



ISO- 9001 : 2015

NATIONAL ACADEMY OF CONSTRUCTION

NAC Campus, Cyberabad, Kothaguda (Post), Hyderabad-500 084.
Phone: 040-23111916 & 17, Fax: 040-23111997, e-mail: info@nac.edu.in
Website: www.nac.edu.in GSTIN/UIN : 36AAAAN0794M1Z8

Circular no:DG/Quality Monitoring/702/2022-23 dated 16-11-2022

Sub:- NAC- BOCWWB training programme - certain shortcomings - Necessary Remedial required to be taken to ensure effective training – Instructions issued-Reg

Ref:- Arising

**_*_

1. We all are aware that NAC has carved a niche for its tremendous role in the education/ training by undertaking various skill up- gradation, skill development and Executive Development training programmes etc. BoCWBB's skill up- gradation is one such well-designed fortnight programme directed to improve understanding and working skills of semi-skilled and unskilled Building and other Construction workers, with such course content comprising basic theory and practical aspects of good construction techniques.
2. The BoCWBB training programmes are by and large very successful and earned NAC a good reputation among the stakeholders. However, certain remediable shortcomings mentioned here under are brought to the notice of the undersigned by the inspecting officers of NAC, upon their inspection of centres and evaluation of efficacy of training.
 - i. Asst. Directors/ Trainers concerned are not procuring the required consumables required for practical training, even after considerable period has been elapsed and thus practical part of training is being sacrificed and overall objective is significantly defeated. They are reported to have been citing various reasons for the delay in procurement like delay in obtaining Imprest amount and transportation problems etc.
 - ii. Physical attendance of trainees during mid hours of day is quite less than that marked in the attendance register as well as biometric attendance in the morning and evening and at Lunch time.
3. Taking a serious note of above lapses, the following instructions are issued with necessary directions to all the concerned to take immediate corrective action to plug the same to avoid unnecessary embarrassment to the Institution and themselves as well.

A. Ensuring availability of consumables from the first day of commencement of Batch

As of now, Temporary Imprest is being sanctioned to the AD's / Trainers for each training batch separately and this might have caused some delay in processing. Hence, in order to avoid delay being attributed to this reason, in procuring the consumables, the following methodology shall be adopted. Henceforth, in the place of method of rising demand for Imprest for centre-wise and Batch-wise separately. This methodology may bridge in the gaps in the current practice and facilitate easy drawal of temporary Imprest amount by the respective trainers before commencement of each training programme, procure the consumables required for training without time lag. Rendering of accounts at one time also simplifies the business procedures.

- i. Asst. Directors concerned in coordination with his trainers shall plan in advance the training programmes for a particular month by identifying the probable centres where such programmes can be conducted.
- ii. After ascertaining centres, the task of mobilizing intending trainees shall be assigned to the trainers and also the responsibility of conducting training to the same trainer.
- iii. After tentatively identifying total centers, trainers, batches and trainees in his jurisdiction for a particular month, the AD concerned shall, with the help of his trainers, estimate trainer-wise Imprest amount required (Ex:- a trainer taking up 1 batch in sequence for a tentative max. strength 30 of trainees at the cost of Rs.300/- per trainee , the Imprest amount works out $1*30*300=$ Rs 9,000/-). A consolidated list of trainer-wise temporary Imprest amount for a particular month shall be prepared by the AD and submitted to the DG office through Director, CTTI well in advance for further processing and sanction of respective amounts to the trainers directly on their names.
- iv. Once the temporary Imprest is sanctioned and within a week of the completion of Batch, such trainers are duty bound to render T.I account through the AD and Director concerned for the cumulative actual expenditure depicting centre-wise/ batch-wise/ date-wise expenditures to facilitate audit and adjustment of accounts in the Finance Wing.



Director General
National Academy of Construction
Hyderabad