5. Appropriateness of the capacity building concept	3	2	6	Evaluator to assess the capacity building plan, its details with reference to the prescription suggested in implementation manual and score accordingly. The score depends on the degree of details and supporting information such as nature of capacity building programs, intended outcomes, credential of consultant/ organisation who will undertake capacity building programs.
6. Relevance for youth from SC or ST backgrounds	2	1	2	% population of SC/ST in apprentice registration
7. Addition of new members and Cascading the impact of IAL within cluster	3	1	3	Evaluator to assess if non participating members becomes part of IAL implementation during/after the project duration and cascading impact is extended to those who opted out in the beginning.
8. Quality assurance concept for the implementation of the apprenticeship program	3	2	6	Evaluator to assess the provision of quality control instruments proposed by IC to ascertain the learning outcomes for apprentices' adherence with Apprenticeship Act/OM guidelines etc.
9. Sustainability prospects	3	2	6	Evaluator to assess ICs readiness for continuance of AIC after implementation of the STRIVE project And ascertain the sustainability instruments for AIC.
10. Quality of concept to ensure adherence with OHS and environmental standards	3	1	3	Evaluator to assess arrangements for Occupational Health and Safety for Apprentices.
Summar Scores	25	54	49	

Note: Total maximum score: 54 and selection threshold (50% & above of maximum scores): 27

1. 2. 3. 4. 5. 6. 7. 8.