

IMPORTANT NOTICE ON TC SELF-ASSESSMENT (VIRTUAL VERIFICATION) for SKILL HUB INITIATIVE (SHI)
UNDER PMKVY 3.0

This is to notify that as part of Skill Hub Initiative monitoring, we shall shortly commence 'TC Self-Assessment (Virtual Verification) through TC Self-Assessment monitoring App'.

This mobile App (available in Google store, iOS) need to be downloaded by the TC /Institute SPOCs in their mobile phones (mobile numbers as provided in SIP/SDMS). PMKVY Monitoring team will send periodic push notifications to the TC/location SPOCs for them to initiate and complete their respective 'Self-Assessment' of the Training Centre. The push notification may be sent anytime within training hours as declared by TP/Institute on the SIP/SDMS.

Links for downloading TC Self-Assessment App on mobile:

- **IOS:** [itms-apps://itunes.apple.com/app/id1196090587](https://itunes.apple.com/app/id1196090587)
- **Android:** <https://play.google.com/store/apps/details?id=com.senpiper.nsdsc>

Monitoring Parameters

The TCs will be selected on random basis for sending push notification(s) for TC self-assessment and may be asked to verify components related to training which may include, but is not limited to:

- 1) Infrastructure
- 2) Attendance & Availability of candidates
- 3) Attendance and availability of trainers
- 4) Branding at the Training Centre
- 5) Availability of relevant documents
- 6) Any other parameter related to functioning/compliance of PMKVY scheme

Responsibility of TPs/Institutes (Schools)

The TPs/Institutes (Schools) must ensure that:

- 1) Name and mobile number of training centre/location SPOC is updated on SIP.
- 2) Training location/centre SPOC must have mobile phones and TC self-assessment software/app installed on their mobile phones which can be downloaded from Android/IOS stores.
- 3) Training location SPOC must be oriented/apprised of the TC self-assessment activity.
- 4) In case notification goes unanswered/not connected, the same shall be informed to TP/PIA via email on registered email id as provided on SIP.
- 5) Further attempt shall be made on unanswered/not connected notifications in future. A total of three attempts shall be made on different dates within training duration.
- 6) In case, notifications unanswered/unattended even after three attempts, a notice shall be sent for above non-compliance and the case will be referred to Internal Monitoring Committee (IMC) for a final decision.

7) For the discrepancy observed on submitted Self-Assessment Report through the App, a show cause notice shall be sent as per current PMKVY monitoring process and all decisions shall be taken as per approved penalty grid after submission of reply by TP/PIA in pre-defined timeline.

Process guide

- Demo video is also made available on the TC Self-Assessment App for TC/location SPOCs. All SPOCs are expected to have gone through the demo video and understood the process.
- In case, if any exemption is given or any of the above-mentioned parameter(s) is not applicable for the training centre, TC/PIA may write 'NA' on a blank piece of paper and click a picture of it.
- For any technical assistance please write at support@sensiper.com

Step by Step Process Note for TC Self-Assessment

- TC SPOC to download the mobile application on their android or IOS device through Playstore or Appstore.
- Post installation of the application, TC SPOC will land on a Login Page.
- TC SPOC to login using their credentials, which will be shared with TC by Monitoring team.
- TC SPOC to begin the 'TC Self-Assessment' process once they receive the notification alert.
- Once TC SPOC acknowledges the notification alert, will land on a form with a button "Complete Audit" at the bottom.
 - To begin the assessment, start clicking photographs or as per respective parameters in the assessment form.
 - TC SPOC supposed to finish filling the TC-Self Assessment form within 75 minutes, for successful submission. (Snapshots of TC Sell-Assessment Form attached).
 - Once done with clicking photographs and uploading required documents, TC SPOC to submit the form.
- Note: If TC SPOC has missed the alert for some reason, they can refer to the alerts section (bottom right corner of the screen), in the mobile application, to check for any unattended alerts regarding Self-Assessment process.