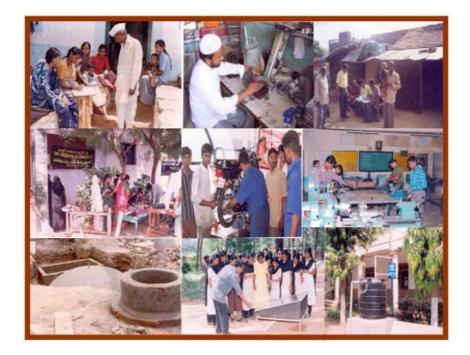# Scheme of Community Development through Polytechnics

Norms & Guidelines

Department of Higher Education

Ministry of Human Resource Development
Government of India
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CONTENTS

SCHEME OF COMMUNITY DEVELOPMENT THROUGH POLYTECHNICS

Chapter I

BACKGROUND

India is a vast country with a population of approximately 115 crore. 75% of India's population lives in about six lac villages. There is a visible difference in rural and urban, rich and poor, highly educated and lesser educated, forward and backward areas. While resourceful people, particularly those living in urban areas, have had access to better education and professional training, but vast majority of those who live in rural areas and slums are lesser educated and hardly undergo any technical, professional and vocational training. In fact, for most of such people, quality education and higher technical and professional education is unaffordable. In terms of career options, such lesser educated and not so fortunate people tend to work in low paid unorganized sector. Per person productivity of such persons works out to be a small fraction of productivity of those who work in organized sector of Indian economy. In an increasingly competitive economic environment of our country, the unorganized sector, which is so important for the country, needs to increase the productivity of its manpower for its survival and growth. Yet another paradox before the Indian informal sector is that it can not afford employing highly educated and professionally trained manpower which usually aspires for highly challenging, rewarding and satisfying career. The only option available before the Indian informal sector is to depend upon relatively low paid manpower trained through non-formal system of skill development. There is, therefore, an urgent need to train millions of persons every year through a countrywide network of non-formal skill development. Such non-formal skill training should attract beneficiaries from all cross-sections of Indian society with special emphasis on SCs/STs, OBCs, women, school dropouts, minorities, physically disabled, economically weaker sections of the society and other under-privileged persons.

Technology divide is clearly visible in Indian urban and rural society. Vast majority of Indian urban population and small fraction of those who live in rural areas and slums enjoy the benefits of modern technologies. Vast majority of rural people and those living in slums require assistance in adopting appropriate technology for benefitting from investment in science and technology and enhancing their productivity and standard of living. There is, therefore, an immediate need to evolve a vast network which can help in adoption of appropriate technologies among the rural people and slum dwellers. Sustainable use of technology by such people would involve technology demonstration, repair and maintenance services, counselling and consultancy services and free service camps from time to time.

There are more than 1419 polytechnics and equivalent technical institutions which exhibit potential to provide skill training to millions of youth through their own facilities and by establishing extension centres in collaboration with ITIs, KVKs, Vocational

Institutes and NGOs. These polytechnics can also render useful services in adoption of appropriate technologies and providing technical and support services to rural people and slum dwellers.

AICTE approved polytechnics are considered to be a viable vehicle for providing the intended services as mentioned above.

The rationale for choosing AICTE approved Polytechnics for the implementation of Scheme of Community Development through Polytechnics is based on the fact that AICTE approved Polytechnics are equipped with the following type of resources:

    i.   Polytechnics are equipped with physical facilities in the form of buildings, lecture halls, laboratories, workshops, hostels etc. which could be used as Knowledge and Skill Centres for rural community and slums dwellers;

    ii.   Polytechnics have qualified and trained faculty who can scientifically formulate, implement and monitor community oriented programs and projects especially where the activity of adoption of appropriate technology is involved;

    iii.   Polytechnics have technicians and craftsmen whose services can be utilized to some extent for imparting skill training and adoption of appropriate technologies.

    iv.   Students of Polytechnics could be of tremendous help in making meaningful contribution to community and rural development.

Polytechnics can, therefore, render vital assistance in the community development work. This, they can do partly by utilizing their own resources and partly by mobilizing the resources available at the higher technological institutions. The involvement of Polytechnics in implementing the Scheme of Community Development through Polytechnics is need of the hour.

Chapter II

OBJECTIVES OF THE SCHEME

The main objectives of the scheme are:

2.1 To Carry out Need Assessment Surveys to assess the technology and training needs;

2.2 To Impart Skill Development Training to the intended target groups;

2.3 To disseminate Appropriate Technologies for productivity enhancement;

2.4 To provide Technical and Support Services to rural masses and slums dwellers;

2.5 To create Awareness among the target groups about technological advancement and contemporary issues of importance.

Chapter III

ACTIVITIES UNDER THE SCHEME OF COMMUNITY DEVELOPMENT THROUGH POLYTECHNICS

3.1 Following are the major activities identified under the Scheme of Community Development through Polytechnics:

    i.   Need Assessment Surveys;

    ii.   Skill Development Training Programmes;

    iii.   Disseminate and Application of Appropriate Technologies;

    iv.   Technical and Support Services;

    v.   Awareness Programmes.

3.2 Need Assessment Survey:

    i.   The identified Polytechnics shall conduct the Need Assessment Surveys of the area selected for activities. Such surveys should lead to determination of the felt needs and identification of the direction in which the rural development efforts are likely to bring quicker results. Participatory Rural Appraisal/Rapid Rural Appraisal (PRA/RRA) exercises can be conducted to understand socio-economic and ecological condition of people and area to develop a Micro-plan for selected villages. The identified institutions shall also make judicious use of comprehensive statistics already available from Directorate of Economic and Statistics, Census Office functioning in each State/UT, credit plans of the Banks, studies conducted by NGOs etc.

    ii.   Based on the outcomes of these surveys, the identified polytechnics should prepare detailed time bound "Annual Operational Plan" indicating therein, objectives, targets to be accomplished in measurable terms, resource needs, implementation processes, complete time schedule for each activity to attain the set objectives and monitoring and evaluation mechanism. The detailed plan (Micro-Plan) should also identify clearly the responsibilities and functions of all such governmental, non-governmental agencies, and grassroot agencies like village cooperatives, SHGs, etc, whose involvement is considered necessary.

              A suggestive list of Need Assessment Surveys to be conducted is given in Annexure-A. However, each Polytechnic may carry out various surveys at their own level.

3.3 Skill Development Training Programmes:

In order that the human resource is developed for gainful employment/self-employment, the training must be need based, and should provide employable/ self-employable skills. The purpose of the skill development is to create skilled and knowledge based manpower by empowering them technically so that they can earn their sustainable livelihood. All training programs should be well-designed through graded exercises, keeping in view the market requirements for various trades. Short term non-formal, modular courses of 3-6 months duration, depending on the local needs and commensurate with the available local resources with proper structures, yet having the desired flexibility to pave the way for self-paced open learning mode (OLM), should be offered. Depending upon local circumstances in some cases Multi-skill training may be offered to make self-employment viable in the rural economy. In some of the trades, advance skilll course for 3 to 6 months duration may be designed and offered as per the interest of trainees or as per the demands of local companies/industries/market. Preferences may be given to the training courses with technical bias.

3.3.1 **The objectives of Skill Development Training Programmes are broadly as follows**:

    i.   Providing basic skills, knowledge and attitudes for self/wage employment to intended beneficiaries in their own villages/communities or nearby areas.

    ii.   Imparting entrepreneurial skills for initiating micro/tiny enterprises especially for the rural youth and community.

    iii.   Offering skill up-gradation programs in their own fields, or for adoption of appropriate technologies for enhancing their employment prospects e.g. masons may be trained for construction of bio-gas plants, low cost latrines, water storage tanks, ferro-cement articles; blacksmith may be trained in welding, fabrication, etc.

    iv.   Identifying and conducting special skill training programs for Women, SCs/STs, OBCs, minorities, school dropouts, street children, physically handicapped, economically weaker sections of the society and other under-privileged persons

    v.   Special training programs on health and hygiene, sanitation and mechanization of sanitary services and skill programs pertaining to liberation and rehabilitation of scavengers may be organized.

3.3.2 **Salient features desirable under Skill Development and Training to be achieved in future**:

i.   The skill development programmes chosen for training shall be based on need assessment survey and felt need of the locality. A lot more emphasis needs to be given to meet the growing demands of the service sector.

ii.   Each identified Polytechnic should conduct a survey for identification of priority needs for skill training programs of a cluster of 10 to 20 villages every year. DRDA, NGOs, Voluntary Agencies, Village Panchayats and retired teachers, engineers and other reputed persons should be involved in the process.

iii.   The skill programs offered should be flexible and non-formal with open access to all, without any precondition of age, sex and educational qualification.

iv.   The identified Polytechnics should target the poor and deprived sections of society in both urban and rural areas specifically Women, SCs/STs, OBCs, minorities, school dropouts, street children, physically handicapped, economically weaker sections of the society and other under-privileged persons.

v.   To facilitate self-employment in service sector, emphasis should be on multi- skill training, while for employment in production centres, training may be given either on specialized designated skills or multi-trade skills depending on needs and requirements.

vi.   Possibility of sharing of financial/infrastructural/skill resources available with different institutions/ organizations/agencies may be explored.

vii.   Infrastructure facilities available in the polytechnics should be utilized in conducting various training programmes.

viii. The infrastructure available in ITIs/Vocational Schools/Colleges/ Technical Institutions wherever available may be utilised for the skill development training programs.

ix.   Achievements of the trainees in terms of competencies developed may be done by way of issuing certificates, indicating the level of proficiency the beneficiary has attained through participation in the skill programs. Such certificate issued by the Polytechnics will help the employing agencies in making recruitment.

x.   The identified polytechnics may collaborate with potential employers in their vicinity to awarding certificates to the participants of skill programmes jointly.

xi.   The identified Polytechnics should develop a proper feedback mechanism to know the post-training status of the trainees specifically with regard to their getting self/wage employment.

xii.   The major criteria for judging the effectiveness of the training imparted are the rate of employability and the skills attained by the trainees. The polytechnics should start only the need-based skill training programs.

Suggestive list of skill programs is given in Annexure-B. However, each Polytechnic may identify at their own level the need-based skill training programs.

3.4 Dissemination and Application of Appropriate Technologies:

A large number of technologies have been developed by various research institutions and laboratories in the form of appropriate technologies. But, the benefits of these technologies have failed to reach the rural population. The villagers could not adopt these modern technologies and implements to improve productivity, and, in turn, their quality of life, since the process of transfer of technologies was not undertaken in a planned manner. It is in this context that the identified Polytechnics need to play a very significant role in this important task. This may be done systematically by:

i.   Collecting details of all available appropriate technologies from various agencies and organizations engaged in research and development of appropriate technologies through NITTTRs and by other means, adapting them to suit local conditions with regular and relevant feedback from Extension Centres and disseminating, through field demonstrations, these technologies in villages and thus helping villagers to appreciate and adopt technological innovations.

ii.   Creating awareness among the villagers about the advancements made in the field of Science and Technology and educating, training and motivating them in acquiring skills required to use these techniques and also technologies in the field of Rural Water Supply, Sanitation, Shelter, Habitat, Communication, Transportation, Agriculture, Agro-based food technology and Non-conventional Sources of Energy for the rural areas, Construction and Service Sector, etc.

iii.   Helping the villagers through the technical support services, to install, maintain and sustain appropriate technologies like agriculture implements, energy devices, rural water and sanitation based technologies, rainwater harvesting structures, rural housing, suitable local transportation and sustainable agriculture.

iv.   Developing innovative strategies for mass involvement of rural people for transfer and to sustain technologies.

v.   Assisting in establishment of display cum demonstration centres in the villages so that the awareness about the appropriate technologies in rural areas can be created.

vi.   Introducing modern gadgets and machinery for generating employment in rural areas.

To achieve the targets and to accelerate the activities in the field of Dissemination and Application of Technology, the following points are to be taken into consideration while implementing the Scheme of Community Development through Polytechnics:

i.   Identify location-specific proven technologies and this in turn should be transferred to the villages in a targeted manner. The basic deciding parameters for an appropriate technology or any rural development projects are: It should be (a) socially acceptable (b) economically feasible (c) technically practical and (d) environmental friendly.

ii.   Need-based and community friendly technologies are essential because traditional technologies are not always competitive and may not generate enough local employment for the livelihood. The vast informal sector needs introduction of new and improved technologies and upgradation of skills of its manpower and other inputs.

iii.   Transfer of appropriate and latest technologies to rural people to improve their productivity, efficiency and quality of life.

iv.   Offering upgradation of existing technologies used by artisans and villagers.

v.   The transfer of technology is not simply transfer of knowledge and skill for producing some products. It entails need analysis, technology identification, design, fabrication, development, testing, application, production, marketing and management and maintenance. This needs to have a proper delivery system and a strong component of demand and employment generation.

vi.   Providing backup technical support to the Panchayats, Zila Parishad, NGOs and grass-root community at large, is expected to bear fruits to a certain extent.

vii.   Marketing of rural produce and products: The exhibition, Gram Shree Mela, Kisan Mela can be organized to popularize the produce and products of farmers/rural artisans. Sale of handicrafts, organic food, herbal products/ medicines etc. has been increasing at a rapid rate in the world market. Therefore, Polytechnics can facilitate such retail marketing network to support the rural artisans and small farmers by evolving or organizing small cooperatives for them.

viii. The Polytechnics should intensify their interaction with NITTTRs, Research Institutions/Laboratories and Research and development organisations to accelerate the pace of the application of technology to villages.

ix. NITTTRs may make efforts to identify more technologies for application by identified Polytechnics to the community. To give boost to application of appropriate technology, a "Technology Demonstration and Dissemination Centre" may be set up at each NITTTR.

A suggestive list for Dissemination and Application of Appropriate Technologies in rural areas and community is given in Annexure-C. However, each identified Polytechnics may also identify the technologies suitable for the local community as per the need.

3.5 Technical and Support Services:

In rural areas, a large number of equipment are being used in farm and non-farm sector. For their sustained working, proper repair and maintenance services are to be provided. The identified Polytechnic should help the villagers and other agencies to take up this work by organizing:

i. Minor repairs of the equipment through Extension Centres and also at site.

ii. Service centres to serve a cluster of villages.

iii. Promotion of service centres and repair shops to be set up by villagers themselves

iv. Technical service camps in villages at regular intervals.

v. Extending consultancy services at village level through trained manpower.

A suggestive list of Technical and Support Services is given in Annexure-D. It can be changed according to the local needs. Participatory approach at the grassroot level should to be assured.

3.6 Creating awareness among the target groups about technological advancement and contemporary issues of importance:

Assimilation and dissemination of information on rural development is another important activity. The Information, Education and Communication (IEC) plays a vital role in changing the attitudes of villagers for adopting better life style and technologies. This can be done through publication and distribution of Technical Literatures containing information useful to the rural people. For this purpose, all communication media such as leaflets, brochures, filmstrips, video films and other audio visual aids are to be used. To promote these activities some of the approaches, which are to be adopted are as follows:-

i.   Dissemination of Information to end-users and others may be made through various media. The modern as well as folk media (like puppet show, nukkad-natak and nautanki etc.) should be effectively used for awareness among masses.

ii.   Providing information through exhibitions at village Extension Centres.

iii.   Organising Youth Clubs, Mahila Mandal, Farmers' Clubs etc.

iv.   Organising special exhibitions, community workshops, group discussions, seminars, etc. in villages.

v.   Using mass media like video films, films, radio and television networks etc.

vi.   Organising technical camps, demonstration camps, mobile exhibitions etc.

vii.   Putting up hoardings and display boards at appropriate public places.

viii.   Releasing advertisements on regular basis.

A suggestive list of Awareness Programmes is given in Annexure-E. However, each Polytechnic may identify at their own level the various awareness programmes. It can be changed according to the local needs. Participatory approach at the grassroot level should to be assured.

Chapter IV

EXTENSION CENTRES

4.1 In order to impart skill training and accomplish ground level physical delivery of new technologies at the doorsteps of the rural people, each identified Polytechnic shall establish 05 to 10 Extension Centres in the nodal villages so that each centre covers at least a cluster of 10-20 villages in its vicinity. Extension Centres shall be set up after obtaining approval from concerned NITTTR. These centres will act as an extension arm of the polytechnic and will provide skill training, repair and maintenance services and common facility for group enterprises, information sharing and hiring technical facilities of the Polytechnics under the scheme. NGOs, voluntary organisations, professional experts, village agencies, village panchayats/panchayat samitis, ITI's and Senior Secondary School, Vocational Schools etc. should be involved in the establishment of Extension Centres.

4.2 The State Government, District Rural Development Agency, Village Panchayat or Philanthropists, Voluntary agencies may provide land/building for these centres. State Governments may extend facilities for strengthening extension activities. If required, low cost training sheds may be constructed for Extension Centres.

4.3 Each identified Polytechnic shall also set up a Main Centre in the premises of the Polytechnic to undertake various activities of Scheme of Community Development through Polytechnics. All activities such as, Skill Development Training Programs, dissemination of Appropriate Technologies, Technical and Support Services, and Creation of Awareness about technological advancement and contemporary issues of importance are to be done through Extension Centres and Main Centre.

4.4 Community Development Extension Centres should be utilised for training, service and production works to serve the community at large with cluster approach.

4.5 Service centres and repair shops, establishment of repair units for repair of rural machinery/equipment etc. at site shall be promoted through Community Development Extension Centres.

4.6 In order to cater to larger areas and achieve the targets given to each Polytechnic, Community Development Extension Centres shall be shifted from time to time from one area to another depending on the needs and priorities of the villages within the vicinity of the Polytechnic.

4.7 Trainers may be identified from amongst the village youth (including teachers from the local schools, ITIs, vocational schools and industries). Their training should be conducted through centres in village so that they could teach in the same environment where they learn.

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4.8 Skill development training programs relevant to community needs shall be imparted through Community Development Extension Centres.

4.9 All facilities existing in the institutions available in the rural areas such as ITIs, Vocational Schools, Industries, etc. shall be used to the maximum possible extent.

4.10 NGOs, Voluntary Agencies, Panchayats, professionals and experts etc. are to be involved in the establishing of Extension Centres and their full cooperation is to be ensured in running the Extension Centres through community participation.

Chapter V

IMPLEMENTATION MECHANISM

5.1 **Identification of Polytechnics and Commitment from the State Governments**:

Following process should be followed while inviting proposals for participating in the Scheme and selecting the institutions:

5.1.1 Eligibility for participating in the Scheme:

Only AICTE approved Polytechnics can participate in this scheme. Whenever it is decided to extend this scheme to more polytechnics, proposals from the interested polytechnics are to be invited through State Directorates of Technical Education. Before a Polytechnic decides to participate in the scheme, the matter needs to be thoroughly discussed within the polytechnic, considering various aspects including the capacity and capability of the Polytechnic, usefulness of the scheme to the polytechnics and the community and also the willingness of the management, faculty, staff and students to implement the scheme in its true spirit. While selecting polytechnics under the scheme, priority should be given to the polytechnics in North Eastern States, border and hilly areas and districts with SCs/STs and minority concentration.

5.1.2 Inviting Proposals for the Scheme:

Polytechnics willing and capable to implement the scheme shall prepare two sets of the proposal. The Polytechnic shall submit one set of the proposal to the Directorate of Technical Education of the concerned State/UT and another set to the concerned NITTTR. Directorate of Technical Education shall forward the proposal to the concerned NITTTR with its comments within 15 days from the date of submitting the proposal.

5.1.3 Committee for Identification of Polytechnics:

The scheme is expected to be operational in approximately 1000 polytechnics by the end of 11th Plan period. A Committee comprising of the following shall be constituted to scrutinize the requests from different states/UTs and identify suitable polytechnics for implementing the scheme:

1.	Joint Secretary (T), MHRD, GOI	:	Chairman
2.	Divisional Head, MHRD, GOI, dealing with the Scheme	:	Member-Secretary
3.	Director, Technical Education of the concerned State/UT	:	Member
4.	Professor Rural Development of concerned NITTTR	:	Member
5.	A Person of Repute (Academician/industrialist/ social activist/ person well-versed with the Community Development Scheme)	:	Member

The above Committee shall meet and identify polytechnics for implementing the Scheme of Community Development through Polytechnics. This Committee may consider performance of polytechnics in implementing other centrally sponsored scheme(s) while taking final decision regarding identification of suitable polytechnics under the scheme.

5.1.4 Commitment from the State Government/UT Administration:

This centrally sponsored scheme can not be implemented successfully without the support, cooperation and commitment of State Govts/UTs administration. Each State/UT shall be required to be associated with the implementation and monitoring the scheme. The State Govt/UT administration shall make commitment with regard to the following:

i.   Each State/UT shall help in identification of suitable polytechnics for implementing the scheme.

ii. Each State/UT shall cooperate in expeditious disposal of files pertaining to purchases.

iii. Each State/UT shall identify a suitable Officer for monitoring the scheme on six monthly basis.

iv.   Each State/UT shall be responsible for getting the physical and financial reports sent to NITTTR/MHRD from time to time.

v.   Each State/UT shall instruct the identified polytechnics to spare manpower from the identified polytechnic for discharging scheme related responsibilities.

vi.   Each State/UT shall facilitate engagement of contractual staff as per provisions of the scheme.

5.2 **Initiation**:

The polytechnic selected for implementing the scheme shall identify a team of 4-6 faculty members to form the core group. Polytechnics should make concerted efforts to involve all HODs in implementation of the scheme. These faculty members shall be trained through short courses on aspects of (i) Micro Planning (ii) Rapport building (iii) Selection of rural projects (iv) Technology dissemination and application, and (v) Organisation of non-formal skill training programmes, (vi) Promotion of self-employment, etc.

5.3 **Planning**:

In the planning phase, the polytechnics should identify villages to be served and develop rapport to elicit people's participation.

i.   Conduct need assessment surveys and PRA (Participatory Rural Appraisal) exercises like Social Mapping, Resource Mapping to identify target groups, resource base, job potential, potential for Science and Technology applications, skill training needs etc., to develop a Micro-Plan of the area.

ii.   Prepare an Annual Operational Plan spelling out quarterly targets (identify training programmes and Extension Centres, identify technologies and their adoption mechanism, identify need for organizing service camps), strategies for implementation, resources and budget requirements and collaborative agencies.

5.4 **Implementation**:

i.   Popularize the scheme through print and non-print media.
ii.   Organise the resources like human, physical and financial resources for carrying out the identified activities.

iii.   Establish village level Skill Training Centres named as Extension Centres which should be opened to serve a cluster of 10 to 15 villages nearby and can act as extension arms of the identified Polytechnics.

iv.   Implement the identified activities, using available resources.

v.   Forge linkages with Village Panchayats, DRDA, KVKs, KVIC, NGOs, voluntary organisations and other developmental agencies working at the local level.

vi.   Identify problems, which need intervention of other outside agencies and NGOs. Such problems should be tackled in collaboration with other agencies. e.g. organising a health camp for women, children etc. in collaboration with Health Department.

5.5 **Annual Operational Plan**:

Polytechnics will implement the Scheme only on the basis of approved Annual Operational Plan. Annual Operational Plan in respect of each identified Polytechnics may be prepared in consultation with concerned NITTTR and shall be completed by the 1st week of April every year. The scheme may be implemented in accordance with the Annual Operational Plan approved by the concerned NITTTR/Ministry. All NITTTRs must initiate the preparation of the AOPs, sufficiently in advance to ensure that these are finalized in time. Once the Annual Operational Plan is finalized, the identified Polytechnics should immediately start activities through its Main as well as Extension Centres. Before starting skill training programmes, the identified Polytechnics should give wide publicity to the activities being started under the scheme at Main and Extension Centres through displaying banners, distributing pamphlets and also advertisements in the local news papers etc. The pamphlets and printed matter may be widely circulated through District Information Officer, Block Development Officer, Village Panchayat, Post Offices, Banks, ITIs, local schools, etc.

5.6 **Organising Annual Community Mela**:

Every identified Polytechnic   should hold a yearly "Community Mela" at the Main Centre or one of the Extension Centres inviting trainees, beneficiaries, stakeholders, officials of Village Panchayats and Zila Parishad, DRDA, KVIC, KVK, NGOs, ITIs, nearby Schools and eminent personalities of the locality and local people. The identified Polytechnics through this Community Mela, will reflect their activities, programmes and achievements made during the year under the scheme and in turn create awareness among the community about the benefits of the scheme. This yearly Mela should be considered as one of the important activities of the scheme.

5.7 **Targets**:

The identified Polytechnics shall undertake all the activities envisaged under the scheme. The annual physical targets to be achieved under various activities of the scheme are given below:

Sr. No.	Activities	Target
1.	Need Assessment Survey	Conduct need assessment surveys of 10-20 villages every year and make use of data available from Banks, Credit Plan Proposals, Surveys of Department of Statistics and Surveys of NGOs.
2.	Skill Development Training Programs	Conduct need based skill development training programmes for an average of 600 persons per annum.
3.	Application of Appropriate Technologies	5 Nos. (with minimum 50 beneficiaries each). All Technologies must be disseminated and transferred through Main/Extension Centres with cluster approach.
4.	Technical and Support Services	Minimum 5 Technical and Support Services Camps per annum per polytechnic.
5.	Awareness Generation	i. Annual Community Mela - atleast one ii. Awareness through Mass Media iii. Radio/TV/FM Channel Talks iv. Exhibition sponsored by DST/Govt/NGOs v. Advertisement in local newspapers – minimum twice a year.

The specific targets for each Polytechnic will be laid out in Annual Operational Plans in consultation with concerned NITTTRs, keeping in mind the local needs of the surrounding community and other relevant factors. While submitting progress reports and utilization Certificates, the Polytechnic will mention the progress with reference to the target laid down as well as give cogent reasons for shortfalls, if any and remedial action proposed.

5.8 **Involvement of Whole Polytechnic in the Scheme**:

The polytechnic with a team of teachers and students should join together to solve practical problems of the rural people. By involving the Polytechnics as a whole for the development of the rural areas on scientific lines can help in raising the technical skills and capabilities of the rural people to earn their sustainable livelihood. The polytechnics should try to involve all HODs and the workshop superintendents in implementation of the scheme. This will help in bringing the

polytechnics closer to society and consequently raising their social image and utility. Involvement of the entire polytechnic as an institution into this activity can bring some visible impact in solving socio-economic problems of the people through technical interventions. Students of the polytechnic may also be encouraged to get involved in solving the live problems of the rural community wherein technical intervention is needed. For this purpose small groups of final year students of the polytechnics may be taken on the field visit once in a month to the Extension Centres so that they may participate, closely interact and understand the problems of the rural community. The suggestions to improve the training programs may also be invited from these groups of students. The group of students can also be given to develop some device or project for the benefit of rural masses, slums.

Chapter VI
FINANCIAL NORMS & GUIDELINES

6.1 This is a Direct Central Assistance Scheme under which, a one time Non-recurring grant of Rs. 20.00 lacs for one five year plan and Recurring grant to the maximum of Rs. 17.00 lacs per annum is provided by the Ministry of Human Resource Development (Dept. of Higher Education) directly to the Principals/Directors of the Polytechnics selected for implementation of the Scheme of Community Development through Polytechnics.

6.2 The number of polytechnics implementing the scheme shall reach 1000 in a phased manner. 1000 polytechnics shall also include a large number of those polytechnics which were implementing the erstwhile Scheme of Community Polytechnics and were provided non-recurring grant @ Rs. 7.00 lacs per polytechnic. Those polytechnics which were implementing the erstwhile scheme of Community Polytechnics shall receive non-recurring grant @ Rs. 13.00 lacs per polytechnic and other polytechnics shall be eligible to receive non-recurring grant @ Rs. 20.00 lacs per polytechnic.

6.3 **The heads under which Non-recurring grant is to be utilised are as under**:

Sr. No.	Items	Amount (Rs. in lacs)	
		Polys. which did not receive NR grant under erstwhile CP Scheme	Polys. which received NR grant under erstwhile CP Scheme
1.	Tools and equipments, for five to ten Extension Centres @ Rs. 70,000/- per Extension Centre for those Polys. which did not receive NR grant under CP Scheme and @ Rs. 45,000/- per Extension Centre for those Polys. which received NR grant under the erstwhile CP Scheme (Rs. 70000 for five new ext. Centre + Rs. 20000 for five old ext. Centre)	7.00	4.50
2.	Tools and equipments at main centre	3.00	2.00
3.	Technology items required for demonstration and fabrication	2.00	1.30
4.	Creation of infrastructure, Furniture and other physical facilities for five to ten Extension Centres	6.00	3.90

5.	Instructional resources, projection system and softwares etc.		2.00	1.30
	(a)	Print (Books, journal, magazines, posters etc) and non-print (video films, clippings etc) resources		
	(b)	Software for MIS/ GIS/ database management		
		Total	**20.00**	**13.00**

6.4 The heads under which Recurring grant is to be utilised are as under:

Sr. No.	Items	Amount (Rs. in lakh)
1.	Total Honorarium Bill including functionaries engaged at the Extension Centres (All staff will be purely on contractual basis under the project)	11.68
2.	Training Contingency (including raw materials, consumables, rent of extension centre(s) premises, if required; water and electricity charges; etc)	2.00
3.	Technology Demonstration (Transfer of Technology, Technical Services Camps; Exhibitions; Extension Lectures by Experts -Reputed Scientists, Environmentalists, Social Activists; Health Experts (Honorarium may be paid as per State Govt rules), Scheme related Final Year Diploma Students' Project Work; Fabrication of Rural Technology Items etc.	1.00
4.	Hiring of Vehicle from outside agencies/Fuel and maintenance charges of vehicle	0.72
5.	Maintenance of equipment and infrastructure at Extension Centres @ Rs. 6,000/- per extension centres	0.60
6.	Travel Charges (TA and field expenditure)	0.50
7.	Other Project Expenditure and office contingencies (Socio-economic survey, review and case studies, photocopying, photography, stationery, postage, advertisement in local newspaper, insurance charges for tools, equipment and vehicle etc).	0.50
	Total	**17.00**

6.5 Persons required to be engaged and their honorarium under the scheme:

S. No.	Post	No.	Amount (Rs.) per month
From Polytechnics			
1.	Principal (Chief-Coordinator)	01	3,000/-
2.	Internal Coordinator	01	2,000/-
3.	Head of Department	Max. upto 05	1,000/- per programme
4.	Administrative Officer/Superintendent/ Deputy Superintendent	01	600/-
5.	Accountant	01	500/-
6.	Cashier	01	400/-
7.	Storekeeper	01	400/-
8.	Trainers	As per the need and available expertise	Rs. 30/- per hour (subject to maximum 2,500/-)
9.	Helper (as per need by hiring the services of category D staff)	@ Rs. 400 per hour (for a month) for one or two hours daily	800/-
On Contract Basis			**Cost to Govt. including activity fees & benefits ***
1.	Community Development Consultant	01	10,000/-
2.	Junior Consultant for Extension Centres	01	6,000/-
3.	Guest Trainers (As per actual requirement, 10-20 as per Approved Plan). Each extension centre to offer minimum two trades and engage two trainers.	10-20	6,000/-
4.	Junior Statistical Consultant	01	6,000/-
5.	Driver (only for old institutions provided with vehicle. All vehicles to be phased out and post of the driver to be abolished on condemnation of the vehicle)	01	6,000/-

* The above cost to Govt. is inclusive of employees & employer's share of Provident Fund as applicable, which may be deducted before making payment

6.6 While part-time staff should be drawn from the institutions implementing the Scheme of Community Development through Polytechnics, the contract staff should be engaged from the open market. With a view to ensuring the involvement of maximum number of polytechnic faculty and staff, it is recommended that maximum 5 No. of HODs be involved in Community Development work.

6.7 Purchase of any vehicle under the scheme has been discontinued. However, for the smooth running of the scheme, provision of hiring of vehicle has been recommended. In case of those project implementing institutions, which had purchased vehicles earlier under the Scheme of Community Polytechnics, may retain the post of driver as long as the vehicle is in running conditions and vehicle's use is considered economical. In such Polytechnics the driver kept on contract basis may be paid consolidated salary of Rs. 6000/- per month out of the funds available under the recurring head. Once the vehicle is declared "condemned" or "uneconomical" for further use by the local State Transport Authority/ appropriate authority, the post of driver may be discontinued with immediate effect.

6.8 Every Staff inducted under the scheme should be taken purely on contract basis for a limited period for which a proper contract agreement should be executed between the project implementing institutions and the persons employed. A standardized contract format is given in Annexure-F. Each institution must sign a contract document for engaging the project staff purely on contract basis. Since the Scheme of Community Development through Polytechnics is purely a plan scheme of the Ministry of Human Resource Development (Govt. of India), the question of any stake by any person for his/her regularization does not arise, at all. While executing an agreement with any contractual staff this whole para should be made essential content of the agreement. Getting contract documents executed in connection with engagement of contractual staff under the Scheme of Community Development through Polytechnics shall be the sole responsibility of the Principal/Director of the Polytechnic/Institute and the Director of Technical Education of the concerned State/UT.

6.9 The expenditure shown above in para 6.3 and 6.4 is at the maximum limit and the actual expenditure on each item should be limited to the bare minimum.

6.10 The honorarium paid to different categories of staff engaged on contract basis under the scheme shall not be lower than the minimum wages notified, if any, for the similar category of workers, in the order of State Governments/UT administration prevailing in the district concerned. To this extent, the amounts indicated above can be adjusted at the institute level without seeking any prior approval from this Ministry. However, the adjustment shall be within the overall financial ceiling for total Honorarium bill indicated above. In case the remuneration of a particular category of project staff is enhanced as per the 'minimum wages' there would be a commensurate reduction in the number of personnel.

6.11 Rates of honorarium and consolidated remuneration payable to the functionaries involved in implementing this scheme shall be revised by a committee appointed by MHRD, GOI at the beginning of the fresh Five Year Plan.

6.12   The above norms are applicable only to those project implementing institutions which are involved in all the activities identified under the scheme such as skill development training programs, application of technology transfer, technical and support services and creation of awareness among the masses.

6.13   Release of grants shall be based on the physical and financial performance of the project implementing institutions and also on the number of activities undertaken through Main and other Extension centres/Training Centres set up.

6.14   Principals/Directors of project implementing institutions should have financial autonomy and State Governments should permit utilization of grants under the scheme through Personal Ledger Account/Current Account/Saving Bank Account in nationalised banks. To this effect a separate communication would be issued to Directorates of Technical Education of respective state.

6.15   The implementation of the Scheme of Community Development through Polytechnics at the institution level shall be the sole responsibility of the Principal/Director of the polytechnic concerned. Principal of the Polytechnics/ DTE shall ensure rotation of the programmes in such a manner that contract staff is employed for conducting only one programme of six months duration. Depending upon local needs, the same programme may be repeated after six months or longer reasonable gap of time.

6.16   Facility of hiring of vehicles provided to the project implementing institutions should be used only for activities defined under the Scheme of Community Development through Polytechnics for its effective implementation.

6.17   Each of the identified polytechnics shall submit authorization certificate in prescribed format for receiving E-Payments directly in their bank account. Each polytechnic shall furnish Utilisation Certificate (UC) duly audited by AG Office/ Chartered Accountants in the proforma given at Annexure-G and signed by the Principal/Director of the concerned institution and also affixing therewith his/her Rubber Stamp.

6.18   Each project implementing institution should furnish Utilisation Certificates (UCs) and Statement of Accounts (SOAs) in respect of grants-in-aid released under the scheme duly prepared in the proforma given at Annexure-G by the Authorized Auditor and countersigned by the Principal/Director of the project implementing institution. The UCs and SOAs for previous financial year shall be furnished to the concerned NITTTR by 15th April every year, and NITTTRs after thorough scrutiny, should furnish the same to this Ministry well within the prescribed time limit of submission of UCs & SOAs.

6.19   The UCs / SOAs must be accompanied by the Physical Achievement Report (PAR) for the preceding year in the prescribed format given at Annexure-J, giving the annual targets set for the Polytechnic, for each activity, as well as achievements with relation to the target. Cogent reasons for shortfalls, if any, in Physical achievements vis-a-vis targets must be given alongwith proposed remedial action for the ensuing

year. The PAR must be signed by the Principal of the concerned Polytechnic and countersigned by the leading official dealing with the Scheme at concerned NITTTRs, certifying that targets mentioned in PAR are as per approved operational Plan.

6.20   Any receipts under the scheme, such as Bank Interests, sale Receipts etc., shall be taken into account under the Recurring Head of the grants-in-aid and shall be reflected in the UCs & SOAs. Such receipts, if any, and the unspent balance of previous year shall be adjusted while releasing further grants-in-aid to the project implementing institutions.

6.21   There is no provision of any kind of stipend for the trainees/beneficiaries under this scheme.

6.22   No Course Fee/Caution Money/Securities shall be charged from the trainees/ beneficiaries under any circumstances. The services under the scheme shall be provided to the needy people, free of cost.

6.23   NITTTRs shall collect data of Physical and Financial Performance from the identified Polytechnics of their respective regions and furnish the consolidated Half Yearly Report of Physical and Financial Performance to this Ministry (Dept. of Higher Education). First Report shall be furnished in the month of April/May and Second one in September/October every year. The project implementing institutions need not send any Progress Report to this Ministry unless the same is asked for from them. These Half-Yearly Reports shall be considered for further release of Grants-in-aid to the project implementing institutions.

6.24   An Institute/Polytechnic level Coordination Committee may be constituted for disposing off obsolete machines/unserviceable tools and equipment/furniture/ wastes etc. Unsalable products produced by the students during practice sessions may also be referred to the above Committee for their disposal. Funds realized by auctioning above mentioned goods shall be credited to the scheme's account.

6.25   Ministry shall evolve a suitable mechanism in consultation with the NITTTRs and State Directorates of Technical Education for close interaction and monitoring of the scheme for achieving the desired results. In case of project implementing institutions, which do not perform according to norms set under Guidelines, may be weeded out of the scheme. The NITTTR and the DTE representatives shall investigate the matter related to any kind of financial irregularities or misutilisation of government power and money by any staff of the project implementing institution, in consultation wiyth MHRD and shall further recommend suspension/ weeding out the institutes from the scheme.

Chapter VII

MONITORING & EVALUATION

7.1 The need for systematic evaluation of any scheme needs no emphasis. Control and monitoring of progress will ensure that the objectives are being realized constantly and no deviation is taking place. Timely monitoring and evaluation will give an opportunity to set right the deviation without any loss of time. There are several techniques developed for evaluating the progress and impact of the project. To ensure its proper implementation of the Scheme of Community Development through Polytechnics, it shall be monitored at four different levels i.e. (i) Polytechnic (Institute) Level (ii) State Level (iii) Regional Level and (iv) Central Government Level (Ministry of Human Resource Development, Govt. of India).

7.2 **Polytechnic Level**:

It shall be the duty of the Executive Committee of the project implementing institutions to ensure that the work is progressing as per the approved annual operational plan. They shall analyze any deviation and take corrective action. The monitoring function of the committee would broadly be as under:

i.   Assess periodically the progress of the project for mid-course corrections, if needed.

ii. Identify areas where the progress is below the target set, and take suitable corrective action to speed up by controlling inputs or removing barriers.

iii. Discuss problems in implementing and find appropriate solutions to overcome them.

iv. Refer to the Advisory Committee, NITTTRs or the Ministry, the problems which are not within their purview or capacity to solve.

v.   Prepare periodical progress reports for submission to NITTTRs.

vi. At least two meetings of Executive Committees shall be held every year.

7.3 The composition of Executive Committee shall be as given below:
    Executive Committee

1.	Principal/Director of the project implementing institution	Chairman
2.	Two Representatives of the Faculty (Head of Departments)	Member
3.	Two Representatives of the Village Panchayat/Panchayat Samiti/Zila Parishad for the Extension Centres	Member
4.	One Representative of NGOs/Retired Professional	Member
5.	One Principal/Director/Internal Coordinator from nearby project implementing institution	Member
6.	Community Development Consultant	Member
7.	Internal Coordinator of the project implementing institution	Member secretary

Note: *Minutes of the Executive Committee should be recorded, maintained and sent to concerned NITTTR.*

7.4 District Level

Project implementing institutions constitute the focal points of implementation whereas their Extension Centres become the delivery points for skill training and to adoption of appropriate technologies to rural masses. It is envisaged that project implementing institution will act as resource centres. Monitoring of task at the operational level shall be carried out by the Advisory Committee set up at the project implementing institution which receives the necessary feedback from village Panchayats, NGOs, retired professionals and, other participating agencies.

7.5 Advisory Committee

The Advisory Committee will be the main policy making Committee which will appraise new projects/programs to be taken up by the project implementing institution. The Committee must meet at least once in six months. The operationalisation of activities to be carried out at project implementing institution level and Training Centres shall be under the overall guidance of Advisory Committee entrusted with the following objectives:

i. To function as need identifier which shall include both technological and training needs, required at the operational level.

ii. To fix targets in respect of transferable and affordable technologies, training imparted including training of trainers and technology awareness.

iii. The targets mentioned above shall be put in quantifiable terms and action plan drawn to achieve these during the year.

iv. To assess periodically the progress of activities/targets identified and suggest re-orientation or mid-course corrections wherever needed.

v. To involve village Panchayats, NGOs, retired professionals, social workers as well as other users and participating agencies at operational levels.

vi. To bring to the notice of higher authorities, the problems which are not being solved and seek remedial measures.

vii.   To analyse and identify areas requiring State/Regional/Central level intervention and support in ensuring satisfactory progress under the scheme.

7.6   Composition of the Advisory Committee shall be as given below:

Advisory Committee

1.	District Collector/Deputy Commissioner/ Chief Executive Officer, DRDA or Prominent Educationist from University/ College, Industrialist, Chairman, Zila Parishad of the District	Chairman
2.	Professor of Rural Development at NITTTR or a Professor well conversant with Community Development as his/her representative	Member
3.	A representative of State DTE	Member
4.	A representative of NGOs/Voluntary Organisation	Member
5.	Two professionals/reputed persons actively involved in Community Development work	Member
6.	A representative of Social Organisations of Women	Member
7.	One Principal of ITI/Vocational Schools	Member
8.	Representatives from Panchayats/Sarpanches from Training Centres (2 Nos.)	Member
9.	One Principal/Internal Coordinator of nearby project implementing institution	Member
10.	A representative of KVIC/KVK	Member
11.	A representative of Local Industries	Member
12.	A representative from village Panchayat	Member
13.	A representative of NABARD/Lead Bank	Member
14.	Principal/Director of project implementing institution	Member Secretary

Note (1):   *With a view to popularizing the best practices in he field of community development followed in different regions of the country, it is suggested that 10% of the polytechnics in each region should have Professor of Rural Development from the other three NITTTRs on their Advisory Committee. This arrangement shall facilitate exchange of ideas and best practices in the field of community development.*

Note (2):   *At least two meetings of the Advisory Committee should be held every year and minutes of the meetings should be sent to concerned NITTTR.*

7.7   State Government Level:

The objectives of monitoring at the State Government level are:

i.   To review the Physical and Financial Progress of the project implementing institutions of the State concerned vis-a-vis their

Operational Plan.

    ii.   Analyze strengths and weaknesses of the systems as a whole particularly in areas where the intervention and the support of the Government is necessary.

    iii.   Provide need based administrative support for overcoming deficiencies with regard to implementation of the scheme.

7.8   Composition of the State Level Review Committee shall be as given below:

State Level Review Committee

1.	State Director of Technical Education or his/her nominee	Chairman
2.	A representative of Ministry of HRD, GOI	Member
3.	Director, NITTTR or Professor Rural Development, NITTTR as his nominee	Member
4.	Director Rural Development/Panchayati Raj or his/her nominee	Member
5.	A representative of NGOs/Voluntary Organisation engaged in rural development	Member
6.	A representative of KVIC/KVKs/Lead Banks	Member
7.	All Principals/Directors of institutions implementing the Scheme of Community Development through Polytechnics	Member
8.	A representative of Engineering Colleges	Member
9.	A representative from State Administration/Technical University	Member
10.	Senior Officer in Directorate of Technical Education Coordinating the Scheme	Member Secretary

Note: *The above composition of the State Level Review Committee is only illustrative in nature and each State will have the flexibility to alter the constitution according to its state needs. Each DTE should conduct atleast two meetings of the above Committee in a year.*

7.9   Regional Level:

NITTTRs shall monitor the implementation of the Scheme of Community Development through Polytechnics from time to time at the Regional Level and apprise the Ministry of HRD about the Physical and Financial Progress made by the project implementing institutions located in their respective regions.

7.10   National Level:

The overall successful implementation of the Scheme of Community Development through Polytechnics shall be the responsibility of Ministry of HRD, Department of Higher Education. For this purpose Ministry shall take every possible step to achieve the desired goals. So far as the policy matter and strategic planning in respect of implementation of the Scheme is concerned, the Ministry's view in the matter shall be considered as final. Institutes are further advised that they should not deviate from the norms and guidelines (physical and financial) of the scheme, on their own, under any circumstances. If need be, such proposals may be referred to this Ministry for taking necessary action in the matter.

MHRD shall constitute a National Level Apex Committee for monitoring and review of the scheme at the National level. This Apex Committee shall meet once a year and submit its report to MHRD, GOI.

Chapter VIII

ROLES AND RESPONSIBILITIES OF VARIOUS PROJECT STAFF UNDER THE SCHEME OF COMMUNITY DEVELOPMENT THROUGH POLYTECHNICS

8.1 **Principal/Director of the project implementing institutions**:

Principal/Director shall be the Chief Coordinator of the project implementing institutions implementing the Scheme of Community Development through Polytechnics and shall provide leadership to the core team. He/She shall be personally involved in overseeing the implementation, liaison, rapport building and monitoring of the scheme. His/Her responsibilities include:

i.   Effective implementation of the scheme by conceptualizing the framework and objectives of the scheme.

ii.   Facilitation of various activities under the scheme.

iii. Ensure rotation of training programmes so that a gap of minimum six months is maintained between two programmes of the same trade at a particular training center.

iv.   Conduct of Executive and Advisory Committee meetings.

v.   To review from time to time the activities of the scheme and to take appropriate measures to ensure effective implementation.

vi.   Timely submission of reports to the concerned officials.

vii. Management of funds and timely submission of Utilisation Certificates and Statement of Accounts to the Ministry.

viii. Facilitating project work by staff/students.

ix.   Performance appraisal of the project staff involved in the scheme.

x.   State Govt. shall ensure that Principal gets due weightage in his annual confidential report for the work done under the scheme.

8.2 **Heads of the Departments**:

i.   Facilitate utilization of spare capacity for effective implementation of the scheme.

ii. Facilitate assigning project work to students pertaining to rural development.

iii. Motivate his/her faculty and staff to contribute towards community development initiatives.

8.3   Internal Coordinator:

The Internal Coordinator shall act as an important link between the Principal (Chief Coordinator) and the Community Development Consultant. His specific role and responsibilities are:

i.   To provide effective leadership to the project team.

ii. To plan activities under the scheme.

iii. To keep the Principal informed about the progress of various activities.

iv. To get physical and financial progress reports prepared from time to time.

v.   To organize Advisory Committee and Executive Committee meetings from time to time.

vi. To liaison with MHRD, NITTTR, DTE and NGOs in connection with the scheme.

vii. To take strategic decisions regarding identification and relocation of extension centres from time to time.

viii. To identify suitable skill development programmes for the main centre and extension centres.

ix. To take precautionary measures so as to avoid any possible litigation.

8.4   Community Development Consultant:

The Community Development Consultant is the key person in the scheme and is responsible for the followings:

i.   Planning, organising and supervising the activities of the scheme.

ii. Coordination with various departments in the institution.

iii. Identifying live projects to be taken by students/staff.

iv. Review the work done by the different centres.

v. Provide academic inputs, necessary support and guidance for different activities.

vi. Implement the total annual operational plan.

vii. Supervising fabrication and testing work.

viii. Liaison with Rural Development and Extension Departments.

ix. Preparation of Periodic reports for concerned authorities.

x. Maintain data of pass out students.

Following are the Minimum Educational Qualifications prescribed for the post of Community Development Consultant:

Second class Master's degree in Social Work/Rural Development/ Agriculture/ Agriculture Extension or any other branch of Social Sciences

Or

Second class diploma in any branch of Engineering/Technology with 2 years experience in Community Development/Rural Development related work.

8.5 **Junior Consultant**:

The Junior Consultant shall be responsible for –

i. Conducting survey regarding requirements of skill development programs and dissemination and transfer of affordable technologies.

ii. Acquainting the villagers with affordable technologies to be used by them.

iii. Conducting awareness, orientation and demonstration camps in different areas for the villagers and slum dwellers.

iv. Supervising the work of Trainers at the Training Centres/Extension Centres.

The minimum educational qualifications for the post of Junior Consultant are as follows:

Minimum Second class Diploma in any branch of Engineering or Technology,

Or

Second class Bachelor's degree in any discipline with one year experience in Industry/Rural Development/Community Development work.

8.6 **Trainers**:

Person should possesses the competency/skill required for imparting training programs in the concerned field and should be ITI pass or undergone training

programme from some recognized institution under State/Central Government or under the Scheme of Community Development through Polytechnics or other equivalent training programme in related area of imparting training.

8.7   The Junior Statistical Consultant appointed on contractual basis under the Scheme of Community Development through Polytechnics would also attend to the work pertaining to the Scheme for Integrating Persons With Disabilities in the Mainstream of Technical and Vocational Education and any other centrally sponsored scheme(s) operational in the polytechnic/institute. No additional remuneration is payable to the Junior Statistical Consultant for discharging the duties pertaining to the above scheme(s).

8.8   **Selection of Project Staff**:

Selection of the project staff shall be the sole responsibility of the Polytechnic and the State Directorate of Technical Education of the concerned State/UT. Respective States/UTs shall evolve their own criteria for selection of project staff.

8.9   **Selection of Internal Part-time Staff**:

Staff required at various levels shall be taken from the teaching and supporting staff of the Polytechnic, from amongst the willing members. However, while selecting the staff it should be ensured that they possess the competency required for instructional and extension activities. In order that adequate numbers of people are available for this work they shall be trained through planned staff development programs. The selection of internal part-time staff shall be made by the Principal/Director of the Polytechnic. The principal may form a dynamic team of faculty members to run the activity without any partiality based on caste, gender, creed or religion.

Chapter IX

ROLES OF VARIOUS AGENCIES

9.1   **State Governments**:

i.   To provide administrative support by appropriate orders wherever necessary to the Scheme of Community Development through Polytechnics, so as to ensure that the scheme is implemented effectively.

ii.   To facilitate engagement of contractual staff purely on temporary basis and to ensure that skill training programmes are rotated in such a manner that there is a clear time gap of at least six months between the two programmes of the same trade.

iii.   To facilitate quick disposal of all the purchase files pertaining to the scheme of community development.

iv.   To review the scheme at the State level and take remedial measures wherever necessary, through the mechanism of State level review Committee.

v.   To help establish and maintain liaison with other departments dealing with rural development and to assist the project implementing institutions for taking up projects in collaboration with them and help generate internal resources.

vi.   To allow the project implementing institutions reasonable functional and financial autonomy and to operate the central funds through Personal Ledger Accounts (PLA) or through a current account in a Nationalised Bank.

vii.   To ensure that all the vacant posts in the Polytechnics are filled, and the staff engaged in the Scheme of Community Development through Polytechnics activities are not transferred frequently and outside the realm of the scheme.

viii.   To extend various facilities required for implementing the Scheme of Community Development through Polytechnics at the polytechnics and Extension Centres which will include:

(a)   Physical Resources i.e. building, space, equipment lab workshops and library etc.

(b)   Human Resources: Suitable faculty and other staff required for conducting various activities continuously.

ix. In order to have total involvement of staff and faculty, the rural development activities may be made mandatory for all the staff members in the polytechnics where the scheme is implemented.

x. In order to ensure intensive involvement of the final year students of the polytechnics, the projects/practicals may be devised in such a way that these students are able to take live projects in rural areas during their course of study.

xi. To institute Awards and Prizes for the best project work in rural development to encourage and motivate students to take up more innovative projects.

9.2   National Institutes of Technical Teacher's Training & Research (NITTTRs):

The NITTTRs will have the following roles in the effective implementation of the Scheme of Community Polytechnics.

i. The four NITTTRs located at Bhopal, Chandigarh, Chennai, and Kolkata are the Resource Institutions for Scheme of Community Development through Polytechnics in their respective regions. They shall help project implementation institutions in their regions for proper planning and implementation of the scheme.

ii. The four NITTTRs shall conduct and provide assistance in the organisation of training programs, conferences, seminars and workshops for staff engaged under the Scheme of Community Development through Polytechnics.

iii. The NITTTRs shall compile the list of appropriate technologies developed by DST, CSIR, ICAR, IITs, NITs, Technical Universities and other prominent Research Institutions of the country and identify location-specific technologies and organise training programs for the staff of project implementation institutions on these technologies.

iv. The NITTTRs shall analyse and propose solutions to problems encountered in planning and implementation of the programs for community development.

v. The NITTTRs shall undertake Research/Tracer and Evaluation/Impact studies from time to time.

vi. The four NITTTRs shall disseminate information through newspaper advertisements, computer networking, periodicals, newsletters, journals and other publications.

vii. The NITTTRs shall publish the yearly Newsletters bringing out the success stories of the project implementation institutions of their respective

regions. They shall widely circulate these newsletters amongst the project implementation institutions, beneficiaries and other stakeholders.

viii. The NITTTRs shall establish liaison with National Institutions, Development agencies, NGOs/Voluntary Agencies and national and international organisation for furthering the cause of rural development.

ix. The NITTTRs shall develop curricula in a phased manner for non formal training courses to be conducted by the polytechnics.

x. The NITTTRs shall take up consultancy projects in the areas of Rural Technologies and Rural Development.

xi. The NITTTRs shall monitor the Scheme of Community Development through Polytechnics at the Regional level.

xii. The NITTTRs shall assist Polytechnics covered under the Scheme of Community Development through Polytechnics in the preparation of Annual Operational Plan.

xiii. The NITTTRs shall submit Half-Yearly Reports and UCs/SOAs of Polytechnics covered under Scheme of Community Development through Polytechnics, to the Ministry.

Chapter X

COLLABORATION AND LINKAGES WITH OTHER AGENCIES

10.1 The gigantic task assigned to polytechnics under the Scheme of Community Development through Polytechnics cannot be implemented in isolation. Coordination, collaboration and linkages with other agencies involved in rural development and allied activities are highly desirable and for this purpose polytechnics staff and students, village youth, local NGOs, Voluntary Organisations and other Govt. Agencies are needed to be involved at different stages of implementation of the scheme.

10.2 The identified polytechnics while planning their activities shall involve other agencies and ensure that their efforts are complementary and supplementary in nature. The Advisory Committee, envisaged under the Scheme, should provide the forum for discussing such collaboration at the local level.

10.3 The identified polytechnics implementing institutions shall play the role of a change agent and bring about the much needed integration of people, programs and agencies for all around development in the area. The pre-requisite for having an effective collaboration with other agencies is (i) willingness to information sharing (ii) commitment to the task (iii) credibility (iv) good rapport with people and agencies and (v) good delivery capability and mechanism. It also depends upon:

    a. Nature of Scheme/programme of the collaborating agencies.
    b. Strength of the Polytechnics.
    c. Credibility of the Polytechnics and their resources.
    d. Funding sources and agencies.
    e. Rapport and liaison
    f. Past experience and achievements
    g. Policy directive from State/Central Governments

10.4 The polytechnics usually collaborate with DRDA, Zila Parishads, Banks, DIC, KVIC and NGOs in implementing centrally sponsored social sector schemes. This collaboration needs to be extended to NYKs, Vocational schools, KVKs, Village Panchayats, SHGs, Watershed Development Society, village development societies/committees etc.

10.5 National Institute of Open Schooling (NIOS):

Collaboration between the polytechnics and NIOS to impart technical/vocational skill training must be established for mutual advantage. Such linkages will help in curriculum design for vocational courses, conduct of courses in far-flung and remote areas covering a large number of target population, pooling resources leading to optimisation etc. Some polytechnics have already established linkage

with National Institute of Open Schooling. There should also be support from the states/UTs to strengthen the linkages of other institutions with National Institute of Open Schooling. The expertise of NIOS should be used in the areas of standardisation of curriculum, accreditation of training programs, certification of competency etc. National Institute of Open Schooling and NITTTRs should pool their expertise for developing learning material and multi-media packages.

10.6 **Krishi Vigyan Kendras (KVKs)**:

Krishi Vigyan Kendras (KVKs), set up as a centrally sponsored scheme under the Indian Council of Agricultural Research, are the grass-root level vocational training institutions designed for bridging the gap between the available technologies at one end and their application for increased production on the other. The identified polytechnics shall establish close linkages for collaboration with KVKs. Probable linkages with KVKs are:

a. Forging administrative linkages at the National level.

b. Forging functional linkages with KVKs at local level.

c. Exchange of faculty between KVKs and the identified polytechnics.

d. Taking up joint projects for integrated rural development so as to make a visible impact.

e. Sharing of resources and infrastructure by these institutions.

f. Organising joint meetings/workshops/seminars.

g. Availing services of Krishi Vigyan Kendras for imparting skills and promoting self-employment in agro based and allied industries.

10.7 **Vocational Education**:

To supplement the efforts to strengthen vocationalisation of education and provide trade-related skill at 'plus-two' level, the identified polytechnics may act as a catalyst since they are well equipped, and have well experienced core staff. In order to expand their services to a larger population, appropriate linkages with the vocational and pre-vocational schools may be established. The identified polytechnics shall extend workshop, laboratories and training facilities to vocational students. Vocational schools possessing experience and credibility in the areas of education and training shall be actively involved for appropriate linkages with the Scheme, particularly in the areas of conducting need assessment surveys, identification of beneficiaries, curriculum development and evaluation.

10.8 **Industry-Institute Interaction:**

It is very important that Industry should be involved by the identified polytechnics in skill development programs as well as in adopting of appropriate technologies. Some industrial units in the vicinity of the identified polytechnics may be

approached and requested to work with the identified polytechnics for technology popularization and promoting self-employment. Awarding of certificates jointly by the identified polytechnics and the manufacturers/services providers may also be explored.

10.9   Involvement of NGOs, Village Panchayats and Retired Professionals:

NGOs, Village Panchayats and Retired Professionals of locality may be involved in the planning and operation of the scheme such as in identification of training areas, target groups, identification of technical and training needs of the villagers. They may also be approached for the purpose of rapport building and for creating awareness among the community regarding the Scheme of Community Development through Polytechnics so that they could reap maximum benefits from the scheme. They may also be involved in the process of service delivery through the Training Centers and monitoring and evaluation.

10.10   Linkages with Other Development Programs and Schemes:

As far as possible, the programs and activities of the identified polytechnics may be integrated with other developmental schemes of Central/State Governments being run in the locality.

10.11   Linkages with Research Institutes:

Linkages with DST, ICAR, CSIR, Research Institutes, KVIC etc. need to be forged.

10.12   Nodal Agency Linkage:

As the success of the scheme depends to a large extent on the local collaboration between the polytechnics and the NGOs/Panchayat/Nodal Body/Community Organizations, it is essential that each the identified polytechnics collaborate with them to accelerate their activities.

10.13   Location of Local Small/Cottage Industries and other Community Development Activities:

For ensuring success of the scheme, it is imperative that appropriate weightage is given to the proximity of local Small/Cottage Industries and other Community Development Projects. This provides a better employment opportunity for utilizing the passed out trainees under skill development programs.

10.14   Available Infrastructural Facilities and Organizational Structure:

As envisaged under the scheme, variety of engineering and a few non-engineering skill training programs and appropriate technology activities will have to be performed, it is essential that the infrastructural facilities available within the Polytechnic (laboratories and workshop facilities, nature of equipment and

machineries, strength of faculty and technicians within the Polytechnic) may have to be properly utilized for achieving desired results, under the Scheme of Community Development through Polytechnics.

SUGGESTIVE LIST OF NEED ASSESMENT SURVEYS

1. Destitute women survey
2. Drinking Water Problem survey
3. Energy need survey
4. Feed back survey
5. Handicapped status survey
6. Impact survey
7. Job potential survey
8. Manpower need survey
9. Socio – economic survey
10. Street working children survey
11. Technological status survey

Annexure-B

SUGGESTIVE LIST OF
SKILL DEVELOPMENT TRAINING PROGRAMMES

ENGINEERING TRADES

Mechanical Trades

1. Auto Cad
2. Auto Mechanic (Heavy Vehicle – Four Wheelers)
3. Automobile repairing/Diesel Mechanic
4. Black Smithy
5. Construction Equipment Mechanic
6. Cycle repairing / Cart Mechanic
7. Denting and painting
8. Die Making
9. Diesel Pump Mechanic
10. Electroplating
11. Farm Equipments Mechanic
12. Fitter
13. Foundry and Turning
14. Gas welding, brazing, soldering
15. Hand pump boring and repairing
16. Machinist
17. Metal Casting
18. Motor Boat Repair
19. Motor Engine Repair
20. Plastic Moulding (including Injection Moulding)
21. Refrigerator and A/C Mechanic
22. Scooter Mechanic
23. Sewing machine repair
24. Sheet metal and welding
25. Tractor Mechanic
26. Turner
27. Vulcanizing
28. Watch Repair
29. Welding and fabrication
30. Wind Mill Mechanic

Electrical & Electronics Trades

31. Battery charging and repair
32. Domestic home appliances repairing
33. Electrical Appliance Repair
34. Electrical Pump Repair
35. Electrician
36. House wiring
37. Motor winding
38. Office equipment repairing
39. Phone and Mobile Repair
40. Photography/videography equipment repair
41. Solar Equipment Mechanic
42. Stabilizer, Inverter, UPS making and repair
43. TV/VCR/VCD/Tape Recorder repair
44. Wireman

Civil Trades

45. Aluminum Fabrication
46. Bar Bending, Centering/Scaffolding
47. Bio Gas Plant Mechanic
48. Biogas Mason
49. Boring/Drilling Mechanic
50. Carpentry and Furniture making
51. Draftsman
52. Ferro Cement work
53. Hand pump Mechanic
54. Hollow Block Making
55. Mason Work
56. Painting and Polishing
57. Plumbing and Sanitary Work
58. POP Work
59. Rural Latrine and Soak Pits
60. Soil Testing
61. Tile Making

Computer & Information Technology Trades

62. Computer based Accounting
63. Computer Hardware and Networking
64. Computer Maintenance
65. Computer Operator / Data entry operator
66. Computer Programming and Application
67. Database programming

Agricultural Trades

68. Agro Processing
69. Bee Keeping

70. Dairy and Dairy Products
71. Farm Implements Mechanic
72. Floriculture
73. Food processing and fruit preservation
74. Forestry
75. Gardening/Nursery Raising
76. Horticulture
77. Improved Agricultural Practices
78. Mushroom Cultivation
79. Oil Extraction
80. Organic Manure/Compost Making
81. Pest Control Operator
82. Poultry
83. Vermiculture

NON-ENGINEERING TRADES

84. Accountancy
85. Acrylic Fabrication
86. Aggarbati making
87. Ammonia Making
88. Artificial flower making
89. Arts and Crafts
90. Bag/Suitcase Making
91. Baking and Confectionery
92. Bamboo product making
93. Batik
94. Beautician and Hair Dressing
95. Book binding
96. Bouquet making
97. Brass Work
98. Candle Making
99. Cane chair Making
100. Canning Work
101. Carpet-cum-Kalin Weaving
102. Carving (Wood/Metal/Stone)
103. Chalk making
104. Coir rope Making
105. Cooking/Table Services
106. Crosea and Needle Patch work
107. Cutting and Tailoring
108. Dari and Glicha Making
109. Detergent and Soap, Shampoo Making
110. Distilled Water Making
111. Doll making
112. Drawing and Painting/Pot Painting
113. DTP Work

114. Embroidery and Knitting,
115. English Typing
116. Fabric Painting
117. Fashion Design
118. First Aid/ Nursing
119. Footwear making
120. Garment making
121. Gas/oven repair and maintenance
122. Gem Cutting and Polishing
123. Gum Making
124. Handloom/Powerloom Weaving
125. Health care
126. Hindi Typing
127. House Cleaning and Disinfector
128. Interior Decoration/ Waste material article making
129. Jewelry Making
130. Jute and Munjcraft
131. Jute bag making
132. Kalamkari
133. Khaddi Spinning
134. Leaf cup and plate making
135. Leather goads and footwear making
136. Macrome
137. Match Box Making
138. Modern office management
139. Motor Driving
140. Mukesh Fardi Kadhai
141. Nylon Rope Making
142. Office Automation
143. Packaging
144. Pain Balm Making
145. Papad/Potato Chips making/Mangori making
146. Paper Machie Work
147. Pashmina Work
148. Pathology Technician/Helper
149. Phenyl making
150. Photography and Videography
151. Pickle/Murraba making
152. Plastic wire bag making
153. Pottery/ceramic work
154. Proof Reading
155. Punjabi Typing
156. Puppet Making
157. Purse Making
158. PVC Product Making
159. Quilt Making
160. Readymade Garments/ Carry bag making.
161. Rubber and Plastic Product Making

162. Screen Printing
163. Sealing Wax Making
164. Sericulture
165. Shawl/Sozni Work
166. Soft baggage making
167. Soft toys making
168. Soya Products making
169. Stationery and Envelop Making
170. Stenography
171. Stone Sculpture
172. Talcum Powder Manufacturing
173. Textile Designing
174. Tie and Dye
175. Tilla, Crewel, Sozni Work, Willow, Basket making
176. Tourist Guide
177. Toy making, Doll Making, flower making
178. Umbrella Making
179. Vaseline Manufacturing
180. Wood Carving
181. Wood work/Photo framing
182. Yoga
183. Zari-Zardozi

SUGGESTIVE LIST FOR DISSEMINATION AND APPLICATION OF APPRROPRIATE TECHNOLOGIES

Rural Energy Devices

1. Bamboo Cold Storage for Fruits and Vegetable
2. Biogas Plant (Individual)
3. Biomass Gasifier
4. Community Biogas Plant
5. Deen Bandhu Biogas Plant
6. Dieso Bio-converter
7. Electronic Tube Light/CFL
8. FRP Biogas Plant
9. Gunny bag Biogas Plant
10. Incinerators
11. KVIC Biogas Plant
12. Leak proof Roto Moulded Polyethylene Biogas Dome
13. Micro hydel plant
14. Night Soil Biogas Plant
15. Rural Refrigerator

Solar Energy Devices

16. Solar cooker (box type)
17. Solar cooker (dish type)
18. Solar Drier for Drying Fish
19. Solar dryer for drying agro produce
20. Solar Furnace
21. Solar inverter
22. Solar Lantern
23. Solar Lighting System
24. Solar Paper Drier
25. Solar Power Pack
26. Solar Still/Sterilizer
27. Solar Street Light
28. Solar Timber Seasoning Plant
29. Solar torch
30. Solar transistor
31. Solar water heater
32. Solar Water Heating with Heat Exchanger and Pump
33. Solar water pump

Wind/Water Energy

34. Aero-Generator
35. MP-2 Sail Type Wind Mill
36. Water Mill
37. Wind Mill Pump Unit

Cook Stove/Cooker

38. Bati Cooker
39. Community Type Chulha
40. Double Drum Stove
41. High Altitude Smokeless Chulha
42. Improved Efficiency Cook stove
43. Moulds for Smokeless Chulha
44. Portable Chulha
45. Smokeless Chulha
46. Steam Jacketed Cooker
47. Steel Smokeless Stove

Rural Housing Brick/Block Making

48. Bench Moulding Table
49. Brick Moulding Machine
50. Briquette Making Machine
51. Cube/Beam/Cylindrical Mould
52. Fly Ash Bricks
53. Hollow Bricks
54. Hollow Concrete Brick
55. Non erodable mud plaster
56. Plinth protection for walls
57. Pre-cast jalies
58. Pre-cast paving blocks
59. Pre-cast poles for street lighting
60. Rat trap bond for wall construction
61. Soil Stabilized Blocks
62. Solid Concrete Blocks
63. Stone Masonry Blocks
64. Sun Dried Mud Blocks

Ferrocement Technology

65. Ferro cement bio gas units
66. Ferro cement flower pot
67. Ferro cement grain storage bin
68. Ferro cement posts for boundary wall
69. Ferro cement pre-cast shelves
70. Ferro cement Roofing vests
71. Ferro cement/pre-cast tree guards

72. Ferrocement Garbage Bin

Doors & Windows

73. Bituminous Varnish/Emulsion
74. Frameless Shutter
75. Low Cost Doors, Windows and Fixtures (i.e. from Tin Sheet, Ferrocement, Cheap Wood, Cement reinforced with Gunny and Bamboo etc.)
76. Low Cost Paints for preservation of Doors & Windows
77. Precast Lintel cum Chajja
78. Pre-fabricated Timber Hut
79. RCC Frames for Doors and Windows

Roofing

80. Asphatic Bitumen Sheet Roofing
81. Cement containing Binder from Rice Husk
82. Corrugated Roofing Sheets from Coil Fibre/Wood Work
83. Ferrocement Walls and Roofs
84. Fibre Cement Corrugated Roof Sheet
85. Fire Retardant and Water Repellent Thatched Roof
86. Funicular shell roofing
87. Geodesic Dome
88. L-Plan Roofing
89. Micro concrete roof tiles
90. Plain Concrete Roofing Tiles
91. Plank and joist roofing
92. Roofing from Coal Tar Container Sheets
93. Slate Roofing
94. Waste Tin Roofing

Rural Water Supply

95. Ferrocement Water Storage Tank
96. Ground Water Recharging
97. Low Cost Water Filter (Candle)
98. Rain Water Harvesting
99. Water Testing
100.   Water Treatment

Rural Sanitation

101.   Fibre Reinforced Plastic (FRP) Household Goods
102.   FRP Sanitary Wares
103.   Low Cost Septic Tank
104.   Low Cost Soakage Pit
105.   Pit Latrine
106.   Precast ferrocement Rural Latrine
107.   Precast septic tank

Rural Wastes Disposal & Treatment

108. Drainage Channel
109. Duckweed based Waste Water Treatment
110. Low Cost Kitchen Sink and Wash Basin
111. Low Cost Kitchen Waste Water Disposal System
112. Wetland Technology for Sullage Treatment

Textile

113. Auto Silk Rearing
114. Coir spinning
115. Computer Aided Fabric Design
116. Continuous Warp Sizing on Handloom
117. Conversion of Plan over Pick
118. Fixtures for Coil Production
119. Hand Mercerising
120. Hand Operated Cheese Winding
121. Pedal operated cheese winding
122. Pedal Operated Feelerless Prim Winder
123. Pedal Operated Rooter Spinning/Winding
124. Spun Silk Silver Firmer
125. Thermal Bonding Machine
126. Wooden Carpet Weaving Loom

Agro-Based

127. Ball Bearing Type Hand operated Chakki
128. Biofuels
129. Bonsai
130. Cattle Feed Trough
131. Chips Cutter
132. Chirwa Machine
133. Curd Churning Machine
134. Herbal Plants Cultivation
135. Honey Extractor
136. Improved Bee Rearing Boxes
137. Leaf Cup Making Machine
138. Milk Churning Machine
139. Motorised Potters Wheel
140. Mushroom cultivation
141. Papad Making Machine
142. Plant Protector
143. Processing of Medicinal and Aromatic Plants
144. Rope Making
145. Seasel Fibre Extraction
146. Soil Conservation Techniques
147. Vegetable Cutting Machine

Fertilizer/Pesticides

148. Fertilizer Seed Drill
149. Hand operated fertilizer spreader
150. NADEP Compost
151. Organic Pesticides/Insecticides
152. Vermiculture

Field Preparation & Sowing

153. Attachment of Pat Soil Break in Farm
154. Bullock Operated Seed Drill
155. Disc Harrow
156. Drip Irrigation
157. Hand Wheel Harrow
158. Improved Furrow Opener
159. Improved Ploughs (Bullock Drawn/Tractor Drawn)
160. Intercultural Cultivator
161. Manually Operated Rice Transplanter
162. Mechanical Soyabean Seeder
163. Organic farming
164. Paddy Transplanter (Manually Operated)
165. Patela Hoe
166. Puliverising Roller
167. Ridge Former
168. Seed cum Fertilizer Drill
169. Shoe type Furrow Opener
170. Soil Puddler
171. Water lifting wheel
172. Wheel Hand Hoe

Harvesting

173. Bullock Operated Harvester
174. Improved Sickles
175. Paddy Harvester
176. Potato Digger (Animal Drawn)
177. Reaper

Mechanical

178. Bullock Cart Steel Frame with Dumper System
179. Bullock Cart with Bearing and Break Arrangement
180. Bullock Driven Mill
181. Bullock/Manually Operated Centrifugal Pump
182. Cycle Trailer
183. Hand Lorries for Fisherman
184. Hand Operated Booster Pump

185. Hand Operated Washing Machine
186. Hand Trolley
187. Hydraulic Ram
188. Inertia Pump
189. Low Lift Pump
190. Mixie (Hand Operated)
191. Multi-purpose Wood Working Devices
192. Pedal Operated Reciprocating Pump
193. Pedal/Manually Operated Centrifugal Pump
194. Pneumatic furnace
195. Pulley with Ball Bearing
196. Tabular Furniture

Post Harvesting

197. Aeronaut Dehusker
198. Cashew juicer
199. Cashewnut Decorticator
200. Dehusking Machine
201. Electricity Operated Paddy Thresher
202. Ferrocement Grain Storage Bin
203. Groundnut Decorticator
204. Hand Maize Sheller
205. Hand Operated Double Screen, Grain Screener
206. Low Cost Potato Cold Storage
207. Mini Dal Mill
208. Pedal Operated Paddy Thresher
209. Rice Puffing Machine
210. Sugarcane Crusher
211. Tubular Maize Sheller
212. Winnowing Fan (Pedal Operated)

Other Technologies

213. Coconut climbing device
214. Coconut Dehusker
215. Fish Breeding
216. Gem cutting and polishing machine
217. Glass cutting and polishing machine
218. Motorized potter wheel

SUGGESTIVE LIST OF TECHNICAL AND SUPPORT SERVICES

Agricultural

1. Distribution of crops seeds
2. Establishment of Crop Protection Centre
3. Nursery Raising
4. Repair and maintenance of agricultural implements
5. Repair and Maintenance of Diesel Engines
6. Repair and Maintenance of Electric Motors and Pumps
7. Repair and maintenance of Hand Pumps
8. Repair and maintenance of Tubewells
9. Repair of Sprayer and dusters
10. Repair of Tractors
11. Soil Testing
12. Water testing

Household Appliances

13. Cycle repair
14. Electrical motor winding and repair
15. LPG use and safety
16. Plumbing work
17. Repair and maintenance of Computer
18. Repair and maintenance of electrical gadgets
19. Repair and maintenance of four wheeler
20. Repair and maintenance of house hold appliances
21. Repair and maintenance of non-conventional energy sources devices
22. Repair and maintenance of rural latrines
23. Repair and maintenance of Scooter and mopeds
24. Repair and maintenance of type writer
25. Repair of Furniture and Carpentry items
26. Repair of House Wiring
27. Repair of Refrigerator and water coolers
28. Repair of TV and Radio
29. Sewing, knitting and weaving machine repair
30. Welding jobs and repair

Village Industries

31. Assistance in setting up Training-cum-Production Centre/Service Centre
32. Assistance to Micro-Entrepreneurs
33. Repair and Maintenance of Loom, Machines

Others (Miscellaneous)

34. Low cost Housing
35. Recharging of Wells/Ponds
36. Reconstruction of Wells
37. Repair and Maintenance of Building
38. Village Sanitation

SUGGESTIVE LIST OF AWARENESS CAMPS

Distribution of Booklets/Pamphlets on

1. Agriculture
2. Energy
3. Entrepreneurship
4. Health & Sanitation
5. Irrigation
6. Low cost Housing
7. Manufacturing Industries
8. Marketing
9. Mass/Adult education
10. Promotion of clean Environment
11. Rural Industries
12. Rural Transport
13. Skill Development and Training
14. Water Management

Exhibition and Demonstration related with

15. Agriculture
16. Energy
17. Health and Sanitation
18. Irrigation
19. Low cost Housing
20. Marketing of rural industry products
21. Mass/Adult education
22. Non Conventional Energy appliances
23. Promotion of Clean Environment
24. Rural Industries
25. Rural Transport
26. Self-Employment and Entrepreneurship
27. Skill Development and Training
28. Water Management

Special Extension Lectures on

29. Agriculture
30. Energy
31. Fish aggregation device
32. Health and Sanitation
33. Irrigation
34. Low cost Housing
35. Marketing

36.   Mass/Adult education
37.   Non Conventional Energy appliances
38.   Promotion of Clean Environment
39.   Rural Industries
40.   Rural Transport
41.   Self-Employment and Entrepreneurship
42.   Skill Development and Training
43.   Various Government Schemes
44.   Water Management

Publicity and Awareness Camps pertaining to

45.   Agriculture
46.   Energy
47.   Health and Sanitation
48.   Irrigation
49.   Low Cost Housing
50.   Marketing
51.   Mass/Adult Education
52.   New Govt. Schemes/Policies
53.   Promotion of Clean Environment
54.   Rural Industries
55.   Rural Transport
56.   Self-Employment and Entrepreneurship
57.   Skill Development and Training
58.   Water Management

Video Film Shows on

59.   Agriculture
60.   Earthquake Risk Management
61.   Energy Conservation
62.   Ferro-cement Technology
63.   Health and Sanitation
64.   Irrigation
65.   Low cost Housing
66.   Organic Farming
67.   Renewable Energy Sources
68.   Rural Industries
69.   Rural Transport
70.   Self-Employment and Promotional Schemes of the Govt.
71.   Vermi-composting
72.   Water Management

**SPECIMEN OF TERMS & CONDITIONS FOR ENGAGING PERSONS
ON CONTRACT BASIS UNDER THE SCHEME OF COMMUNITY DEVELOPMENT
THROUGH POLYTECHNICS**

This agreement is made on this ------------------ day of ------------------, 20_ _, BETWEEN Shri/Smt. ---------------------------------------, holding charge as Principal, (give full name & address of Polytechnic where contract staff is being hired), hereinafter referred to as the **1st Party**, which expression shall wherever the context so permit include the successors and persons holding charge as Principal AND Mr./Ms. ---------------------------------------, Son/Wife/Daughter of -------- ---------------------------------, aged --------, residing at ---------------------------------------, hereinafter referred to as the **2nd Party.**

Whereas on the basis of the selection test/interview held on --------------- (date), at ----------------- (place) for the project related position of ------------------------------ purely on contract basis, the 2nd party has been selected and is hereby offered the position of ---------------------------------, on contract with an activity fee of ----------------- per month, under the Plan Project of Community Development through Polytechnics, approved by competent authority for implementation in -----------(year).

TERMS OF CONTRACT:

1. The appointment is purely on contract basis for the project as approved for implementation in the Polytechnic in the current year and this appointment is only for the project work. The appointee therefore does not hold any kind of employment in the Institute other than on contract basis and nor will have no claim on any other posts or benefits in the Institute.

2. The position carries a fixed activity fee, as stated above, to be paid to the appointee as compensation which includes all contributions such as PF etc. The 2nd party would be paid the activity fee as above at the end of each month, calculated on daily basis for each working day for the number of days the appointee has actually worked.

3. The 2nd party will carry out all the duties assigned to him/her by the 1st Party, in the premises of the 1st party or at any of its extension centres and locations decided by the 1st party and that the 2nd party shall perform the work assigned to him to the fullest satisfaction of the 1st party.

4. The contract is for a period of six months from the date of joining the position, on acceptance of the terms of the contract. The contract can be terminated by one month notice from either side.

5. The appointee will be on trial basis initially for a period of first two months after his her engagement on contract, during which if his/her services not found satisfactory, he/she may be discontinued after giving one week notice.

IN WITNESS whereof the parties have hereto set their hands and seal on the dates respectively appearing under their signature.

PRINCIPAL &   Mr./Ms..------------------------------------
CHIEF COORDINATOR   Son/Daughter/Wife of ---------------------
                            R/o---
     {1ST Party}   **{2nd Party}**

Witnesses   1. --   2. --

                          --   --

UNDERSTAKING

(To be furnished by Appointee (2nd Party) on a Separate non-Judicial Stamp Paper worth Rs. 100/- and must be attested by Notary)

I, THE UNDERSIGNED, HAVE READ THE TERMS AND CONDITIONS OF THE CONTRACT AS WRITTEN IN THE APPOINTMENT LETTER AND I AM AGREEABLE TO THESE TERMS OF THE CONTRACT WITHOUT ANY PRESSURE.

I AM FULLY AWARE THAT THIS APPOINTMENT IS FOR THE PROJECT WORK AND NOT ON A REGULAR POST IN THE INSTITUTION.   I SHALL NOT MAKE ANY CLAIM FOR ANY KIND OF REGULAR APPOINTMENT IN THE STATE/ CENTRAL SERVICES.

FURTHER, I UNDERTAKE TO ABIDE BY THE TERMS OF THE CONTRACT.

WITNESS NO. 1   **APPOINTEE**
Address:

WITNESS NO. 2
Address:

ATTESTED BY

NOTARY

FORM GFR 19A

{Rule 212 (1)}

FORM OF UTILISATION CERTIFICATE

Sr. No.	Sanction Letter No. and Date	Amount

1. Certified that out of Rs._____ of grant-in-aid sanctioned during the year _____ in favour of _____ _____ (Name of the Institute) under this Ministry/Department letter No. given in the margin and Rs. _____ on account of unspent balance of the previous year, a sum of Rs. _____ has been utilised for the purpose for which it was sanctioned and that the balance of Rs. _____ remaining unutilised at the end of the year has been surrendered to Government (vide No._____ dated _____)/will be adjusted towards the grant-in-aid payable during the next year_____.

2. Certified that I have satisfied myself that the conditions on which the grant-in-aid was sanctioned have been duly fulfilled/are being fulfilled and that I have exercised the following checks to see that the money was actually utilised for the purpose for which was sanctioned.

Kind of checks exercised:

   1.
   2.
   3.
   4.
   5.

<div align="right">

Signature with seal
Authorized Auditor

</div>

Signature with seal

Principal of the Polytechnic

STATEMENT OF ACCOUNTS FOR THE FINANCIAL YEAR ENDING 31ST MARCH _____

Name of the Polytechnic: _____

INCOME/RECEIPT*	Rupees	EXPENDITURE	Rupees
Opening Balance as on 1st April_____		**NON-RECURRING**	
Recurring (Total): (A.1) Cash in hand _____ Cash in bank _____ Cash as imprest _____	_ _ _ _ _	[Separate Sub-heads may be opened here, reflecting expenditure as authorized under the Scheme:	
Non-Recurring (Total): (A.2) Cash in hand _____ Cash in bank _____	_ _ _ _ _	(1) Tools and equipment for the Extension Centres	
		(2) Tools and equipment for the Main Centre	
Bank interest recd. During this year Other Income (Give details)			
TOTAL Income:- (C.1)	_ _ _ _ _	(3) Technology Items required for the demonstration purposes	
Grant received during the financial year _____		(4) Creation of Infrastructure, Furniture and other Physical Facilities for Extension Centres.	
Recurring :- (B.1)	_ _ _ _ _		
Non Recurring :- (B.2)	_ _ _ _ _	(5) Instructional Resources, Projection System and Softwares etc.	
		(a) Print(books, journals, magazines, posters etc) and non-print (video films, clippings etc) resources	
		(b) Software for MIS/GIS/ Database Management	
		TOTAL EXPDR. (NR):- (D.2)	

RECURRING	
[Separate sub-heads may be opened here, reflecting items of legitimate expenditure, as permitted by the norms laid down in the Scheme:	
(1) Total Honorarium Bill (Including Extension Centres)	
(2) Training Contingency	
(3) Technology Demonstration (Transfer of Technology, Technical & Support Service Camps, Exhibition, Extension Lecture etc))	
(4) Hiring of Vehicle from Outside Agency/Fuel & Maintenance charges of vehicle	
(5) Maintenance of Equipment & Infrastructure at Extn. Centres @ Rs.6000 per Centre	
(6) Travel Charges (TA and Field Expenditure)	
(7) Other Project Expenditure and Office Contingencies	
TOTAL EXPDR. (Rec.):- (D.1)	
Closing balance as at the end of 31st March _____	
Recurring(A.1+B.1+C.1-D.1) :- **Non Recurring(A.2+B.2-D.2):-**	_ _ _ _ _ _ _ _

TOTAL		**TOTAL**	

Audited and verified as correct subject to the observation, if any, in the attached Auditors Report.

Signature with seal
Authorized Auditor

Signature with seal
Principal of the Polytechnic

*** This should always tally with the Closing Balance of the previous year.*

I/we _____ **(Polytechnic/Institute name) would like to receive the sums disbursed by the Ministry of Human Resource Development, Department of Higher Education to me/us electronically to our bank account detailed below:**

PAYEE PARTICULARS

Sr. No.	Name of Polytechnic/ Institute (as in Bank A/c)*	Full address of the Polytechnic/ Institute	District	Pin Code	State	Telephone Number with STD Code	Fax No. (if any)	E-mail address (if any)	Name of the Bank	Bank Branch (Full Address & Telephone Number)	Bank Account No.	Type of A/c Saving/ Current	Modes of electronic transfer available in Bank Branch (RTGS/NEFT/ECS/ CBS)	IFSC Code	MICR Code

Signature with Seal of Principal/Director of Polytechnic/Institute

It is certified that the above mentioned Bank Account Number & Bank Details are correct as per the records of the Bank.

(Countersigned by the Manager of the above Bank Branch with Seal of Bank Branch)

Only the approved name of Polytechnic must be used or Electronic transfer of funds may be used or Electronic transfer of funds may be delayed/fail. *Polytechnics are advised that every Column of the proforma (2 pages) must be compulsorily filled and nothing must be left blank, as sanction and release of funds is done electronically. The Bank details such as MICR code & IFSC code may be filled in consultation with Bank, and should not be left blank.*
*The Polytechnic's Name mentioned here and in the Principal's rubber seal below must be the same as given in Polytechnic's Bank A/c. The Polytechnic's Name in the Bank A/c must also tally with the name of the Polytechnic as approved by AICTE/Societies' Registrar and as given in the Ministry's sanction letters/records. If there is any change in the Name of the Institute, a copy of the order of AICTE/State Government supporting such change should be enclosed with the letter to MHRD and name of the institute should also be updated in Bank records.

Additional Ownership/Registration details of Polytechnic to be furnished for Online Registration with Accounts Division, MHRD under CDTP Scheme

S.No	Particulars	Details in this Column to be filled by Polytechnic
1.	**Category of Agency –** *(Pl.Select from one of the following options)* – 1) State Govt. Polytechnic; or 2) Autonomous Polytechnic; or 3) Govt. Aided Polytechnic; or 4) Unaided/Self Financing Polytechnic; or 5) Public Private Partnership Mode; or 6) Any other (please specify)	
2.	**Nature of organization -** *(Pl.Select from one of the following options)* – 1) Society Registered under Societies Act, 1860; or 2) State Govt. Deptt./Govt. Subordinate Office 3) Any other (please specify)	
3.	Polytechnic's Registration No. Under Society Act /or Registration particulars under any other Act (if any) –	
4.	Date of Registration –	
5.	TIN / TAN Number –	
6.	Specify the State in which Registered –	
7.	Registering authority ie Registrar of Societies or any other authority as applicable –	
8.	Controlling Authority of polytechnic –	
9.	Whether AICTE Approval received for 2009-10 – Specify AICTE order No. and year upto which AICTE approval exists (Copy of AICTE Approval order to be enclosed)	

I,Principal/Director,_____
_____ (**Polytechnic name**) certify that the information furnished above is true and nothing material has been concealed and I undertake on behalf of the aforementioned Polytechnic to scrupulously abide by the norms and guidelines and instructions conveyed from time to time, by the Ministry of Human Resource Development, for implementation of the Scheme of Community Development through Polytechnics.

(Signature with seal of Principal of Polytechnic)

SCHEME OF COMMUNITY DEVELOPMENT THROUGH POLYTECHNICS
SUMMARY OF OPERATIONAL PLAN FOR THE YEAR_____

NAME AND ADDRESS OF THE INSTITUTION WITH TELEPHONE NUMBER(S)

1.   SKILL DEVELOPMENT TRAINING

1.1.1	No. of Training Programmes to be conducted	
1.1.2	No. of Persons to be trained	
1.1.3	No. of Extension Centres to be established	

2.   DISSEMINATION AND APPLICATION OF TEHNOLOGY

No. of Technologies to be undertaken	Old/New	No. of Villages to be covered	No. of likely Beneficiaries

3.   TECHNICAL AND SUPPORT SERVICES

No. of Technical and Support Services to be rendered	Number of Villages to be covered	No. of Camps to be organised	No. of likely Beneficiaries

4.   AWARENESS PROGRAMMES

Nature of Awareness Programmes to be organized	No. of Villages to be covered	No. of Awareness Programmes to be organized	No. of likely Beneficiaries

5.0   PROJECT STAFF REQUIRED

No. of Core Staff	No. of Staff for Skill Development Training Programmes	No. of Staff for Demonstration and Application of Appropriate Technology	No. of Supporting Staff

6.0   FINANCIAL REQUIREMENT FOR THE YEAR

4.1 RECURRING Rs:	4.2 NON-RECURRING Rs:

5.0   TENTATIVE DATES OF HOLDING ADVISORY COMMITTEE MEETINGS

1st Meeting		2nd Meeting	

Certified that all the Norms & Guidelines issued by GOI, MHRD are followed strictly.

**Signature of Principal with
Official Rubber Stamp**

SCHEME OF COMMUNITY DEVELOPMENT THROUGH POLYTECHNICS
OPERATIONAL PLAN OF THE YEAR_____

1.   NAME AND ADDRESS OF THE INSTITUTION
:

Tel :   _____   Fax: _____
(O)
_____   e-mail :_____
(R)

2.   ACTIVITIES TO BE UNDERTAKEN DURING THE YEAR _____

2.1   SKILL DEVELOPMENT TRAINING

2.1.1 At Main Centre/Extension Centre

Sr. No.	Name of Trade	Name of Extension/ Main Centre	New/ Old	Duration	No. of persons to be trained	Period From	To
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							

Signature of Principal with
Official Rubber Stamp

2.2   DISSEMINATION AND APPLICATION OF APPROPRIATE TECHNOLOGY

Sr. No.	Name of the Technology	Old/ New	Transfer through Main Centre/Extension Centre with name	No. of Benef- iciaries	No. & Name of Villages to be covered
1.					
2.					
3.					
4.					
5.					
6.					
7.					

2.3   TECHNICAL & SUPPORT SERVICES (Through Extension Centres)

Sr. No.	Nature of Technical Services to be rendered	Name of Extension Centre	Number of Villages to be covered	No. of Camps to be organised
1.				
2.				
3.				
4.				
5.				
6.				
7.				

2.4   AWARENESS PROGRAMMES (Through Extension Centres)

Sr. No.	Nature of Awareness Programmes to be organized	Name of Extension Centre	Number of Villages to be covered	No. of Camps to be organised
1.				
2.				
3.				
4.				
5.				
6.				
7.				

Signature of Principal with
Official Rubber Stamp

3.0   <u>PROJECT STAFF REQUIRED</u>
(Norms and Guidelines issued by GOI, MHRD must be followed strictly).

	Name	Trade for which required	Monthly Remuneration
FROM POLYTECHNIC		-	
1. Principal (Chief Coordinator		-	
2. Internal Coordinator			
3. Head of Department (Maximum upto 5)			
(i) HOD-1			
(ii) HOD-2			
(iii) HOD-3			
(iv) HOD-4			
(v) HOD-5			
4. Admn Officer/Supdt/Dy. Supdt.			
5. Accountant		-	
6. Cashier		-	
7. Storekeeper		-	
8. Trainers (As per need and available expertise)			
(i)			
(ii)			
(iii)			
(iv)			
(v)			
9. Helper (As per need by hiring the services of category D Staff)			
ON CONTRACT BASIS			
1. Community Development Consultant			
2. Junior Consultant for Extension Centers			
3. Guest Trainer (As per actual requirement and as per approved O.Plan by NITTTR)			
(i)			
(ii)			
(iii)			
(iv)			
(v)			
(vi)			
(vii)			
(viii)			
(ix)			
(x)			
4. Junior Statistical Consultant			
5. Driver (only for old Institutions provided with vehicle under erstwhile Community Polytechnics Scheme)			

TOTAL HONORARIUM BILL
AMOUNT_____

Certified that all the Norms & Guidelines issued by GOI, MHRD are followed strictly.

**Signature of Principal with
Official Rubber Stamp**

4.0   FINANCIAL REQUIREMENT FOR THE YEAR

4.1	NON-RECURRING			4.2	RECURRING		
i)	Tools and Equipment for Extension Centres	:		i)	Total Honorarium Bill	:	
ii)	Tools and Equipment for Main Centre			ii)	Training Contingency		
iii)	Technology Items required for demonstration purposes	:		iii)	Technology Demonstration	:	
iv)	Creation of Infrastructure, Furniture and other Physical Facilities.	:		iv)	Hiring of Vehicle/Fuel and Maintenance charges of vehicle	:	
v)	Instructional resources, projection system and software etc.	:		v)	Maintenance of equipment and infrastructure at Extension Centres	:	
	(a) Print Resources (Books, journals, magazines, posters etc	:		vi)	Travel Charges (TA and field expenditure)	:	
	(b) Software for MIS/GIS/ Database Management			vii)	Other Project Expenditure and Office Contingencies		
						:	
	TOTAL				**TOTAL**	:	

5.0   TENTATIVE DATES OF HOLDING ADVISORY COMMITTEE MEETINGS

1st Meeting	
2nd Meeting	

**Signature of Principal with
Official Rubber Stamp**

PHYSICAL ACHIEVEMENT REPORT (PAR) OF
COMMUNITY DEVELOPMENT THROUGH POLYTECHNICS

PAR for the Financial Year _____.

(Year of starting of CDTP Scheme)   (Progress Report for the)

			Qr.I	Qr.II	Qr.III	Qr.IV
Date	Month	Year				

Name and **COMPLETE POSTAL address** of the Polytechnic	Pin Code No. : Telephone No. [with STC Code): Fax No. [with STC Code):	E-mail Website:

	Name	Tel. No. (O)	Tel. No.(R)	Fax No.	Mobile	E-Mail
1. Principal						
2. Internal Coordinator						
3. Community Development Consultant						

❖ Name of the Bank	:				
❖ Full Address of the Bank	:				
❖ Code Number of the Bank Branch	:				
❖ Account No. of the Scheme of Community Development through Polytechnics Scheme	Recurring		Non-Recurring	

❖ Type of A/C ⟶ [Saving/ Current]	Modes of electronic transfer available in Bank Branch ⟶ (RTGS/NEFT/ECS/CBS)		IFSC Code ↓	MICR Code ↓

1. **FINANCIAL STATEMENT**

1.1 Recurring Grant

1.1.1 Details of Recurring grant Received upto the previous Financial Year:

Unspent Recurring Grant Received upto the end of Previous Financial Year	Interest and other Income of Recurring Grant upto the end of Previous Financial Year	Total Recurring Grant received upto the end of Previous Financial Year (a)+(b)	Total Expenditure of Recurring Grant upto the end of Previous Financial Year	Unspent Balance of Recurring Grant upto the end of Previous Financial Year (c) – (d)
(a)	(b)	(c)	(d)	(e)

1.1.2 Details of Recurring grant spent during the current Financial Year:

Unspent balance of Recurring Grants- in-aid as on 1 April* of the current financial year	Recurring grants-in-aid Sanctioned during the current financial year (Amount with Sanction Letter No. & Date) (Also include the amount sanctioned but not received as yet)	Other Income and Interest from Recurring Grant during the current financial year	Total amount (a)+(b)+(c)	Expenditure of Recurring grants-in-aid during current the financial year	Unspent balance of Rec. grants-in-aid as on - 31 March/ - 30 Sept./ - 30 June/ - 31 Dec. (d) - (e)
(a)	(b)	(c)	(d)	(e)	(f)

It should tally with the amount given in 1.1.1 (e).

Signature of Principal with Seal

1.2 Non-Recurring Grant

1.2.1 Details of Non-Recurring grant Received upto the previous Financial Year:

Unspent Recurring Grant Received upto the end of Previous Financial Year	Interest and other Income of Recurring Grant upto the end of Previous Financial Year	Total Recurring Grant received upto the end of Previous Financial Year (a)+(b)	Total Expenditure of Recurring Grant upto the end of Previous Financial Year	Unspent Balance of Recurring Grant upto the end of Previous Financial Year (c) – (d)
(a)	(b)	(c)	(d)	(e)

1.2.2 Details of Non-Recurring grant spent during the current Financial Year:

Unspent balance of Non-Recurring Grants- in-aid as on 1 April* of the current financial year	Non-Recurring grants-in-aid Sanctioned during the current financial year (Amount with Sanction Letter No. & Date) (Also include the amount sanctioned but not received as yet)	Other Income and Interest from Non-Rec. Grant during the current financial year	Total amount (a)+(b)+(c)	Expenditure of Non-Rec. grants-in-aid during current the financial year	Unspent balance of Non-Rec. grants-in-aid as on - 31 March/ - 30 Sept./ - 30 June/ - 31 Dec. (d) - (e)
(a)	(b)	(c)	(d)	(e)	(f)

It should tally with the amount given in 1.2.1 (e).

2.0 PHYSICAL ACHIEVEMENTS:

2.1 Skill Development Training Programmes

❖ Number of villages covered under Skill Development Training Programmes upto the end of previous financial year :

❖ Number of villages covered under Skill Development Training Programmes during current financial year

During I Qr.	During II Qr.	During III Qr.	During IV Qr.	Total

❖ Total No. of persons trained since inception upto the end of previous financial year:

Men	Women	Total

2.1.1 No. of Persons Trained during the Current Financial Year:

Total Persons trained in Current Financial Year													
No. of Persons Trained													Annual Target (Persons Trained)
SC		ST		OBC		Minority		Others		Annual Total (Persons Trained)			
M	W	M	W	M	W	M	W	M	W	M	W	Total	

❖ Reasons for Shortfall, if any, vis-à-vis target -

❖ Remedial Action proposed, to rectify shortfall in next year –

(a) During First Quarter

Sr. No.	Name of the Trade	Duration		No. of Persons Trained											
		From	To	`		ST		OBC		Minority		Others		Total	
				M	W	M	W	M	W	M	W	M	W	M	W
	TOTAL														

(b) During Second Quarter

Sr. No.	Name of the Trade	Duration		No. of Persons Trained											
		From	To	SC		ST		OBC		Minority		Others		Total	
				M	W	M	W	M	W	M	W	M	W	M	W
	TOTAL														

(c) During Third Quarter

Sr. No.	Name of the Trade	Duration		No. of Persons Trained											
		From	To	SC		ST		OBC		Minority		Others		Total	
				M	W	M	W	M	W	M	W	M	W	M	W
	TOTAL														

(d) During Fourth Quarter

Sr. No.	Name of the Trade	Duration		No. of Persons Trained											
		From	To	SC		ST		OBC		Minority		Others		Total	
				M	W	M	W	M	W	M	W	M	W	M	W
	TOTAL														

Signature of Principal with Seal

2.1.2 Extension Centres

❖ Total No. of Extension Centres set up since inception upto the end of previous financial year –

❖ No. of Extension Centres set up during the current financial year -

S.No.	Name of Centre

Annual Target for Extension Centres to be operated –
Annual Achievement –
Reasons for Shortfall/ Remedial Action proposed

Signature of Principal with Seal

2.1.3   No. of Persons Wage/Self-Employed during the current Financial Year:

Total Persons Obtaining Wage/Self-Employment in Current Financial Year

No. of Persons Wage/Self-Employed												
SC		ST		OBC		Minority		Others		Annual Total (Persons employed)		
M	W	M	W	M	W	M	W	M	W	**M**	**W**	**Total**

(a) During First Quarter

Sr. No.	Name of the Trade	Duration		No. of Persons Wage/Self-Employed												
		From	To	SC		ST		OBC		Minority		Others		Total	
				M	W	M	W	M	W	M	W	M	W	M	W
	TOTAL														

(b) During Second Quarter

Sr. No.	Name of the Trade	Duration		No. of Persons Wage/Self-Employed												
		From	To	SC		ST		OBC		Minority		Others		Total	
				M	W	M	W	M	W	M	W	M	W	M	W
	TOTAL														

(c) During Third Quarter

Sr. No.	Name of the Trade	Duration		No. of Persons Wage/Self-Employed												
		From	To	SC		ST		OBC		Minority		Others		Total	
				M	W	M	W	M	W	M	W	M	W	M	W
	TOTAL														

(d) *Duration Fourth Quarter*

Sr. No.	Name of the Trade	Duration		No. of Persons Wage/Self-Employed											
		From	To	SC		ST		OBC		Minority		Others		Total	
				M	W	M	W	M	W	M	W	M	W	M	W
	TOTAL														

2.1.4   *No. of Persons of previous Year still* **Undergoing Training during the Current Quarter:**

Sr. No.	Name of the Trade	Duration		No. of Persons Trained											
		From	To	SC		ST		OBC		Minority		Others		Total	
				M	W	M	W	M	W	M	W	M	W	M	W
	TOTAL														

2.2   APPLICATION OF APPROPRIATE TECHNOLOGY:

(a)	Total No. of Technologies **Items** transferred and installed since inception upto the end of previous financial year	:	
(b)	Total No. of Beneficiaries under this activity since inception upto the end of previous financial year	:	
(c)	Total No. of villages covered under this activity since inception upto the end of previous financial year	:	

2.2.1   **Name of Appropriate Technologies transferred and installed since inception upto the end of previous financial year**

1.	2.	3.
4.	5.	6.
7.	8.	9.
10.	11.	12.
13.	14.	15.

2.2.2   **Application of Appropriate Technologies transferred and installed during the current financial year:**

Annual Total for Current Financial Year

Sr. No.	Name of Technology	No. of Village Covered		No. of Beneficiaries	
		Target	Achievement	Target	Achievement
1.					
2.					

3.					
4.					
5.					

❖ Reasons for Shortfall, if any, vis-à-vis target -

❖ Remedial Action proposed, to rectify shortfall in next year –

(a)   During First Quarter

Sr. No.	Name of Technology	No. of Village Covered	No. of Beneficiaries
1.			
2.			
3.			
4.			
5.			
6.			

(b)   During Second Quarter

Sr. No.	Name of Technology	No. of Village Covered	No. of Beneficiaries
1.			
2.			
3.			
4.			
5.			
6.			

(c)   During Third Quarter

Sr. No.	Name of Technology	No. of Village Covered	No. of Beneficiaries
1.			
2.			
3.			
4.			
5.			
6.			

(d)   During Fourth Quarter

Sr. No.	Name of Technology	No. of Village Covered	No. of Beneficiaries
1.			
2.			
3.			
4.			
5.			
6.			

Signature of Principal with Seal

2.3   TECHNICAL AND SUPPORT SERVICES:

(a)   Total No./Type of Technical and Support Services provided to villages since inception   **:**
upto the end of previous financial year

(b)   Total No. of Beneficiaries under this activity since inception upto the end of previous   **:**
financial year

(c)   Total No. of villages covered under this activity since inception upto the end of previous   **:**
financial year

2.3.1   Name of Technical and Support Services provided to villagers/community since inception upto the end of previous financial year

1.	2.	3.
4.	5.	6.
7.	8.	9.
10.	11.	12.
13.	14.	15.

2.3.1   Name of Technical and Support Services provided to villagers/community during the current financial year:

Annual Total for Current Financial Year

Sr. No.	Type of Technical and Support Services provided to villagers/community	No. of Village Covered		No. of Beneficiaries	
		Target	Achievement	Target	Achievement
1.					
2.					
3.					
4.					
5.					

❖   Reasons for Shortfall, if any, vis-à-vis target -

❖   Remedial Action proposed, to rectify shortfall in next year –

(a)   During First Quarter

Sr. No.	Type of Technical and Support Services provided to villagers/community	No. of Village Covered	No. of Beneficiaries
1.			
2.			
3.			
4.			
5.			
6.			

(b)   During Second Quarter

Sr. No.	Type of Technical and Support Services provided to villagers/community	No. of Village Covered	No. of Beneficiaries
1.			
2.			
3.			
4.			
5.			
6.			

(c)   During Third Quarter

Sr. No.	Type of Technical and Support Services provided to villagers/community	No. of Village Covered	No. of Beneficiaries
1.			
2.			
3.			
4.			
5.			
6.			

(d)   **During Fourth Quarter**

Sr. No.	Type of Technical and Support Services provided to villagers/community	No. of Village Covered	No. of Beneficiaries
1.			
2.			
3.			
4.			
5.			
6.			

Signature of Principal with Seal

2.4   DISSEMINATION OF INFORMATION:

(a)   Total No./Type of Dissemination of Information provided to villages since inception upto the end of previous financial year   :

(b)   Total No. of Beneficiaries under this activity since inception upto the end of previous financial year   :

(c)   Total No. of villages covered under this activity since inception upto the end of previous financial year   :

2.4.1   Name of Dissemination of Information provided to villagers since inception upto the end of previous financial year

1.	2.	3.
4.	5.	6.
7.	8.	9.
10.	11.	12.
13.	14.	15.

2.4.2   Name of Dissemination of Information provided to villagers during the current financial year:

Annual Total for Current Financial Year

Sr. No.	Type of Dissemination of Information provided to villagers/community	No. of Village Covered		No. of Beneficiaries	
		Target	Achievement	Target	Achievement
1.					
2.					
3.					
4.					
5.					

❖   Reasons for Shortfall, if any, vis-à-vis target -

❖   Remedial Action proposed, to rectify shortfall in next year –

(a)   During First Quarter

Sr. No.	Type of Dissemination of Information provided to villagers/community	No. of Village Covered	No. of Beneficiaries
1.			

2.		
3.		
4.		
5.		
6.		

(b) **During Second Quarter**

Sr. No.	Type of Dissemination of Information provided to villagers/community	No. of Village Covered	No. of Beneficiaries
1.			
2.			
3.			
4.			
5.			
6.			

(c) **During Third Quarter**

Sr. No.	Type of Dissemination of Information provided to villagers/community	No. of Village Covered	No. of Beneficiaries
1.			
2.			
3.			
4.			
5.			
6.			

(d) **During Fourth Quarter**

Sr. No.	Type of Dissemination of Information provided to villagers/community	No. of Village Covered	No. of Beneficiaries
1.			
2.			
3.			
4.			
5.			
6.			

Signature of Principal with Seal

3.0   Staff Details:

	Number proposed in Operational Plan	Number actually engaged	Total Honorarium Approved in Operational Plan	Total Honorarium actually paid (as per audited Accounts)*
Polytechnic Side Staff				
Contract Staff				
Total				

*This Should tally with the figure for Honorarium Bill given in audited Statement of Accounts.

Signature of Principal with Seal

4.0   GENERAL INFORMATION:

4.1   Executive Committee meeting held:

1ST Quarter	2ND Quarter	3RD Quarter	4TH Quarter

4.2   **Advisory Committee meeting held**:

1ST Quarter	2ND Quarter	3RD Quarter	4TH Quarter

4.3   **LINKAGES WITH OTHER AGENCIES**

Sr. No.	Name of the Agency	Nature of Linkages

5.0   **ANY OTHER INFORMATION (PROBLEMS/SUGGESTIONS) IN SPECIFIC TERMS**

Certified that we are not charging any course fee/caution money/security etc. from any trainee.

Signature of Principal with Seal

  I QUARTER : 1st April to 30th June
 II QUARTER : 1st July to 30th September
III QUARTER : 1st October to 31st December
IV QUARTER : 1st January to 31st March

Countersigned by leading official of NITTTR dealing with the Scheme