Guidelines for

NUTANA UNNATA ABHILASHA (NUA) ODISHA

October 2023

Skill Development & Technical Education Department
Government of Odisha

Executive Summary

The Nutana Unnata Abhilasha (NUA) Odisha scheme aims to empower Odisha's youth with continuous skilling, reskilling, and up skilling opportunity. With a budget of Rs. 385.00 crores for FY 2023-24 to FY 2025-26, the scheme covers all 30 districts, prioritizing Aspirational, Tribal, and remote areas.

To be implemented by the Directorate of Employment, Directorate of Technical Education & Training, and the World Skill Centre, the scheme leverages existing and new skilling institutions and partnerships with industries to deliver training.

Training offerings range from fresh skilling for youths and supplementary courses to digital and e-courses for higher education students. The scheme includes establishing advanced labs, incentivizing training providers, curriculum development, and training of trainers.

The NUA Odisha scheme signifies the state's commitment to inclusive growth through skill development, aligning modern technologies with traditional sectors for a dynamic and sustainable future.

#NUAOdisha #SkilledOdisha

GOVERNMENT OF ODISHA
SKILL DEVELOPMENT AND TECHNICAL EDUCATION DEPARTMENT
***

NOTIFICATION

No. SDTE-SD-MISC-0005-2023 7355 /SDTE, BBSR dated 06/10/23

Sub: Nutana Unnata Abhilasha (NUA) Odisha scheme on skill development, training & employment.

Government of Odisha in the Skill Development & Technical Education Department have been pleased to introduce and implement a new scheme called NUA Odisha from the date of issue this notification

The NUA Odisha scheme will work towards addressing the scarcity of skilled human resources in emerging trades by offering high-quality training, fostering industry linkages, and enhancing employability skills. It will also help to bridge the skill-gap in utilization of new-age technologies in traditional sectors (handicraft, handloom, agriculture), etc.

The scheme has been designed to cater to a wide range of beneficiaries ranging from school dropouts, NEET to engineering graduates and postgraduates (skilling, re-skilling, up-skilling) through various offerings including fresh skilling for youths; add-on-courses for existing students; digital and e-courses for youths in higher educational institutions; employability skills for students in various institutions, etc.

The detailed guidelines of the NUA Odisha scheme is enclosed with this Notification for information of all concerned.

Order: Ordered that the Resolution be published in the Extra-Ordinary issue of Oclisha Gazette and copy of the same be supplied to All Departments of Government/ All Heads of Departments/ Assembly Secretariat/ Accountant General (A&E), Bhubaneswar.

By Order of the Governor

6/10/23

(Usha Padhee)
Principal Secretary to Government

Memo No. 7356 / SDTE, Bhubaneswar dated 06/10/23

Copy forwarded to the Director of Printing & Stationary and Publication, Odisha, Cuttack with a request to publish this Oder in the extra ordinary issue of the Odisha Gazette and supply 30 (thirty) copies to this Department.

OSD-cum-Addl. Secretary to Government

Memo No. 7357 /SDTE, Bhubaneswar 06/10/23

Copy forwarded to Principal Secretary to Governor, Odisha/ PS to Chief Minister/ PS to Minister, SD&TE / Addl. Secretary to Government, SD&TE Department-cum-OSD to Chairperson, OSDA/ OSD to Chief Secretary/ PPS to Principal Secretary, SD&TE Department for kind information of Hon'ble Governor/ Hon'ble Chief Minister/ Hon'ble Minister, SD&TE/ Chairperson, OSDA/ Chief Secretary/ Principal Secretary, SD&TE Department.

OSD-cum-Addl. Secretary to Government

Memo No. 7358 /SDTE, Bhubaneswar 06/10/23

Copy forwarded to Principal Accountant General (A&E), Odisha, Bhubaneswar / CEO, WSC, Bhubaneswar/ DE-cum-CEO, OSDA, Odisha, Bhubaneswar/ DTE&T, Odisha, Cuttack for information and necessary action.

OSD-cum-Addl. Secretary to Government

Memo No. 7359 /SDTE, Bhubaneswar 06/10/23

Copy forwarded to all Departments/ all Collector-cum-DMs/ all District Employment Officers/ persons concerned for information and necessary action.

OSD-cum-Addl. Secretary to Government

Accronym and Abbreviation

1.	AB	- Awarding Body
2.	AEBAS	- Aadhaar Enabled Biometric Attendance System
3.	AI	- Artificial Intelligence
4.	AR	- Augmented Reality
5.	A&C	- Assessment and Certification
6.	CCTV	- Closed Circuit Television Camera
7.	CEO	- Chief Executive Officer
8.	CIPET	- Central Institute of Petrochemicals Engineering & Technology
9.	CMSDF	- Chief Minister's Skill Development Fellow
10.	CSR	- Corporate Social Responsibility
11.	CTTC	- Central Tool Room and Training Centre
12.	DoE	- Directorate of Employment
13.	DSC	- District Skill Committee
14.	DSDM	- District Skill Development Mission
15.	DSDEO	- District Skill Development & Employment Office
16.	DSDP	- District Skill Development Plan
17.	DSEC	- District Skill Executive Committee
18.	DTE&T	- Directorate of Technical Education & Training
19.	FY	- Financial Year
20.	EoI	- Expression of Interest
21.	HEI	- Higher Education Intuition
22.	ITDA	- Integrated Tribal Development Project/Agency
23.	ITI	- Industrial Training Institute
24.	IoT	- Internet of Things
25.	KRA	- Key Result Areas
26.	KVK	- Krishi Vigyan Kendra
27.	MEA	- Ministry of External Affairs
28.	ML	- Machine Learning
29.	MSME	- Micro, Small and Medium Enterprise
30.	NCVET	- National Council for Vocational Education and Training
31.	NEET	- Not in Education Employment or Training

32.	NIELIT	- National Institute of Electronics & Information Technology
33.	NSDC	- National Skill Development Corporation
34.	NSQF	- National Skills Qualification Framework
35.	NTTF	- Nettur Technical Training Foundation
36.	NUA	- Nutana Unnata Abhilasha
37.	OGFR	- Odisha General Financial Rules
38.	OSDA	- Odisha Skill Development authority
39.	PIA	- Project Implementing Agency
40.	PLTP	- Placement Linked Training Program
41.	PMU	- Project Management Unit
42.	PSU	- Public Sector Undertaking
43.	PwDs	- Persons with Disabilities
44.	RA	- Recruiting Agents
45.	RFP	- Request for Proposal
46.	RTD	- Recruit Train Deploy
47.	SANKALP	- Skills Acquisition & Knowledge Awareness for Livelihood Promotion
48.	SC	- Scheduled Caste
49.	SCTEVT	- State Council for Technical Education & Vocational Training
50.	SDC	- Skill Development Centre
51.	SDI	- Skill Development Institute
52.	SHG	- Self Help Group
53.	SSC	- Sector Skill Council
54.	SP	- Special Projects
55.	SSC	- Sector Skill Council
56.	ST	- Scheduled Tribe
57.	STT	- Short Term Training
58.	SDTE	- Skill Development & Technical Education Department
59.	TC	- Training Centre
60.	ToT	- Training of Trainers
61.	TP	- Training Providers
62.	UC	- Utilization Certificate
63.	WSC	- World Skill Centre
64.	3D	- Three Dimensional

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I. Introduction

1.1 Background

Over the past few years, Odisha has undergone a notable transformation in various sectors, supported by a robust policy framework and effective leadership. Recognizing the significance of skilled human resources, the State has taken proactive measures to establish a strong skilling ecosystem. However, as times change and new demands emerge, it becomes crucial to equip the youth of Odisha with the latest skills. This will enable the State to leverage its demographic dividend and fuel its industrial growth effectively.

a. The advent of automation and ground-breaking technological advancements is poised to bring about a revolution in the nature of work across various industries. Key trends like demographic transitions, Industry 4.0, Web 3.0, and extended reality technology will introduce vast possibilities, permanently reshaping the world of work. As a result, significant transformations in the workplace are anticipated.

b. Considering these developments, it is crucial to comprehend and embrace these evolving trends, acknowledging their inevitability. It is imperative to develop appropriate policies and practices that align with the changing landscape of work. Equally important is the identification of the necessary skill mix required for individuals to thrive in their careers and personal lives, considering the evolving demands of the labor market.

NUA Odisha reflects the commitment of the government to ensure transformation of human lives through skilling leading to economic empowerment.

The Nutana Unnata Abhilasha (NUA) Odisha scheme will work towards addressing the scarcity of skilled human resources in emerging trades by offering high-quality training, fostering industry linkages, and enhancing employability skills. It will also help to bridge the skill-gap in utilization of new-age technologies in traditional sectors (handicraft, handloom, agriculture), etc.

1.2 Objectives

a. Provide training in new-age technologies (Cloud Computing, AI, IoT, Automation, Robotics, 3D Printing) and various emerging trades to meet market demand.

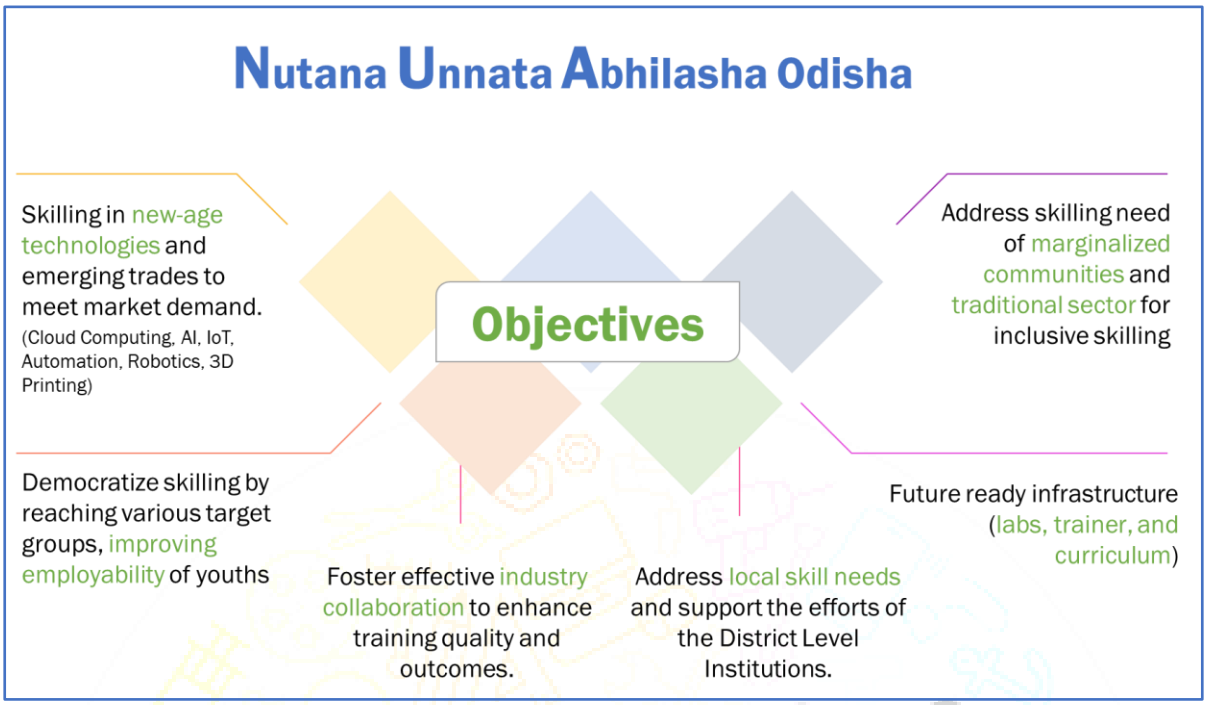
b. Democratize skilling by offering high-end courses to youth in educational and skilling institutions, improving their employability.

c. Address the skilling needs of marginalized communities (SC, STs, PwDs, Girls) and the traditional sector for inclusive skilling.

d. Establish state-of-the-art training centres with equipped labs, train trainers, and develop curriculum for an enabling skilling ecosystem.

e. Foster effective industry collaboration through a differential approach and suitable incentives to enhance training quality and outcomes.

f. Address local skill needs and support the efforts of the District Level Institutions.



1.3 Target Beneficiaries

The scheme will be open for any youth interested in skilling and possessing the required qualification as prescribed in the specific Job Role. Focus will be on including girls, PwDs, Transgenders and youth from the SC, ST, Minority communities.

1.4 Geographical Coverage

The scheme will be implemented across the state covering all the 30 districts. Special emphasis will be given to Aspirational, Tribal, and remote districts.

1.5 Duration of the Scheme

The scheme will be initially implemented for 3 years i.e., FY 2023-24 to 2025-26 as a State Sector Scheme under the State Plan Budget. Based on the outcome of the scheme, the scheme may be continued with the approval of the competent authority.

II. Type of Skill Trainings

The scheme will address the skilling requirement of various target group including dropouts, NEET, engineering graduates, etc; various segments including women, SC, ST, Transgenders, etc.; and various sectors like handicraft, Industry 4.0, Web 3.0, etc.

Offerings under the scheme will include fresh skilling for youths, add-on-courses for existing students, digital and e-courses for youths in higher educational institutions, employability skills for students in various institutions, etc.

2.1 Captive Placement through Recruit Train Deploy (RTD) method

RTD model of Skill Development is an industry friendly approach to skilling where the industry has the flexibility to mobilize, screen, train, and place candidates as per their own requirement. This is a win-win situation for all stakeholders as Training is Industry led and customized, Candidate has Recruitment Letter prior to commencement of training and Government gets a better outcome on the expenditure made.

Salient Features:

a. Candidates are recruited, provided offer letter, and then provided industry relevant training as per requirement before placement (wage employment only).

b. Industries have the flexibility to select the course to be offered [preferably National Skills Qualification Framework (NSQF) aligned with exceptions allowed on case-to-case basis].

c. Assessment and Certification (A&C) by the industry or Awarding body (AB) recognized by National Council for Vocational Education and Training (NCVET).

d. Training cost to be borne by the Government as per the extant norms.

e. Captive Employers will be automatically empanelled, receive priority during target allocation, and other incentives like access to Skill Development Centres, etc. on case-to-case basis.

f. Empanelment will be done round the year based on the application received from employers.

Commitment expected from the Captive Employer:

a. Minimum Training Infrastructure for training as per requirement of Job Role.

b. Assessment and certification (A&C) from NCVET recognized ABs.

c. Minimum placement of atleast 80% certified candidates in each batch or as decided by the Steering Committee.

d. Placement of trained candidates needs to be in 'Captive Employment 'or Affiliate Companies.

e. Candidates should be paid minimum wages as specified for skilled workers from time to time by the State where placement is being provided.

2.2 Regular Short-Term Training

Short Term Trainings (STTs) would generally range between 300 – 600 hours as prescribed in the NSQF aligned Job Roles as per market/industry demand. Trainings of short duration (<300 hrs) and longer duration (>600 hrs) can be offered depending on requirement in specific cases. These trainings will be offered in sectors where employment opportunity is high and there is an organic demand from the market. These trainings would cater to all the eligible youths with emphasis on girls, PwDs, SC, ST, Transgenders, Minorities, etc. These would be offered across the State in every district with efforts to reach out to candidates in every block of the State.

2.3 Overseas Placement by Overseas Employers

Training for overseas placement through Ministry of External Affairs (MEA) recognized and registered Recruiting Agents (RA) and Sending Organizations empanelled under National Skill Development Corporation (NSDC) for the following components:

a. Domain training (if any) as per the requirements of the overseas employer
b. Language training (if any)
c. Migration support including travel & related documentation
d. Post-placement monitoring and support

2.4 Digital Skilling

Credible agencies having relevant experience and expertise in providing online skill training programs.

Features:

a. Market-relevant courses to address higher-order skills requirements in the emerging knowledge sectors.
b. Online courses through a web-portal for round the year skilling, reskilling, and upskilling.
c. Training providers (TPs) with proven track record of delivering quality online training courses.
d. Wide range of courses to be made available in industry domains, technologies, language skills, etc.
e. Robust assessment and certification process to ensure quality and relevance of training.

2.5 Special Projects

Special Projects (SPs) will be project-based short-term and long-term skilling interventions that primarily meet the skilling needs of marginalized and vulnerable groups, difficult geographies and specialized training courses which are likely to be offered outside of regular skilling programmes. These projects can avail of certain exemptions granted with the approval of the Steering Committee.

One District One Skill
A special initiative of One District One Skill will be undertaken under the scheme wherein District shall identify 1 Skill based on the strength of the district. This skill could be a future oriented skill or skill focusing on traditional sector. For e.g., Mining in Keonjhar, Coffee in Koraput, Textile/Handloom in Bargarh/Sonepur, etc. Cluster based approach could also be adopted to identify the skill cross-cutting one or more district. Convergence with line departments would be critical for effective implementation.

2.6 Training of Trainer

Good quality trainer is a pre-requisite for any outcome-oriented skilling programme. Training of Trainers (ToT) can be taken up under the scheme. Re-skilling and up-skilling of existing trainers and faculties in the Institutions can be taken up through agencies with prior experience of training of trainers. Effort will also be made for fresh skilling of trainers in new and emerging trades where there is a shortage.

Skilled in ODISHA

III. Delivery Framework

3.1 Implementing Organizations

The Directorate of Employment (DE), Directorate of Technical Education & Training (DTE&T), and World Skill Centre (WSC) shall implement the scheme as per the guidelines. These organizations (Implementing Agencies under NUA Odisha) will be supported appropriately to create a robust delivery framework in the State.

3.2 Institutions to be covered

a. **Skilling Institutions of SDTE Department:** ITIs, Polytechnics, Skill Development Centres, Skill Development Extension Centres, Higher Technical Institutions (Government Engineering Colleges, Government Management Institutions, Technical Universities, World Skill Centre, other training centres (TCs) under the administrative control of the department, etc.

b. **Government Skilling Institutions:** Central and State Government institutions involved in skilling like Central Tool Room and Training Centre (CTTC), Krishi Vigyan Kendra (KVK), Skill Development Institute (SDI), Central Institute of Petrochemicals Engineering & Technology (CIPET), National Institute of Electronics & Information Technology (NIELIT)

c. **Educational Institutions:** Schools, Colleges, HEIs, Universities, etc.

d. **Clusters:** Industry clusters, MSME Clusters, Craft Clusters, Agriculture Clusters, etc.

District Skill Development Centre

- There are multiple skilling institutions in the district belonging to SD & TE Department (Skill Development Centre, ITI, Polytechnic) and other departments.
- One of these Centre, with requisite infrastructure, shall be identified at the District/Sub District level as District Skill Development Centre which shall be the nodal skilling centre.
- The details of such identified centre to be shared with the SD & TE Department for vetting.
- District Skill Development and Employment Officer or the Skill Development & Employment Officer shall act as the Centre–in–charge.
- These Centres will largely operate in Plug and Play model, wherein facilities including common lab equipment, hostel facility, classroom furniture, common infrastructure like power backup, firefighting equipment, furnishings, etc. can be provided under the NUA Odisha Scheme. Funds for the same shall be provided to the DSDEOs based on the requirement.
- An annual calendar of training will be devised and published in advance keeping in view the skill gap and the availability of Project Implementing Agency (PIA) for the Centre. District Skill Development Plans to be referred and updated depending on the annual calendar of training.

3.3 Programme Implementing Agencies

Credible Program Implementing Agencies comprising reputed industries and training providers, industry associations, etc., will be onboarded to deliver the skilling programmes through an enabling policy framework based on differential and incentive-based approach. By encouraging the participation of high-quality PIAs, it is aimed to improve the overall effectiveness and impact of skill development programs in the state. These partnerships will not only enhance the training infrastructure but also ensure better placement opportunities for candidates, leading to their holistic development and the fulfilment of the state's skill development objectives.

Category	Type	Institutions	Type of Trainings
I	Government Institutions	Any department/ agency/ autonomous body/organization/Institution belonging to: a. Government of India b. Government of Odisha c. Other State Governments	All
II	Educational/ Technical Institutions (Government & Private)	Schools, Colleges, Technical and Professional Institutes, Higher Educational Institutes, Universities.	All (Except captive employment)
IV	Private Institutions	Company, Partnership, Proprietorship, Private Limited, Society, Trust, Association, etc. involved in Skilling meeting the following criteria: a. Registered legal entity in India b. Possess prior experience of undertaking skill development trainings. c. Should not have been blacklisted, suspended, or terminated by any agency of the Central Government, PSUs or by any department of State Government of India. d. Preferably should have an office in Odisha.	All
V	Overseas Employers	Training for overseas placement through MEA recognized and registered Recruiting Agents (RA) and Sending Organizations empaneled under NSDC and willing to offer: a. Domain training (if any) as per the requirements of the overseas employer b. Language training (if any) c. Migration support including travel & related documentation d. Post-placement monitoring and support	Overseas Employment
VI	Clusters, Community	a. Clusters: Industry clusters, MSME Clusters, Craft Clusters, Agriculture Clusters, etc.	All

Category	Type	Institutions	Type of Trainings
	Based Organizations, etc.	b. Community Based Organizations: Self Help Groups (SHGs), Farmer Producer Organization / Company, Cooperatives, etc.	

To encourage credible PIAs to participate in the scheme, a differential approach and incentive-based support will be provided under the scheme as elaborated in Annexure I.

3.4 Process for Selection of PIAs

Selection of PIAs can be done based on the following:

a. Automatic selection of certain categories of PIAs based on proposals received and as per the incentive matrix in Annexure I.

b. Selection through EoI / RFP or any other process as deemed appropriate.

c. Recommendation of District Skill Committee (DSC) headed by District Collectors.

3.5 Process of Approval

a. The Implementing Organizations will formulate or seek proposals depending on the skill gap or demand arising out of the District Skill Development Plans (DSDPs), Skill Gap Studies, Industry Demand, Targeted Skill for specific group or geography, One District One Skill, etc.

b. These proposals can be sought from Industries, Government Institutions, SDTE Institutions, Clusters, Community Based Organizations, overseas employers, etc. with an objective to make them demand driven.

c. District Skill Development Mission (DSDM) may also formulate proposals in consultation with other departments in the district to cater to their specific skilling requirements for effective convergence in both planning and implementation. Standalone proposals can also be submitted for specific targeted skilling critical for the district.

d. The NUA Odisha Portal will have provision for round-the-year submission of proposals to meet the emerging needs.

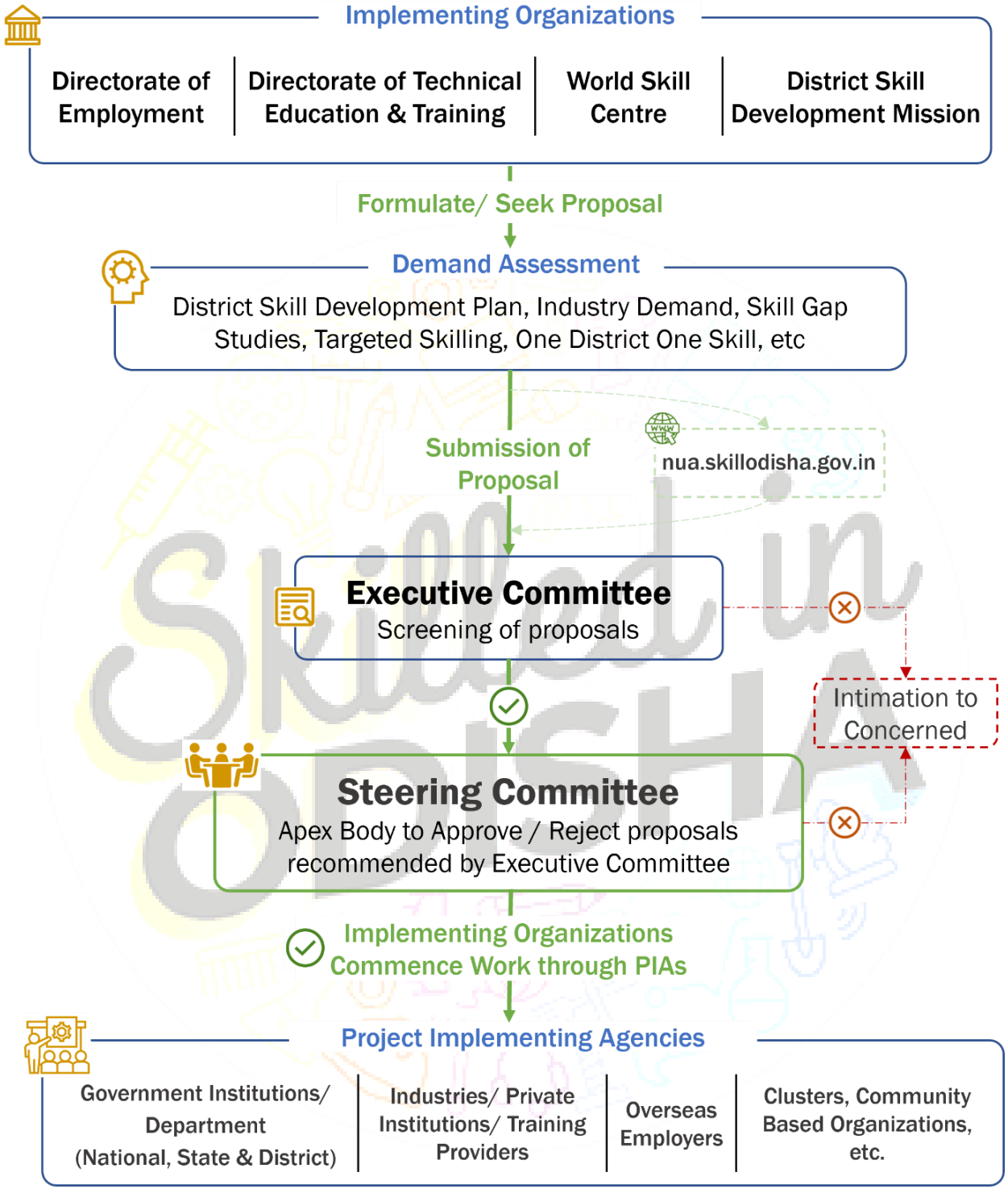
e. All such proposals will be scrutinized by the Executive Committee headed by Director, Employment cum CEO, OSDA.

f. The Executive Committee should take due care for prioritization, de-duplication, and convergence with other available funding sources before recommending the proposals to the Steering Committee.

g. The same shall be placed before the Steering Committee headed by Principal Secretary, Skill Development & Technical Education Department in the format at Annexure II.

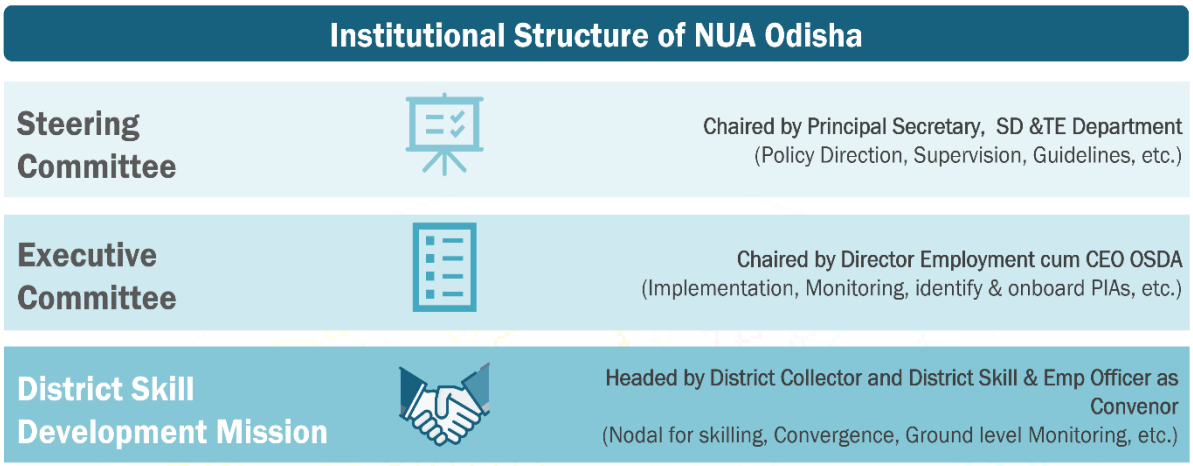
h. On merit, proposals can also be taken up directly by the Steering Committee.

Project Formulation and Approval Matrix under NUA Odisha



IV. Institutional Mechanism

The Scheme will be implemented through a 3-tier structure comprising of the Steering Committee at the State-Level, headed by Principal Secretary, SD & TE Department; Executive Committee headed by Director of Employment-cum CEO OSDA at the implementing agency level and the District Skill Development Mission at the District Level.



4.1 Steering Committee:

For effective implementation of the scheme, a Steering Committee will be formed with the following composition to provide overall strategic direction and policy inputs:

1	Additional Chief Secretary/ Principal Secretary/ Secretary, Skill Development & Technical Education Department	Chairperson
2	Financial Adviser, Skill Development & Technical Education Department	Member
3	Additional Secretary, Skill Development & Technical Education Department (in charge of Skill Development)	Member
4	Director, Technical Education and Training, SDTE Department	Member
5	Secretary, SCTEVT	Member
6 - 8	Representative from Department of Higher Education, Mission Shakti, and Industries (not below the rank of Director)	Member
9 - 10	Domain expert or sector leaders to be nominated by the Chairperson	Member
11	Director of Employment-cum CEO OSDA	Member Secretary

Note: Representatives from other Line Departments as Special Invitees when sectoral input or related proposals are to be discussed.

Roles and Responsibilities of the Steering Committee is at Annexure III.

4.2 Executive Committee:

An Executive Committee will be constituted for day-to-day management of the scheme with the following composition:

1	Director of Employment-cum CEO OSDA	Chairperson
2	Additional Secretary in charge of OSDA	Member
3	Joint Director or above officer of Directorate of Employment in charge of Skilling	Member
4	Additional Director, Directorate of Technical Education and Training	Member
5	CEO, World Skill Centre, or representative	Member
6	Chief Technology Officer, OSDA	Member
7	Deputy Director, Employment	Convenor

Roles and Responsibilities of the Executive Committee is at Annexure III.

4.3 District Skill Development Mission (DSDM):

At the District level, DSDMs will be setup under the chairpersonship of District Collector and District Skill Development & Employment Officers as convenors. The DSDMs will be the nodal agency for skilling under the scheme (and if required skilling schemes of other Department) and shall oversee the implementation and monitoring of the scheme at the District level. DSDMs will be strengthened and supported by Chief Minister's Skill Development Fellows (CMSDFs) comprising of bright and young professionals.

Structure of District Skill Development Mission

District Skill Development Mission (DSDM)

Chaired by District Collector and District Skill Development cum Employment Officer as Member Secretary

District Skill Executive Committee

District Skill Development cum Employment Officer as Convenor and Representative for Key line Departments as member

District Skill Development & Employment Office

- Nodal office for all skilling activities
- Serve as Secretariat of District Skill Development Mission and District Skill Executive Committee
- Supported by 1-2 CM Skill Fellow
- Necessary funding support under NUA Odisha and other schemes

District Skill Development Centre

Permanent Skill Development Centre at District Level with annual calendar, plug & play modality

Details of the structure, composition of DSDM is at Annexure IV.

V. Financial Management

5.1 Fund flow management

a. The Implementing Organizations shall follow the guidelines of the scheme and instructions issued by the Department from time to time. They shall adhere to the provisions contained in the Odisha General Financial Rules (OGFR) and Delegation of Financial Power Rules (DFPR) and relevant instructions issued by the Finance Department, Government of Odisha from time to time, regarding the expenditure and submission of Utilisation Certificates (UCs).

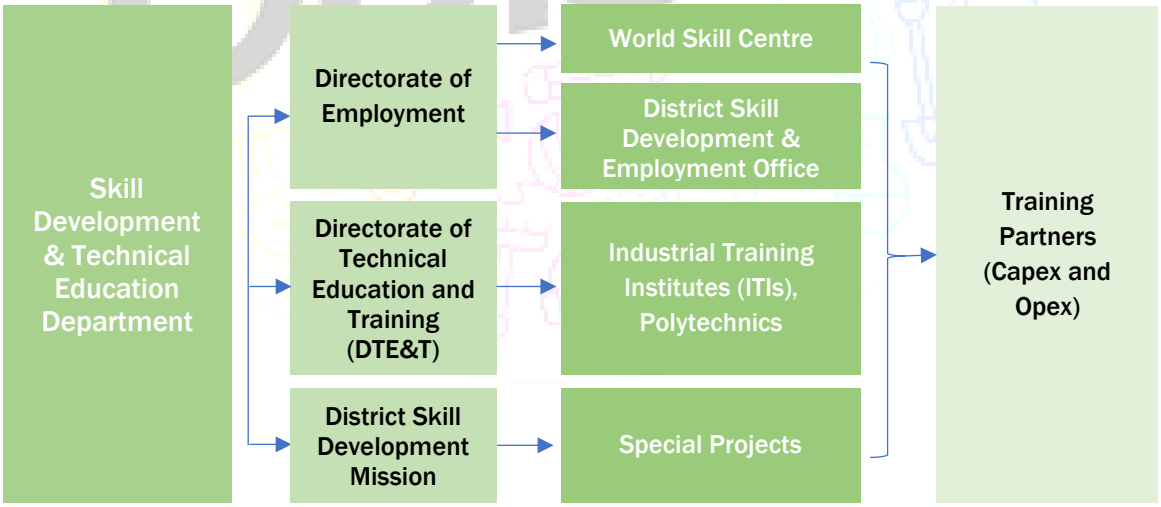
b. Funds shall be released to the implementing organizations based on the projects approved by the Steering Committee of NUA Odisha.

c. Based on the requirement and approved project-based milestones, the funds shall be released by DoE and DTE&T to the PIAs and other implementing institutions (ITIs, Polytechnics, District Skill Devt Mission, etc.). The expenses for training shall be released based on the norms described in Paragraph 5.3.

d. Generally, the first tranche of payment, shall not exceed 30% of the total estimated project cost approved by the Steering Committee. However, in exceptional cases the same may be modified with the approval of the Steering Committee. The next tranche shall depend on the agreed milestones and primarily based on the utilisation of 60% of the released funds, supported by the receipt of Utilisation Certificates (UCs).

e. The implementing agencies and District Skill Development & Employment Office (DSDEO) shall open a dedicated nodal bank account in any scheduled commercial bank for all transactions that are required for the implementation of the scheme and the release of funds to its PIAs and vendors.

Proposed Mechanism for Fund flow



5.2 Capital Expenditure

a. Upto 25% of the total budget under the scheme will be utilized towards capital costs for establishing the state-of-the-art labs, augmenting existing labs, getting requisite equipment for training, refurbishing of training centres, etc.

b. The Steering Committee under the scheme will decide on the quantum of funds to be provided considering the requirement on case-to-case basis, keeping in view the overall budget of the scheme.

c. The implementing agency shall adhere the guidelines for procurement of goods and services, as per the extant provisions of OGFR, DFPR and instructions issued by the Finance Department, Government of Odisha from time to time.

5.3 Training Expenditure

a. Training cost will include remuneration of trainers, course handbooks, raw materials, training aid, maintenance of tools, infrastructure wear & tear, training of trainers, industry visit expenses, consumables, electricity expenses, counselling expenses, supervisory & housekeeping, mobilization, assessment cost, rewarding cost, post certification monitoring etc.

b. Cost of the training will be primarily based on the extant Common Norms notified by Ministry of Skill Development & Entrepreneurship (MSDE), Government of India. However, given the special nature of the scheme, the training cost or the opex will be decided with the approval of the Steering Committee based on the course to be offered, duration of training, infrastructure requirement, location of training and other associated factors.

c. Additional funding through Industry participation, Corporate Social Responsibility (CSR), other schemes (*e.g.,* SANKALP, etc.) will be explored wherever feasible.

Instalment	% age of Training Cost	Remarks
First	30	On commencement of training
Second	40	On successful completion of training and certification of trainees.
Third	30	On 70% verified placement on outcome as follows: a. Applicable for fresh training. b. The 2nd tranche will be calculated based on total cumulative 70% payment for candidates actually certified. c. The dropouts will not be considered for 2nd and 3rd tranche. The 1st tranche payment of the dropouts will be adjusted in next tranche

5.4 Administrative Expenditure

Upto 2 % of the budget limited to actuals will be utilized towards setting up of a Project Management Unit (PMU), deployment of young professionals/fellows at District level, media and awareness, monitoring, etc.

5.5 Audit

The expenditure incurred for the scheme shall be subject to Internal Audit and Audit by Accountant General (A&E), Odisha.

VI.Monitoring and Evaluation

6.1 Monitoring

A robust monitoring mechanism will be put in place under the scheme to ensure effective implementation of the scheme.

a. The Steering Committee and the Executive Committee shall monitor the implementation of the scheme.

b. Periodic Field Visits will be made to various Training Centres during the implementation of the Scheme by officials at State, Directorates and District level.

c. Aadhaar based registration of candidates will be made mandatory.

d. Aadhaar Enabled Biometric Attendance System (AEBAS) will be mandatory for all candidates, trainers, assessors under the scheme unless specifically exempted.

e. Installation of CCTV with livestreaming facility shall be made available in training centres, wherever possible.

NUA Odisha Portal (www.nua.skillodisha.gov.in)

NUA Odisha Portal will be the single point gateway for all trainings under the scheme. It shall be mandatory to register all the candidates through the NUA Odisha Portal. Registration of PIAs and course selection will also be done through the portal.

A dashboard on the Portal shall provide real-time reports on the progress of trainings and achievements made under the scheme.

6.2 Impact Assessment and Evaluation

The SD & TE Department or its implementing agencies may empanel external agencies for evaluation and impact assessment of the scheme to assess the impact of the project and decide on future course of action.

6.3 Capacity Building

Capacity building of all stakeholders will be carried out periodically through training programmes, webinars, State/Regional/Zonal review meetings, etc.

6.4 Feedback Mechanism

Qualitative feedback from trainees (i.e., candidate satisfaction surveys will be conducted during training), trainers and training centres will be sought through NUA Odisha Portal.

Annexures

Annexure I: Incentives to PIAs

In addition to the provisions under the guidelines of the respective scheme, the following incentive may be provided to the PIAs with the approval of the Steering Committee.

Sl No	Type of PIAs	Incentive Proposed
1.	Apex PIAs Government Institutions, Government Educational/Technical Institutions and Private Institutions/ Entities fulfilling the following criteria will get priority and swift approvals for skilling: a. Institutions recognized as Awarding Body by NCVET (CIPET, NIELIT, etc). b. Institutions of National Repute operating in multiple States and involved in Skilling. (e.g., NTTF, etc.) c. CSR wings or Associated organizations of reputed companies like (TATA, JSW, etc.) having presence in the State for the past 2 years.	a. Automatic empanelment, priority in target allocation. b. Free-of-cost usage of existing infrastructure in SDC/ SDEC. c. Capex (training centre, lab, hostel, etc.) and opex support by the Government on case-to-case basis. Support to be provided in case the institution is willing to offer training in its own premise. d. Funds for setting up of labs using proprietary equipment critical for the training. e. Additional Incentive for ensuring placement beyond 90%.
2.	Captive Employers	a. Automatic empanelment, priority in target allocation. b. Free-of-cost usage of existing infrastructure in SDC/SDEC c. Funds for setting up of labs using proprietary equipment critical for the training. d. Additional Incentive for ensuring placement beyond 90%.
3.	PIAs offering Placement as mandated under the scheme	a. Reimbursement of Training Cost as per Common Cost Norms or Placement Linked Training Program (PLTP) Guidelines. b. Additional incentive will be applicable in case of operation in difficult geographies.

Sl No	Type of PIAs	Incentive Proposed
4.	Overseas Employers	a. Free-of-cost usage of existing infrastructure in SDC/SDEC, ITIs, Polytechnics on case-to-case basis. b. Additional Incentive for Overseas Placement in addition to the regular training cost as per Common Cost Norms.
5.	Digital Skilling	a. Access to a large universe of students. b. Partially/Fully funded courses.
6.	Clusters, Community Based Organizations, etc.	a. Can undertake skill programmes for local youths for which capex and opex support could be provided. b. Placement could be delinked considering the type of training. c. Flexibility to hire the service of Training Provider to provide training.

Incentive for PIAs in Priority Districts:

In addition to the above, the following incentives to PIAs in Priority Districts viz. Boudh, Bolangir, Deogarh, Gajapati, Kalahandi, Kandhamal, Koraput, Malkangiri, Nabarangpur, Nuapada and Rayagada.

a. Unutilized Infrastructure in SDC and other institutions under administrative control of SDTE will be made available free of cost or at reduced rate on case-to-case basis.

b. Upto 10% of the applicable training cost as an additional incentive.

c. Additional incentives, if any, to be provided to PIA shall be decided by the Steering Committee on case-to-case basis.

Annexure II: Format for Submission of Proposal to Steering Committee

PIA Details							
1	Name of the PIA						
2	Type of Entity	Government	Yes/No	Private	Yes/No		
3	Annual Turnover (Rs in crore)						
4	Registered Office Address						
Proposal Details							
5	Title of the Proposal						
6	Type of Training Proposed	Captive Employment		Regular Short Term			
		Digital Skilling		Special Project			
		Overseas Employment		Training of Trainers			
7	Trades Proposed	List of NSQF aligned Trades • • •		List of Non NSQF Trades • • •			
8	No of Individuals to be Skilled	Male		Female		Total	
9	Proposed Location						
10	Training Centre Identified	SDC/ SDEC	Yes/No	ITI/ Polytechnic	Yes/No		
		Rented Centre	Yes/No	Own Premise	Yes/No		
11	Project Duration						
12	Amount Sought (Rs in Lakh) (Details to be provided in Appendix I)	Capex		Opex		Total	
13	Proposal in Brief (Salient features only)						
14	Support sought under the Scheme						
Observation and Recommendation of Executive Committee							
15	Observation of the Executive Committee						
16	Recommendation of the Executive Committee						

Appendix I

Name of the Course	No of Candidates	Per Candidate Cost	Total Cost

Annexure III: Roles and Responsibilities of Steering and Executive Committee

Roles and Responsibilities of Steering Committee

Steering Committee will

a. Provide broad policy direction to concerned stakeholders for effective implementation of the Scheme.

b. Propose changes in the guidelines, if required, during implementation of the scheme keeping in view emerging needs and dynamism of the skill ecosystem.

c. Decide on the financial norms for various offerings under the scheme based on the recommendation of the Executive Committee.

d. Deliberate and approve proposals recommended by the Executive Committee as per the provisions of the scheme.

e. On case-to-case basis review and approve relaxation on provisions of the extant scheme guidelines after due diligence and without affecting the broad design of the scheme and financial provisions.

f. Ensure effective implementation of the scheme through periodic monitoring and review.

g. Approve Media Plan and strategy for creating awareness of the scheme among various stakeholders.

h. Delegate any such matter, as required, to be dealt by the Executive Committee of the Scheme.

i. Take up matters related to convergence among different schemes and programmes of other Departments.

j. Take up any other matter, deemed fit, for the benefit of the scheme and effective implementation of the scheme.

The steering Committee shall meet atleast once in a month initially for rolling out the scheme and then preferably meet every quarter. And if required, the Chairperson can convene a meeting anytime as per the requirement.

Roles and Responsibilities of Executive Committee

The Executive Committee under the Chairpersonship of Director Employment cum Chief Executive Officer, Odisha Skill Development Authority, will:

a. Review, scrutinize, and recommend proposals for approval by the Steering Committee.

b. Create an online mechanism for submission and receipt of proposals round the year based on the scope of the scheme.

c. Review the progress of the scheme and take corrective actions as deemed necessary.

d. Decide on focussed groups and geographies in addition to the existing provisions in the guidelines depending on the special requirement and skilling need.

e. Seek reports from PIAs whenever required to review the progress of the implementation.

f. Establish appropriate mechanism to timely dispose grievances, if any, received from stakeholders.

g. Any other task, delegated/assigned by the Steering Committee of the Scheme.

The Executive Committee shall meet every month and if required, the Chairperson can convene a meeting at any time.

Annexure IV: District Skill Development Mission

Decentralizing skilling efforts down to the district level holds immense importance in effectively addressing local needs, promoting inclusivity, and driving sustainable development across the country. Each district in the State possesses its unique socio-economic challenges and opportunities. By decentralizing skilling initiatives, tailored training programs can be designed to align with the specific industries and demands of each district. This localized approach ensures that individuals are equipped with skills that are directly applicable to the job market within their region.

This bottom-up approach will not only enhance employability but also empower individuals and communities, ultimately transforming the landscape of skill development in the State.

District Skill Development Mission (DSDM)

DSDM will be the apex body for promoting Skill Development Initiatives at the District Level in a Mission Mode under the aegis of the Skill Development & Technical Education Department.

Composition

District Collector	Chairperson
Chief Development Officer cum Executive Officer, Zilla Parishad	Vice – Chairperson
Project Administrator, ITDA	Member
District Planning Officer	Member
District Education Officer	Member
District Labour Officer	Member
District Industry Officer	Member
Lead District Manager	Member
District Social Welfare Officer	Member
District Social Security Officer	Member
District Welfare Officer	Member
District Level Sectoral Officer (Agriculture, Horticulture, Animal Husbandry, Fisheries, Panchayat, Mines, Coffee, Tourism, Textiles, etc.)	Member (s)
Principal of ITI and Polytechnic	Member
1 – 3 Industry Representative	Member (s)
District Skill Development cum Employment Officer	Member Secretary

District Collector may nominate any other member, as deemed fit. Meeting shall be convened once every quarter and if required, the Chairperson can convene a meeting at any time.

Roles and Responsibilities:

Identify and Plan

1. Conduct, facilitate and track the skill gaps across the district. Project future demand and devise requisite delivery mechanism.

2. As the apex and nodal body for Skill Development in the District, the DSDM shall be responsible for drawing out an action plan for expanding skill development programmes in the District.
3. Approve the District Skill Development Plan prepared by the District Skill Executive Committee (DSEC) and ensure that the plan reflects the skilling aspiration of the district.
4. Identify and mobilize credible Programme Implementing Agencies and Training Providers.

Promote Convergence

5. Identify schemes and programmes of various departments related to Skill Development and mobilize resources available under the schemes/programmes for convergence and optimal utilization.
6. Ensure cross utilization of all skilling infrastructure available in the district.

Industry Linkage:

7. Build and nurture relationship with local industries in the District to effectively assess their skill gaps and onboard them as partners in skill development.
8. Work with industries to promote offtake of apprentices

Counselling and mobilization

9. Facilitate regular conduct of counselling camps, job fairs, school connect programmes for encouraging more youths to undertake skill development.
10. Ensure effective utilization of the Model Career Centres. Design a calendar of event to attract more youth and publicise the same.

Promote Innovation

11. Design innovative skilling projects keeping in view the specific needs of the district with strong emphasis on convergence and improving employability.
12. Formulate special projects aligned with the needs of specific groups like transgenders, inmates of jail, orphans, differently abled, etc.

Monitoring and Supervision

13. Monitor the progress of various skill development programmes in the district to ensure better outcome.
14. Review the utilization of all skilling infrastructure and ensure their optimal utilization.
15. **Any other task, instrumental for the expansion of skill development activity in the District.**

District Skill Executive Committee (DSEC)

The DSEC will function under the overall guidance of the District Skill Development Mission and shall be responsible for actual implementation of the mandate of the DSDM.

District Skill Development & Employment Officer	Convenor
District Welfare Officer or representative	Member
GM, DIC or representative	Member

District Social Security Officer or representative	Member
District Education Officer or representative	Member
DPM, OLM	Member
DPC, Mission Shakti	Member
Deputy CEO, ORMAS	Member
Principal of Govt ITI and Polytechnic	Member (s)

District Collector may nominate any other member, as deemed fit. Meeting shall be convened every month and if required, the convenor can convene a meeting at any time.

Roles and Responsibilities:

- Establish mechanisms for monitoring and evaluating the progress of skill development programs through collection of data on the number of youths trained, their skill development outcomes, and job placements.
- Ensure updation of DSDP by interacting with local industries and identifying skill gaps and the skill requirement.
- Identify potential training programmes and the agencies/organizations to conduct the trainings.
- Work with various institutions, organizations and departments in the district for effective mobilization of candidates.
- Manage and operate the District Skill Development Centre.
- Collaborate with various stakeholders such as local government agencies, educational institutions, industry associations, and employers to foster partnerships to run District Skill Development Centre smoothly.
- Ensure the quality of training programs and services provided by skill development providers within the district.
- Create awareness about skill development opportunities and the importance of skill development within the district. Promote skill development through various communication channels.
- Focus on inclusivity by ensuring that skill development opportunities are accessible to various segments of the population, including women, minorities, and people with disabilities.
- Provide feedback to the DSDM and other relevant bodies on policy matters related to skill development and advocate for changes or improvements when necessary.

Strengthening the DSDM:

a. The District Skill Development & Employment Office will be the secretariat of the DSDM and anchor the activities of the Mission.

b. The DSDM through the District Skill Development & Employment Office will be provided with requisite funds depending on the requirement.

c. 1 – 2 Chief Minister's Skill Fellow will be supported under the NUA Odisha Scheme, and they shall be attached with the District Skill Development & Employment Officer, and they shall be primarily responsible for assisting and supporting the District Skill Development Mission.

Amendment to the Guidelines:

The guidelines reflect the agility and flexibility embedded in the scheme to cater to a wide spectrum of youths. Notwithstanding anything in the guidelines, the Steering Committee under the Scheme shall be able to approve innovative proposals in consonance with the broad contours of the scheme.

Any dispute arising shall dealt as per the extant procedure and norms of Government of Odisha.