



ISO- 9001 : 2015

# NATIONAL ACADEMY OF CONSTRUCTION

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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


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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. BoCWWB'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 BoCWWB 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  $1 \times 30 \times 300 = \text{Rs } 9,000/-$ ). 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

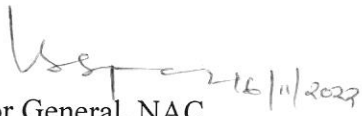
- v. However, utmost care shall be exercised by the trainers to workout conservatively quantities of consumables realistically required for each batch and subsequent batches in the same trade he is in-charge of. Since only lime powder is being used as a binding agent in the preparation of mortar and concrete, the brick walls jointed with such mortar can easily be dismantled with almost no damage to bricks and re-use of such bricks again and again is safely assured. The Probable damage to bricks may not exceed 10 to 20%. The Mix of lime and stone dust, once dried, can also be re-used. After all, it is mostly demonstration of how walls are constructed, plastering is done etc , rather than building permanent structures
- vi. The Finance Director shall evolve office procedures to implement this in letter and spirit to avoid inconvenience in procurement of consumables for ensuring effective training in all respects, without any disgruntlement from any quarters.

**B. Ensuring attendance of trainees:**

This aspect can effectively be improved by making effective use of Technology i.e making video calls to NAC Trainers at random points of time on a daily basis from inception to the completion by AD and the Director CTTI. This regular and remote watchfulness will create a sense of duty consciousness among NAC Trainers and a sense of duty consciousness responsibility among the trainees. Supervisory officers can also visually see how theory and practical classes are going on.

- i. Asst Director concerned shall make video calls to all centres under his jurisdiction on daily basis during mid hours of day (between 11 Am to 12.30 PM and 2.30 PM to 4 PM) throughout the batch duration. AD shall escalate, if any trainer is not complying the attendance and training norms. A fortnightly report on this monitoring activity shall be submitted by AD's to Head office through Director, CTTI.
- ii. The Director, CTTI shall also check this personally by video monitoring of two or three training programmes at random on a daily basis. He shall nominate a responsible person under his control to monitor the attendance as well as manner of conduct of training program at all the centres at random. Besides, Director CTTI shall review the report submitted by AD's on this activity and prompt action to ratify the loopholes, if any, on the part of Trainers and trainees. A monthly report shall be submitted to DG office by the Director, CTTI.

The Director, CTTI and Director, Finance are hereby directed to initiate necessary action to ensure hassle-free effective functioning of above procedures for efficient delivery of training programmes. All AD's and Trainers concerned shall follow these instructions scrupulously without any deviations and no explanations, whatsoever, for the failure to adhere to these instructions will be entertained. Appropriate disciplinary action as deemed fit would be initiated against the delinquents.

  
Director General, NAC

To,  
Director CTTI & Director (Finance) for taking necessary action  
Copy to Director, CMRI, Admin & HDI ,  
Director PG  
Director (P&PR)  
Director (EDP Trainings)  
All Asst. Directors of NAC