



NATIONAL ACADEMY OF CONSTRUCTION

An ISO 9001: 2015 Certified Academy

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Circular Instructions No. NAC/Admn./ dt.13.08.2021

Sub: NAC- Admn. - Skill upgradation trainings- Implementation of Skill Upgradation/ Development Training Program Sponsored By TBOCWBB - Instructions -Issued - Reg

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TBOCWBB vide Proc .No. D/1647/2021, dated 17.07.2021 has accorded approval to conduct following training to BOCWWB registered workers and their dependents for the year 2021-22.

Targets allotted and training fee:

Category	Type of training	Duration	Over all target	Eligibility criteria	Age Limit	Fee structure per Candidate
I	Skill Up gradation	15 Days	14280	Registered BOCWWB workers	18-45yrs	Rs. 5400 (@ Rs. 45 per hour) + Rs. 1125/- Lunch+ two times Tea cost @ Rs.75/- per day.
II	Self Employed Tailor	90 days	2470	Dependent Female	Minimum 18 yrs there Is no upper age limit	Rs.15000/- Inclusive of Sewing Machine cost.

The following instructions are issued for effective & efficient delivery of program.

1. Mobilization:

Beneficiary of the training should be registered with TBOCWBB and holding the card since not less than 03 months. During mobilization, the concerned staff should check and verify the registration card (Date of registration, validity of the card / renewed or not) and ensure that he had not availed training in the recent period.

2. Enrollment:

- a. All mobilized workers/dependents details should be uploaded in TBOCWBB Portal in coordination with Asst. Labour officers/Nodal officers.

- b. Obtain the work order from the concerned officer along with list of candidates before commencing the training program.
- c. Female trainees' percentage in each batch should not exceed 30% of the batch strength.
- d. Work order details shall be immediately submitted to the Secretary, BOCWWB and DG, NAC, Director (CTTI) / Spl.Officer and Nodal person NAC time to time.

3. Training Process Flow:

- a. Centre should be ready with all training equipment, consumables, uniform, note books and course material before commencement of training.
- b. ADs shall submit application for sanction of Temporary imprest to meet the consumables expenditure to the head office through the Director, CTTI/ Special Officer.
- c. Stationery, uniform shall be issued from NAC central stores Hyderabad.
- d. ADs and centre in charges are responsible for ensuring attendance of trainees in full on 1st day of the training program and till the end without fail.
- e. Inaugural of training in the presence of Nodal officers or local body authorities is encouraged. Photos need to be shared to the HQ and to NAC Nodal person.
- f. Keep ready all forms, documents that are needed to be maintained.
- g. ADs shall conduct preliminary skill efficiency test to trainees to assess the existing skill level of the trainee.
- h. Uniform material/safety gears, handouts and stationery to be issued on 03 day of commencement of training.
- i. Attendance shall be captured in Aadhar based Biometric and post update in Google sheet by 11.00 am of the day without fail. Trainee's strength as per the biometric attendance shall be maintained at any point of the time during training period.
- j. AD / centre in charge /Trainer shall scrupulously ensure completing of Domain syllabus duly ensuing Fire & safety measures/ COVID precautions /personal & work hygiene / as per the real working conditions.
- k. Trainers are required to impart knowledge and skills on latest technologies and developments in their trades:

Ex:-

- Masonry – Marble flooring. Ceramic tile flooring, cladding, daddoing, gypsum

- plastering. Water proofing, plastering machines etc.,
 - Electrical – Motor Windings, Solar systems etc,
 - Plumbing – CPVC, Copper plumbing, Solar heater etc.,
 - Painter – Powder coating, Painting equipment, surface texture application etc.,
- l. Trainer shall make use of Digital learning resources (Videos) to facilitate effective learning by trainees.
- m. OJT (On Job Training) shall be arranged to the nearest construction work sites / projects for every batch.
- n. Trainer shall conduct final assessment on final day of course completion and results sheets duly signed is required to be submitted to ADs for onward submission to BOCWWB Official.
- o. Signed Feedback from every trainee shall be obtained upon training completion. Subsequently, ADs must insist to send DCLs'/ACLs' feedback to their secretary of welfare board, Hyderabad.
- p. ADs shall organize Valedictory sessions by inviting concerned Nodal Officers / local public representatives upon completion of a training batch and honor the best trainee based on final assessments with shawl by concern Nodal officers.
- q. AD/Centre in charge /trainer must proactively furnish training events particulars to the print/ electronic media and preserve soft copies of clippings of news papers, photos and consolidated trainees' feedback to head quarters immediately after the completion of valedictory.

4. Covid Precautions and ambience of the centre:

- a. Strict COVID-19 appropriate behavior shall be followed for safe implementation of training program. Display of COVID precautions posters, maintaining physical distancing, wearing of nose masks, use of sanitizer, spraying the disinfection chemical etc during training sessions. Hygiene conditions are to be maintained at all training centers.
- b. Every trainee shall be given 02 no's cloth nose masks and maintain sufficient stock of hand sanitizer for the use of trainees and staff at Training centers.
- c. Centre must have wash rooms with water facility.
- d. Hygiene must be maintained while serving lunch/tea to trainees.

5. Uploading the Trainees' Data in websites:

- a. Centre in charge/ trainer and Junior Assistants are responsible for timely uploading the training data in to websites both in <https://nacbocwb.cgg.gov.in/home.do> &

<https://tbcowwb.telangana.gov.in/>_ADs shall oversee this task completion.

- b. Action will be initiated against Centre in charge/ trainer and Junior Assistants for delayed uploading of data in website.

6. Time limits for activities:

S.no	Description	Time Line	Responsible
1.	Batch Creation in NAC Portal	02 days before Batch commencement	Assistant Director and Junior Assistant
2.	Trainees Nominal Rolls Enrollments in NAC Portal	01 day before Batch commencement	Centre In charge, Concerned trainer and Junior Assistant
3.	Aadhar based Biometric Attendance	Manual attendance is allowed for First day of training program Only. Second day onwards biometric attendance shall be implemented.	Centre In charge and Concerned trainer.
4.	Invoice Generation Request	Should reach NAC HQ within one week completion training program	Assistant Director and Junior Assistant, NAC Nodal officer
5.	Invoice Submission to BOCWWB Nodal officer	Should be submitted immediate after receiving Invoice from NAC HQs and send acknowledgement to NAC HQ with date submission	Assistant Director/ NAC Nodal Officer

7. Billing Procedure:

- a. ADs are responsible to send trained candidates and Mess charges details to NAC HQ along with work orders within one week of training completion to facilitate preparation of Invoices to BOCWWB.
- b. NAC Coordinator - BOCWWB trainings is responsible for coodinating with AD s and Finance wing for generating the online invoice and send to concern ADs for onward submission to Nodal officers .
- c. ADs are instructed to submit the following documents to the concerned BOCWWB Nodal officers:
- i. NAC Invoice.
 - ii. Revised proforma as prescribed by BOCWWB.
 - iii. Bio-metric attendance sheet of the trainees who have successfully completed training with 80% attendance containing trainees photos.
 - iv. Nominal Roll of the trainees with photographs duly attested by concerned DCL / ACL at the starting of the training program.
 - v. Preliminary skill efficiency test & final assessment results.
 - vi. Copies of manual attendance.

- vii. Consolidated trainees' feedback.
- viii. Group photos, photos of training – Practical valedictory photos and news papers clipping of Training.
- d. ADs are responsible to pursue time to time with Nodal officers to send budget requests to BOCWWB board (Hyd) after submission of invoice and payment of fee.
- e. ADs shall simultaneously request the Nodal officers for obtaining budget approvals for payment of Stipend to worker trainees

8. Submission of Mess bills to DG office:

- i. ADs shall engage a mess service provider with the prior approval of Director CTTI/ Spl. Officer.
- ii. ADs shall obtain and submit food/accommodation bills to the Director (CTTI)/Spl. Officer within 05 days of completion of batch.
- iii. Bill shall accompany biometric attendance and it shall contain Web batch numbers/ BOCWWB batch numbers on the bills .

9. Submission of Temporary Imprest accounts:

- i. AD shall submit Temporary imprest request application as soon as the approval receives from Nodal officer, preferably on the name of Centre incharge/Trainer.
- ii. Temporary imprest adjustment account shall be submitted duly following NAC norms for imprest accounts, within 05 days of completion of training program.
- iii. NAC web batch number, BOCWWB batch number shall be mentioned, while rendering the accounts

The Assistant Directors, Centre incharges, Trainers, Junior Assistants are instructed to follow these guidelines scrupulously. Any violation of above said guidelines will lead to strict action on ADs, Center-In-Charge and faculty concerned.

Director General, NAC

To,
All Assistant Directors
Centre-in-Charge
Trainers
Jr. Assistants

Copy to : Director (CTTI),
Spl. Officer

Deputy Director (Trg.)
NAC Coordinator, BOCWWB

Copy to: Director (Finance)

DG peshi for information