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INSTITUTE OF JUTE TECHNOLOGY
UNIVERSITY OF CALCUTTA**

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DJFT/ISDS/DPR-II/ NGOs/ 3648

Dated 20.10.14

**To,
Smt. Alema Khatun
(Secretary)
Kumbhira Minority Mission**

Kumbhira, P.O:- Sabdalpur, Dist:-Malda, Pin:-732201.

Sub: TO HAVE A FRESH START TO CONTINUE ISDS-TRAINING PROGRAMME FOR JUTE DIVERSIFIED PRODUCT (JDP) MANUFACTURING SECTOR UNDER DPR-II , IN ASSISTANCE WITH YOUR ORGANIZATION AS SERVICE PROVIDER CUM TRAINEES MOBILISER UNDER INTEGRATED SKILL DEVELOPMENT SCHEME (ISDS) FOR "ISDS TRAINING OF WORKERS AND SUPERVISORS OF JUTE MILL SECTOR AND JUTE DIVERSIFIED PRODUCTS " UNDER 12TH FIVE YEAR PLAN PERIOD UP TO 2017 ENTRUSTED TO THE DEPARTMENT OF JUTE AND FIBRE TECHNOLOGY, INSTITUTE OF JUTE TECHNOLOGY, CALCUTTA UNIVERSITY.

Dear Sir,

This has reference to your earlier application to participate in our ISDS training Programme followed by subsequent verification of your infrastructure, your experience on such training and association with using earlier training programmes and finally after recent interview, we are glad to inform you that your organization is provisionally selected to be associated and to participate with us as service provider cum trainee mobiliser and also for post training follow up work etc. for ISDS training for JDP to be conducted by IJT at your chosen place/venue by establishing a separate IJT's training centre for ISDS Training for JDP under the terms and conditions to be agreed upon mutual discussion as per approved DPR and accordingly an MOA to be executed between IJT(DJFT,CU) and Your Organization for this purpose.

In this regard, we hope that you are aware that Ministry of Textiles, Govt. of India, has entrusted this Department of Jute and Fibre Technology, Institute of Jute Technology, Calcutta University to continue and conduct ISDS training Programme for Jute sector for JDP workers /Jute Mill Workers /Jute Mill supervisors /Sewing machine operators /JDP operators/Weavers/Dyers/Printers/ JDP Artisans etc. for both Centralized and Decentralized Jute Sector under Integrated Skill Development Scheme (ISDS) for Skill Up gradation Training under 12th Five Year plan period up to 2017 as a second phase of ISDS.

Training of IJT(DJFT,CU) after successful completion of first phase of ISDS Project sponsored by Ministry of Textiles, GOI.

Hence, as per meeting of our project advisory committee held on 7th April-2014 and subsequent Ministry's sanction dated 30-9-14 for further continuance of 2nd phase of ISDS Training Programme up to 2017, our Department is going to organize different modules of ISDS training workers /operators /artisans etc. as well as supervisors training **(a list of total 35 different vocational training courses to be conducted by IJT is available in annexure -1 as approved DPR for 2nd phase of ISDS training approved for IJT ,DJFT,CU by Ministry of Textiles, Govt. of India , is enclosed for your kind perusal and ready reference)** for both Centralized and Decentralized Jute Sector located in different Zones/Centres in West Bengal, Assam, Bihar, Tripura Meghalaya and in Andhra Pradesh etc as per approved DPR-II..

About 14,880 Jute Mills' Workers and Supervisors of Different Jute Mills (including 11,400 Workers, 3,200 Supervisors and 280 Junior Level Supervisor and some Sr Executives of Jute Mills Sector) and about 19,950 JDP workers /operators /artisans etc. are to be trained in next three years (2014 -2017). Hence, We do not want to exclude your organizations to participate to be associated with us as service provider in this mega Integrated Skill Development Scheme/Programme for IJT, DJFT,CU for training of workers /operators /JDP artisans etc. for both Centralized and Decentralized Jute Sectors sponsored by MOT, GOI and therefore propose to you to establish a JDP training centre to be established by us in association/help with your organization for providing ISDS Training to the JDP workers /operators /artisans etc. as per approved DPR and approved course modules as per norms of ISDS training Programme sanctioned by MOT, GOI.

With the above information , we express our desire to start /organize the said ISDS training Programme for JDP workers /operators /artisans etc. for one month duration (24 working days per training module + 2 Days examinations in two time slots (once at the middle and once at the end i.e First Exam on 12th or 13th day and 2nd Exam on 24th or 25th day) for award of certificates from University of Calcutta) along with required time to time evaluation and feedback in prescribed format in writing from all trainees in all the modules in Stitching, Dyeing, Printing, Hand loom Weaving etc. for JDP sector /Mill Sector as applicable for total organizational set up /arrangement and delivery of training (both theoretical and practical training) Jute Processing in Mill or on JDP manufacturing in JDP sector and also for arrangement of Post training follow up including placement services and services for SHG Formation , self-employment generation in JDP sector and direct or indirect placement in JDP manufacturing unit or Jute industry for both JDP and Mill Sector in each module and in particular to create sufficient employment generation facility by creating business opportunity /self-employment for trainees for the JDP sector.

The details of courses and modules are available in attached in the list of Courses and Modules as ANNEXURE-1.

As per sanction of MOT dated 30-9-14 approving DPR-II of DJFT,IJT,CU for 2nd phase of ISDS training to be conducted by IJT,DJFT,CU, the participatory / beneficiary / associated organization (NGO/Institution/Company) in association with whom or where the training Programme may be organized with your assistance and help, you as an participatory/associating helping Organization as service provider cum Trainee mobilizer agency , has to contribute to meet part of the essential requirements of this ISDS training to cover 25% of their contribution in kinds in the form of providing

training rooms equipped with required nos. of seating arrangements, training office, one Training coordinator, one Training assistant/attendant/helper, required sets or nos of machinery for practical training for each module, Power and operator or helper for running the machinery, arrangement of food and stay for IJT's trainers to retain at your place/venue, equal part contribution for fooding/tiffin of the trainees and rest part of your contribution should come as Trainee's course fee (Rs 1000/- per trainee for each module) and sales proceed (70% of Raw materials cost provided in any one training allowing 30% wastage of Raw materials during training programme for Products developed by Trainees etc for each training programme besides keeping ready for other infrastructural facilities as required from time to time at each venue for organizing the said ISDS training programmes for particular module for one month duration for each module. Hence, Ministry of Textiles have created a new MIS system to get all these information with documentary evidences to be uploaded much advance of actual training days to create Centre and to create any batch before start of actual training, besides introduction of biometric attendance system for both trainees and trainers. So, only after production of evidential proof of address and all infrastructural facilities including Sign Board, Photo of Class room, Machinery, Banner, biometric system etc as proved to be sufficient for organising any ISDS training at particular venue, the training modules will be approved to be started by Ministry's MIS system after receiving all such required documents uploaded in 15 days advance including names and filled in forms with all trainee details for each selected trainee normally 30 in nos. and maximum 10% extra (maxm upto 33 nos. in one batch).

If you agree to be associated with us in this newer system of ISDS training and its monitoring system for JDP sector, may we therefore request your written consent from your organizational end for starting the 2nd phase of ISDS Training for JDP sector to be implemented and conducted by our Department of Jute and Fibre Technology, Institute of Jute Technology, University of Calcutta by establishing a training centre of IJT at your chosen place /venue or at your organization, if sufficient space is available having minimum 300 sq ft covered space/ as training room and another 300 sq ft covered or uncovered vacant space to be used for practical training with required machinery and all other infrastructure ready for each of the selected modules. Thus only after the said up loading of all Required proof like Proof of Address or MOA, photo of Biometric machine, Photo of required infrastructure for class room and machinery for practical training and all trainee details and trainers' details etc assuring all infrastructure as completely ready at your chosen place/venue and after all these documents and data are up loaded to Ministry's MIS, we will be able to confirm you to start the said ISDS training for JDP workers /operators /artisans etc. on proposed dates.

We desire to start the 2nd phase of ISDS Training from 1st or 2nd week of November-2014 and to continue up to 2017. So, we hereby propose to establish one ISDS training centre for JDP training at your chosen place / venue having all required facility as said above. So, one ISDS training centre of IJT may be created at your chosen place/venue with the following basic modalities to be followed-

- (1) Each organization has to agree in writing to establish one IJT's JDP training centre at your /their chosen place/venue for conducting particular selected module(s) of ISDS training to be conducted by IJT, after issuing a consent letter from your end and signing a Memorandum of Agreement (MOA) between IJT, DJFT, CU and your organisations on stamp paper for this in prescribed format mentioning all terms and conditions and address/venue etc. as well as your organisations' role as service provider cum Trainee Mobiliser for this ISDS training of IJT and also to act as Service provider as post training follow up agency for handholding the trainees for at least six months for

formation of Self Help Group, Placement in JDP manufacturing unit, entrepreneurship development, self-employment generation etc. and also to run and look after IJT's Training cum production centre at nearby place/venue separately for employment generation of JDP trainees with our financial assistance from this ISDS project as per approved DPR.

- (2) A softcopy /digital photograph of Electricity Bill for address proof or soft copy of signed Memorandum of Agreement(MOA) in stamp paper between IJT and your organization related to ISDS training, clearly mentioning the address of the Centre and Regd address of the NGOs Organization and place of training etc. are to be submitted to IJT, DJFT, CU in 15 days advance for Centre creation in Ministry's MIS reporting scheme for ISDS -2nd Phase under ISDS Project.
 - (3) A soft copy /digital Photograph is to be submitted to IJT (DJFT, IJT, CU) in 15 days advance assuring that a sign Board is put on the outside top of the training Centre/ room mentioning name of the training centre as "IJT-Training Centre-1 or X" with name of implementing agency i.e. IJT, DJFT, CU and name of the NGO/Institute /organization in supportive role as service provider cum trainee mobiliser agency to indicate the names of the Implementing agency and associated helping organization and type of training conducted with venue and address etc. ,also mentioning the name of Project sponsoring authority i.e. MOT, GOI. This Sign board in a particular format has to be hanged by the helping organization at appropriate place in the training centre.
 - (4) As per ministry's mandatory instruction in 2nd phase of ISDS training , a set of Biometric attendance recording machine for trainees and trainers are to be kept ready by IJT in each of the training Place/Centre including IJT's centre at your place. Also, a soft copy /digital Photograph in jpeg format for Biometric attendance machine with laptop/computer and internet connection or Dongle etc. (all these are to be provided by IJT, DJFT, CU) showing that all these matters of infrastructure have been put in place in training room or at appropriate place in that venue for regular use, are to be uploaded in Ministry's MIS.
 - (5) All teaching aids like Computer/laptop, LCD projector, Screen, Board etc. and banner (all these will be provided by IJT, DJFT, CU) and chair/bench /desk etc. which has to be arranged/kept ready for ISDS Training to be conducted by IJT before start of the training. A soft copy/digital photocopy in Jpeg format for training room covering all the above said training arrangement in training room is to be provided to IJT (DJFT, CU) in 15 days advance to upload that document in ministry's MIS for start of Training by IJT for each module in proposed date.
 - (6) A soft copy or digital photograph of required Machinery to be used for practical training and demonstration purpose in the training site at IJT's JDP training Centre with tag of ISDS training hang on the machinery for respective module are to be provided to IJT (DJFT, CU) in 15 days advance to upload the same in ministry's MIS for start of Training for each module of JDP training.
 - (7) Each helping /associated organization has to make at least three months advance plan of ISDS Training selecting modules and Trainees in much advance to provide all trainees' data to IJT in time. The names and trainee details filling particular trainee details forms along with submission of 2 copies of PP size/stamp size photo and copy of Photo-I card proof, SC/ST Certificate , age proof and certificate of qualification and other documents ,etc. , are to be made to us in 15 days advance of start of each module of training for uploading the same data after typing and scanning by IJT for batch creation for each module of training .
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(8) Each Helping and associated NGO/Institute /Service provider has also to provide **one Training coordinator and one Training assistant / attendant** from their organisation to supervise and helping our trainers and also to mobilise trainees for timely good attendance (to be recorded through Biometric attendance recorder) and also to coordinate each training Programme and to maintain the training raw materials stock and record and maintaining discipline in the training centres as well as to do all miscellaneous attending jobs.

(9) Ordinarily IJT will provide and send two trainers for conducting each module of training on JDP courses. However, if required, IJT will send one trainer and then each Helping and associated NGO/Institute /Service provider has also to provide another Local Trainer and one Training assistant /Helper (For which IJT , DJFT,CU will pay the required remuneration as per approved rate) from their organization to assist our trainers and to conduct practical demonstration to all the trainees .Hence, the Soft copy of their Bio data and names and Photo -id proof, qualification detail etc. are also to be provided to IJT, DJFT, CU in 15 days advance before start of ISDS Training to upload the same to Ministry's MIS .

Each organization has to hang one banner outside the gate and another inside the training room informing all JDP trainees and other persons for wide publicity of the training implementing organisations and Project Authority's contribution as well. Each Helping organisations has to arrange awareness camp, distribute leaflet and make wide publicity about this ISDS Training Programme for contacting Training Coordinator of respective place/organization or IJT's Trainers or Faculty In Charge of IJT to avail the opportunity of attending these training Programme applicable for all and even new/fresh trainees who are interested to take such skill development training under IJT's ISDS training Programme.

(10) Each organization has to hang another banner in the training room /venue informing the trainees Govt. contribution of 75% funds sanctioned by MOT for each trainees and 25% contribution of NGOs / Associated helping organisations as course fee, sales proceed and in kind contribution etc. by each organizations including IJT and Associated NGOs/Institutes etc. for each type and module of JDP and other ISDS Courses mentioning details break up of contribution of funds.

Besides the above said documents, each organization has to make the following arrangements-

(1) Each organization has to provide **at least one class room of nearly 300 sq ft** having seating arrangement of 30-33 participants in each room **and another covered or uncovered vacant space for practical training with required no of machinery (minimum 10 sewing machines amongst which two or more should be of power driven type , For Dyeing or for printing 5 sets of Equipment for dyeing and printing or handicraft making tool sets and for handloom weaving 5 sets of such handlooms or hobby looms/sample looms etc.)** Having about another 300 sq.ft. space besides class room, so that trainers may be able to conduct training of 30-33 trainees at a time.

(2) Each organization has to provide **one Training coordinator** from your Organization as said above , preferably Secretary or Asst Secretary or their representative should be assigned for this job, who will look after and coordinate the ISDS JDP Training for such ISDS training of JDP sector to be conducted by IJT,DJFT,CU for Sewing operators /Dyers/Printers/Handloom weavers/ artisans etc. organizing such training programmes at IJT's own training centre created at your chosen place /venue (you are hereby requested to please provide us the name and mobile Tel no of the Training coordinator and phone no., Fax no, email etc. of your organization).

- (3) Each organization has also to provide **one Training assistant/attendant/helper** as said above to maintain the stock of training raw materials and to maintain other property of IJT's training centre at your chosen place/venue as well as to do all miscellaneous attending jobs during training days..
- (4) Each organization has to mobilize sufficient no's of trainees to get at least 30-33 trainees selected from 40-50 trainees to be enrolled for each module of 1 month JDP training course **with all details of the selected trainees with their all details after enrolling and collecting 40-50 trainees and then by selecting 30 to 33 from them** for conducting the Said JDP Training Programme under ISDS project at IJT's JDP training Centre created with your help as service provider cum training mobiliser to work for IJT's training centre created /to be created **at your chosen place having all such required infrastructure facilities or to be made ready by IJT's assistance from Project fund.**
- (5) Each organization has to arrange /provide to make all required infrastructural facilities to be kept ready or to organize to be ready for organizing the said ISDS training of each module for one month duration each (for 24-26 working days i.e. 150 hrs or more for all ISDS training module of 1 month duration considering one holiday per week preferably Sunday or continuous 24 to 26 days without any off day) arranging following class room infrastructure kept ready :
 - (A) Chair, tables, for trainers and Chair & desk or High/low benches for sitting of 30- 33 persons.
 - (b) One blackboard, chalk and duster or White Board with coloured marker to write on Board.
 - (c) LCD Projector with P-IV Computer & Monitor or Laptop along with windows XP operating system with Anti-Virus software's with Better quality speaker / box fitted in computer for Audio-Video presentation of CD provided by IJT for practical demonstration by videos for JDP making and Design intervention for newer JDP materials /utility items to make .
 - (e) These infrastructural arrangements should be permanent throughout the duration of the training duration and also for project duration for next 2-3 years up to 2017 to conduct the said ISDS JDP Training Programmes to create employability in this sector by suitable post training follow up activity supported by IJT's project fund as per approved DPR.
- (6) After the completion of the one module of JDP training , the next module of JDP training may be started immediately with a short break or without any break , if that NGO or service provider cum trainee mobiliser i.e you can collect all names in advance for three consecutive modules of next batch of trainees keeping them already enrolled filling trainee details forms and provide us the names and other details of all trainees in 15-30 days advance of training dates by collecting the names and all other details of the fresh batch of trainees for corresponding next modules in advance for selected modules as per approved course curricula.
- (7) However, IJT will pay you some financial support for different items as per approved rate under this project on nos of days of Training and on nos. of trainees attended training etc which is to be paid to your organisations as per approved rate and items (a copy of total financial support available from IJT to you as your service fees is enclosed) which includes service fees, coordinator's fee, training organising and management cost , your trainer's fees if required, and for other common items such as raw material costs etc as per approved list for your services and reimbursement of certain expenses etc . But after training is completed 70% of raw material cost are to be returned to IJT-ISDS account -2 (revenue as sales proceed by selling those products produced in the training by trainees from the total raw materials support amount paid as per approval in the enclosed list of financial support or fees to be paid to your organization.

- (8) All the JDP trainees will be evaluated twice during one month training i.e on 12th day and on 24th or 25th day of the training Programme for each module by our trainers and evaluation team along with one representative of your organization and finally a certificate will be awarded to each participant with grade based on average of two examination or evaluation for attending one month training in particular module with average grade from the said two evaluation.
- (9) Each organization has to make all arrangement for assuring placement service of atleast 70 % of the trainees by creating business opportunity for them in this trade by creating and running regularly a production centre nearby by offering piece rated jobs to the trainees after training and by providing handholding support for Self Help group formation, design support /raw material support etc with creating market link etc for saling these products, with IJT's required approved support for rent of the Production centre, partial machinery support and regular raw material support of Rs 10, 000/- per batch (70% on returnable basis as second sales proceed allowing 30% wastage for allowed level of Raw material wastage compensation as per norms of DCH –Mot – GOI projects etc. for utilization by practicing trainees engaged in production after training completed for at least for six months after the training) and have to send us all information's of placement of trainees by a prescribed placement certificate in a particular format and has to track them at least for next six months to keep a record of training and placement as trainees of ISDS project under IJT,DJFT,CU , so that these trained workforce personnel may be tracked and effectively utilized by creating self-employment or creating other employability by SHG formation or providing them jobs in IJT's production centre support system for six months and /or having direct placement in the existing JDP units or in any of the industry.
- (10) Each selected NGOs has to keep a security deposit for Rs 50,000/- for service covering capacity for 200-500 trainees per year, Rs 1, 00,000/- for service covering capacity for 501-1000 trainees per year and Rs 2, 00,000/- for service covering capacity for 1001-2000 trainees per year, to be adjusted with sales proceed /course fee etc. for future training in 10-20 installments or batch of training.
- (11) **As per approved DPR of this ISDS project**, Course fee of Rs 1,000/- per trainee has to be paid By NGOs by collecting from each trainee or on behalf of each trainee selected as contribution of NGOs/Trainee as course fee as revenue to be deposited in ISDS account -2(Revenue). So, **each NGO organization has to collect or has provide from own source as a nominal course fee of Rs 1000/- per trainee in favour of "Institute of Jute Technology-ISDS Project account no-2 (Revenue)" and also each organization has to contribute equal amount of Fooding and miscellaneous expenses for each trainee per day (Rs 30/- per day per workers), while this department will also contribute Rs 30/- per day per trainee from ISDS project fund as approved by the MOT, GOI, after receiving the bills from Centre coordinator concerned. You are therefore requested to note clearly that Rs. 30/- per day per participants only will be provided from the project fund towards refreshment/lunch and miscellaneous expenses during the training days only. The amount will be reimbursed to you once you submit the bill after the completion of training purpose for each module of one month duration. by NGOs**

This may be noted that this department / IJT will provide the followings to organize and to provide fees etc. as service provider cum trainee mobiliser in the ISDS JDP Training Programmes in each module of training in each of IJT's JDP training centre:

- (a) The Department of Jute and Fibre Technology, Institute of Jute Technology, University of Calcutta (erstwhile IJT) will provide required Trainers and Assistant trainers to conduct the training.
- (b) One Centre In-Charge will be assigned to each centre to co-ordinate and make all liaison work to organize the training.
- (c) Training manual/Xeroxed study materials in different languages will be provided to each trainee and Video CD/DVD for JDP making etc. will be shown to each trainee for audio visual training to the participants for each module..
- (d) Sign Board, Banner, Biometric machine, laptop, dongle for internet connection etc. will be provided by DJFT, IJT, CU from ISDS project fund. These assets belong to IJT and hence are to be refunded in working condition at the end of the training.
- (e) Minimum amount of Rent for production centre for a limited period, partial Machinery support (assets belongs to IJT and is refundable) and required raw material support with compensation of 30% wastage etc. required to run the production centre (not for training days and training centre) after one or two training batch completed will be provided by IJT,DJFT,CU
- (f) All training raw materials, small tools and remuneration of training coordinator, Training organizing and administrative fee for Service provider cum Trainee mobiliser will be provided by IJT, DJFT, CU as per enclosed budget approved per module given in Annexure II.
- (g) In case of any lost/theft etc. IJT will charge the purchase price of all such lost items to the NGO's/ Institution etc. as it is kept in custody of NGO's/ Institution etc.
- (h) This department will arrange evaluation /examination of all trainee and award of certificate to each trainee.
- (i) To and fro travel charges of our trainers and project staff and our project supervisor /officer and Project coordinator/Faculty and their accommodation and fording and lodging will be borne by us,
- (j) ***Out of total Approved Budget for conducting JDP Training of ISDS Project of IJT, The amount sanctioned to be paid to Service Provider cum Mobiliser or NGOs or Instructionsetc. under different items for JDP training of ISDS project of IJT under 12th plan, component - I (DPR – II) Wef 1st Nov. 2014 is as per Annexure-II showing rate/amount of such approved financial payment to NGOs /Service provider cum training mobiliser. However any restriction put by project authority at any time will be applicable in all cases wef ministries or IJT's instruction as deem fit to fulfill the objectives of ISDS training Programme.***
- (k) ***IJT holds the right to terminate the MOA or any such terms of binding activity at any time without showing any reasons without any prior notice with immediate effect clearing all pending dues upto the date of issuing such termination letter from Project coordinator of ISDS project after getting back all the assets of IJT lying in that training centre.***
- (l) ***The last and Final payment of all the bills raised at the end of the project or during mid-tenure termination if arrived, will be done by IJT, DJFT, CU only after getting back all the assets of IJT, DJFT, CU.***

Please send your early consent/confirmation and kindly arrange to execute the Said MOA and also assign one Training Coordinator with one training assistant / attendant and may be one interpreter for helping to organize such workers' training Programme after arranging all the infrastructural facilities required.

Finally, You are requested to feel free to contact Prof. A. K. Samanta (mobile no: 09831161529, e mail: ijtaksamanta@hotmail.com) HOD,DJFT,IJT,CU and Dr. Swapan Kr. Ghosh (mobile no: 09831324354, e-mail: ijtskg40@gmail.com), Project Co-ordinator of ISDS Project of Dept. of Jute & Fibre Technology, Institute of Jute Technology, University of Calcutta for early commencement of the ISDS JDP training Programme at your locality /cluster creating /establishing one IJT's JDP Centre under ISDS Project of IJT ,DJFT,CU sponsored by MOT,GOI.

In absence of Prof.A. K. Samanta, HOD and PI , ISDS project of DJFT, IJT,CU and Dr. S. K Ghosh, Associate Professor and Project Coordinator –ISDS Project, You can also contact Mr. Sambhu

Bhattacharyya or Mr. Dibyendu Mukherjee, Project Coordinating Officer/Sr. Project Officer of ISDS Project of this Dept. or Centre In Charge faculty of this Dept. for clarifying any query or for any difficulty arisen for the same.

Please inform us if you find any difficulty in the arrangements and preparation for establishing the proposed training centre by IJT with your help at your locality or cluster. Please reply us as soon as possible to expedite the same.

Thanking You,

Yours faithfully,



(Prof A K Samanta)

Professor, HOD and Project Co-ordinator, ISDS Project
Dept. of Jute & Fibre Technology, Institute of Jute Technology, C.U

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